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MINUTES

For an Ordinary Meeting of Council held in Council Chambers on 30 June 2022, commencing at 5.30pm.

Opening of Meeting

The Presiding Member opened the meeting at 5.30pm.

Acknowledgment of Country

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

Attendance, Apologies and Leave of Absence

President	- Cr J Mountford
Councillors	- J Boyle - T Lansdell - S Mahoney - A Pratico - P Quinby - A Rose
Officers	- T Clynch, Chief Executive Officer - M Larkworthy, Executive Manager Corporate Services - P St John, Executive Manager Development & Infrastructure - E Matthews, Executive Assistant

Attendance of Gallery

J. Moore, B. Moore, T. Christensen, M. Christensen, B. Smith, R. Cameron, B. Bebbington, N. Maxfield, W. McNamara, A. Hesketh, B. Hall, V. Smith, J. Nicholas, M. Schneider, A. Nicholas

Responses to Previous Questions Taken on Notice

March Ordinary Council Meeting – 26 May 2022

B Bebbington

1. Where area special use zones 1 and 3, as referred to on page 4 of the amended proposal?

Response:

- *Special Use zone 1 - Bridgetown Gardens (Kangaroo Gully)*
 - *Special Use zone 3 – Windy Hollow.*
2. In the original officer report to the September 2021 council meeting, when the policy was first proposed, albeit during caretaker mode, reference was made to the high number of applications for minor additions and extensions to

houses and outbuilding, including carports. Why then doesn't this policy provide for an exemption for carports?

Response - The intent was to capture all class 10 buildings being outbuildings. The draft policy will be modified to capture carports and the like.

3. The advertised policy specifically referred to outbuildings in a heritage protected place and they were not exempt. Why has all reference to heritage protected area been removed so that there is no requirement for planning approval on those sites?

Response - The draft LPP does not propose to exempt development for Single dwellings, outbuildings and the like on 'Heritage Protected Places'. The Deemed Provisions within the Planning and Development (Local Planning Schemes) Regulations 2015 form part of the Town Planning Scheme No 3 and 4 provisions by reference and this details various forms of exemptions from development. Development that is proposed on land that is Heritage Protected as defined by the local government adopted Local Heritage List is not exempt from seeking a development application. The deemed provisions stand alone.

4. Why is an enclosed shed like a double garage or large enclosed industrial/farm shed exempt from planning approval but a small structure like a carport, open fronted garage or patio require approval?

Response - As per question 2.

5. Has the Shire identified how many properties would be eligible to build or modify a single house under this policy and what percentage of total properties in those zones this represents?

Response - No

6. Councillors, have you been shown a map of TPS 2 and 4, overlaid with the DFES map of bushfire prone areas?

Response - Provided

7. The recent development application for Talison to build a powerline was treated as public consultation and appeared as such on the Shire website. Why is the current application for extractive industry on Spring Gully Road, Greenbushes not considered a public consultation?

Response - The extractive industry application for a property on Spring Gully Road has been subject to community consultation. Referrals were sent to nearby property owners and to the adjoining local government (Shire of Donnybrook-Balingup), public notice of the application was published in the Manjimup-Bridgetown Times and public notice was given on the Shire website. It is acknowledged that the Shire website has separate pages for 'public notices' and 'community consultation' and that the notice for the extractive industry application was published under the 'public notices' page whereas it would better have been published under the 'community consultation' page as the notice allowed for public submissions to be made.

Although some submissions have been received and are currently being assessed a determination has been made by the CEO to republish the notice on the website under the 'community consultation' page. A further 3 weeks will be allowed for submissions. No additional newspaper advertising or land owner referrals are required.

Public Question Time

B. Moore

My question is in relation to Item C.06/0622 (Amendments to Policy M.4 – Members Allowances/Expenses and Setting of Member Allowances for 2022/23). Can you please advise what major work value changes were identified in your review that prompted the call for the significant increase in remuneration for the office of President and Deputy President?

President response – the reason for the variability was because of all the different sections of the allowances having a different percentage rate being applied. The purpose of the review was to make a standardised percentage rate across all sections of the allowances and sitting fees, within Band 3.

So there is no work value change?

President Response - No there is not.

B. Bebbington

Can you confirm that under the Shire's Town Planning Schemes a single house applies to a contiguous land holding? For example, a 300ha farm with three titles can build only one house under the provisions, not three.

Executive Manager Development & Infrastructure (EMDI) response – If you have three separate contiguous titles, it is my understanding that you could build three separate houses, one per lot.

J. Nicholas

My questions relate to Item C.06/0622 (Amendments to Policy M.4 – Members Allowances/Expenses and Setting of Member Allowances for 2022/23). I can find nothing in the documentation that gives me any indication about how an increase to the 60th percentile was decided, except by comparing the level of payments made to other Band 3 Council's. Were any other factors considered in determining that this Council fits into Band 3 at the 60th percentile?

President Response – The predominant factor that we used when determining the fees and allowances was comparison with other local government's that had comparative rate revenue, population and number of employees.

Can you tell me then how many Council's in Band 3 were considered?

President Response – All were assessed and there were four of five that were similar to us.

I had a look and my calculations are based on what I consider to be a large Council in Band 3 and when I looked at their rate revenue, population and dwelling numbers compared to Bridgetown I could not find anything greater than about a 40th percentile. If they fit at the top of Band 3 how has this Council decided that it fits at 60 percent?

President Response - That was our determination.

How has this Council justified an overall increase of some 30 percent and in some cases an increase of well over 100 percent?

President Response – I do have a presentation that I believe will answer this question.

In what terms have the roles and responsibilities of Councillors, including all Councillors, changed to warrant such a significant increase in remuneration?

President Response – Again, I believe that my presentation will address this.

Given that this increase has a very significant impact on ratepayers who themselves are struggling to see a 5 pay percent increase, let alone a 30 or 150, will Councillors consider phasing in the increase over a number of years?

President Response – No we aren't considering phasing it in. This is an opportune time for me to read out a statement that I hope will respond to the questions already asked and any potential questions.

I want to address the matter of the increase in Councillor remuneration that's obviously of great interest to the community. This was a matter discussed at Council some 2 years ago, but due to the pandemic, Council agreed to put it aside at that time. It has come back to Council now as part of a suite of matters we are reviewing.

By way of some background information, the State Government divides all our local governments into bands determined by their rate revenue, population, employee numbers and a raft of other criteria. The Shire of Bridgetown Greenbushes is in Band 3. Based on those bands then, guidelines are given on a number of issues – one of them being remuneration for elected members. The State Salary and Allowances Tribunal provides a dollar range – minimum to maximum - for each band, which that local government is to use to determine what they pay their elected members.

The matter of remuneration comes up for review every year when Council is completing our budget planning for the coming year. The elected members' remuneration has previously been decided on a somewhat ad hoc basis with the policy not including strong formula guidelines. Councillors are understandably very reluctant to discuss and make decisions about their own remuneration and consequently little has changed in this regard for a number of years. When compared with other Shires in Band 3, our Councillor remuneration has up to now been in the bottom section of that group.

It was brought to Council 2 years ago that we should review the Council Policy on this matter and determine a fair and reasonable way to determine the remuneration so that it becomes set in that policy and not be subject to the vagaries or agendas of individual councillors or the Council at large.

With the interruption of COVID-19 we set aside this review – in fact reducing Councillor remuneration by 10% for a year to help reduce strain on the affected budget. This year it was agreed we should rework the policy so that going forward, each year at budget time the remuneration would simply be tied directly to State guidelines via a chosen percentage.

Council is putting to the vote tonight that our Shire pay its elected members at the 60% mark of the State Government recommended remuneration for the band in which our Shire sits. Just over half way on the recommended range was considered to be both fair and reasonable. The increase would add a total of \$34,657 to our overall yearly expenses which does not impact noticeably when viewed in the context of a \$10 million budget.

Your current Council is extremely pro-active. They commit an enormous amount of time over and above just monthly Council meetings. They all work on several Council committees and take an active role in many aspects of varying Council initiatives. At this time of year when the budget and corporate business plan are being reviewed we are at meetings and workshops weekly – sometimes twice weekly. Councillors are available at all times for you the community to help with your issues and provide support and information. Our Councillors do not simply read the agenda for the Council meeting each month and vote according to the Officer recommendation. Our Councillors spend time researching the items, making calls to better understand the issues, look into the history of what has gone before etc. This all takes considerable time and we are all happy to do so in order to provide the best and most measured representation possible for the community.

Councils today must be able to attract skilled, experienced individuals and they each Councillor serving bears much responsibility. We manage a sizeable budget and we are integral in the planning of not only the future of our own Shire but play a key role in regional matters as well. Your current Council brings considerable expertise to the table – skills that in the non-government landscape would attract high monetary reward. Of course the greater part of a Councillor's commitment is done so on the basis of community service a fact we are all deeply conscious of with everything we do. Our remuneration is certainly not a fee for service.

The intention of this amended policy going forward is to ensure only small incremental increases – if any – and that they be tied directly to the State Salaries and Allowances Tribunal recommendations. This should give the community comfort.

You have a vital, compassionate, highly skilled Council with enormous energy and commitment and I am proud to be Shire President at this time in our Shire's history. With the sudden and explosive growth of our Shire we have a lot to do, a lot to nurture and some hard decisions to make. Rest assured we are – one and all – up for the challenge.

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The intention of this amended policy going forward is to ensure only small incremental increases – if any – and that they be tied directly to the State Salaries and Allowances Tribunal recommendations. This should give the community comfort. It also means that going forward, our Council will be able to attract skilled, experienced individuals to the key roles by better acknowledging their contribution and broadening the demographic of those who can serve.

You have a vital, compassionate, highly skilled Council with enormous energy and commitment and I am proud to be Shire President at this time in our Shire's history. With the sudden and explosive growth of our Shire we have a lot to do, a lot to nurture and some hard decisions to make. Rest assured we are – one and all – up for the challenge.

W. McNamara

My question is in relation to C.06/0622 (Amendments to Policy M.4 – Members Allowances/Expenses and Setting of Member Allowances for 2022/23). Did you come on this Council to serve or to get big allowances?

President Response – We absolutely all came here to serve and I can tell you with the hours spent, the remuneration we are getting is inconsequential. The greater part of our contribution is in a compassionate volunteer service and I can assure you that the hours spent do not equate in any way to a paid service.

B. Bebbington

If a 500ha property has a pink fire prone area at the rear, under the exemptions from development approval requirements policy proposed tonight, does this mean they will not need to apply for planning approval for a single dwelling at the front of that property where there isn't any pink?

EMDI Response – Outside of the bushfire prone area, yes it does.

How often is the DFES map of bush fire prone areas updated?

President Response – Annually.

If the Shire approves a new plantation on a property does it notify DFES or is it required to notify DFES so that they can update the map of bush fire prone areas?

CEO Response – In the annual review by DFES they write to each local government to ask if there are any changes to the landscape that would affect the fire ratings. The establishment of a plantation is an example of something that we would provide back to DFES. The same if a plantation has been harvested and not being re-established. So yes, we do make comments on the creation of new plantations.

Approximately what time of year does DFES require the report to be submitted?

President Response - We will have to take that question on notice Mr Bebbington

What are the criteria for land to be denoted as fire prone- is it a distance buffer or is it based on the type of vegetation or the topography, for example accessibility or steepness of terrain?

EMDI Response - It is my understanding that it is all of the above. I am happy to take this question on notice and provide a more comprehensive answer.

Under this new policy would a demountable building require planning approval if it complied with the policy?

EMDI Response – it depends on what the use of the demountable building is, whether it is residential or non-residential.

So if it was a residential demountable building it would be permitted in a non fire prone area?

EMDI Response – if ordinarily a single house was allowed, then a demountable building would be permitted. It is immaterial if a building is demountable or not.

How developed are estates like Windy Hollow, Bridgetown Gardens, Highlands and some of the older special rural subdivisions. Are some of them fully complete, 80 percent, 60 percent. Do you have an approximate number of houses that have been completed and whether there are a reasonable number of occupied homes? Just a ball park figure.

CEO Response - That is an impossible question to answer without notice but I would suggest approximately two thirds to three quarters developed. I would suggest by driving by on the odd occasion there are some vacant lots in each estate but they are more than half developed.

Shire Health Policy 4, Temporary Accommodation Approvals states the objective is to “assist with security on new housing developments” in line with the number of built houses and permanent residents at Windy Hollow, Bridgetown Gardens and other subdivisions. Would it be timely to remove the approvals for those subdivisions?

CEO Response - The intent of the policy is meant to be for a limited period of time whilst the owner is constructing a house. Under the Health Act 1911 you are not meant to reside in a shed so the approval process is a temporary way to permit it under the act. If approval was not required we would have no way of knowing whether people are legally or illegally residing in sheds. It is not an onerous task

to get temporary accommodation approval, it is quite a simple process for the applicant. The main criteria is that you need is to have a building permit issued for construction of a dwelling and basic sanitary facilities. The policy is aligned to allowing people to live on site and build a house at the same time, provided the house construction is progressing at an appropriate pace. The temporary approval is ensure progress is being made on the build a shed doesn't sit there resided in for 10 years.

Health Policy 4 was created with the objective of dealing with security issues in the estates. If we now have 70-80 percent occupancy there is now a neighbourhood. If we no longer have a security issue would it be prudent to review the policy if that is the reason for the policy?

CEO Response – The whole issue surrounding security is security of building materials. I think that people would argue that even if an estate is largely occupied there is no guarantee that you aren't going to lose materials from your building site. If you talk to builders they will say that they continue to lose materials from building sites, regardless if there are neighbours or not. The policy talks about a physical presence on site being a deterrent for opportunist crime.

B. Moore

Madam President, why are you so adamant and inflexible about spreading the proposed Councillor allowance increase over two financial years?

President Response - Splitting the increase over consecutive years was not a determination Council made when discussing the increase. There was no decision to spread the payment over and it is my belief that it is not what Council want however it could be a consideration tonight when the item is considered.

Petitions/Deputations/Presentations - Nil

Comments on Agenda Items by Parties with an Interest

J. Nicholas - C.04/0622 Extension of Lease – 150 Hampton Street, Bridgetown (Bridgetown CRC)

Spoke in support of the officer recommendation.

B. Smith on behalf of the Council of Owners, Bridgetown Gardens Estate

C.03/0622 Rating of Bridgetown Gardens Estate

Spoke against the officer recommendation and in support of the item being deferred for further consultation.

B.Bebbington - C.12/0622 Proposed New Local Planning Policy – Exemptions from Development Approval

Spoke against the officer recommendation.

A. Hesketh - C.10/0622 Proposed Motor Vehicle Repair Station

Spoke against the officer recommendation.

B. Hall - C.10/0622 Proposed Motor Vehicle Repair Station

Spoke against the officer recommendation

Applications for Leave of Absence - Nil

Confirmation of Minutes

C.01/0622 Ordinary Meeting held 26 May 2022

A motion is required to confirm the Minutes of the Ordinary Meeting of Council held 26 May 2022 as a true and correct record.

Council Decision Moved Cr Pratico, Seconded Cr Lansdell

C.01/0622 That the Minutes of the Ordinary Meeting of Council held 26 May 2022 are confirmed as a true and correct record.

Carried 7/0

C.02/0622 Special Meeting held 9 June 2022

Attachment 1 Minutes of the Special Council Meeting - 9 June 2022

A motion is required to confirm the Minutes of the Special Meeting of Council held 9 June 2022 as a true and correct record.

Council Decision Moved Cr Quinby, Seconded Cr Rose

C.02/0622 That the Minutes of the Special Meeting of Council held 9 June 2022 are confirmed as a true and correct record.

Carried 7/0

Announcements by the Presiding Member Without Discussion - Nil

Notification of Disclosure of Interest

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

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

Name	Cr Pratico
Type of Interest	Impartiality
Item No.	C.14/0622 Visitor Centre Membership Fees 2022/23
Nature of Interest	My daughter is the owner of the property adjacent to the Visitor Centre.

Questions on Agenda Items by Elected Members

Cr Pratico asked a question regarding C.10/0622.

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

Reports of Officers

Reports of Officers have been divided into Departments as follows:

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

CEO's Office

ITEM NO.	C.03/0622	FILE REF.	
SUBJECT	Rating of Bridgetown Gardens Estate		
PROPONENT	Council of Owners, Bridgetown Gardens Estate		
OFFICER	Chief Executive Officer		
DATE OF REPORT	21 June 2022		

OFFICER RECOMMENDATION

That Council not support the request made by the Council of Owners, Bridgetown Gardens Estate for Council to withhold a portion of rate revenue from properties within the Estate for return to the Council of Owners to fund future renewal of private internal roads

Summary/Purpose

The Council of Owners, Bridgetown Gardens Estate has requested Council consider withholding a portion of rates raised from properties within the Estate for future distribution to the Council of Owners to fund renewal of the Estate's private road network. It is the view of the Council of Owners that the maintenance of these roads, which ordinarily would be the responsibility of the Shire, are an increasing financial burden on owners of property within the Estate.

Background

Bridgetown Gardens is a strata titled estate consisting of 132 rural-residential sized lots and significant areas of common property. Included in the common property is approximately 3km of private roads and these are maintained by the Council of Owners with funding raised by strata levies on each property within the estate. Note the entrance road to the Estate, Claret Ash Rise, is a public road.

A similar request was considered by Council in February 2009 where Council resolved:

C.32/0209 That Council not consider any proposals for differential rates for strata titled lots such as Bridgetown Gardens Estate on the grounds that other than

maintenance of internal roads and drainage all Council services are available for use by residents of such lots.

Officer Comment

The officer comments provided in the report to Council in February 2009 are still considered relevant and are repeated below:

Correspondence has been received (September 2008 and October 2008) from an owner of property in Bridgetown Gardens Estate querying why owners of property in that estate pay the same basis of rates as all other property owners in the Shire when the roads and other infrastructure in the Estate is managed by the Strata Company and not the Shire.

The suggestion of [the correspondent] was that Council could discount the rates for properties in Bridgetown Gardens and retain the discounted amount for future maintenance of infrastructure within Bridgetown Gardens Estate. A search of the Local Government and Regulations does not identify any constraints to establishing such a reserve fund.

Alternatively the Council could consider making an annual donation to the strata company for such a purpose however the decision on whether to make a donation and the amount of the donation would always be at the discretion of the Council each year or for 3 years via a Service Agreement.

Other than maintenance of a small length of roads the Council provides the same services to Bridgetown Gardens residents that it does to all other residents. The roads are private roads and it is the responsibility of the Strata Company to ensure sufficient funds from strata levies are held in reserve for future maintenance of these roads.

Whilst the roads are private roads currently there is little restriction on other vehicles using them. This is an option the Strata Company may wish to consider if it considers wear and tear from non-residents traffic is damaging the roads at an excessive rate.

Council uses rates income for more than road maintenance. Council is responsible for a myriad of services and functions, all of which are available for ratepayers and local residents to use. These include but are not limited to development and maintenance of parkland, provision of recreational and cultural services, cemetery management, footpath and walktrail construction/maintenance, tourism services, law and order (i.e. animal control), police licensing, community development (including assistance to community groups) and a number of regulatory services. Also with respect to Bridgetown Gardens Estate Council maintains all the public roads leading in to the estate, including Claret Ash Rise, Kangaroo Gully Road, May Street, Turner Road, etc.

The decision to make Bridgetown Gardens Estate a survey strata tenure was that of the estate's developer, not the Council. Council considered the proposal presented by the developer and granted the necessary approvals. It should be noted that under the subdivision criteria of the Western Australian Planning Commission the Bridgetown Gardens Estate would not have been approved as a freehold title subdivision as the residential lot sizes are far lower than normally permitted in a rural-residential environment. The reason why the residential lot sizes of approximately 3500-4000m² were approved is due to the tradeoffs with the common land. The alternative would have been to subdivide the whole estate into lot sizes of 1ha+ with no common land.

It should also be noted that due to the age of the roads in Bridgetown Gardens, even if the roads were under Council's control there would only be minimal maintenance required at the moment. The Shire ensures that public roads constructed by private developers are constructed to a high standard in order

to ensure that they do not become an immediate maintenance burden on the Council. Other than minor works such as pot hole patching these roads should not require high maintenance by the Shire.

Strata title developments are not uncommon – in fact in many parts of the Perth Metropolitan Area they are the predominant form of subdivision. All those developments pay normal rates to their local Council, the same as freehold title properties. The use of strata title as an alternative to freehold title is likely to become more common in the Shire of Bridgetown-Greenbushes, judging by the trends being experienced elsewhere in the South-West.

The suggestion made to Council in 2009 was for Council to impose a differential rate on properties within the Bridgetown Gardens Estate and retain a portion of rates raised in a reserve fund to be returned to the Council of Owners at such time as the funds were needed for road renewal works. If Council was amenable to the concept of holding a portion of rates to fund future renewal works of the Estate's private road network it need not consider any proposals for differential rating. Instead it could simply create a new reserve fund for that purpose and simply transfer an amount each year (assumed to be a specific percentage of overall rates raised from properties in the Estate) to that reserve.

The officer recommendation to not support such a proposal is based on the same reasons provided in the report to Council in February 2009 (above). Notwithstanding that rates fund a wide range of services and infrastructure, far beyond road maintenance, it is noted that the approximate 3km length of private roads within Bridgetown Gardens Estate represents just 0.42% of the Shire's public road network. Also to be noted that there are a number of properties in the Shire that don't have access to a road, either due to the property being land-locked with no frontage to a road reserve, or the road reserve being unmade. These properties are rated no different to other properties.

Statutory Environment

Section 6.11(1) of the Local Government Act 1995 states that where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.

Integrated Planning

- Strategic Community Plan
 - Outcome 14 – effective governance and financial management
 - Objective 14.2 – improve real and perceived value for money from Council rates
- Corporate Business Plan - Nil
- Long Term Financial Plan
 - Any allocation of rate revenue to a reserve fund for the purpose of funding renewal of non-shire assets will in effect reduce the available funds for renewal/maintenance of Shire assets and would have to be reflected in the Long Term Financial Plan. Council could consider imposing additional rate increases each year to offset the quarantining of funds into reserve.
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications – Nil

Budget Implications

It is late in the 2021/22 budget process for Council to be considering significant expenditure proposals such as this but if Council was to decide to support the request it could accommodate the expenditure by either reducing other expenditure proposed in the draft budget or imposing a higher than planned rate increase.

Whole of Life Accounting - Nil

Risk Management

The risk to Council is on the basis of equity. Notwithstanding the views put forward by the Council of Owners, Bridgetown Gardens Estate, the view of other property owners within the Shire may be that providing funding to renew private roads isn't equitable and the responsibility for funding those works should solely rest with the owners within the Estate – similar to other strata properties (predominantly residential) having responsibility to fund garden maintenance, car park maintenance, etc.

The level of risk to the Shire of Bridgetown-Greenbushes is in the area of reputation and have been assessed as “moderate consequence” with a “likely likelihood” giving a risk rating outcome of “high” in accordance with Council Policy F.21 ‘Risk Management’

Voting Requirements – Simple Majority

Moved Cr Pratico, Seconded Cr Quinby

That Council not support the request made by the Council of Owners, Bridgetown Gardens Estate for Council to withhold a portion of rate revenue from properties within the Estate for return to the Council of Owners to fund future renewal of private internal roads.

Procedural Motion

Council Decision Moved Cr Quinby, Seconded Cr Lansdell

C.03/0622 That in accordance with Clause 11.1(b) of the Standing Orders debate on this matter be adjourned to the August 2022 Ordinary Council Meeting with specified additional information being provided regarding the arrangements made for road construction requirements by the Shire at the time of subdivision.

Carried 7/0

In accordance with Clause 12.2(2)(a) of the Standing Orders Local Law the names of members who have spoken on the matter are to be recorded in the minutes. It is noted that no members spoke to the motion prior to Cr Quinby moving the procedural motion.
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ITEM NO.	C.04/0622	FILE REF.	Legal L47
SUBJECT	Extension of Lease – 150 Hampton Street, Bridgetown (Bridgetown CRC)		
PROPONENT	Shire of Bridgetown-Greenbushes and the Bridgetown Community Resource Centre		
OFFICER	Chief Executive Officer		
DATE OF REPORT	21 June 2022		

Attachment 2 Current Lease Agreement Bridgetown Community Resource Centre

OFFICER RECOMMENDATION

That Council:

- 1. Grants a further term of 9 years and 3 months of the current lease between the Shire of Bridgetown-Greenbushes and the Bridgetown Community Resource Centre at 150 Hampton Street Bridgetown.*
- 2. Notes that the Bridgetown Community Resource Centre is an exempt body under Regulation 30 of the Local Government (Functions and General) Regulations, thus exempting the public consultation/advertising requirements under Section 3.58 of the Local Government Act.*

Summary/Purpose

The current lease for the Bridgetown Community Resource Centre (CRC) expires on 1 October 2022. Last year Council only granted a 9 month extension of the original lease as at the time it was believed that the occupancy of the premises by the CRC was limited due to the intention for the CRC to relocate to the visitor centre to take over management of that facility. With Council at a Special Meeting held 9 June 2022 resolving to discontinue planning and implementing of the proposal to outsource management of the visitor centre to the CRC the intention and desire of the CRC is to now remain in its current leased premises at 150 Hampton Street, Bridgetown.

Background

In November 2011 Council resolved (C.11/1111) endorsed the terms of a lease agreement for the purpose of formalizing the tenancy arrangement of the Bridgetown Community Resource Centre in the Shire owned facility located at 150 Hampton Street Bridgetown.

The lease was for a period of 10 years, commencing on 1 January 2012 and ending on 1 January 2022.

The lease does contain an option for a further term of 10 years after the initial 10 year period however Council, at its August 2021 meeting resolved:

C.04/0821 That Council:

- 1. Approve an extension of up to 9 months of the current lease between the Shire of Bridgetown-Greenbushes and the Bridgetown Community Resource Centre at 150 Hampton Street Bridgetown noting that the lease may be terminated earlier with the agreement of both parties.*

2. *Note that the Bridgetown Community Resource Centre is an exempt body under Regulation 30 of the Local Government (Functions and General) Regulations, thus exempting the public consultation/advertising requirements under Section 3.58 of the Local Government Act.*

Taking into account Council has already granted a short term renewal of the lease for 9 months the officer recommendation is to grant a further renewal term of 9 years, 3 months so that the total renewal term is 10 years from the end date of the initial term.

Officer Comment

The lease agreement provides a peppercorn rental (of \$10 per annum) to the CRC. The CRC is responsible for payment of all services associated with the building (water, rates, electricity, rubbish and recycling levies etc.) and for sourcing funding for all service delivery and internal building modifications (with relevant Shire approvals). The CRC is also responsible for all insurance cost associated with their activities and equipment including public liability insurance.

In exchange for the peppercorn rent, the CRC forgoes applying to Council for funding to assist with building renovations and/or service delivery via the Community Group Grant and Service Agreement process for the term of the lease (and any subsequent extension to the lease). Council is still be responsible for the maintenance of the building as relates to functionality and general maintenance.

The term of the lease and provision of a peppercorn rental assists the CRC with its long term financial sustainability and planning.

Statutory Environment

Section 3.58 of the Local Government Act deals with disposition of local government property, including the leasing of property. Under this Section property can be disposed of by public auction, tender or by private treaty after a community consultation process however Regulation 30 of the Local Government (Functions and General) Regulations exempts the disposition of property from those processes if the land/property is disposed of to a body, whether incorporated or not –

- (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
- (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions.

In the case of the Bridgetown CRC it is clear that its objects are that of an educational and cultural nature. The members of the CRC do not receive any pecuniary profit from the CRC's transactions. The Manager of the Bridgetown CRC is a paid employee and does not receive pecuniary profit from its business.

Integrated Planning

- Strategic Community Plan
 - Outcome 2 – good health and community wellbeing
 - Objective 2.4 – build community capacity by supporting community organisations and volunteers
 - Outcome 10 – a strong, diverse and resilient economy

Objective 10.3 – support local business to thrive
Outcome 11 – access to quality education and work opportunities

- 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 annual rent under the current lease is \$10 per annum.

Whole of Life Accounting - Nil

Risk Management

The current lease agreement was developed based on template provided by specialist lawyers. The clarification of the roles and responsibilities of both parties with regard to the financial, legal, building maintenance and operations, insurance and tenure of occupancy is seen to mitigate Council's exposure to risk.

Voting Requirements – Simple Majority

Council Decision Moved Cr Lansdell, Seconded Cr Rose

C.04/0622 That Council:

- 1. Grants a further term of 9 years and 3 months of the current lease between the Shire of Bridgetown-Greenbushes and the Bridgetown Community Resource Centre at 150 Hampton Street Bridgetown.**
- 2. Notes that the Bridgetown Community Resource Centre is an exempt body under Regulation 30 of the Local Government (Functions and General) Regulations, thus exempting the public consultation/advertising requirements under Section 3.58 of the Local Government Act.**

Carried 7/0

ITEM NO.	C.05/0622	FILE REF.	
SUBJECT	Corporate Business Plan Annual Review – 2022		
OFFICER	Chief Executive Officer		
DATE OF REPORT	23 June 2022		

Attachment 3	List of Changes to Action Tables of Current Corporate Business Plan
Attachment 4	Updated Actions Table for Inclusion in New Corporate Business Plan
Attachment 5	Financial Summary by Action – Operating and Capital Expenditure

OFFICER RECOMMENDATION

That Council:

- 1. Endorses the proposed changes to actions for Outcomes 1 to 16 of the current Corporate Business Plan as presented in Attachments 3 and 4.*
- 2. Endorses the capital and operating expenditure for the 4 years of the Corporate Business Plan as presented in Attachment 5.*
- 3. Authorises 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'.*
- 4. Authorises the Shire President to include a new 'Shire President's message' on Page 2 of the Corporate Business Plan.*
- 5. Noting the changes described in Parts 1, 2, 3 and 4 above, adopts its 'Corporate Business Plan 2022-2026'.*
- 6. Launch the Corporate Business Plan 2022-2026 at a Community Sundowner at a date to be determined in August 2022.*

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 2022 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 2021/22 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 2020/21 resulting in Council adopting an entirely new Corporate Business Plan in June 2021.

The current Corporate Business Plan 2021-2025 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.

For the 2022 review of the Corporate Business Plan a simpler process has been undertaken. Two Council workshop sessions were held at which Council reviewed the actions contained in the current Corporate Business Plan. No changes to outcomes and/or objectives within the current Corporate Business Plan were

considered as the outcomes and objectives are copied from Council's Strategic Community Plan which isn't under review at this point in time.

The first workshop session assessed all 160 actions including whether they had already been completed or remained relevant. The timelines for implementation of all actions were also reviewed. The second workshop session assessed the costs associated with each action and ensured that the 'materials & contracts' costs of actions was consistent with the financial allocations for Corporate Business Plan implementation contained within the Long Term Financial Plan (LTFP).

The determination of what can be funded in each of the 4 years of the Corporate Business Plan has been done with regard to the current LTFP with own source funding of new initiatives limited to the amounts specified in the table below.

Year	Available Funding
2022/23	\$418,247
2023/24	\$477,330
2024/25	\$479,830
2025/26	\$457,943

The two Council workshop sessions resulted in a number of changes such as:

- Timelines for implementing a number of actions were amended.
- 7 actions were identified for deletion as they have been completed – 1.1.1, 1.1.3, 1.1.7, 2.2.8, 2.2.11, 2.2.13, 2.2.14
- 4 actions were identified for deletion as they are no longer considered necessary or relevant – 12.1.2, 12.1.3, 13.1.3, 13.2.1,
- 10 actions were reworded - 2.2.4, 5.2.5, 6.1.5, 7.3.1, 7.3.2, 7.5.1, 10.2.1, 12.1.1, 14.1.7, 14.2.2
- 2 new actions were developed – 1.1.8, 2.2.17
- Allowances were made in Years 3 (2024/25) and 4 (2025/26) for expenditure of unspent proportion of available funding in those years on actions yet to be determined
- The responsible officer for each action be limited to the CEO and Executive Managers only.
- Renumbering of actions will be necessary where actions are listed for deletion.

Since the 2nd workshop session the Warren Blackwood Alliance of Councils (WBAC) has determined the local government contributions to its sub-regional tourism marketing project previously undertaken by the Southern Forests Blackwood Valley Tourism Association (SFBVTA). The funding of this tourism function is listed as Action 12.1.1. Note the SFBVTA ceased operations in 2021. A two year budget has been endorsed by the WBAC with contributions from the Shire of Bridgetown-Greenbushes being \$33,750 in 2022/23 and \$27,500 in 2023/24.

In 2019/20 Council committed to funding its contributions for the four years from 2019/20 to 2022/23. If resolving the officer recommendation in this item Council will in effect be providing a commitment to fund a contribution to the WBAC sub-regional tourism marketing project for at least the next 2 years, noting an assumption has

been made in the draft Corporate Business Plan that this funding commitment will continue for 2 years after that. The Shire President and CEO reported on the outcomes of the recent WBAC meeting at the June Concept Forum.

At a Special Meeting held on 9 June 2022 Council resolved in 2 separate resolutions to discontinue planning and implementing of the proposal to outsource management of the visitor centre to the Bridgetown Community Resource Centre and that no further investigation into outsourcing of management of the visitor centre occurs and that the management of the visitor centre continue under a Shire managed model. Taking into account these resolutions the wording of Action 12.2.1 needs to change. Under the current Corporate Business Plan this action reads "Provide implementation of the "Visitor Centre & Provision of Visitor Information Services" business case". Contained in the relevant attachment is changed wording of this Action to "Provide renewal/improvements/fitout works at the Visitor Centre" as there remains a need to upgrade the building.

Taking into account the draft changes made at the 2 workshops and the increased amount of the regional tourism contribution the total expenditure shown for Year 1 (2022/23) is \$13,811 above the amount allowed for by the Long Term Financial Plan. This overrun can be offset by reducing expenditure on another Corporate Business Plan action scheduled for implementation in 2022/23. It is recommended Council achieve this offset by reducing the amount of carry-forward funds from 2021/22 to 2022/23 (Year 1 of CBP) for Action 12.2.1 from \$65,000 to \$51,189. Note this \$51,189 would be in addition to the \$300,000 loan proposed to fund building renewal works. This amendment is contained in the relevant attachment.

At the conclusion of a separate councillor workshop held on 23 June 2022 discussion occurred about some specific Actions contained in the CBP. These discussions were:

- Action 1.1.2 – minor reword to recognise that not all services will be delivered by Blackwood Youth Action and some services, for example access to youth activities, could be provided by the Shire. An annual allocation of \$10,000 would cover the cost of providing those types of services and be used to match potential grants.
- Action 2.2.2 – to fund half the additional \$10,000 within the overall budget for CBP actions in Year 1, the estimated cost of providing the detailed design, costings and funding model for the Greenbushes Sportsground & Recreation Precinct Redevelopment Project has been reduced from \$25,000 to \$20,000.
- Action 2.2.5 – bring forward by 1 year (Year 2 to Year 1) the preparation of detailed plans, costings and funding model for the Bridgetown Sportsground Oval Redevelopment Project with these funds being drawn from the Strategic Projects Reserve.
- Action 2.2.6 - bring forward by 1 year (Year 3 to Year 2) the improvements to playing surface, irrigation and improved water source under the Bridgetown Sportsground Oval Redevelopment Project with the Shire contribution to this action increasing by \$15,000 (to \$75,000) and the external funding increasing by \$7,500 (to \$37,500). The Shire contribution of \$75,000 to be drawn from the Strategic Projects Reserve.
- Action 4.1.2 - to fund the other half the additional \$10,000 within the overall budget for CBP actions in Year 1, the estimated cost of providing the detailed

design, costings and funding model for the Bridgetown CBD Water Restoration Project has been reduced from \$41,390 to \$36,390.

Attachment 3 lists all the proposed changes to actions contained in the current Corporate Business Plan, including the above 5 dot points. Note as some existing items are being deleted there is at times some inconsistency between the numbering of actions in Attachments 3 and 4. Attachment 5 lists the external costs (i.e. other than employee costs) associated with delivering actions over the 4 year live of the Corporate Business Plan

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

Councillors, at a Concept Forum held on 12 May 2022 discussed the holding of a community sundowner to launch the new Corporate Business Plan. In order to ensure this occurs liaison with a graphic designer and printer will occur before glossy copies of the document are printed. There are funds in the 2021/22 budget to cover these costs.

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 will soon be 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 2022/23 will be incorporated into the 2022/23 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 review process 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 Rose

C.05/0622 That Council:

- 1. Endorses the proposed changes to actions for Outcomes 1 to 16 of the current Corporate Business Plan as presented in Attachments 3 and 4 subject to the addition of a new Action – Number 1.1.6 – to read “Provide the refurbishment of the Hampton Street Toilets including provision of a Parents Room facility with that action to be delivered Years 3 and 4 (2024/25 and 2025/26) with a tick to be in the appropriate column for these years.**
- 2. Endorses the capital and operating expenditure for the 4 years of the Corporate Business Plan as presented in Attachment 5.**
- 3. Authorises 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’.**
- 4. Authorises the Shire President to include a new ‘Shire President’s message’ on Page 2 of the Corporate Business Plan.**
- 5. Noting the changes described in Parts 1, 2, 3 and 4 above, adopts its ‘Corporate Business Plan 2022-2026’.**
- 6. Launch the Corporate Business Plan 2022-2026 at a Community Sundowner at a date to be determined in August 2022.**

- 7. That the printing of the new Corporate Business Plan be contracted to an Australian printing company that has acquired the ISO 14001 environmental accreditation and is printed on paper that is certified as FSC® (forest stewardship council®). The inner front cover of the Plan is to include the printing company details and FSC® trademark.**

Carried by Absolute Majority 7/0

Reason for amending the officer recommendation: to include the provision of a new project and endorse environmentally sustainable printing standards.

ITEM NO.	C.06/0622	FILE REF.	
SUBJECT	Amendments to Policy M.4 – Members Allowances/Expenses and Setting of Member Allowances for 2022/23		
PROPONENT	Council		
OFFICER	Chief Executive Officer		
DATE OF REPORT	20 June 2022		

Attachment 6 Current Policy M.4 – Members Allowances/Expenses
Attachment 7 Draft Revised Policy M.4 – Members Allowances/Expenses

OFFICER RECOMMENDATION

That Council adopt the revised Policy M.4 – Members Allowances/Expenses as shown in Attachment 7.

OFFICER RECOMMENDATION

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

- 1. Retain the method of payment of Councillor and President meeting fees as an annual attendance fee rather than a per meeting basis.*

- 2. Set Councillor Attendance Fees and Allowances for the following in 2022/23:*
 - a) Annual Attendance Fee for Council Members - \$10,066*
 - b) Annual Attendance Fee for Shire President - \$15,586*
 - c) Annual President's Allowance - \$22,729*
 - d) Provision of an Annual Deputy President Allowance to an amount 25% of the amount determined for the Annual President's Allowance.*
 - e) Annual Information and Communications Technology Allowance - \$2,100.*

Summary/Purpose

A draft revised Policy M.4 – Members Allowances/Expenses has been prepared.

Background

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

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

The Tribunal has divided all local governments into four bands based on a number of factors such as population, size of budget, complexity of issues, etc. The Shire of Bridgetown-Greenbushes has been classified as a Band 3 local government (same as for 2020/21).

The levels of remuneration for elected council members are not intended to be salaries but do take into account the responsibilities and commitments of members serving as representatives of the community.

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

Council has historically set the method of payment of Councillor and President meeting fees as an annual attendance fee rather than a fee per meeting basis. This required Council each year to assess the annual determination made by the Tribunal and set a fee within the range provided for Band 3 local governments. In both 2020 and 2021 when making its annual determination Council discussed the alternative of developing a policy that enshrined a fixed percentage of the band that would be paid as allowances instead of Council having to determine the specific amount in the range each year.

A draft (revised) Members Allowances/Expenses Policy has been prepared using in part feedback provided by councillors at the February and June Concept Forums. The draft policy sets the Annual Meeting attendance Fee for Councillors, Annual Meeting Attendance Fee for the Shire President, Information Communication and Technology Allowance and President's Allowance at 60% of the range specified by the Tribunal for Band 3 local governments.

The revised policy also describes the types of purposes for which a councillor can claim mileage for attending meetings, functions, events, etc.

Officer Comment

Notwithstanding the recommended adoption of the revised policy there will remain a requirement on an annual basis for Council to formally resolve the amounts to be paid as councillor allowances. The revised policy provides direction to Council to consider setting the amount of the allowances at 60% of the band noting that the Deputy President Allowance is automatically set at 25% of the President's allowance.

The criteria the Tribunal uses to determine the allocation of a band to each local government is:

- major growth and development
- strategic planning, including risk management

- infrastructure development and asset management
- significant social/economic/environmental issues
- significant demand to service and support non-resident needs
- diversity of services;
- community involvement and advocacy
- state or national negotiations
- operational and managerial requirements
- capacity to pay
- total expenditure
- population
- FTEs.

Statutory Environment

5.98. Fees etc. for council members

(1A) In this section —

determined means determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B.

(1) A council member who attends a council or committee meeting is entitled to be paid —

- (a) the fee determined for attending a council or committee meeting; or
- (b) where the local government has set a fee within the range determined for council or committee meeting attendance fees, that fee.

(2A) A council member who attends a meeting of a prescribed type at the request of the council is entitled to be paid —

- (a) the fee determined for attending a meeting of that type; or
- (b) where the local government has set a fee within the range determined for meetings of that type, that fee.

(2) A council member who incurs an expense of a kind prescribed as being an expense —

- (a) to be reimbursed by all local governments; or
- (b) which may be approved by any local government for reimbursement by the local government and which has been approved by the local government for reimbursement,

is entitled to be reimbursed for the expense in accordance with subsection (3).

(3) A council member to whom subsection (2) applies is to be reimbursed for the expense —

- (a) where the extent of reimbursement for the expense has been determined, to that extent; or
- (b) where the local government has set the extent to which the expense can be reimbursed and that extent is within the range determined for reimbursement, to that extent.

(4) If an expense is of a kind that may be approved by a local government for reimbursement, then the local government may approve reimbursement of the expense either generally or in a particular case but nothing in this subsection limits the application of subsection (3) where the local government has approved reimbursement of the expense in a particular case.

- (5) The mayor or president of a local government is entitled, in addition to any entitlement that he or she has under subsection (1) or (2), to be paid —
 - (a) the annual local government allowance determined for mayors or presidents; or
 - (b) where the local government has set an annual local government allowance within the range determined for annual local government allowances for mayors or presidents, that allowance.
- (6) A local government cannot —
 - (a) make any payment to; or
 - (b) reimburse an expense of,

a person who is a council member or a mayor or president in that person's capacity as council member, mayor or president unless the payment or reimbursement is in accordance with this Division.
- (7) A reference in this section to a **committee meeting** is a reference to a meeting of a committee comprising —
 - (a) council members only; or
 - (b) council members and employees.

5.98A. Allowance for deputy mayor or deputy president

- (1) A local government may decide* to pay the deputy mayor or deputy president of the local government an allowance of up to the percentage that is determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B of the annual local government allowance to which the mayor or president is entitled under section 5.98(5).

* *Absolute majority required.*
- (2) An allowance under subsection (1) is to be paid in addition to any amount to which the deputy mayor or deputy president is entitled under section 5.98.

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

A local government may decide* that instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings —

- (a) the annual fee determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B; or
- (b) where the local government has set a fee within the range for annual fees determined by that Tribunal under that section, that fee.

* *Absolute majority required.*

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

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

section 7B for annual allowances for that type of expense, an allowance of that amount,

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

** Absolute majority required.*

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

Integrated Planning

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

Policy Implications – Nil

Budget Implications

If the office recommendation is carried the total value of councillor allowances for 2022/23 would be \$143,425 which is \$34,657 or approximately 32% higher than allowances paid in 2021/22.

Whole of Life Accounting - Nil

Risk Management – Not applicable

Voting Requirements – Absolute Majority for 2nd Officer Recommendation

Council Decision Moved Cr Pratico, Seconded Cr Boyle
C.06/0622 That Council adopt the revised Policy M.4 – Members Allowances/Expenses as shown in Attachment 7 subject to the reference to “60%” in clauses (111), (v) and (vi) be changed to “55%”

Lost 3/4

Crs Lansdell, Quinby, Rose and Mountford voted against the motion

Council Decision Moved Cr Pratico, Seconded Cr Quinby
C.06/0622a That Council adopt the revised Policy M.4 – Members Allowances/Expenses as shown in Attachment 7.

Carried 7/0

Council Decision Moved Cr Lansdell, Seconded Cr Rose
C.06/0622b That Council, having regard to revised Policy M.4 – Members Allowances/Expenses:

- 1. Retain the method of payment of Councillor and President meeting fees as an annual attendance fee rather than a per meeting basis.**
- 2. Set Councillor Attendance Fees and Allowances for the following in 2022/23:**
 - a) Annual Attendance Fee for Council Members - \$10,066**
 - b) Annual Attendance Fee for Shire President - \$15,586**
 - c) Annual President’s Allowance - \$22,729**
 - d) Provision of an Annual Deputy President Allowance to an amount 25% of the amount determined for the Annual President’s Allowance.**
 - e) Annual Information and Communications Technology Allowance - \$2,100.**

Carried by Absolute Majority 7/0

ITEM NO.	C.07/0622	FILE REF.	209
SUBJECT	Rolling Action Sheet		
OFFICER	Executive Assistant		
DATE OF REPORT	22 June 2022		

Attachment 8 Rolling Action Sheet

OFFICER RECOMMENDATION

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

Summary/Purpose

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

Background

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

Statutory Environment – Nil

Integrated Planning

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

Policy Implications – Not Applicable

Budget Implications – Not Applicable

Whole of Life Accounting – Not Applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

Council Decision *Moved Cr Pratico, Seconded Cr Boyle*
C.07/0622 *That the information contained in the Rolling Action Sheet be noted.*

Carried 7/0

Corporate Services

ITEM NO.	C.08/0622	FILE REF.	131
SUBJECT	May 2022 Financial Activity Statements and List of Accounts Paid in May 2022		
OFFICER	Senior Finance Officer		
DATE OF REPORT	20 May 2022		

Attachment 9 May 2022 Financial Activity Statements

Attachment 10 List of Accounts Paid in May 2022

OFFICER RECOMMENDATION

1. *That Council receives the May 2022 Financial Activity Statements as presented in Attachment 9.*

2. *That Council receives the List of Accounts Paid in May 2022 as presented in Attachment 10.*

Summary/Purpose

Regulation 34 of the Local Government (*Financial Management*) Regulations 1996 (the Regulations) requires a local government to prepare each month a statement of financial activity reporting on the sources and applications of its funds. The

regulations also require that where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal and trust funds, a list of those accounts paid in a month are to be presented to the council at the next ordinary meeting (Regulation 13).

Background

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

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

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

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

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

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

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

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

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

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

The list of accounts is to be:

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

Statutory Environment

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

Integrated Planning

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

Policy Implications

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

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

Budget Implications

Expenditure incurred in May 2022 and presented in the list of accounts paid, was allocated in the 2021/22 Budget as amended.

Whole of Life Accounting – Not applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

Council Decision Moved Cr Quinby, Seconded Cr Mahoney

C.08/0622

- 1. That Council receives the May 2022 Financial Activity Statements as presented in Attachment 9.**
- 2. That Council receives the List of Accounts Paid in May 2022 as presented in Attachment 10.**

Carried 7/0

ITEM NO.	C.09/0622	FILE REF.	203
SUBJECT	Review of Policy Manual Section 3 – Finance		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	20 June 2022		

Attachment 11 Policy Manual Section 3 (Finance) with proposed amendments shown as ‘track changes’

OFFICER RECOMMENDATION

That with respect to Section 3 (Finance) of the Policy Manual Council:

1. *Endorse the following Policies with minor modifications as shown in Attachment 11:*
 - *Policy F.1 (Shire Community Grants, Service Agreements, Donations and Contributions)*
 - *Policy F.12 (Accessing Water from Standpipes)*
 - *Policy F.17 (Collection of Non-Rates Fees and Charges)*
 - *Policy F.19 (Asses Financing and Borrowings)*
 - *Policy F.23 (Asset Management – Project Management Framework)*
2. *Revoke Policy F.2 (Depreciation of Assets) and Policy F.13 (Grant Acceptance Policy), renumber all remaining policies and update index accordingly.*
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.*
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.*
5. *Note that separate reviews of the following policies is to occur:*
 - *Policy F.7 (Reporting Forecast Budget Variations Policy)*
 - *Policy F.15 (Asset Management)*
 - *Policy F.18 (Self-Supporting Loans to Shire Community/Sporting Groups)*
 - *Policy F.19 (Assets Financing and Borrowings)*
 - *Policy F.21 (Risk Management)*
6. *Note and retain all other policies without modification.*

Summary/Purpose

For Council to consider minor amendments to Policies in Section 3 (Finance) of the Policy Manual.

Background

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

discussion to be followed by formal presentation to Council for formal consideration of proposed amendments.

Section 3 – ‘Finance’ has 25 policies.

Officer Comment

Section 3 was discussed at the May 2022 Concept Forum where the following matters were noted:

F.1 – Community Grants, Service Agreements, Donation and Contributions

An amendment to the way in which grant acquittals are reported to Council is suggested. It is proposed that grants of \$5,000 or more are required to provide a written report detailing the outcomes achieved as a result of the grant funding. These outcome based acquittal reports will be provided to all Councillors in an informal manner. It is also recommended that Policy F.9 – Service Agreements for Community Service Providers be reviewed and amalgamated with this policy. A separate report to Council will be provided to a future Council meeting once the amalgamation of these two policies has been drafted.

F.2 – Depreciation of Assets

Recommend policy be deleted as the policy duplicates legislated responsibilities (i.e. Local Government Financial Management Regulations and Australian Accounting Standards). Council’s depreciation policy is reviewed annually and included the Annual Budget and Annual Financial Statements each year.

F.6 – Purchasing Policy

Recommended this policy be subject to a stand-alone review with a report to be presented to a future Council meeting. It is intended Policy F.14 Buy Local Policy be amalgamated with this policy to form one Purchasing Policy.

When conducting the stand alone review of Policy F.6 – Purchasing there should be a cross-reference to Policy F.5 Regional Price Preference.

F.7 – Reporting Forecast Budget Variations Policy

Recommended that this policy be subject to a stand-alone review with the report to be presented to a future Council meeting. This policy requires streamlining to ensure efficient and effective management of budget allocations. It is intended the revised policy will be more aligned to budget management outlining clear direction as to when reports are required to Council for budget amendments. A forecast variation percentage/dollar amount for monthly financial reporting is resolved annually as part of the budget adoption process.

F.9 – Service Agreements for Community Service Providers

It is recommended this policy be reviewed and incorporated into Policy F.1 – Community Grants, Service Agreements. A separate report to Council will be provided to a future Council meeting once the review and amalgamation of these two policies has occurred.

F.12 – Accessing Water from Standpipes

In paragraph four the words “from the commercial standpipe” have been added to provide further clarification that water taken from the commercial standpipe will be charged for.

The last sentence of the final paragraph is also being recommended for deletion. There is no need to quote detail of the local law.

F.13 – Grant Acceptance Policy

Recommended this policy be deleted. Contents of this policy will be considered when drafting the budget management policy as per F.7 above.

F.14 – Buy Local Purchasing

It is recommended this policy be reviewed and incorporated into Policy F.6 – Purchasing Policy. A separate report to Council will be provided to a future Council meeting once the review and amalgamation of these two policies has occurred.

F.15 – Asset Management

A full review and rewrite of this policy has been undertaken to incorporate a more narrative approach. Some changes to the proposed policy are required to improve readability. A report to be presented to a future Council meeting.

F.17 – Collection of Non-Rates Fees and Charges

Recommended deletion of Section 3 – Interest on Overdue Accounts. Council has not adopted an interest charge for outstanding sundry debtors for many years. In general debts are not permitted to accrue for ‘fees for service’ but rather all services are paid for in advance or at time of service delivery.

F.18 – Self-Supporting Loans to Shire Community/Sporting Groups

Recommended that this policy be subject to a stand-alone review once clearer direction is received around the changes to reportable financial ratios and ratio benchmarks as part of the Local Government reform process. A report to be presented to a future Council meeting.

F.19 – Assets Financing and Borrowings

Delete quoted dollar amounts in section 1.3.2 as these figures relate to a single point in time only. It is also recommended that this policy be subject to a stand-alone review once clearer direction is received around the changes to reportable financial ratios and ratio benchmarks as part of the Local Government reform process. A report to be presented to future Council meeting.

F.21 – Risk Management

Council’s Risk Management Framework is currently undergoing a full review. A revised Risk Management Policy will be presented to a future Council meeting following endorsement of the revised framework by the Executive Leadership Team.

F.23 – Asset Management – Project Management Framework

Recommend deletion of the two attachments to this policy, being

- Project Management Framework Process Chart
- Project Management Framework Guidance Notes

These two documents can be incorporated into a new Project Management Framework Procedure document.

Statutory Environment – Nil

Integrated Planning

- Strategic Community Plan
 - Outcome 13 Proactive, visionary leaders who respond to community needs
 - Objective 13.2 Embrace innovation and a ‘can do’ attitude
 - Outcome 14 Effective governance and financial management
 - Objective 14.1 Achieve excellence in organisational performance and service Delivery

- Corporate Business Plan
 - Objective 13.2 Embrace innovation and a ‘can do’ attitude
 - Action 13.2.1 Provide a review of policies, systems and processes to introduce innovations to improve business efficiencies and the customer experience

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

Policy – Not applicable

Budget Implications

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

Whole of Life Accounting – Not applicable

Risk Management

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

Voting Requirements – Simple Majority

Council Decision Moved Cr Boyle, Seconded Cr Quinby

C.09/0622 That with respect to Section 3 (Finance) of the Policy Manual Council:

1. Endorse the following Policies with minor modifications as shown in Attachment 11:

- ***Policy F.1 (Shire Community Grants, Service Agreements, Donations and Contributions)***
- ***Policy F.12 (Accessing Water from Standpipes)***
- ***Policy F.17 (Collection of Non-Rates Fees and Charges)***
- ***Policy F.19 (Asses Financing and Borrowings)***
- ***Policy F.23 (Asset Management – Project Management Framework)***

2. **Revoke Policy F.2 (Depreciation of Assets) and Policy F.13 (Grant Acceptance Policy), renumber all remaining policies and update index accordingly.**
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.**
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.**
5. **Note that separate reviews of the following policies is to occur:**
 - **Policy F.7 (Reporting Forecast Budget Variations Policy)**
 - **Policy F.15 (Asset Management)**
 - **Policy F.18 (Self-Supporting Loans to Shire Community/Sporting Groups)**
 - **Policy F.19 (Assets Financing and Borrowings)**
 - **Policy F.21 (Risk Management)**
6. **Note and retain all other policies without modification.**

Carried 7/0

Development & Infrastructure

ITEM NO.	C.10/0622	FILE REF.	A15273
SUBJECT	Proposed Motor Vehicle Repair Station		
PROPONENT	Bradley Hall		
OFFICER	Senior Planner		
DATE OF REPORT	June 2022		

Attachment 12	Location Plan
Attachment 13	Site Plan
Attachment 14	Elevation
Attachment 15	Business Plan Mr Hall
Attachment 16	Correspondence from Mr Hesketh
Attachment 17	Statutory Declaration
Attachment 18	Copy of Submission – Mr J Green
Attachment 19	Site Photographs
Attachment 20	Excerpt from Council Minutes – Item C.16/0422

OFFICER RECOMMENDATION

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

Summary/Purpose

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

- vehicle maintenance and repair
- vehicle servicing and component replacement
- tyre replacement
- balancing and wheel alignment
- air conditioning servicing
- windscreen repairs
- 7 carbays
- 3 bays inside outbuilding and one small office
- expand to sale of quality vehicle components (batteries/lights 4x4 accessories/wheel components, bearings
- expand to tilt tray service
- expand to accredited licensing inspection centre

Background

The known development history of the property is:

- 1930-1940 the property was used for unloading goods by the shire (known as the Road Board).
- 1994-2005, the existing outbuilding was used for the Greenbushes Aged Community Committee Incorporated and for storage for the community bus and ambulance. It was also used for motor vehicle repair works.
- 2005 – Mr Andrew Hesketh purchased the property.
- October 2021 – Mr Hall (applicant) applied for a Change-of-Use to operate a “Vehicle Repair & Service Centre”.
- April 2022 – Council resolved that the application be deferred to the next Ordinary Meeting of Council.
- May 2022 – An onsite meeting concluded that Mr Hesketh was willing to submit a Statutory Declaration stating when he commenced operations once he purchased the lot in 2005. Unfortunately Mr Hesketh was indisposed and unable to action.
- June 2022 – Mr Hesketh submitted a Statutory Declaration summarising his operation on the property since 2005.

Officer Comment

The site in question is zoned Residential under LPS 4, and the proposed land use is prohibited under the Scheme provisions. The only basis on which the Council might approve this proposal is whether the use in question enjoys non-conforming use status under clause 6.3 of the Scheme. The TPS4 Part VI Change of Non-Conforming Use cl. 6.3, states that:

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

The table below, outlines the effect on the amenity of this residential zoned area:

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

In summary the above provisions in the scheme state that if the use is less detrimental to the amenity etc., then the existing use and closer to the intended use of the zone, should be considered. However this proposal is more detrimental to the amenity of the locality in the increase of its operations size, traffic, noise, hours, staff, logistics etc.

Correspondence from Mr Hesketh to CEO – Non-Conforming Use

With regards to previous use on the lot, the owner (Mr Hesketh), stated in his correspondence to the CEO (Dec. 2021) regarding the “*non-conforming use status*”, that he continued to use the site for mechanical repair works, refer to the following extract from his correspondence:

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

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

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

Comment from Neighbours

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

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

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

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

The question of whether a non-conforming use right exists on the site is a complex one, involving a number of factual and legal questions. Incomplete knowledge about the history of the site exacerbates this. For this reason legal advice is being sought on this question, which is not available at the time of agenda preparation. This advice will be circulated to Elected Members prior to the Council meeting.

Statutory Declaration – Mr Hesketh

On 8/6/22, the Shire received a Statutory Declaration (SD) from Mr Hesketh, please refer to the following points outlined in the SD, summarising his operation since the purchase of the lot in 2005:

- 1. ...The following statement is true and correct on the continuing use of 37 Jephson Street for mechanical repair and service works on my light vehicles and engines & components for my crusher & screening fleet...*
- 2. ...to conduct mechanical repairs and engine overhauls for the crushing fleet and service and repair of my light vehicles....*
- 3. ...until recently, I had a forklift permanently on the premises to load and unload this equipment when required for scheduled maintenance & breakdown on my fleet and I also started to clear space for Bradley to prepare and run his automotive repair center...*

4. *...I do believe the proposal put forward to council is in line with what has previously been done...*”

Taking into account of to the operation stated in the Statutory Declaration, it demonstrates that since Mr Hesketh purchased the lot in 2005, he carried out mechanical repairs and service works on his light vehicles, along with engine and components for his crusher and screening fleet. He also used the shed to store his forklift, caravan and bus.

Conclusion

The impact of the proposed development will be in conflict with the amenity of the locality whereby it will be increased in its hours of operation, including extra staff, traffic movements, dust, noise and lighting.

Notwithstanding that at the time of preparation of this report, there is some doubt about the existence (or otherwise) of a non-conforming use, the application is not considered to comply with the requirements of clause 6.3 of the scheme for the reasons outlined in this report. On this basis, it is recommended that the application be refused.

The legal advice on this matter will be presented to the Council at the meeting with further officer comment, should this be necessary.

Statutory Environment

- Town Planning Scheme No. 4 Part IV – General Objectives and Policies cl. (e).
- Town Planning Scheme No. 4 Part V1 – Non-Conforming Uses, cl. 6.3, 6.4.1

Integrated Planning

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

Policy/Strategic Implications – Nil

Budget Implications – Nil

Whole of Life Accounting – Not applicable

Risk Management – Not applicable

Voting Requirements – Simple Majority

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

Carried 7/0

Note there was a numerical error identified in the address of the officer recommendation. This was corrected at the meeting

**Council Decision Moved Cr Lansdell, Seconded Cr Rose
C.10/0622a That a further report providing options to approve this proposal via a scheme amendment be prepared and presented to Council at its July 2022 Ordinary Council Meeting.**

Carried 7/0

Reason for resolving contrary to officer recommendation: legal advice tabled at the meeting identified a possible alternative application process.

ITEM NO.	C.11/0622	FILE REF.	203
SUBJECT	Review of Verge Management Policies		
PROPONENT	Council		
OFFICER	Executive Manager Development & Infrastructure		
DATE OF REPORT	15 June 2022		

Attachment 21 Policy I.1 Street Trees
Attachment 22 Policy I.4 Road Verge Development Criteria
Attachment 23 Policy I.7 Crossovers

OFFICER RECOMMENDATION

That the decision to prepare a Verge Information Sheet made by Council on 26 May 2022 be revised as follows;

- 1. The current Council Policies on Street trees, Crossovers and Verge development be reviewed as a matter of priority.*
- 2. On completion of the reviews referred to above, a series of Verge Information Sheets be prepared relating to the various aspects of verge management (including but not limited to the matters referred to in the decision of 26 May 2022) for the purpose of providing clear information to residents.*

Summary/Purpose

The purpose of this report is to recommend modifications to the Councils decision of 26 May 2022, relating to the preparation of a verge information sheet. These

modifications are necessary because the various aspects of verge management intended to be addressed in the information sheets are dealt with in a number of Council Policies. It will be necessary to review the relevant Policies prior to preparation of the Information Sheet.

Background

On 26 May 2022 the Council resolved as follows;

C.03/0522 That a Verge Information sheet is prepared outlining all regulations pertaining to trees, allowable plantings, maintenance responsibilities etc. and information from the Sustainability Advisory Committee on the value of street trees and that this be included with Rates Notices for the 2022/23 year. The sheet is to be one page, easy to read, visual and clear.

This resolution was a response to a lack of clarity in regard to the Council's role in respect of verges. This is acknowledged. Verge management services are an important aspect of Council operations and the lack of clarity can lead to uncertainty, inefficient processes and customer frustration. Consequently there are significant customer and internal process benefits through the clarification of this issue.

Officer Comment

With the exception of road verges under the control of Main Roads WA, most verges within the Shire are Crown Lands placed under the management of the Local Government. This makes the Shire the agency with ultimately a legal responsibility to manage road verges.

Although this ultimate responsibility exists, on a practical level (as is common with other Councils in WA) the Shire does not provide services responding to all aspects of verge maintenance and management. The reasons for this are as follows:

- The verge is a space that adjoining residents often wish to 'personalise' or use to some extent, if only to enhance the appearance of their property, or use for planting, landscaping or parking.
- Assuming full responsibility for all aspects of verge maintenance and management would be cost prohibitive.
- The inclusion of individual personalised verge treatments in a Council maintenance program would be impractical.

It is open to the Council to determine its preferred level of service and responsibility with regard to all aspects of verge management. The development of a systematic and consistent policy position on verge management that responds to the level of risk associated with the issue involved, is a reasonable way to address this issue.

Rural Councils face particular challenges managing verges in that rural and urban verges have quite different characteristics, with rural verge commonly not having the same sense of 'ownership' by residents. Furthermore, although many issues related to verges are fairly low level and without significant impacts, occasionally issues such as fallen trees can be potentially very serious and require immediate action.

Council currently has three policies dealing with verge management related issues:

- Street Trees Policy
- Crossovers Policy

- Road Verge Development Criteria Policy

Some of the issues above are, to some extent, dealt in these policies although a systematic review to comprehensively cover all the issues above is recommended to enable the resolution of 26 May 2022 to be fulfilled.

The Policy review will address the following aspects of verge management:

- Responsibility of the Local Government for streetscape appearance and tidiness, perceived impacts on adjoining properties as a result of fire risk, weed management, vegetation litter, overhanging, falling or unsafe tree branches, powerline and infrastructure protection, drainage and levels, trip hazards, drainage management.
- The use, personalisation planting within verges by adjoining property owners.

Issues associated with verges are believed to be too complex to be condensed into a one page 'hand out' style document. Accepting that the intent behind the motion is necessary, an alternative motion is recommended for consideration that recognises that following the Policy review, a number of information sheets may need to be prepared.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
 - Outcome 7 – responsible and attractive growth and development
 - Objective 7.4 – provide attractive, well maintained verges and street trees
 - Outcome 15 - a well informed and engaged community
 - Objective 15.1 - engage the community in a meaningful and timely way using appropriate communication and consultation channels
- Corporate Business Plan
 - Objective 7.4 – provide attractive, well maintained verges and street trees
 - Action 7.4.1 – provide a new policy articulating responsibility (Shire or property owner) for verge maintenance and beautification
- Long Term Financial Plan – Nil
- Asset Management Plans – Nil
- Workforce Plan – Nil
- Other Integrated Planning – Nil

Policy

Greater policy clarity will assist with improving internal business processes and allow for enhanced customer service.

Budget Implications

All recommended service levels can be achieved within existing operating budgets.

Whole of Life Accounting – Not applicable

Risk Management - Nil

Voting Requirements - Simple Majority

Council Decision Moved Cr Pratico, Seconded Cr Boyle

C.11/0622 That the decision to prepare a Verge Information Sheet made by Council on 26 May 2022 be revised as follows;

- 1. The current Council Policies on Street trees, Crossovers and Verge development be reviewed as a matter of priority.***
- 2. On completion of the reviews referred to above, a series of Verge Information Sheets be prepared relating to the various aspects of verge management (including but not limited to the matters referred to in the decision of 26 May 2022) for the purpose of providing clear information to residents.***

Carried 7/0

Note there was an error identified in the officer recommendation where the word policies was spelled incorrectly. This was corrected at the meeting

ITEM NO.	C.12/0266	FILE REF.	203
SUBJECT	Proposed New Local Planning Policy – Exemptions from Development Approval		
PROPONENT	Shire of Bridgetown-Greenbushes		
OFFICER	Manager Development Services		
DATE OF REPORT	9 May 2022		

- Attachment 24 Draft Local Planning Policy – Exemptions from Development Approval as advertised
- Attachment 25 Draft Local Planning Policy – Exemptions from Development Approval – Revised Format Recommended for Adoption
- Attachment 26 Copy of Submission from Mr Bruce Bebbington
- Attachment 27 Excerpt from Council Minutes – Item C.11/0522

OFFICER RECOMMENDATION

That Council pursuant to Schedule 2 Part 2, Division 2, cl. 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 proceed with (adopt) the Local Planning Policy – ‘Exemptions from Development Approval’ in the revised format as per Attachment 25.

Summary/Purpose

The purpose of this report is for Council to proceed with a new Local Planning Policy (LPP) – ‘Exemptions from Development Approval’

Background

Council at its ordinary September 2021 meeting resolved the following:

C.07/0921 That Council pursuant to Schedule 2 Part 2 Clause 4 (1) of the Planning and Development (Local Planning Schemes) Regulations 2015 adopts Draft Local Planning Policy – ‘Exemptions from Development Approval’ for the purpose of public advertisement in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, subject to the policy being modified to:

- 1. Remove paragraph 3.3 clause (b);*
- 2. From clause (c), remove the words “In the case where a building envelope does not apply” and renumber this clause (b).*

Staff facilitated the public consultation process and one submission was received. The proposed LPP was subsequently presented to Council at its ordinary May 2022 meeting where it resolved the following:

C.11/0522 That consideration of this item be deferred to the June 2022 Council Meeting.

Subsequent to the May 2022 ordinary meeting the merits of the proposed LPP has been discussed at the June concept forum where the application of the LPP in an operational capacity was workshopped and clarified further.

Officer Comment

Currently all development on land not zoned ‘residential’ within the Shire of Bridgetown-Greenbushes (The Shire) requires development approval (DA). Exemptions for DA for development within the residential zone is already provided through an amendment to the *Planning and Development (Local Planning Schemes) Regulations 2015* (The Deemed Provisions) that was undertaken several years ago by the State as part of its land use planning reform agenda.

The LPP aims to achieve the following objectives:

- To provide for regulatory efficiencies by reducing the need to obtain development approval for development that is of a minor nature and complies with all relevant planning legislation and policies.
- To specify the development for which a development approval is not required and the requirements to be satisfied.
- To ensure appropriate development outcomes, in particular to maintain standards of amenity, landscape, environmental and rural values.

The proposed LPP accepts that if prescriptive standards (such as compliance with lot boundary setbacks, location of development on site etc.), are met it would be considered acceptable and exempt from requiring development approval. Where the standards are not met, a development application will be required and the application assessed against the criteria set out in planning legislation and guidelines.

As a result of this review, a new LPP is proposed that aims to exempt specified development from the requirement for development approval. This will streamline

the approval processes for minor/compliant development and reduce cost for local residents, builders and industry and achieve a balance between an effective and efficient planning services, within existing human resources for day to day statutory planning, thus enabling greater focus on strategic planning for the Shire.

The Shire advertised the Draft LPP and one (1) submission was received following the advertising period. A copy of the submission is as per Attachment 26.

The contentions from the submission have been presented and explained in the report that was presented to Council at its May 2022 meeting and several modifications have been incorporated into the draft LPP.

The Draft LPP will:

- Balance the obligations of the Shire under its town planning scheme(s) with its other objectives of running an efficient and customer focused planning system that is consistent with the broad state driven planning reform agenda; and
- Streamline the approval processes for minor/compliant development and reduce cost for local residents, builders and industry resulting in more efficiency.

Council is advised to adopt the LPP as presented.

Statutory Environment

The Planning and Development (Local Planning Schemes) Regulations 2015, outlines the procedure for making a LPP. Council must resolve to adopt a LPP for the purpose of public advertising for a minimum of 21 Days. Any submissions are to be considered by Council. Council is then required to resolve to proceed with the LPP with or without modifications or not to proceed with the LPP.

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
 - Outcome 13 - proactive, visionary leaders who respond to community needs.
 - Objective 13.2 - embrace innovation and a 'can do' culture
- Corporate Business Plan
 - Objective 7.1 - plan for a diverse range of land, housing and development opportunities to meet current and future needs
 - Objective 7.1.2 - provide improvements to the building and development application approvals process.
 - Objective 13.2 - embrace innovation and a 'can do' culture
 - Objective 13.2.1 - provide a review of policies, systems and processes to introduce innovations to improve business efficiencies and the customer experience
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil

➤ Other Integrated Planning - Nil

Policy Implications

The Planning and Development (Local Planning Schemes) Regulations 2015, Part 7, cl. 61, provides for a LPP to specify development works and uses that do not require development approval. Adopting this proposed LPP will provide the necessary local planning provisions to exempt certain development with the Shire from requiring development approval.

Budget Implications

If the draft LPP is adopted, it is projected that up to \$10,000 - \$15,000 per annum in income from development applications will not be received based on income received in previous financial years.

Whole of Life Accounting – Not Applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

Moved Cr Quinby, Seconded Cr Rose

That Council pursuant to Schedule 2 Part 2, Division 2, cl. 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 proceed with (adopt) the Local Planning Policy – ‘Exemptions from Development Approval’ in the revised format as per Attachment 25.

Amendment Moved Cr Quinby, Seconder Cr Pratico

Council note the minor changes to the draft policy tabled as Attachment 32.

Carried 7/0

Procedural Motion

Council Decision Moved Cr Mahoney, Seconded Cr Boyle

C.12.0622 That in accordance with Clause 11.1(b) of the Standing Orders debate on this matter be adjourned by the September 2022 Ordinary Council Meeting with the following specified additional information being provided:

- 1. Overview on how state legislation and the draft policy interact.***
- 2. Response addressing the points raised in Bruce Bebbington’s submission.***

Carried 7/0

In accordance with Clause 12.2(2)(a) of the Standing Orders Local Law the names of members who have spoken on the matter are to be recorded in the minutes. It is noted that Cr Quinby spoke as the mover of the motion prior to Cr Mahoney moving the procedural motion.

ITEM NO.	C.13/0622	FILE REF.	A48478
SUBJECT	Application for Planning Approval for Use Not Listed - Reception Centre - Weddings		
PROPONENT	Emilie Abbiss (nee Hartigan)		
LOCATION	Lot 8 (RSN 719) Dalmore Road Winnejump		
OFFICER	Senior Planner		
DATE OF REPORT	1 June 2022		

Attachment 28	Location Plan
Attachment 29	Site Plan
Attachment 30	Elevations & Floor Plan
Attachment 31	Elevations

OFFICER RECOMMENDATION

That Council

- 1. Pursuant to Clause 3.2.5 and 4.3.1 of the Town Planning Scheme No. 4 determines that the proposed 'Use Not Listed' – Reception Centre on Lot 8 (719) Dalmore Road Winnejump is consistent with the objective of the Rural Zone 1 – Extensive Farming and may be considered for development approval subject to public consultation and assessment.*
- 2. Direct the Chief Executive Officer to undertake necessary public consultation in relation to Point 1 above and grants delegated authority to the Chief Executive Officer to determine the development application, where no objections are received, subject to appropriate conditions.*

Summary/Purpose

To consider a development application for a Reception Centre (Wedding Reception) at Lot 8 (RSN 719) Dalmore Road Winnejump. It is recommended that Council determine that the 'Use Not Listed' – Reception Centre is consistent with the objectives and policies of the Rural Zone 1 – Extensive Farming and may be considered for approval subject to public consultation.

It is also recommended that the delegated authority be granted to the Chief Executive Officer to determine the application, where no objections are received, subject to appropriate conditions.

Background

A development application has been received seeking approval for a Reception Centre at RSN 719 Dalmore Road, Winnejump to hold weddings for up to 150 guests.

The Shire previously granted development approval for Private Recreation (Yoga and Personal Training) in 2013 on this site and an existing shearing shed was renewed and repurposed for this activity.

The Applicant now intends to expand and add value to the existing land use and hire the existing shearing shed and associated facilities as a venue for weddings. The property is in a typical rural setting, with grassed areas adjoining the two existing dams/lakes, outbuildings, shearing shed and a heritage listed building Dalmore Homestead nearby.

The repurposed Shearing Shed will be the main facility for the weddings where guests can use facilities including a function room, servery area, kitchen and toilets. The grounds will be used for functions and photograph sessions etc. and 75 parking bays including 2 disabled bays is proposed.

Officer Comment

There is a land use definition of 'Reception Centre' within the Shire's Town Planning Scheme No. 4 (TPS4) that best describes 'wedding reception' and it states as follows:

"means land and building used by parties for functions on formal or ceremonious occasions, but not for unhosted use for general entertainment purposes"

Reception Centre however, is not listed in Table 1 – Zoning Table of the TPS4 for the Rural Zone 1-Extensive Farming, meaning Council can consider it as a 'Use Not Listed' for the subject property.

Council has discretion by Absolute Majority, to determine that the proposed 'Use Not Listed' - Reception Centre is consistent with the objectives and policies the Rural Zone 1 under TPS4 and that development approval may be granted. Should Council determine that the proposed 'use' is not consistent with the general and specific objectives and policies of TPS4, the proposal is therefore not permitted and must be refused.

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

Statutory Environment

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

Clause 3.2.5 Zoning Table

In relation to a 'Use Not Listed' Clause 3.2.4 TPS4 states that "If the land use for a particular purpose is not specifically referred to in the Zoning Table and cannot reasonably be determined as falling within the interpretation of one of the use classes shown, Council may:

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

Section 4.3.1 of the TPS4 states:

4.3.1 Rural Zone 1 - Extensive Farming

Council's Objective, recognising that the physical characteristics and location of land within the Zone are conducive to agriculture on an extensive basis and that this constitutes a major component of the District's economy, will be to give priority to the continued viability of this activity.

Council's Policies will therefore be to:

- a) Where proposals for subdivision which are necessary to continuation of farming and rural activity associated herewith or ancillary thereto. Council shall take into consideration the Town Planning Board's Rural Subdivision Policy when making recommendation to the Board;*
- b) Permit a range of uses reasonably appropriate to the objective.*

Council is advised that the proposal meets the objectives of Rural Zone 1 – Extensive Farming by taking advantage of the natural attributes on farm including the use of the old shearing shed and associated facilities for weddings whilst continuing with their normal agricultural pursuits with respect to sheep grazing where both activities will contribute to the districts economy.

The positive flow-on effect such as the requirement for local food supplies, accommodation, tourism, local employment for catering and transport services, will have a positive effect on the economic potential of the zone.

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

Part 10A Local Planning Scheme Regulations 2015 relates to bushfire risk assessment. Assessment of bushfire risk is relevant, refer below the Policy Implications:

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

Integrated Planning

➤ Strategic Community Plan

Key Goal 1 – Our economy will be strong, diverse and resilient.

Objective 2.6 – Development is sympathetic to the landscape

Strategy 2.6.1 – Planning processes allow for a diverse range of land and development opportunities

Key Goal 5 – Our leadership will be visionary, collaborative and accountable

Objective 5.1 – Our community actively participates in civic life

Strategy 5.1.1 – The community is involved in local decision making

- Corporate Business Plan
Strategy 2.6.1 – Planning processes allow for a diverse range of land and development opportunities
Action 2.6.1.2 – Development application process allows a balance between sensitively developed places and progressive development.
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Policy/Strategic Implications

State Planning Policy 3.7 Planning in Bushfire Prone Areas and Guidelines for Planning in Bushfire Prone Areas.

A BAL Assessment Report was undertaken by a Level 2 BPAD FPAA accreditor and it was concluded that the BAL rating was “Low”, and the affected area had “*low threat vegetation in a maintained state*”.

Aside from the report, the State Planning Policy 3.7 cl. 3.3.2 states:

“For development applications where only part of a lot is designated as bushfire prone and the proposed development footprint is wholly outside of the designated area, the development application will not need to address SPP3.7 or these Guidelines”

The existing habitable building and shearing shed is outside the designated area in case of a fire, evacuation can be made via 2 access points from Dalmore road to the west or to the south.

Budget Implications

The required development application fee has been paid with \$303.85 income received.

Whole of Life Accounting

Not applicable

Risk Management

No risks to the Shire. Bushfire risks have been assessed as low.

Should Council not give support for the ‘Use Not Listed’ and/or the application is ultimately refused, the applicant may exercise a right of review (i.e. appeal) with the State Administrative Tribunal.

Voting Requirements - Absolute Majority

Council Decision Moved Cr Lansdell, Seconded Cr Rose

C.13/0622 That Council

- 1. Pursuant to Clause 3.2.5 and 4.3.1 of the Town Planning Scheme No. 4 determines that the proposed 'Use Not Listed' – Reception Centre on Lot 8 (719) Dalmore Road Winnejup is consistent with the objective of the Rural Zone 1 – Extensive Farming and may be considered for development approval subject to public consultation and assessment.**
- 2. Direct the Chief Executive Officer to undertake necessary public consultation in relation to Point 1 above and grants delegated authority to the Chief Executive Officer to determine the development application, where no objections are received, subject to appropriate conditions.**

Carried by Absolute Majority 7/0

Community Services – Nil

Receival of Minutes from Management Committees - Nil

Urgent Business Approved by Decision

Cr Pratico declared an Impartiality Interest in Item C.14/0622 (see page 11)

ITEM NO.	C.14/0622	FILE REF.	
SUBJECT	Visitor Centre Membership Fees 2022/23		
OFFICER	Chief Executive Officer		
DATE OF REPORT	30 June 2022		

Reason for urgent business: At a Council workshop held last Thursday (after completion of agenda) discussion on membership structure at the visitor centre occurred and this led to this item being prepared for Council consideration prior to commencement of the new financial year.

OFFICER RECOMMENDATION

That item C.14/0622 be accepted as urgent business.

OFFICER RECOMMENDATION

That Council replace the Visitor Centre Membership Fees for 2022/23 adopted at its May 2022 meeting with a blanket membership fee of \$200.00 to apply for all categories of membership.

Summary/Purpose

In May 2022 Council adopted its 2022/23 Schedule of Fees & Charges. Since then Council has resolved not to progress outsourcing of the management of the visitor centre and workshop sessions with Council have indicated that 2022/23 will be a year of change at the visitor centre including reviewing membership structure, determining how we attract membership and demonstrate value for money for

membership. For this reason it is recommended Council introduce for 2022/23 a blanket membership rate of \$200.00 for all categories of membership.

Background

Council, at its May 2022 meeting resolved:

C.08/0522 That Council:

1. *Adopt the 2022/23 Schedule of Fees & Charges as per Attachment 10.*
2. *Determine the waste rate under Section 66 of the Waste Avoidance and Resource Recovery Act at the time of adoption of the 2022/23 budget.*
3. *Determine the kerbside rubbish and recycling collection charges at the time of adoption of the 2022/23 budget.*

Included in the 2022/23 Schedule of Fees & Charges adopted by Council in May were the following Visitor Centre membership fees:

Description	Fee
<i>Membership Fees Accommodation Providers</i>	
Small 1- 4 units	\$404.25
Medium 5-10 units	\$484.50
Large >10 units	\$565.35
Small 1- 4 units	\$404.25
<i>Food Outlets/Wineries Attractions</i>	
Food Outlets, Wineries & Attractions	\$404.25
Medium - seating 30-59 \$462.10	\$484.50
Large - seating >60	\$565.35
<i>Retail & Main Street Traders</i>	
Medium <8 staff	\$484.50
Large >8 staff \$539.20 \$565.35 4.85% Y Council	\$565.35
<i>Members from Another Shire</i>	
Small 1-4 units	\$282.75
Medium 5-10 units	\$323.45
Large >10 units	\$404.25

In light of Council’s decisions at its Special Meeting held on 9 June 2022 to cease the progressing of outsourcing of management of the visitor centre and continue with a ‘Shire managed’ model discussion occurred at two workshop sessions on the service expectations that Council had for the visitor centre as this would substantially drive the staffing structure to be installed at that facility. The second of these 2 workshop sessions was held on 23 June 2022 and the issue of visitor centre memberships was raised. The informal view of councillors was that once a new staff structure is in place at the visitor centre it will be critically important for engagement with current and prospective members to occur and that a comprehensive review of how the visitor centre conducts its business is likely to occur in 2022/23. For this reason it is recommended that a blanket membership fee of \$200.00 should apply for all categories of membership in 2022/23. This will hopefully encourage a greater

take-up of membership from local businesses and tourist operators with the intent being that a review of membership structure is to be finalised in 2022/23.

Statutory Environment

Local Government Act 1995

6.16. Imposition of fees and charges

- (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.

6.17. Setting level of fees and charges

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.

6.19 Local government to give notice of fees and charges

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

In 2021/22 21 memberships were taken out with revenue from memberships being \$6,828.11. Assuming those same 21 businesses renewed their membership in 2022/23 and no additional members joined the impact from 2021/22 to 2022/23 would be a reduction in revenue of approximately \$3,010.

Whole of Life Accounting – Not Applicable

Risk Management – Not Applicable

Voting Requirements – Absolute Majority

**Council Decision Moved Cr Mahoney, Seconded Cr Pratico
C.14/0622 That item C.14/0622 be accepted as urgent business.**

Carried 7/0

**Council Decision Moved Cr Quinby, Seconded Cr Rose
C.14/0622a That Council replace the Visitor Centre Membership Fees for
2022/23 adopted at its May 2022 meeting with a blanket membership fee of
\$200.00 to apply for all categories of membership.**

Carried by Absolute Majority 7/0

Responses to Elected Member Questions Taken on Notice - Nil

Elected Members Questions With Notice

Cr Pratico

1. Now that Main Roads WA has upgraded the Bridgetown Boyup Brook Road will the speed limit be increased to 110 km/h?

CEO Response – The setting of speed limits on Main Roads controlled roads solely rests with that agency. Regular reviews of speed zones can occur.

2. Are the posters in the northern information bay in Bridgetown being renewed as the current ones are crinkly?

CEO Response – Yes we plan for reprinting of the posters every 3-4 months. We are looking at laminating the next print to see if that is a solution.

3. Has there ever been consideration given to constructing turning pockets on South Western Highway at the entrance road to Four Seasons Estate?

CEO Response – when the Four Seasons Estate subdivision was approved many years ago no conditions were placed requiring construction of turning pockets therefore any works to do that now would have to be funded by Main Roads Western Australia. Main Roads are certainly aware of the issues concerning this intersection but haven't informed the Shire of any plans to upgrade the highway at that location.

Notice of Motions for Consideration at the Next Meeting - Nil

Matters Behind Closed Doors (Confidential Items)

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

- a matter affecting an employee or employees

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

ITEM NO.	C.15/0622	FILE REF.	
SUBJECT	Organisation Restructure – Council Decisions		
OFFICER	Chief Executive Officer		
DATE OF REPORT	30 June 2022		

**Council Decision Moved Cr Pratico, Seconded Cr Quinby
C.15/0622 That Council goes behind closed doors to consider Item
C.15/0622 at 7.39pm.**

Carried 7/0

**Council Decision Moved Cr Pratico, Seconded Cr Rose
C.15/0622a That Council:**

- 1. Amend Policy M.14 ‘Senior Employees’ by deleting reference to the Executive Manager Community Services position.**
- 2. Amend Policy M.15 ‘Organisation Structure’ by:
(i) Deleting reference to ‘Community Services’
(ii) Changing reference to ‘Development & Infrastructure’ to ‘Development, Infrastructure & Community’.**
- 3. Note the estimated increased employee costs of \$199,746 per annum under the proposed restructure and that the CEO report back as part of the 2022/23 budget process the funding plan over 2 years for implementation of the organisation restructure.**
- 4. Notwithstanding Resolution C.05/0622, amend the ‘Corporate Business Plan 2022-2026’ by changing the Action Year for Action 10.2.1 (Provide a Local Economic Development Strategy, including tourism) from Year 1 (2022/23) to Year 2 (2023/24).**

Carried 7/0

**Council Decision Moved Cr Mountford, Seconded Cr Rose
C.15/0622b That Council come out from behind closed doors at 9.00pm.**

Carried 7/0

At 9.00pm 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 9.00pm.

List of Attachments

Attachment	Item No.	Details
1	C.02/0622	Minutes of the Special Council Meeting 9 June 2022
2	C.04/0622	Current Lease Agreement Bridgetown Community Resource Centre
3	C.05/0622	List of Changes to Action Tables of Current Corporate Business Plan
4	C.05/0266	Updated Actions Table for Inclusion in New Corporate Business Plan
5	C.05/0622	Financial Summary by Action – Operating and Capital Expenditure
6	C.06/0622	Current Policy M.4 – Members Allowances/Expenses
7	C.06/0622	Draft Revised Policy M.4 – Members Allowances/Expenses
8	C.07/0622	Rolling Action Sheet
9	C.08/0622	May 2022 Financial Activity Statements
10	C.08/0622	List of Accounts Paid in May 2022
11	C.09/0622	Policy Manual Section 3 (Finance) with proposed amendments shown as ‘track changes’
12	C.10/0622	Location Plan
13	C.10/0622	Site Plan
14	C.10/0622	Elevation
15	C.10/0622	Business Plan Mr Hall
16	C.10/0622	Correspondence from Mr Hesketh
17	C.10/0622	Statutory Declaration
18	C.10/0622	Copy of Submission – Mr J Green
19	C.10/0622	Site Photographs
20	C.10/0622	Excerpt from Council Minutes – Item C.16/0422
21	C.11/0622	Policy I.1 Street Trees
22	C.11/0622	Policy I.4 Road Verge Development Criteria
23	C.11/0622	Policy I.7 Crossovers

24	C.12/0622	Draft Local Planning Policy – Exemptions from Development Approval as advertised
25	C.12/0622	Draft Local Planning Policy – Exemptions from Development Approval – Revised Format Recommended for Adoption
26	C.12/0622	Copy of Submission from Mr Bruce Bebbington
27	C.12/0622	Excerpt from Council Minutes – Item C.11/0522
28	C.13/0622	Location Plan
29	C.13/0622	Site Plan
30	C.13/0622	Elevations & Floor Plan
31	C.13/0622	Elevations
32	C.12/0622	Draft Local Planning Policy – Exemptions from Development Approval – Revised Format Recommended for Adoption_V2

Agenda Papers checked and authorised by T Clynch, CEO		7 July 2022
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MINUTES

For the Special Meeting of Council held in the Council Chambers on **Thursday 9 June 2022 commencing at 5.30pm**, called for the purpose of considering the ceasing of negotiations to outsource the management of the Bridgetown Visitor Centre

Meeting Opened – 5.30pm

Acknowledgment of Country – Presiding Member

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

Attendance & Apologies

President - Cr J Mountford
Councillors - J Boyle
- T Lansdell
- S Mahoney (remote attendance via zoom platform)
- A Pratico
- P Quinby
- A Rose
Officer - T Clynch, Chief Executive Officer
- M Larkworthy, Executive Manager Corporate Services
- P St John, Executive Manager Development and Infrastructure

Attendance of Gallery

L Roberts, I Devery, P Mills, T Dittrich, P Beach

Public Question Time - Nil

Petitions/Deputations/Presentations - Nil

Comments on Agenda Items by Parties with an Interest - Nil

Notification of Disclosures of Interest

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

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

Name	Cr Pratico
Type of Interest	Impartiality
Item No.	SpC.01/0622 Outsourcing of Management of the Visitor Centre
Nature of Interest	My daughter is the owner of land adjoining the visitor centre

Business Items

ITEM NO.	SpC.01/0622	FILE REF.	210.1
SUBJECT	Outsourcing of Management of the Visitor Centre		
PROPONENT	Council		
OFFICER	Chief Executive Officer		
DATE OF REPORT	7 June 2022		

OFFICER RECOMMENDATION

That Council determine whether it wishes to continue with its proposal to outsource management of the visitor centre to the Bridgetown Community Resource Centre or whether it wishes to discontinue that proposal and instead continue with a Shire management model for the visitor centre.

Summary/Purpose

This Special Meeting of Council has been called in accordance with section 5.4(a) of the Local Government Act 1995 in that it was called by at least 1/3 of the offices of councillor. The stated purpose of the meeting is for Council to consider the ceasing of negotiations to outsource the management of the Bridgetown Visitor Centre.

The officer report has been limited to providing information on the background of the matter.

Background

The Bridgetown Visitor Centre service levels, location and management model have been under review since the beginning of 2019 when eight options were considered at the Shire of Bridgetown-Greenbushes February Concept Forum. Following an assessment of these options, Councillors determined to undertake community consultation to investigate community sentiment to retain the Visitor Centre in its current location or to relocate at the proposed refurbished railway station, and the most appropriate management model – to remain with the Shire, to be community managed, or to be outsourced to an identified agency.

Extensive consultation was conducted between March and May 2019, with 60% of respondents indicating that a community management model was their preferred management model, and 38% of respondents indicated that a community management model in the current location was their preferred location and management model.

In August 2019, direction was given for the Shire of Bridgetown-Greenbushes Chief Executive Officer (CEO) to formally approach the Bridgetown CRC (CRC) Board to discuss their interest in managing the Bridgetown Visitor Centre. Discussions were also held with the Bridgetown-Greenbushes Business and Tourism Association (BGBTA) on their appetite for the same. This followed a community wide advertisement seeking expressions of interest from any community group, agency, business or stakeholder interested in exploring management of the services. Both the CRC and BGBTA expressing interest in further collaboration.

In December 2020, the Shire of Bridgetown-Greenbushes (Shire) sought expressions of interest from suitably qualified consultants for the development of a comprehensive business case to outsource the management of the Bridgetown Visitor Centre and the Brierley Jigsaw Gallery considering two (2) scenarios:

- *Scenario 1* – the Bridgetown CRC to manage both the Visitor Centre and the Brierley Jigsaw Gallery,
- *Scenario 2* – the Bridgetown CRC to manage the Visitor Centre and the BGBTA to manage the Brierley Gallery.

Economic Transitions submitted a proposal and in January 2021 were engaged by the Shire, commencing work on the development of a business case to explore the viability of outsourcing the delivery of Visitor Centre and Brierley Jigsaw Gallery services.

In alignment with the project scope the process undertaken to develop the business case included semi-structured interviews with key stakeholders, a workshop with the BGBTA and CRC as well as a business/tourism industry survey were conducted. In addition the process also allowed for the following key steps to be taken:

- Development of a shared vision by the CRC and BGBTA with regard to the provision of services and the facility;
- Financial plan (5-year forecast) – operating and capital/maintenance, and the identification of any operating subsidy require by Council to make the outsourcing a viable option;
- Market research to provide a snapshot of community and business-based expectations with regard to service provision in terms of visitor information services and the gallery;
- SWOT Analysis; and
- Risk Assessment.

The high-level outcomes derived from the project resulted in the following:

1. A recommendation that the Bridgetown CRC manage both the Visitor Centre and, in a collaboration with the BGBTA, the Brierley Jigsaw Gallery, both housed in the same building.
2. Awareness that the vision of the CRC and BGBTA is to provide a revitalized hub for visitors and community incorporating an interactive contemporary puzzle attraction, and to expand the Shire of Bridgetown-Greenbushes as a tourist destination.
3. Awareness that there is a need to enhance the visibility of and signage for the Visitor Centre to ensure maximum footfall and visitation.
4. That the **operating subsidy** (excluding administrative and management allocations) required by Council to outsource service delivery is significantly less than the cost of Shire maintaining the Visitor Centre, as follows:

	CRC Managed/Shire Subsidy	Shire Managed (Cash)
<i>Year 1</i>	\$50,726	\$143,105
<i>Year 2</i>	\$52,474	\$141,270
<i>Year 3</i>	\$54,591	\$147,107
<i>Year 4</i>	\$56,770	\$153,113
<i>Year 5</i>	\$59,011	\$159,285

Note the above projections were based on new service levels and initiatives, over and above existing service levels. These include new expenditure allocations for website development, advertising/promotion, marketing, professional development, social media, and networking in alignment with gaps identified in the business case. For comparison the actual cash operating subsidy funded by Council in the

preceding two full financial years was \$71,385 in 2019/20 and \$128,612 in 2018/19 noting that several efficiency measures were introduced towards the end of 2018/19 in order to reduce Council's operating subsidy for the Visitor Centre due to Council's investment in the Southern Forests Blackwood Valley Tourism Association (LTO). Since then the cash operating subsidy was \$86,044 in 2020/21 (noting that due to COVID-19 restrictions the visitor centre was closed for 72 days that year) and in 2021/22 the budgeted operating subsidy is \$105,243.

An implementation plan was to be prepared to facilitate the transfer of responsibility for management of the Visitor Centre from the Shire of Bridgetown-Greenbushes to the CRC. This implementation was to firm up the targeted transition dates, determine what work on the building is necessary for fit out and building repair as well as identifying possible technological improvements/initiatives to improve the visitor experience.

It is noted that the business case suggested an implementation date of 1 January 2022 in alignment with the direction provided to the consultant. This was simply a target date and was to be refined in both the implementation plan and ongoing discussions with the CRC. As part of those discussions implementation dates were put back with the current implementation date not seen to be earlier than 1 July 2023 as representatives of the CRC have made it clear that relocation of the CRC into the visitor centre building couldn't occur until all building renewal works and fitout works were completed.

Upon presentation of the business plan prepared by Economic Transitions Council, at its April 2021 meeting resolved:

C.08/0421 That Council:

- 1. Receive the Business Case for the outsourcing of the Shire of Bridgetown-Greenbushes Visitor Centre, including the Brierley Jigsaw Gallery.*
- 2. Endorse the recommendation contained in the Business Case to outsource the management of the Visitor Centre and the Brierley Jigsaw Gallery to the Bridgetown Community Resource Centre (CRC).*
- 3. Direct the CEO to:*
 - a) Develop an implementation plan and a communications plan to facilitate the transfer of responsibility for management of the Visitor Centre from the Shire of Bridgetown-Greenbushes to the CRC including the relocation of the CRC to the current Visitor Centre building.*
 - b) Develop a draft 5 year contract with the CRC to formalize the terms of agreement, outlining service delivery key performance indicators, annual operating subsidy and funding contributions of both parties with regard to the required building refurbishments with a final draft to be presented to Council for endorsement.*
 - c) Commence engagement with the Bridgetown Historical Society regarding the removal of the existing museum items in the Visitor Centre building*
 - d) Commence engagement with the Blues at Bridgetown and Bridgetown Landcare regarding their proposed relocation from the current Visitor Centre building to the current Community Resource Centre building.*

The business case recognised there would be some significant "one-off" costs in making the Visitor Centre building suitable for relocation of the CRC existing

operations and also incorporate some modifications to improve service delivery to visitors. Whilst the business case identifies an amount of \$144,500 for this work it doesn't break down the source of funding. Included in Council's 2021/22 budget is capital expenditure of \$195,000 for fitout (including some minor building modifications) of the visitor centre to accommodate the relocation of the Bridgetown CRC to the premises to enable CRC and visitor information services to be delivered. Of the \$195,000 an amount of \$130,000 is being contributed by the Bridgetown Community Resource Centre meaning the Council contribution to these works in the 2021/22 budget is \$65,000.

The CRC prepared floor plans for the fitout of the visitor centre to accommodate both current CRC operations and needs and the needs associated with provision of visitor servicing. These plans were tabled to councillors at the November 2021 Concept Forum where considerable discussion occurred – both in response to the draft layout/fitout plans tabled at the meeting and about the reasons for Council determining to outsource management of the visitor centre. Councillors provided the following feedback to the CEO:

- Overall cost of building improvements (including external works and car park) and fitout should be capped at \$300,000.
- The visitor servicing and display area needs to be larger as the improvements are almost totally focussed on CRC office improvements.
- Suggest increase size of visitor servicing and display area by removing one office and one meeting room.
- The parking area should be reduced, both for cost savings and also to provide suitable access to rear of adjacent property.
- Space should be retained for retention of Blues and Landcare sea containers as there is unlikely to be sufficient space behind the existing CRC when those groups relocate to that building.
- An independent building inspection report should be undertaken to determine the structural integrity of the visitor centre building and to identify any other building works that would likely have to be funded by Council.

Due to the revised process determined by Council in December (see below) these issues were not fully raised with the CRC for discussion.

At its December 2021 meeting Council resolved:

C.03/1221b That the matter of considering Council's position on whether to continue investigations into outsourcing of the Visitors Centre management to the Bridgetown Community Resource Centre be paused until March 2022 whereby two workshops are held sequentially. The first workshop will be with community groups, Bridgetown Greenbushes Business and Tourism Association, Bridgetown Community Resource Centre and other relevant community members to be determined by the Shire and Council. Immediately after will be a council workshop with the items to be considered at that workshop to include but not limited to the officer comments in the December Ordinary Council Meeting Agenda on page 7.

The items referenced in the above resolution as being "on page 7" were:

- Summary/background of the process that led to the current position, including community consultation and the various options that were considered;

- Summary of the business case that was developed for investigating the possible outsourcing of visitor centre management;
- Summary of any ‘service level’ decisions made by Council with respect to visitor centre servicing;
- Potential staff impacts of any outsourcing decision;
- Potential savings if an outsourcing model is selected;
- An update on design and fit out of the visitor centre (including estimated costs and funding model);
- An update on the building condition report carried out on the existing building
- Identification of risks to the Council if in future Government funding of CRCs is reduced.

The two workshops were held on 24 March 2022 and 7 April 2022.

At the first workshop feedback was provided by a number of invited community groups on what expectations existed on the provision of local visitor services. Representatives from the Bridgetown CRC attended and presented on its vision for providing visitor services and responded to questions.

Only one other group that attended the first workshop – ‘Bridgetown Discovery’ - expressed any interest in providing visitor services at the visitor centre. However Bridgetown Discovery subsequently advised the Shire it had withdrawn from any further progression of any such proposals. This once again leaves the Bridgetown CRC as the only external group interested in taking over management of visitor servicing on behalf of the Shire.

At the Council workshop held on 7 April 2022 councillors again expressed concerns about the proposed floor plan compiled by the CRC. These concerns were principally that the plans didn’t have enough focus on visitor servicing. There was also considerable discussion on the Building Condition Report of the current Visitor Centre building. That report concluded that the building appeared to be in a sound condition however works are required to renovate the exterior of building (including exterior walls, verandah, canopy, roof, gutters and windows) and the interior (ceilings, wall surfaces, insulation, etc.). There were also other items for consideration not listed in Building Condition Report but have been highlighted previously requiring attention- namely air conditioning, light fittings and kitchen refurbishment.

Preliminary cost estimates to undertake the exterior and interior renovations were compiled by Shire staff and were determined to total approximately \$300,000 ex-GST. Note this costing is an estimate only and quotations would need to be sought to give a more accurate cost of works. This also doesn’t include any costs associated with softening the appearance of the building such as removing the canopy and constructing new verandahs.

The Bridgetown CRC also compiled a cost estimate of building renewal and fitout works and this estimate determined a total cost of approximately \$355,000 ex-GST.

At a meeting with the CRC on 19 May 2022 it was identified that an amount of \$95,000 was duplicated across both cost estimates meaning that the estimated cost of both building renewal works, fit out and car parking is \$560,000. However it also be noted that there have been significant cost escalations since the initial building

estimates from the CRC were compiled and it is suggested that a 25-40% escalation be factored into those costs, increasing the total project costs to up to \$785,000.

In the recently completed review of the Corporate Business Plan Council has proposed the taking out of a loan of \$300,000 to fund the building renewal works. This is in addition to the current budget allocation of \$65,000 for fitout that would be carried forward to 2022/23.

Noting the CRC's committed contribution of \$130,000 and the Council's contributions of \$65,000 (for fitout) and \$300,000 (for building renewal works) this leaves a current funding shortfall of \$290,000 that would have to be sourced from a 3rd party such as Lotterywest. Some preliminary discussions were held with Lotterywest last year and they indicated the project would be eligible for consideration subject to its funding being assigned to the "public" elements of the project. There isn't a straight forward definition of "public" and further discussions would be held with Lotterywest once a final concept plan for the building was in place.

At the meeting between Shire and CRC representatives held on 19 May 2022 information was provided on the feedback received from councillors on the fitout/floor plan prepared by the CRC. When asked if the CRC would consider revising the plan to provide a more prominent visitor servicing area such as a dedicated customer service counter the response from the CRC representatives was negative as it was the view of the CRC that all business should be conducted from a single counter, mainly due to efficiencies in staff requirements.

Also at the meeting held with the CRC on 19 May 2022 it was agreed by both parties that work needs to be progressed urgently on determining what key performance indicators would be contained in the proposed contract between the Shire and CRC for delivery of visitor servicing.

Officer Comment

In calling this Special Council meeting the relevant councillors described the purpose of the meeting as "to consider the ceasing of negotiations to outsource the management of the Bridgetown Visitor Centre". This suggests that Council will either be resolving to end its current discussions with the Bridgetown CRC to outsource visitor servicing to that organisation, or will be reaffirming its current position to proceed with that outsourcing.

If the decision of Council proves to be the ceasing of negotiations with the Bridgetown CRC it is assumed this means that the operations of the visitor centre will continue to be a Shire function with staff employed to operate/manage the visitor centre with assistance from volunteers. There will likely be implications for the 2022/23 budget if this option is chosen and these will have to be considered by Council prior to adoption of its 2022/23 budget.

No specific officer recommendation has been provided on whether to continue with the CRC outsourcing proposal as Council is considered to have received sufficient information to inform such a decision.

Revocation of Council Resolution C.08/0421 from its April 2021 meeting isn't required for Council to resolve a new resolution to cease negotiations to outsource the management of the Bridgetown Visitor Centre as parts of the resolution (specifically Parts 1, 3a, 3c and 3d) have already been actioned to some degree.

The whole of a resolution needs to be considered when determining if revocation is required, not the individual points or parts of a resolution.

If Council was to resolve to cease any further progression of outsourcing the visitor centre operations it could still have discussions with the BGBTA on possible increased involvement of the BGBTA in the management of the jigsaw gallery.

Statutory Environment – Nil

Integrated Planning

- Strategic Community Plan
 - Outcome 12 Bridgetown Greenbushes is regarded to be a major tourist destination
 - Objective 12.2 Improve tourism infrastructure and services
- Corporate Business Plan
 - Objective 12.2 Improve tourism infrastructure and services
 - Action – 12.2.1 Provide implementation of the Visitor Centre and provision of Visitor Information Services business case (2021/22)
- Long Term Financial Plan
 - The current Long Term Financial Plan as the current plan is still predicated on the existing Shire managed model at the Visitor Centre. If Council proceeds with the Bridgetown CRC model the annual subsidy (payment) to the Bridgetown CRC would be reflected in the next review of the Long Term Financial Plan.
- Asset Management Plans – Nil
- Workforce Plan
 - Preparation of a new Workforce Plan is currently occurring. In line with the current Council resolution (C.08/0421) it had been assumed that the new Workforce Plan would recognise that no direct staff resources would be employed at the visitor centre. If Council was to determine that outsourcing of management of the visitor centre wasn't to occur this would be reflected in the Workforce Plan.
- Other Integrated Planning - Nil

Policy Implications - Nil

Budget Implications

The 2022/23 budget planning process has been predicated on the outsourcing model being implemented. If Council was to cease that process the 2022/23 budget would be amended to reflect the continuation of the visitor centre as a Shire operated facility.

Whole of Life Accounting – Not Applicable

Risk Management

The decision by Council in April 2021 to outsource the management of the Visitor Centre and the Brierley Jigsaw Gallery to the Bridgetown Community Resource Centre (CRC) was made after over 2 years of investigations, including significant community and tourist industry consultation. This consultation saw 60% of respondents indicate that a community management model was their preferred management model, and 38% of respondents indicated that a community management model in the current location was their preferred location and management model.

Council has since held 2 workshops to further consider the outsourcing proposal and thus should have a sound understanding of the consequences and potential financial implications of any decision, noting that such decisions if made without full understanding, could cause reputational risk to the Council.

Voting Requirements – Simple Majority

Moved Cr Pratico, Seconded Cr Boyle

That Council discontinue planning and implementing of the proposal to outsource management of the visitor centre to the Bridgetown Community Resource Centre.

Council Decision *Moved Cr Mountford, Seconded Cr Pratico*
SpC.01/0622 *That Council invokes clause 18.1 of the Standing Orders at 5.35pm to allow for informal discussion.*

Carried 7/0

Council Decision *Moved Cr Lansdell, Seconded Cr Boyle*
SpC.01/0622a *That application of clause 18.1 of the Standing Orders cease at 5.45pm.*

Carried 7/0

Council Decision *Moved Cr Pratico, Seconded Cr Boyle*
SpC.01/0622b *That Council discontinue planning and implementing of the proposal to outsource management of the visitor centre to the Bridgetown Community Resource Centre.*

Carried 7/0

Moved Cr Pratico, Seconded Cr Rose

That no further investigation into outsourcing of management of the visitor centre occurs and that the management of the visitor centre continue under a Shire managed model.

Council Decision *Moved Cr Pratico, Seconded Cr Boyle*
SpC.01/0622c *That Council invokes clause 18.1 of the Standing Orders at 5.46pm to allow for informal discussion.*

Carried 7/0

Council Decision *Moved Cr Lansdell, Seconded Cr Boyle*
SpC.01/0622d *That application of clause 18.1 of the Standing Orders cease at 5.54pm.*

Carried 7/0

Council Decision **Moved Cr Pratico, Seconded Cr Rose**
SpC.01/0622e **That no further investigation into outsourcing of**
management of the visitor centre occurs and that the management of the
visitor centre continue under a Shire managed model.

Carried 6/1

Cr Quinby voted against the Motion

Council Decision **Moved Cr Pratico, Seconded Cr Boyle**
SpC.01/0622f **That the CEO report back to Council as part of the 2022/23**
budget process on options for service delivery at the visitor centre under a
Shire managed model, including details on the cost implications associated
with any change in current service expectations.

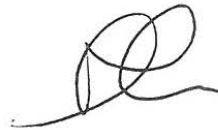
Carried 7/0

The Shire President placed on record on behalf of Council her thanks to the Bridgetown CRC Board and staff for their work and effort in considering the proposed outsourcing of visitor centre services and expressed Council's gratification for that work and effort.

Closure

The Presiding Member closed the Meeting at 6.00pm

Minutes checked and authorised by
CEO, Mr T P Clynych



13 June 2022

AMENDMENT/VARIATION TO LEASE

2011 LEASE BETWEEN

SHIRE OF BRIDGETOWN-GREENBUSHES

AND

BRIDGETOWN COMMUNITY RESOURCE CENTRE

Amendment/Variation

Amend Clause 7 of Schedule 1 (Particulars of Lease) to read:

7. Term

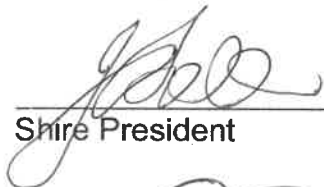
10 years and 9 months commencing on the Commencement Date. The Lessee has the right to end the lease at any date prior to the end of the term.

Intent of the Amendment/Variation

To extend the term of the lease by a period of up to 9 months.

IN WITNESS whereof the parties hereto have executed this agreement on the day and year hereinbefore written.

THE COMMON SEAL of the SHIRE OF BRIDGETOWN-GREENBUSHES was hereunto affixed in the presence of:



Shire President



Chief Executive Officer

THE COMMON SEAL of the BRIDGETOWN COMMUNITY RESOURCE CENTRE was hereunto affixed in the presence of:



Chair



Manager





Shire of

Bridgetown-Greenbushes

... simply beautiful

Ref: SHY/GL/C581

LEASE

150 Hampton Street, Bridgetown

SHIRE OF BRIDGETOWN-GREENBUSHES

("Lessor")

AND

Bridgetown Community Resource Centre

35114942012

("Lessee")

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THIS DEED is made

day of

2011

B E T W E E N

SHIRE OF BRIDGETOWN-GREENBUSHES of 1-3 Steere Street, Bridgetown, Western Australia ("Lessor")

AND

Bridgetown C.R.C. of <address>, Western Australia ("Lessee")

RECITALS:

- A. The Lessor is the registered proprietor of the Land.
- B. The Lessor has agreed to lease the Leased Premises to the Lessee on the terms of the Lease.

THE PARTIES COVENANT AND AGREE:

1. **Definitions, Interpretation, Consents and Approvals**

1.1 **Definitions**

Unless stated otherwise:

"**Authorised Person**" means an agent, employee, licensee, contractor or invitee of the Lessee;

"**Authorised Use**" means the use specified in item 5 of Schedule 1;

but does not include any area which the Lessor from time to time specifies as being excluded from the Leased Premises for the purposes of this Lease;

"**Business Day**" means a day not being a Saturday or Sunday or public holiday gazetted in Western Australia;

"**Commencement Date**" means the commencement date specified in item 6 of Schedule 1;

"**Conditions Precedent**" means this conditions precedent set out in clause 2.2;

"**Consumer Price Index**" means the consumer price index compiled by the Australian Bureau of Statistics for the Perth (Capital City) Area (All Groups);

"**CPI Rent Review Dates**" means each CPI rent review date specified in item 12 of Schedule 1;

"**Current CPI**" means the Consumer Price Index number last published before the relevant CPI Rent Review Date, or if an actuary is appointed under clause 5 to determine an index, the number certified by that actuary;

"**Current Market Rent**" means the rent obtainable at the relevant Market Rent Review Date in a free and open market if the Leased Premises were unoccupied and offered

for rent for a use permitted by and on the same terms as are contained in this Lease determined on the basis that the following are taken into account :

- (a) any rent payable under a lease at the time of the Market Rent Review Date by a sitting tenant of comparable premises in a comparable building;
- (b) the highest and best use of the Leased Premises;
- (c) the provisions of this Lease;
- (d) the period which will elapse between the Market Rent Review Date and the immediately following Market Rent Review Date or, if there is no following Market Rent Review Date (whether under the Lease or under any lease for a Further Term), the date of Termination;
- (e) the Term and the benefit of any option to renew;
- (f) any refurbishments or improvements to the Leased Premises commenced by the Lessor as if those refurbishments or improvements were completed by the Market Rent Review Date;
- (g) any other criteria that the Lessor stipulates as relevant as notified to the Lessee and the Valuer by the Lessor; and
- (h) any other criteria, not inconsistent with any provision in this Lease, which the Valuer regards as relevant to the determination;

and the following are disregarded:

- (i) any default by the Lessee under this Lease;
- (j) any part of the Term which has expired;
- (k) any damage to the Premises or the building in which the Leased Premises are situated which the Lessor intends to repair;
- (l) the value of the Lessee's Fixtures and any goodwill created by the Lessee's use of the Leased Premises;
- (m) any concession, abatement, inducement or reduction (whether in respect of rent, fitout or otherwise) allowed, granted or paid to secure a tenant for the Leased Premises or which is usually allowed, granted or paid to secure a tenant of any premises described in paragraph (a);

"Event of Default" means the events specified in clause 18 of this Lease;

"Facilities" means the drainage, sewerage and plumbing facilities, and the gas and electrical fittings or appliances in or on the Land or the Leased Premises;

"Final Period" means the period between the start of the final Lease Year before the date of Termination until the date of Termination;

"Financial Year" means a year beginning on 1 July and ending on the following 30 June;

"First Period" means the period between the Commencement Date and the last day of the first Lease Year;

"Fixed Rent Increase Date" means each fixed Rent increase date specified in item 12 of Schedule 1;

"Further Term" means that further term specified in Item 9 of Schedule 1;

"Land" means the land described in item 3 of Schedule 1;

"Lease" means this deed and the Schedules and appendices and plans as amended from time to time and any attachments;

"Leased Premises" means the premises described in item 4 of Schedule 1;

"Lease Year" means a Financial Year or any other period of 12 months nominated by the Lessor, and includes, where appropriate, the First Period and the Final Period;

"Lessee's Operations" means the operations and activities carried on by the Lessee from the Leased Premises;

"Lessee's Fixtures" means each fixture and fitting installed by the Lessee in the Leased Premises with the Lessor's consent which is not re-classified as a Lessor's Fixture in accordance with this Lease;

"Lessee's Plans and Specifications" means all plans, specifications and working drawings in relation to the Lessee's Initial Works and Lessee's Works as prepared by or on behalf of the Lessee;

"Lessee's Obligations" means each covenant, obligation and duty contained or implied in this Lease or required by law to be performed by the Lessee, the Authorised Persons and the Guarantor;

"Lessee's Rights" means the rights of the Lessee under this Lease or implied by law, including without limitation the non-exclusive right to use the Lessor's Fixtures, the Facilities and the Services in common with the Lessor and others as required for the purpose of the conduct of the Lessee's Operations from the Leased Premises;

"Lessor's Fixtures" means the Lessor's fixtures and fittings in the Leased Premises and any Lessee's Fixtures which are re-classified by the Lessor as Lessor's Fixtures in accordance with this Lease;

"Lessor's Works" means any construction, refurbishment, upgrade and renovation works carried out or to be carried out on the Land or the Leased Premises by the Lessor or as the Lessor directs;

"Maintain" means maintain, repair, renovate, replace, decorate and refurbish, and "Maintenance" and "Maintaining" have equivalent meanings;

"Market Rent Review Dates" means each market rent review date specified in item 12 of Schedule 1.

"Outgoings" has the meaning set out in item 11 of Schedule 1;

"Plant and Equipment" means the plant and equipment used in connection with the provision of any Services or the heating, cooling, lighting, power or plumbing facilities on or connected to the Leased Premises;

"Previous CPI" means the Consumer Price Index number last published before the date which is 12 months before the relevant CPI Rent Review Date, or if an actuary is appointed under clause 5 to determine an index, the number certified by that actuary;

"Rate" means 6% per annum;

"Refurbish" includes, but is not limited to, in relation to the Leased Premises, painting and decorating, replacing fixtures and fittings and upgrading the Leased Premises generally;

"Relevant Authority" means any body or corporation or any municipal, government or statutory or non-statutory authority or body having authority or jurisdiction over the Land or Leased Premises or any part of the Land or Leased Premises or to whose systems the Land or Leased Premises or any part of the Land or Leased Premises are or will be connected;

"Rent" means the rent specified in item 8 of Schedule 1;

"Rent Review Date" means, as the context requires, either a CPI Rent Review Date, a Market Rent Review Date or a Fixed Rent Increase Date, as specified in item 12 of Schedule 1;

"Schedule" means a schedule to this Lease;

"Services" means electricity, gas, oil, fuel, water or other similar commodity, facility or service in or on the Land or the Leased Premises or otherwise serving the Land or the Leased Premises;

"Shire" means the Shire of Bridgetown-Greenbushes acting in its capacity as local government;

"Term" means the term specified in item 7 of Schedule 1;

"Termination" means the expiry of the Term by effluxion of time or by earlier termination in accordance with this Lease; and

"Written Law" has the same meaning given to that term in the *Interpretation Act 1984*.

1.2 Interpretation

In this Lease:

- (a) a reference to a person includes that person's executors, administrators, successors and assigns;
- (b) a covenant, agreement, representation or warranty in favour of 2 or more persons is for the benefit of them jointly and severally;
- (c) an agreement, representation or warranty given or made by 2 or more persons shall bind them jointly and severally;

- (d) a reference to a professional or industry body includes a reference to the successor or substitute for that body; and
- (e) unless repugnant to the context, a covenant by the Lessee to do or omit to do any thing includes a covenant by an Authorised Person to do or omit to do that thing, and the Lessee is liable for all acts or omissions of an Authorised Person.

1.3 Discretion of Lessor as Shire

The parties agree and acknowledge that nothing in this Lease shall fetter or be construed as an attempt to fetter the discretion or the powers of the Lessor in its capacity as the Shire under any Written Law and in particular does not fetter the Lessor in its capacity as the Shire with regard to the approval or imposition of condition on any approval required for the development of the Leased Premises or carrying out of the Lessee's Works in accordance with this Lease.

2. Operative part

2.1 Lease of Leased Premises

Subject to the Conditions Precedent, in consideration of the Lessee agreeing to:

- (a) pay the money payable under this Lease; and
- (b) duly observe and perform the Lessee's Obligations,

the Lessor leases the Leased Premises and grants the Lessee's Rights to the Lessee for the Term commencing on the Commencement Date subject to the reservation of the Lessor's rights under this Lease.

2.2 Conditions Precedent

- (a) This Lease is subject to and expressly conditional upon:
 - (i) the Lessor complying with the procedures set out in section 3.58 of the *Local Government Act 1995* relating to disposal of property ("**Local Government Condition**"); and
 - (ii) the Western Australian Planning Commission ("**WAPC**") approving this Lease, if such approval is required by law ("**WAPC Approval Condition**").

- (b) The Parties covenant and agree that:

Best endeavours

- (i) where relevant, the Parties will each use their best endeavours to satisfy the Conditions Precedent;

Local Government Condition

- (ii) the Lessor will bear all costs associated with satisfying the Local Government Condition;

WAPC Approval Condition

- (iii) if the approval of the WAPC is required and if the Lessor has not already done so, the Lessor will make an application for such approval within three (3) months after the date of the Lease;
- (iv) the Lessee will bear all the costs associated with satisfying or attempting to satisfy the WAPC Approval Condition, including but not limited to any application fees;
- (v) if the WAPC:
 - (A) refuses to grant the approval; or
 - (B) grants the approval subject to a condition with which the Lessor in its sole and absolute discretion is unwilling to comply with or considers not otherwise acceptable and the Lessor at any time after being notified of the condition elects, by notice in writing to the Lessee, to withdraw from the Lease;

THEN this Lease but for this Clause 2.2 ceases to have effect and no Party has any claim against any other Party.

2.3 Quiet enjoyment

The Lessor warrants that the Lessor has full capacity to grant this Lease, and if the Lessee:

- (a) pays the money payable under this Lease; and
- (b) duly observes and performs the Lessee's Obligations,

the Lessor agrees that the Lessee may quietly hold the Leased Premises and enjoy the Lessee's Rights during the Term without any disturbance from the Lessor or any person lawfully claiming through the Lessor, except to the extent that interruption, disturbance or interference arises because of the exercise of the Lessor's rights or is otherwise permitted by any provision of this Lease.

2.4 Lessee responsible as if owner

The Lessee is subject to the same responsibilities relating to persons and property during the Term as if the Lessee were the owner of the Leased Premises.

3. Reservation of Lessor's rights

Without limiting any other provisions of this Lease, the Lessor reserves the following rights:

- (a) Improvements to Leased Premises

the Lessor may at any time carry out improvements to the Leased Premises, including, without limitation:

- (i) construct new buildings on the Land;
- (ii) alter, add to, extend, reduce the size of, or otherwise modify, existing buildings on the Land; and
- (iii) any other Lessor's Works,

but in exercising these rights, the Lessor shall use the Lessor's reasonable endeavours not to cause any undue interference with the conduct of the Lessee's Operations;

(b) Right to enter

- (i) the Lessee shall permit the Lessor to enter the Leased Premises at all reasonable times on the giving of reasonable notice, or immediately in the case of emergency, to:
 - (A) view the state of repair of the Leased Premises and to ensure compliance with the Lessee's Obligations;
 - (B) comply with any requirement or order of any local government or other statutory authority;
 - (C) carry out any Maintenance, modification, installation or extension to the Leased Premises, the Plant and Equipment or cables, pipes or wires within the Leased Premises;
 - (D) view the Leased Premises with any persons interested in the Leased Premises or any part of the Leased Premises; and
 - (E) affix re-letting notices to the Leased Premises during the last three (3) months of the Term,

except that the Lessor shall use the Lessor's reasonable endeavours not to cause any undue interference with the conduct of the Lessee's Operations; and

- (ii) the Lessor may enter the Leased Premises at any time for the purpose of doing anything which should have been done by the Lessee under this Lease but which has not been done or has not been done properly.

(c) Granting easements etc

The Lessor may grant easements of support or any other easements or similar rights over any part of the Land or dedicate or transfer or otherwise deal with any part of the Land in favour of another person for any reason whatsoever except that the Lessor shall not without the Lessee's prior consent do anything which will substantially and permanently derogate from the quiet enjoyment of the Lessee's Rights by the Lessee.

(d) Re-classification of fixtures and fittings

The Lessor may by notice to the Lessee at any time or times re-classify those Lessee's Fixtures which it reasonably considers form an integral part of the

Leased Premises as Lessor's Fixtures. Ownership of the Lessee's Fixtures specified in the notice will pass to the Lessor on the giving of the notice and the Lessee shall have no right of compensation against the Lessor for such re-classification.

4. **Rent**

The Lessee must pay the Rent to the Lessor in the manner specified in item 8 of Schedule 1, without any deduction, set-off or abatement.

5. **Rent review**

5.1 **General**

On each Rent Review Date, the Rent shall be reviewed in the manner set out in the following paragraphs of this clause 5.

5.2 **CPI Rent Review**

(a) With effect from each CPI Rent Review Date, the Rent shall be reviewed so that it is the greater of the sums calculated on the basis of the formulae contained in sub paragraphs 5.2(a)(i) and 5.2(a)(ii):

(i) $RR = (R \times CCPI) \text{ divided by } PCPI$

Where:

"RR" = the annual Rent as reviewed;

"R" = the annual Rent payable immediately before the relevant CPI Rent Review Date;

"CCPI" = the Current CPI; and

"PCPI" = the Previous CPI.

(ii) $RR = R \times PMI$

Where:

"RR" = the annual Rent as reviewed;

"R" = the annual Rent payable immediately before the relevant CPI Rent Review Date; and

"PMI" = the percentage of minimum increase (if any) specified in Schedule 1 next to each CPI Rent Review Date.

(b) The Lessor may not earlier than three (3) months before a CPI Rent Review Date give the Lessee a notice setting out the amount of the reviewed Rent which shall be payable from the CPI Rent Review Date ("CPI Rent Review Notice"), except that the failure of the Lessor to give such a notice before the CPI Rent Review Date does not preclude the Lessor from giving such a notice in respect of that CPI Rent Review Date at any later time.

(c) Determination of Current CPI or Previous CPI

If for the purposes of a CPI Rent Review, the Consumer Price Index number is not published or, in the opinion of the Lessor there is a material change in the basis on which the Consumer Price Index is determined, or no Consumer Price Index number was published in the twelve (12) to fifteen (15) month period before the relevant CPI Rent Review Date for the purposes of determining Previous CPI, then the Lessor may appoint an actuary from the Fellows of the Institute of Actuaries of Australia to determine:

- (i) in respect of Current CPI, an index number which reflects the prevailing levels of prices for the Perth metropolitan area at that CPI Rent Review Date; and
- (ii) in respect of Previous CPI, an index number which reflects the prevailing levels of prices for the Perth metropolitan area at the date which is twelve (12) months prior to that CPI Rent Review Date;

and the actuary's determination will be binding on the Lessor and the Lessee and the Lessor and the Lessee will pay the actuary's costs in equal shares.

5.3 Market Rent Review

- (a) With effect from each Market Rent Review Date, the Lessor shall review the Rent so that it is the greater of the Current Market Rent or the annual Rent payable immediately before the Market Rent Review Date.
- (b) The Lessor may not earlier than three (3) months before a Market Rent Review Date give the Lessee a notice setting the Rent at a Rent which the Lessor considers to be the Current Market Rent ("Market Rent Review Notice") except that the failure of the Lessor to give such a notice before the Market Rent Review Date does not preclude the Lessor from giving such a notice in respect of that Market Rent Review Date at any later time.

5.4 Determination of Current Market Rent

If the Lessor reviews the Rent to the Current Market Rent and the Lessee disagrees with the Lessor's determination, the Lessee shall give the Lessor a notice within ten (10) Business Days of service of the Market Rent Review Notice on the Lessee disputing the Lessor's determination ("Dispute Notice"), and the Current Market Rent shall be determined:

- (a) by agreement between the Lessor and the Lessee; or
- (b) if the Lessor and the Lessee cannot agree on the Current Market Rent, by a licensed valuer nominated by the Lessor and the Lessee; or
- (c) if the Lessor and the Lessee cannot agree on a licensed valuer, by a licensed valuer nominated by the Lessor and a licensed valuer nominated by the Lessee, but if either party fails to nominate a

licensed valuer, that party's nomination shall be made by the President of the Australian Property Institute (Inc) (WA Division) at the request of the other party; or

- (d) if the licensed valuers appointed by the Lessor and the Lessee cannot agree on the Current Market Rent, by a licensed valuer nominated by the President of the Australian Property Institute (Inc) (WA Division) at the request of either party;

and the licensed valuer or valuers shall:

- (e) be a member of the Australian Property Institute (Inc) (WA Division) and have no less than five years' experience in carrying out rent reviews in metropolitan retail complexes;
- (f) determine the Current Market Rent within seven (7) Business Days of appointment;
- (g) act as an expert and not as an arbitrator; and
- (h) give the Lessor and the Lessee the licensed valuer's determination in writing setting out the reasons for it;

and:

- (i) the annual Rent as reviewed and payable from the Market Rent Review Date shall be the higher of the annual Rent payable immediately before the Market Rent Review Date and the Current Market Rent as determined by the Valuer under this clause 5.4;
- (j) the Lessor and the Lessee shall be obliged to pay the Valuer's fees in equal shares except where the Valuer's determination is equal to or greater than the Lessor's determination of Current Market Rent, when the Lessee shall pay the whole of the Valuer's fees;
- (k) if the Lessee gives a Dispute Notice the Lessee shall nevertheless pay the reviewed Rent stated in the Lessor's Market Rent Review Notice until the amount of the reviewed Rent is determined as specified in clause 5.4 provided that if the Current Market Rent determined by the Valuer is more than the annual Rent payable immediately before the Market Rent Review Date, and:
 - (i) the Current Market Rent determined by the Valuer is less than the Current Market Rent determined by the Lessor, the Lessor shall credit the Lessee with the amount of the overpayment in respect of any future instalments of Rent due; or
 - (ii) if the Current Market Rent determined by the Valuer is more than the Current Market Rent determined by the Lessor, the Lessee shall immediately pay the Lessor the amount of the underpayment for the period from the Market Rent Review Date; and
- (l) if the Lessee fails to give a Dispute Notice within the ten (10) Business Days period stipulated in this paragraph 5.4, the Current Market Rent as determined by the Lessor and set out in the Lessor's Market Rent

Review Notice shall apply and is payable by the Lessee from the relevant Market Rent Review Date.

5.5 **Fixed Increase of Rent**

With effect from each Fixed Base Rent Increase Date, the Base Rent payable by the Lessee shall be a sum calculated on the basis of the Base Rent payable immediately before that Fixed Base Rent Increase Date:

- (a) added to the sum specified in item 12 of Schedule 1 next to each Fixed Base Rent Increase Date; or
- (b) multiplied by the percentage specified in item 12 of Schedule 1 next to each Fixed Base Rent Increase Date.

6. **Outgoings**

The Lessee must pay to the Lessor the Outgoings on demand by the Lessor, or, if demand is made by a statutory or other public authority, to that statutory or other public authority, all amounts separately charged or assessed in respect of the Leased Premises or the Lessee for or in connection with Services to or for the benefit of the Leased Premises or the Lessee, including but not limited to telecommunications, electricity, gas and power charges and the cost of installation of any meter, wiring or other device necessitated by the use of telecommunications services, electricity, gas or power.

7. **Use of Leased Premises and Facilities**

7.1 The Lessee shall not:

- (a) use the Leased Premises for any purpose other than the Authorised Use specified in item 5 of Schedule 1 or for any purpose for which the Leased Premises was not designed or designated; and
- (b) use each Facility, Service, item of Plant and Equipment or Lessor's Fixture for a purpose for which it was not designed or designated.

7.2 The Lessee:

- (a) shall comply with the Lessor's reasonable requirements for the use of each Facility, Service, item of Plant and Equipment and Lessor's Fixtures; and
- (b) shall not do or omit to do any thing which might interfere with or impair the efficient supply or operation of each Facility, Service, item of Plant and Equipment or Lessor's Fixture.

8. **Security of Leased Premises**

8.1 The Lessee shall:

- (a) securely lock all doors or other openings to the Leased Premises when the Leased Premises is unoccupied; and
- (b) if required by the Lessor install in the Leased Premises a security alarm system approved by the Lessor.

8.2 The Lessor may enter the Leased Premises at any time for any purpose in relation to security, but nothing in this clause makes the Lessor responsible in any way for the security of the Leased Premises.

9. **Leased Premises Name in Lessee's Name**

9.1 The Lessee shall not use the name of the Leased Premises in the Lessee's own name or in any business name without the consent of the Lessor, which consent will not be unreasonably withheld.

9.2 To the extent that the name or a business name of the Lessee includes the name of the Leased Premises the Lessee shall, on Termination or earlier if requested by the Lessor, change the name or the business name (as the case may be) to a name that does not include the name of the Leased Premises.

10. **Covenant to repair and maintain**

10.1 The Lessee shall:

- (a) Maintain the Leased Premises in good condition except in respect of:
 - (i) fair wear and tear;
 - (ii) damage which is or will be reinstated from the proceeds of insurance; and
 - (iii) structural damage which has not been caused by an act or omission of the Lessee or an Authorised Person;
- (b) promptly repair any damage to the Leased Premises for which the Lessee is responsible, to the satisfaction of the Lessor;
- (c) keep the Leased Premises clean and free from rubbish;
- (d) Maintain the Lessor's Fixtures and the Facilities in the Leased Premises in good condition except in respect of fair wear and tear and damage which is or will be reinstated from the proceeds of an insurance policy, and where necessary, replace that Lessor's Fixture or the Facility to the satisfaction of the Lessor;
- (e) regularly service and maintain any air-conditioning plant and equipment which services the Leased Premises;
- (f) maintain the Lessee's Fixtures in clean and good condition;
- (g) replace any light bulbs or fluorescent tubes in the Leased Premises when necessary; and
- (h) replace any broken glass in the Leased Premises.

10.2 If there is carpet in the Leased Premises, the Lessee shall keep the carpet clean and promptly repair any damage to it.

- 10.3 If the Lessee does any work, which affects the Leased Premises, such as the Lessee's Initial Works and the Lessee's Works and any fitting out, alterations, partitioning, work relating to Services, repairs or maintenance or required structural work, the Lessee must:
- (a) comply with all relevant requirements of an authority and all laws and standards;
 - (b) before carrying out any work, obtain the Lessor's approval to the plans and specifications for the work
 - (c) carry out the work in a safe and proper manner;
 - (d) use only good quality materials;
 - (e) employ only qualified and competent persons; and
 - (f) pay to the Lessor when the Lessor requests any expenses incurred by the Lessor in approving the work, including fees paid to architects, engineers, contractors or other advisors.

10.4 Lessee's Further Obligations

- (a) The conditions imposed by this clause 10.4 are in addition to the Lessee's repair and maintenance obligations imposed by clause 10.1.
- (b) The Lessee shall throughout the Term keep the Leased Premises in good repair and shall make good any damage to it howsoever caused and shall upon expiry or earlier termination of this Lease yield up the Leased Premises to the Lessor in a state of good repair.
- (c) Without prejudice to the generality of clause 10.1 and 10.4(b) for the avoidance of any doubt the Lessee is obliged to:-
 - (i) improve the Leased Premises where necessary to bring it to a state of good repair including the rectification of any latent or inherent defects;

11. Positive covenants

The Lessee shall:

- (a) pay to the Lessor on demand all money paid by the Lessor on behalf of the Lessee in the discharge of any of the Lessee's liabilities under this Lease;
- (b) pay to the Lessor on demand on a full indemnity basis all amounts payable by the Lessor in respect of legal costs and disbursements of and incidental to:
 - (i) any breach of the Lessee's Obligations; and
 - (ii) each action, suit, proceeding or matter arising out of or incidental to any document referred to in paragraph;
- (c) pay the amount payable by the Lessor in respect of legal costs and disbursements of and incidental to:

- (i) the instructions for and the registration, preparation, execution and stamping of this Lease and each other instrument required to be prepared and executed under this Lease;
- (ii) each notice, search and inquiry given or made for the purpose of any document mentioned in paragraph (i);
- (d) keep the Facilities within the Leased Premises unobstructed;
- (e) report promptly to the Lessor in writing:
 - (i) all damage or defects in the Leased Premises, the Lessor's Fixtures, the Plant and Equipment or the Facilities in the Leased Premises of which the Lessee is or ought to be aware;
 - (ii) any breakage of glass in an exterior window or door in the Leased Premises;
 - (iii) any malfunction of any Plant and Equipment or Facility either within the Leased Premises or used by the Lessee; and
 - (iv) any circumstances likely to be a danger or cause any damage or danger to the Leased Premises, or any person in the Leased Premises, or on the Land of which the Lessee is aware;
- (f) remove on a regular basis rubbish which is not of a kind usually removed by the local government authority;
- (g) comply promptly with all legislation and by-laws affecting the Leased Premises or the use of the Leased Premises except for any structural work;
- (h) observe and comply with any conditions of supply of Services by the Lessor, or where no conditions of supply are imposed by the Lessor, observe and comply with the conditions of supply of Services imposed by the relevant supply authority on the Lessor;
- (i) if any Service is not provided by the Lessor, make the Lessee's own arrangements for the supply of the Service to the Leased Premises;
- (j) at all times comply with all fire and emergency training programs and drills of which at least two (2) Business Day's notice has been given to the Lessee by the Lessor and the Lessee must ensure that the Authorised Persons are made fully aware of all safety and emergency procedures for the Leased Premises;
- (k) on demand by the Lessor, pay the Lessor interest on any money payable under this Lease which is not paid on the due date calculated at the Rate from the due date for payment until the date of actual payment;
- (l) if the consent of any authority or a licence is required to carry on the Lessee's Operations from the Leased Premises, obtain and maintain the currency of that authority or licence; and
- (m) if the Lessor arranges the cleaning of the Leased Premises, pay to the Lessor on demand the cost of cleaning the Leased Premises.

12. **Negative covenants**

The Lessee shall not:

- (a) except in relation to the Lessee's Works, without the Lessor's prior consent make any alteration to or addition to or demolish any part of the Leased Premises or remove or alter any of the Lessor's Fixtures, the Plant and Equipment or any Facility in the Leased Premises, except that the Lessor's consent shall not be unreasonably withheld to the installation, alteration or addition of partitioning in the Leased Premises;
- (b) without the prior consent of the Lessor and subject to such conditions as the Lessor may determine, mine, remove, extract, dig up or excavate any sand stone, gravel, clay, loam, shell or similar substance or permit any other person to undertake any such action however this clause 12 shall not apply to any removal, digging up or excavation as may be necessary to construct or undertake any improvement or alteration authorised by or under this Lease provided that any such removal, digging up or excavation is undertaken in accordance with the requirements of that authority;
- (c) do any act or thing which might result in excessive stress or floor loading to any part of the Leased Premises;
- (d) except for reasonable quantities for normal applications in connection with the use of the Leased Premises, bring onto, store or use any chemical or inflammable substance in the Leased Premises;
- (e) fail to comply with and observe the reasonable requirements of the Lessor in the use of the Plant and Equipment;
- (f) without the Lessor's prior consent use any Service, heating, cooling, lighting or power, except battery power, other than that provided by the Lessor;
- (g) without the Lessor's prior consent, install any electrical equipment in the Leased Premises which might overload the cables, switchboards or sub-boards through which electricity is connected to the Leased Premises;
- (h) do or omit to do anything which might cause the Leased Premises to deteriorate or become impaired except for fair wear and tear, to be obstructed, or to be in a condition other than a good and sanitary condition;
- (i) do or carry on in the Leased Premises any activity which might be harmful, offensive or illegal, or cause a nuisance, damage or disturbance to the Lessor;
- (j) without the Lessor's prior consent erect or place outside the Leased Premises any radio or television aerial or antenna;
- (k) without the Lessor's prior consent, erect, install, exhibit, paint, display or affix to the Leased Premises or any other part of the Leased Premises any advertisement, notice or sign, whether or not it is visible from outside the Leased Premises, and any such advertisement, notice or sign consented to by the Lessor shall be of the highest quality and design;

- (l) place any rubbish in any part of the Leased Premises or the Land except in a place and receptacle designated by the Lessor for the disposal of rubbish;
- (m) burn any rubbish in the Leased Premises or the Land other than garden waste;
- (n) lodge an absolute caveat to protect the Lessee's interest in the Leased Premises or the Land;
- (o) fail to remove a subject to claim caveat lodged by the Lessee over the Leased Premises or the Land on Termination of this Lease;
- (p) conduct any business or operations in the Leased Premises at any time prohibited by law;
- (q) smoke in the Leased Premises; or
- (r) by any act or omission cause any insurance policy effected under this Lease or in respect of the Leased Premises or the Land to be void or voidable, or cause the rate of premium to be increased.

13. **Lessee's Obligation to effect insurances**

The Lessee shall effect and maintain in the names of the Lessor and the Lessee with an insurance company approved by the Lessor all policies of insurance relating to the Leased Premises or anything in the Leased Premises as reasonably required by the Lessor from time to time, including policies of insurance in respect of the matters referred to in item 10 of Schedule 1 and the Lessee shall:

- (a) supply to the Lessor current details of all insurance effected in accordance with this clause, including copies of certificates of insurance or policy documents and receipts for premiums as updated, amended or varied from time to time;
- (b) not without the Lessor's prior consent, alter the terms or conditions of any policy; and
- (c) ensure that each policy of insurance includes a provision for cross liability and waiver of subrogation rights in favour of the Lessor.

14. **Indemnities**

14.1 **General indemnity**

The Lessee shall indemnify and keep indemnified the Lessor against all losses, claims, damages, demands, costs and expenses for which the Lessor becomes liable in respect of loss or damage to property or death or injury of any nature and however or wherever sustained:

- (a) which are caused or contributed to by the use or occupancy of the Leased Premises by the Lessee, an Authorised Person or any other person, except to the extent caused or contributed to by the Lessor;
- (b) resulting from an act or omission of the Lessee; or

- (c) resulting from a notice, claim or demand against the Lessee to do or refrain from doing any thing except to the extent that the Lessor is obliged by this Lease to pay for or contribute to the cost of compliance with the notice, claim or demand and fails to do so.

14.2 Nature of indemnity

The obligation of the Lessee to indemnify the Lessor under this Lease or at law is not affected by the obligation of the Lessee to effect insurance.

15. **Assignment**

15.1 No assignment

The Lessee must not assign, mortgage or charge the Lessee's leasehold estate in the Leased Premises, nor sublet, part with possession or dispose of the Leased Premises in any way.

15.2 Property Law Act excluded

Sections 80 and 82 of the *Property Law Act 1969 (WA)* are excluded.

15.3 Lessor may consent to assignment

The Lessee will not be in breach of the covenant in clause 15.1 of this clause in respect of an assignment if the Lessor consents to the assignment subject to Clause 15.5. The Lessor's consent shall not be unreasonably withheld.

15.4 Lessor may consent to sublease

The Lessee will not be in breach of the covenant in clause 15.1 of this clause in respect of a sublease of the whole of the Leased Premises if the Lessor consents to the sublease. Subject to clause 15.5, the Lessor's consent shall not be unreasonably withheld.

15.5 Compliance with Written Law

The Lessee acknowledges and agrees that the Lessor, in granting its consent under this clause, must comply with its obligations and requirements of the Written Law, including but not limited to section 3.58 of the Local Government Act 1995.

16. **Damage, Destruction or Resumption**

16.1 Definitions

In this clause 16:

- (a) "Reinstatement Notice" means a notice given by the Lessor to the Lessee of the Lessee's intention to carry out the Reinstatement Works; and
- (b) "Reinstatement Works" means the work necessary to:
 - (i) reinstate the Leased Premises; or

- (ii) make the Leased Premises fit for occupation and use or accessible by the Lessee.

16.2 Abatement

- (a) If the Leased Premises is damaged or destroyed so as to render any part of the Leased Premises wholly or substantially:

- (i) unfit for occupation and use by the Lessee; or
- (ii) inaccessible having regard to the nature and location of the Leased Premises and the normal means of access to them,

then from the date that the Lessee notifies the Lessor of the damage or destruction ("Damage Notice"):

- (iii) any money payable by the Lessee under this Lease; and
- (iv) the covenant to repair and maintain;

will abate according to the nature and extent of the damage or destruction sustained.

- (b) If clause 16.2(a) applies, the remedies for:

- (i) recovery of any money or a proportionate part falling due after the damage or destruction; or
- (ii) enforcement of the covenant to repair and maintain,

will be suspended (or partially suspended as the circumstances require) from the date of the Damage Notice until the Leased Premises is:

- (iii) restored;
- (iv) made fit for the Lessee's occupation and use; or
- (v) made accessible.

16.3 Either Party May Terminate

If clause 16.2(a) applies, either party may terminate this Lease by notice to the other unless the Lessor:

- (a) within ninety (90) calendar days of receiving the Damage Notice, gives the Lessee a Reinstatement Notice; and
- (b) diligently proceeds within a reasonable time to carry out the Reinstatement Works.

16.4 Lessee May Terminate

If the Lessor gives a Reinstatement Notice to the Lessee and fails to commence the Reinstatement Works within a reasonable time, the Lessee may terminate this Lease by giving not less than thirty (30) calendar days'

notice to the Lessor and, at the expiration of that period, this Lease will terminate.

16.5 Exceptions

Clauses 16.2, 16.3 and 16.4 will not apply where:

- (a) the damage or destruction was caused or contributed to, or arises from any wilful act of the Lessee or an Authorised Person; or
- (b) an insurer under any policy effected by the Lessor under this Lease refuses indemnity or reduces the sum payable under the policy because of any act or default of the Lessee or an Authorised Person.

16.6 Lessor to Terminate

If the Lessor considers the damage to the Leased Premises renders it impractical or undesirable to carry out the Reinstatement Works, the Lessor may terminate this Lease by giving not less than thirty (30) calendar days' notice to the Lessee and, at the expiration of that notice, this Lease will terminate.

16.7 Antecedent Breaches

No liability will attach to either party because of termination of this Lease under this clause 16 but that termination will be without prejudice to the rights of either party for any antecedent breach or non-observance of any provision on this Lease.

16.8 Dispute Resolution

Any dispute arising out of the provisions of this clause 16 shall be determined by a single arbitrator under the provisions of the *Commercial Arbitration Act 1985 (WA)* and the parties may each be represented by a legal practitioner of their choice.

16.9 Lessor Not Obligated to Reinstate

Nothing in this Lease obliges the Lessor to reinstate the Leased Premises or the means of access to it.

16.10 Proceeds of Insurance

If the Leased Premises is damaged or destroyed and the Lease is terminated under this clause 16, the Lessee will have no interest in the insurance proceeds.

16.11 Resumption of Leased Premises

If the Leased Premises is resumed by any authority so as to render the Leased Premises inaccessible or substantially unfit for the occupation of the Lessee, this Lease may be terminated without compensation or other liability by either the Lessor or the Lessee by thirty (30) calendar days' notice to the other but without affecting the rights of either party against the other in respect of any previous breaches of the provisions of this Lease.

17. **Limit of Lessor's liability**

17.1 **No warranties or representations**

The Lessee acknowledges and agrees that:

- (a) all property in the Leased Premises shall be at the sole risk of the Lessee during the Term and the Lessor shall not be liable for any claim, loss or damage that the Lessee may suffer as a result of:
 - (i) any fault in the construction or state of repair of the Leased Premises, or the Lessor's Fixtures;
 - (ii) any defect in any of the Plant and Equipment, Facilities or the Services;
 - (iii) any flow, overflow, leakage or breakdown of any water, airconditioning, gas, power or other source of energy whether from the roof, walls, gutter or other parts of the Leased Premises;
- (b) the Lessor gives no warranty as to the use to which the Leased Premises may be put; and
- (c) the Lessee has not relied on any representation or warranty of the Lessor in entering into this Lease and, for this purpose, the Lessee acknowledges that:
 - (i) the Lessee has relied on the Lessee's own skill and judgment and has made the Lessee's own enquiries in determining the suitability of the Leased Premises for the Authorised Use and the Lessee's Operations; and
 - (ii) the Lessee's occupation of the Leased Premises is conclusive evidence of the Lessee's acceptance of the Leased Premises as being in good order, repair and condition at the Commencement Date.

17.2 **Suitability and Safety of Leased Premises**

- (a) The Lessor does not represent or warrant:-
 - (i) that the Leased Premises is suitable to be used for the Authorised Use; or
 - (ii) that the Leased Premises may lawfully be used for the Authorised Use.
- (b) Without affecting the generality of paragraph (a) above the Lessor does not represent or warrant that the zoning of the Leased Premises will allow the Leased Premises to be used for the Authorised Use whether with the approval or permission of the relevant planning authority or otherwise. It is the Lessee's responsibility to make its own enquiries about zoning and the Lessee warrants that before executing this Lease the Lessee has done so to the Lessee's own satisfaction.

- (c) The Lessee acknowledges having satisfied itself that the Leased Premises is suitable and safe to be used for the Authorised Use and agrees to take all measures necessary to ensure that the Leased Premises remains safe and free from hazards to the Lessee and all persons entering the Leased Premises.

17.3 Lessor Not Liable

The Lessor is not liable to the Lessee and the Lessee will not make a claim against the Lessor in respect of any liability resulting from any accident, death, injury, damage to any property (including water damage), equipment, or machinery malfunction or interruption of Services or other event of a similar nature in or affecting the Leased Premises unless caused by the negligence of the Lessor or any employee, contractor or agent of the Lessor.

17.4 Lessor only liable while Registered Proprietor

The Lessor is only liable for any breaches under this Lease occurring while it is the registered proprietor of the Land.

17.5 Interruption of Services

Except to the extent the Lessor is negligent, the Lessor shall not be liable to the Lessee for any loss or damage suffered by the Lessee for any malfunction, failure to function, or interruption of or to, the water, gas or electricity services, fire equipment or other services to or facilities contained in the Land or the Leased Premises, or for the blockage of any sewers, wastes, drains, gutters, downpipes or storm water drains from any cause.

18. Default

An event of default occurs if:

- (a) the Lessee fails to pay the Outgoings or other money payable under this Lease within five (5) Business Days of the date due for payment, regardless of whether demand has been made;
- (b) the Lessee fails to perform any of the Lessee's Obligations for ten (10) Business Days after the Lessor has given notice to the Lessee of the default;
- (c) the Lessee is in breach of any document other than this Lease giving the Lessee a right to occupy any part of the Land or the Leased Premises;
- (d) distress is levied or a judgement, order, security or encumbrance is enforced against any property of the Lessee;
- (e) a receiver or receiver and manager or controller as defined in the Corporations Act is appointed in respect of any part of the Lessee's property;
- (f) a person is appointed under legislation to investigate or manage any part of the Lessee's affairs;
- (g) the Lessee ceases to carry on the Lessee's Operations from the Leased Premises;
- (h) where the Lessee is a company and:

- (i) an application is made to a court for an order or an order is made that the Lessee be wound up;
- (ii) an application is made to a court for an order appointing a liquidator or provisional liquidator in respect of the Lessee;
- (iii) except for the purposes of reconstruction or amalgamation, the Lessee enters into a scheme of arrangement, deed of company arrangement or composition with, or assignment for the benefit of, all or any class of the Lessee's creditors;
- (iv) the Lessee resolves to wind itself up or otherwise dissolve itself;
- (v) the Lessee states that it is insolvent; or
- (vi) the Lessee takes any step to obtain protection or is granted protection from its creditors under any applicable legislation.

19. Lessor's powers on default

19.1 Lessor's right of possession

On the occurrence of an Event of Default, the Lessor may without giving any further notice or demand enter the Leased Premises and re-take possession, and on re-entry, the Term will immediately determine.

19.2 Lessor may remedy Lessee's default

- (a) If an Event of Default occurs or the Lessee otherwise fails to perform any of the Lessee's Obligations, the Lessor may without prejudice to the Lessor's rights arising from the Event of Default or the failure to perform, remedy that Event of Default or the failure to perform as if the Lessor was the Lessee, at the Lessee's cost. The Lessee must pay to the Lessor all liabilities incurred by the Lessor in remedying an Event of Default or failure to perform.
- (b) None of the following events constitutes a re-entry or forfeiture or waiver of the Lessor's rights to recover in full all Rent and other money payable by the Lessee under the Lease:
 - (i) acceptance of the keys for the Leased Premises;
 - (ii) entry to the Leased Premises by the Lessor for the purpose of inspection or for the purpose of showing the Leased Premises to prospective lessees or to remedy an Event of Default; or
 - (iii) advertising the Leased Premises for re-letting.

19.3 No prejudice of Lessor's rights

Any re-possession or attempted re-possession of the Leased Premises by the Lessor or any demand for or acceptance of any of the money payable under this Lease will not:

- (a) prejudice or affect the Lessor's rights under this Lease;

- (b) release the Lessee from performing the Lessee's Obligations; or
- (c) be deemed an election by the Lessor as to the exercise of the Lessor's rights under this Lease or at law.

19.4 Exercise of rights by Lessor

The Lessor may exercise the Lessor's rights under this Lease or at law notwithstanding laches, neglect or waiver in respect of any breach of the Lessee's Obligations, and without giving notice except in accordance with this Lease or as required by law, and without having to prove default by the Lessee or the continuance of that default.

20. Essential terms

20.1 Breach of Essential Terms

- (a) If the Lessee's conduct constitutes breach of an essential term of this Lease and the Lessor elects to treat that breach as repudiation or the conduct otherwise constitutes repudiation of this Lease, the Lessee shall compensate the Lessor for all loss or damage suffered by reason of or arising from the repudiation.
- (b) Clause 4, 6, 7, 10, 13 and 15 of this Lease are deemed to be essential terms. This is not an exhaustive list of the essential terms of this Lease.

20.2 Damage for Breach of Essential Terms

Any loss or damage for the unexpired residue of the Term suffered by the Lessor as a result of the Lessee's breach of an essential term may be recovered as damages at any time.

20.3 Lessor's Entitlement to Damages

The Lessor's entitlement to recover damages from the Lessee or any other person will not be limited or affected by any of the following:

- (a) if the Lessee abandons or vacates the Leased Premises;
- (b) if the Lessor elects to re-enter the Leased Premises or terminate this Lease;
- (c) if the Lessor accepts the Lessee's repudiation; or
- (d) if the parties' conduct (or that of any of their servants or agents) constitutes or may constitute a surrender by operation of law.

20.4 Lessor to Mitigate Damages

- (a) If the Lessee vacates the Leased Premises or if the Lessor accepts the Lessee's repudiation based on the Lessee's breach of an essential term of this Lease and terminates this Lease, the Lessor must take reasonable steps to mitigate its loss and endeavour to re-lease the Leased Premises on reasonable terms.
- (b) The entitlement to damages will be assessed on the basis that the Lessor has observed the obligation to mitigate damages.
- (c) The Lessor's conduct in mitigating its damages will not of itself constitute acceptance of the breach or repudiation or a surrender by operation of law.

20.5 Calculation of Damages

Following repudiation by the Lessee if the Lessor terminates this Lease then, without prejudice to any other right or remedy, the Lessor may recover the money payable by the Lessee for the unexpired residue of the Term less any amount the Lessor obtains, or could in the Lessor's opinion reasonably be expected to obtain, by observing clause 20.4.

21. Termination

21.1 Yield up Leased Premises

The Lessee shall on Termination surrender and yield up the Leased Premises to the Lessor in a condition consistent with the compliance of the Lessee's Obligations during the Term and deliver to the Lessor all keys, access cards and other security devices for the Leased Premises.

21.2 Remove Lessee's Fixtures

The Lessee must prior to Termination or on the termination of any period of holding over remove from the Leased Premises all of the Lessee's Fixtures and other property and any Lessor's Fixtures which the Lessor requires to be removed, and make good any damage caused to the Leased Premises by the removal of the Lessee's property.

21.3 Making Good of Leased Premises on Termination

The Lessee shall, unless the Lessor agrees to the contrary, prior to Termination or on the termination of any period of holding over, make good the Facilities, the Leased Premises and those parts of the Plant and Equipment affected by the Lessee's occupation of the Leased Premises and, for the purpose of clarification, making good the Leased Premises shall mean, notwithstanding the state of the Leased Premises at the Commencement Date, removing all fittings to the floors and walls, repainting the walls and repairing any damage to the floors or walls.

21.4 Lessor Can Make Good

If the Lessee does not comply with the obligation to make good as set out in clause 21.3, the Lessee shall pay the Lessor within ten (10) Business Days

after the Lessor requests payment, any costs reasonably incurred by the Lessor to make good the Facilities, the Leased Premises and those parts of the Plant and Equipment affected by the Lessee's occupation of the Leased Premises. The obligation to pay those costs does not limit any other rights of the Lessor in relation to the Lessee's default.

21.5 Dealing with Lessee's property not removed at Termination

The Lessor has the following rights in respect of the Lessee's property, including Lessee's Fixtures, which are not removed at Termination:

- (a) to remove and store the Lessee's property in an alternative Leased Premises at the Lessee's cost;
- (b) to sell or dispose of the Lessee's property and apply the proceeds of sale towards payment of any unpaid Rent or other money payable under this Lease; or
- (c) to elect that the Lessee's property is the absolute property of the Lessor and to deal with the Lessee's property as the Lessor sees fit,

and the Lessee shall indemnify the Lessor in respect of any loss or damage suffered by the Lessor as a result of the Lessee failing to remove all of the Lessee's property at Termination.

22. Power of Attorney

The Lessee for valuable consideration irrevocably appoints the Lessor and (if the Lessor is a company) every director and secretary of the Lessor (jointly and severally) the Lessee's attorney for the purpose of:

- (a) withdrawing any caveat which the Lessee is obliged to withdraw but does not; and
- (b) doing anything else the Lessee is obliged to do under this Lease but does not do when required.

23. Trustee Provisions

If the Lessee has entered into this Lease in the capacity of trustee, whether or not the Lessor has any notice of the trust, the Lessee:

- (a) is taken to enter into this Lease both as trustee and in the Lessee's personal capacity and acknowledges that the Lessee is personally liable for the performance of the Lessee's obligations under this Lease;
- (b) will take any action necessary to ensure the assets of the trust are available to satisfy any claim by the Lessor for any default by the Lessee;
- (c) will assign to the Lessor any right of indemnity the Lessee has against the assets of the trust to the extent of the liability of the Lessee under this Lease; and
- (d) warrants that the Lessee has the power and authority under the terms of the trust to enter into this Lease.

24. Miscellaneous

24.1 Lessee not to permit prohibited matters

If under this Lease the Lessee is required to do or is prohibited from doing any act, matter or thing the Lessee must also ensure that the Authorised Persons comply with that requirement or prohibition.

24.2 Lessor's consent

The Lessor may give a conditional or unconditional consent or approval at its absolute discretion to any matter in this Lease without giving any reasons for refusal of consent or approval.

24.3 Certificates

A certificate signed by the Lessor or the Lessor's solicitors about a matter or a sum payable is sufficient evidence of the matter or sum stated in the certificate unless the matter or sum is proved to be false.

24.4 Exercise of rights by Lessor

The Lessor may exercise each right, power or remedy at its discretion, separately or concurrently with any other right, power or remedy, and:

- (a) a single or partial exercise of a right, power or remedy does not prevent a further exercise of that right, power or remedy;
- (b) a failure to exercise or any delay in the exercise of a right, power or remedy does not prevent its exercise;
- (c) the rights, powers and remedies of the Lessor are cumulative with and not exclusive of the rights, powers and remedies provided by law; and
- (d) any demand made shall not in any way be deemed to constitute a waiver by the Lessor of any breach or non-observance of a Lessee's Obligation and shall not prejudice any other right of the Lessor in relation to such breach.

24.5 Lessor may act by agent

All acts and things which may be done by the Lessor may be done by a solicitor, agent, employee or contractor of the Lessor.

24.6 Discretion of the Lessor

The Lessor and Lessee agree and acknowledge that nothing in this Lease shall fetter or be construed as an attempt to fetter the discretion or powers of the Lessor under any Written Law and in particular does not fetter the Lessor with regard to the approval or imposition of conditions on any approval required for the carrying out of the Lessee's Initial Works or the Lessee's Works in accordance with this Lease.

24.7 Time for payment

Any amount payable by the Lessee to the Lessor unless otherwise specified must be paid to the Lessor within ten (10) Business Days after the Lessor gives a notice to the Lessee requiring payment.

24.8 Time of the essence

Time shall be of the essence in all respects.

24.9 No moratorium

The provisions of any statute which extends a date for paying money under this Lease or which abrogates, nullifies, postpones or otherwise affects any provision in this Lease shall not apply to limit the terms of this Lease.

24.10 Variation

This Lease may not be varied except in writing signed by all of the parties.

24.11 Further assurances

Each party to this Lease must execute and do all acts and things necessary to give full force and effect to this Lease.

24.12 Effect of execution

This Lease binds each person who executes it notwithstanding the failure by any other person to execute this Lease.

24.13 Entire Agreement

This Lease constitutes the entire agreement between the parties and contains all the representations, warranties, covenants and agreements of the parties in relation to the subject matter of this Lease.

24.14 Proper Law

This Lease is governed by the law in force in Western Australia, or where applicable, the Commonwealth of Australia.

24.15 Severance

If any part of this Lease is or becomes unenforceable or void or voidable, that part will be severed from this Lease and those parts that are unaffected shall continue to have full force and effect.

24.16 Headings

Except in the Schedules, the headings used in this Lease are for reference only and shall not effect the interpretation of this Lease.

24.17 Termination

The Termination of this Lease does not affect the Lessee's obligation to pay any money or do any act which is payable or which is to be done after Termination as provided by this Lease.

24.18 Cost of Complying with Obligations

Unless otherwise stated in this Lease, the Lessee must pay the cost of performing or complying with every obligation of the Lessee under this Lease.

24.19 Giving of notice

Any notice, approval, consent or other communication given under this Lease:

- (a) shall be in writing;
- (b) may be served on the recipient personally, or by leaving it at the recipient's last known address, or sent by pre-paid post to the recipient's last known address or sent by facsimile transmission to the recipient's facsimile number (if known);
- (c) will be deemed to be served, if served personally, at the time of handing the notice to the recipient, if left at the recipient's last known address, at the time of leaving the notice at the recipient's last known address, if sent by pre-paid post to the recipient's last known address, on the second Business Day after the date of posting, if sent by facsimile transmission, on the same date as transmitted (if transmitted prior to 4:00 pm on a Business Day) or the next Business Day (if transmitted at or after 4:00 pm on a Business Day, or on a day not being a Business Day); and
- (d) if given by the Lessor, may be signed by the Lessor or a solicitor or agent of the Lessor.

24.20 Goods and services tax

- (a) In the Lease:

"GST" means any goods and services tax or similar value added tax levied or imposed in Australia pursuant to the GST Law or otherwise on a supply;

"GST Act" means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)*;

"GST Law" has the same meanings as in the GST Act;

"Tax Invoice" includes any document or record treated by the Commissioner of Taxation as a tax invoice or as a document entitling a recipient to an input tax credit.

- (b) Words used in this clause which have a defined meaning in the GST Law have the same meanings as in the GST Law unless the context indicates otherwise.
- (c) The moneys payable under this Lease have been calculated without regard to GST, and the Lessor and the Lessee agree that the Lessor shall be entitled to charge an additional amount if the Lessor becomes subject to GST as a result of the grant of this Lease or any supply to the Lessee under or in connection with this Lease, and the following provisions shall apply:

- (i) the Lessee must do everything reasonably requested by the Lessor to ensure this Lease is treated as taxable for the purposes of the GST, the Lessee must pay the GST to the Lessor at the same time as the payment to which the GST relates, and the amounts payable under this Lease are exclusive of GST.
 - (ii) the Lessee must pay to the Lessor on demand any GST charged on goods and services acquired or payable or paid by the Lessor in connection with this Lease or the Leased Premises, including but not limited to any GST payable in connection with or in respect of the provision of any Services; and
 - (iii) where the liability of the Lessee under this clause cannot be separately determined, the Lessee shall pay to the Lessor on demand an amount which is equal to the Lessee's proportion of the relevant GST.
- (d) A party's right to payment under this clause 24.20, is subject to a valid Tax Invoice being delivered to the party liable to pay for the taxable supply.

25. **Holding Over**

If after termination, the Lessee continues to occupy the Premises with the consent of the Lessor, the Lessee shall become a monthly tenant only of the Lessor and unless otherwise agreed:

- (a) The Rent shall be equal to one twelfth of the aggregate of the Rent and Outgoings payable by the Tenant immediately preceding the Termination; and
- (b) All other terms and conditions shall continue to apply mutatis mutandis as expressed or implied in this Lease.

26. **Option for Further Term**

If and only if no earlier than six (6) months and no later than three (3) months before the date of Termination, the Lessee gives notice to the Lessor exercising an option of renewal for a Further Term, and the Lessor is satisfied that there is no Rent, Outgoings or other money payable under this Lease which is due but unpaid and there is no unremedied breach of the Lessee's Obligations and there have been no breaches of any of the essential terms of this Lease during the Term, the Lessor shall grant the Lessee a lease of the Leased Premises for the relevant Further Term at the Rent payable immediately before Termination as varied and reviewed pursuant to this Lease and otherwise on the same terms and conditions of this Lease except for the option of renewal for the relevant Further Term, which shall cease to have any further effect.

27. **Special Conditions**

The special conditions set out in item 13 of Schedule 1 shall form part of this Lease and if there is any inconsistency between the provisions of this Lease generally and the special conditions, the special conditions shall prevail to the extent of the inconsistency.

SCHEDULE 1

Particulars of Lease

1. **Lessor's Details**

SHIRE OF BRIDGETOWN-GREENBUSHES of 1-3 Steere Street, Bridgetown, Western Australia

2. **Lessee's Details**

Bridgetown Community Resource Centre of 150 Hampton Street, Bridgetown Western Australia

3. **Land**

Lot 897 on Plan P188270 and being Certificate of Title Volume 3013 Folio 72 and being situated at and known as Lot 897 (148) Hampton Street, Bridgetown (Old Courthouse, Bridgetown).

4. **Leased Premises**

The building known as the Bridgetown Community Resource Centre and the section of cartilage on the northern side of the building between the building and adjacent building (muffler shop).

5. **Authorised Use**

The Lessee shall use the building located at 150 Hampton Street Bridgetown for the sole purpose of carrying out the business associated with delivery of Community Resource Centre services to the Bridgetown community. This includes, but is not limited to, technology support and services, business development and enhancement, state government agency service delivery and community services.

6. **Commencement Date**

1 January 2012

7. **Term**

10 years commencing on the Commencement Date.

8. **Rent**

From the Commencement Date until and for the Term the Rent is \$10 per annum exclusive of GST payable on the Commencement Date and on each anniversary of the Commencement Date.

9. **Further Term**

A further term option of 10 years will be considered at the conclusion of the initial term as stated at point 7 above. The further term option will be determined by both the Lessor the Lessee at the ninth annual rent review as identified at point 12 below.

10. **Lessee's Insurance Obligations**

Without affecting any further insurance to be effected by the Lessee as specified by the Lessor in writing to the Lessee, the Lessee shall effect policies of insurance in respect of:

- (a) public liability insurance for an amount not less than TEN MILLION DOLLARS (\$10,000,000.00) ;
- (b) the full insurable value on a replacement or reinstatement basis of the Lessee's Fixtures against fire, explosion, earthquake, aircraft, riot, civil commotion, flood, lightning, storm, tempest, smoke, rainwater, water leakage, impact by vehicles, machinery breakdown or malfunction, and malicious acts or omissions;
- (c) employers' indemnity insurance including workers' compensation insurance in respect of all employees of the Lessee employed in or about the Leased Premises;
- (d) the full insurable value on a replacement or reinstatement basis of all plate glass windows and doors forming part of the Leased Premises; and
- (e) any other matter or thing which the Lessor reasonably requires by notice to the Lessee;

on the terms specified in clause 12 of the Lease.

11. **Definition of Outgoings**

"Outgoings" means all of the costs and outgoings of the Lessor charged or incurred in respect of the Leased Premises or in the Maintenance of the Leased Premises, including but not limited to:

- (a) insuring the Leased Premises and the Plant and Equipment against any risk whatsoever;
- (b) Maintaining the Land and the Leased Premises;
- (c) supplying, providing and Maintaining:
 - (i) Services to and Facilities in the Leased Premises;
 - (ii) the Plant and Equipment;
 - (iii) services to the Leased Premises including but not limited to lighting, air-conditioning, heating, cooling, ventilation, sanitary conveniences and accessories, fire fighting and prevention systems, music and public address systems, and emergency generators;
 - (iv) security systems and security personnel, including employees and independent contractors, for the Land or the Leased Premises;
- (d) storing, treating and removing all kinds of waste including rubbish and sewerage from the Land or the Leased Premises;

- (e) landscaping, gardening and reticulating the Land and the Leased Premises;
- (f) administration and operation costs for undertaking the matters referred to in this definition;
- (g) taxes, levies, imposts, duties and statutory charges associated with undertaking the matters referred to in this definition, including but not limited to any tax on goods and services;
- (h) council rates, including rubbish removal charges, water rates and other water, drainage and sewerage charges, land tax and metropolitan region improvement tax charged on a single holding basis and any other charges of any kind imposed by a governmental or public authority of any kind;
- (i) legal and audit fees in relation to matters referred to in this definition;
- (j) leasing any plant, equipment or other items required for or in connection with the operation of the Leased Premises;
- (k) redecorating and refurbishing the Leased Premises and the regular upkeep of the Leased Premises.

12 **Rent and Agreement Review**

The rent and implementation of the lease agreement shall be reviewed on an annual basis on 1 February.

13. **Special Conditions**


The Lessee must provide to the Lessor within 3 months after the end of each Financial Year during the Term:

- (a) audited balance sheet and profit and loss statements for the Lessee for the Financial Year just ended ("Financial Statements");
- (b) documents to support the Financial Statements (if requested);
- (c) minutes of meetings of the directors of the Lessee (if requested); and
- (d) minutes of the Annual General Meeting of the Lessee.

It is further agreed that under the terms of this agreement, in exchange for the peppercorn rent noted at point 8 above, that the Community Resource Centre shall not apply to the Bridgetown Greenbushes Shire Council for funding through the annual community group grants or service agreement processes or seek additional financial support for the delivery of services, building upgrades or core business operations.

EXECUTED BY THE PARTIES AS A DEED

THE COMMON SEAL of the)
SHIRE OF BRIDGETOWN-GREENBUSHES)
was hereunto affixed in the presence of:)




SHIRE PRESIDENT
Print Name: Brian Moore



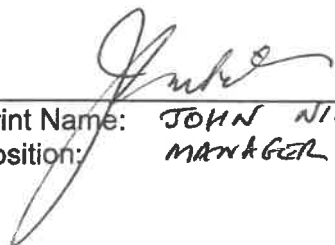
Chief Executive Officer
Print Name: Tim Clynch

THE COMMON SEAL of)
Bridgetown Community Resource Centre)
was hereunto affixed in accordance)
with its Constitution in the presence of:)





Print Name: JUNE B. DAVY
Position: CHAIR



Print Name: JOHN NICHOLAS
Position: MANAGER

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 a Youth Service Delivery Statement describing the Shire's role and responsibilities in relation to youth services, facilities and events.	Delete - Completed
		1.1.2	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 2022/23 (Note Stage 2 works). Cost of Stage 2 works is \$185,000 with \$175,000 to be sourced from a new loan
		1.1.3	Advocate for the development of a Youth Centre with hang out space and access to activities and support services.	Delete - Completed
		1.1.4	Partner with Blackwood Youth Action to improve access to support services, counselling and mentoring for young people, in particular marginalised and at-risk youth.	Reword to "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 (2025/26) Allocate \$10,000 Years 1 to 4.
		1.1.5	Facilitate an Early Years Network to develop and promote activities and offer advocacy, support and advice for parents.	No change
		1.1.6	Advocate for improved access to childcare services.	No change
		1.1.7	Provide engagement with local youth in Greenbushes on short term provision of a new skate ramp at Thomson Park and long term development of the Greenbushes Youth Precinct	Delete - Completed
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 (2025/26)
		1.2.3	Advocate for State Government to provide more housing for the elderly in Greenbushes and Bridgetown.	Add dot for Year 4 (2025/26)

		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.	Add dot for Year 4 (2025/26)
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 4 (2025/26). Expenditure in 2025/26 to be \$40,000 with \$20,000 external funding contribution. Retain similar funding model for Year 2 (2023/24)
		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 (2022/23) – has commenced but may not be complete by 30.6.22
		1.3.3	Provide tactiles at pedestrian crossings across busy streets and intersections.	Add dot for Year 4 (2025/26)
		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	Grow recognition and respect for all cultures.	1.4.1	Provide a Reconciliation Action Plan.	Bring forward to action and fund over 2 years – Year 1 (2022/23) and Year 2 (2023/24) with cost of \$60,000 to be funded \$30k each in Years 1 and 2
		1.4.2	Facilitate the collection and sharing of information and stories about local culture and history including NAIDOC week and Harmony Week.	Add dot for Year 4 (2025/26). To be funded \$10,000 per year

Proposed New Actions for Outcome 1

1.1	Improve family and youth services and facilities to attract and retain families.	tbd	Provide redevelopment of the Greenbushes Youth Precinct	Timing 2022/23 Cost \$450,000 consisting of \$50,000 Shire funds and \$400,000 external funding
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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 (2023/24) – 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 (2025/26)
		2.1.3	Fund a contribution over three years to help cover Bridgetown Child Health Clinic rental costs.	No change (2 years remaining)
		2.1.4	Advocate for improved access to mental health services and drug and alcohol support.	Add dot for Year 4 (2025/26)

Objectives		Actions		Suggested Changes
		2.1.5	Facilitate the promotion of community health and wellbeing programs that are provided by Government and local service providers.	Add dot for Year 4 (2025/26)
		2.1.6	Advocate to assist community organisations to provide more crisis accommodation for at risk youth and victims of domestic abuse.	Add dot point for Year 2 (2023/24)
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"	Add dot for Year 1 (2022/23) – has commenced but will not be complete by 30.6.22. Carry-forward funding of \$50,000 from 2021/22
		2.2.2	Provide detailed design plans, costings and funding model for "Greenbushes Sportsground & Recreation Precinct Redevelopment Project".	Add dot for Year 2 (2023/24) as detailed design process likely to extend past June 2023. Reduce cost from \$25,000 to \$20,000
		2.2.3	Provide the implementation of the "Greenbushes Sportsground & Recreation Precinct Redevelopment Project"	No change
		2.2.4	Provide an analysis of the existing water supply to Bridgetown Sportsground to determine potential improvements to water quality	Current Action completed. Change wording to "Provide improvements to the existing water supply to Bridgetown Sportsground". Timing Year 1 (2022/23) Cost \$20,000 noting that an amount of \$14,682 can be carried forward from 2021/22
		2.2.5	Provide detailed design plans, costings and funding model for the Bridgetown Sports Ground Oval Redevelopment Project.	Bring forward 1 year to Year 1 (2022/23). Fund cost of \$15,000 from Strategic Projects Reserve
		2.2.6	Provide improved playing surface at Bridgetown Sportsground including an improved water source, irrigation and turf.	Add dot for Year 2 (2023/24) with expenditure of \$112,500 with \$37,500 funded by grant and \$75,000 from Strategic Projects Reserve
		2.2.7	Provide safety improvements to terrace seating at the aquatics complex.	Add dot for Year 1 (2022/23) – has commenced but will not be complete by 30.6.22. Carry-forward funding of \$5,000 from 2021/22
		2.2.8	Provide carpark lighting at Bridgetown Leisure Centre.	Delete - Completed
		2.2.9	Provide improvements to air flow and ventilation on the courts at Bridgetown Leisure Centre.	Project not progressed in 2021/22. Investigations determined that current budget allocation of \$20,000 is insufficient. Add dot for Year 2 (2023/24) with expenditure of \$90,000.
		2.2.10	Provide an expanded range of activities at Bridgetown Leisure Centre.	Add dot for Year 4 (2025/26)
		2.2.11	Provide improved access to public toilets at Bridgetown Sportsground.	Delete – Project will be completed by 30.6.22

Objectives		Actions		Suggested Changes
		2.2.12	Provide community engagement to evaluate support for an indoor, heated lap or therapy pool.	Put back 1 year to Year 3 (2024/25). Expenditure of \$10,000 to compile cost information to reference in community engagement.
		2.2.13	Provide an upgrade to the toilets at the Bridgetown Tennis Club.	Delete - Completed
		2.2.14	Partner with Bridgetown Cricket Club to prepare a grant submission for new or improved cricket training nets.	Delete - Completed
		2.2.15	Provide more water drinking stations at Shire facilities, parks and reserves.	1 drinking station proposed in Stage 2 Bridgetown Youth Precinct to be delivered in 2022/23. Additional drinking stations to be delivered in year 2 (2023/24) at cost of \$12,000
		2.2.16	Advocate for an indoor play or activity centre to open in Bridgetown.	No change – retain as a future project.
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.	Add dot for Year 1 (2022/23) – has commenced but will not be complete by 30.6.22
		2.3.2	Facilitate development of a local community events calendar	Add dot for Year 4 (2025/26)
		2.3.3	Facilitate regular farmers markets	Covid prevented Farmers Markets progressing in 2021/22. Retain for year 1 (2022/23) in case proponents reactivate proposal
		2.3.4	Provide a program of movie nights at the Town Hall.	No change
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 4 (2025/26) Reduce allocation to \$126,500 in Years 1-2 and \$136,500 in Year 4 to account for removal of service agreement rates contribution for Geegeelup Village as that land is now non-rateable
		2.4.2	Facilitate access to a grants advisory service for local community and sporting groups.	Trial in 2021/22 is still occurring. Continue in Year 1 (2022/23) acknowledging the Council won't be deciding continuation until end of trial.
		2.4.3	Provide an event to recognise the value of volunteers and to promote volunteering opportunities to attract and retain local volunteers.	Add dot for Year 4 (2025/26)

Proposed New Actions for Outcome 2

2.2	Provide quality sport, leisure and recreation services.	2.2.17	Provide new cricket training nets at Bridgetown Sportsground	Timing Year 1 (2022/23) Cost \$105,780 consisting of \$35,260 Shire funds and \$70,520 external funding
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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 (2025/26)
		3.1.3	Provide a reserve fund to implement the CCTV Plan.	Put back 1 year to Year 3 (2024/25) and also add in \$30,000 transfer to reserve in Year 4 (2025/26)
3.2	Encourage responsible animal management.	3.2.1	Provide a community education program on responsible pet ownership.	Add dot for Year 4 (2025/26)
		3.2.2	Provide a review of dog exercise areas including the need for fenced areas.	Add dot for Year 1 (2022/23) – not commenced
		3.2.3	Provide a feasibility study into establishing and operating a cemetery for small domestic pets	Defer to "Future" column.

PLANET

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

Objectives		Actions		Suggested Changes
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 (2022/23) – not commenced. Cost of \$30,000 to be carried forward from 2021/22
		4.1.2	Provide detailed design plans, costings and funding model for "Bridgetown CBD Water Restoration Project" (Geegelup Brook)	Add dot for Year 1 (2022/23) – not commenced. Cost of \$36,390 to be carried forward from 2021/22
		4.1.3	Provide the implementation of the "Bridgetown CBD Water Restoration Project" (Geegelup Brook)	Push back 2 years to Year 3 (2024/25). Increase estimated cost to \$1.8 million consisting of \$300,000 loan and \$1.5 million external funding
		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 4 (2025/26)

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

Objectives	Actions	Suggested Changes
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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.	Strategy almost complete. Add dot points for Years 1 to 4 for implementation of 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.	Add dot for Year 4 (2025/26)
		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 4 (2025/26) including continuation of \$18,000 Shire funding
		5.1.4	Provide bush fire mitigation activities on Shire controlled land.	Add dot for Year 4 (2025/26) including continuation of \$100,000 per annum expenditure (this is a nominal estimate as actual funding is determine annually via grant application)
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.	No change
		5.2.3	Provide a 30 KW PV System and battery storage on the Bridgetown Leisure Centre building.	No change
		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.	No change
		5.2.5	Facilitate preparation and implementation of a Water Wise Action Plan.	Reword to "Provide implementation of the Waterwise Action Plan". Also add dot for Year 4 (2025/26)
		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

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.	No change (cost to be \$4,080)
		6.1.2	Provide a review of areas receiving kerbside waste collection services.	No change
		6.1.3	Provide more bins in public spaces.	No change
		6.1.4	Provide a cost benefit analysis of extending waste site opening hours.	No change
		6.1.5	Provide a Waste Site Development Plan to address current and future requirements of the site, including the aesthetics.	Change wording to "Provide a study to determine the future capacity of the waste site and development requirements". Cost to be \$30,000

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 4 (2025/26)
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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 (2022/23) – has commenced but will not be complete by 30.6.22. carry-forward unspent funds from 2021/22 (estimate \$5,000)
		7.1.2	Provide improvements to the building and development application approvals processes.	Add dot for Year 1 (2022/23) – has commenced but may not be complete by 30.6.22
		7.1.3	Facilitate release by the State Government of residential crown lots in Greenbushes	Add dot for Year 1 (2022/23) – has commenced but will not be complete by 30.6.22
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 (2025/26). Delete expenditure all years
		7.2.2	Advocate for improved telecommunications.	No change
7.3	Create vibrant, attractive and welcoming towns.	7.3.1	Provide a beautification plan in Bridgetown town centre	Reword to “Provide a landscaping plan for Bridgetown town centre”.
		7.3.2	Provide a beautification plan in Greenbushes town centre	Reword to “Provide a landscaping plan for Greenbushes town centre”.
		7.4.1	Provide a new policy and guidelines articulating responsibility (Shire or property owner) for verge maintenance and beautification	Not commenced in 2021/22 – add dot point for Year 1 (2022/23)
		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.	No change
7.5	Provide attractive and sustainable parks, playgrounds and reserves.	7.5.1	Playground Strategy, with consideration for nature play, water play and inclusive playground equipment across the Shire, including Memorial Park, Blackwood River Park, Highland Estate, Four Seasons, Somme Creek and Thomson Park	Reword by adding the following words at start of this action – “Provide a Public Open Space Strategy addressing infrastructure renewal but also including a Playground assessment and hierarchy, with

				consideration...". Add dot point for Year 1 (2022/23).
		7.5.2	Provide funds in the Playground Reserve to assist with implementation of Playground Strategy	Push back 1 year to Year 3 (2024/25)
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 4 (2025/26)
		7.6.2	Provide implementation of the long term Shire road, drainage, bridges and footpaths infrastructure renewal and upgrade plan.	Add dot for Year 4 (2025/26)
		7.6.3	Provide implementation of the long term Shire plant and equipment renewal and upgrade plan.	Add dot for Year 4 (2025/26)
		7.6.4	Provide development and implementation of the long term aquatics complex infrastructure renewal plan.	Add dot for Year 4 (2025/26). Carry-forward unspent funds (\$4,500) from 2021/22
		7.6.5	Provide development and implementation of the long term parks renewal and upgrade infrastructure plan.	Add dot for Year 4 (2025/26)
		7.6.6	Provide implementation of the long term Shire furniture and equipment renewal and upgrade plan.	Add dot for Year 4 (2025/26)

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 (2022/23) – has commenced but will not be complete by 30.6.22
		8.1.2	Provide implementation of the Bridgetown and Greenbushes Railway Stations Revitalisation Project.	Add dot for Year 1 (2022/23) – has commenced but will not be complete by 30.6.22
		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 the Hampton Street precinct.	No change
		9.1.2	Provide community engagement to assess community views on a future Bridgetown Heavy Haulage deviation or bypass.	Recommend change from 2023/24 to “future” column.
		9.1.3	Facilitate construction of the Greenbushes Mine Access Road.	No change
		9.1.4	Provide rural roadside vegetation management.	Add dot for Year 4 (2025/26)
		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.	Project deferred – move dot point to Year 1 (2022/23). Revised cost of \$541,042 fully external funded
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.	Add dot for Year 1 (2022/23) – has commenced but may not be complete by 30.6.22
		9.3.2	Provide an audit of the urban pathway networks in Bridgetown and Greenbushes to identify gaps in servicing key community places.	Defer to Year 2 (2023/24)
		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 (2022/23) – has commenced but may not be complete by 30.6.22
		9.3.4	Provide footpath renewals, upgrades and extensions as per the Shire’s long term plan (see Action 7.6.2).	Add dot for Year 4 (2025/26)
		9.3.5	Provide planning and design for a dual use pathway between Nelson Street and Highland Estate.	No change
		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.	No change
		9.3.8	Provide planning and design for a dual use pathway between Four Seasons Estate and the urban pathway network.	No change
		9.3.9	Facilitate planning for a local bike trail connection with the Munda Biddi trail.	No change
		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.	Recommend change from 2023/24 to "future" column.

PROSPERITY

Outcome 10: A strong, diverse and resilient economy.

Objectives		Actions		Suggested Changes
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 (2025/26)
		10.1.2	Provide Greenbushes Revitalization Project (Town Hall, Court House, Golf Club and Roads Board Office).	Funding application for 2021/22 unsuccessful. New funding application submitted, pending decision. Show dot in Year 1 (2022/23). Costs to be as per grant application
		10.1.3	Provide a feasibility for the development of the Light Industrial Area (LIA) in Bridgetown.	\$20,000 cost to be externally funded
10.2	Attract high growth industries, businesses and investors that are aligned with local values.	10.2.1	Advocate for development of a sub-regional Economic Development Strategy with neighbouring councils.	Reword to "Provide a Local Economic Development Strategy, including tourism". Cost \$30,000 year 1 (2022/23)
		10.2.2	Facilitate Film Friendly certification with Screenwest.	No change
10.3	Support local business to thrive.	10.3.1	Provide an audit of Shire buy local purchasing	Add dot for Year 1 (2022/23)
		10.3.2	Provide promotion of Buy Local campaigns.	No change

Outcome 11: Access to quality education and work opportunities.

Objectives		Actions		Suggested Changes
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.	No change

Objectives		Actions		Suggested Changes
	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.	No change
		11.1.3	Provide traineeships within the Shire organisation.	Add dot for Year 4 (2025/26)
		11.1.4	Advocate to promote traineeships, work placements and employment opportunities for young people and businesses	No change

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 Southern Forest and Blackwood Valley Tourism Association to promote the region as a major tourist destination.	Change "Southern Forest and Blackwood Valley Tourism Association" to "Warren Blackwood Alliance of Councils". Add dot for Year 4 (2025/26). Funding commitment to be \$33,750 in Year 1 (2022/23) and \$27,500 in Years 2, 3 and 4.
		12.1.2	Provide funding for regional and local marketing campaigns in alignment with brokered opportunities.	Delete
		12.1.3	Facilitate a tourism strategy for Bridgetown-Greenbushes	Delete – refer new Action 10.2.1
12.2	Improve tourism infrastructure and services.	12.2.1	Provide renewal/improvements/fitout works at the Visitor Centre.	Add dot for Year 1 (2022/23) – has commenced but will not be complete by 30.6.22 Carry-forward \$51,189 from 2021/22 plus additional \$300,000 for building renewal works to be funded by loan
		12.2.2	Provide planning and design for a stage at Memorial Park to support local festivals and events.	Put back 2 years to Year 3 (2024/25)
		12.2.3	Provide a stage at Memorial Park to support local festivals and events.	Put back 1 year to Year 4 (2025/26)
		12.2.4	Facilitate key stakeholder engagement in achieving RV friendly town status.	No change
		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.	No change
		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 (2025/26)
		12.3.3	Provide a review of heritage trails in Bridgetown.	No change
		12.3.4	Facilitate development and promotion of more water based tourism around the	No change

Objectives		Actions		Suggested Changes
			Blackwood river (e.g. sporting events and festivals).	

PERFORMANCE

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

Objectives		Actions		Suggested Changes
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 (2025/26)
		13.1.2	Provide a strategic approach to seeking Government funding and support for Growth Strategy projects.	Add dot for Year 4 (2025/26). Reduce expenditure to \$5,000 each year
		13.1.3	Provide an internal review of Council and Executive leadership capabilities and provide training, support or recruitment to address gaps.	Delete
		13.1.4	Provide a biennial Councillor study tour to benchmark practices in leading Councils.	Add dot to "future" column as reviews occur every 2 years
13.2	Embrace innovation and a 'can do' culture.	13.2.1	Provide a review of policies, systems and processes to introduce innovations to improve business efficiencies and the customer experience.	Progressive reporting to Concept Forum has occurred – one more report scheduled for July 2022. Assume this action will be completed and therefore delete.
		13.2.2	Provide an assessment of current IT system capabilities and recommended improvements.	No change
		13.2.3	Facilitate the opportunity for community members and groups to bring innovative ideas forward for discussion	Add dot for Year 4 (2025/26)

Outcome 14: Effective governance and financial management.

Objectives		Actions		Suggested Changes
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 to "future" column as reviews occur every 2 years
		14.1.2	Provide an annual review of the Corporate Business Plan.	Add dot for Year 4 (2025/26)
		14.1.3	Provide a quarterly review each year of the Shire's risk profile	Add dot for Year 4 (2025/26)
		14.1.4	Provide an annual review of the Customer Service Charter to ensure it is aligned with changing community needs and expectations.	Add dot for Year 4 (2025/26)
		14.1.5	Provide annual report on customer service improvements to meet performance gaps.	Add dot for Year 4 (2025/26)
		14.1.6	Provide a review of asset management software programs to consolidate all asset classes into one integrated database.	Add dot for year 1 (2022/23). Project not progressed in 2021/22.
		14.1.7	Provide improvements to the depot workshop.	Reword to "Provide construction of new depot workshop, office and other infrastructure due to fire

				damage”. To be implemented in Year 1 (2022/23)
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 (2025/26)
		14.2.2	Provide a framework for assessing and communicating value for money.	Change wording to “Provide a framework for communicating value for money for rates”.
		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 (2025/26)
		15.1.2	Provide a central customer database to support timely and targeted communications.	Add dot for Year 4 (2025/26)
		15.1.3	Fund ordinary and special Council elections.	Add dot for Year 1 (2022/23 – extraordinary election) and Year 4 (2025/26 – ordinary election)
		15.1.4	Provide a biennial community survey to benchmark service levels and assess community priorities.	Delete dot for Year 2 (2023/24); retain dot for Year 3 (2024/25) as survey will only be done for full review (not desktop review) of Strategic Community Plan

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.	Add dot for Year 4 (2025/26)
		16.1.2	Provide an annual update to the Workforce Plan aligned with the annual Corporate Business Plan review.	No change
		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 (2025/26)
		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.	No change

ANNUAL REVIEW OF CORPORATE BUSINESS PLAN

ACTIONS

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

Objectives		Actions		Timing				
				22/23	23/24	24/25	25/26	26+
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	Facilitate an Early Years Network to develop and promote activities and offer advocacy, support and advice for parents.		√	√		
		1.1.4	Advocate for improved access to childcare services.		√	√		
		1.1.5	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.	√	√	√	√	
		1.2.4	Provide annual interagency networking forum for health and community support services to improve communication, share information, identify synergies and gaps, and prioritise local initiatives.	√	√	√	√	
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 and respect for all cultures.	1.4.1	Provide a Reconciliation Action Plan.	√	√			
		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				
				22/23	23/24	24/25	25/26	26+
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	Provide concept plans and preliminary costings for the "Greenbushes Sportsground & Recreation Precinct Redevelopment Project"	√				
		2.2.2	Provide detailed design plans, costings and funding model for "Greenbushes Sportsground & Recreation Precinct Redevelopment Project".	√	√			
		2.2.3	Provide the implementation of the "Greenbushes Sportsground & Recreation Precinct Redevelopment Project"		√			
		2.2.4	Provide improvements to the existing water supply to Bridgetown Sportsground.	√				
		2.2.5	Provide detailed design plans, costings and funding model for	√				

			the Bridgetown Sports Ground Oval Redevelopment Project.						
		2.2.6	Provide improved playing surface at Bridgetown Sportsground including an improved water source, irrigation and turf.		√				
		2.2.7	Provide safety improvements to terrace seating at the aquatics complex.	√					
		2.2.8	Provide improvements to air flow and ventilation on the courts at Bridgetown Leisure Centre.		√				
		2.2.9	Provide an expanded range of activities at Bridgetown Leisure Centre.	√	√	√	√	√	
		2.2.10	Provide community engagement to evaluate support for an indoor, heated lap or therapy pool.			√			
		2.2.11	Provide new cricket training nets at Bridgetown Sportsground	√					
		2.2.12	Provide more water drinking stations at Shire facilities, parks and reserves.	√	√				
		2.2.13	Advocate for an indoor play or activity centre to open in Bridgetown.						√
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.	√					
		2.3.2	Facilitate development of a local community events calendar	√	√	√	√		
		2.3.3	Facilitate regular farmers markets	√					
		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	Facilitate access to a grants advisory service for local community and sporting groups.	√					
		2.4.3	Provide an event to recognise the value of volunteers and to promote volunteering opportunities to attract and retain local volunteers.	√	√	√	√	√	

Outcome 3: A safe community for people and animals.

Objectives		Actions		Timing				
				22/23	23/24	24/25	25/26	26+
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	√	√	√	√	

Objectives		Actions		Timing				
				22/23	23/24	24/25	25/26	26+
			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.	√				
		3.2.3	Provide a feasibility study into establishing and operating a cemetery for small domestic pets					√

PLANET

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

Objectives		Actions		Timing				
				22/23	23/24	24/25	25/26	26+
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				
				22/23	23/24	24/25	25/26	26+
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.	√	√	√	√	
		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 21 KW PV system and battery storage on the Bridgetown Administration/Civic Centre building.			√		
		5.2.3	Provide a 30 KW PV System and battery storage on the Bridgetown Leisure Centre building.		√			
		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.					√
		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				
				22/23	23/24	24/25	25/26	26+
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	√				
6.2	Encourage the adoption of sustainable waste behaviours through waste	6.2.1	Provide a communications campaign to improve community awareness and adoption of sustainable waste behaviours (recycling, composting, removing contaminants, etc.)	√	√	√	√	

education and communications.								
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PLACE

Outcome 7: Responsible and attractive growth and development.

Objectives		Actions		Timing				
				22/23	23/24	24/25	25/26	26+
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.	√				
		7.1.2	Provide improvements to the building and development application approvals processes.	√				
		7.1.3	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 a landscaping plan for Greenbushes town centre	√				
		7.4.1	Provide a new policy and guidelines articulating responsibility (Shire or property owner) for verge maintenance and beautification	√				
		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.		√			
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 for nature play, water play and inclusive playground equipment across the Shire, including Memorial Park, Blackwood River Park, Highland Estate, Four	√				

			Seasons, Somme Creek and Thomson Park					
		7.5.2	Provide funds in the Playground Reserve to assist with implementation of Playground Strategy			√		
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				
				22/23	23/24	24/25	25/26	26+
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				
				22/23	23/24	24/25	25/26	26+
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 a review of the Local Trails Masterplan including a costed implementation schedule in accordance with Council's project framework.	√				
		9.3.2	Provide an audit of the urban pathway networks in Bridgetown and Greenbushes to identify gaps in servicing key community places.		√			
		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.).					
		9.3.4	Provide footpath renewals, upgrades and extensions as per the Shire's long term plan (see Action 7.6.2).	√	√	√	√	
		9.3.5	Provide planning and design for a dual use pathway between Nelson Street and Highland Estate.					√
		9.3.6	Provide planning and design for a dual use pathway between Forrest Street and Bridgetown Sportsground.					√
		9.3.7	Provide planning and design for a dual use pathway between Bridgetown Gardens and Grey's Hill.					√
		9.3.8	Provide planning and design for a dual use pathway between Four Seasons Estate and the urban pathway network.					√
		9.3.9	Facilitate planning for a local bike trail connection with the Munda Bididi trail.					√
		9.3.10	Provide more bicycle parking facilities throughout the Shire.			√		
		9.3.11	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				
				22/23	23/24	24/25	25/26	26+
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 Greenbushes Revitalization Project (Town Hall, Court House, Golf Club and Roads Board Office).	√				
		10.1.3	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	√				
		10.2.2	Facilitate Film Friendly certification with Screenwest		√			
10.3	Support local business to thrive.	10.3.1	Provide an audit of Shire buy local purchasing	√				
		10.3.2	Provide promotion of Buy Local campaigns	√				

Outcome 11: Access to quality education and work opportunities.

Objectives		Actions		Timing				
				22/23	23/24	24/25	25/26	26+
11.1	Facilitate improved access to education and job opportunities for everyone.	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.					√
		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.	√	√	√	√	
		11.1.4	Advocate to promote traineeships, work placements and employment opportunities for young people and businesses	√	√			

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

Objectives		Actions		Timing				
				22/23	23/24	24/25	25/26	26+
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 Visitor Centre	√				

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				
				22/23	23/24	24/25	25/26	26+
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 an 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 a review of asset management software programs to consolidate all asset classes into one integrated database.	√				
		14.1.7	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 a framework for communicating value for money for rates	√				
		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				
				22/23	23/24	24/25	25/26	26+
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 biennial community survey to benchmark service levels and assess community priorities.			√		

Outcome 16: An engaged and effective workforce.

Objectives		Actions		Timing				
				22/23	23/24	24/25	25/26	26+
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.		√			

A number of actions additional to current activities are forecast to be undertaken during the life of the Corporate Business Plan which will result in additional operating expenditure.

ACTIONS	ADDITIONAL OPERATING EXPENDITURE																				Reserve Name	
	2022-23					2023-24					2024-25					2025-26						
	Shire General Revenue Funding \$	2021/22 Funding C/Fwd	External Funding \$	Loan Funding \$	Reserve Funding \$	Total Cost \$	Shire General Revenue Funding \$	External Funding \$	Loan Funding \$	Reserve Funding \$	Total Cost \$	Shire General Revenue Funding \$	External Funding \$	Loan Funding \$	Reserve Funding \$	Total Cost \$	Shire General Revenue Funding \$	External Funding \$	Loan Funding \$	Reserve Funding \$		Total Cost \$
People																						
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.	5,000	5,000				10,000	10,000				10,000	10,000				10,000	10,000				10,000	
1.4.1 Provide a Reconciliation Action Plan.	30,000					30,000	30,000				30,000					-					-	
1.4.2 Facilitate the collection and sharing of information and stories about local culture and history including NAIDOC week and Harmony Week.	10,000					10,000	10,000				10,000	10,000				10,000	10,000				10,000	
2.1.3 Fund a contribution over three years to help cover Bridgetown Child Health Clinic rental costs.	3,500					3,500	3,500				3,500					-					-	
2.2.1 Provide concept plans and preliminary costings for the "Greenbushes Sportsground & Recreation Precinct Redevelopment Project".		50,000				50,000					-					-					-	
2.2.2 Provide detailed design plans, costings and funding model for "Greenbushes Sportsground & Recreation Precinct Redevelopment Project".	20,000					20,000					-					-					-	
2.2.5 Provide detailed design plans, costings and funding model for the Bridgetown Sports Ground Oval Redevelopment Project.					15,000	15,000					-					-					-	Strategic Projects
2.2.10 Provide community engagement to evaluate support for an indoor, heated lap or therapy pool.						-					-	10,000				10,000					-	
2.3.1 Provide development of a Business Plan for a Bridgetown Arts Centre (art gallery) to display local art and provide creative workshops/art classes.		22,000				22,000					-					-					-	
2.3.4 Provide a program of movie nights at the Town Hall.						-	7,500	7,500			15,000	7,500	7,500			15,000					-	
2.4.1 Fund community grants, service agreements and donations.	126,500					126,500	126,500				126,500	130,000				130,000	136,500				136,500	
3.1.3 Provide a reserve fund to implement the CCTV Plan.						-					-	30,000				30,000	30,000				30,000	
3.2.2 Provide a review of dog exercise areas, including the need for fenced areas.		1,651				1,651					-					-					-	
Planet																						
4.1.1 Provide concept plans and preliminary costings for the "Bridgetown CBD Water Restoration Project" (Geegelup Brook).		30,000				30,000					-					-					-	
4.1.2 Provide detailed design plans, costings and funding model for "Bridgetown CBD Water Restoration Project" (Geegelup Brook).		36,390				36,390					-					-					-	
5.1.3 Partner with DFES and other local governments to increase capacity to ensure continued development of bush fire mitigation plans.	18,000					18,000	18,000				18,000	18,000				18,000	18,000				18,000	
5.1.4 Provide bush fire mitigation activities on Shire controlled land.			100,000			100,000		100,000			100,000		100,000			100,000		100,000			100,000	
6.1.1 Partner with the Southwest Waste Group to evaluate and develop sustainable, regional waste management solutions.					4,080	4,080					-					-					-	Sanitation
6.1.5 Provide a study to determine the future capacity of the waste site and development requirements.					30,000	30,000					-					-					-	Sanitation
Place																						
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.		5,000				5,000					-					-					-	
7.5.2 Provide funds in the Playground Reserve to assist with implementation of Playground Strategy.						-					-	25,000				25,000					-	
7.6.4 Provide development and implementation of the long term aquatics complex infrastructure renewal plan.		4,500				4,500					-					-					-	
Prosperity																						
10.1.3 Provide a feasibility for the development of the Light Industrial Area (LIA) in Bridgetown.			20,000			20,000					-					-					-	
10.2.1 Provide a Local Economic Development Strategy, including tourism.	30,000					30,000					-					-					-	
12.1.1 Fund the Warren Blackwood Alliance of Councils to promote the region as a major tourist destination.	19,939	13,811				33,750	27,500				27,500	27,500				27,500	27,500				27,500	
12.2.2 Provide planning and design for a stage at Memorial Park to support local festivals and events.						-					-	10,000				10,000					-	
12.2.5 Provide a contribution to the Busseton Margaret River Regional Airport Marketing Fund.	2,000					2,000	2,000				2,000					-					-	
Performance																						
13.1.2 Provide a strategic approach to seeking Government funding and support for Growth Strategy projects.	5,000					5,000	5,000				5,000	5,000				5,000	5,000				5,000	
13.1.4 Provide a biennial Councillor study tour to benchmark practices in leading Councils.	4,000					4,000					-	4,000				4,000					-	
13.2.2 Provide an assessment of current IT system capabilities and recommended improvements.						-	10,000				10,000					-					-	
14.1.1 Provide major and minor reviews of the Strategic Community Plan in line with requirements in the Integrated Planning and Reporting Framework.						-					-	15,000				15,000					-	
14.1.2 Provide an annual review of the Corporate Business Plan.	3,000					3,000	3,000				3,000	3,000				3,000	3,000				3,000	
15.1.1 Provide a Community Engagement Strategy to improve communication and consultation across all customer segments.	40,730					40,730	40,730				40,730	40,730				40,730	40,730				40,730	
15.1.3 Fund ordinary and special Council elections.						-	24,500				24,500					-	24,500				24,500	
15.1.4 Provide a biennial community survey to benchmark service levels and assess community priorities.						-					-	30,000				30,000					-	
Total Additional Operating Expenditure	317,669	168,352	120,000	-	49,080	655,101	318,230	107,500	-	-	425,730	375,730	107,500	-	-	483,230	305,230	100,000	-	-	405,230	

Capital Program

A number of additional actions are forecast to be undertaken during the life of the Corporate Business Plan which result in additional capital expenditure. The additional activities are summarised below along with an indication of the forecast capital expenditure.

ACTIONS	ADDITIONAL CAPITAL EXPENDITURE																				Reserve Name	
	2022-23					2023-24					2024-25					2026-26						
Capital Actions	Shire General Revenue Funding \$	2020/21 Funding C/Fwd	External Funding \$	Loan Funding \$	Reserve Funding \$	Total Cost \$	Shire General Revenue Funding \$	External Funding \$	Loan Funding \$	Reserve Funding \$	Total Cost \$	Shire General Revenue Funding \$	External Funding \$	Loan Funding \$	Reserve Funding \$	Total Cost \$	Shire General Revenue Funding \$	External Funding \$	Loan Funding \$	Reserve Funding \$	Total Cost \$	
People																						
1.1.2 Provide the revitalisation and development of the Youth Precinct with pump track, skate park, parkour and free throw basketball court.	10,000			175,000		185,000					-					-						-
1.1.5 Provide redevelopment of the Greenbushes Youth Precinct.	50,000		400,000			450,000					-					-						-
1.3.1 Provide universal access playground equipment at Memorial Park and Thomson Park.						-	20,000	20,000			40,000					-	20,000	20,000				40,000
2.2.3 Provide the implementation of the "Greenbushes Sportsground & Recreation Precinct Redevelopment Project".						-	67,500	382,500			450,000					-						-
2.2.4 Provide improvements to the existing water supply to Bridgetown Sportsground.	5,318	14,682				20,000					-					-						-
2.2.6 Provide improved playing surface at Bridgetown Sportsground including an improved water source, irrigation and turf.						-		37,500		75,000	112,500					-						-
2.2.7 Provide safety improvements to terrace seating at the aquatics complex.					5,000	5,000					-					-						-
2.2.8 Provide improvements to air flow and ventilation on the courts at Bridgetown Leisure Centre.						-	57,170			32,830	90,000					-						-
2.2.12 Provide more water drinking stations at Shire facilities, parks and reserves.						-	12,000				12,000					-						-
2.2.11 Provide new cricket training nets at Bridgetown Sportsground.	35,260		70,520			105,780					-					-						-
Planet																						
4.1.3 Provide the implementation of the "Bridgetown CBD Water Restoration Project" (Geegelup Brook).						-					-		1,500,000	300,000		1,800,000						-
5.2.2 Provide a 21 KW PV system and battery storage on the Bridgetown Administration/Civic Centre building.						-					-				51,500	51,500						-
5.2.3 Provide a 30 KW PV System and battery storage on the Bridgetown Leisure Centre building.						-				66,250	66,250					-						-
Place																						
8.1.1 Provide implementation of the Town Hall and Civic Centre Revitalisation Project.		117,092	435,148		123,000	675,240					-					-						-
8.1.2 Provide implementation of the Bridgetown and Greenbushes Railway Stations Revitalisation Project.			400,000			400,000					-					-						-
9.2.1 Provide the Greenbushes CBD Parking & Safety Enhancement Project.			541,042			541,042					-					-						-
9.3.10 Provide more bicycle parking facilities throughout the Shire.						-					-	10,000				10,000						-
Prosperity																						
12.2.1 Provide building renewal/improvements/fitout of the Visitor Centre		51,189		300,000		351,189					-					-						-
12.2.3 Provide a stage at Memorial Park to support local festivals and events.						-					-					-	100,000	100,000				200,000
Total Additional Capital Expenditure	100,578	182,963	1,846,710	475,000	128,000	2,733,251	156,670	440,000	-	174,080	770,750	10,000	1,500,000	300,000	51,500	1,861,500	120,000	120,000	-	-	240,000	
Allocation for Corporate Business Plan initiatives to be determined.						-					-	94,100				94,100	32,713					32,713
Total Additional Expenditure	418,247	351,315	1,966,710	475,000	177,080	3,388,352	474,900	547,500	-	174,080	1,196,480	479,830	1,607,500	300,000	51,500	2,438,830	457,943	220,000	-	-	677,943	
Total Available Funding from General Revenue (LTFP)	418,247						477,330					479,830				457,943						
Funding Shortfall(-)/Surplus Funds	-						2,430					-				-						

POLICY NO.	M.4
POLICY SUBJECT	Members Allowances/Expenses
ADOPTION DATE	29 January 1998
LAST VARIATION DATE	24 November 2016 (C.09/1116)
LAST REVIEW DATE	28 April 2022 (C.07/0422)

- (i) The Salaries and Allowances Tribunal (the Tribunal) conducts an annual review of fees, allowances and expenses for elected council members of Local Governments throughout Western Australia. The annual determination establishes a scale of payments and provisions for reimbursement of expenses in accordance with the Local Government Act 1995 and the Local Government (Administration) Regulations 1996. After the Tribunal has made its annual determination the Council will set allowances or attendance fees within the permissible range set by the Tribunal.
- (ii) Claims for any further reimbursements in relation to travel expenses (meetings, representing Council), telephone, rentals and child care will be considered in accordance with the provisions of the relevant sections of the Local Government Act and Local Government (Administration) Regulations.
- Where a Councillor wishes to attend a meeting outside of the Shire District and proposes to use their own vehicle with reimbursement of costs by the Shire, the written authorisation of the CEO is to be obtained. Attempts should be made to utilise a Shire vehicle at all times to minimise costs.
- (iii) Payments of Sitting Fees and Allowances to the President, Deputy President and Councillors are to be made in 12 equal instalments via the Creditors system. Payments to be made by electronic fund transfer.
- (iv) Councillors who retire earlier than their full term, or do not regain their seat as Councillor, will have the following payment adjusted on a pro-rata basis.

POLICY NO.	M.4
POLICY SUBJECT	Members Allowances/Expenses

Background

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

Policy Objective

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

Policy

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

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



ROLLING ACTION SHEET

ROLLING ACTION SHEET

June 2022 (encompassing Council Resolutions up to Special Council Meeting held 9 June 2022)

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

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

Council Decision No.	Wording of Decision	Responsible Officer	Past Comments	Progress Since Last report	✓
C.02/1216 Acquisition of Dumpling Gully Precinct	That Council request the CEO to investigate the options of the Shire of Bridgetown-Greenbushes taking ownership of the Dumpling Gully Dams (and associated area) commonly called the Dumpling Gully Precinct to incorporate the area into a Shire Reserve which can be developed for both passive and active recreation activities for the community and to manage and protect the Wetlands and associated unique fauna and flora of the region.	T Clynch	<p>Correspondence forwarded to Water Corporation on 23 December 2016. Response received 28 February 2017 indicating in-principle support to the proposal (April 2017).</p> <p>A meeting was held with the Water Corporation and Talison Lithium on 19.6.17 to further discuss the processes for de-proclamation of the drinking water source and the need to engage with DPAW (July 2017).</p> <p>A meeting is scheduled for 3 September with Water Corporation to progress this matter (September 2018).</p> <p>Advice received from Water Corporation that is continuing to work with Department of Water and Environmental Regulation (DWER) about excising the dam from State Forest (requires Cabinet approval) and resolving the water allocation issues. A follow up meeting with DWER is being planned (October 2018).</p> <p>January 2019 Refer item in January agenda.</p> <p>February 2019 Submission lodged with Department of</p>	<p>June 2022 No progress since last report</p>	✓

			<p>Water and Environmental Regulation recommending that the Greenbushes Catchment Area should be abolished under the Country Areas Water Supply Act 1947.</p> <p>September 2019 DWER is currently conducting stakeholder consultation on the abolition of the Greenbushes Catchment Area under the Country Areas Water Supply Act 1947 on the basis that water quality issues with this source means that it is no longer used by the Water Corporation to supply public drinking water. The DWER recommendation is that the catchment should now be abolished to enable increased recreation, tourism and customary activities.</p> <p>October 2019 The process to transfer the land from State Forest is progressing.</p> <p>March 2020 The Shire President and CEO had a meeting with the Minister for Environment about growth strategy projects and took the opportunity to ask for an update on transfer of the former Water Corporation dams to the Shire. A response was subsequently received from the Minister advising that DBCA is supportive in-principle of the Shire's request to use the dams for recreation but a number of issues need to be addressed with both the Shire and Water Corporation. A meeting of all parties is to be requested to expedite the matter.</p> <p>May 2020 A meeting of relevant agencies is required but hasn't been able to be arranged due to COVID-19. With the current easing of</p>		
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			<p>restrictions a meeting is to be scheduled.</p> <p>July 2020 A meeting with DBCA is being arranged for August.</p> <p>August 2020 A meeting was held with DBCA to discuss a number of matters including the dumpling gully precinct. This led to an understanding that a meeting with all parties (Shire, DBCA and Water Corporation) needs to be held and this is currently being arranged.</p> <p>September 2020 A request has been submitted to DBCA for a meeting to be held between Shire, DBCA and Water Corporation to identify issues to enable this proposal to be progressed.</p> <p>June 2021 A meeting was held last week with an officer of the Water Corporation to discuss any issues precluding transfer of the land to the Shire. All matters have been addressed and the issue is currently with DBCA to progress. An update has been requested from DBCA.</p> <p>July 2021 Contact has been made with DBCA to arrange a meeting of stakeholders to accelerate the disposal to the Shire of the Dumpling Gully dams.</p>		
C.08/0917 Preparation of Shire of Bridgetown-Greenbushes Local Planning Strategy and Local Planning Scheme	<p>That Council:</p> <ol style="list-style-type: none"> Notes that the draft Local Planning Strategy adopted by Council in November 2012 has not been endorsed by the Western Australian Planning Commission for the purpose of advertising and will not be further progressed. Notes the appointment of Lush Fire & Planning to 	P St. John	<ol style="list-style-type: none"> Noted. Noted. Preliminary investigations completed. Preliminary draft report received February 2018 for staff review. Meeting scheduled with Department of Planning, Lands and Heritage for 8 	May 2022 A briefing/update will be provided to councillors in next 2 months.	

<p>No 6</p>	<p>prepare a Bushfire Hazard Level Assessment to guide preparation of a new Local Planning Strategy and Local Planning Scheme for the Shire of Bridgetown-Greenbushes.</p> <p>3. Pursuant to regulation 11 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to prepare a new Local Planning Strategy for all land within the Shire of Bridgetown-Greenbushes municipality, as per the Scheme Map Area marked in Attachment 9.</p> <p>4. Pursuant to section 72 of the Planning and Development Act 2005 and regulation 19 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to prepare a new Local Planning Scheme No. 6, for all land within the Shire of Bridgetown-Greenbushes municipality, as per the Scheme Map Area in Attachment 9, and upon gazettal will revoke Town Planning Scheme No. 3 and Town Planning Scheme No. 4.</p> <p>5. Pursuant to section 72 of the Planning and Development Act 2005 and regulation 20 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to forward to the Western Australian Planning Commission:</p> <p>a) A copy of Council's resolution deciding to prepare a new Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes; and</p> <p>b) A map marked Scheme Map Area signed by the Chief Executive Officer, on which is delineated the area of land proposed to be included in the Local Planning Strategy and</p>		<p>March 2018 for preliminary advice. Follow up meeting with DPLH staff on 27 March 2018, working with consultant on modifications. Draft report to be presented to Council in July 2018 (April 2018). Contact has since been made with a planning consultant to assist in completion of the Local Planning Strategy (June 2018). Consultant has been engaged (July 2018). Meeting held with DPLH staff on 4 September 2018 (September 2018).</p> <p>3. Noted.</p> <p>4. Noted.</p> <p>5. Correspondence sent to WAPC on 26 October 2017. Response received.</p> <p>6. Noted. To be actioned.</p> <p>November 2018 Liaison with Shire's planning consultant and DPLH staff continuing.</p> <p>December 2018 Sections of draft LPS prepared by planning consultant currently being reviewed by Shire staff.</p> <p>January 2019 Final draft Bushfire Hazard Level Assessment received for Shire staff review. Further consultation with planning consultant undertaken in December 2018. Shire staff working through detailed zoning and lot analysis for all townsites and investigation areas.</p> <p>February 2019 Zoning and Precinct Analysis completed</p>		
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	<p>Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes.</p> <p>6. Subject to receiving notification from the Western Australian Planning Commission pursuant to regulation 20 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to:</p> <p>a) publish a notice within a newspaper circulating in the Shire district of the passing of the resolution deciding to prepare a Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes.</p> <p>b) forward a copy of the notice to and seeking a memorandum in writing setting out any recommendations in respect of the resolution to:</p> <p>(i) the local government of each district that adjoins the local government district;</p> <p>(ii) each licensee under the Water Services Act 2012 likely to be affected by the scheme;</p> <p>(iii) the Chief Executive Officer of the Department of Biodiversity, Conservation and Attractions assisting in the administration of the Conservation and Land Management Act 1984; and</p> <p>(iv) each public authority likely to be affected by the scheme, including the Department of Water and Environment Regulation pursuant to section 81 of the Planning and Development Act 2005.</p>		<p>and forwarded to planning consultant for consideration. See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p> <p>March 2019 Meeting scheduled with DPLH staff, SWDC staff and planning consultant. See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p> <p>April 2019 Meeting held with DPLH and SWDC staff in March 2019. Planning Consultant working on Planning Precinct Analysis. See C.14/0310 above in relation to Bushfire Hazard Level Assessment.</p> <p>May 2019 Liaison with DPLH staff, planning consultant and bushfire consultant continuing.</p> <p>June 2019 Further liaison with planning consultant continuing.</p> <p>July 2019 Further liaison with planning consultant and DLPH continuing.</p> <p>August 2019 Further liaison with planning consultant required.</p> <p>September 2019 Preliminary draft Local Planning Strategy referred to DPLH for feedback.</p> <p>October 2019 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>November 2019 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>December 2019</p>		
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		<p>Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>January 2020 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>February 2020 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>March 2020 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>April 2020 Pending DPLH feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.</p> <p>May 2020 Contact made with DPLH for pending feedback on draft Local Planning Strategy and draft Bushfire Hazard Level Assessment.. Meeting to be held as soon as possible. Feedback</p> <p>June 2020 Preliminary feedback from DPLH received on draft Local Planning Strategy. Meeting with DPLH scheduled for 26 June 2020 to discuss draft Bushfire Hazard Level Assessment and draft Local Planning Strategy.</p> <p>July 2020 Meeting with DPLH held on 26 June 2020 to discuss draft Bushfire Hazard Level Assessment and draft Local Planning Strategy. Follow up meeting with DPLH scheduled for 27 July 2020 to discuss draft Local Planning Strategy, with further work continuing.</p>	
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		<p>August 2020 Councillor Briefing held 23 July 2020 on findings of the BHL and bushfire framework review update. Final BHL to be presented to Council in August 2020 for adoption. Work on draft Local Planning Strategy continuing.</p> <p>September 2020 Bushfire Hazard Level Assessment adopted by Council 27 August 2020. Local Planning Strategy progressing.</p> <p>January 2021 Geoff Lush from Lush Fire and Planning Consultants have been appointed to assess (and provide an estimate for same) for what work is required to progress and complete the Local Planning Strategy. Once an estimate is received it will be determined if the Shire appoints Lush Fire and Planning in line with budget constraints.</p> <p>February 2021 No progress since last update</p> <p>March 2021 A consultant has been engaged to assist with completion of the Local Planning Strategy.</p> <p>May 2021 The consultant engaged to assist with preparation of the draft LPS is continuing to work on this project.</p> <p>June 2021 A meeting was held last week with the Department of Planning to discuss various matters being addressed in the Local Planning Strategy. Note there has been a restructure of the South West Office of the Department of Planning and the main purpose of the meeting was to update the new Manager. The Shire's consultant is</p>		
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			<p>continuing to work on the document.</p> <p>July 2021 The consultant engaged to assist with preparation of the draft LPS is continuing to work on this project.</p> <p>August 2021 Ongoing discussions and direction being given to consultant. Discussion with Department of Planning also occurring on regular basis.</p> <p>September 2021 A meeting was held with the planning consultant and staff of DPLH to discuss pressing issues being addressed in the LPS. Good direction was received at that meeting.</p> <p>October 2021 Staff continue to work with consultant on addressing relevant issues for inclusion in Local Planning Strategy.</p> <p>November 2021 Local Planning Strategy still being prepared.</p> <p>December 2021 No progress since last update</p> <p>January 2022 No progress since last update</p> <p>February 2022 Nothing further to report since last update</p> <p>March 2022 No progress since last report</p> <p>April 2022 No progress since last report</p> <p>May 2022 Further meetings held with DPLH – jointly developing a revised plan to progress the review</p>		
C.09/0321 Greenbushes CBD Parking & Safety	That Council: 1. Endorses the final concept (layout) plan for the Greenbushes CBD Parking & Safety	T Clynch	April 2021 Work has been done in reformatting the final concept (layout) plan into a plan		

<p>Enhancement Project</p>	<p>Enhancement Project as per Attachment 6.</p> <p>2. Notes and acknowledges the contribution by Talison Lithium Pty Ltd to fund the land acquisition component of the Greenbushes CBD Parking & Safety Enhancement Project</p> <p>3. Amends the 2020/21 budget to reflect the financial contribution by Talison Lithium Pty Ltd, being unbudgeted revenue and matching unbudgeted expenditure of \$80,000 noting that in the event of expenditure being less than this amount a reduced financial contribution will be received.</p> <p>4. Authorise the CEO to lodge an application for subdivision to excise the land required for the Greenbushes CBD Parking & Safety Enhancement Project from Lots 35, 36 and 37 Blackwood Road, Greenbushes.</p> <p>5. Authorise the CEO to complete the land acquisition processes for excising the land required for the Greenbushes CBD Parking & Safety Enhancement Project from Lots 35, 36 and 37 Blackwood Road, Greenbushes.</p>		<p>suitable for lodging with an application for subdivision to excise the land for the car park from existing lots. The subdivision application form is being prepared and is awaiting signing by the land owners prior to submittal to the Western Australian Planning Commission.</p> <p>May 2021 Awaiting endorsement of the subdivision application by land owners.</p> <p>August 2021 Surveyor appointed to lodge subdivision application</p> <p>September 2021 Preliminary assessment of the subdivision application has been received from DPLH, necessitating some minor changes to the plan of subdivision. Consultation is occurring with the owner on these changes before the application is resubmitted.</p> <p>October 2021 Subdivision application has been lodged and awaiting determination by Western Australian Planning Commission.</p> <p>November 2021 Still awaiting approval of the subdivision application by Western Australian Planning Commission</p> <p>December 2021 Subdivision application is currently being referred by Western Australian Planning Commission to referral agencies. Request for Tender documentation to be prepared shortly which will include an external review of construction specifications and cost estimates.</p> <p>January 2022 This project was discussed at the January Concept Forum and a report has been included in the January Council agenda.</p>		
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			<p>February 2022 Approval for the subdivision to excise the land off the existing lots has been granted by the Western Australian Planning Commission. It is now intended to proceed with surveying and preparation of relevant documents for completion of the land transfer, including payments to the existing land owners.</p> <p>March 2022 Survey documents have been completed and lodged at Landgate.</p> <p>May 2022 Clearance of subdivision conditions now occurring.</p>		
C.08/0421 Visitor Information Services & Brierley Jigsaw Gallery Outsourcing Business Case	<p>That Council:</p> <ol style="list-style-type: none"> 1. Receive the Business Case for the outsourcing of the Shire of Bridgetown-Greenbushes Visitor Centre, including the Brierley Jigsaw Gallery. 2. Endorse the recommendation contained in the Business Case to outsource the management of the Visitor Centre and the Brierley Jigsaw Gallery to the Bridgetown Community Resource Centre (CRC). 3. Direct the CEO to <ol style="list-style-type: none"> a. Develop an implementation plan and a communications plan to facilitate the transfer of responsibility for management of the Visitor Centre from the Shire of Bridgetown-Greenbushes to the CRC including the relocation of the CRC to the current Visitor Centre building. b. Develop a draft 5 year contract with the CRC to formalize the terms of agreement, outlining service delivery key performance indicators, annual operating subsidy and funding contributions of both parties with regard to the required building refurbishments with a final draft to be 	M Richards	<p>May 2021 A preliminary implementation approach has been prepared and will be implemented in late May.</p> <p>June 2021 Implementation plan completed; letters issued to all stakeholders advising of Council decision and inviting them to meet with CEO and EMCS.</p> <p>July 2021 Review of all internal procedures currently progressing to facilitate service delivery transition. Design of interior layout and building modifications currently in progress (CRC managed). Two news article prepared and run on website. Preliminary meetings with all stakeholders conducted. These will continue throughout the financial year moving towards relevant relocation requirements.</p> <p>August 2021 Regular discussions and meetings being held with Bridgetown CRC.</p>	<p>June 2022 At a Special Meeting held on 9 June 2022 Council resolved to discontinue planning and implementing of the proposal to outsource management of the visitor centre to the Bridgetown Community Resource Centre.</p>	√

	<p>presented to Council for endorsement.</p> <p>c. Commence engagement with the Bridgetown Historical Society regarding the removal of the existing museum items in the Visitor Centre building</p> <p>d. Commence engagement with the Blues at Bridgetown and Bridgetown Landcare regarding their proposed relocation from the current Visitor Centre building to the current Community Resource Centre building.</p>		<p>September 2021 A further meeting was held with Bridgetown CRC representatives in mid-September where progress on building plans and cost estimates were discussed.</p> <p>October 2021 A floor plan and estimated costings for fit out of the building has been completed. A briefing will be provided to the November Concept Forum.</p> <p>November 2021 Discussion occurred at the November Concept Forum. This was predominantly centred on the draft plans for upgrade and fitout of the visitor centre building to accommodate both CRC and visitor information services. Councillors provided some feedback to take back to the CRC and which will inform future reports to Council.</p> <p>December 2021 As there is a notice of motion in the December Council agenda relating to this matter no work has occurred to progress the matter since the last meeting.</p> <p>January 2022 Implementation of this resolution has been paused pending the holding of 2 workshops in March – refer Resolution C.03/1221b</p> <p>February 2022 Implementation of this resolution has been paused pending the holding of 2 workshops in March – refer Resolution C.03/1221b</p> <p>March 2022 The first workshop is scheduled for Thursday 24 March 2022.</p> <p>April 2022 Both workshops have been held. Funding</p>		
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			<p>of building renewal works to be considered in 5 Year Building Capital Works Plan.</p> <p>May 2022 Discussion occurred at the May Concept Forum. Meetings with the Bridgetown CRC are scheduled this week to provide the CRC with an update on Council's position and to review the building condition report and fit out plans to determine costings for each.</p>	
C.09/0521 Access and Inclusion Advisory Committee Membership & Visitor Centre Access	<p>1. That Council direct the CEO to investigate options to increase the accessibility of the current Visitor Centre building.</p> <p>2. That Council endorse the appointment of community member Roberta Waterman to the Access and Inclusion Advisory Committee.</p>	T Clynych	<p>June 2021 This action is linked to Resolution C.08/0421 Visitor Information Services & Brierley Jigsaw Gallery Outsourcing Business Case with the consultations associated with that resolution informing this issue.</p> <p>September 2021 Accessibility is a consideration in the current planning being undertaken for the CRC to move to the Visitor Centre.</p> <p>October 2021 The draft plans for fit out of the visitor centre include retrofitting an automatic sliding door at the entrance.</p> <p>November 2021 The investigation into improving accessibility to the Visitor Centre building are linked to the development of plans for the CRC to relocate to that building.</p> <p>December 2021 No progress since last report</p> <p>January 2022 On hold pending further developments in possible redesign of visitor centre building</p> <p>February 2022 On hold pending further developments in possible redesign of visitor centre building.</p> <p>May 2022 The fit out plans prepared by the</p>	<p>June 2022 Improving accessibility of the visitor centre will be considered in the proposed building renewal works proposed to occur in 2022/23.</p>

			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.	
C.11/0621 Civic Centre Car Park, Steere Street and Stewart Street Precinct	That Council: 1. Note the submissions received in 2019 as per Attachment 15 and 2020/21 as per Attachment 16. 2. Request the Chief Executive Officer to implement the design of Civic Centre Car Park, Steere Street and Stewart Street Precinct as per Attachment 13. 3. Authorise the Chief Executive Officer to execute any minor modifications as may be necessary to safely and efficiently implement the project.	P St John	August 2021 Funds included in 2021/22 budget with work to be scheduled into 2021/22 works program. October 2021 Some preliminary works for car parking on Stewart Street have recently commenced. November 2021 The works will occur as part of the 2021/22 road construction program. December 2021 No progress since last report January 2022 No progress since last report April 2022 The works are scheduled to occur as part of the 2021/22 road construction program, weather permitting. May 2022 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.	June 2022 The funding for this project is proposed to be carried forward to 2022/23 due to limitations in finding contractors and the need to complete grant funded components of the road construction program as a priority.
C.15/0621b Proposed Land Exchange - Lot 1	That Council fund the \$2,500 difference of \$2,500 ex-GST to be paid to the State of Western Australia, necessary for finalization of the proposed land exchange	T Clynh	July 2021 Contact made with DPLH to determine process to reactivate the land exchange	June 2022 A settlement agent has been engaged to complete the transaction.

<p>(141) Hampton Street, Bridgetown and Closed Portions of Henry Street</p>	<p>of Part Lot 1 Hampton Street and the closed portions of Henry Street road reserve, adjacent to Lot 1 Hampton Street, Bridgetown</p>		<p>August 2021 New subdivision application being prepared. October 2021 Awaiting endorsement of the subdivision application form by the affected land owner. December 2021 No progress since last report January 2022 Agreement of the land owner yet to be obtained. May 2022 A meeting has been held with the land owner and a written agreement is being prepared for consideration.</p>		
<p>C.02/0721 Review of Local Laws</p>	<p>1. That in accordance with section 3.16(3) of the Local Government Act 1995, Council note and consider the three submissions received in response to its statutory review of Local Laws.</p> <p>2. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to repeal the Pest Plants Local Law.</p> <p>3. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the following Local Laws with reports to be presented to future Council meetings presenting details of the proposed amendments for consideration:</p> <ul style="list-style-type: none"> (i) Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law (ii) Cats Local Law (iii) Fencing Local Law (iv) Health Local Law (v) Standing Orders Local Law <p>4. That in accordance with section 3.16(4) of the Local Government Act 1995 Council</p>	<p>T Clynych</p>	<p>September 2021 This resolution is being actioned in parts (each Local Law being actioned independently). An item on the repeal of the Pest Plants Local Law is contained in the September Council agenda October 2021 Report on Pest Plants Repeal Local Law presented to September Council meeting. December 2021 Pest Plants Repeal Local Law currently being advertised February 2022 Report on Pest Plants Repeal Local Law will be presented to March Council meeting. Other proposed amendments to local laws as per the resolution will be addressed in turn. March 2022 Report on Pest Plants Repeal Local Law and Fencing Local Law are included in March Council agenda. Other proposed amendments to local laws as per the resolution will be addressed in turn.</p>	<p>June 2022 The proposed amendment to the Fencing Local Law will be submitted to the July Council meeting.</p> <p>A response has been received from WALGA about gender signage on public toilets and further research into this issue is required.</p>	

	<p>resolves to retain without amendment the following Local Laws:</p> <ul style="list-style-type: none"> (i) Bush Fire Brigades Local Law (ii) Cemeteries Local Law (iii) Dogs Local Law (iv) Parking & Parking Facilities Local Law <p>5. That in accordance with section 3.12 of the Local Government Act 1995 Council resolves to make a Waste Local Law with a report to be presented to a future Council meeting presenting a draft Local Law for consideration.</p> <p>6. In accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the Local Government Property Local Law by reviewing clause 5.3 of the Local Law with a report on this proposed amendment to be presented to future Council meetings.</p>		<p>April 2022 Reports on the Pest Plants Repeal Local Law and Fencing Local Law were presented to Council's March meeting.</p> <p>May 2022 The proposed amendment to the Fencing Local Law will be submitted to the June Council meeting. An enquiry has been submitted to WALGA seeking information to inform the potential change to clause 5.3 of the Property Local Law.</p>		
<p>C.06/0721 Rating Status of Lot 600 (185) Hampton Street, Bridgetown (Bridgetown Repertory Club)</p>	<ol style="list-style-type: none"> 1. Acknowledge that clarity is required for definitions contained within Section 6.26(2) of the Local Government Act regarding the rateability of land and this has potential to raise implications for other ratepayer groups. 2. In order to correctly apply Section 6.26 of the Local Government Act and according to best practice note that additional research is to be undertaken to clarify key definitions contained in Section 6.26(2) of the Local Government Act to inform the development of a policy to aid in future decision making. 3. Maintain the status quo for the 2021/22 rating year in relation to the rateable status of Lot 600 (185) Hampton Street, Bridgetown. 4. Directs the CEO to investigate and present to 	<p>M Larkworthy</p>	<p>December 2021 No progress of this has occurred</p> <p>January 2022 Preparation of a draft policy for presentation to a future meeting of Council is occurring</p> <p>February 2022 No progress since last update</p> <p>March 2022 Seeking advice on definition of 'public purpose' in order to inform development of policy.</p> <p>April 2022 Legal advice is being sought in order to inform a report to Council.</p> <p>May 2022 Legal advice still pending.</p>	<p>June 2022 Preliminary legal advice has been received with follow up advice pending after which a report will be presented to Council</p>	

	Council a draft policy on the application of Section 6.26(2) of the Local Government Act and the granting of rate concessions for rateable properties owned by community/sporting groups.			
C.10/0821a Proposed Land Purchase – Lot 501 on Deposited Plan 54482	That Council resolves to purchase Lot 501 on Deposited Plan 54482 for the sum of \$500 GST inclusive and funds the acquisition and land transfer costs by transferring a sum up to \$2,000 from the Land and Buildings Reserve.	T Clynych	<p>September 2021 Offer and Acceptance being prepared</p> <p>November 2021 No progress since last update</p> <p>January 2022 Agreements have been received from land owners and appointment of settlement agent is pending</p> <p>March 2022 A new settlement agent is to be appointed. Agreement to be reached with land owners seeking consent to use same settlement agent.</p> <p>April 2022 A settlement agent has been selected.</p> <p>May 2022 Due to workload the selected settlement agent was unable to progress the transfer process so a new settlement agent is being appointed.</p>	<p>June 2022 A new settlement agent has been appointed.</p>
C.07/0921 Proposed New Local Planning Policy – Exemptions from Development Approval	That Council pursuant to Schedule 2 Part 2 Clause 4 (1) of the Planning and Development (Local Planning Schemes) Regulations 2015 adopts Draft Local Planning Policy – ‘Exemptions from Development Approval’ for the purpose of public advertisement in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, subject to the policy being modified to; <ol style="list-style-type: none"> 1. Remove paragraph 3.3 clause (b); 2. From clause (c), remove the words “In the case where a building envelope does not apply” and renumber this clause (b). 	L Guthridge	<p>October 2021 Advertising in Manjimup Bridgetown Times 13.10.21. Closing date for submissions is 3.11.21.</p> <p>November 2021 Submission period has been extended to 29.11.21</p> <p>December 2021 Report will be presented to January 2022 Council meeting</p> <p>January 2022 With the commencement of the new Senior Planner this item will be progressed for inclusion in the February Council agenda.</p> <p>February 2022</p>	<p>June 2022 A report was presented to the May Council meeting where Council resolved that consideration of that item be deferred to the June 2022 Council Meeting. A councillor briefing was provided at the June Concept Forum and the item will be re-presented to the June Council meeting.</p>

			<p>Due to other priorities the report will be presented to the March Council meeting. March 2022</p> <p>Due to other priorities the report will be presented to a future meeting of Council. April 2022</p> <p>No progress since last update May 2022</p> <p>Report to be presented to Council to adopt the Policy</p>		
C.09/0921 Review and Reprint of Trails Booklets	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the recommendations from its Trails Development Advisory Committee to: <ol style="list-style-type: none"> i. Proceed with the review and enhancement of the Bridgetown Heritage Walk Trail and its associated booklet. ii. Proceed with the review, redesign and printing of the Bridgetown Art Trail booklet to include the Greenbushes Art Trail and all new pieces that have been installed since the first edition (2018). iii. Proceed with the review, redesign and printing of the Somme Creek Fitness Trail pamphlet. iv. Proceed with conducting a flora and fauna survey for the proposed Geegelup Mountain Bike Trail Network. 2. Note the estimated costs of implementing the projects identified in Part 1 are \$22,890, made up of \$12,085 (Bridgetown Heritage Walk Trail including additional signage), \$5,570 (Bridgetown Art Trail booklet), \$3,000 (Somme Creek Fitness Trail pamphlet) and \$2,235 (flora and fauna survey). 3. Note and accept the funding of \$6,000 from the Heritage Council of Western Australia's Heritage Grants Program 2020/21 to meet 	M Richards	<p>November 2021</p> <p>Awaiting input from Bridgetown Historical Society for heritage trail booklet. Compiling content for art trail booklet.</p> <p>January 2022</p> <p>Deadline for information from Historical Society is early March. Still working on art trail booklet</p> <p>February 2022</p> <p>Historical Society has provided content and photographs. Final proof of booklet is being edited by printer.</p> <p>March 2022</p> <p>Further changes to the proof have occurred and are being designed by printer.</p>	<p>June 2022</p> <p>Printing completed and booklets distributed. Each councillor has been provided a copy.</p>	√

	<p>approximately one-half of the costs of the review and enhancement of the Bridgetown Heritage Walk Trail and its associated booklet.</p> <ol style="list-style-type: none"> 4. Transfer the sum of \$2,500 from the Trails Reserve. 5. Note that in approving Part 1-4 the budget amendment increasing the 'materials and components' allocation for Account 31RA (Local Community Trails & Paths Projects) from \$14,743 to \$23,243. 				
C.19/1021 Waiver of Stallholder Fees for Proposed Farmers Markets	<p>That Council:</p> <ol style="list-style-type: none"> 1. Grant stall holders at the (yet to commence) fortnightly Farmer Markets an exemption from the Stallholders/Traders fee (Thoroughfares & Public Places Local Law) with the exception of stall holders requiring access to electricity. 2. Endorse a new fee and charge of \$15 per stall per day for stall holders at the (yet to commence) fortnightly Farmer's Market who require access to electricity. Noting this will be approximately 2 – 3 primarily food stall/traders who will also require a food business registration. Furthermore public notice of the establishment of this fee be given in accordance with Section 6.19 of the Local Government Act. 3. Note the existing exemption of stall holder fees for stalls at the Blackwood River Markets (noting food stalls/traders require a food business registration and direct the CEO to undertake an audit of the insurance requirements and provisions of the Blackwood River Markets. 	M Richards	<p>November 2021 Advertising of new fee occurred 17 November 2021.</p> <p>December 2021 The audit of the insurance requirements and provisions of the Blackwood River Markets has yet to commence.</p> <p>January 2022 No progress from last month</p> <p>February 2022 No progress since last update</p> <p>March 2022 LGIS (Shire's insurers) has commenced a risk assessment of the river markets and will provide a report within next 2 weeks.</p> <p>April 2022 Awaiting report from LGIS.</p>	<p>June 2022 Awaiting report from LGIS.</p>	
C.16/1121c Youth Services Advisory Committee	<p>That in the forthcoming review of the Workforce Plan the CEO assess and report on the resourcing issues required to service the Youth Services Advisory Committee, including administering the Committee and implementing any Committee recommendations and actions from the Youth Plan once revised.</p>	T Clynych	<p>December 2021 Workforce Plan preparation yet to commence</p> <p>January 2022 No progress since last report</p> <p>February 2022 No progress since last update</p>	<p>June 2022 Resourcing requirements of this committee is being considered in a current organisational structure review.</p>	

			March 2022 Review of the workforce plan has commenced.	
C.17/1121c Bridgetown- Greenbushes Cultural Inclusion Advisory Committee	That in the forthcoming review of the Workforce Plan the CEO assess and report on the resourcing issues required to service the Cultural Inclusion Advisory Committee, including administering the Committee and implementing any Committee recommendations and actions.	T Clynch	December 2021 Workforce Plan preparation yet to commence January 2022 No progress since last report February 2022 No progress since last update March 2022 Review of the workforce plan has commenced.	June 2022 Resourcing requirements of this committee is being considered in a current organisational structure review.
C.11/1221 Review of Plantation Applications Town Planning Scheme Policy	That Council adopt the draft revised Plantation Applications Town Planning Scheme Policy TP.1, as per Attachment 7, and direct the Chief Executive Officer to proceed to public consultation in accordance with Clause 7.6.2 of Town Planning Scheme No.4, with a report and feedback to be presented to a future meeting of Council.	T Clynch	January 2022 Actioning of this resolution has been deferred to late January due to the commencement of the new Senior Planner in mid-January February 2022 Advertising to commence next week with closing date for submissions being 23 March 2022. March 2022 Submission period ends 23.3.22 after which a report will be prepared for either the April or May Council meeting. April 2022 Submissions being assessed.	June 2022 No update from last report
C.09/0122 Request to Change Purpose of Reserve to Facilitate Development of a Bush Fire Museum	That Council: 1 .Pursuant to Clause 3.2.5 of Town Planning Scheme No. 4, determines that the proposed Use Not Listed – Museum on Lot 7960, Reserve 24611 South Western Highway, Yornup is consistent with the objective of the Community Zone and Town Planning Scheme No. 4 and may be considered for development approval subject to public consultation and detailed assessment. 2. Directs the Chief Executive Officer to undertake necessary public consultation in relation to Point 1 above.	T Clynch	February 2022 Public consultation process to commence shortly. March 2022 Commencement of the public consultation and Government referral processes has been delayed due to workload but is expected to commence by 1 st week of April. April 2022 The process for reserve reclassification has commenced.	June 2022 A meeting was held with the proponents and advice received was that a revised proposal is being developed. This proposal is yet to be received.

	<p>3. Authorises the CEO to, concurrent with the planning assessment of the development application for Lot 7960, Reserve 24611 South Western Highway, Yornup, submit an application to the Department of Planning Lands and Heritage (DPLH) for changing the purpose of the reserve to a use that allows development of a museum.</p> <p>4. Grants delegated authority to the Chief Executive Officer to determine the development application and reserve reclassification, where no objections are received, subject to appropriate conditions.</p>		<p>May 2022 Advice has been received from DPLH that this reserve is currently being assessed for inclusion in the Noongar Land Estate (refer separate item in May Council agenda) and that process will have to be completed before any consideration of the reserve reclassification can occur.</p>	
<p>C.10/0122c 24 Hour Free Caravan Parking Trial</p>	<p>1. Endorse a 24 hour free camping trial for two (2) self-contained motor homes and caravans in the dedicated caravan parking bays within the Bridgetown Railway Reserve car park for a 3 month period commencing 1 March 2022 and concluding 31 May 2022.</p> <p>2. Direct the CEO to install temporary signage at the location advising details of the trial period; inviting patrons to leave their local receipts and invoices from goods and services purchased and provide a depository for those receipts and invoices.</p> <p>3. Direct the CEO provide a report back to the June Council meeting advising of the impact of the trial period to assist in future decision making regarding permanent 24 hour free camping for caravans and motor homes in the Town Square.</p>	<p>M Richards</p>	<p>February 2022 Signage and depository being ordered with trial to commence once installed. March 2022 Signage and depository installed. April 2022 Trial continuing May 2022 Trial ends 31.5.22.</p>	<p>June 2022 The trial has ended and assessment of deposited receipts is occurring to inform a report to Council in July. Feedback from potential impacts on the commercial caravan parks will also be sought to inform the report.</p>
<p>C.10/0222 Greenbushes Youth Precinct Community Consultation Report</p>	<p>That Council:</p> <p>1. Notes and receives the Greenbushes Youth Precinct Community Consultation report, including the revised budget as per Attachment 10.</p> <p>2. Determine to progress the Greenbushes Youth Precinct project to concept plan and cost estimates based on the outcomes</p>	<p>M Richards</p>	<p>March 2021 Skate Sculpture has been engaged to prepare the concept design April 2022 Concept design underway. May 2022 Concept planning still occurring</p>	<p>June 2022 Concept planning still occurring.</p>

	<p>outlined in the Greenbushes Youth Precinct Community Consultation Report using the capital program budget allocation for the Greenbushes Youth Precinct of \$15,000.</p> <p>3. Amends its 2021/22 budget to transfer the sum of \$15,000 from Account 1349140-22IN to Account 1340260-PJ109.</p>				
<p>C.04/0322 Consideration of Recommendation from Annual General Meeting of Electors – Bridgetown CBD Parking</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Conducts a review of the parking situation in the Bridgetown CBD, incorporating street parking and off-road parking, including loading bays. 2. Request the CEO to assess the capacity of Ranger Services to conduct parking patrols on a regular but infrequent basis, with emphasis on illegal parking and report back via the review of the Workforce Plan due to be completed by June 2022. 3. Request the CEO to investigate the area in front of Westpac Bank for provision of a disabled parking bay. 	T Clynch	<p>April 2022 Not commenced</p>	<p>June 2022 Preliminary assessment of the footpath in front of the Westpac Bank has occurred and concept plans are being prepared.</p>	
<p>C.05/0322 Consideration of Recommendation from Annual General Meeting of Electors – Peninsula Road Speed Limit</p>	<p>That Council seek the support of the Minister for Transport to review the decision by Main Roads Western Australia not to reduce the speed limit along Peninsula Road from South Western Highway to Maslin Reserve.</p>	P St John	<p>April 2022 Letter sent to Minister May 2022 Awaiting response from Minister</p>	<p>June 2022 Still awaiting response from Minister</p>	
<p>C.06/0322a Consideration of Recommendation from Annual General Meeting of Electors – Access to Rail Corridor</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Direct the CEO to engage with the Public Transport Authority requesting consideration towards introducing measures to increase fire access for fire crews along the railway corridor within the Shire of Bridgetown-Greenbushes 2. Request the Public Transport Authority conduct a 	T Clynch	<p>April 2022 Not commenced May 2022 Photographic evidence of need for fire mitigation works and mapping is being prepared in order to support the requests to the PTA.</p>	<p>June 2022 A meeting has been held with a consultant acting for Arc Infrastructure about possible enhanced mitigation works on the railway reserve.</p>	

	higher degree of fire mitigation works on railway reserves within the Shire of Bridgetown-Greenbushes.			
C.10/0322a Fencing Local Law	That Council amends its Fencing Local Law to introduce a requirement for electrification of fencing along road reserves being inside of the fence line.	T Clynych	April 2022 Not commenced May 2022 Amendment Local Law will be presented to June Council Meeting.	June 2022 Due to other urgent matters the item will now be presented to the July Council meeting.
C.12/0322 Project Scope - Art Exhibition, Event and Artist in Residence Space at Bridgetown Railway Station	That Council: 1. Endorse the project scope for the business case for the Bridgetown Railway Station to be operated as an art exhibition, event, and artist in residence space. 2. Amend Account 1370060 – Job No. PJ100 'Bridgetown Arts Centre Business Plan by increasing the budget allocation by the sum of \$2,000, from \$20,000 to \$22,000.	M Richards	April 2022 Not commenced May 2022 Preliminary discussions have been held with consultant	June 2022 A start-up meeting has been held with the consultant. Currently identifying key stakeholders for the consultant to engage with.
C.20/0322 Recommendations from the Cultural Awareness Advisory Committee	That Council: 1. Endorse the change of name of this committee from the Cultural Awareness Committee to the Cultural Inclusion Committee. 2. Endorse the appointment of Jaye Herring as a representative on the Cultural Awareness Advisory Committee to fill the position of a person that identifies as an Aboriginal and/or Torres Strait Islander. 3. Endorse an annual budget allocation of \$10,000 to be used by the committee as seed funding for grants, projects, programs and events including Harmony Week and NAIDOC Week. 4. Direct the CEO to investigate the process and cost associated with dual naming of the Blackwood River (Goorbilyup) and report the findings back to Council by the May Council Meeting. 5. That the Shire provide a standard Acknowledgement	M Richards	April 2022 Parts 4 and 5 of the resolution are being progressed. May 2022 Part 3 – An allocation for \$10,000 has been included as part of the annual review of the Corporate Business Plan.	June 2022 The Committee is working on Parts 4 and 5 for reporting back to Council.

	of Country to be offered for use within the Shire by community groups, private and business functions in consultation with Local Aboriginal Elder Sandra Hill and report back to Council.				
C.05/0422 Stanifer Street 40km/h Speed 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	May 2022 Traffic counter has been setup on Stanifer St and will record data for 2 weeks.	June 2022 Traffic counter data being processed for submittal to MRWA.	
C.16/0422 Proposed Motor Vehicle Repair Station	<ol style="list-style-type: none"> 1. The application be deferred to the next Ordinary Meeting of the Council, and 2. Further investigation occur to determine whether a non-conforming use right exists on the property and this information be provided to the Council for its further consideration 	C Bonnie	May 2022 Owner Mr Hesketh has been unable to prepare and submit Statutory Declaration until he fully recovers. The Statutory Declaration was deemed to be essential in determining whether non-conforming use rights exist on the property. The report will therefore have to be submitted to the June Council meeting instead.	June 2022 Report is scheduled for inclusion in June Council agenda.	
C.17/0422 Nairnup Road Land Acquisition	<ol style="list-style-type: none"> 1. Direct the CEO to commence formal negotiations with the owners of Lot 7919 Tweed Road, Glenlynn, for the purchase of a 486 sq. m portion of this lot, for the purpose of creating a new alignment for a portion of Nairnup Road. 2. Note a further report be presented to Council on the conclusion of this negotiation. 	S Alexander	May 2022 Letter posted to land owners	June 2022 Awaiting response from land owners.	
C.03/0522 Verge Information Sheet	That a Verge Information sheet is prepared outlining all regulations pertaining to trees, allowable plantings, maintenance responsibilities etc. and information from the Sustainability Advisory Committee on the value of street trees and that this be included with Rates Notices for the 2022/23 year. The sheet is to be one page, easy to read, visual and clear.	P St. John		May 2022 Discussion on the various matters relating to verges, including current related policy occurred at the June Concept Forum. An item is scheduled for inclusion in the June Council agenda.	
C.04/0522 Proposed Transfer	C.04/0522c That Council provide the following advice to the Department of Planning, Lands and	T Clynych		May 2022 Advice forwarded to DPLH.	√

<p>of Crown Land under the South West Native Title Settlement</p>	<p>Heritage (DPLH) about the possible release of land parcels under the South West Native Title Settlement process:</p> <ol style="list-style-type: none"> 1. It has no objection to the release of Lot 13281 South Western Highway, Yornup. 2. It has no objection to the release of unallocated crown land Lot 7545 Crowd Wheatley Road, Hester Brook, subject to a notice being placed on the certificate of title of this lot informing owners of this lot of the existence of agricultural activities on adjoining land and the potential land use conflicts these can cause to residential living. 3. It objects to the release of Lot 7960, Reserve 26411 South Western Highway, and Yornup due to a current development proposal for a bush fire museum being considered for this land. 4. It objects to the release of Reserve 1929 South Western Highway, Greenbushes due to the land being currently considered for transfer to the Shire of Bridgetown-Greenbushes together with the adjacent reserve comprising the former water catchment dams. 5. Council brings to the attention of the DPLH that Lot 723, Reserve 6703, Maranup being considered for release hasn't any road access and is extensively forested with any future development necessitating significant clearing. 6. Council brings to the attention of the DPLH that the following land parcels being considered for release are all extensively forested with any future development necessitating significant clearing: <ul style="list-style-type: none"> • 2 parcels of unallocated crown land and a closed road on Lew Road, Wandillup • Lot 11709, Reserve 20861 South Western Highway, Glenlynn • 2 parcels of unallocated crown land on 				
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	<p style="text-align: center;">Glentulloch Road, Sunnyside</p> <p>7. Council brings to the attention of the DPLH that the 7 unallocated crown land lots and 2 closed roads north-west of the Greenbushes Cemetery being considered for release are all within the Talison Lithium mine site and have no road access or frontage.</p>																						
<p>C.09/0522 Levying Rates in 2022/23 – Setting the Rates in the Dollar and Minimum Payments</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. After consideration of its Strategic Community Plan and Corporate Business Plan fund the estimated budget deficiency of \$5.135m by applying differential rates when drafting the 2022/23 Annual Budget. 2. Note an additional \$75,000 is to be raised from the Mining Gross Rental Value (GRV) Properties rating category and this amount is to be transferred to Reserve in the 2022/23 Budget. 3. In accordance with section 6.36 of the Local Government Act 1995 endorses the advertising for public submissions on the proposed differential rates as set out in the table below, and makes available to the public Attachment 11 to this report setting out the objects and reasons for the differential rates: <table border="1" data-bbox="412 1058 976 1460"> <thead> <tr> <th>Rating Category</th> <th>Rate in \$</th> <th>Minimum Payment</th> </tr> </thead> <tbody> <tr> <td>General Gross Rental Value (GRV) Properties</td> <td>9.5823 cents</td> <td>\$1,037.00</td> </tr> <tr> <td>Mining Gross Rental Value (GRV) Properties</td> <td>18.7286 cents</td> <td>\$1,037.00</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Rural Unimproved Value (UV) Properties</td> <td>0.5845 cents</td> <td>\$1,286.00</td> </tr> <tr> <td>Mining Unimproved Value (UV) Properties</td> <td>7.0120 cents</td> <td>\$383.00</td> </tr> </tbody> </table>	Rating Category	Rate in \$	Minimum Payment	General Gross Rental Value (GRV) Properties	9.5823 cents	\$1,037.00	Mining Gross Rental Value (GRV) Properties	18.7286 cents	\$1,037.00				Rural Unimproved Value (UV) Properties	0.5845 cents	\$1,286.00	Mining Unimproved Value (UV) Properties	7.0120 cents	\$383.00	<p>M Larkworthy</p>		<p>May 2022 Advertising in process.</p>	
Rating Category	Rate in \$	Minimum Payment																					
General Gross Rental Value (GRV) Properties	9.5823 cents	\$1,037.00																					
Mining Gross Rental Value (GRV) Properties	18.7286 cents	\$1,037.00																					
Rural Unimproved Value (UV) Properties	0.5845 cents	\$1,286.00																					
Mining Unimproved Value (UV) Properties	7.0120 cents	\$383.00																					

	<p>4. Direct the CEO to:</p> <ul style="list-style-type: none"> • report back to Council any public submissions in relation to the proposed differential rates; • seek the approval of the Minister to impose in 2022/23 a differential Mining UV rate which is more than twice the lowest general differential UV rat 				
<p>C.12/0522 Blackwood Ridge Nature Park - Application for a Nature Based Caravan Park</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Grant in principle support for the use and development of RSN 52 (Lot 8480) P.253881 Walter Willis Road, Hester Brook for the purpose of Nature Based Camping Ground subject to the Applicant providing an updated: <ul style="list-style-type: none"> • Operational Management Plan in accordance with the Nature Based Parks Licencing Guidelines for Developers and Local Government; • Bushfire Management Plan; and • Bushfire Emergency Evacuation Plan to incorporate all the modifications that have been identified through the assessment process and summary of submissions supporting this development application. 2. Delegate Authority to the CEO to issue a development approval and determine conditions upon finalisation of the management plans referred to in part 1 of this resolution. 	L Guthridge		<p>May 2022 Awaiting receipt of the management plans before development approval can be considered.</p>	
<p>C.13/0522 Geegelup Mountain Bike Trail Network and Bridgetown</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the recommendation from its Trails Development Advisory Committee to proceed with the planning of the Geegelup Mountain Bike Trail Network. 	M Richards		<p>May 2022 Consultant has been appointed.</p>	

Tourism App	<ol style="list-style-type: none"> 2. Note the estimated cost of the planning of the Geegelup Mountain Bike Trail Network is \$50,000 (ex-GST). 3. Accept the \$25,000 (ex GST) external funding from the Department of Local Government Sport and Cultural Industries to cover one-half the cost of planning the Geegelup Mountain Bike Trail Network to the point of detailed design. 4. Fund its contribution to the planning of the Geegelup Mountain Bike Trail Network project by transferring the sum of \$25,000 from the Trails Reserve. 5. In light of Parts 1-4 above, approve a 2021/22 budget amendment by increasing the 'materials and components' allocation for Account 31RA (Local Community Trails & Paths Projects) from \$23,243 to \$73,243. 6. Note the results of the investigation into the development of a Shire specific Tourist App and determine not to proceed with this project at this time. 7. Include the \$50,000 expenditure for the planning of the Geegelup Mountain Bike Trail Network in the financial summary pages of the new Corporate Business Plan 2022-26. 				
SpC.01/0622b Outsourcing of Management of the Visitor Centre	That Council discontinue planning and implementing of the proposal to outsource management of the visitor centre to the Bridgetown Community Resource Centre.	T Clynch		June 2022 The decision has been noted by the CRC Board. No further action on this resolution is required.	√
SpC.01/0622e & f	<p>That no further investigation into outsourcing of management of the visitor centre occurs and that the management of the visitor centre continue under a Shire managed model.</p> <p>That the CEO report back to Council as part of the 2022/23 budget process on options for service delivery at the visitor centre under a Shire managed model, including details on the cost implications associated with any change in current service expectations.</p>	T Clynch		June 2022 A councillor briefing was provided at the June Concept Forum and a confidential item is scheduled for presentation to the June Council meeting.	



SHIRE OF BRIDGETOWN-GREENBUSHES

MONTHLY FINANCIAL REPORT

For the Period Ended 31 May 2022

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

October 2021

February 2022 (Budget Review)

April 2022

July 2022

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Program)
For the Period Ended 31 May 2022

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
	\$	\$	\$	\$	%
Operating Revenues					
Governance	1,169	1,040	1,119	79	7.59%
General Purpose Funding - Rates	4,980,403	4,973,891	4,969,174	(4,717)	(0.09%)
General Purpose Funding - Other	880,238	880,235	2,295,514	1,415,279	160.78%
Law, Order and Public Safety	1,265,954	479,036	392,623	(86,413)	(18.04%)
Health	12,100	12,088	10,194	(1,894)	(15.67%)
Education and Welfare	710	590	786	196	33.26%
Housing	15,564	13,749	13,638	(111)	(0.81%)
Community Amenities	1,189,407	1,172,899	1,196,701	23,802	2.03%
Recreation and Culture	3,199,050	2,247,005	1,199,237	(1,047,768)	(46.63%)
Transport	3,552,370	2,152,807	786,625	(1,366,182)	(63.46%)
Economic Services	259,707	113,591	132,052	18,461	16.25%
Other Property and Services	361,041	181,334	191,071	9,737	5.37%
Total Operating Revenue	15,717,713	12,228,265	11,188,733	(1,039,532)	
Operating Expenses					
Governance	(1,226,293)	(1,065,270)	(1,007,207)	58,063	5.45%
General Purpose Funding	(124,888)	(114,079)	(107,633)	6,446	5.65%
Law, Order and Public Safety	(1,274,303)	(1,087,391)	(892,470)	194,921	17.93%
Health	(157,589)	(135,697)	(129,257)	6,440	4.75%
Education and Welfare	(182,115)	(160,832)	(155,877)	4,955	3.08%
Housing	(58,429)	(71,774)	(68,139)	3,635	5.06%
Community Amenities	(1,895,297)	(1,692,040)	(1,550,336)	141,704	8.37%
Recreation and Culture	(3,318,040)	(2,942,450)	(2,176,629)	765,821	26.03%
Transport	(3,859,022)	(3,522,205)	(3,293,105)	229,100	6.50%
Economic Services	(742,086)	(670,748)	(577,043)	93,705	13.97%
Other Property and Services	(312,624)	(110,622)	(279,542)	(168,920)	(152.70%)
Total Operating Expenditure	(13,150,686)	(11,573,108)	(10,237,238)	1,335,870	
Funding Balance Adjustments					
Add back Depreciation	3,573,101	3,273,840	3,273,840	0	
Adjust (Profit)/Loss on Asset Disposal	8 66,239	67,239	67,446	207	
Less Grants Recognised in Prior Year	0	0	0	0	
Adjust Provisions and Accruals	0	0	510	510	
Net Cash from Operations	6,206,367	3,996,236	4,293,290	297,054	
Capital Revenues					
Proceeds from Disposal of Assets	8 118,047	22,847	8,047	(14,800)	
Total Capital Revenues	118,047	22,847	8,047	(14,800)	
Capital Expenses					
Land and Buildings	(3,171,594)	(2,381,552)	(570,390)	1,811,162	76.05%
Infrastructure - Roads	(3,545,348)	(2,994,886)	(1,067,206)	1,927,680	64.37%
Infrastructure - Footpaths	(5,000)	(5,000)	0	5,000	100.00%
Infrastructure - Drainage	(120,113)	(103,196)	(38,259)	64,937	62.93%
Infrastructure - Parks and Ovals	(1,291,184)	(1,272,998)	(1,035,005)	237,993	18.70%
Infrastructure - Bridges	(386,621)	(26,621)	(26,621)	(0)	(0.00%)
Infrastructure - Other	(127,080)	(127,080)	(4,871)	122,209	96.17%
Plant and Equipment	(747,160)	(207,035)	(114,076)	92,959	44.90%

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Program)
For the Period Ended 31 May 2022

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Capital Expenses (Continued)						
Furniture and Equipment		(32,294)	(32,294)	(7,047)	25,247	78.18%
Total Capital Expenditure	9	(9,426,394)	(7,150,662)	(2,863,475)	4,287,187	
Net Cash from Capital Activities		(9,308,347)	(7,127,815)	(2,855,428)	4,272,387	
Financing						
Transfer from Reserves	7	1,346,789	324,136	324,136	0	
Repayment of Debentures	10	(181,402)	(90,007)	(90,007)	0	
Principal of Lease payments	10	(44,595)	(41,993)	(41,993)	0	
Transfer to Reserves	7	(752,009)	(8,677)	(8,677)	0	
Net Cash from Financing Activities		368,783	183,458	183,458	0	
Net Operations, Capital and Financing		(2,733,197)	(2,948,121)	1,621,320	4,569,441	
Opening Funding Surplus(Deficit)	2	2,733,197	2,733,197	2,733,197	0	
Closing Funding Surplus(Deficit)	2	0	(214,924)	4,354,517	4,569,441	

In accordance with Council's variance policy explanation of material variances are reported at sub program level.

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

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 May 2022

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Operating Revenues						
Rates	11	4,846,043	4,846,043	4,848,890	2,847	0.06%
Operating Grants, Subsidies and Contributions		2,040,360	1,826,843	2,749,108	922,265	50.48%
Grants, Subsidies and Contributions for the Development of Assets		6,496,153	3,558,292	1,494,899	(2,063,393)	(57.99%)
Fees and Charges		1,789,136	1,732,223	1,800,130	67,907	3.92%
Interest Earnings		51,300	49,788	51,776	1,988	3.99%
Other Revenue		493,021	214,376	243,436	29,060	13.56%
Profit on Disposal of Assets	8	1,700	700	494	(206)	(29.42%)
Total Operating Revenue		15,717,713	12,228,265	11,188,733	(1,039,532)	
Operating Expenses						
Employee Costs		(4,999,986)	(4,324,482)	(4,177,439)	147,043	3.40%
Materials and Contracts		(3,559,077)	(3,034,644)	(1,910,595)	1,124,049	37.04%
Utility Charges		(297,960)	(272,936)	(247,336)	25,600	9.38%
Depreciation on Non-Current Assets		(3,573,101)	(3,271,294)	(3,273,840)	(2,546)	(0.08%)
Interest Expenses		(65,139)	(33,740)	(34,220)	(480)	(1.42%)
Insurance Expenses		(289,044)	(289,002)	(288,363)	639	0.22%
Other Expenditure		(298,440)	(279,071)	(237,505)	41,566	14.89%
Loss on Disposal of Assets	8	(67,939)	(67,939)	(67,940)	(1)	(0.00%)
Total Operating Expenditure		(13,150,686)	(11,573,108)	(10,237,238)	1,335,870	
Funding Balance Adjustments						
Add back Depreciation		3,573,101	3,273,840	3,273,840	0	
Adjust (Profit)/Loss on Asset Disposal	8	66,239	67,239	67,446	207	
Less Grants Recognised in Prior Year		0	0	0	0	
Adjust Provisions and Accruals		0	0	510	510	
Net Cash from Operations		6,206,367	3,996,236	4,293,290	297,054	
Capital Revenues						
Proceeds from Disposal of Assets	8	118,047	22,847	8,047	(14,800)	
Total Capital Revenues		118,047	22,847	8,047	(14,800)	
Capital Expenses						
Land and Buildings		(3,171,594)	(2,381,552)	(570,390)	1,811,162	76.05%
Infrastructure - Roads		(3,545,348)	(2,994,886)	(1,067,206)	1,927,680	64.37%
Infrastructure - Footpaths		(5,000)	(5,000)	0	5,000	100.00%
Infrastructure - Drainage		(120,113)	(103,196)	(38,259)	64,937	62.93%
Infrastructure - Parks and Ovals		(1,291,184)	(1,272,998)	(1,035,005)	237,993	18.70%
Infrastructure - Bridges		(386,621)	(26,621)	(26,621)	(0)	(0.00%)
Infrastructure - Other		(127,080)	(127,080)	(4,871)	122,209	96.17%
Plant and Equipment		(747,160)	(207,035)	(114,076)	92,959	44.90%
Furniture and Equipment		(32,294)	(32,294)	(7,047)	25,247	78.18%
Total Capital Expenditure	9	(9,426,394)	(7,150,662)	(2,863,475)	4,287,187	
Net Cash from Capital Activities		(9,308,347)	(7,127,815)	(2,855,428)	4,272,387	

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 May 2022

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Financing						
Transfer from Reserves	7	1,346,789	324,136	324,136	0	
Repayment of Debentures	10	(181,402)	(90,007)	(90,007)	0	
Principal of Lease payments	10	(44,595)	(41,993)	(41,993)	0	
Transfer to Reserves	7	(752,009)	(8,677)	(8,677)	0	
Net Cash from Financing Activities		368,783	183,458	183,458	0	
Net Operations, Capital and Financing		(2,733,197)	(2,948,121)	1,621,320	4,569,441	
Opening Funding Surplus(Deficit)	2	2,733,197	2,733,197	2,733,197	0	
Closing Funding Surplus(Deficit)	2	0	(214,924)	4,354,517	4,569,441	

In accordance with Council's variance policy explanation of material variances are reported at sub program level.

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

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 31 May 2022

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	%	
Operating Revenues						
Governance						
Members of Council	850	800	944	144	17.96%	
Other Governance	319	240	175	(65)	(26.94%)	
General Purpose Funding - Rates						
Rates	4,980,403	4,973,891	4,969,174	(4,717)	(0.09%)	
Other General Purpose Funding	880,238	880,235	2,295,514	1,415,279	160.78%	▲
Law, Order and Public Safety						
Fire Prevention	1,213,004	433,158	344,733	(88,425)	(20.41%)	▼
Animal Control	29,250	28,017	35,457	7,440	26.55%	▲
Other Law, Order and Public Safety	23,700	17,861	12,433	(5,428)	(30.39%)	▼
Health						
Prev Services - Inspection and Admin	12,100	12,088	10,194	(1,894)	(15.67%)	▼
Education and Welfare						
Other Education	710	590	786	196	33.26%	
Aged and Disabled - Other	0	0	0	0		
Housing						
Staff Housing	15,564	13,749	13,638	(111)	(0.81%)	
Community Amenities						
Sanitation - General Refuse	1,077,413	1,067,846	1,098,237	30,391	2.85%	
Sanitation - Other	100	100	460	360	360.00%	
Sewerage	15,080	13,816	15,444	1,628	11.79%	▲
Urban Stormwater Drainage	11,364	11,364	0	(11,364)	(100.00%)	▼
Town Planning and Regional Develop	58,700	55,852	57,727	1,875	3.36%	
Other Community Amenities	26,750	23,921	24,833	912	3.81%	
Recreation and Culture						
Public Halls and Civic Centres	643,157	642,482	7,690	(634,792)	(98.80%)	▼
Other Recreation and Sport	1,549,030	1,097,922	945,097	(152,825)	(13.92%)	▼
Libraries	22,434	21,912	17,993	(3,919)	(17.88%)	▼
Heritage	983,029	483,289	227,296	(255,993)	(52.97%)	▼
Other Culture	1,400	1,400	1,160	(240)	(17.13%)	
Transport						
Streets and Road Construction	3,235,878	1,937,897	571,971	(1,365,926)	(70.48%)	▼
Streets and Road Maintenance	252,102	214,766	214,599	(167)	(0.08%)	
Parking Facilities	64,290	44	55	11	25.00%	
Traffic Control	100	100	0	(100)	(100.00%)	
Economic Services						
Tourism and Area Promotion	161,751	29,685	28,345	(1,340)	(4.52%)	
Building Control	54,221	50,509	68,409	17,900	35.44%	▲
Economic Development	15,285	5,235	656	(4,579)	(87.47%)	▼
Other Economic Services	28,450	28,162	34,643	6,481	23.01%	▲
Other Property and Services						
Private Works	73,100	61,960	63,288	1,328	2.14%	
Plant Operation Costs	26,000	23,913	25,586	1,673	7.00%	
Salaries and Wages	20,000	15,000	20,181	5,181	34.54%	▲
Corporate Services Department	19,440	19,440	19,439	(1)	(0.00%)	
Admin and Finance Activity Units	250	220	947	727	330.35%	

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 31 May 2022

	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Note	\$	\$	\$	\$	%	
Operating Revenues (Continued)						
Development Services Department	60,055	46,037	46,038	1	0.00%	
Unclassified	159,346	11,914	12,742	828	6.95%	
Total Operating Revenue	15,717,713	12,228,265	11,188,733	(1,039,532)		
Operating Expenses						
Governance						
Members of Council	(392,652)	(355,533)	(335,501)	20,032	5.63%	▲
Other Governance	(833,641)	(709,737)	(671,706)	38,031	5.36%	▲
General Purpose Funding						
Rates	(124,189)	(113,780)	(107,309)	6,471	5.69%	▲
Other General Purpose Funding	(699)	(299)	(325)	(26)	(8.58%)	
Law, Order and Public Safety						
Fire Prevention	(1,138,041)	(964,682)	(789,999)	174,683	18.11%	▲
Animal Control	(71,074)	(63,244)	(54,826)	8,418	13.31%	▲
Other Law, Order and Public Safety	(65,188)	(59,465)	(47,645)	11,820	19.88%	▲
Health						
Maternal and Infant Health	(3,500)	(3,500)	0	3,500	100.00%	▲
Prev Services - Inspection and Admin	(143,227)	(122,462)	(119,375)	3,087	2.52%	
Preventative Services - Pest Control	0	0	0	0		
Preventative Services - Other	(10,862)	(9,735)	(9,882)	(147)	(1.51%)	
Education and Welfare						
Other Education	(29,269)	(26,868)	(23,682)	3,186	11.86%	▲
Care of Families and Children	(85,292)	(77,071)	(75,318)	1,753	2.28%	
Aged and Disabled - Other	(40,176)	(30,971)	(31,993)	(1,022)	(3.30%)	
Other Welfare	(27,378)	(25,922)	(24,884)	1,038	4.00%	
Housing						
Staff Housing	(58,429)	(71,774)	(68,139)	3,635	5.06%	▲
Community Amenities						
Sanitation - General Refuse	(980,767)	(888,235)	(819,775)	68,460	7.71%	▲
Sanitation - Other	(54,532)	(49,477)	(37,797)	11,680	23.61%	▲
Sewerage	(38,708)	(34,671)	(36,352)	(1,681)	(4.85%)	
Urban Stormwater Drainage	(202,282)	(185,750)	(160,039)	25,711	13.84%	▲
Protection of Environment	(69,969)	(57,926)	(61,248)	(3,322)	(5.73%)	▼
Town Planning and Regional Develop	(296,765)	(258,188)	(232,198)	25,990	10.07%	▲
Other Community Amenities	(252,274)	(217,793)	(202,926)	14,867	6.83%	▲
Recreation and Culture						
Public Halls and Civic Centres	(140,238)	(126,455)	(114,403)	12,052	9.53%	▲
Swimming Areas and Beaches	(18,084)	(15,396)	(13,839)	1,557	10.11%	▲
Other Recreation and Sport	(2,260,497)	(1,951,178)	(1,599,197)	351,981	18.04%	▲
Television and Radio Re-Broadcasting	(9,108)	(8,603)	(7,365)	1,238	14.39%	▲
Libraries	(439,030)	(397,392)	(372,011)	25,381	6.39%	▲
Heritage	(402,160)	(397,647)	(50,721)	346,926	87.24%	▲
Other Culture	(48,923)	(45,779)	(19,093)	26,686	58.29%	▲
Transport						
Streets and Road Maintenance	(3,831,838)	(3,496,582)	(3,276,742)	219,840	6.29%	▲

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 31 May 2022

	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Note	\$	\$	\$	\$	%	
Operating Expenses (Continued)						
	(21,409)	(20,248)	(12,189)	8,059	39.80%	▲
	(4,775)	(4,375)	(3,175)	1,200	27.44%	▲
	(1,000)	(1,000)	(1,000)	0	0.00%	
Economic Services						
	(382,904)	(343,091)	(289,460)	53,631	15.63%	▲
	(184,959)	(163,289)	(157,803)	5,486	3.36%	
	(136,743)	(127,544)	(103,400)	24,144	18.93%	▲
	(37,480)	(36,824)	(26,379)	10,445	28.36%	▲
Other Property and Services						
	(68,734)	(61,370)	(62,225)	(855)	(1.39%)	
	0	6,014	(5,785)	(11,799)	(196.19%)	▼
	0	7,583	5,117	(2,466)	(32.52%)	▼
	0	13,592	(93,341)	(106,933)	(786.73%)	▼
	0	(9,304)	(8,346)	958	10.29%	
	0	1,703	(56,020)	(57,723)	(3389.48%)	▼
	(20,000)	(18,326)	(2,526)	15,800	86.22%	▲
	(4,000)	4,150	22,558	18,408	443.55%	▲
	0	30,070	44,947	14,877	49.48%	▲
	0	9,390	17,050	7,660	81.57%	▲
	0	0	0	0		
	(60,055)	(42,602)	(5,287)	37,315	87.59%	▲
	(2,850)	9,945	(6,086)	(16,031)	(161.19%)	▼
	(156,985)	(61,467)	(129,598)	(68,131)	(110.84%)	▼
Total Operating Expenditure	(13,150,686)	(11,573,108)	(10,237,238)	1,335,870		
Funding Balance Adjustments						
	3,573,101	3,273,840	3,273,840	0		
8	66,239	67,239	67,446	207		
	0	0	0	0		
	0	0	510	510		
Net Cash from Operations	6,206,367	3,996,236	4,293,290	297,054		
Capital Revenues						
8						
	6,200	0	0	0		
	4,747	4,747	4,747	(0)	(0.00%)	
	15,100	15,100	0	(15,100)	(100.00%)	▼
	3,000	3,000	3,300	300	10.00%	
	89,000	0	0	0		
Total Capital Revenues	118,047	22,847	8,047	(14,800)		

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting by Sub Program)
For the Period Ended 31 May 2022

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Capital Expenses							
Governance							
Other Governance		(223,011)	(189,457)	(66,233)	123,224	65.04%	▲
Law, Order and Public Safety							
Fire Prevention		(626,975)	(46,950)	(42,793)	4,157	8.85%	▲
Community Amenities							
Sanitation - General Refuse		(83,617)	(83,617)	(33,708)	49,909	59.69%	▲
Urban Stormwater Drainage		(120,113)	(103,196)	(38,259)	64,937	62.93%	▲
Town Planning & Regional Develop		(26,000)	(26,000)	0	26,000	100.00%	▲
Other Community Amenities		(10,000)	(10,000)	(8,655)	1,345	13.45%	▲
Recreation and Culture							
Public Halls and Civic Centres		(815,952)	(646,116)	(7,885)	638,231	98.78%	▲
Other Recreation and Sport		(1,733,507)	(1,707,321)	(1,195,637)	511,684	29.97%	▲
Library		(10,000)	(10,000)	0	10,000	100.00%	▲
Heritage		(972,000)	(971,998)	(303,054)	668,944	68.82%	▲
Transport							
Streets and Road Construction		(3,960,649)	(3,050,187)	(1,118,252)	1,931,935	63.34%	▲
Road Plant Purchases		(547,510)	(57,510)	(32,260)	25,250	43.91%	▲
Parking Facilities		(68,240)	(68,240)	(4,871)	63,369	92.86%	▲
Economic Services							
Tourism and Area Promotion		(201,320)	(152,570)	(3,896)	148,674	97.45%	▲
Other Property and Services							
Unclassified		(27,500)	(27,500)	(7,973)	19,527	71.01%	▲
Total Capital Expenditure	9	(9,426,394)	(7,150,662)	(2,863,475)	4,287,187		
Net Cash from Capital Activities		(9,308,347)	(7,127,815)	(2,855,428)	4,272,387		
Proceeds from New Debentures	10	0	0	0	0		
Transfer from Reserves	7	1,346,789	324,136	324,136	0		
Repayment of Debentures	10	(181,402)	(90,007)	(90,007)	0		
Principal of Lease payments	10	(44,595)	(41,993)	(41,993)	0		
Transfer to Reserves	7	(752,009)	(8,677)	(8,677)	0		
Net Cash from Financing Activities		368,783	183,458	183,458	0		
Net Operations, Capital and Financing		(2,733,197)	(2,948,121)	1,621,320	4,569,441		
Opening Funding Surplus(Deficit)	2	2,733,197	2,733,197	2,733,197	0		
Closing Funding Surplus(Deficit)	2	0	(214,924)	4,354,517	4,569,441		

▼Deficit ▲Surplus - Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted

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

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2022

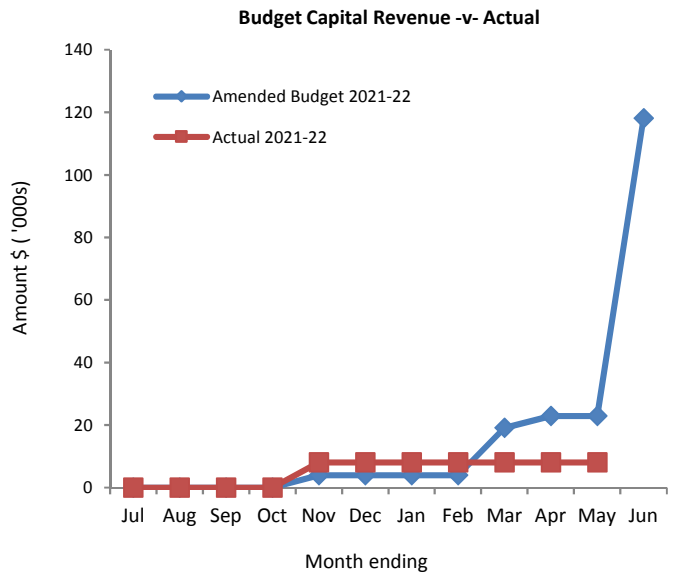
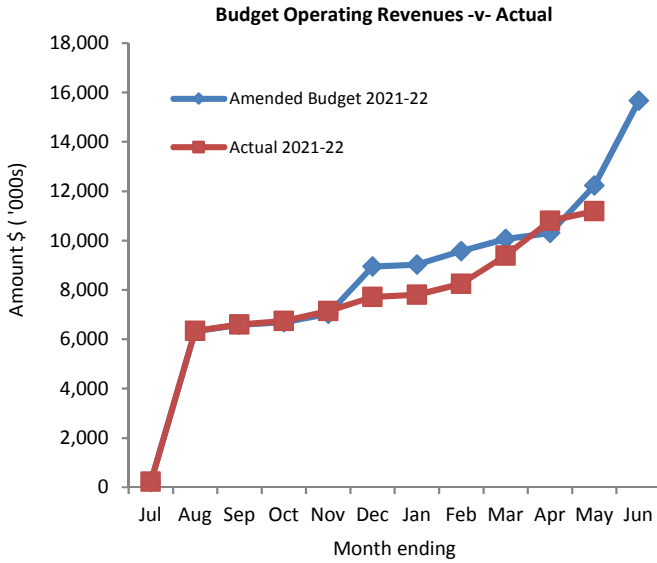
	Note	YTD 30 Apr 2022	Last Period	Actual 30 June 2021
		\$	\$	\$
Current Assets				
Cash and cash equivalents		10,600,371	9,522,814	9,065,586
Trade and other receivables		600,512	860,349	415,131
Inventories		39,132	43,935	37,765
Contract assets		318,982	318,982	86,610
Other assets		0	0	765
TOTAL CURRENT ASSETS	2	11,558,997	10,746,080	9,605,857
Non-Current Assets				
Trade and other receivables		168,263	168,263	168,263
Other financial assets		73,807	73,807	73,807
Property, plant and equipment		32,928,483	32,864,113	33,057,212
Infrastructure		166,746,990	166,599,754	167,064,913
Right-of-use assets		78,772	86,477	102,223
TOTAL NON-CURRENT ASSETS		199,996,315	199,792,414	200,466,418
TOTAL ASSETS		211,555,312	210,538,494	210,072,275
Current Liabilities				
Trade and other payables		1,045,332	634,861	932,704
Other liabilities		2,352,717	1,769,525	1,793,512
Lease liabilities	10	537	11,102	40,354
Borrowings	10	91,395	91,395	181,402
Employee related provisions		738,475	738,475	762,519
TOTAL CURRENT LIABILITIES		4,228,456	3,245,358	3,710,491
Non-Current Liabilities				
Lease liabilities	10	77,369	77,369	63,792
Borrowings	10	1,680,729	1,680,729	1,680,729
Employee related provisions		53,711	53,711	53,711
TOTAL NON-CURRENT LIABILITIES		1,811,809	1,811,809	1,798,232
TOTAL LIABILITIES		6,040,265	5,057,167	5,508,723
NET ASSETS		205,515,047	205,481,327	204,563,552
Equity				
Retained surplus		115,075,613	115,045,136	113,808,659
Reserves - cash backed	7	3,254,389	3,251,146	3,569,848
Revaluation surplus		87,185,045	87,185,045	87,185,045
TOTAL EQUITY		205,515,047	205,481,327	204,563,552

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

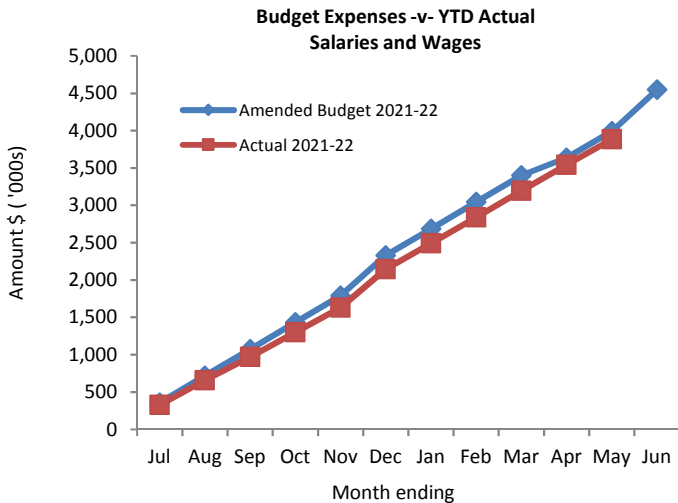
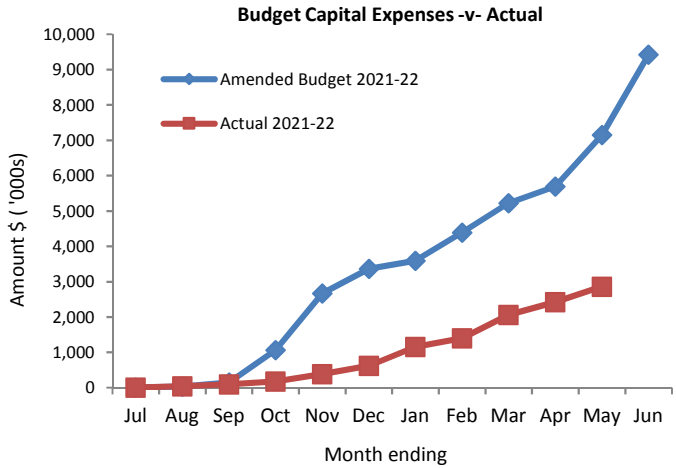
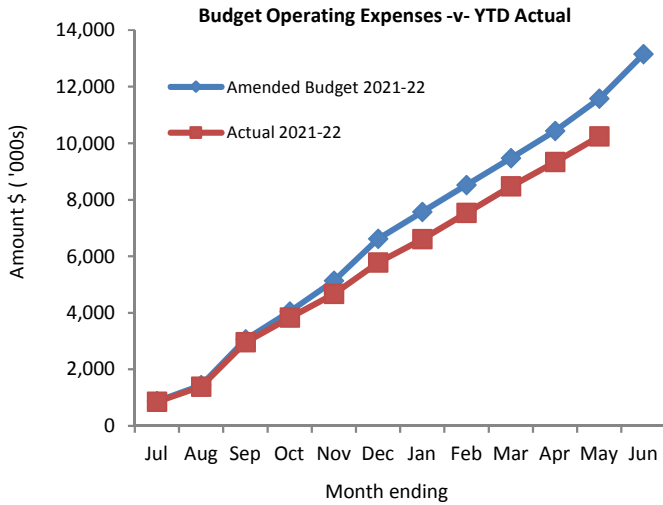
SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2022

Note 1: GRAPHICAL REPRESENTATION - Source Statement of Financial Activity

Revenues



Expenditure

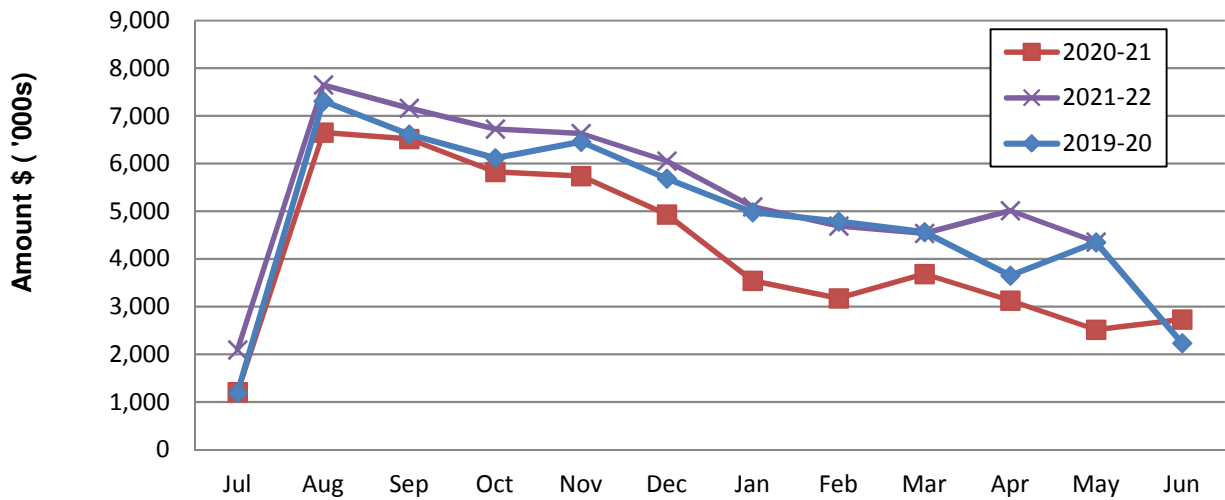


SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2022

Note 2: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 May 2022	Last Period	Actual 30 June 2021
		\$	\$	\$
Current Assets				
Cash Unrestricted	5	7,345,982	7,422,819	5,495,738
Cash Restricted	5	3,254,389	3,251,146	3,569,848
Receivables - Rates	6	221,828	270,803	136,951
Receivables - Sundry Debtors	6	289,748	64,363	210,113
Receivables - Other		407,918	463,261	155,442
Inventories		39,132	39,717	37,765
		11,558,997	11,512,109	9,605,857
Less: Current Liabilities				
Payables		(3,489,981)	(2,788,410)	(2,947,973)
Provisions		(738,475)	(738,475)	(762,519)
		(4,228,456)	(3,526,885)	(3,710,492)
Less: Cash Reserves	7	(3,254,389)	(3,251,146)	(3,569,848)
Less: Loans - Clubs/Institutions		0	0	0
Add: Current Leave Provision Cash Backed		186,433	186,242	185,923
Add: Current Loan Liability		91,933	92,848	221,757
Net Current Funding Position		4,354,517	5,013,168	2,733,197

Note 3 - Net Current Asset Position



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

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Operating Revenues					
General Purpose Funding - Rates					
Other General Purpose Funding	1,415,279	160.78%	▲	Permanent	Advanced payment of 2022-23 Financial assistance grant
Law, Order and Public Safety					
Fire Prevention	(88,425)	(20.41%)	▼	Timing	DFES operating grant \$65,161 and fire prevention non-recurrent grants \$24,796 income not recognised at this time.
Animal Control	7,440	26.55%	▲	Permanent	Dog, cat registrations and fines greater than estimated.
Other Law, Order and Public Safety	(5,428)	(30.39%)	▼	Timing	DFES SES operating income not recognised at this time.
Health					
Prev Services - Inspection and Admin	(1,894)	(15.67%)	▼	Permanent	Health licence fees less than estimated.
Community Amenities					
Sewerage	1,628	11.79%	▲	Permanent	Income received for waste disposal fees and Septic tank fees greater than estimated.
Urban Stormwater Drainage	(11,364)	(100.00%)	▼	Timing	Four Season drainage contribution income not recognised at this time.
Recreation and Culture					
Public Halls and Civic Centres	(634,792)	(98.80%)	▼	Timing	Bridgetown Civic Centre grant income not recognised at this time.
Other Recreation and Sport	(152,825)	(13.92%)	▼	Timing	Income for Bridgetown Leisure Centre gym, pool and court hire \$4,652 greater than estimated. Balance relates to various Growth Strategy projects income not recognised at this time.
Libraries	(3,919)	(17.88%)	▼	Timing	Library grant income not yet recognised.
Heritage	(255,993)	(52.97%)	▼	Timing	Bridgetown and Greenbushes Railway Stations projects income not recognised at this time.
Transport					
Streets and Road Construction	(1,365,926)	(70.48%)	▼	Timing	Blackspot funding, Roads to Recovery and Regional Road Group grants income not recognised at this time.
Economic Services					
Building Control	17,900	35.44%	▲	Permanent	Income received for building licence approvals greater than estimated.
Economic Development	(4,579)	(87.47%)	▼	Timing	Economic development non-recurrent projects less than estimated at this time.
Other Economic Services	6,481	23.01%	▲	Permanent	Sale of water from standpipe greater than estimated, offset by increased expenditure.

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

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Other Property and Services					
Salaries and Wages	5,181	34.54%	▲	Permanent	Reimbursement for workers compensation claims greater than estimated, offset by increased expenditure.
Operating Expenses					
Governance					
Members of Council	20,032	5.63%	▲	Timing/ Permanent	Members training, travel, consultants and conference expenses \$15,959 less than estimated at this time. Balance relates to wages allocations due to staff vacancies.
Other Governance	38,031	5.36%	▲	Timing/ Permanent	Purchase of office supplies \$7,442, non-recurrent projects \$27,545 and refreshments \$4,956 less than estimated at this time. Balance relates to wage allocation to this program less than estimated due to staff vacancies and timing of leave.
General Purpose Funding					
Rates	6,471	5.69%	▲	Permanent	Rates collection costs less than estimated.
Law, Order and Public Safety					
Fire Prevention	174,683	18.11%	▲	Timing	Various DFES expenditure items \$99,563 less than estimated at this time. Balance relates to Mitigation programs.
Animal Control	8,418	13.31%	▲	Timing/ Allocations	Animal control non-recurrent project \$1,651 less than estimated at this time. Balance relates to wage allocation to this program less than estimated.
Other Law, Order and Public Safety	11,820	19.88%	▲	Timing/ Allocations	Various SES expenditure \$7,276 less than estimated at this time. Balance relates to wage allocation to this program less than estimated.
Health					
Maternal and Infant Health	(3,500)	100.00%	▲	Timing	Service agreement not yet invoiced.
Education and Welfare					
Other Education	3,186	11.86%	▲	Timing	Expenditure for Bridgetown CRC building maintenance less than estimated at this time.
Housing					
Staff Housing	3,635	5.06%	▲	Timing	Expenditure on staff housing non-recurrent project less than estimated at this time.
Community Amenities					
Sanitation - General Refuse	68,460	7.71%	▲	Timing	Non-recurrent project \$50,000 less than estimated at this time. Balance relates to various expenditure items at the Bridgetown refuse site less than estimated.

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

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Sanitation - Other	11,680	23.61%	▲	Timing/ Allocations	Heritage street bins \$9,480 less than estimated at this time. Balance relates to wage allocations to this program less than estimated due to staff leave.
Urban Stormwater Drainage	25,711	13.84%	▲	Timing	Drainage maintenance works less than estimated at this time.
Protection of Environment	(3,322)	(5.73%)	▼	Allocations	Wage allocations to this program greater than estimated due to timing of staff leave.
Town Planning and Regional Develop	25,990	10.07%	▲	Timing	Expenditure on local planning strategy 6 less than estimated at this time.
Other Community Amenities	14,867	6.83%	▲	Timing	Cemeteries expenditure \$12,969 less than estimated at this time. Balance relates to Community bus expenditure less than estimated.
Recreation and Culture					
Public Halls and Civic Centres	12,052	9.53%	▲	Timing	Expenditure on public halls building operations, maintenance \$8,079 and non-recurrent projects less than estimated at this time.
Swimming Areas and Beaches	1,557	10.11%	▲	Timing	Building maintenance of Greenbushes swimming pool less than estimated at this time.
Other Recreation and Sport	351,981	18.04%	▲	Timing	Parks & gardens grounds maintenance \$103,401, non-recurrent projects \$154,546, trails \$19,292, Leisure centre \$35,484 and various building operations and maintenance \$37,907 less than estimated at this time.
Television and Radio Re-Broadcasting	1,238	14.39%	▲	Timing	Expenditure on non-recurrent project less than estimated at this time.
Libraries	25,381	6.39%	▲	Timing	Non-recurrent projects \$2,841 and various expenditure at the Library less than estimated at this time.
Heritage	346,926	87.24%	▲	Timing	Greenbushes railway station project \$340,735 and heritage building maintenance \$6,064 less than estimated at this time.
Other Culture	26,686	58.29%	▲	Timing	Non-recurrent projects \$23,000 and art purchases less than estimated at this time.
Transport					
Streets and Road Maintenance	219,840	6.29%	▲	Timing	Roads and verge maintenance expenditure \$165,006 less than estimated at this time. Balance relates to Bushfire recovery costs less than estimated.
Parking Facilities	8,059	39.80%	▲	Timing	Non-recurrent project \$6,548 less than estimated at this time. Balance relates to other minor expenditure.
Traffic Control	1,200	27.44%	▲	Timing	Costs for Road Wise committee less than estimated at this time.
Economic Services					
Tourism and Area Promotion	53,631	15.63%	▲	Timing/ Permanent	Non-recurrent projects \$21,001 and information bays \$4,829 expenditure less than estimated at this time. Balance relates to various Visitor Centre expenditure less than estimated.

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

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Economic Development	24,144	18.93%	▲	Timing	Non-recurrent project less than estimated at this time.
Other Economic Services	10,445	28.36%	▲	Timing	Water consumption and maintenance on stand pipes less than estimated at this time.
Other Property and Services					
Develop & Infrastructure Management	(11,799)	(196.19%)	▼	Allocations	Overhead recovery less than estimated at this time due to timing of leave and staff vacancies.
Waste Activity Unit	(2,466)	(32.52%)	▼	Timing	Various expenditure less than estimated at this time.
Works Activity Unit	(106,933)	(786.73%)	▼	Timing/ Allocations	Variance due to timing of leave and training being taken and staff vacancy. Reallocation of overheads to occur.
Plant Operation Costs	(57,723)	(3389.48%)	▼	Timing/ Allocations	Plant costs allocated to works less than estimate at this time.
Salaries and Wages	15,800	86.22%	▲	Permanent	Workers compensation wages greater than estimated, offset by increased income.
Corporate Services Department	18,408	443.55%	▲	Timing	Variance due to timing of training and leave being taken.
Chief Executive Office Department	14,877	49.48%	▲	Timing	Variance due to timing of training and leave being taken.
Building Assets Department	7,660	81.57%	▲	Timing	Variance due to timing of training and leave being taken.
Development Services Department	37,315	87.59%	▲	Timing	Variance due to timing of training and leave taken and staff vacancy.
Community Services Department	(16,031)	(161.19%)	▼	Timing	Variance due to timing of leave being taken and staff vacancy.
Unclassified	(68,131)	(110.84%)	▼	Timing/ Permanent	General insurance claims \$72,935 greater than estimated, offset by increased income. CEO donation less than estimated at this time.
Capital Revenues					
Community Amenities					
Town Planning	(15,100)	(100.00%)	▼	Timing	Sale of Manager of Planning vehicle not yet commenced.
Capital Expenses					
Governance					
Other Governance	123,224	65.04%	▲	Timing	Shire administration building renewal works \$59,817 and generator purchase less than estimated at this time.
Law, Order and Public Safety					
Fire Prevention	4,157	8.85%	▲	Timing/ Permanent	Various bushfire building renewal works \$3,908 continuing and some savings made.
Community Amenities					
Sanitation - General Refuse	49,909	59.69%	▲	Timing	Bridgetown Waste site evaporation pond not yet commenced.
Town Planning & Regional Develop	26,000	100.00%	▲	Timing	Purchase of Manager of Planning vehicle not yet commenced.

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

Note 3: EXPLANATION OF MATERIAL VARIANCES BY SUB PROGRAM

Reporting Program	Variance \$	Variance %	Var.	Reason	Explanation of Variance
Urban Stormwater Drainage	64,937	62.93%	▲	Timing	Various drainage jobs not yet commenced. Refer note 9 for details
Other Community Amenities	1,345	13.45%	▲	Permanent	Blackwood River Park toilets completed some saving made.
Recreation and Culture					
Public Halls and Civic Centres	638,231	98.78%	▲	Timing	Bridgetown Civic Centre hall and Greenbushes office projects not yet commenced.
Other Recreation and Sport	511,684	29.97%	▲	Timing	Various building renewal works less than estimated at this time. Please refer to note 9 for more details.
Library	10,000	100.00%	▲	Timing	Bridgetown Library Verandah roof not yet commenced.
Heritage	668,944	68.82%	▲	Timing	Bridgetown Railway Station expenditure less than estimated at this time.
Transport					
Streets and Road Construction	1,931,935	63.34%	▲	Timing	Various road construction jobs \$1,927,680 less than estimated at this time, please refer to note 9 for more details. Footpath accessibility not yet commenced.
Road Plant Purchases	25,250	43.91%	▲	Timing	Vehicle lost in bushfire not yet purchased.
Parking Facilities	63,369	92.86%	▲	Timing	Greenbushes CBD parking preliminary planning undertaken.
Economic Services					
Tourism and Area Promotion	148,674	97.45%	▲	Timing	Bridgetown Tourist Centre renewal works \$144,930 less than estimated at this time. Balance relates to information bays less than estimated.
Other Property and Services					
Unclassified	19,527	71.01%	▲	Timing	Land purchases less estimated at this time.

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

Note 4: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus				0
	Permanent Changes						
79004	Purchase of land	C.10/0821	Capital Expenses			(2,000)	(2,000)
Reserve 103	Land and Building Reserve	C.10/0821	Reserve Transfer		2,000		0
16IN	Bridgetown Youth Precinct	C.11/0821	Capital Expenses			(35,000)	(35,000)
Reserve 126	Strategic projects Reserve	C.11/0821	Reserve Transfer		35,000		0
BK06	Winnejup Road Blackspot	C.06/0921	Capital Expenses			(511,000)	(511,000)
38153	Blackspot grant	C.06/0921	Operating Revenue		340,667		(170,333)
FP30	Steere Street footpath	C.06/0921	Capital Expenses		32,760		(137,573)
FP05	Nelson Street footpath	C.06/0921	Capital Expenses		80,610		(56,963)
FP38	Allnut Street footpath	C.06/0921	Capital Expenses		14,040		(42,923)
KB01	Kerbing	C.06/0921	Capital Expenses		4,000		(38,923)
Reserve 135	Blackspot Reserve	C.06/0921	Reserve Transfer		38,923		0
31RA	Local Community Trails	C.09/0921	Operating Expenses			(8,500)	(8,500)
34423	Heritage Council	C.09/0921	Operating Revenue		6,000		(2,500)
Reserve 132	Trails Reserve	C.09/0921	Reserve Transfer		2,500		0
09EQ	Catterick Bushfire Brigade - solar power	C.16/1021	Capital Expenses			(8,452)	(8,452)
10EQ	Maranup bushfire Brigade - solar power	C.16/1021	Capital Expenses			(8,452)	(16,904)
60170	Bushfire non-recurrent projects grant	C.16/1021	Operating Revenue		16,904		0
31292	Community bus	C.18/1021	Operating Expenses			(2,500)	(2,500)
39BU	Greenbushes Golf Club	C.11/1121	Capital Expenses			(35,000)	(37,500)
20BU	Greenbushes hall	C.11/1121	Capital Expenses		400,000		362,500
19BU	Greenbushes Old Court house	C.11/1121	Capital Expenses		160,000		522,500
23BU	Bridgetown Trotting Club	C.11/1121	Capital Expenses			(58,000)	464,500
07BU	Shire Administration Building	C.11/1121	Capital Expenses			(26,000)	438,500
60BU	Bridgetown Library	C.11/1121	Capital Expenses			(10,000)	428,500
16BU	Bridgetown Leisure Centre	C.11/1121	Capital Expenses			(9,000)	419,500

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

Note 4: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Permanent Changes (Continued)						
54BU	Greenbushes Cricket Club	C.11/1121	Capital Expenses			(7,000)	412,500
PJ59	BLC furniture & equipment	C.11/1121	Operating Expenses			(5,500)	407,000
PJ112	Bridgetown Visitor Centre - building condition assessment	C.11/1121	Operating Expenses			(2,500)	404,500
32433	Public Halls Federal grant	C.11/1121	Operating Revenue			(252,500)	152,000
35363	Heritage grants	C.11/1121	Operating Revenue			(80,000)	72,000
34423	Other Recreation & Sports grants	C.11/1121	Operating Revenue			(67,500)	4,500
Reserve 125	Building Maintenance Reserve	C.11/1121	Reserve Transfer			(4,500)	0
08IU	Memorial Park - playground equipment	C.15/1121	Capital Expenses			(44,400)	(44,400)
PJ113	Blackwood Youth Action	C.12/1221	Operating Expenses			(5,000)	(49,400)
PJ111	Library IPADS	C.13/1221	Operating Expenses			(5,000)	(54,400)
36007	Library Non-recurrent grants	C.13/1221	Operating Revenue		5,000		(49,400)
57BU	Bridgetown Railway Station	C.14/1221a	Capital Expenses			(240,000)	(289,400)
Reserve 103	Land and Building Reserve	C.14/1221a	Reserve Transfer		120,000		(169,400)
Reserve 125	Building Maintenance Reserve	C.14/1221a	Reserve Transfer		60,000		(109,400)
Reserve 110	Strategic projects Reserve	C.14/1221a	Reserve Transfer		60,000		(49,400)
CP05	Greenbushes CBD parking	C.04/0122	Capital Expenses		431,614		382,214
02BU	Bridgetown Civic Centre	C.04/0122	Capital Expenses			(200,000)	182,214
16IN	Bridgetown Youth Precinct	C.04/0122	Capital Expenses			(175,000)	7,214
FP30	Steere Street footpath	C.04/0122	Capital Expenses			(38,614)	(31,400)
FP38	Allnut Street footpath	C.04/0122	Capital Expenses			(18,000)	(49,400)
BK05	Turner Road Blackspot	C.14/0122	Capital Expenses			(35,000)	(84,400)
Reserve 106	Subdivision Reserve	C.14/0122	Reserve Transfer		20,000		(64,400)
Reserve113	Drainage Reserve	C.14/0122	Reserve Transfer		10,000		(54,400)
75112	Audit Fees	C.07/0222	Operating Expenses			(25,200)	(79,600)
PJ109	Greenbushes Youth Precinct	C.10/0222	Operating Expenses			(15,000)	(94,600)
22IN	Greenbushes skate Park	C.10/0222	Capital Expenses		15,000		(79,600)

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

Note 4: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Permanent Changes (Continued)						
PJ114	BlazeAid	C.11/0222	Operating Expenses			(5,000)	(84,600)
PJ58	Visitor Centre Workshop	C.12c/0222	Operating Expenses			(1,000)	(85,600)
PJ100	Bridgetown Arts Centre business case	C.12/0322	Operating Expenses			(2,000)	(87,600)
RS03	Brockman Highway	C.17/0322	Capital Expenses			(550,449)	(638,049)
RC55	Hester Cascades Road	C.17/0322	Capital Expenses		35,475		(602,574)
RC56	Polina Road	C.17/0322	Capital Expenses		108,328		(494,246)
38043	Regional Road Group grant	C.17/0322	Operating Revenue		349,000		(145,246)
	Budget Review Changes						(145,246)
Various	Budget Review Changes to Operating Revenue	C.13/0422	Operating Revenue		456,652		311,406
Various	Budget Review Changes to Operating Expenses	C.13/0422	Operating Expenses			(134,517)	176,889
Various	Budget Review Changes to Capital Revenue	C.13/0422	Capital Revenue		3,747		180,636
Various	Budget Review Changes to Capital Expenses	C.13/0422	Capital Expenses			(28,466)	152,170
Various	Budget Review Changes to Reserve Transfers	C.13/0422	Reserve Transfer			(49,945)	102,225
Various	Increase in Opening Funds as at 1 July 2020	C.13/0422	Opening Surplus(Deficit)		53,540		155,765
Various	Adjustment to loss and profit on sale of assets and depreciation	C.13/0422	Non Cash Item	14,352			170,117
Reserve	Transfer of Budget review surplus	C.13/0422	Reserve Transfer			(170,117)	0
	Permanent Changes After Budget Review						0
GS41	Polina Road gravel resheet	SpCa.02/0422	Capital Expenses			(150,000)	(150,000)
GS34	Grange Road gravel resheet	SpCa.02/0422	Capital Expenses			(150,000)	(300,000)
GS12	Hay Road gravel resheet	SpCa.02/0422	Capital Expenses			(100,000)	(400,000)
13BN	Bridgetown Lesser hall new	SpCa.02/0422	Capital Expenses			(7,747)	(407,747)
61BU	Bridgetown Lesser hall renewals	SpCa.02/0422	Capital Expenses			(23,867)	(431,614)
02BU	Bridgetown Civic centre	SpCa.02/0422	Capital Expenses		200,000		(231,614)
16IN	Bridgetown Youth precinct	SpCa.02/0422	Capital Expenses		175,000		(56,614)

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

Note 4: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
FP30	Steere Street footpath	SpCa.02/0422	Capital Expenses		38,614		(18,000)
FP38	Allnutt Street footpath	SpCa.02/0422	Capital Expenses		18,000		0
RC49	Ethel Street	C.10/0522	Capital Expenses		12,151		12,151
DR38	Dairy Lane	C.10/0522	Capital Expenses			(16,917)	(4,766)
Reserve 113	Drainage Reserve	C.10/0522	Reserve Transfer		4,766		0
31RA	Local Community Trails	C.13/0522	Operating Expenses			(50,000)	(50,000)
34423	Other Recreation & Sports grants	C.13/0522	Operating Revenue		25,000		(25,000)
Reserve 132	Trails Reserve	C.13/0522	Reserve Transfer		25,000		0
							0
				14,352	3,360,291	(3,374,643)	

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

Note 5: CASH AND INVESTMENTS

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
(a) Cash Deposits								
Municipal Bank Account	Nil	431,331				431,331	Westpac	At Call
Municipal Funds On Call	0.05%	450,444				450,444	WATC	At Call
Trust Bank Account	Nil			955		955	Westpac	At Call
Visitor Centre Trust Account	Nil			9,156		9,156	Westpac	At Call
Cash On Hand	Nil	2,050				2,050	N/A	On Hand
Term Deposits								
(b) Municipal Funds								
Municipal Funds	0.45%	500,814				500,814	NAB	07-Jun-22
Municipal Funds	0.47%	502,574				502,574	NAB	14-Jun-22
Municipal Funds	0.47%	500,530				500,530	NAB	14-Jun-22
Municipal Funds	0.55%	501,076				501,076	NAB	29-Jun-22
Municipal Funds	0.75%	500,863				500,863	NAB	05-Jul-22
Municipal Funds	0.80%	1,700,000				1,700,000	NAB	19-Jul-22
Municipal Funds	1.05%	500,929				500,929	NAB	28-Jul-22
Municipal Funds	1.35%	402,432				402,432	NAB	15-Aug-22
Municipal Funds	1.37%	600,000				600,000	NAB	18-Aug-22
Municipal Funds	1.55%	252,013				252,013	NAB	29-Aug-22
Municipal Funds	1.55%	500,925				500,925	NAB	29-Aug-22
Reserve Funds	0.40%		3,254,389			3,254,389	NAB	29-Jun-22
Total		7,345,982	3,254,389	10,111	0	10,610,482		

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

Note 6: RECEIVABLES

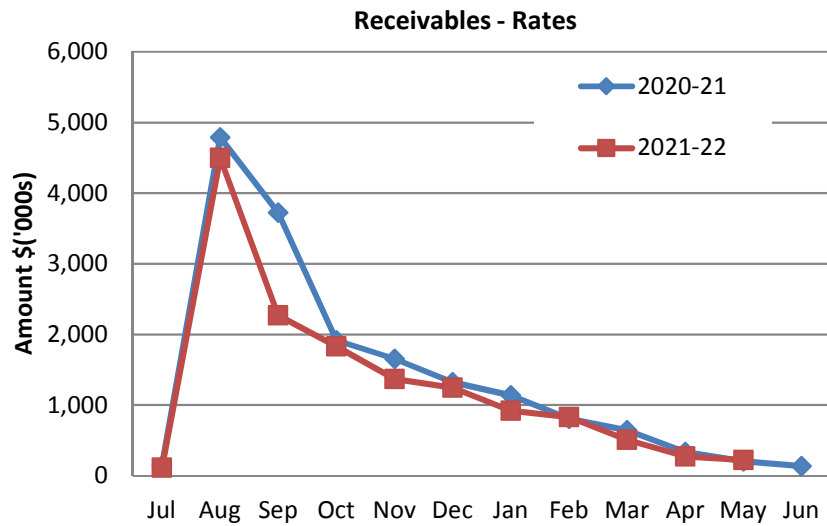
Receivables - Rates

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

	YTD 31 May 2022	30 June 2021
	\$	\$
Opening Arrears Previous Years	136,951	166,687
Levied this year	4,849,560	4,686,259
<u>Less</u> Collections to date	(4,764,683)	(4,715,991)
Equals Current Outstanding	221,828	136,955
Net Rates Collectable	221,828	136,955
% Collected	95.55%	97.18%

Net Rates Collectable

% Collected



Receivables - Sundry Debtors

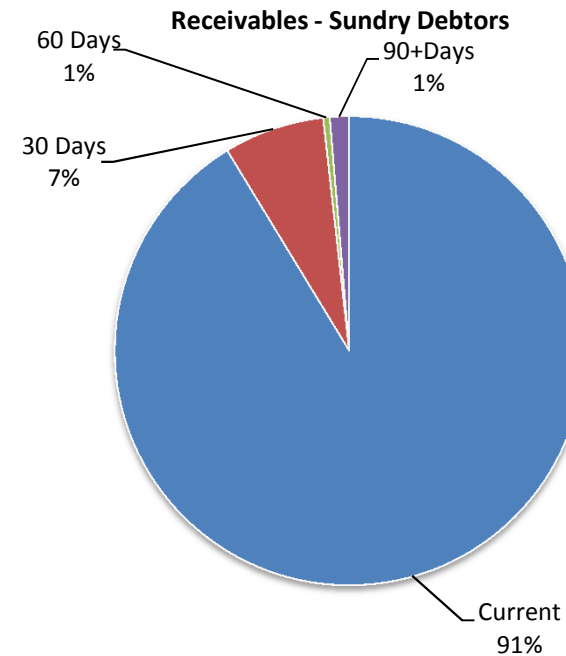
Receivables - Sundry Debtors

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - Sundry Debtors	264,502	20,097	1,298	3,851

Total Sundry Debtor Receivables Outstanding

289,748

Amounts shown above include GST (where applicable)



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

Note 7: CASH BACKED RESERVE

2021-22										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$		\$	\$	\$
101	Leave Reserve	185,923	529	510	0		0		186,452	186,433
102	Plant Reserve	487,150	1,385	1,336	293,000		(441,000)		340,535	488,486
103	Land and Building Reserve	684,975	1,946	1,880	0		(122,000)		564,921	686,855
104	Bush Fire Reserve	28,367	80	78	10,000		0		38,447	28,445
105	Maranup Ford Road Maintenance Reserve	5,365	15	15	0		0		5,380	5,380
106	Subdivision Reserve	234,079	665	642	10,000		(27,793)		216,951	234,721
107	Sanitation Reserve	100,587	286	276	82,392		(53,306)		129,959	100,863
109	Recreation Centre Floor and Solar Reserve	214,317	609	588	10,000		0		224,926	214,905
112	Refuse Site Post Closure Reserve	233,491	664	640	5,000		(30,000)		209,155	234,131
113	Drainage Reserve	67,751	193	186	0		(14,766)		53,178	67,937
114	Community Bus Reserve	61,444	175	169	5,000		0		66,619	61,613
115	SBS Tower and Infrastructure Reserve	32,246	92	88	0		(4,350)		27,988	32,334
118	Playground Equipment Reserve	40,376	115	111	6,000		0		46,491	40,486
119	Swimming Pool Reserve	4,521	0	12	0		(4,521)		(0)	4,533
121	Car Park Reserve	968	3	3	0		0		971	970
125	Building Maintenance Reserve	219,599	624	602	4,500		(60,000)		164,723	220,201
126	Strategic Projects Reserve	146,432	416	402	180,117		(95,000)		231,965	146,833
127	Matched Grants Reserve	54,909	156	151	10,000		(4,978)		60,087	55,060
128	Aged Care Infrastructure Reserve	57,187	163	157	0		0		57,350	57,344
129	Equipment Reserve	6,135	17	17	0		0		6,152	6,152
130	Assets and GRV Valuation Reserve	75,205	214	206	22,000		0		97,419	75,411
131	Bridgetown Leisure Centre Reserve	41,000	116	97	0		(33,234)	(8,234)	7,882	32,863
132	Trails Reserve	31,751	90	87	5,000		(27,500)		9,341	31,838
133	Light Fleet Vehicle Reserve	127,029	361	342	90,000		(50,297)	(3,402)	167,093	123,969
135	Blackspot Reserve	30,286	86	83	10,000		(38,923)		1,449	30,369
201	Unspent Grants & Loans Reserve	398,756	0		0		(339,121)	(312,500)	59,635	86,256
		3,569,848	9,000	8,677	743,009	0	(1,346,789)	(324,136)	2,975,068	3,254,389

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

Note 8: CAPITAL DISPOSALS

YTD Actual Replacement			Disposals	Amended Current Budget			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value	Proceeds	Profit (Loss)	Profit (Loss) Variance
\$	\$	\$		\$	\$	\$	\$
			Plant and Equipment				
			P4190 2008 Ford Ranger (Bushfire Brigade)	6,200	6,200	0	0
4,253	4,747	494	P2180 1985 Yale Forklift (Landfill site)	4,747	4,747	0	494
15,567	0	(15,567)	P2181 2021 Heli 1.8t Forklift (Landfill site)*	15,567	0	(15,567)	(0)
14,676	0	(14,676)	P2240 2018 Mitsubishi Triton (Grader)*	14,676	0	(14,676)	0
23,736	0	(23,736)	P2280 2021 Ford ranger (General hand)*	23,736	0	(23,736)	(0)
			P3010 2018 Nissan Xtrail (MDS)	14,400	15,100	700	(700)
3,813	3,300	(513)	P2205 2011 Ferris ride on mower (P&G)	3,513	3,000	(513)	(0)
			P2006 2008 Caterpillar grader	80,000	80,000	0	0
			P2111 2013 Tennant footpath sweeper	8,000	9,000	1,000	(1,000)
3,261	0	(3,261)	Generator 11KVA Waste facility*	3,260	0	(3,260)	0
4,304		(4,304)	Orwak 9020 Four chamber baler*	4,304		(4,304)	
2,539	0	(2,539)	Hydraulic line marker*	2,539		(2,539)	
182	0	(182)	Services cable locator*	182		(182)	
			Furniture & Equipment			0	
1,581	0	(1,581)	CCTV Cameras- Shire building	1,581	0	(1,581)	0
1,581	0	(1,581)	CCTV Cameras - Memorial park	1,581	0	(1,581)	0
75,493	8,047	(67,446)		184,286	118,047	(66,239)	(1,206)

* Disposal due to total loss of assets during bushfire event. Replacement vehicle will be funded by insurance.

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

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 May 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings						
Other Governance						
Shire Administration Building	07BU	154,214	120,660	64,633	(56,027)	Works continuing
		154,214	120,660	64,633	(56,027)	
Fire Prevention						
Hester Brook Satellite Station	03BN	16,254	16,254	15,529	(725)	Works completed, some savings made
Greenbushes Bushfire Brigade	09BN	251,300	0	0	0	
Wandillup Bushfire Brigade	10BN	278,600	0	0	0	
Hester Brook Bushfire Station	11BN	3,805	3,805	4,280	475	Works completed
Kangaroo Gully Bushfire Station	12BN	3,908	3,908	0	(3,908)	Purchase order raised
Hester Brook Bushfire Station	30BU	4,625	4,625	4,625	(0)	Works completed
		558,492	28,592	24,435	(4,157)	
Other Community Amenities						
Blackwood River park toilets	04BU	10,000	10,000	8,655	(1,345)	Works completed, some savings made
		10,000	10,000	8,655	(1,345)	
Public Halls and Civic Centres						
Bridgetown Civic Centre Growth Strategy Project	02BU	679,338	509,502	1,061	(508,441)	Preliminary planning
Greenbushes Office (Old Road board Office)	21BU	105,000	105,000	0	(105,000)	Works not yet commenced
Bridgetown Lesser hall	13BN	7,747	7,747	0	(7,747)	Purchase order raised
Bridgetown Lesser hall renewals	61BU	23,867	23,867	6,824	(17,043)	Works continuing
		815,952	646,116	7,885	(638,231)	
Other Recreation and Sport						
Bridgetown Tennis Club	06BU	84,948	84,948	81,466	(3,482)	Works completed
Bridgetown Leisure Centre Renewals	16BU	46,830	46,830	20,294	(26,536)	Works continuing
Bridgetown Trotting Club facilities	23BU	58,000	58,000	3,151	(54,849)	Works continuing
Greenbushes Golf Club	39BU	170,000	170,000	973	(169,027)	Preliminary works
Greenbushes Cricket Club	54BU	10,000	10,000	990	(9,010)	Works continuing
Bridgetown Sports Ground Horse Stalls	56BU	4,978	4,978	0	(4,978)	Works not yet commenced

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

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 May 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings (Continued)						
Other Recreation and Sport (Continued)						
Bridgetown Trotting Club Change Rooms	58BU	30,000	22,000	21,137	(863)	Works completed, some savings made
		404,756	396,756	128,011	(268,745)	
Libraries						
Bridgetown Library	60BU	10,000	10,000	0	(10,000)	Works not yet commenced
		10,000	10,000	0	(10,000)	
Heritage						
Bridgetown Railway Goods Shed	15BU	10,000	10,000	5,977	(4,023)	Works continuing
Bridgetown Railway Station restoration	57BU	962,000	961,998	297,076	(664,922)	Works continuing
		972,000	971,998	303,054	(668,944)	
Tourism and Area Promotion						
Bridgetown Visitor Centre	59BU	195,000	146,250	1,320	(144,930)	Preliminary planning
		195,000	146,250	1,320	(144,930)	
Streets and Road Construction						
Shire Depot	08BU	23,680	23,680	24,425	745	Works completed, some savings made
		23,680	23,680	24,425	745	
Unclassified						
Geegelup Brook Land	1790040	27,500	27,500	7,973	(19,527)	Land purchases continuing
		27,500	27,500	7,973	(19,527)	
Land and Buildings Total		3,171,594	2,381,552	570,390	(1,811,162)	
Roads						
Streets and Road Construction						
Winnejup Road Regional Road Group 21/22	RR24	382,500	382,496	145,320	(237,176)	Job continuing
Brockman Highway	RS03	1,718,931	1,168,473	108,806	(1,059,667)	Job continuing
Kerbing	KB01	4,000	4,000	1,146	(2,854)	Jobs to be done as and when they arise
Turner Road	BK05	444,650	444,650	232,020	(212,630)	Job continuing
Winnejup Road	BK06	531,640	531,640	527,071	(4,569)	Job continuing
Ethel Street	RC49	0	0	0	0	

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

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 May 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Roads (Continued)						
Streets and Road Construction (Continued)						
Improvements Steere Street intersection	RC52	22,500	22,500	0	(22,500)	Job not yet commenced
Emergency works	RC53	16,186	16,186	14,694	(1,492)	Jobs to be done as and when they arise
Glentulloch Road reseal	RC54	24,941	24,941	20,129	(4,812)	Job completed, some savings made
Polina Road resheet	GS41	150,000	150,000	0	(150,000)	Job not yet commenced
Grange Road resheet	GS34	150,000	150,000	0	(150,000)	Job not yet commenced
Hay Road rsheet	GS12	100,000	100,000	18,020	(81,980)	Job continuing
		3,545,348	2,994,886	1,067,206	(1,927,680)	
Roads Total		3,545,348	2,994,886	1,067,206	(1,927,680)	
Footpaths						
Streets and Road Construction						
Footpaths accessibility access	FP28	5,000	5,000	0	(5,000)	Job not yet commenced
		5,000	5,000	0	(5,000)	
Footpaths Total		5,000	5,000	0	(5,000)	
Drainage						
Urban Stormwater Drainage						
Nelson Street	DR16	22,171	22,171	5,500	(16,671)	Job continuing
Four Season Estate	DR24	11,364	11,364	0	(11,364)	Job not yet commenced
Lockley Avenue (Memorial Park Drainage)	DR25	5,289	5,289	5,288	(1)	Job completed
Dairy Lane	DR38	45,819	28,902	0	(28,902)	Job not yet commenced
Layman Street	DR39	35,470	35,470	27,471	(7,999)	Job continuing
		120,113	103,196	38,259	(64,937)	
Drainage Total		120,113	103,196	38,259	(64,937)	
Parks and Ovals						
Other Recreation and Sport						
Four Seasons Estate - POS Reserve	03IN	45,454	45,454	0	(45,454)	Job not yet commenced
Four Seasons Estate - Stream Protection	04IN	18,182	0	0	0	
Memorial Park	08IU	57,520	57,520	47,520	(10,000)	Job continuing

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

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 May 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<i>Parks and Ovals (Continued)</i>						
Other Recreation and Sport (Continued)						
Bridgetown Youth Precinct Growth Strategy	16IN	685,021	685,019	671,335	(13,684)	Job continuing
Blackwood River Park Foreshore Development	17IN	388,787	388,785	262,798	(125,987)	Job continuing
Lighting improvements to facility parking area	19IN	12,354	12,354	11,135	(1,219)	Job completed, some savings made
Bridgetown Tennis Club Growth Strategy	20IN	30,053	30,053	11,371	(18,682)	Job continuing
Bridgetown Sportsground stairway to toilets	21IN	25,000	25,000	11,393	(13,607)	Job continuing
Somme Park (Fitness Trail Equipment)	05IU	22,493	22,493	16,876	(5,617)	Job completed, some savings made
		1,284,864	1,266,678	1,032,429	(234,249)	
Tourism and Area Promotion						
Bridgetown Information Bays	11IN	6,320	6,320	2,576	(3,744)	Job continuing
		6,320	6,320	2,576	(3,744)	
Parks and Ovals Total		1,291,184	1,272,998	1,035,005	(237,993)	
<i>Bridges</i>						
Streets and Road Construction						
Fletchers Road Bridge 3329A	BR16	5,633	5,633	5,633	0	Job completed
Slades Road Bridge 3331A	BR23	219,000	0	0	0	
Catterick Road bridge 3703A	BR25	20,988	20,988	20,988	0	Job completed
Greenbushes-Boyup Brook Road Bridge 3701	BR27	141,000	0	0	0	
		386,621	26,621	26,621	0	
Bridges Total		386,621	26,621	26,621	0	
<i>Infrastructure Other</i>						
Sanitation - General Refuse						
Bridgetown Landfill - Evaporation pond	WA01	50,000	50,000	0	(50,000)	Job not yet commenced
		50,000	50,000	0	(50,000)	
Other Recreation and Sport						
Bridgetown Leisure Centre	18IN	8,840	8,840	0	(8,840)	Job not yet commenced
		8,840	8,840	0	(8,840)	

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

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 May 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Infrastructure Other (Continuing)						
Parking Facilities						
Greenbushes CBD Parking	CP05	68,240	68,240	4,871	(63,369)	Preliminary planning undertaken
		68,240	68,240	4,871	(63,369)	
Infrastructure Other Total		127,080	127,080	4,871	(122,209)	
Plant and Equipment						
Other Governance						
Generator - Shire Admin	07EQ	43,550	43,550	1,600	(41,950)	Preliminary planning undertaken
		43,550	43,550	1,600	(41,950)	
Fire Prevention						
Catterick Bushfire Brigade - solar power	09EQ	7,478	7,478	7,478	0	Purchase completed
Maranup Bushfire Brigade - solar power	10EQ	7,478	7,478	7,478	0	Purchase completed
Fire Fighting Equipment - Brigades Funded	1065540	5,000	0	0	0	
Vehicles for Brigades	1065940	48,527	3,402	3,402	(0)	
		68,483	18,358	18,358	(0)	
Community Amenities						
Forklift	PL19	33,617	33,617	33,708	91	Purchase complete, some savings made
		33,617	33,617	33,708	91	
Town Planning and Regional Development						
Manager of Planning vehicle	1305640	26,000	26,000	0	(26,000)	Vehicle not yet purchased
		26,000	26,000	0	(26,000)	
Other Recreation and Sport						
Ride on mower	PL17	28,000	28,000	28,150	150	Purchase complete
		28,000	28,000	28,150	150	
Road Plant Purchases						
Road grader	PL09	380,000	0	0	0	
Footpath sweeper	PL06	110,000	0	0	0	

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

Note 9: CAPITAL ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 May 2022			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Road Plant Purchases (Continuing)						
Works and Services Fleet	1405040	57,510	57,510	32,260	(25,250)	Vehicle not yet purchased
		547,510	57,510	32,260	(25,250)	
Plant and Equipment Total		747,160	207,035	114,076	(92,959)	
Furniture and Equipment						
Other Governance						
IT Communications Equipment and Software	1055140	25,247	25,247	0	(25,247)	Purchases not yet commenced
		25,247	25,247	0	(25,247)	
Other Recreation and Sport						
Leisure Centre computer server	08FE	7,047	7,047	7,047	0	Purchase completed
		7,047	7,047	7,047	0	
Furniture and Equipment Total		32,294	32,294	7,047	(25,247)	
Capital Expenditure Total		9,426,394	7,150,662	2,863,475	(4,287,187)	

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

Note 10: INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1/07/2021	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
		\$	\$	\$	\$	\$	\$	\$
Community Amenities								
Loan 108 Landfill Plant	25,665		12,701	25,665	12,964	0	530	798
Loan 114 Liquid & Inert Waste Sites	49,960		12,237	24,642	37,723	25,319	682	1,197
Loan 115 Landfill Cell Extension	60,959		9,957	19,994	51,002	40,965	491	901
Loan 116 Liquid Waste Facility	81,529		4,731	9,509	76,798	72,020	799	1,552
Recreation and Culture								
Loan 112 Bridgetown Swimming Pool	1,331,517		35,833	72,390	1,295,684	1,259,127	26,897	53,069
Loan 117 Youth Precinct Redevelopment	189,500		8,821	17,708	180,679	171,792	1,413	2,761
Loan 118 Bridgetown Civic Centre revitalisation	123,000		5,726	11,494	117,274	111,506	917	1,792
	1,862,131	0	90,007	181,402	1,772,124	1,680,729	31,729	62,070

(b) New Debentures

The Shire does not intend to undertake any new borrowings for the year ended 30th June 2022.

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

Note 10: INFORMATION ON BORROWINGS

(c) Lease Liabilities

Particulars	Principal 1/07/2021	New Loans Actual	Principal Repayments		Principal Outstanding		Interest Repayments	
		\$	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$
Recreation and Culture								
003 Gym Equipment	70,950		25,304.12	25,045	45,646	45,905	1,818	1,946
Other Property and Services								
001 CESM Vehicle	7,186	0	5,264.09	5,529	1,922	960	26	45
002 Photocopies and printers	26,010		9,684.24	9,565	16,326	16,445	849	908
004 EHO Vehicle	0	15,754	1,741.00	4,456	14,013	11,690	20	70
	104,146	15,754	41,993.45	44,595	77,906	75,000	2,713	2,969

(d) New Leases

Particulars	New Leases Term	New Leases Budget	New Leases Actual
		\$	\$
Other Property and Services			
001.1 CESM Vehicle	15 months	5,725	0
004 EHO Vehicle	36 months	16,146	15,754
		21,871	15,754

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

Note 11: RATING INFORMATION

RATE TYPE	Rate in Dollar	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Amended Budget Rate Revenue	Amended Budget Interim Rate	Amended Budget Back Rate	Amended Budget Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV Shire	0.090527	1,791	28,735,216	2,601,313	(36,927)	1,318	2,565,705	2,559,028	10,000	1,000	2,570,028
UV Shire Rural	0.006469	467	184,439,000	1,193,136	2,457		1,195,593	1,193,136			1,193,136
UV Bridgetown Urban Farmland	0.000000	0	0	0			0	0			0
UV Mining	0.072868	16	1,046,965	76,290	1,370		77,660	76,290			76,290
Sub-Totals		2,274	214,221,181	3,870,740	(33,100)	1,318	3,838,958	3,828,454	10,000	1,000	3,839,454
Minimum Payment	Minimum \$										
GRV Shire	980.00	692	3,750,078	678,160	(2,940)		675,220	675,220			675,220
UV Shire Rural	1,215.00	267	35,227,420	324,405	4,134		328,539	324,405			324,405
UV Bridgetown Urban Farmland	0.00	0	0	0			0	0			0
UV Mining	517.00	15	33,990	7,755	(911)		6,844	7,755			7,755
Sub-Totals		974	39,011,488	1,010,320	282	0	1,010,602	1,007,380	0	0	1,007,380
Rates Paid in Advance							4,849,560				4,846,834
Amount from General Rates							0				0
Discounts/concessions							4,849,560				4,846,834
							(670)				(791)
Totals							4,848,890				4,846,043

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

Note 12: TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1-Jul-21	Amount Received	Amount Paid	Closing Balance 31-May-22
	\$	\$	\$	\$
Accommodation - Visitor Centre	13,352	74,499	(79,302)	8,549
South West Coach Lines	0	676	(676)	0
Other Visitor Centre	159	773	(862)	70
TransWA	520	6,197	(6,181)	536
Frank Draper Cemetery Fees	703			703
Unclaimed Monies				
R Witlen Overpayment	21			21
Visitor Centre Accommodation Payment	231			231
	14,986	82,145	(87,020)	10,111

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
<u>MUNICIPAL FUND</u>				
DIRECT DEBITS				
DD16036.3	01/05/2022	WESTNET PTY LTD	HOSTING EMAIL PROTECTION FOR PERIOD 31/03/2022 - 31/03/2023	119.00
DD16036.1	02/05/2022	GO GO MEDIA	MONTHLY ON-HOLD MESSAGE SERVICE FOR MAY	75.90
DD16036.2	02/05/2022	WATERLOGIC AUSTRALIA PTY LTD	MONTHLY HIRE/SERVICE OF WATER COOLERS FOR MAY	143.59
DD16027.1	04/05/2022	AWARE SUPER	PAYROLL DEDUCTIONS	13,240.99
DD16027.10	04/05/2022	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	714.47
DD16027.11	04/05/2022	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	251.98
DD16027.12	04/05/2022	GUILD SUPER	PAYROLL DEDUCTIONS	472.74
DD16027.13	04/05/2022	ASGARD SUPER	SUPERANNUATION CONTRIBUTIONS	321.31
DD16027.14	04/05/2022	WEALTH PERSONAL SUPER FUND	SUPERANNUATION CONTRIBUTIONS	273.69
DD16027.15	04/05/2022	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	431.69
DD16027.16	04/05/2022	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	83.98
DD16027.17	04/05/2022	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	239.83
DD16027.18	04/05/2022	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	281.63
DD16027.19	04/05/2022	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	150.20
DD16027.2	04/05/2022	ONEPATH CUSTODIANS PTY LTD	SUPERANNUATION CONTRIBUTIONS	100.56
DD16027.20	04/05/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2,031.99
DD16027.21	04/05/2022	R & P SUMNER SUPERFUND	SUPERANNUATION CONTRIBUTIONS	102.47
DD16027.22	04/05/2022	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	239.83
DD16027.23	04/05/2022	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	472.45
DD16027.24	04/05/2022	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	69.79
DD16027.3	04/05/2022	LUCRF SUPER	SUPERANNUATION CONTRIBUTIONS	135.65
DD16027.4	04/05/2022	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	573.75
DD16027.5	04/05/2022	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	80.77
DD16027.6	04/05/2022	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	289.29
DD16027.7	04/05/2022	ACTIVE SUPER	PAYROLL DEDUCTIONS	396.29
DD16027.8	04/05/2022	UNISUPER	PAYROLL DEDUCTIONS	625.10
DD16027.9	04/05/2022	ONEPATH - INTEGRA SUPER	SUPERANNUATION CONTRIBUTIONS	212.63
DD16075.2	07/05/2022	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL FOR THE MONTH OF APRIL	3,651.32
DD16051.1	18/05/2022	AWARE SUPER	PAYROLL DEDUCTIONS	12,806.25

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
DD16051.10	18/05/2022	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	251.98
DD16051.11	18/05/2022	ASGARD SUPER	SUPERANNUATION CONTRIBUTIONS	321.31
DD16051.12	18/05/2022	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	2,262.61
DD16051.13	18/05/2022	WEALTH PERSONAL SUPER FUND	SUPERANNUATION CONTRIBUTIONS	268.74
DD16051.14	18/05/2022	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	460.49
DD16051.15	18/05/2022	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	167.96
DD16051.16	18/05/2022	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	239.83
DD16051.17	18/05/2022	COLONIAL FIRST STATE SUPER	SUPERANNUATION CONTRIBUTIONS	73.67
DD16051.18	18/05/2022	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	462.68
DD16051.19	18/05/2022	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	281.63
DD16051.2	18/05/2022	LUCRF SUPER	SUPERANNUATION CONTRIBUTIONS	113.53
DD16051.20	18/05/2022	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	153.33
DD16051.21	18/05/2022	R & P SUMNER SUPERFUND	SUPERANNUATION CONTRIBUTIONS	98.05
DD16051.22	18/05/2022	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	239.83
DD16051.23	18/05/2022	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	536.26
DD16051.24	18/05/2022	ONEPATH CUSTODIANS PTY LTD	SUPERANNUATION CONTRIBUTIONS	170.10
DD16051.3	18/05/2022	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	573.75
DD16051.4	18/05/2022	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	81.42
DD16051.5	18/05/2022	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	289.29
DD16051.6	18/05/2022	ACTIVE SUPER	PAYROLL DEDUCTIONS	396.29
DD16051.7	18/05/2022	UNISUPER	PAYROLL DEDUCTIONS	731.95
DD16051.8	18/05/2022	ONEPATH - INTEGRA SUPER	SUPERANNUATION CONTRIBUTIONS	220.16
DD16051.9	18/05/2022	WAIKAWA DREAMING SUPER FUND	PAYROLL DEDUCTIONS	714.48
DD16075.1	30/05/2022	SG FLEET AUSTRALIA PTY LTD	MONTHLY LEASE FOR 21/05/2022 - 20/06/2022	484.22
B/S	02/05/2022	WESTPAC BANK	MERCHANT FEES	602.94
B/S	02/05/2022	WESTPAC BANK	MONTHLY BANK ACCOUNT FEES	283.23
B/S	04/05/2022	WESTPAC BANK	TOTAL WAGES FOR 21.04.2022 - 04.05.2022	126,582.66
B/S	18/05/2022	WESTPAC BANK	TOTAL WAGES FOR 05.05.2022 - 18.05.2022	131,723.97
B/S	07/04/2022	WESTPAC CORPORATE CREDIT CARD CEO	MEALS FOR COUNCILLORS & STAFF ATTENDING VISITOR CENTRE WORKSHOP	214.00
B/S	29/04/2022	WESTPAC CORPORATE CREDIT CARD CEO	NPC PAYMENT TOKEN FOR GENERAL HANDS - PARK & GARDENS	37.50

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
B/S	02/05/2022	WESTPAC CORPORATE CREDIT CARD CEO	MONTHLY CARD FEE	34.09
B/S	29/04/2022	WESTPAC CORPORATE CREDIT CARD EMCOR	REPLACEMENT FIRE LOCKS & KEYS FOR STANDPIPES	81.48
B/S	02/05/2022	WESTPAC CORPORATE CREDIT CARD EMCOR	MONTHLY CARD FEE	10.00
BPAY				
13052022	13/05/2022	PIVOTEL SATELLITE PTY LTD	MONTHLY TRACKING OF 4 X SPOT TRACKERS FOR MAY	155.00
26052022	26/05/2022	TELSTRA	TELEPHONE & INTERNET CHARGES	3,923.64
ELECTRONIC PAYMENTS				
EFT34692	05/05/2022	EASIFLEET MANAGEMENT	EMPLOYEE SALARY PACKAGING	548.15
EFT34693	05/05/2022	ALLIED FORKLIFTS PTY LTD	1 X REPLACEMENT HELI CPCD18-QC3K DIESEL FORKLIFT FOR WASTE FACILITY	18,480.00
EFT34694	12/05/2022	2R ELECTRICAL	ELECTRICAL WORKS AT YORNUP HALL & BRIDGETOWN SPORTSGROUND	850.00
EFT34695	12/05/2022	ABCO PRODUCTS PTY LTD	CLEANING SUPPLIES	495.20
EFT34696	12/05/2022	PETER ANICICH	REFUND OF GREENBUSHES HALL HIRE FEES	272.25
EFT34697	12/05/2022	APH CONTRACTORS PTY LTD	80 X PLAIN CREAM BLOCKS FOR BRIDGETOWN SPORTSGROUND STAIRWAY	2,318.58
EFT34698	12/05/2022	BCE SURVEYING PTY LTD	SURVEY LOCATION OF WATER PIPE ON TURNER ROAD	654.50
EFT34699	12/05/2022	BELIA ENGINEERING	TRANSPORT 5 X CRATES OF E-WASTE RECYCLING	385.00
EFT34700	12/05/2022	K BIRKBECK, J BRODY & G BRODY	REFUND OF LANDSCAPING BOND PLUS INTEREST	1,144.37
EFT34701	12/05/2022	BLACKWOOD RURAL SERVICES	PORTABLE TOOL KIT FOR MITIGATION	329.00
EFT34702	12/05/2022	BLACKWOODS	1 X BOX OF 120 X PROSAFE GENERAL PURPOSE GLOVES	145.20
EFT34703	12/05/2022	BLACKWOOD PLUMBING AND GAS	PLUMBING REPAIRS AT BTN SPORTSGROUND, RIVER PARK & DUMP POINT	1,584.00
EFT34704	12/05/2022	BLISS FOR DESIGN	SERVICING AND REPAIRS TO PLANT EQUIPMENT	211.75
EFT34705	12/05/2022	CINDY MADALENE BLOOR	REFUND OF LANDSCAPING BOND PLUS INTEREST	1,228.78
EFT34706	12/05/2022	BRIDGETOWN MUFFLER & TOWBAR	EXHAUST REPAIRS FOR ROBOT SKID STEERE LOADER	76.00
EFT34707	12/05/2022	BRIDGETOWN TIMBER SALES	ALLSAW HEADJOINT, BLADES & MINOR ITEMS FOR BUILDING MAINTENANCE	827.25
EFT34708	12/05/2022	BRIDGETOWN CRC	PRINTING 2386 X A4 COLOUR COPIES OF COUNCIL UPDATE	1,100.42
EFT34709	12/05/2022	BRIDGETOWN BULLDOZING PTY LTD	15 X HRS HIRE OF DOZER FOR GRAVEL PIT REHABILITATION IN WINNEJUP	3,795.00
EFT34710	12/05/2022	BRIDGETOWN COMPUTERS	1 X HDMI TO DISPLAY PORT CABLE	29.95
EFT34711	12/05/2022	BRIDGETOWN MITRE 10 & RETRAVISION	GAS BOTTLE FOR GREENBUSHES POOL	39.99
EFT34712	12/05/2022	BRIDGETOWN TYRES	4 X TYRES, WHEEL ALIGNMENT & 3 X BATTERIES FOR SHIRE VEHICLES	1,713.92
EFT34713	12/05/2022	BUILDING & CONSTRUCT TRAINING FUND	CTF LEVIES COLLECTED FOR APRIL	2,596.50
EFT34714	12/05/2022	CB TRAFFIC SOLUTIONS PTY LTD	SUPPLY TRAFFIC CONTROLLERS & ALL SIGNAGE FOR WINNEJUP RD WORKS	16,436.53
EFT34715	12/05/2022	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	248.57

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT34716	12/05/2022	CITY AND REGIONAL FUELS	BULK FUEL SUPPLIES FOR SHIRE DEPOT	9,260.30
EFT34717	12/05/2022	CLEANAWAY PTY LTD	WASTE COLLECTION SERVICES FOR APRIL	29,822.46
EFT34718	12/05/2022	CUSTOM SERVICE LEASING LTD	CESM VEHICLE LEASING FOR MONTH OF MAY	529.03
EFT34719	12/05/2022	D & J COMMUNICATIONS	INSTALL CELI FI GO AT BUSHFIRE CO-LOCATION BUILDING	1,978.68
EFT34720	12/05/2022	DAVMECH	REPAIRS TO SHIRE VEHICLE	211.09
EFT34721	12/05/2022	TJ DEPIAZZI & SONS	SUPPLY 24.82 TONNES OF SOFTFALL SAND FOR PLAY AREA AT MEMORIAL PARK	1,805.38
EFT34722	12/05/2022	FAIRTEL PTY LTD	TELEPHONE & NBN CHARGES FOR APRIL	179.00
EFT34723	12/05/2022	FORPARK AUSTRALIA	SUPPLY & INSTALL PLAY EQUIPMENT AT MEMORIAL PARK	49,577.00
EFT34724	12/05/2022	G.C. SALES (W.A.)	29 X WASTE & RECYCLING BIN LIDS AND 100 X BIN PINS	390.12
EFT34725	12/05/2022	GREENBUSHES GOLF CLUB	REFUND OF HALL HIRE BOND	200.00
EFT34726	12/05/2022	GREENBUSHES RSL	REFUND OF HALL HIRE BOND	200.00
EFT34727	12/05/2022	HARMONIC ENTERPRISES PTY LTD	POE SWITCH & MODEM FOR DEPOT & MONTHLY IT SERVICES FOR APRIL	4,691.50
EFT34728	12/05/2022	H C JONES & CO	REPAIR LEAK AT LIBRARY & VARIOUS PLUMBING WORKS AT SHIRE FACILITIES	1,386.85
EFT34729	12/05/2022	HERSEYS SAFETY	REPLACEMENT OF MINOR ITEMS & EQUIPMENT FOR DEPOT & FLEET	1,520.79
EFT34730	12/05/2022	BRYANT ELBERT & KIM LESLEY HUBBARD	REFUND OF EARTHWORKS BOND PLUS INTEREST	602.58
EFT34731	12/05/2022	HYWOOD SIGNS	MORTAR REPOINTING WORKS FOR SHIRE ADMIN BUILDING	2,240.00
EFT34732	12/05/2022	RONALD CHARLES KING	RATES REFUND	61.00
EFT34733	12/05/2022	LANDGATE	LAND VALUATION ENQUIRY CHARGES	134.04
EFT34734	12/05/2022	LD TOTAL	BLACKWOOD RIVER FORESHORE PROJECT - CLAIM 8	43,271.67
EFT34735	12/05/2022	MANJIMUP MITRE 10 & RETRAVISION	5 X IPADS WITH CASES & 1 X CHARGE AND SYNC CABINET FOR LIBRARY	3,511.00
EFT34736	12/05/2022	ANDREW JAMES MCRAE	REFUND OF LANDSCAPING BOND PLUS INTEREST	1,220.70
EFT34737	12/05/2022	MUIRS MANJIMUP	REPLACEMENT OF REAR BRAKE PADS FOR SHIRE VEHICLE	264.99
EFT34738	12/05/2022	NATURALISTE HYGIENE SERVICES	SANITARY DISPOSAL BINS FOR GREENBUSHES OFFICE & RIVER PARK TOILETS	365.00
EFT34739	12/05/2022	NJ MECHANICAL	REPAIRS & SERVICING OF BUSHFIRE VEHICLES	4,246.28
EFT34740	12/05/2022	QTRA TREE SAFETY MANAGEMENT	TREE RISK ASSESSMENT COURSE FOR WASTE & ENVIRONMENT OFFICER	1,067.00
EFT34741	12/05/2022	RICHFEEDS AND RURAL SUPPLIERS	UNIFORM ITEM & MINOR EQUIPMENT	232.45
EFT34742	12/05/2022	EILEEN AMANDA ROSE	REIMBURSEMENT FOR "CUPPA WITH A COUNCILLOR" REFRESHMENTS	19.60
EFT34743	12/05/2022	RS COMPONENTS PTY LTD	KEY SECURITY CABINET FOR DEPOT	578.83
EFT34744	12/05/2022	RURAL RANGER SERVICES	RELIEF RANGER SERVICES FOR 19/04/2022 - 22/04/2022	3,300.00
EFT34745	12/05/2022	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING AND PRINTING CHARGES FOR APRIL	482.81
EFT34746	12/05/2022	SCULLEY'S SMASH REPAIRS	INSURANCE POLICY EXCESS FOR HYUNDAI KONA REPAIRS	300.00

SHIRE OF BRIDGETOWN-GREENBUSHES
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EFT34747	12/05/2022	SKATE SCULPTURE	CONTRACT ADMIN & DRAWINGS FOR YOUTH PRECINCT RENEWAL PROJECT	8,684.50
EFT34748	12/05/2022	STEWART & HEATON CLOTHING CO PTY LTD	DFES PPE	171.02
EFT34749	12/05/2022	STEVE WOOD CARPENTRY	MORTAR REPOINTING & ROCK ROPING FOR ADMIN BUILDING - PART PAYMENT	2,640.00
EFT34750	12/05/2022	SYNERGY	ELECTRICITY CHARGES	5,929.28
EFT34751	12/05/2022	TALISON LITHIUM AUSTRALIA PTY LTD	RATES REFUND	136.95
EFT34752	12/05/2022	THE STABLES IGA	GROCERIES FOR ADMIN OFFICE & VISITOR CENTRE	146.24
EFT34753	12/05/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	329.25
EFT34754	12/05/2022	TOTAL GREEN RECYCLING	RECYCLING OF E-WASTE FROM BRIDGETOWN WASTE FACILITY	1,000.88
EFT34755	12/05/2022	WENDY TROW	FACILITATION OF 2 X CLICK COLOURS WORKSHOPS	800.00
EFT34756	12/05/2022	WARREN ELECTRICAL SERVICE	ASSESS & REPAIR FAULTY FLOW SWITCH AT BRIDGETOWN SPORTSGROUND	846.49
EFT34757	12/05/2022	WESTBOOKS	BOOK STOCK FOR BRIDGETOWN LIBRARY	278.77
EFT34758	12/05/2022	WINC AUSTRALIA PTY LTD	CLEANING SUPPLIES	1,496.57
EFT34763	20/05/2022	EASIFLEET MANAGEMENT	EMPLOYEE SALARY PACKAGING	548.15
EFT34764	20/05/2022	AUSTRALIAN TAXATION OFFICE	BAS FOR APRIL 2022	34,776.00
EFT34765	26/05/2022	2R ELECTRICAL	ELECTRICAL REPAIRS TO AQUATIC FACILITY POOL CLEANER	120.00
EFT34766	26/05/2022	ADVANCED CLEANING SOUTHWEST	MONTHLY COURT CLEANING AT BRIDGETOWN LEISURE CENTRE FOR APRIL	780.49
EFT34767	26/05/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	SERVICING OF JOHN DEERE TRACTOR & MINOR ITEMS	1,614.08
EFT34768	26/05/2022	ALL-START ELECTRICAL	6 MONTHLY SERVICE FOR BUILDING & CHAIR LIFTS	1,089.00
EFT34769	26/05/2022	ARROW BRONZE	CEMETERY PLAQUE	1,108.20
EFT34770	26/05/2022	AUSTRALIA POST	MONTHLY POSTAGE CHARGES FOR APRIL & 2 X PACKS OF USB'S	780.29
EFT34771	26/05/2022	AUSMIC PEST CONTROL	TERMITE INSPECTIONS & TREATMENTS AT SHIRE FACILITIES	22,680.80
EFT34772	26/05/2022	AVIS SOUTHWEST RENTALS	HIRE OF REPLACEMENT VEHICLE FOLLOWING BUSHFIRE	1,929.76
EFT34773	26/05/2022	B & B STREET SWEEPING PTY LTD	MONTHLY DRAINAGE MAINTENANCE FOR APRIL	1,716.00
EFT34774	26/05/2022	BEYOND FENCING SOLUTIONS	MODIFY CONCRETE RAMP & RELOCATE GATES FOR CHLORINE SHED FENCING	3,894.00
EFT34775	26/05/2022	BKS REFRIGERATION & AIRCON PTY LTD	DEGASSING OF FRIDGES & AIR CONDITIONERS AT WASTE FACILITY	759.00
EFT34776	26/05/2022	BLACKWOOD RURAL SERVICES	6 X CHAINSAWS, MINOR TOOLS & SERVICING REPAIRS	9,501.00
EFT34777	26/05/2022	BLACKWOOD FRESH	COUNCILLOR MEETING REFRESHMENTS	161.42
EFT34778	26/05/2022	BLACKWOOD HEAVY TILT	FREIGHT CHARGES	1,300.00
EFT34779	26/05/2022	BLACKWOOD PROPERTY MAINTENANCE	INSTALL CHARGE & SYNC CABINET AT LIBRARY	79.00
EFT34780	26/05/2022	BLACKWOOD PLUMBING AND GAS	INSTALL SOAK WELL AT RIVER PARK	1,980.00
EFT34781	26/05/2022	MILDRED BERTHA BLECHYNDEN	RATES REFUND	651.50

SHIRE OF BRIDGETOWN-GREENBUSHES
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EFT34782	26/05/2022	BLISS FOR DESIGN	SUPPLY & INSTALL WATER TANK AT HESTER BROOK BFB & VARIOUS TOOLS	5,566.52
EFT34783	26/05/2022	BOOKEASY AUSTRALIA PTY LTD	2021-22 MONTHLY BOOKEASY COMMISSIONS - APRIL	220.00
EFT34784	26/05/2022	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT34785	26/05/2022	BRIDGETOWN MUFFLER & TOWBAR CENTRE	TRAILER PLUG FOR RIDE ON MOWER	22.00
EFT34786	26/05/2022	BRIDGETOWN MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL ASSESSMENT	135.00
EFT34787	26/05/2022	BRIDGETOWN RESIDENTIAL CONTRACTORS	POST-BUSHFIRE STRUCTURAL ASSESSMENTS & REPORTS FOR SHIRE FACILITIES	3,060.75
EFT34788	26/05/2022	BRIDGETOWN MINIMART	WREATH FOR BRIDGETOWN ANZAC DAY SERVICE	80.00
EFT34789	26/05/2022	BRIDGETOWN MITRE 10 & RETRAVISION	1 X 18V ANGLE GRINDER, 2 X PIECE COMBO KIT & OTHER MINOR TOOLS	975.45
EFT34790	26/05/2022	BRIDGETOWN NEWSAGENCY	MONTHLY NEWSPAPER CHARGES FOR APRIL	99.70
EFT34791	26/05/2022	BRIDGETOWN TYRES	4 X TYRES & WHEEL ALIGNMENT FOR SHIRE VEHICLE & UHF FOR GRADER	1,405.00
EFT34792	26/05/2022	BUNBURY TOYOTA	30,000KM SERVICE FOR TOYOTA RAV 4 HYBRID	486.62
EFT34793	26/05/2022	CANNINGS PURPLE	2021/22 GOVERNMENT RELATIONS ADVISORY SERVICE FOR APRIL	5,280.00
EFT34794	26/05/2022	CATALYSE PTY LTD	2022 CULTYR EMPLOYEE SCORECARD SURVEY	5,500.00
EFT34795	26/05/2022	CB TRAFFIC SOLUTIONS PTY LTD	SUPPLY TRAFFIC CONTROLLERS FOR BROCKMAN HWY RD WORKS	10,211.58
EFT34796	26/05/2022	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	248.57
EFT34797	26/05/2022	CHOICE PANEL AND PAINT	INSURANCE POLICY EXCESS FOR COMMUNITY BUS REPAIRS	300.00
EFT34798	26/05/2022	CROWN HOTELS	ACCOMMODATION FOR 2 X STAFF MEMBERS ATTENDING CONFERENCE	708.00
EFT34799	26/05/2022	DAVMECH	REPAIRS TO TRACK LOADER	4,275.81
EFT34800	26/05/2022	DEPARTMENT OF TRANSPORT	VEHICLE SEARCH COSTS	37.60
EFT34801	26/05/2022	ESPRESSO ESSENTIAL WA	CONSUMABLES FOR LIBRARY COFFEE MACHINE	202.74
EFT34802	26/05/2022	LGRCEU	PAYROLL DEDUCTIONS	220.00
EFT34803	26/05/2022	FINISHING WA	BINDING OF 39 X COUNCIL MEETING MINUTES BOOKS	4,087.05
EFT34804	26/05/2022	FORKWEST	HIRE OF WASTE FACILITY FORKLIFT FOR APRIL AND MAY	1,794.76
EFT34805	26/05/2022	FORMED PROJECTS	REFINE SPECIFICATION FOR BRIDGETOWN CIVIC CENTRE PROJECT	810.00
EFT34806	26/05/2022	FULTON HOGAN INDUSTRIES PTY LTD	SUPPLY BULK BITUMEN FOR WINNEJUP RD & GLENTULLOCH RD WORKS	79,494.06
EFT34807	26/05/2022	FUTURE ENGINEERING & COMMUNICATION	POST-BUSHFIRE STRUCTURAL INSPECTION & AUDIT OF TRANSMISSION TOWER	5,280.00
EFT34808	26/05/2022	GEOGRAPHE FORD & BUNBURY HYUNDAI	PURCHASE & REGISTRATION OF NEW 2021 FORD RANGER	35,631.49
EFT34809	26/05/2022	GREENBUSHES RSL	WREATH FOR GREENBUSHES ANZAC DAY SERVICE	90.00
EFT34810	26/05/2022	GREENBUSHES ROADHOUSE	FUEL FOR GREENBUSHES BFB	175.64
EFT34811	26/05/2022	HARMONIC ENTERPRISES PTY LTD	FORTIGATE 60F UNIFIED TREAT PROTECTION FOR BLC	127.60
EFT34812	26/05/2022	HILLVIEW ELECTRICAL SERVICE	REPLACE LIGHT FITTINGS AT VISITOR CENTRE, DEPOT & TOWN SQUARE	1,105.50

SHIRE OF BRIDGETOWN-GREENBUSHES
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EFT34813	26/05/2022	HOSTAWAY PTY LTD	ANNUAL DNS HOSTING FEE	46.50
EFT34814	26/05/2022	HYWOOD SIGNS	MORTAR REPOINTING WORKS & MINOR MAINTENANCE AT ADMIN BUILDING	1,590.00
EFT34815	26/05/2022	INTERPHONE	MONTHLY INTERNET CHARGE FOR ADMIN OFFICE FOR MAY	130.90
EFT34816	26/05/2022	ITR PACIFIC PTY LTD	VARIOUS PARTS FOR ROAD GRADER SERVICING	695.18
EFT34817	26/05/2022	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL FEE FOR 920KG CHLORINE GAS CYLINDER FOR APRIL	168.63
EFT34818	26/05/2022	ADAM JENKINS TREE SERVICES	TREE REMOVAL IN GREENBUSHES	350.00
EFT34819	26/05/2022	J.TURNER CONTRACTING PTY LTD	RE-SECURE RAILWAY STATION ENTRANCES FOLLOWING BREAK-IN	110.00
EFT34820	26/05/2022	KINGS PARK MOTEL	ACCOMMODATION FOR STAFF MEMBER ATTENDING TRAINING COURSE	450.00
EFT34821	26/05/2022	LAMP REPLACEMENTS	12 X PANEL LEDS FOR BRIDGETOWN LESSER HALL REFURBISHMENT	690.80
EFT34822	26/05/2022	LANDGATE	LAND VALUATION ENQUIRY CHARGES	803.74
EFT34823	26/05/2022	TRACY LANSDELL	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT34824	26/05/2022	LOTEX FILTER CLEANING SERVICE	ASSORTED AIR FILTERS FOR VEHICLE SERVICING	97.52
EFT34825	26/05/2022	SEAN MICHAEL MAHONEY	MONTHLY COUNCILLOR ALLOWANCE	1,070.92
EFT34826	26/05/2022	MANJIMUP TOYOTA & MITSUBISHI	50,000KM SERVICE FOR 2020 TOYOTA LANDCRUISER PRADO	319.94
EFT34827	26/05/2022	MARKETFORCE	ADVERTISING FOR RECRUITMENT, COUNCIL MEETINGS & TENDER	4,471.99
EFT34828	26/05/2022	MINESCOPE CONSTRUCTIONS	TRANSPORT OF JCB SKID STEER LOADER	1,200.00
EFT34829	26/05/2022	MOORE AUSTRALIA	FINANCIAL REPORTING WORKSHOP ATTENDANCE	1,980.00
EFT34830	26/05/2022	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	1,752.58
EFT34831	26/05/2022	NUTRIEN AG SOLUTIONS LIMITED	2 X CORRUGATED 6M HDPE PIPES	838.20
EFT34832	26/05/2022	OFFICEWORKS LTD	2 X IPHONE 11 CASES & SCREEN PROTECTORS	101.95
EFT34833	26/05/2022	TONY CHRISTOPHER OLSEN	PAINTING OF FEMALE CHANGE ROOMS AT BRIDGETOWN SPORTSGROUND	960.00
EFT34834	26/05/2022	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT34835	26/05/2022	QUALITY SHOP	PRINTING OF 30 X PRE-START CHECK LIST BOOKS	365.00
EFT34836	26/05/2022	QUALITY DOMES DIRECT	20 X 40FT DOME CAR PORT SHELTER FOR HESTER BFB	4,250.00
EFT34837	26/05/2022	PETER SIMON QUINBY	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT34838	26/05/2022	RAC	ANNUAL RAC ROADSIDE ASSISTANCE FEE FOR POOL CAR & COMMUNITY BUS	396.00
EFT34839	26/05/2022	DIANE ELIZABETH RAYNER	SUPPLY AUDIO VISUAL EQUIPMENT FOR 2 X SHIRE EVENTS	1,280.00
EFT34840	26/05/2022	JOANNE LESLEY RODRIGUES	RATES REFUND	439.10
EFT34841	26/05/2022	EILEEN AMANDA ROSE	MONTHLY COUNCILLOR ALLOWANCE	891.50
EFT34842	26/05/2022	SCAVENGER SUPPLIES PTY LTD	ANNUAL FIRE PANEL INSPECTION & SERVICE FOR BLC	412.50
EFT34843	26/05/2022	TEGAN RENEE SCHUTZ	REFUND OF LANDSCAPING BOND PLUS INTEREST	1,225.74

SHIRE OF BRIDGETOWN-GREENBUSHES
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EFT34844	26/05/2022	SEEK LIMITED	RECRUITMENT ADVERTISING FOR RECORDS OFFICER	1,105.50
EFT34845	26/05/2022	SHADEWEST SAILS	REFIT SHADE SALES AT MEMORIAL PARK, THOMPSON PARK & BLC	2,745.86
EFT34846	26/05/2022	KYLIE MICHELLE & THOMAS SHERWELL	REFUND OF UNREQUIRED DEVELOPMENT APPLICATION FEES	151.40
EFT34847	26/05/2022	SLATER-GARTRELL SPORTS	REPLACE RUBBER CRICKET PITCH COVER AT BRIDGETOWN SPORTSGROUND	968.00
EFT34848	26/05/2022	SOUTH REGIONAL TAFE	AUSCHEM TRAINING FOR 7 X STAFF MEMBERS	1,790.60
EFT34849	26/05/2022	STATEWIDE CLEANING SUPPLIES PTY LTD	8 X ROLLS OF 1200 X GYM MAXX PACK WIPES	393.80
EFT34850	26/05/2022	STEWART & HEATON CLOTHING CO PTY LTD	DFES PPE	147.39
EFT34851	26/05/2022	SYNERGY	ELECTRICITY CHARGES	3,490.32
EFT34852	26/05/2022	THE STABLES IGA	REFRESHMENTS FOR COUNCIL MEETINGS & VISITOR CENTRE WORKSHOP	432.56
EFT34853	26/05/2022	MARK FREDERICK THOMASSON	REFUND OF COUNCIL BUILT ASSET BOND PLUS INTEREST	646.53
EFT34854	26/05/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	253.41
EFT34855	26/05/2022	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGES FOR LIBRARY & SHIRE DEPOT	290.40
EFT34856	26/05/2022	T-QUIP	REPLACEMENT IGNITION KEY FOR TORO ZERO TURN MOWER	7.45
EFT34857	26/05/2022	WA NATURALLY PUBLICATIONS	VARIOUS BOOKS FOR BRIDGETOWN VISITOR CENTRE STOCK	732.84
EFT34858	26/05/2022	WALGA	7 X COUNCILLOR TRAINING SESSIONS	1,865.00
EFT34859	26/05/2022	WINC AUSTRALIA PTY LTD	4 X RAPID LINE OPEN RETURNS FOR DEPOT OFFICE	941.69
EFT34860	26/05/2022	WORKWEAR GROUP	UNIFORM ORDER	172.10
EFT34861	26/05/2022	WREN OIL	ADMIN FEE FOR OIL WASTE DISPOSAL	33.00
EFT34862	26/05/2022	DEPT OF MINES, INDUSTRY REGS & SAFETY	BSL'S COLLECTED FOR APRIL 2022	3,039.03
EFT34863	26/05/2022	SHIRE STAFF CLUB	STAFF SOCIAL CLUB DEDUCTIONS FOR MAY	224.00
DIRECT DEBITS - LICENSING				
27409	02/05/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 02/05/2022	7,014.70
27410	03/05/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 03/05/2022	4,438.80
27411	04/05/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 04/05/2022	7,668.50
27412	05/05/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 05/05/2022	4,596.70
27413	06/05/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 06/05/2022	3,816.35
27414	09/05/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 09/05/2022	3,579.75
27415	10/05/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 10/05/2022	2,154.25
27416	11/05/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 11/05/2022	3,908.00
27417	12/05/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 12/05/2022	1,945.25
27418	13/05/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 13/05/2022	3,721.70

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27419	16/05/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 16/05/2022	4,637.85
27420	17/05/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 17/05/2022	8,273.70
27421	18/05/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 18/05/2022	1,386.65
27422	19/05/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 19/05/2022	5,817.90
27423	20/05/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 20/05/2022	3,833.50
27424	23/05/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 23/05/2022	2,771.75
27425	24/05/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 24/05/2022	10,699.85
27426	25/05/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 25/05/2022	2,495.45
27427	26/05/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 26/05/2022	8,082.50
27428	27/05/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 27/05/2022	4,131.10
27429	30/05/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 30/05/2022	5,893.40
27430	31/05/2022	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 31/05/2022	3,565.75
CHEQUES				
300184	14/04/2022	SHIRE OF BRIDGETOWN-GREENBUSHES	MONTHLY STAFF DEBTORS DEDUCTIONS FOR MARCH	1,106.64
300185	14/04/2022	WATER CORPORATION	WATER USAGE	2,625.90
300186	29/04/2022	SHIRE OF BRIDGETOWN-GREENBUSHES	STAFF DEBTOR DEDUCTIONS FOR APRIL	1,129.50
300187	29/04/2022	WATER CORPORATION	WATER USAGE	16,713.05
300188	12/05/2022	DEPARTMENT OF TRANSPORT	REGISTRATION OF VEHICLE TO STANDARD FLEET EXPIRY	28.80
300189	12/05/2022	THOMAS NIGEL JONES	RATES REFUND	122.00
300190	26/05/2022	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION ON BCITF LEVIES COLLECTED FOR APRIL	57.75
300191	26/05/2022	WATER CORPORATION	WATER USAGE	3,474.60
300192	26/05/2022	SHIRE OF BRIDGETOWN-GREENBUSHES	STAFF DEBTOR DEDUCTIONS FOR MAY	1,078.00
				987,407.56
CHEQUES - VISITOR CENTRE TRUST				
200032	13/05/2022	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRE COMMISSION ON ACCOMMODATION BOOKINGS FOR APRIL 2022	1,056.07
ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST				
EFT34759	13/05/2022	BRIDGETOWN HISTORICAL SOCIETY INC.	CONSIGNMENT STOCK SOLD FOR APRIL 2022	78.75
EFT34760	13/05/2022	JOHN MASLIN	CONSIGNMENT STOCK SOLD FOR APRIL 2022	20.25
EFT34761	13/05/2022	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKETS SOLD FOR MONTH OF APRIL 2022	278.65
EFT34762	13/05/2022	WA HOLIDAY GUIDE PTY LTD	COMMISSION ON ACCOMMODATION BOOKINGS FOR APRIL 2022	92.40

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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
V300212	11/05/2022	WESTPAC BANK	TOTAL ACCOMMODATION FOR THE MONTH OF APRIL 2022	6,566.33
				<u><u>8,092.45</u></u>

This schedule of accounts paid for the Municipal Fund totalling \$987,407.56 and for the Trust Fund totalling \$8092.45 which was submitted to each member of the Council on 30th June 2022 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and castings.

Total creditor accounts outstanding as at 31/05/2022 is \$645,038.70



CHIEF EXECUTIVE OFFICER

30 June 2022

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FINANCE

POLICY NO.	F.1
POLICY SUBJECT	Shire Community Grants, Service Agreements, Donations and Contributions
ADOPTION DATE	30 September 1999
LAST VARIATION DATE	31 January 2019 (C.11/0119)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Annual Funding Allocations and Categories

Council will determine an annual funding allocation for the provision of community grants, service agreements and other donations and contributions within the following categories:

1. Service Agreements
2. Community Grants
3. Chief Executive Officer Donations
4. Chief Executive Hall Hire Donations
5. Rubbish & Recycling Collection Community Groups
6. Rubbish & Recycling Collection Shire Leased Facilities
7. Annual Contributions

Categories 1 and 2 are identified in the remainder of this policy as “Contestable Funding” because these are the contestable (application based) funding options available to the community.

The total annual funding allocation will be determined in the annual review of the Corporate Business Plan and the disbursement of that sum across the 7 categories will be determined in a separate process. This process will be application based for the Contestable Funding categories, with the assessment of submitted grant applications undertaken by a Working Group (comprising interested Councillors).

The Working Group recommendations will be considered by Council via an agenda report. The Working Group will recommend:

- The successful applicants at category numbers 1 – 2 (and the value of each successful application).
- The recommended value of each category at numbers 3 – 7

Council may, at any time, choose to identify recipients of funding within each category 3 – 7 however the allocation of funding will be done annually in alignment with the contestable funding timeline (being categories 1 – 2).

If Council resolves, at other times during a financial year, to commit to ongoing (more than one-off) contributions towards projects, initiatives or services the amount of that contribution will be notated under Category 7 – Annual Contributions. This will be reviewed annually at the same time as all other funding categories and will be

funded via the total annual funding allocation identified in the Corporate Business Plan.

Contestable Funding Timeline

The contestable funding application period will commence on 1 December annually and close at 4.30pm on the last Friday in February annually. The Working Group will review the submitted applications no later than April annually with Council consideration of recommendations no later than May annually.

Contestable Funding Guidelines and Requirements

- A representative from the applicant entity must meet with a representative from the Shire of Bridgetown-Greenbushes Community Services Department prior to submitting an application.
- Funds may be used for construction, purchase of equipment, salaries, and contract services, operational expenses, marketing expenses, consumables, and administration expenses.
- Applicants must answer all questions in the grant application, and provide full details on all questions asked in the application form.
- Applications must reach the Shire no later than 4.30pm on the last Friday in February annually.
- Late applications will not be considered and will not be presented to the Working Group.
- Applicants must be local community (including sporting) groups, or commercial ventures that provide community benefit.
- An acquittal of the project must be provided to the Shire immediately after the project has been completed. Failure to provide an acquittal will eliminate consideration of future applications until such time as an acquittal is received.
- Grants will not be provided retrospectively (i.e. for a project that is completed or already underway).
- Funding will not be provided for recurring projects at the conclusion of either a community grant or a service agreement and will not be considered in the application assessment process.

Contestable Funding Conditions

- The Shire of Bridgetown-Greenbushes will determine terms of payment of grant funding.
- Successful applicants who receive funding of \$5,000 or more are required, as part of the acquittal process, to ~~present to Council (annually)~~ submit a report on the outcome of the funded activity. Upon receipt the report is to be distributed to Councillors (note not formal reporting to Council) in a manner to be determined by the CEO.
- Council may use the information provided by funded entity for its own promotional purposes.
- All funded entities will be required to enter into an agreement with the Shire of Bridgetown-Greenbushes which will detail specific conditions and terms relevant to that project.
- All funded entities must acknowledge the support of the Shire of Bridgetown-Greenbushes in all their promotional material.

- Funded entities must advise the Shire of Bridgetown-Greenbushes of any change to office bearers and their contact details.
- Payments of grant funding may be suspended at any time if, in the opinion of Council, any of the conditions of the funding agreement, or satisfactory progress, has not been achieved.
- Any change to a funded project cannot proceed without a formal resolution from Council – the applicant must submit a written grant variation request to the Shire of Bridgetown-Greenbushes clearly stating any proposed changes to the project and the reason why the changes are required. This will be considered by Council and a determination made.

Assessment of Applications for Contestable Funding

A Working Group comprising elected member (Councillor) representation will assess all of the eligible applications for contestable funding and will make recommendations to Council in accordance with the following assessment criteria:

1. The Working Group will assess each application received in the Contestable Funding process on its merit, and determine the value of the application in relation whole of community benefit.
2. Applications which demonstrate a cash contribution (not just an 'in kind' contribution) from the applicant will be assessed as having higher merit than applications solely reliant upon grant funding.
3. Applications which demonstrate a strong ability to assist Council deliver strategic objectives and actions (as identified in the Strategic Community Plan and Corporate Business Plan) will generally be assessed as having higher merit than applications that do not.
4. The Working Group will consider funding projects which do not have direct links to Council deliver strategic objectives and actions (as identified in the Strategic Community Plan and Corporate Business Plan) based on the applicants ability to explain why their project will benefit the community, or other rationale as to why their project should be funded.

Assessment of Projects for Non Contestable Funding

A Working Group comprising elected member (Councillor) representation will assess all of the eligible projects for non-contestable funding and will make recommendations to Council in accordance with the following assessment criteria:

1. The Working Group will assess each project (application based or otherwise) received in the Contestable Funding process or throughout the year via alternative process, on its merit, and determine the value of the project in relation to whole of community benefit. This assessment will be undertaken annually, at the same time as the assessment of the contestable funding applications.
2. The Working Group will review projects on an annual basis that are not new, but are existing projects within the Shire's operating budget to determine

ongoing community benefit and funding provision. This will include the budget allocation for CEO Donations.

3. Projects can be service delivery or event based activities.
4. Projects which demonstrate a strong ability to assist Council deliver strategic objectives and actions (as identified in the Strategic Community Plan and Corporate Business Plan) will generally be assessed as having higher merit than projects that do not.
5. The Working Group will consider funding projects which do not have direct links to Council deliver strategic objectives and actions (as identified in the Strategic Community Plan and Corporate Business Plan) based on the applicants ability to explain why their project will benefit the community, or other rationale as to why their project should be funded.

POLICY NO.	F.2
POLICY SUBJECT	Depreciation of Assets
ADOPTION DATE	29 April 1999
LAST VARIATION DATE	28 November 2019 (C.06/1119)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. ~~Depreciation of Assets~~

~~All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.~~

~~Depreciation rates of non-current assets are:~~

- ~~• To be reviewed each reporting period;~~
- ~~• Recognised on a straight-line basis;~~

2. ~~Capitalisation of Assets~~

~~Capital expenditure are amounts expended to acquire future service potential or economic benefits. Capital expenditure will be recognised where it can be clearly identified that the purchase represents a single acquisition (including landing, freight, commissioning, and design and other such costs) in excess of \$5,000 as required by the Local Government (Financial Management) Regulations 2006 as amended.~~

3. ~~Valuation of Assets~~

~~Assets recognised, in accordance with relevant accounting standards and concepts, will be recorded initially at cost. Assets will be subsequently depreciated and revalued in accordance with Regulation 17A of the Local Government (Financial Management) Regulations 1996.~~

POLICY NO.	F.3
POLICY SUBJECT	Investment Policy
ADOPTION DATE	29 April 1999
LAST VARIATION DATE	28 November 2019 (C.06/1119)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. Executive Overview

The purpose of this Policy is to ensure:

- Council conforms with its fiduciary responsibilities under Section 6.14 of the *Local Government Act 1995* and Section 18(1)(a) of the *Trustees Act 1962 (as amended)* (the “Prudent Person” rule) – *Refer Addendum 1*
- Council at all times has in place a current set of policies and delegations for its Investment Officers.
- Adherence to the guidelines and policies outlined in this document by all Officers with delegated authority to invest/control surplus funds.

This document is to be made available to all employees involved in daily investment decisions, as well as to those who approve Council’s policies.

Notwithstanding the introduction of this Policy Document, the General Financial Management obligations imposed on Chief Operating Officers under the Local Government Act and the Local Government (*Financial Management*) Regulations should at all times be complied with.

2. Investment Objectives

- 2.1 To take a conservative approach to investments, but with a focus to add value through prudent investment of funds.
- 2.2 To have investment funds achieve a return consistent with the goals set by the CEO from time to time.
- 2.3 To achieve an adequate level of diversification to spread risk.
- 2.4 To achieve a high level of security by using recognised ratings criteria.

So as to ensure that Shire officers have ready access to funds for day-to-day operations, without penalty.

3. Risk Profile

The Council and delegated investment Officers have fiduciary responsibilities under Section 6.14 of the Local Government Act and therefore risks must be kept to a minimum, particularly credit risk. In this respect, the schedule of Authorised Investments (Section 10) and limits applying to counterparties (Section 11) are to be adhered to. This will ensure delegated officers comply with the *Prudent Person* rule.

Council recognises its obligations under the *Prudent Person* rule by seeking to adhere to an investment policy with a conservative bias. Council also seeks to add value to the investment portfolio through product selection and diversification.

4. Risk Management Controls

- 4.1 Documented authority to invest (*Refer Addendum 1*)
- 4.2 Documented investment procedures.
- 4.3 Documented back-up procedures, ie:
 - Staff
 - Systems, operations
 - Checking controls, supervision
- 4.4 Management reporting:
 - Monthly investment report (refer Section 12.1)
 - Monthly statements to be received from counterparties with the exception of term deposits.

The General Financial Management obligations imposed on Chief Executive Officers, under the Local Government Act and the Local Government (*Financial Management*) Regulations must at all times be complied with.

5. Liquidity

- 5.1 Liquidity ratio:

At least 50% of total investment portfolio must be liquifiable within 31 days.
- 5.2 Cash flow report to be monitored at least weekly to ensure cash funds are available to meet commitments.
- 5.3 Maturity analysis report to be monitored at least monthly.

6. Long-Term Investments/Reserves

Council will establish reserves, as required, upon the recommendation of the Chief Executive Officer.

Where a reserve is to be established for long-term projects, investments other than those outlined in this Policy may be appropriate. Council approval would be required in each case.

7. Diversification

- 7.1 Portfolio of investments must be diversified to ensure a spread of credit risk and market risk.
- 7.2 No more than 50% of funds may be invested into any one asset class (or product) without Council approval. The only exception being deposits with

authorised deposit-taking institutions within the meaning of the *Banking Act 1959(Cth)*.

8. “Prudent Person” Rule

Addendum 1 outlines the legislative background of the “*Prudent Person*” rule.

These guidelines must be adhered to. In case of conflict, the “*Prudent Person*” ruling must apply, or Council approval obtained.

By way of background, the “*Prudent Person*” rule replaces the previous legislation which stipulated that all investments had to fall within the list of Authorised Trustee Investments (in accordance with Part III of the *Trustees Act 1962*), otherwise approval of the Minister for Local Government was required, on the advice and recommendation of the Treasurer (*Local Government Act 1995*, Section 6.14(1)).

9. Delegated Authority to Invest

The CEO is delegated authority by Council to make investment decisions and sign investment lodgments, withdrawals, etc. The CEO is to sub-delegate authority to appropriate Corporate Services staff the authority to place and withdraw investments subject to a minimum of two staff (may include the CEO) to be signatories to any investment decision with a suitable hierarchy of investment responsibility (amount) being established. This hierarchy shall require either the CEO or Executive Manager Corporate Services to be a signatory to any investment decision and the CEO to be a signatory to any investment decision of an amount equal to or greater than \$1 million.

10. Authorised Investments

Authorised investments are contained in Addendum 2. These investments may be made by authorised officers subject to the investment policies outlined in this document being adhered to.

11. Authorised Counterparties and Exposure Limits

	Counterparty Details	Minimum Standard & Poor’s Rating	Maximum Exposure as a % total Investment Portfolio
11.1	All authorised deposit-taking institution as defined in the <i>Banking Act 1959</i> (Commonwealth) section 5 with a maximum term 3 years (Note: at all times a minimum of 50% total investments must remain with a Bank)	A-1	100%
11.2	Western Australian Treasury Corporation fixed term investments with a maximum term of 1 years	A-1	50%

11.3	Commonwealth Government (Guaranteed) Bonds (maximum term 3 years)	A-1	50%
11.4	State or Territory Government (Guaranteed) Bonds (maximum term 3 years)	A-1	50%

12. Management Reporting

12.1 Monthly Reports

Each month an investment report must be produced to the Chief Executive Officer. The report will summarise:

- Liquidity levels (cash flow report)
- Maturity profile
- Investment spread (asset classes)
- Counterparty exposure versus limits
- Returns versus benchmarks
- Any breaches of authority

12.2 Reviews

Annual reviews of the Investment Guidelines and Policy Document must be provided.

Addendum 1

Legislative Background – The “Prudent Person”

The investment options available to Local Government Authorities in Western Australia were altered in June 1997 with changes to the Trustees Act.

With the passage of changes to the Trustees Act, the list of prescribed investments has been removed and replaced by the “Prudent Person” rule.

The main features of the prudent person rule include:

- Exercising the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.
- A duty to invest funds in investments that are not speculative or hazardous.

In exercising powers of investment, there are important matters for consideration:

- The purpose of the investment and the needs and circumstances
- The desirability of diversifying investments
- The nature of and risk associated with existing investments
- The need to maintain the real value of capital and income
- The risk of capital or income loss or depreciation
- The potential for capital appreciation
- The likely income return and timing of the income return
- The length of the term of the proposed investment
- The liquidity and marketability of the proposed investment
- The aggregate value of the investment
- The effect of the proposed investment in relation to the tax liability (if any)
- The likelihood of inflation affecting the value of the proposed investment
- The costs of making the proposed investment
- The results of a review of existing investments

Addendum 2

Authorised Investments

Note: Authorised Officers may invest in the following assets subject to Delegated Authority Section 9 and Section 11.

1. Cash/Authorised Deposit-taking Institution Deposits/Securities

- (a) At Call/Short-dated deposits with an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5 – maximum term 3 years.
- (b) Bills of exchange that have been accepted or endorsed by an authorised deposit-taking institution – maximum term 3 years.
- (c) Certificates of deposit and term deposits issued by an authorised deposit-taking institution whether negotiable, convertible or not – maximum term 3 years.
- (d) Bonds guaranteed by the Commonwealth Government or a State or Territory Government of the Commonwealth – maximum term 3 years.

2. Restrictions

- (a) Organisations with which deposits are placed must have a long-term credit rating of A (or equivalent or higher) as assessed by a recognised Ratings Agency.
- (b) Officers may not invest in currency that is not the currency of Australia, ie; foreign currency.
- (c) Maximum limits (% of investment portfolio) are set out in Section 11.

POLICY NO.	F.4
POLICY SUBJECT	Proceeds from Sale of Council Land
ADOPTION DATE	29 April 2001
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Purpose of Policy

To ensure the organisation retains strategic Capital assets.

Policy Statement

From time to time Council owned land is identified as being surplus to existing requirements, and a resolution is made by the Council to dispose of it in accordance with Section 3.58 of the *Local Government Act 1995* (sale by auction, tender or private treaty).

All income (less sale of land costs) generated by the sale of Council land is to be deposited in the Land and Buildings Reserve for future use for acquisition of land and buildings.

It is not sustainable for operational costs of the organisation to be funded by sale of capital items. Ideally proceeds from the sale of capital items should be used for the acquisition of capital items.

POLICY NO.	F.5
POLICY SUBJECT	Regional Price Preference
ADOPTION DATE	26 October 2000
LAST VARIATION DATE	30 November 2017 (C.17/1117)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy

In order to promote sub-regional development the Shire of Bridgetown–Greenbushes will provide a price preference to regional suppliers (located within the stipulated areas) when evaluating and awarding contracts with Council via the Tendering Process. Any price preference provided will comply with part 4A of the Local Government (Functions and General) Regulations 1995 as amended.

Policy Details

Price preference will be given to all suppliers submitting conforming tenders for the supply of goods and services (including construction (building) services) to the Shire of Bridgetown - Greenbushes, unless Council resolves that this policy not apply to a particular tender.

The following price preference will be given to suppliers submitting tenders assessed in relation to this policy;

Goods and Services – up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

Stipulated Area

10% up to \$10,000 to all suppliers located within the Shire of Bridgetown – Greenbushes.

5% above \$10,000 to all suppliers located within the Shire Bridgetown-Greenbushes.

Construction (building) Services – up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

Stipulated Area

5% to all suppliers located within the Shire of Bridgetown – Greenbushes.

2.5% to all suppliers located within the Shire of Manjimup, Shire of Nannup and Shire of Boyup-Brook.

Goods and Services, including Construction (Building) Services tendered for the first time where Council previously supplied the Goods or Services - up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document

Stipulated Area

10% to all suppliers located within the Shire of Bridgetown – Greenbushes.

5% to all suppliers located within the Shire of Manjimup, Shire of Nannup and Shire of Boyup-Brook.

Regional Price Preference will only be given to suppliers located within the stipulated areas for more than 6 months prior to the advertising date of the tender.

Located within the area stipulated is defined as having a supplier having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods or services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the stipulated area but undertake the business from premises within the stipulated area. An example is a franchisee of a multinational company.

Only those goods and services identified in the tender, as being from a source located within the stipulated area will have the price preference applied when assessing the tender.

Price is only one factor that Council considers when evaluating a tender. There is nothing contained within this policy that compels Council to accept the lowest tender or any tender based on price offered.

POLICY NO.	F.6
POLICY SUBJECT	Purchasing Policy
ADOPTION DATE	28 March 2002
LAST VARIATION DATE	30.4.20 (SpC.01/0420b)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1.1. STATEMENT OF INTENT

The intent of this policy is to provide clear direction to staff when carrying out purchasing of goods and services for the Shire of Bridgetown-Greenbushes and to ensure that purchasing is undertaken in an efficient, effective, economical and sustainable manner that provides transparency and accountability of the procurement process. This policy:

- Provides the Shire of Bridgetown-Greenbushes with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire of Bridgetown-Greenbushes receives value for money in its purchasing.
- Ensures that the Shire of Bridgetown-Greenbushes considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Shire of Bridgetown-Greenbushes is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Shire of Bridgetown-Greenbushes purchasing practices that withstands probity.

1.2. OBJECTIVES

Purchasing Procedures are to encompass the following requirements;

To provide compliance with the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*.

Compliance with the guidelines contained within the Local Government Purchasing and Tender Guide published by the Western Australia Local Government Association.

To deliver a best practice approach and procedures to internal purchasing for the Shire of Bridgetown-Greenbushes.

To ensure consistency for all purchasing activities that integrates within all the Shire of Bridgetown-Greenbushes operational areas.

1.3. ETHICS AND INTEGRITY

All officers and employees of the Shire of Bridgetown-Greenbushes shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Bridgetown-Greenbushes.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Bridgetown-Greenbushes policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire of Bridgetown-Greenbushes by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

1.4. VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Bridgetown-Greenbushes. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);

- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

1.5. SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

The Shire of Bridgetown-Greenbushes is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with any Shire of Bridgetown-Greenbushes sustainability objectives.

1.6. PURCHASING THRESHOLDS

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Amount of Purchase	Requirements
Up to \$2,500	Direct purchase from supplier at purchaser's discretion.
\$2,501 - \$5,000	Obtain at least two verbal or written quotations.
\$5,001 - \$39,999	Obtain at least three written quotations.
\$40,000 - \$249,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$250,000 and above	Conduct a public tender process.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$250,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$250,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

The CEO may, in justifiable circumstances, waive the need to seek the required number of quotations prior to undertaking a purchase.

For purchases greater than \$10,000 (ex GST), all parties providing quotations are to be notified in writing (including by fax/email) if they are unsuccessful (note successful parties will be notified formally by issue of a purchase order).

The Shire will compile and maintain a preferred list of suppliers if the CEO believes it is warranted. Only one quote, unless considered prudent to seek more, is required for prospective purchases made from a supplier listed on the Shire's preferred list of suppliers.

1.6.1 Up to \$2,500

Where the value of procurement of goods or services does not exceed \$2,500, direct purchase from the supplier may be made. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

1.6.2 \$2,501 to \$5,000

This category is for the procurement of goods or services where the value of such procurement ranges between \$2,501 and \$5,000.

At least two verbal or written quotations (or a combination of both) are required. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement / specification is clearly understood by the Shire of Bridgetown-Greenbushes employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

Record keeping requirements must be maintained in accordance with record keeping policies.

1.6.3 \$5,001 to \$39,999

For the procurement of goods or services where the value with ranges between \$5,001 and \$39,999, it is required to obtain at least three written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies

NOTES: The general principles relating to written quotations are;

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
 - Written Specification
 - Selection Criteria to be applied
 - Price Schedule
 - Conditions of responding
 - Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

1.6.4 \$40,000 to \$249,999

For the procurement of goods or services where the value with ranges between \$40,000 and \$249,999, it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

Record keeping requirements must be maintained in accordance with record keeping policies.

1.7. REGULATORY COMPLIANCE

1.7.1 Exemptions

Tenders do not have to be publicly invited where the proposed purchase is being done in accordance with Regulation 11 of the Local Government (Functions and General) Regulations. However where the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program, then compliance to the balance of this Purchasing Policy will be required. This includes meeting the requirements to obtain a minimum number of quotations unless the CEO waives such a requirement taking into account the nature of the purchase and availability/suitability of potential suppliers.

1.7.2 Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the

need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

1.7.3 Anti-Avoidance

The Shire of Bridgetown-Greenbushes shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$250,000, thereby avoiding the need to publicly tender.

1.7.4 Tender Criteria

The Shire of Bridgetown-Greenbushes shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

For Requests with a total estimated (Ex GST) price of:

- Between \$40,000 and \$249,999, the panel must contain a minimum of 2 staff members; and
- \$250,000 and above, the panel must contain a minimum of 3 staff members.

1.7.5 Advertising Tenders

Tenders are to be advertised in a state wide publication e.g. "The West Australian" newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 **full** days are provided as a minimum.

The notice must include;

- a brief description of the goods or services required;
- information as to where and how tenders may be submitted;
- the date and time after which tenders cannot be submitted;
- particulars identifying a person from who more detailed information as to tendering may be obtained;
- detailed information shall include;
- such information as the Shire of Bridgetown-Greenbushes decides should be disclosed to those interested in submitting a tender;
- detailed specifications of the goods or services required;

- the criteria for deciding which tender should be accepted;
- whether or not the Shire of Bridgetown-Greenbushes has decided to submit a tender; and
- whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

1.7.6 Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Shire of Bridgetown-Greenbushes not to compromise its Duty to be Fair.

1.7.7 Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

1.7.8 Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as *commercial-in-confidence* to the Local Government. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Shire of Bridgetown-Greenbushes Officers present at the opening of tenders.

1.7.9 No Tenders Received

Where the Shire of Bridgetown-Greenbushes has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$40,000 & \$249,999 (listed above);
- the specification for goods and/or services remains unchanged;

- purchasing is arranged within 6 months of the closing date of the lapsed tender.

1.7.10 Tender Evaluation

Tenders that have not been rejected shall be assessed by the Shire of Bridgetown-Greenbushes by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

1.7.11 Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire of Bridgetown-Greenbushes may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

1.7.12 Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire of Bridgetown-Greenbushes and tenderer have entered into a Contract, a minor variation may be made by the Shire of Bridgetown-Greenbushes.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

1.7.13 Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

1.7.14 Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation;
- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the *State Records Act 2000*, and the Shire of Bridgetown-Greenbushes internal records management policy.

POLICY NO.	F.7
POLICY SUBJECT	Reporting Forecast Budget Variations Policy
ADOPTION DATE	27 November 2003
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Objective

Subject to Regulation 34.(1) of the Local Government (Financial Management) Regulations 1996, to set a level of reporting detail to ensure that Council is satisfied with the implementation of the annual expense budget. This recognises that budget estimates are at times anticipated well in advance, and allows for incidental ‘unders’ and ‘overs’ to be incurred without the need for reporting them via this Policy.

Policy

At the next ordinary Meeting of Council, after which the financial information becomes available, Council shall be advised of projected material over-expenditures as follows:

Budget account amount	Requirement
\$0 - \$10,000	CEO to manage to a maximum of 10%. <i>(ie: any budget line item up to \$10,000, \$1,000 is non-reportable as over-expenditure, subject to CEO approval)</i>
\$10,001 - \$50,000	Council to be advised of projected over expenditure to an amount of 10%. <i>(ie: for a budget line item of \$25,000, if it is estimated that the account will exceed expenditure by over \$2,500, it must be reported to the next Council meeting)</i>
\$50,001 and over	Council to be advised of projected over expenditure to an amount of 5%. <i>(ie: for a budget line item of \$80,000, if it is estimated that the account will exceed expenditure by over \$4,000, it must be reported to the next Council meeting)</i>
Over expenditure of over \$10,000	Special Council Meeting required. <i>(ie: for a budget line item of \$50,000, if it is estimated that the account will exceed budgeted expenditure by \$10,000 a special Council meeting must be called)</i>

The purpose of the policy is to also ensure that projected material over-expenditure at the sub-program level is reported at the next ordinary Meeting of Council, as is consistent with the Local Government (Financial) Management Regulations 1996. The Regulations identify the following sub-programs:

Program	Sub-Program
General Purpose Funding	Rates
	General Purpose Grants
	General Financing
Governance	Members of Council
	Governance - General
Law, Order & Public Safety	Fire Prevention
	Animal Control
	Other Law, Order & Public Safety
Health	Maternal & Infant Health
	Preventative Services – Meat Inspection
	Preventative Services – Administration & Inspection
	Preventative Services – Pest Control
	Preventative services – Other
	Other Health
Education & Welfare	Pre-school
	Other Education
	Care of Families & Children
	Aged & Disabled Persons
	Aged & Disabled – Senior Citizen Centres
	Aged & Disabled – Meals on Wheels
	Other Welfare
Housing	Staff Housing
	Other Housing
Community Amenities	Sanitation
	Sanitation – Household Refuse
	Sanitation – Other
	Sewerage
	Urban Stormwater Drainage
	Protection of the Environment
	Town Planning & Regional Development
Other Community Amenities	
Recreation & Culture	Public Halls & Civic Centres
	Swimming Areas & Beaches
	Other Recreation & Sport
	Television & Radio Broadcasting
	Libraries
	Heritage
Transport	Other Culture
	Streets, Roads, Bridges, Depots
	- Construction (not capitalised)
	- Maintenance

	Road Plant Purchase (if not capitalised)
	Parking Facilities
	Traffic Control
	Aerodromes
	Water Transport Facilities
Economic Services	Rural Services
	Tourism & Area Promotion
	Building Control
	Saleyards & Markets
	Plant Nursery
	Economic Development
	Public Utility Services
	Other Economic Services
Other Property & Services	Private Works
	Plant Operation
	Salaries & Wages
	Public Works Overhead
	Works & Services Management
	Waste Department
	Works & Services Department
	Fleet Department
	Corporate Services Department
	Chief Executive Officer
	Admin/Finance Activity Unit
	Planning & Finance Department
	Community Services Department
	Unclassified
	Town Planning Scheme

For forecast budget under-expenditures, amounts are to be reported to Council when it is determined that all projects in that sub-program are completed.

Regulation 34.(1) reads as follows:

“34. Financial activity statement required each month (Act s.6.4)

- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in 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); and*
 - (b) *budget estimates to the end of the month to which the statement relates; and*
 - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
 - (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.”*

POLICY NO.	F.8
POLICY SUBJECT	Facility Hire
ADOPTION DATE	27 March 2003
LAST VARIATION DATE	26 November 2020 (C.05/1120)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Statement

The Shire of Bridgetown-Greenbushes has various facilities which may be hired by organisations, groups, individuals and companies. The facilities differ whereby some have tables, chairs, crockery, cutlery available whilst others do not have any furniture, etc. All facilities are hired on an 'as is' basis and hirers must complete and sign a Facility Hire application form and adhere to the conditions of use contained therein.

Conditions of Use

Hirers of Shire of Bridgetown-Greenbushes facilities are requested to comply with the following hire conditions:

1. All venue hire fees to be paid in advance. Bookings will not be confirmed until payment has been received and receipted at the Shire offices. A cleaning/damage bond as included in Council's adopted fees and charges applies for hall hire bookings.
2. Sporting Clubs who do not have Public Liability Insurance can apply to the Bridgetown Leisure Centre Manager 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 (or his/her nominated Officer).
3. The Bridgetown Town/Lesser Hall will not be made available for hire for sport or recreation pursuits where these can occur in the Leisure Centre.
4. The use of Shire Halls for the retail selling of commercial goods will not be permitted. However the use of Shire Halls for promotion of products and services only shall be permitted.

Applications for retailing of commercial goods by community/charitable organisations may be permitted subject to Shire approval being granted prior to the event.

The selling of goods through market stalls organised by community/charitable organisations shall be permitted.

5. Compliance with any requirements/conditions listed on the Facility Hire application form. In circumstances where the hirer is required to hold public liability insurance the minimum level of cover is to be \$20 million.

POLICY NO.	F.9
POLICY SUBJECT	Service Agreements for Community Service Providers
ADOPTION DATE	27 November 2003
LAST REVIEW DATE	26 November 2020 (C.05/1120)

The objectives of Service Agreements aim to:

- Provide the Service Agreement recipients with more longer-term security, enabling the group to forward plan and implement longer-term security and service to the groups recipients.
- Encourage, promote and support community services.
- Encourage community groups to forward plan their services, which will promote the stability of these services to the Shire.
- Reduce the time required by organisations to prepare submissions. Many of these organisations are managed and supported by volunteers. This time which has in the past been spent on producing a yearly detailed submission could be imputed into more community service work provided by that group.
- Streamline the Council budget process.
- Separate on-going operational activities from one-off activities or capital purchases. (It is recommended that groups applying for Service Agreements could also apply for one-off grants through the budget process).

The purpose of Service Agreements is to fund on-going operational activities, rather than one-off activities or capital purchases. This policy aims to clearly separate these one-off grants with Service Agreements.

Selection Criteria for Applying for Service Agreement:

A group, organisation or individual providing an on-going service to the community at little or no profit.

Requirements to be Eligible for a Service Agreement:

A Service Agreement request may be for operational on-going costs only. One-off capital items or projects may be applied for through the annual Community Grants process.

The project or program must be started within 12 months of the grant award.

Grant funds may be used for staff salaries, and contract services.

Service Agreement applications must answer all questions, and provide full details on all questions asked. If a question cannot be answered, the organisation must state why it cannot be answered.

Service Agreements will be in place for 3 years unless otherwise decided by Council.

Closing date for new Service Agreement applications is the last Friday in March annually. Late applications can be accepted by a resolution of Council.

Grant applicants can be community or sporting groups, or Commercial ventures provided 100% of any grant funds provided by the Shire are for the purpose stated in the Service Agreement application.

A business plan, budget or detailed explanation of income and expenditure is required.

Provide a financial report with the Service Agreement application.

The Shire of Bridgetown-Greenbushes will determine terms of payment for Service Agreements.

Successful Service Agreement providers must provide the CEO, by 31 January each year, an interim acquittal, with written detail on services progressed via the service agreement funds.

Council may request to check the Financial Records of funded groups and organisations, eg. Cash Books and Bank Statements.

Council may use the project/program information provided by funded groups/organisations for promotional and networking purposes.

All funded groups/organisations will be required to enter into a formal agreement with the Shire of Bridgetown-Greenbushes before receiving funding regarding the Monitoring, Evaluation and Accountability and other conditions of the grant.

All funded groups/organisations *will be required to* acknowledge the support of the Shire of Bridgetown-Greenbushes in any promotional or publicity material.

It is essential that any change of office bearers, telephone numbers and postal address be notified immediately.

Payments of funds may be suspended at any time if, in the opinion of Council, any of the conditions laid down are not met, or satisfactory progress has not been achieved.

Funds will not be provided for activities that are the primary responsibility of other funding agencies.

Application to explicitly detail what the group/organisation/individual provides to the community, and how the service agreement will improve services to the Shire.
Provide a financial report with the service agreement application.

Funds are not to be expended on capital or “one-off” projects.

Applicants for a Service Agreement may also apply for grants for “one-off” or capital items through the annual community grants process.

POLICY NO.	F.10
POLICY SUBJECT	Method of Valuation of Rateable Properties
ADOPTION DATE	26 April 2018 (C.08/0418) [Supersedes GRV/UV Rating Policy]
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Background

Section 6.28(1) & (2) of the *Local Government Act 1995* reads:

- (1) *The Minister (for Local Government) is to —*
 - (a) *determine the method of valuation of land to be used by a local government as the basis for a rate; and*
 - (b) *publish a notice of the determination in the Government Gazette.*

- (2) *In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be —*
 - (a) *where the land is used predominantly for rural purposes, the unimproved value of the land; and*
 - (b) *where the land is used predominantly for non-rural purposes, the gross rental value of the land.*

In order to comply with Section 6.28 of the Local Government Act, Council has to determine that the rating principles of the Act are correctly applied to rateable land within the district such that rural land is rated on its Unimproved Value (UV) and non-rural land is rated on its Gross Rental Value (GRV). These values are determined by the State Government's Valuer General.

Policy

1. The process for determining the method of valuation for rateable property will be in accordance with any guidelines or policy issued by the Department of Local Government, Sport and Cultural Industries.

2. The following factors will be considered in determining whether a property is "rural" or "non-rural":
 - Land use – activities conducted on the land;
 - Livelihood generated from or on the property;
 - The land's zoning; and
 - The size of the property.

3. Split valuations of rateable properties will not generally be pursued.

POLICY NO.	F.11
POLICY SUBJECT	Collection of Outstanding Rates
ADOPTION DATE	30 June 2005
LAST VARIATION DATE	28 November 2019 (C.06/1119)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

To ensure rates and/or service charges owing to the Shire of Bridgetown-Greenbushes are collected in a consistent and timely manner, the following guidelines have been adopted by Council:

1. All monies owed to Council for rates raised under Section 6.32 of the Local Government Act are deemed to be overdue following a period of thirty-five (35) days from the date of the original rates notice.
2. At the expiration of the thirty-five (35) day period, the Shire shall issue a Final Notice and invite the debtor to discuss the matter with the Shire's administration within fourteen days with a view to resolution of the outstanding debt.
3. If no satisfactory arrangement has been entered into at the expiration of the fourteen (14) days, the matter is to be referred to the Shire's debt collection service provider to continue the debt collection process. A satisfactory arrangement is one where the debtor enters into a direct debit agreement with the Shire to acquit their debt by instalments by the 30 June of the current rate year.
4. All costs associated with debt collection action will be borne by the debtor, excluding the GST charged by the debt collector and the document handling fee charged by the Court.
5. Interest on outstanding monies shall be calculated on a daily basis at a level set by Council during its annual budget process for monies outstanding for a period of greater than thirty-five (35) days in accordance with Section 6.13(6) of the Local Government Act.
6. Following the issue of a General Procedure Claim (known previously as a Summons) and addition of associated debt collection costs, the Shire's Administration will accept a reasonable offer to discharge the debt. A reasonable offer is one where the debtor enters into a direct debit agreement with the Shire to acquit their debt by instalments by the 30 June of the current rate year.
7. The Shire's Administration is to continue Legal proceedings until payment of rates imposed is secured. Subject to Section 6.68 (3A) of the Local Government Act 1995, this includes the issue of a Property Seizure and Sale Order (previously known as a Warrant of Execution) against goods and/or land. Section 6.68 (3A) identifies those instances where the sale of land to recover rates will be referred to Council.

8. In cases where the owner of a leased or rented property on which municipal rates are outstanding cannot be located or refuses to settle the outstanding debt, notices may be served on the lessee or tenant under the provisions of Section 6.60 of the Local Government Act. This requires the lessee or tenant to pay to the Council the rent due under the lease or tenancy agreement as it becomes due until the amount in arrears has been paid.

Arrangements to Pay Off Outstanding Rates and/or Service Charges

1. The CEO is authorised to consider and to either approve or reject any application for deferment or payment by instalments, in accordance with Section 6.49 of the Local Government Act.
2. All requests for extensions and/or payment by instalments must be made in writing. The application must include details to support the repayments.
3. Once an application has been approved by the CEO, officers will develop an instalment payment schedule, a copy of which will be provided to the ratepayer.

Note: Ratepayers who have made written contact with the Shire seeking an extension and/or payment by instalment method, or are subject to a separate agreement, are exempt from legal action for recovery of outstanding monies unless the payment schedule has been defaulted.

Each debtor's right to appeal in accordance with the provisions of the Local Government Act shall not be relinquished by anything contained in this policy.

POLICY NO.	F.12
POLICY SUBJECT	Accessing Water from Standpipes
ADOPTION DATE	30 June 2005
LAST REVIEW DATE	26 November 2020 (C.05/1120)

The Shire of Bridgetown-Greenbushes currently has five water standpipes located within the Shire for firefighting use and one commercial water standpipe in Rose Street, Bridgetown for commercial use by businesses and members of the public.

The five firefighting standpipes are restricted in use for firefighting purposes only with bush fire brigades provided with a coded key to unlock the standpipes.

The Rose Street standpipe is classified as a commercial standpipe with water able to be purchased by members of the public via purchase of a swipe card to unlock the electronic standpipe management system. Swipe cards are available for purchase at the Shire's administration office. These swipe cards can be credited by attending the Shire's administration building in person or by phoning the Shire and requesting staff to credit your swipe card (credit card details will need to be given over the phone).

All water taken from the commercial standpipe by members of the public is to be paid for at the rates stipulated in Council's annual schedule of fees and charges. All water must be paid for on a "per kilolitre" basis.

Under Council's "Property Local Law" standpipes are classified as "local government property". Failure to pay upfront for the taking of water will represent a breach of Clause 4.6 of the Property Local Law. ~~Under the Local Law a fine of \$100 applies for such a breach and can be imposed for each occasion a person is proven to have taken water from a Shire standpipe without making the required payment.~~

POLICY NO.	F.13
POLICY SUBJECT	Grant Acceptance Policy
ADOPTION DATE	26 March 2009 (C.29/0309)
LAST VARIATION DATE	26 November 2020 (C.05/1120)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Intent

This policy sets out Council's position regarding the acceptance of grant funding.

Introduction

Council is committed to maximise income through the procurement of grant funding and to streamline the administrative processes associated with grant funding. To demonstrate this Council has developed a policy regarding acceptance of grant funding.

Exclusions

This policy excludes grant income in excess of \$10,000.

Procedure

- The proposed expenditure is to be contained in the annual budget otherwise the expenditure is unbudgeted and therefore requires an absolute majority decision of Council to incur.
- Any matching funding required of Council is to be included in the annual budget or be endorsed by Council resolution.
- 3. The Chief Executive Officer is delegated authority to accept grants and incur expenditure (subject to Policy F.7) of those grants on behalf of Council, up to a maximum amount of \$10,000.
- 4. Where a grant is accepted on behalf of Council up to the delegated amount, details of the grant including a project overview is to be provided to Council within the Councillor Information Bulletin.
- 5. Where a grant is accepted on behalf of Council up to the delegated amount, the grant purpose is to be consistent with Council's Plan for the Future, budget or existing resolution of Council.

POLICY NO.	F.14
POLICY SUBJECT	Buy Local Purchasing
ADOPTION DATE	24 February 2011 (C.28/0211)
LAST VARIATION DATE	26 November 2020 (C.05/1120)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Note this Policy should be read in conjunction with the Council's "Purchasing" Policy (F.6)

Part 1 - Objective

To stimulate economic activity and growth in the Shire by maximising the use of competitive local businesses in supplying goods, services and works purchased or contracted on behalf of the Shire of Bridgetown-Greenbushes.

Note this policy does not apply to purchasing via tender. The consideration of local suppliers in the tender process is addressed in Finance Policy F.5 – Regional Price Preference.

Part 2 - Purpose

The purpose of this Policy is to facilitate local economic development by encouraging the retention of Shire expenditure within the local economy. Increased circulation of Shire expenditure streams within the Shire district has a direct financial impact on the competitive businesses that are able to supply goods and services to Shire and also has a multiplier or 'knock on' effect to other businesses and the broader community. By minimising 'economic leakages' from the local economy Shire can make a tangible contribution to the economic prosperity of its community.

Part 3 - Policy – Philosophy of Local Purchasing

Shire staff will have a philosophy of at all times seeking quotes from local suppliers. When seeking quotes from suppliers for the supply of goods or services staff will refer to the "data base of local suppliers and products". Where a product(s) is not specifically referenced on the data base but there exists a logical assumption (ie – similar products are provided) that the business may have access to those product(s) it is the responsibility of the purchasing officer to submit an enquiry (either verbal or written) to the local supplier to determine if they are able to supply the product(s) in question.

Where a local supplier does provide a quote in competition to a non-local supplier then the purchasing officer is to make a determination on the selection of the supplier in accordance with Parts 5, 6 and 7 of this Policy.

Part 4 - Policy – Local Purchasing (Not Including Tenders)

A price preference will apply to suppliers that are based in and operate within the district for the supply of goods and services. The preference enables businesses within the Shire to claim a price preference with their quote for the supply of goods or services.

The following price preference will be given to local suppliers submitting quotes for consideration of the Shire:

Stipulated Area

- 10% on Shire purchases of a value up to \$5,000 to all suppliers located within the Shire of Bridgetown–Greenbushes.
- An amount of \$500 or 5% (whichever is the greater) on Shire purchases of a value between \$5,001 and \$25,000 to all suppliers located within the Shire of Bridgetown–Greenbushes.
- An amount of \$1,250 or 2.5% (whichever is the greater) on Shire purchases of a value between \$25,001 and \$249,999 to all suppliers located within the Shire Bridgetown-Greenbushes.

Note purchases of \$250,000 and over require the calling of tenders and are assessed in accordance with the Shire’s Regional Price Preference Policy.

Located within the area stipulated is defined as a supplier having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods or services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the stipulated area but undertake the business from premises within the stipulated area. An example is a franchisee of a multi-national company.

Price is only one factor that the Shire considers when evaluating a quote. There is nothing contained within this policy that compels the Shire to accept the lowest quote or any quote based on price offered.

Part 5 - Value for Money Considerations

Value for money is a key policy objective. It ensures that the Shire achieves the best possible outcome for the amount of money spent. This does not necessarily mean selecting the bid that offers the lowest initial price.

Purchasing decisions will be assessed on a value for money basis, giving full consideration to:

1. The advantages of dealing with local businesses;
2. Local content;
3. The cost of transporting products from non-local suppliers (this is particularly important if assessing quotes for the same/similar product from local and non-local suppliers).
4. The purchase or contract whole-of-life costs;
5. Compliance with specifications, guidelines and requirements;
6. Knowledge of the specific brand, make or model of the good, in particular for items of plant and machinery. If appropriate where staff have a concern about an unknown brand, make or model enquiries will be made with the supplier on the availability of a similar model for a free trial for assessment prior to final assessment of all quotes and determination of the purchase.
7. Supplier capability to fulfil the specified requirements (ie; legal, financial, experience etc).
8. The supplier’s commitment to supporting other local businesses through their subcontracting and supplier arrangements;
9. Net benefits to the Shire including maintaining an ongoing, innovative and competitive local business environment; and

10. Job creation potential.

Overall, the value for money assessment must deliver quality outcomes at competitive prices, while recognising the impact of procurement decisions on the Shire's economic prosperity.

Part 6 - Decision Making Process When Local Quotes are Received

Where a quote has been received from a local supplier any decision to award the purchase to a non-local supplier will require the approval of the relevant senior officer.

Part 7. Council Reporting

That an annual update be provided to Council on implementation of the Policy.

POLICY NO.	F.15
POLICY SUBJECT	Asset Management
ADOPTION DATE	24 May 2012 (C.23/0512)
LAST VARIATION DATE	26 November 2020 (C.05/1120)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Purpose:

To set guidelines for implementing consistent asset management processes throughout the Shire of Bridgetown-Greenbushes.

Policy Objectives

To ensure adequate provision is made for the long-term maintenance and/or replacement of major assets by:

- Ensuring that Council’s services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
- Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining asset management awareness throughout the organisation including training and development.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management process that align with demonstrated best practice.

Scope

This policy applies to all Council activities and is intended to provide clear direction for the sustainable management of the Shire’s assets. The policy applies to elected members, employees and contractors/consultants engaged by the Shire.

Definitions

The following definitions are relevant to this Policy and are in accordance with the “Asset Management Framework and Guidelines” document published by the Department of Local Government.

Asset	A physical component of a facility which has value, enables a service to be provided and has an economic life of greater than 12 months.
Asset Class	A group of assets of similar nature and use in a local government’s operations. Local Government asset classes include land, buildings, infrastructure, plant and equipment and any other asset, including assets not owned by the Council but with a management responsibility under a legal instrument.

Asset Management	The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.
Asset Management Plan	A plan developed for one or more assets that combines technical and financial management processes to provide a specified level of service.
Asset Management Strategy	One or more documents that outlines how the local government's asset portfolio will meet the service delivery needs of its communities into the future, enabling the local government's asset management policies to be achieved and ensuring that asset management is established as part of the local government's Integrated Plan.
Level of Service	The defined service quality for a particular activity (i.e. road maintenance) or service area (i.e. street lighting) against which service performance can be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental considerations, acceptability and cost.
Lifecycle Cost	The total cost of an asset throughout its life including costs for planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal.

Policy Statement

- Council is committed to implementing a systematic asset management methodology in order to apply appropriate asset management best practices across all areas of the organisation. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.
- Council owns and uses approximately \$203,223,231 of non-current assets (as at 30 June 2020) to support its core business of delivery of services to the community. The Shire's assets are physical items within the boundaries of the local government and under its control. They include but are not limited to the following asset classes:
 - Transport Infrastructure (including roads [including sealed, gravel and reseals], footpaths and dual use paths, car parks, kerbs, traffic management, signs and road side drainage);
 - Property Infrastructure (including buildings, improvements to land and furniture & equipment);
 - Parks and Reserves Infrastructure (including playground equipment);
 - Plant and equipment.

- Asset management practices impact directly on the core business of the organisation and appropriate asset management is required to achieve our strategic service delivery objectives.
- Adopting asset management principles will assist Council in achieving its Strategic Long Term Plan and Long Term Financial objectives.
- A strategic approach to asset management will ensure that the Council delivers the highest appropriate level of service through its assets.
This will provide positive impact on;
 - Members of the public, councillors and staff;
 - Council's financial position;
 - The ability of Council to deliver the expected level of service and infrastructure;
 - The political environment in which Council operates; and
 - The legal liabilities of Council.

Principles:

- A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best-practice throughout all Departments of Council.
- All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.
- Asset management principles will be integrated within existing planning and operational processes.
- Asset Management Plans will be developed for major service/asset categories. The plans will be informed by community consultation and financial planning and reporting.
- An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.
- Asset renewals required to meet agreed service levels and identified in adopted asset management plans and long term financial plans will be funded in the annual budget estimates.
- Service levels agreed through the budget process and defined in adopted Asset Management Plans will be fully funded in the annual budget estimates.
- Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
- Systematic and cyclic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.
- Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
- Future service levels, where appropriate, will be determined in consultation with the community.
- Training in asset and financial management will be provided for councillors and relevant staff.

Legislation:

- Local Government Act 1995 (as amended).
- Regulations under the Act.

Responsibility:

- **Council** is responsible for adopting the policy and ensuring that sufficient resources are applied to manage the assets.
- The **Chief Executive Officer** has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council.

Policy Review:

This policy will be reviewed annually to ensure its currency and relevance.

References:

- WA Department of Local Government: *Integrated Planning Framework and Guidelines*, October 2010.
- WA Department of Local Government: *Asset Management Framework and Guidelines*, May 2011.
- Institute of Public Works Engineering Australia, IPWEA, *Asset Management for Small, Rural or Remote Communities* Practice Note, 2011.
- Institute of Public Works engineering Australia, IPWES, *International Infrastructure Management Manual*, 2011.

POLICY NO.	F.16
POLICY SUBJECT	Use of Corporate Credit Cards
ADOPTION DATE	27 September 2012 (C.19/0912a)
LAST VARIATION DATE	28 November 2019 (C.06/1119)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Objective

The objective of the Policy is to provide guidance for the use of corporate credit cards.

1.0 Use of Credit Cards

The use of Corporate Credit Cards shall only be approved if there is a demonstrated need and advantage to the Shire. These include:

- (i) Elimination or reducing time spent on paper based ordering and payments;
- (ii) Reduction of administrative costs;
- (iii) Reducing the number of payments per month;
- (iv) Provision of a useful resource in an emergency situation; and
- (v) Reducing the need to carry cash on the premises.

2.0 Applications for Corporate Credit Cards and Approval

All applications for a Corporate Credit Card shall be approved by the Chief Executive Officer.

In the case of the Chief Executive Officer, the Council shall approve the application and determine the conditions for use and maximum credit limit and credit limit for each individual transaction.

3.0 Register

A register shall be maintained by the Executive Manager Corporate Services of all Credit Cards issued. The register shall include:

- (i) Date of approval by Chief Executive Officer;
- (ii) Name of card holder; and
- (iii) Conditions of use of the card.

4.0 Issuing of Corporate Credit Cards to Elected Members

4.1 The Local Government Act does not make provision for the issuing of credit cards to Elected Members. (A Local Government can only pay allowances or reimburse expenses to an Elected Member).

4.2 Elected Members shall not be issued with a Corporate Credit Card as there are no provisions within the Act, which allow an Elected Member to incur a debt.

5.0 Policies and Procedures Governing the Use of Corporate Credit Cards

The following shall be complied with for controlling the use of Corporate Credit Cards:

General:

- 5.1 An agreement shall be signed by the cardholder which sets out the cardholder's responsibilities and legal obligations when using the Credit Card;
- 5.2 A register by the Executive Manager Corporate Services of all current cardholders should be kept which includes card number, expiry date of the Credit Card, credit limit and details of goods and services the cardholder has authority to purchase;
- 5.3 All new and existing cardholders shall be provided with a copy of the policies relating to the use of Credit Cards;
- 5.4 When an employee misplaces their Credit Card, they shall promptly report the matter to Executive Manager Corporate Services who shall immediately cancel the card;
- 5.5 Credit Cards shall not be transferred to other users;
- 5.6 Use of the reward schemes, such as Fly Buys, will not be permitted for personal gain;
- 5.7 All surrendered Credit Cards shall be destroyed by the Executive Manager Corporate Services in the presence of another employee;
- 5.8 In the event that a cardholder fails to comply with the requirements of this policy, the Chief Executive Officer shall withdraw the use of the Corporate Credit Card and take appropriate disciplinary action. All criminal/illegal acts of alleged misuse shall be reported to the Police and other relevant authorities; and
- 5.9 The use of Corporate Credit Cards for personal entertainment uses is prohibited.

6.0 Purchasing

- 6.1 Credit Cards shall only be used for purchasing goods and services on behalf of the Shire;
- 6.2 Personal expenditure is strictly prohibited;
- 6.3 A Credit Card shall not be used for cash withdrawals;
- 6.4 A maximum credit card limit of \$10,000 is to be applied to the Chief Executive Officer's corporate credit card.
The maximum credit limit (not to be greater than \$5,000) for any other employees approved by the Chief Executive Officer for holding of a corporate credit card is to be determined by the Chief Executive Officer

based on an assessment of the type of transactions likely to be made by the employee.

- 6.5 Purchases by facsimile, telephone or over the internet shall be authorised by the person and all paperwork shall be kept and verified.

7.0 Payments

- 7.1 The cardholder shall provide appropriate and sufficient documentary evidence of all charges, within 10 working days of month end;
- 7.2 Time frames for all payment of accounts shall be monitored by Executive Manager Corporate Services to ensure that credit charges are minimised and accounts are paid so as not incur a penalty or interest;
- 7.3 Cardholders cannot approve expenditure incurred on their own cards – these will be referred to the Chief Executive Officer for approval – the Chief Executive Officer shall refer any such instances to the Executive Manager Corporate Services.

POLICY NO.	F.17
POLICY SUBJECT	Collection of Non-Rates Fees and Charges
ADOPTION DATE	25 October 2012 (C.15/1012)
LAST VARIATION DATE	24 November 2016 (C.09/1116)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Objective – To provide for the collection of outstanding debts and the charging of interest as it relates to debts other than rates.

1.0 Debt Management

If the invoice is not paid by the due date then the following procedure will take place.

- 1.1 For amounts outstanding for up to 30 days, the Finance Officer - Income Stream is to issue a Statement to the debtor with an 'overdue' sticker attached to the Statement.
- 1.2 For amounts outstanding for greater than 30 days but less than 60 days, the Finance Officer Income Stream is to issue a Statement to the debtor with 'any reason for overdue account' sticker attached to the statement.
- 1.3 For amounts outstanding for 60 days but less than 90 days, the Finance Officer Income Stream is to issue a Statement to the debtor with 'final notice payment within 7 days' sticker attached to the statement.
- 1.4 For amounts outstanding for greater than 90 days, the Finance Officer income Stream is to issue a letter of demand to the debtor and instruct a debt collection agency to initiate debt recovery action.
- 1.5 Before any third party is engaged to take legal action to recover an outstanding debt, the Executive Manager Corporate Services and Chief Executive Officer are to be consulted to ensure that this action is appropriate giving due consideration to all issues that have led to the debt being overdue and not paid.
- 1.6 Once all reasonable attempts to either locate the debtor or to obtain payment have failed, the officer responsible for raising the debt will be asked to submit a written request for the invoice to be considered for write off.
- 1.7 Approval will be sought from the Chief Executive Officer, as per Delegation F.3, or from Council where the debt is greater than \$500, for approval for the debt to be written off. Once approval has been received, the appropriate entries will be made in the Accounts Receivable Ledger.

2.0 Debt Raised in Error or Debt Adjustment

If a debt has been raised in error or requires an adjustment then an explanation will be sought from the relevant staff members. Once this has been received a credit note request will be raised which is to be authorised by both the staff member who raised the initial invoice and the Executive Manager Corporate Services.

~~3.0 Interest on Overdue Accounts~~

~~Interest can be calculated on the total outstanding debt once it has exceeded the due date of the invoice. The decision to impose interest is up to the discretion of the Executive Manager Corporate Services.~~

~~The rate of interest imposed is that as determined by Council as contained in the Annual Budget and in accordance with Section 6.13 of the Local Government Act and Financial Management Regulation 19A.~~

POLICY NO.	F.18
POLICY SUBJECT	Self-Supporting Loans to Shire Community/Sporting Groups
ADOPTION DATE	25 July 2013 (C.11/0713)
LAST VARIATION DATE	26 November 2020 (C.05/1120)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Objectives

The purpose of this Policy is to:

- Establishes the framework within which Council may consider provision of self-supporting loans to community and sporting groups, subject to the financial position of the Shire, competing demands for funds, debt financing structure and capacity of the Shire to borrow;
- Establish the principles, constraints, criteria and administrative guidelines for the allocation and utilisation of Shire borrowings to finance self-supporting loans for community and sporting groups for the purposes of capital asset acquisition or development; and
- Ensure an organisation wide and inclusive approach is taken to the capitalisation of facilities in the district via Shire funded self-supporting loans.

Policy Scope

This policy applies to all requests received from community and sporting groups for financial support by way of self-supporting loans. The policy limits the availability of self-supporting loans and provides a guide to the eligibility and assessment criteria for each request.

Self-supporting loans will only be considered for capital asset acquisition or development to buildings and/or land, and will not be approved by Council for operational equipment or operating expense purposes.

Definitions

The following definitions are relevant to this policy:

- **Act** or **LGA** means the Local Government Act 1995.
- **Asset** means a physical component of a facility which has value, enables a service to be provided and has an economic life of greater than 12 months.
- **Association** includes society, club, institution, group or body – that is not-for-profit.
- **Council** means the Council of the Shire of Bridgetown-Greenbushes.
- **Incorporated association** means an association incorporated under the Associations Incorporation Act 1957.
- **Long Term financial plan** means a minimum ten year rolling financial plan incorporated into the Shire's Corporate Business Plan that activates Strategic Community Plan priorities.
- **Shire** means Shire of Bridgetown-Greenbushes.

- **Strategic Community Plan** means the Strategic Community Plan adopted by the Council.

Policy Statement

Self-supporting loans are loans taken out by the Shire on behalf of community/sporting groups who undertake to meet the capital, interest and loan guarantee/administrative payments.

Community/sporting groups may make application for self-supporting loans where the funds are to be used for capital improvements to land or buildings they own, or occupy (where the property is Shire property).

The term of the loan shall be less than or equal to the half-life of the capital works or improvements being undertaken, and not more than ten (10) years. This will enable the group sufficient time to set aside a cash reserve for the future refurbishment or replacement of those improvements.

Council will only consider approving applications from groups that adequately demonstrate, by the provision of forward financial plans covering the life of the loan, a capacity to meet the loan repayments. The financial plans are to be certified by an independent Certified Practising Chartered or similarly qualified and experienced Accountant.

1.1 Matters to be considered by Council

1. The Shire's Long Term Financial Plan and forecast debit financing capacity – across the (prospective) life of a requested loan.
2. Regulated borrowing limits as determined by WA Treasury Corporation.
3. Debit Service Coverage Ratio (calculated as annual surplus before interest expense and depreciation, divided by annual debt service payments) meets that required of the Department of Local Government Standard.
4. Standard is NOT met if ratio is less than two.
5. Basic Standard if ratio is between two (2) and five (5).
6. Advanced Standard if greater than five (5).

Note: This indicator is used by the WA Treasury Corporation when considering loan applications from the Shire.

7. The current financial position of the Shire.
8. New Capital Works program priorities and funding requirements.
9. Demands for use of borrowings for Shire requirements.

10. Compliance with legislative requirements associated with borrowing of monies under Section 6.20 of the Local Government Act 1995.

1.2 Guidelines

The Shire is not a lender-of-last-resort for community or sporting groups and will only provide access to self-supporting loans when financial circumstances permit, and when there is compelling evidence of positive benefits to the community.

Council will only ever consider providing self-supporting loans to community/sporting groups:

- (a) In exceptional circumstances to mitigate serious risks and/or to bridge an urgent capital shortfall that will deliver substantial benefits to the community consistent with the Shire's Strategic Community Plan and priorities identified in the Corporate Business Plan.
- (b) Where the self-supporting loan forms part of a matching community grant component (eg; CSRFF).
- (c) Where in the view of Council, the use of Shire borrowings for the intended purpose will deliver benefits to the community materially outweighing likely benefits from the alternative purposes from which the said borrowings would have to be diverted.
- (d) Where in the view of Council there is compelling justification for the Shire to act as lender rather than a bank or other financial institution.

1.3 Limits

1. Funding to any one (1) application shall be in the range \$25,000 to \$100,000.
2. The term of borrowing will be limited to a ten (10) year period or such lesser period as may be determined by the prevailing terms of the Shire's debit financier.

1.4 Assessment

Based on an application having no significant or adverse impact in relation to the abovementioned general principles and it also meets criteria and guidelines principles, the application will be assessed based on the following:

- (a) Provision of a fully completed application form.
- (b) Provision of proof of incorporation.
- (c) Provision of latest audited financial statements (Operating, cash Flow & Financial Position Statements).

- (d) Provision of a forward financial plan in relation to the required term of borrowing.
- (e) Provision of compelling evidence of ongoing capacity to service and repay the loan from its operations.
- (f) Provision of a Business case in support of the asset acquisition or development proposal to be financed by the requested self-supporting loan.
- (g) If the property (land and/or building) to be self-supporting loan funded is not Shire property, then the group shall provide proof of ownership.

1.5 Deed of Loan

- (a) Where a self-supporting loan for a particular group is raised, a separate 'Deed of Loan' for the period of loan repayments is to be prepared and executed as contractual evidence for payment of the loan.
- (b) The costs associated with the preparation and stamping of the 'deed of Loan' shall be the responsibility of the Club or organisation.

1.6 Reallocation of Surplus Loan Funds

Should any funds remain unspent at the completion of the project, officers responsible for the carrying out of the works shall, upon completion and in accordance with the schedule of works, issue a certificate of completion for the funded work. The responsibility for recommending to the Audit Committee the reallocation of surplus funds shall lie with the Chief Executive Officer.

1.7 Administration Costs and Loan Guarantee Fees

The following costs incurred by the Shire shall be recouped from groups applying for self-supporting loans:

- (a) Actual advertising costs (incl. GST).
- (b) Where non-standard Deeds of Loan, Mortgage or other legal documents are required, the actual preparation costs of such documents will be on-charged to the applicant.
- (c) Stamp duties, or other duties or taxes applicable to the self-supporting loan application or documentation, will be on-charged to the applicant at actual cost.

Roles and Responsibilities

Executive Manager Community Services:

It is the responsibility of the Executive Manager Community Services to establish a point of contact, and as required support, for community/sporting groups wishing to complete and submit self-supporting loans for Council consideration.

Executive Manager Corporate Services:

Review and appraise each application, and make a recommendation (approve/not approve) for presentation to the Audit Advisory Committee.

Audit Committee:

Appraise the Executive Manager Corporate Services' recommendation (approve/not approve) for presentation to Council.

Council:

Review recommendation and make final determination by Absolute Majority to approve or not approve self-supporting loan application.

SELF SUPPORTING LOAN APPLICATION

Organisation: _____

Address: _____

ABN: _____

Contact Person: _____ Contact Phone Number: _____

Eligibility Check list

- Are you an incorporated body*
- Do you have an ABN*
- Has your organisation been operational for 3 or more years*
- Can your organisation demonstrate an established relationship with Council*
- Will the “end product” for the use of loan funds be an asset.*

Loan funds required: \$ _____

Term of loan: _____

Purpose of the Loan: _____

Brief description of the project: _____

The following components **MUST** be included with your application –

1. Certificate of incorporation
2. ABN certificate
3. Plans and specifications associated with the project
4. Audited financial statements (Operating, Cash Flow & Financial Position) for the current year
5. Current business plan demonstrating forward financial plan for the term of the borrowing
6. Evidence of ongoing capacity to service the loan from operations
7. Detailed business case in support of the acquisition showing costing's and project budget
8. Whole of life costing analysis for the asset
9. Other funding body confirmation of commitment
10. Statements demonstrating the need for the loan, together with reasons for not seeking to obtain alternative funding (if no other funding has been sought)

POLICY NO.	F.19
POLICY SUBJECT	Assets Financing and Borrowings
ADOPTION DATE	26 September 2013 (C.26/0913)
LAST VARIATION DATE	26 November 2020 (C.05/1120)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Objectives

The purpose of this policy is to affirm that the preferred position of Council is to remain debt free (except for self supporting loans). However, should this not be practicable, then to:

- establish the framework within which Council may consider Borrowings or Other Financial Accommodation(s) to fund the acquisition, renewal or construction of specified assets;
- provide guidance as to the appropriate terms of any borrowings funded assets thus identified; and
- ensure that an organisation wide and inclusive approach is taken to the capitalisation of physical assets (e.g. facilities) in the district that are to be borrowings funded.

Policy Scope

This Policy relates to forms of financing which create a liability for future repayment and not for recurrent capital works i.e. road resurfacing. It does not include those financing methods shown in Excluded Borrowings below, or the funding of asset purchases via ongoing operational funding mechanisms such as rates, fees and charges and grants.

Definitions

The following definitions are relevant to this Policy:

Act means *the Local Government Act 1995*.

Asset means a (physical) facility or component of a facility which has value, enables a service to be provided and has an economic life of greater than 12 months.

Council means the Council of the Shire of Bridgetown-Greenbushes.

Economic Life - The estimated period during which an asset is expected to be economically usable by the Shire, with normal repairs and maintenance. It is worth noting that the economic life of an asset may be considerably less than the physical life of that asset, as the 'fit for use life' of an asset may be less than the physical life of that asset e.g. a building may suit a particular use but when that use is no longer required it may not be suitable for another use by the local government. Stock yards are an example of a specific use asset.

External Borrowings includes raising and obtaining, in any way money, credit and other financial accommodations from sources external to the Shire.

Excluded Borrowings includes money, credit or other financial accommodations obtained in the ordinary course of the Shire performing its function such as -

- (a) An operating lease for fleet vehicles, office furniture/equipment or information technology assets;
- (b) A credit or purchase card facility;
- (c) An overdraft required to balance daily cash flow requirements;
- (d) A hire-purchase agreement.

Gross Debt means all debts owing by the Shire including self supporting loans.

Internal Borrowings means the use of internal Municipal funds set aside for projects or future liabilities that are not expected to be expended or crystallised in the current financial year, to temporarily fund projects not previously budgeted, as an alternative to external borrowing.

Liability means a debt or financial obligation for which the Shire is responsible.

Long Term financial Plan means a minimum ten year rolling financial plan incorporated into the Shire's Corporate Business Plan that activates Strategic Community Plan priorities.

Net Debt - gross debt less cash assets.

Self Supporting Loans are Shire loans taken out, the repayments of which are made by a third party i.e. Shire Community/Sporting Groups.

Shire means Shire of Bridgetown-Greenbushes.

Strategic Community Plan means the Strategic Community Plan adopted by the Council.

Policy Statement

Whilst the preferred policy position of the Shire of Bridgetown-Greenbushes (Shire) is to remain debt free (except for Self Supporting loans), the Shire recognises that in order to ensure intergenerational equity in funding the acquisition, renewal or construction of some assets, it may need to resort to the prudent use of loan borrowings, debt instruments or other finance or capital raising methodologies from time to time. The following principles are to be applied when considering undertaking borrowings or other asset financing.

1.1 Matters to be considered by Council

The following matters need to be considered by Council when assessing borrowing of funds:

- 1.1.1 The Shire's Long Term Financial Plan and forecast debt financing capacity – across the proposed life of any loan or portfolio of loans.
- 1.1.2 Regulated borrowing limits as determined by WA Treasury Corporation.
- 1.1.3 Debt Service Coverage Ratio (calculated as per Local Government Operational Guidelines – Number 18 *Financial Ratios*) meets that required by both the Department of Local Government, Sport and Cultural Industries Standard and WA Treasury Corporation.
- 1.1.4 Standard is NOT met if ratio is less than 2X (two times).
- 1.1.5 Basic Standard if ratio is between two (2X) and five times (5X).
- 1.1.6 Advanced Standard if greater than five (5).

Note: Currently this indicator is used by WA Treasury Corporation when considering loan applications from the Shire.

- 1.1.7 The current financial position of the Shire.
- 1.1.8 New Capital Works program priorities and funding requirements.
- 1.1.9 Compliance with legislative requirements associated with borrowing of monies under Sections 6.11, 6.20 and 6.21 of the Local Government Act 1995.

1.2 Guidelines

Operating Expenditure - The Shire will **not** borrow money (other than by way of Excluded Borrowings) to fund operating expenditure. This type of expenditure shall be funded through operating revenue streams such as rates, fees and charges or operating grants.

Recurrent Capital Expenditure - The Shire will **not** borrow money or obtain debt finance (other than by way of Excluded Borrowings) to fund the acquisition, replacement or renewal of assets that is expected to occur on an annual or similar basis at approximately the same level each year e.g. recurrent capital works. Examples of this type of expenditure are road resurfacing, plant replacement, information technology and office equipment acquisitions and replacement. This type of expenditure shall be funded through operating revenue streams such as rates and fees and charges. The Shire's Landfill business unit is an exception to this, as it has the capacity to finance borrowings for plant replacement (for example) out of its rates and fees and charges.

1.3 Limitations

- 1.3.1 **Borrowing Term** - The term of the Borrowing or Other Financial Accommodation shall be set having due regard to the Economic Life of the asset being acquired or constructed.

Should the Shire decide to borrow funds, the term of the borrowing shall generally not be greater than half of the Economic Life of the asset being acquired or constructed. This is to enable the Shire to use the remaining economic half life to set sufficient funds aside in a reserve (sinking) fund in order to renew or replace that asset, should that be required, at the end of its Economic Life.

- 1.3.2 **Borrowing Ratios** - Prior to undertaking any borrowing the Shire shall assess its capacity to pay, to ensure that the community is not burdened with unnecessary risk.

When assessing the borrowing ratios, consideration will be given to the economic earnings potential of the asset being acquired or constructed.

The Shire will **not** borrow funds when such borrowing would result in the following financial ratios being exceeded:

- Debt Service Cover Ratio being greater than 3X (three times, WA Treasury Corp Guideline is 3X); and

- Net Debt (Gross Debt less cash assets) to Operating Revenue Ratio 45% (WA Treasury Corp Guideline is 50%).

~~Note: As at 30 June 2020 (using 2019/2020 actual figures adjusted to include Federal Assistance Grants prepayments) this would equate to a borrowing limit for the Shire approaching some \$5.398m.~~

In order to reflect the Shire's contingent liability risk as guarantor for Self Supporting Loans the permissible borrowing limit of the Shire will be reduced by the amount of 50% of the outstanding value of self supporting loans. ~~(\$17,627) resulting in a net borrowing capacity remaining at some of \$5,144m for the Shire.~~

The Shire will **not** generally borrow funds (other than by way of Excluded Borrowings) to acquire an asset that has an economic life of less than five (5) years.

1.3.3 Statutory Limitations - Any borrowings will be conducted in accordance with relevant statutory requirements as contained in the Act and the *Local Government (Financial Management) Regulations 1996*.

Other Limitations - Borrowings shall be undertaken in Australia and be in Australian dollars.

Local government loan application guidelines published by the WA Treasury Corporation from time to time will also limit the amount of borrowings that can be undertaken.

Determining the Appropriate Lending Institution -Where practicable three written quotations shall be obtained or a loan tender called in order to determine the appropriate lending institution for any loan borrowings. Determination of the appropriate institution will be based on the interest rate and loan costs offered, the terms and conditions of the loan and the financial stability of the lender.

1.3.4 Interest Rate Parameters - Should any borrowings be undertaken, the Shire will consider the following factors when deciding an appropriate period for which interest rates will be fixed:-

- the level of the interest rate when compared to the long term average official interest rate;
- recent movements in the official interest rate; and
- the term of the loan.

1.3.5 Structure of Borrowings - The Shire will obtain advice to determine the most appropriate structure of any borrowings with regard to:

- Fixed or Floating rate
- CPI – Linked rate
- Interest Capitalised, Interest Only or Principal and Interest.

Where possible, the nature of cash flows related to the funded asset will be used as a guide to the most appropriate borrowings structure. For example, interest capitalised may be appropriate for capital expenditure related to a land release, with full principal repayment from land sales.

1.4 Assessment

The Shire will give favourable consideration to borrowing money for the acquisition or construction of an asset where:-

- the asset to be acquired is a new addition to the Shire's asset base or replaces an existing asset with one which affords the Shire substantially better service and has an economic life of greater than 10 years; or
- all alternative options for undertaking the project without borrowing have been investigated and proven less advantageous to the Shire; or
- the income stream from the asset to be acquired or constructed exceeds the cost of borrowing over the life of that asset ; or
- repayments will be met by a third party e.g. self supporting loans and the financial stability of that party meets the criteria as set out in the Self Supporting Loans Policy F.18; or
- the index of the cost of acquisition or construction is increasing at a rate that exceeds the cost of borrowing i.e. to "save" for the acquisition or construction will result in the actual cost being greater than the cost of borrowing the money and acquiring or constructing the asset today.

As a general rule the benefits received (cost savings or income earned) from undertaking the borrowing should be greater, over the life of the borrowing, than the costs of borrowing.

1.5 Internal Borrowings

Where the cost of using external funds acquired through borrowing is greater than the forgone investment earnings on Municipal funds (held in Reserve accounts) that are surplus to **current** requirements, such funds should be used prior to seeking external funds. It should be noted that the Act places restrictions on the use of funds held in Reserve accounts i.e. Municipal Fund equity, as follows:-

6.11. Reserve accounts

- (1) *Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.*
- (2) *Subject to subsection (3), before a local government –*
 - (a) changes* the purpose of a reserve account; or*
 - (b) uses* the money in a reserve account for another purpose,*
it must give one month's local public notice of the proposed change of purpose or proposed use.

** Absolute Majority Decision Required.*
- (3) *A local government is not required to give local public notice under subsection (2) –*
 - (a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year.*

Where the use of such Reserve account funds is made ‘notionally available’ as internal borrowings, journal entries shall be made reflecting the value of forgone investment earnings as a cost to the programme for which the funds were borrowed and crediting the relevant investment earnings budget account for the fund/reserve account from which the funds were “borrowed”.

Under no circumstances shall funds be “borrowed” from the Employee Leave or Bus Reserve accounts, Trust Fund or Trust accounts.

1.6 Roles and Responsibilities

Executive Manager Corporate Services:

Review and appraise each (external/internal) loan proposal, and make a recommendation (approve/not approve) for presentation to the Audit Advisory Committee.

Audit Committee:

Appraise the Executive Manager Corporate Services’ recommendation (approve/not approve) for presentation to Council.

Council:

Review recommendation and make final determination by absolute majority to approve or not approve the (external/internal) loan proposal.

POLICY NO.	F.20
POLICY SUBJECT	Library Exhibition Policy
ADOPTION DATE	27 November 2014 (C.15/1114)
LAST VARIATION DATE	26 November 2020 (C.05/1120)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Intent

This Policy sets out Council's position regarding art exhibitions in Council owned and operated public galleries.

Exhibiting Guidelines

Council manages the public exhibition space known as the Gordon Holdsworth Exhibition Space in the Bridgetown Library. This space was developed to showcase local and regional artists, touring exhibitions, local collections, artist in residence and to profile local art.

Exhibition Proposals

Council developed an exhibition space specifically for the purpose of providing professional opportunities for local and regional artists, and to showcase community art-making of the region. Exhibitions presented in Council's Gordon Holdsworth Exhibition Space will include a mix of touring exhibitions, locally-developed curated exhibitions and community-initiated exhibitions.

All proposals will be submitted through the library and considered for approval by the Chief Executive Officer.

Exhibition Promotion and Public Relations

All exhibitions held in the Gordon Holdsworth Exhibition Space will be promoted through Council's web site, Council's Facebook page, email information group (Shire Bytes) and relevant publications. On occasion the exhibiting Gallery will receive editorial coverage in local press or promote exhibitions in industry publications. Invitations are developed and distributed by Council and/or by the exhibitor.

Exhibitors wishing to promote their exhibitions in addition to Council's usual mechanisms are welcome to do so but are required to acknowledge Council's support of the exhibition. Promotional material therefore must be checked by the Chief Executive Officer (or his delegate) and approval for the use of the Shire of Bridgetown-Greenbushes Council logo is required.

The Library Manager can provide a mailing list of VIPs (including the Council President and Councilors) for the Exhibitor's use.

Sale of Artworks

Council's exhibition space is a public gallery, therefore selling artwork is not Council's primary role. However, the sale of artworks can be negotiated with the facility manager. The following conditions apply:

- If the exhibitor elects to offer the artwork for sale, the exhibiting gallery will receive a commission of 10%. If the exhibitor does not elect to offer artwork

for sale, or does not sell any works after electing to offer artwork for sale, no fees will be paid.

- All sales of artworks will be undertaken in accordance with the sale of art commission's administrative procedure.
- While all reasonable care is taken for the safety of artwork or other items for sale, Council cannot be held responsible for damage or loss due to theft.

Book Launches and Similar Events

The Gordon Holdsworth Exhibition Space and other areas of the Library are suitable spaces for events such as a book launch. Such events are encouraged at the Library subject to them not detracting from the predominate functions of the Library. These events will operate under the same conditions and commissions as listed above for "exhibitions".

Policy Review

The Art Exhibition Policy will be reviewed annually to ensure its currency and relevance and to assess the cost coverage of the art sales commission percentage.

POLICY NO.	F.21
POLICY SUBJECT	Risk Management
ADOPTION DATE	17 December 2015 (C.04/1215)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Purpose

The Shire of Bridgetown-Greenbushes Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.

Policy

It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

The Shire's Senior Management Group will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as, direct and monitor implementation, practice and performance.

Every employee within the Shire is recognised as having a role in risk management from the identification of risks to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process, or management of specific risks or categories of risk.

Definitions (from AS/NZS ISO 31000:2009)

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Management Objectives:

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations

Risk Appetite

The Shire quantified its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are a component of, and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities & Accountabilities

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures Manual (Operational Document).

Monitor & Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire's Senior Management Group and its employees. It will be formally reviewed every two years.

Appendix A – Risk Assessment and Acceptance Criteria

Measures of Consequence								
Rating	Health	Financial Impact	Service Interruption	Compliance	Reputational		Property	Environment
					External	Internal		
Insignificant	Negligible injuries	Less than \$500	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item, no social media attention	Isolated incidents of short term decline in individual staff morale/confidence	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor	First aid injuries	\$501 – \$5000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item, limited social media attention (e.g Limited to local news / limited social media impact)	Short term decline in staff confidence/morale	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate	Loss time injuries < 5 days	\$5001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile, requires social media response and monitoring (e.g State News story)	Decline in staff confidence/morale, or unauthorised absences	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major	Loss time injuries >= 5 days	\$50,001 - \$500,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions, requires immediate and ongoing social media response and monitoring (e.g National News – lead story single occurrence)	Long term decline in staff confidence or morale, occasional unauthorised staff absences or threat of strike	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic	Fatality, permanent disability	More than \$500,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions, requires substantial social media resourcing for long term response and monitoring. (e.g International / National News – lead story, multiple days)	Sudden or unexpected loss of personnel due to strikes, excessive unauthorised staff absences	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High

Risk Matrix					
Consequence Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	Shire Mgt Team / CEO
EXTREME	Unacceptable	Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	<ol style="list-style-type: none"> 1. Processes (Controls) operating as intended and aligned to Policies / Procedures. 2. Subject to ongoing monitoring. 3. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	<ol style="list-style-type: none"> 1. Processes (Controls) generally operating as intended, however inadequacies exist. 2. Nil or limited monitoring. 3. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	<ol style="list-style-type: none"> 1. Processes (Controls) not operating as intended. 2. Processes (Controls) do not exist, or are not being complied with. 3. Have not been reviewed or tested for some time.

POLICY NO.	F.22
POLICY SUBJECT	Related Party Disclosures
ADOPTION DATE	28 September 2017 (C.13/0917)
LAST VARIATION DATE	29 November 2018 (C.04/1118)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Intention

To ensure compliance with the *Australian Accounting Standard AASB 124 – Related Party Disclosures* and the *Local Government Act 1995* to prepare financial accountability documents, including general purpose financial statements.

Policy Overview

Under the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, all local governments in Western Australia must produce annual financial statements that comply with Australian Accounting Standards.

The Australian Accounting Standards Board has determined that from 1 July 2016, AASB 124 (Related Party Disclosures) will apply to government entities, including local governments. The Shire is now required to disclose Related Party Relationships and Key Management Personnel compensation in its Annual Financial Statements.

This Policy provides guidance on:

- the identification of the Shire's related parties;
- management of related party transactions;
- recording such transactions; and
- disclosure of the transactions in the Shire of Bridgetown-Greenbushes Annual Financial Statements in accordance with AASB 124.

The Policy addresses the four (4) different types of related party that must be considered by the Shire:

1. Entities related to the Shire;
2. Key Management Personnel;
3. Close family members of Key Management Personnel; and
4. Entities that are controlled or jointly controlled by either 2 or 3 above.

Definitions

Australian Accounting Standards Board, Related Party Disclosures Standard 124:

Close family members of Key Management Personnel (KMP)

Those family members who may be expected to influence, or be influenced by, that KMP in their dealings with the Shire of Bridgetown-Greenbushes and include:

- the KMP's children, and spouse or domestic partner;
- children of that KMP's spouse or domestic partner; and
- dependants of the KMP or the KMP's spouse or domestic partner.

Entity

Can include a body corporate, a partnership or a trust, incorporated, or unincorporated group or body.

Entity Related to a KMP

Related Entities to Key Management Personnel are entities that are:

- *controlled or jointly controlled by a KMP;
- apart from Council, where a KMP has significant influence over, or is a member of the key management personnel of the entity or parent of the entity; or
- controlled or jointly controlled by a close family member of a KMP of the Shire.

*A person or entity is deemed to have *control* if they have:

- power over the entity;
- exposure, or rights, to variable returns from involvement with the entity; or
- the ability to use power over the entity to affect the amount of returns.

To jointly control, a person or entity must have contractual rights or agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

Entity Related to the Shire

This includes any entity that is either controlled, jointly controlled or over which the Shire has a significant influence. A person or entity is a Related Party of the Shire if any of the following apply:

- they are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others);
- they are an associate or belong to a joint venture of which the Shire is part of;
- they and the Shire are joint ventures of the same third party;
- they are part of a joint venture of a third party and the Shire is an associate of the third party;
- they are a post-employment benefit plan for the benefit of employees of either the Shire or an entity related to the Shire;
- they are controlled or jointly controlled by close family members of the family of a KMP;
- they are identified as a close or possibly close member of the family of a person with significant influence over Council or a close or possibly close member of the family of a person who is a KMP of the Shire; or
- they, or any member of a group of which they are a part, provide KMP services to the Shire.

Key Management Personnel (KMP)

AASB 124 defines KMP as “those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity”.

Key Management Personnel for the Shire of Bridgetown-Greenbushes are:

- Elected Members; and
- persons employed under s5.36 of the *Local Government Act 1995* in the capacity of Chief Executive Officer or Senior Executive officer.

Material (materiality)

Means the assessment of whether a transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis of an entity's financial statements. For the purpose of this Policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

Ordinary Citizen Transaction (OCT)

A transaction that an ordinary member of the community would undertake in the ordinary course of business with the Shire of Bridgetown-Greenbushes.

Related Party

A person or entity that is related to the entity preparing its financial statements.

Related Party Transaction

A transfer of resources, services or obligations between the Shire of Bridgetown-Greenbushes and a related party, regardless of whether a price is charged.

Significant (significance)

Likely to influence the decisions that users of the Shire's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Shire and related party outside a public service provider/ taxpayer relationship.

POLICY DETAILS

1. Key Management Personnel (KMP)

All Key Management Personnel (KMP) are responsible for assessing and disclosing their own, their close family members' and their related entities' relationship with the Shire of Bridgetown-Greenbushes. All related parties must be included in the self-assessment. A disclosure form is provided as an Attachment to this Policy.

2. Related Party Transactions

2.1 Ordinary Citizen Transaction (OCT)

For the purpose of this Policy, an Ordinary Citizen Transaction (OCT) is one that occurs between the Shire and KMP and/or related parties which satisfy the following criteria. The transaction must:

- occur during the normal course of the Shire delivering its public service goals;
- be under the same terms that would be available to a member of the community; and
- belong to a class of transaction that an ordinary member of the community would normally transact with the Shire.

This includes for example - facility hire, and the payment of rates and dog/cat registrations.

There is no obligation to disclose OCTs.

Transactions between the Shire and Related Parties that would normally be considered OCTs but where the terms and conditions differ from normal practice however, must be disclosed.

2.2 Non-Ordinary Citizen Transactions

All related party transactions that do not satisfy the definition of an Ordinary Citizen Transaction (as per 2.1) must be disclosed in accordance with AASB 124.

The following are examples of transactions that must be disclosed if they are with a related party and are not an OCT:

- purchases of sales or goods (finished or unfinished);
- purchases or sales of property or other assets;
- rendering or receiving services;
- leases;
- transfers of research and development;
- transfers under licence agreements;
- transfers under finance arrangements (including loans and equity contributions in cash or kind);
- provisions of guarantees or collateral;
- commitments to do something if a particular event occurs or does not occur in the future, including execution of contracts (recognised or unrecognised); and
- settlement of liabilities on behalf of the Shire or by the Shire on behalf of the related party.

3. Disclosure of Information

3.1 Shire disclosure

AASB 124 provides that the Shire must disclose the following financial information in its financial statements for each financial year period:

- the nature of any related party relationships;
- the amount of the transactions;
- the amount of outstanding balances, including commitments, including:
 - (i) their terms and conditions, whether they are secured, and the nature of the consideration to be provided in settlement; and
 - (ii) details of any guarantees given or received;
- provisions for doubtful debts related to the amount of outstanding balances; and
- the expense recognised during the period in respect of bad or doubtful debts due from related parties.

The following matters must be considered in determining the materiality and significance of any related party transactions:

- significance of transaction in terms of size;
- whether the transaction was carried out on non-market terms;

- whether the transaction is outside normal day-to-day business operations, such as the purchase and sale of assets;
- whether the transaction is disclosed to regulatory or supervisory authorities;
- whether the transaction has been reported to senior management; and
- whether the transaction was subject to Council approval.

Regard must also be given for transactions that are collectively, but not individually significant.

All transactions involving related parties will be captured and reviewed to determine materiality or otherwise of such transactions, if the transactions are Ordinary Citizen Transactions (OCTs), and to determine the significance of each of the transactions.

3.2 Key Management Personnel disclosure

In accordance with this Policy, KMP must provide a Related Party Disclosure in the form set out in the Attachment annually to coincide with the end of the financial year.

4. Review of Related Parties

A review of KMP's and their related parties will be completed annually. Particular events, such as a change of Elected Members, Chief Executive Officer or Senior Executive Officers or a corporate restructure will also trigger a review of the Shire's related parties immediately following such an event.

The Chief Executive Officer shall implement a suitable system to identify related parties. The primary identification method of close family members and associated entities of Key Management Personnel shall be by (but not limited to) KMP self-assessment. KMP have a responsibility to identify and report any changes to their related parties as they occur.

The Chief Executive Officer shall identify suitable methodology and procedures for identifying and reporting on related party transactions such that accurate data will be collated from 01 July 2017. Identification and reporting methods shall consider:

- transactions occurring via the Shire's accounting and electronic records management systems
- other transactions not passing through the Shire's electronic accounting / management systems;
- the identification of the associated terms and conditions of the related party transactions;
- declarations in the Financial Interests Register; and
- information provided in Primary and Annual Returns.

If any elected member or employee believes a transaction may constitute a related party transaction they must notify the Chief Executive Officer who will, in consultation with the Executive Manager Corporate Services, make a determination on the matter.

5. Privacy & Confidentiality

5.1 Access to information

The following persons are permitted to access, use and disclose the information provided in a related party disclosure or contained in a register of related party transactions for the purposes of 5.2.

- the Chief Executive Officer;
- Executive Manager Corporate Services;
- an Auditor of the Shire (including an Auditor from the WA Auditor General's Office); and
- other officers as determined by the Chief Executive Officer.

5.2 Permitted purposes

Persons specified in 5.1 may access, use and disclose information in a related party disclosure or contained in a register of related party transactions for the following purposes:

- assess and verify the disclosed related party transaction;
- reconcile identified related party transactions against those disclosed in the related party disclosure or contained in a register of related party transactions;
- comply with the disclosure requirements of AASB 124; or
- verify compliance with the disclosure requirements of AASB 124.

5.3 Confidentiality

The following information is classified as confidential and is not available for inspection by or disclosure to the public:

- information (including personal information) provided by a KMP in a related party disclosure; and
- personal information contained in a register of related party transactions.

Attachment 1

PARTY DISCLOSURES - DECLARATION

This form is to be completed by Key Management Personnel pursuant to Shire of Bridgetown-Greenbushes Policy “*Related Party Disclosures*”. The information collected in this declaration will be used to identify related party transactions for the purpose of disclosure in the annual financial statement of the Shire of Bridgetown-Greenbushes in accordance with AASB 124. The information disclosed in this document is considered confidential, however is subject to audit.

An Information Sheet is included to assist KMPs when completing this Declaration

Disclosure Period (Year Ended):	30 June 2017
Person making disclosure:	
Position held by person: e.g. Councillor, Executive Officer	

1. CLOSE MEMBERS OF THE FAMILY	
Name of Family Member	Relationship to You
<i>If there has been no change since your last declaration, please complete with “No Change”</i>	
2. ENTITIES THAT I, OR A CLOSE FAMILY MEMBER CONTROLS OR JOINTLY CONTROLS	

12. OTHER AGREEMENTS

Please list any other Agreement or Arrangement you believe is a related party transaction and should be declared

Name of Person or Business/Company	Nature of Agreement	Value of Agreement	Terms & Conditions

I declare that to the best of my knowledge, the information above is a complete and accurate record of my close family members and the entities controlled, or jointly controlled by myself or my close family members. I make this declaration after reading Council Policy “Related Party Disclosures” which details the purpose for which this information will be used.

SELECT OPTION 1: **Handwritten Signature**

Signed: _____ Date: ____ / ____ / ____

Once signed please provide to the Chief Executive Officer

OR

SELECT OPTION 2: **Electronic Signature**

This form can be sent by email to the Chief Executive Officer provided the email is sent by the person making the disclosure from their work or personal email account

RELATED PARTY DISCLOSURES INFORMATION SHEET

From 1 July 2016 local governments must disclose related party relationships, transactions and outstanding balances, including commitments, in the annual financial statements.

Related parties include Key Management Personnel (KMP), their close family members and any entities that they control or jointly control. Any transactions with these parties, whether monetary or not, will need to be identified and may need to be disclosed. Disclosure will only be made if a transaction has occurred and the disclosure may be in aggregate.

In order to meet this requirement Council has adopted a Policy that requires all KMP to provide an annual declaration identifying:

- Their close family members;
- Entities that they control or are associated with; and
- Entities that their close family members control or jointly control.

This information will be audited as part of the annual external audit.

Who are KMP?

KMP are persons having authority and responsibility for planning, directing and controlling the activities of the Council, directly or indirectly. This includes Councillors, Chief Executive Officer, Executive Managers and any other members of staff identified by the CEO.

Who are Close Family Members of KMP?

These are family members who may be expected to influence, or be influenced by, that person in their dealings with the Shire. The following table may assist in identifying your close family member:

Definitely a close family member	May be a close family member (if they could be expected to influence or be influenced by you in their dealings with the Shire)
Your spouse/domestic partner	Your brothers and sisters
Your children	Your aunts, uncles, cousins
Your dependents	Your parents and grandparents
Children of your spouse/domestic partner	Your nieces and nephews
Dependents of your spouse/domestic partner	Any other member of your family

Example 1 of Close Family Member

Sunny Shire Council has recently employed Paul's son (George) in the Council's Parks & Gardens area. Paul is Council's Chief Financial Officer but was not involved in hiring George. This process was managed by the Human Resources Officer and included an independent assessment process. Paul did not have any influence in

George securing the job.

Paul has been identified as a KMP of Council which makes him a related party. George will also be a related party of Council because he is a close family member of Paul. The recruitment process that was undertaken for George's position is irrelevant when assessing whether George is a related party.

Example 2 of Close Family Member

The President of Happy Shire (Shelley) has lived in the Shire her whole life. In fact her family has been in the area for over five generations.

Shelley's cousin Mavis, owns and operates the local newsagency through a company Happy News Pty Ltd, in which she owns 100% of the shares. Shelley and Mavis have always been close and regularly socialise together.

Shelley has been identified as KMP of Council. From these facts it would appear that Mavis is a close family member of Shelley because she would be expected to influence, or be influenced by, that person in her dealings with Council.

Both Mavis and the company she controls, Happy News Pty Ltd would therefore be related parties of Council. Any transactions that the Council makes with the newsagency would need to be separately identified and may need to be disclosed.

What is an Entity that I, or my Close Family Member, Control or Jointly Control?

Entities include companies, trusts, incorporated or unincorporated associations such as clubs or charities, joint ventures and partnerships.

You control an entity if you have:

- a) Power over the entity;
- b) Exposure, or rights, to variable returns from involvement in the entity; and
- c) The ability to use your power over the entity to affect the amount of your returns.

Example 1 of Control

Fred is the Shire President of Sunny Shire and owns 100% of the ordinary share in Sunny Development Company Pty Ltd (the company). The ordinary shares are the only shares in the company that have voting rights.

Fred controls the company because he has the power to affect the company's decisions and the return that he will get from the company. Fred will need to include the company on his related party declaration.

To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

Example 2 of Control

Fred is the President of Sunny Shire Council and owns 50% of the ordinary shares in Sunny Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50% of ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.

Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both. Fred will need to include the company on his related party declaration.

Example 3 of Control

The President of Sunny Shire Council is the President of the League Heroes Inc, the local football club. This club is overseen by a committee which comprises the President and 4 other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 100 members that each have a vote in electing the committee members at the club's annual general meeting.

From these facts it would appear that the President does not control or jointly control the football club so it will not be a related party of Council just because the Shire President is the President of the football club.

Disclosure

Transactions between Council and related parties, whether monetary or not, are required to be identified. The transactions may be disclosed in the financial statements if they are individually significant either because of their amount or nature.

Further information or clarification on Related Parties Disclosures should be directed to the Department of Local Government, Sport and Cultural Industries.

POLICY NO.	F.23
POLICY SUBJECT	Asset Management – Project Management Framework
ADOPTION DATE	20 December 2018 (C.09/1218)
LAST VARIATION DATE	26 November 2020 (C.05/1120)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Purpose:

To outline the processes for major infrastructure renewal, new or upgrade works within the Shire of Bridgetown-Greenbushes where identified within Council’s Strategic Plans.

Policy Objectives

The implementation of a Project Management Framework that guides each stage of a proposed capital works project to achieve the following objectives:

- To provide a consistent framework for managing projects;
- To align projects with Council’s strategic plans;
- To support economic development within the local government area;
- To increase project transparency and visibility to enable effective decision making regarding the optimal use of resources;
- To deliver services through improved project management capability;
- To improve the efficiency and consistency in project delivery;
- To reduce and manage project risks; and
- Support the capability development of staff managing projects.

This will ensure only those projects assessed against other projects as detailed in Council’s Strategic Plans having the highest priority are progressed.

Definitions

The following definitions are relevant to this Policy and are in accordance with the “Asset Management Framework and Guidelines” document published by the Western Australian Department of Local Government and Communities.

Asset	A physical component of a facility that has value, enables a service to be provided, and has an economic life of greater than 12 months.
Asset Management	The combination of management, financial, economic, engineering and other practices, applied to physical assets with the objective of providing the required level of service in the most cost effective manner.
Lifecycle Cost	The total cost of an asset throughout its life including costs for planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal.

Policy Statement

Council is committed to implementing a systematic asset management process in order to apply appropriate asset management best practices across all areas of the organisation. In order to facilitate best practice asset management, the adoption of a Project Management Framework will provide the implementation process for the effective allocation of limited financial resources to projects identified within Council's Strategic Plans as having the highest priority.

Principles:

- Council has a responsibility to ensure that their existing assets are maintained, renewed and/or upgraded to maximise the functionality and therefore capacity and usage during the asset's useful life. If identified through the Community Strategic Planning process that the provision of a new asset is desirable, Council must evaluate each project proposal to ensure, that if approved, it will not adversely affect Council's overall financial sustainability.

- No new capital works projects are commenced until such time as Council has undertaken appropriate due diligence assessments of each new capital works proposal to ensure that:
 - the proposed project is included in the Strategic Community, Corporate and Long Term Financial plans;
 - An independent Whole-of-Life Cost Benefit Analysis has been prepared that determines the affordability of the project and the extent of any ongoing operational cost/subsidy;
 - The extent of any ongoing subsidy is accepted by Council;
 - Each proposal has been evaluated against other competing projects to determine the priority of each proposed project;
 - Any costs have been scrutinised by a quantity surveyor's assessment

- Any proposed new asset not currently contained within Council's Strategic Community Plan, Long Term Financial Plan and Corporate Business Plan be deferred until a review of the Corporate Business Plan is undertaken to ensure the proposal has been prioritised against other infrastructure works previously contained within these strategic plans.

Legislation:

- Local Government Act 1995 (as amended).
- Regulations under the Act.

Responsibility:

- **Council** is responsible for adopting policy and ensuring that sufficient resources are applied to manage assets.
- The **Chief Executive Officer** has overall responsibility for developing strategies, plans and procedures and reporting on the status and effectiveness of asset management within Council.
- The **Executive Managers** are responsible for assessing each capital works program against the adopted criteria to ensure that only those projects that are identified as being the highest priority are listed for each annual budget and included in the Long Term Financial Plan.

Policy Review:

This policy will be reviewed annually to ensure its currency and relevance.

AttachmentsRelated Document:

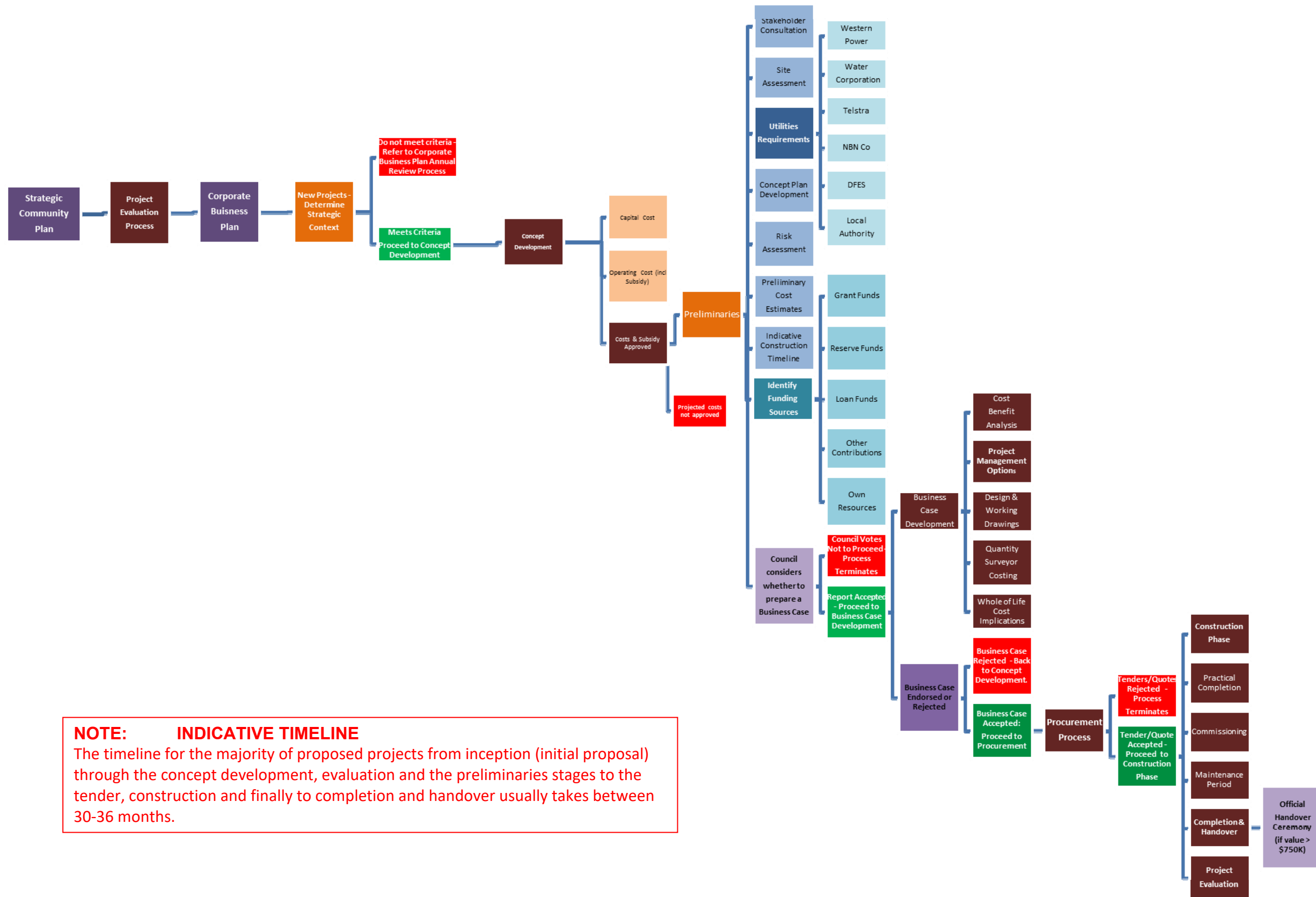
- ~~Project Management Framework Procedure Process Chart~~
- ~~Project Management Framework Guidance Notes~~

References:

- WA Department of Local Government: *Integrated Planning Framework and Guidelines, October 2010.*
- WA Department of Local Government: *Asset Management Framework and Guidelines, May 2011.*
- Institute of Public Works engineering Australia, IPWES, *International Infrastructure Management Manual, 2011.*



PROJECT MANAGEMENT FRAMEWORK PROCESS CHART



NOTE: INDICATIVE TIMELINE
The timeline for the majority of proposed projects from inception (initial proposal) through the concept development, evaluation and the preliminaries stages to the tender, construction and finally to completion and handover usually takes between 30-36 months.



PROJECT MANAGEMENT FRAMEWORK

Guidance Notes

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Why use the Project Management Framework?

The Project Management Framework is designed to help staff to plan and implement projects in a disciplined way so that all the relevant issues are addressed thereby maximising the chances of successful outcomes. The Framework is a project toolkit and enabler, designed to help those working on projects of all sizes. The Framework supports a successful outcome, while minimising compromise to the initial concept or idea.

What is the Project Management Framework?

The Shire is constantly involved in the management of a large number of projects ranging from the very simple to the very complex. Good management of these projects is essential to ensure success. Many project management techniques are already in regular use at Bridgetown and Greenbushes but are not always described in these terms. The Project Management Framework aims to provide consistent practice and guidance across the Shire to help those involved in projects to deliver successful outcomes.

The Framework can be applied from the time of an initial concept through to evaluating the project after completion. It is designed to:

- be simple to understand and to operate;
- be flexible and adaptable to the type and scale of each project;
- ensure adequate control and provide an appropriate level of reporting;
- provide an appropriate level of consistency of approach across projects;
- incorporate existing Shire processes wherever appropriate;
- be acceptable to all involved with benefits clearly evident.

Most people consider project management to be concerned simply with the practical implementation stage. However, it is important to consider every stage from the initial conception of the idea to the longer-term impact of the project. The Framework therefore adopts a life-cycle approach and separates each project into the following five stages:

- Stage 1: Project Initiation
- Stage 2: Project Planning
- Stage 3: Project Executing
- Stage 4: Project Controlling and Monitoring
- Stage 5: Project Closing and Review

When should I use it?

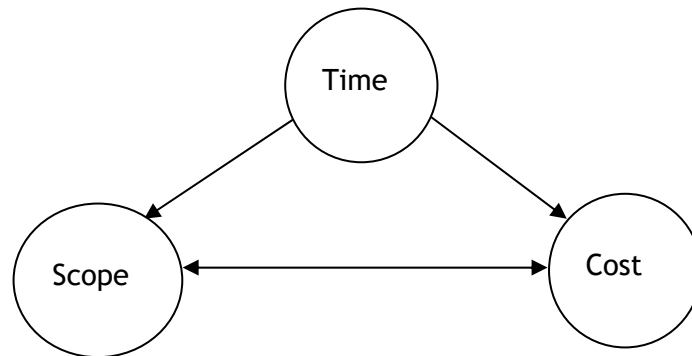
The Framework's basic, underlying principles of identifying need, analysing options, setting and monitoring targets for each phase of the implementation stage, evaluation and long-term issues, can be applied to any situation regardless of its scale or complexity. The framework must be applied in full to complex projects in accordance with the project level assessment.

The Project Management Framework is to be followed to a lesser scale for projects that do not fall into the 'complex project' category, as the general principles will be applicable and will help deliver a successful project.

Basic Principles

Much of project management is basically common sense, but critically important to success, is adequate planning at all stages of the project, particularly at the beginning. In order to plan, it is essential to establish at an early stage the precise objectives of the project.

The key factors to be taken into account in planning any project are the objectives/scope of the project, resources and time. All three are linked as shown in the following diagram and if one of the parameters is altered, then either or both of the other two will have to change e.g. if the scope of the project is increased, then more time and/or resources will be needed.



When the project is given approval for implementation, all of the above three factors should be clearly defined and agreed.

Project Stages



This section breaks the Project Management Framework down into each of the five key stages, and provides a checklist of generic factors that need to be considered at each stage. It is expected that all appropriate Shire procedures e.g. record keeping, procurement, will be followed as required by the project. These policies and authorisations are not set out in the Project Management Framework; guidance should be sought from appropriate sources within the Shire as and when necessary.

Risk identification and management are continual processes during a project and should take place at each of the five stages within the Framework.

The checklists provided are not exhaustive and, it may be necessary to devise more specific questions.

A range of templates are available. These templates are there to assist but they are not mandatory in terms of format, and can be adapted as required.

Stage 1: Project Initiation



The first stage concerns identifying a need and developing an idea around it. The benefits of such a project are identified along with the relevant costs. These are assessed against the fit with the Shire’s strategy. The person undertaking this stage of a project is likely to be the Project Initiator.

The ‘Project Proposal’ is then considered by the Project Supervisor/Manager (or SMG / Council) for a decision on whether or not to proceed.

The background preparation of this stage can be time consuming and there can be a temptation not to complete this stage fully, however, this is arguably the most important stage and the success or failure of the project will, to a large extent, depend on how effective the planning is.

The mechanism for the selection and approval of the chosen option will depend on the nature of the project e.g. in accordance with current practice, large-scale projects will be subject to formal Council approval while internal based projects requiring no funding will be able to be approved by the Project Supervisor/Manager.

Checklist of factors to consider in this stage include:

- Have the project’s overall objectives been established?
- Is the project consistent with the Shire’s strategy?
- What will not be covered as part of the project, but might be expected to be included by others?
- Who else needs to be involved in the project from within and outside of the Shire?
- Has the cost benefit to the Shire been identified taking into account any longer-term recurrent costs?
- Have the major opportunities and risks associated with the project been taken into account?
- Are the appropriate internal resources (including time, personnel and/or skills) available to progress the project?
- Have you considered how much leeway there is within the project for e.g. timeframe, costs, and quality?
- Have any overall time constraints/dependencies been identified?
- Have the criteria been defined against which the success of the project can eventually be judged?
- What other stakeholders/external agencies will be involved /affected? What are the implications for them and have they been consulted?
- Will this project impact on any other projects?
- Are the resources needed consistent with the proposed scope of the project and the time-scale for its implementation?
- Have the source(s) of funding and, where appropriate, the preferred procurement method been identified?

Stage 2: Project Planning



One of the most important documents that the Project Supervisor/Manager will have to prepare is the detailed 'Project Management Plan' which specifies the key tasks, targets and timescales. The Project Management Plan templates provide detail on all of the key steps that should be considered. Some of these steps in preparing a project plan include:

- Identify the main tasks that need to be undertaken to achieve the project's objectives. These activities will generally occupy periods of time and should be planned so that the overall project time is minimised; some will occur concurrently while others will run consecutively.
- Identify the key milestones which will enable the progress of the project to be monitored. Milestones indicate the distance the project has travelled. They are concerned with what progress has been achieved rather than how. As such, milestones allow those monitoring the project to check progress without becoming involved in operational issues which are the responsibility of the Project Supervisor/Manager and project team. The best milestones involve simple "Yes/No" answers to the question "Have we reached this particular milestone yet?"
- Identify responsible individual(s) for each task and the amount of time/effort they will be required to provide. Ensure their line managers are aware of this responsibility and are committed to this work. Occasionally very high levels of resource will be necessary to meet program requirements but ideally, the project should be planned so that there are relatively smooth changes in terms of staff input.

Risk Management

The Shire has established a risk management system at the corporate level, and it is equally important to apply risk management at the individual project level. Risks will obviously vary between projects but they will also vary within a project as it progresses from one stage to the next. The Framework therefore requires that a risk assessment is maintained during the process. The key is not about avoiding risks totally but identifying the main risks that can cause problems and finding ways of dealing with them.

Risk identification is the responsibility of the whole project team and cannot be left to one individual. Identification of risks requires experience, lateral thinking and common sense. A useful starting point is the criteria against which the success of the project can be measured. The top-level risks are those that can result in the success criteria not being met. Risks should also be identified through:

- thorough research and understanding of all the aspects of the project requirements including its interaction with other developments;
- seeking the advice of people who have experience and expertise in a particular area;
- sharing the information gathered by members of the project team.

Risk assessment is a method of prioritising the relative importance of the risks that have been identified and this can be facilitated by a subjective but simple quantitative approach. The effect that a particular risk may have on the project will depend on two factors:

- the probability that the risk will happen;

- the impact that the risk will have either on the specific project outcomes or their subsequent effect on the Shire at large.

Checklist of factors to consider in this stage include:

- Has the project plan been developed and approved?
- At what level within the organisation will approval be sought for the proposal, the budget and the provision of any other supporting resources?
- Has the Project Manager been identified?
- For those projects defined as 'complex', has the Shire appointed a Project Steering Group?
- Has the Project Plan been endorsed by either the Project Manager's Supervisor, or Project Steering Group (where relevant).

Stage 3: Project Executing and Stage 4: Project Controlling



Stage 3 involves implementation of the project to the agreed scope timescale and budget, and is closely linked with the Stage 4: the Project Controlling stage.

By the end of Stage 2, the Project Manager will have mapped out all the work that is involved in the project (who is going to do it, when it needs to be done, whether there are internal and external people/bodies who may need to be involved, and how communication within the project team and other stakeholders is going to be accomplished). Stage 3 is when this plan is turned into action.

During project implementation for complex projects, review meetings are held with the Project Steering Group at key stages (milestones) in the project as specified in the project plan. As part of these meetings, the completed Milestone Report template should be reviewed.

The meetings also allow the PSG to:

- review progress to date against milestones;
- determine in the light of progress made whether the project should be allowed to proceed to the next stage; and, if so
- ascertain whether the targets, timescale and resources for the next stage are appropriate;

Checklist of factors to consider at the start of this stage and to be revisited periodically include:

- Does the supporting project team, which will be drawn from those directly responsible for the successful completion of the project; have the necessary experience and skills?
- Do all individuals directly and indirectly associated with the project clearly understand the objectives of the project and the impact it will have upon them?
- Are their responsibilities clearly defined and understood by all?
- How do you propose to communicate with members of your project team and other stakeholders in the project?
- Has a detailed project management plan been prepared with SMART (specific, measurable, agreed, realistic and time-limited) targets?

- Has the risk matrix been updated and how is it kept under review?
- Are risks being well managed?
- Are key milestones specified and procedures established for the formal monitoring of the project so that progress and achievement of targets can be measured at appropriate times and corrective action taken at an early stage where necessary?
- Where there are significant time gaps between key milestones, has provision been made for appropriate interim reviews?
- How will the following be managed during the project? Risk mitigation, change of scope, budget and timescale

Stage 5: Project Closing and Review



Stage 5 is designed to consider whether the project met its objectives; how the project was managed and how the Project Management Framework was used during the project. This should be done objectively as it is an opportunity to learn from the project and possibly to share successes and failures with other project initiators, leaders and managers. It is recommended that evaluation is carried out immediately after completion of the project.

Checklist of factors to consider in this stage include:

- Were the initial objectives and success criteria of the project achieved?
- What benefits have been achieved and were these expected or unexpected?
- Did the project stay within the original scope i.e. time, cost and quality?
- What lessons have you learnt which could be used to improve the design and management of similar projects in the future and the Shire's project management framework in general?
- Are there any questions that can usefully be added to the checklists for any of the stages?
- How will the project be evaluated in the longer-term to ensure that users are deriving maximum benefit?
- Has the project delivered against the criteria for success?
- Will there be a successor project and if so, what is the time-scale for its planning/subsequent project management?

Project-Service-Asset Name:

Bridgetown Leisure Centre

Project-Service-Asset Description:

Expand (Upgrade Gymnasium)

Project Alignment to SCP Objectives:

Strategic Community Plan Objectives	Assessment	Weighted Score	Assessment	Description
1.1 - Promote a diverse range of employment opportunities	Neutral/Not Applicable	0	3 Strongly positive	Major positive impacts resulting in substantial and long-term improvements.
1.2 - Ensure infrastructure and services are provided for future development in keeping with the environment	Neutral/Not Applicable	0	2 Moderately positive	Moderate positive impact, over any timeframe, which may provide new opportunities or improvements.
1.3 - Improved access to technology and communications in line with the national standard	Neutral/Not Applicable	0	1 Slightly positive	Minimal positive impact, possible only short term or confined limited area.
1.4 - The aged care sector is one of the Shire's important economic drivers	Neutral/Not Applicable	0	0 Neutral/Not Applicable	No discernible impact, or impacts have yet to be determined.
1.5 - Maintain an appropriate standard of transport networks, roads and pathways	Neutral/Not Applicable	0	-1 Slightly negative	Minimal negative impact, possibly short term, which is able to be managed or mitigated.
1.6 - Ensure the Bridgetown CBD is a safe and amenable trafficable area	Neutral/Not Applicable	0	-2 Moderately negative	Moderate negative impact, over any timeframe, which may be managed.
2.1 - Maintain the heritage and character of the main streets in Bridgetown & Greenbushes	Neutral/Not Applicable	0	-3 Strongly negative	Major negative impact with serious, long term and possibly irreversible effects.
2.2 - Recognition and retention of our cultural, indigeous and heritage assets	Neutral/Not Applicable	0		
2.3 - Improve parkland areas and public open space	Neutral/Not Applicable	0		
2.4 - Protect and better utilise the river and natural landscape as an asset to the Shire	Neutral/Not Applicable	0		
2.5 - Ensure our communities are "Fire Prepared"	Neutral/Not Applicable	0		
2.6 - Provide an effective drainage network	Neutral/Not Applicable	0		

Project Lifecycle Costs:	
Estimate Total Project Construction/Acquisition Costs (consider planning, design, specification, licences, construction costs, acquisition costs etc)	
\$190,000	

2.7 - Undertake efficient and effective waste management services	Neutral/Not Applicable	0
2.8 - Natural resources are used effeciently and effectively	Neutral/Not Applicable	0
2.9 - Increased community involvement in managing the natural environment	Neutral/Not Applicable	0
2.10 - Increased resilience to manage environmental threats	Neutral/Not Applicable	0
3.1 - Maintain a high standard of lifestyle, recreational and cultural facilities	Moderately positive	2
3.2 -Bridgetown-Greenbushes is an aged friendly community	Neutral/Not Applicable	0
3.3 - A diverse population	Slightly positive	1
3.4 - Maintain a safe community	Neutral/Not Applicable	0
3.5 - Maintain and enhance communtiy services including health, education and housing	Slightly positive	1
3.6 - Volunteers and community groups continue to be acknowledged and supported	Neutral/Not Applicable	0
3.7 - A wide range of local and regional events	Neutral/Not Applicable	0
3.8 - Maintain a our strong sense of community	Neutral/Not Applicable	0
3.9 - Improved education and employment opportunities for youth	Neutral/Not Applicable	0
3.10 - An inclusive and accessible community	Neutral/Not Applicable	0
4.1 - A community that actively participates in civic life	Neutral/Not Applicable	0
4.2 - A high standard of governance and accountability	Neutral/Not Applicable	0
4.3 - To be strong advocates representing the community's interests	Neutral/Not Applicable	0
4.4 - The Shire provides a "can-do" approach within the regulatory framework	Neutral/Not Applicable	0

Estimate Total Useful Life of the Asset/Service
(this is the average number of years it will take until the asset needs renewal or the service ceases)

50

Estimate Average Annual Operation and Maintenance Costs (consider staffing, electricity, water, gas, cleaning, inspections, maintenance)

\$10,000

External Funding required to progress this project?

Y/N

YES

4.5 - Long term financial viability	Neutral/Not Applicable	0
4.6 - The revenue needs are managed in an equitable and sustainable manner	Neutral/Not Applicable	0
4.7 - A high standard of human resource management practices	Neutral/Not Applicable	0
4.8 - To increase regional collaboration	Neutral/Not Applicable	0
4.9 - Maintain appropriate emergency services and planning	Neutral/Not Applicable	0
4.10 - Best practice asset management	Neutral/Not Applicable	0
Total Weighted Score	4	

Total Annual Lifecycle Cost	\$13,800
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Cost Benefit (Cost per Point)	\$3,450
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SAMM

POLICY NO.	F.24
POLICY SUBJECT	COVID-19 Financial Hardship Policy
ADOPTION DATE	30 April 2020 (C.10/0420)
LAST VARIATION DATE	26 November 2020 (C.05/1120)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Objective

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire of Bridgetown-Greenbushes recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

Policy Scope

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

Policy Statement

Payment difficulties, hardship and vulnerability¹

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Bridgetown-Greenbushes recognises the likelihood that COVID-19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

¹ Adapted from the Ombudsman Western Australia publication, **Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance:**
<http://www.ombudsman.wa.gov.au/>

Anticipated Financial Hardship due to COVID19

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

In assessing requests for COVID financial hardship under this Policy staff will have regard to any WALGA guidelines prepared to assist the local government sector in processing such requests.

Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- The payment arrangement will establish a known end date that in the opinion of the Chief Executive Officer is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of Bridgetown-Greenbushes of any change in circumstance that jeopardises the agreed payment schedule.

Payment Arrangement Administration Fee & Interest Charges

No administration fees will be applied for the duration of payment plans entered into from 1 April 2020 to 31 December 2020.

For those that are in hardship and meet the eligibility of this policy (including any associated guidelines prepared for the sector by WALGA) then no penalty interest or instalment interest rate applies for the 2020/21 financial year.

Where a ratepayer doesn't meet the eligibility of this policy and elects to pay by the statutory 4-instalment plan then an interest rate of 3% will apply for payment of rates under that plan.

Where a ratepayer doesn't meet the eligibility of this policy and doesn't select the statutory 4-instalment plan option penalty interest charges will apply from 1 July 2020 for late payment of 2020/21 rates (including Emergency Services Levy) and any other prior rates arrears. If the ratepayer enters into a payment plan that ensures full payment of rates by 30 June 2021 penalty interest of 5.5% will apply. If the ratepayer doesn't enter into such a repayment plan then penalty interest of 8% will apply.

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Debt recovery

We will suspend our debt recovery process for all unpaid rates and service charges until 31 December 2020, please note this doesn't mean a write off of debt.

Ratepayers are encouraged to negotiate an approved payment plan in accordance with this policy prior to 31 December 2020. Any rate account outstanding as at 1 January 2021 not on instalments or an approved payment plan will be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any rates and service charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/22 financial year.

All rates and service charge debts (excluding eligible rate deferrals) that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

Review

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

Communication and Confidentiality

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

POLICY NO.	F.25
POLICY SUBJECT	Extension of Facility Memberships in Event of Access Being Prohibited by Government Mandate
ADOPTION DATE	27 January 2022 (C.13/0122)

Where a member of a Shire facility (i.e. gym, pool) is prohibited from using the facility due to a Government Mandate (i.e. compulsory vaccination requirements or public health directives) the membership of each member is to be extended by the period of the Government Mandate, up to a maximum period of 12 months.

If the Government Mandate is in place for a period of more than 12 months Council will review the matter going forward and could elect to continue the membership period extension, refund unused membership fees or reinstate membership charges.

Extensions of membership periods or refunds of membership fees aren't given when members relocate out of the district or simply decide they no longer wish to be a member. The Chief Executive Officer is authorised to assess the status of each member on a case by case basis in the event of a Shire facility being closed to either all members or specific members and implement the extension period where it is clear that the member is a genuine user of the facility and is solely prohibited from using the facility by a Government Mandate.

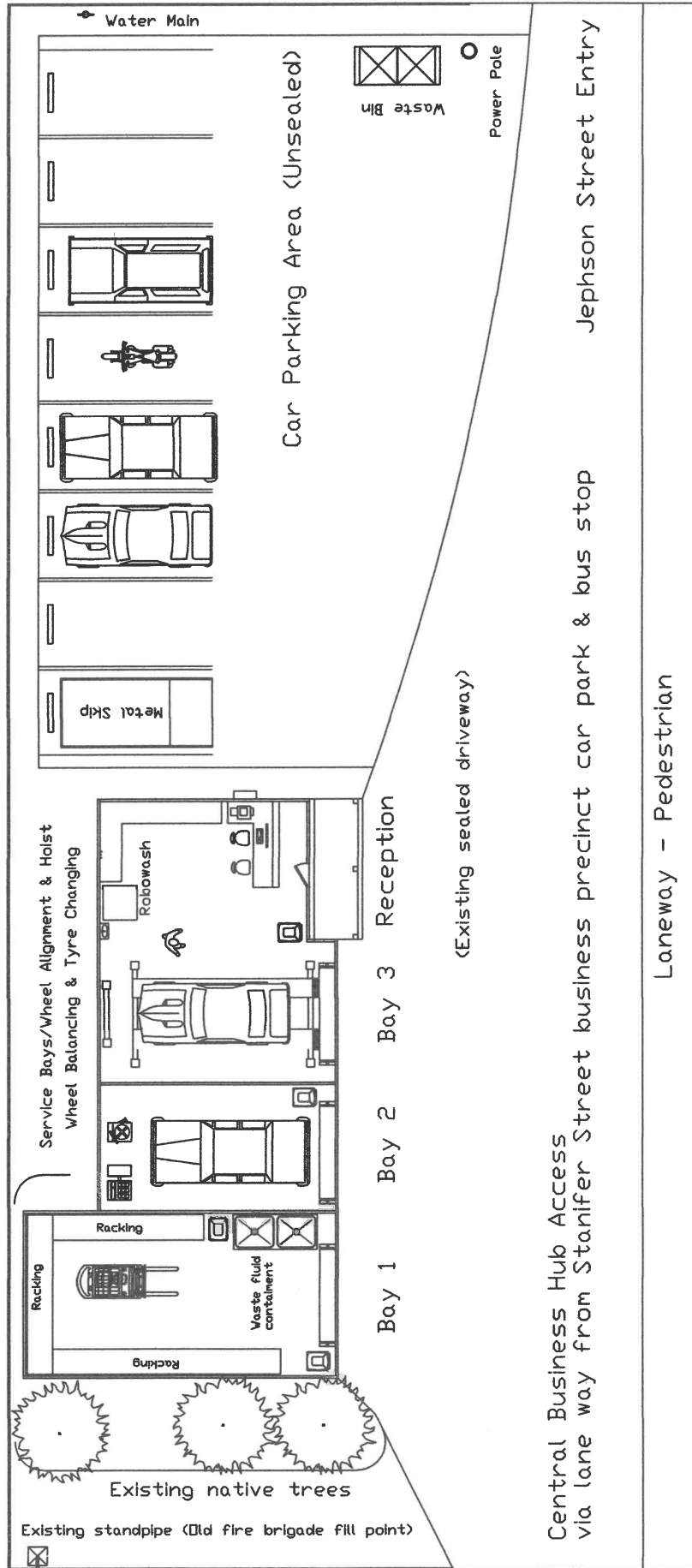


Location Plan



Steel post and wire mesh fence facing Jephson Street

Wooden post and wire mesh fence separating 39 Jephson Street



Steel post and wire mesh fence facing laneway

Central Business Hub Access
via lane way from Stanifer Street business precinct car park & bus stop

Jephson Street Entry

Laneway - Pedestrian

Site Plan

Lot 48

37 Jephson Street Greenbushes



CEO, Bridgetown - Greenbushes Shire

1 Steere Street, Bridgetown W.A 6255

To the Chief Executive Officer,

My name is Bradley Hall and I am a long-term resident of Greenbushes. I would like to submit a proposal for a vehicle repair center in the old emergency services building located at 37 Jephson Street, Greenbushes. The address is currently zoned as residential and would like to gain permission for an additional purpose at the location. The application would require no changes or additions to the existing building or ground levels.

The business would cover all aspects of vehicle maintenance & repair, including but not limited to, vehicle servicing and component replacement, component overhaul, tyre replacement, balancing & wheel alignment. Specialized tasks like air-conditioning and windscreen repairs would be on a "need basis" engaging licensed suppliers to perform this work as they have already developed job specific tooling for installation, waste capture and have a proven component supplier base.

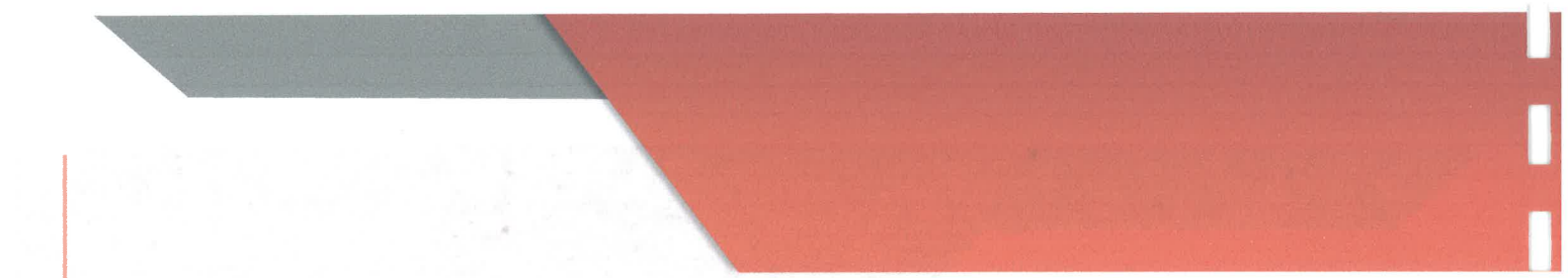
We would also expand our services to sell quality vehicle components (Batteries, lights, 4x4 accessories, wheel components, bearings etc.) to name some, a tilt tray service & also become an accredited licensing inspection center.

Our vision is to create an opportunity to obtain reliable mechanical services locally & and to provide them with access to quality parts & service already afforded to our city counterparts. The additional flow on is employment opportunity, retaining revenue within the Shire of Bridgetown – Greenbushes and strengthen engagement with business in our local community.

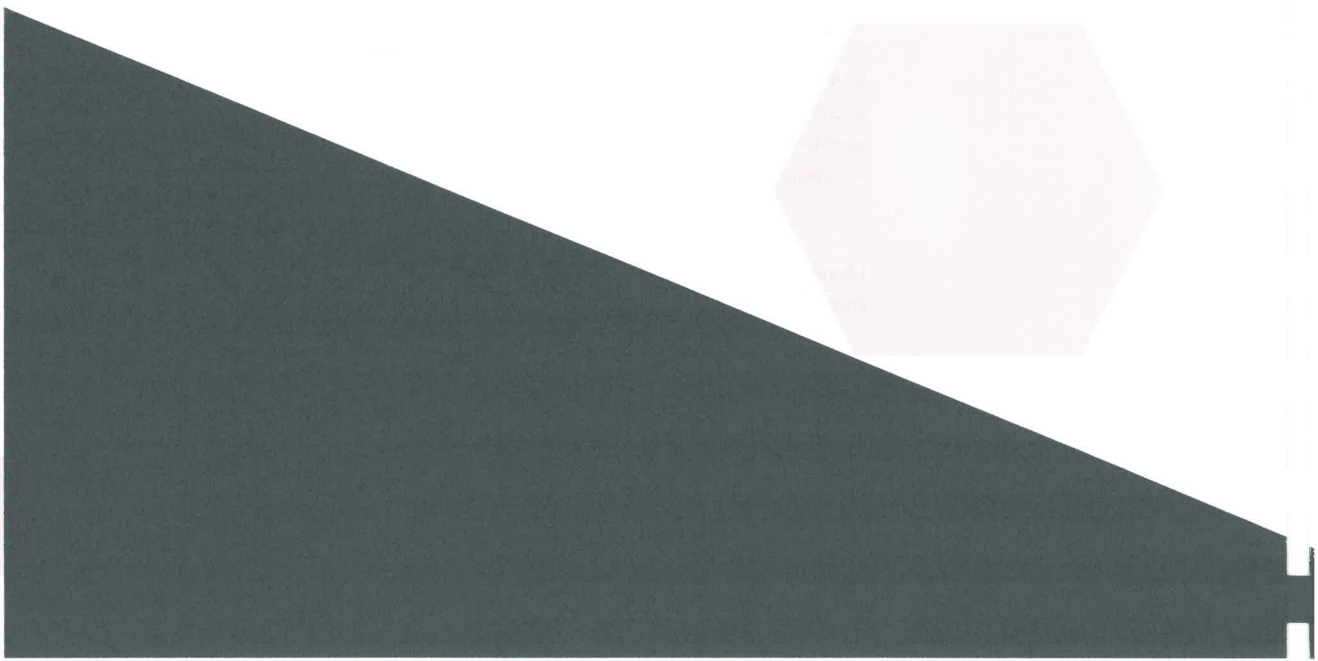
I have also included a business proposal which outlines the business structure in more detail for more context while you and your team give consideration to our application

Warm regards,

Bradley Hall



v



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CAD Drawings

- 1. Site Plan**
- 2. Plan View – Dimensions**
- 3. Elevation - Front View**
- 4. Elevation - Top View**
- 5. Elevation - Side View**

Aboriginal Heritage – Desktop Assessment

- 1. Purpose**
- 2. Definition**
- 3. Methodology**
- 4. Assessment Result**
- 5. Conclusion**
- 6. Reference**

Heritage – Desktop Assessment

- 1. Purpose**
- 2. Definition**
- 3. Methodology**
- 4. Assessment Result**
- 5. Conclusion**
- 6. Reference**

Bushfire Prone Area - Desktop Assessment

Development Site located inside a bushfire prone area

- 1. Purpose**
- 2. Definition**
- 3. Methodology**
- 4. Assessment Result**
- 5. Conclusion**

Property located inside a bushfire prone area

- 6. Purpose**
- 7. Definition**
- 8. Methodology**
- 9. Assessment Result**
- 10. Conclusion**
- 11. Reference**

Bushfire Attack Level (BAL) Assessment Report

Bushfire Attack Level (BAL) Certificate

Site Analysis

- *Introduction*
- *Location*
- *History*
- *Assessment Purpose*
- *Opportunities*

Constraints

- **Strategy**
 - *Methodology*
 - *Resource Assessment*
 - *Implementation, Dissemination & Progress*
 - *Revision*
 - **Analysis Map – Legend**
 - **Analysis Map – Greenbushes Townsite**
 - **Record of Certificate of Title**
 - *Brendon Longbottom – 35 Jephson Street*
 - *Andrew Hesketh – 37 Jephson Street*
 - *John Green – 39 Jephson Street*
 - *Letter of Support – Brendon Longbottom*
-

Bradley Hall
Owner
Greenbushes Tyre & Auto
37 Jephson Street Greenbushes
ABN: [ABN]
ACN: [ACN]

Greenbushes Tyre & Auto

Proposed Business Plan Summary

Last Edit: 22/09/2021

Business Plan Summary

The Business
Proposed Structure
Products/services
Marketing Strategy

Business Premises.....
Proposed Business Location

Organisation Structure
Forecasted Organisational Structure

Management & Ownership.....
Ownership detail
Experience

Key Personnel.....
Initial Staff
Projected Staff Requirement
Training/Upskilling Programs
Skill Retention Strategies

Operations.....
Suppliers
Plant & Equipment
Technology
Operating Detail

Sustainability Plan.....
Environmental/Resource Impacts
Community Impact & Engagement
Risks/Constraints
Strategies

Insurance

Risk management.....

The Future.....
Vision statement
Mission statement
Goals/objectives
Action plan

Supporting documentation

The Business

Proposed Business name: Greenbushes Tyre & Auto

Proposed Business Structure: Pty Ltd/Trust

Proposed Business Location: 37 Jephson Street Greenbushes, also accessible from the central business hub

Business Owner:

Bradley Hall, Greenbushes resident for 51 years

Relevant Owner Experience:

- Certificate III Mobile Plant technology AUR31212
- Certificate III in Engineering – Mechanical Trade MEM30219

Products/Services:

Initial

- ✓ Vehicle servicing & repair
- ✓ Tyre fitting & balancing
- ✓ Wheel Alignment
- ✓ Battery replacements
- ✓ Basic auto electrical repairs
- ✓ Windscreen & Air Conditioning (Engagement of mobile contractors weekly or when required)

Longer Term

- ✓ 4x4 and vehicle aftermarket accessories (roobar, roof rack, spotlights etc)
- ✓ Tilt tray service
- ✓ Loan vehicle
- ✓ Accreditation for DoT vehicle inspections

Target Market:

- ✓ Local Residents
- ✓ Local & Mining Contractors
- ✓ Surrounding Districts
- ✓ Tourists

Marketing Strategy:

- Social Media – give regular posts promoting achievements, people and any additional services or promotions
- Local newspaper/news letters
- Website services
- Signage
- Word of mouth - Customer Review

Business premises

Proposed Business Location:

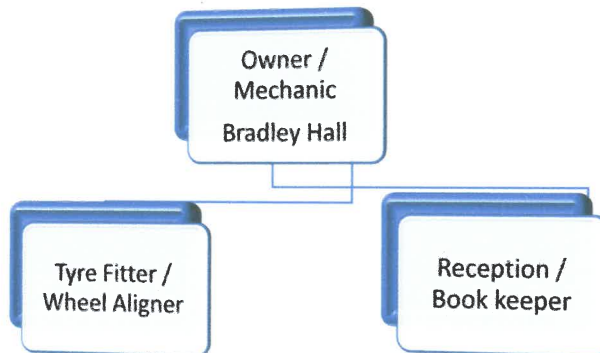
- 37 Jephson Street, Greenbushes, Former Emergency Services Building



- ✓ Proposed workshop site is the old Emergency Services building directly behind the Greenbushes Discovery Centre. The site can be accessed from Jephson Street or from the laneway adjacent the Bridgetown-Greenbushes Shire rubbish pickup area behind the Discovery Centre.
- ✓ To utilize this facility once again would be an advantage to local consumers as it is central to townsite with other local businesses from the central hub
- ✓ Creation of local employment opportunities

Organisation Structure

Figure 1: Forecasted Organisational Structure



Management & Ownership

Names of Owners: Bradley Hall

Details of management & Ownership:

Owner operator

Experience:

I gained my first trade credential from the local mine (Greenbushes Tin) in 1988 then left to work in construction installation as a sub-contractor for many years. I then turned to repair of light vehicles, on-highway trucks and forestry equipment, and also fabrication of semi-trailers, dolly's & tip bodies. I then had an opportunity to return to mining working with face shovels & hydraulic dig units. My background in rope shovels took me across Australia in Supervisory roles and internationally as a technical specialist working with some of the world's largest drill & dig units (CAT 7495HR, CAT 6060, Atlas Copco 351 Pit Viper) to name a few. I have been involved in various roles from Maintainer to Shutdown Superintendent, training local indigenous maintenance teams, developing site maintenance plans & strategies, shutdown planning, parts procurement, logistics and execution of maintenance & shutdown tasks. My last international contract saw 16 major shutdowns (30 days each, two machines at a time) including two 72-day shuts on CAT 7495HR rope shovels over 18 months in the South Gobi Desert Mongolia all of which we brought in on time

Key personnel

Initial Staff: Initial start-up of the business will be carried out by myself

Job Title	Name	Skills or Strengths
Owner/ Mechanic	Bradley Hall	<ul style="list-style-type: none">➤ Proven skills as a mechanic over a broad range of industry➤ Proven experience in running large maintenance & shutdown groups with a focus on all aspects from planning development, implementation, parts procurement & inventory, logistics, quality control & job execution.➤ Good communicator➤ Well known & trusted individual

Projected Staff Requirement: Employment opportunities are to be considered by the support received as to when we can bring these people onboard. This may be sooner than projected date below

Job Title	Quantity	Expected staff turnover	Skills necessary	Date required
Office Reception/ Book keeper	[1]	[2-3 years]	Relevant Qualification/ or upskill suitable candidate	Within 12 months
Tyre Fitter/ Wheel Aligner	[1]	[2-3 years]	Relevant Qualification / or upskill suitable candidate	Within 12 months

Training/Up-skilling Programs: Automotive Institute of Technology, AIT
 ➤ **Certificate II in Automotive Tyre Servicing Technology (AUR21916)**

Within the Certificate II in Automotive Tyre Servicing Technology (AUR21916) course, candidates will be provided with comprehensive training that empowers them to undertake a range of necessary tyre-related workplace tasks in a competent manner, in conjunction with other necessary skills. This qualification is also available via recognition of prior learning (RPL). Core skills assessed during the process will include safe work practices, and light vehicle tyre removal, inspection, repairing, replacing and balancing. Other key skills include environmental practices, troubleshooting, workshop tooling and communication skills with fellow staff and customers.

More specific skills are available within the units of competency in the elective pathways. The AIT offers this qualification through three (3) alternate streams. To simplify the delivery process, the AIT breaks all training and assessment down into blocks of units. The initial two blocks of training are compulsory and common to all three streams. They consist of the core and special elective components of the qualification. The remaining blocks can be chosen with the following streams:

- Suspension, Steering and Wheel Aligning
- Heavy Vehicle Tyres
- Light Mechanical Inspection and Servicing

To be awarded the Certificate II in Automotive Tyre Servicing Technology (AUR21916), candidates must successfully complete fourteen (14) units of competency. This comprises four (4) core units, three (3) specialist elective units and seven (7) electives.

- **Basic Bookkeeping Course Certificate: Online Delivery**

The Basic Bookkeeping Course will give you all the information that you need to record business transactions accurately. More importantly, our course provides essential information that is easy to apply in real situations. Our comprehensive course will give you all the bookkeeping skills needed to help you manage all important financial matters

Skill Retention Strategies

- Review past performance and expectations with employee.
- Review skillset and additional training opportunities
- Repetitive reinforcement of skills learned
- Skills matrix documenting academic record & expiry (if any)

Operations

Suppliers

Aim is to engage reputable suppliers who can deliver quality components at competitive pricing.

Plant & Equipment

Initial Equipment Required	Priority	Purchase price	Running cost
Hoist	1	\$4400.00	
Wheel Alignment machine	1	\$6550.00	
Tyre changer DS-706C3	2	\$1900.00	
Wheel Balancer	2	\$1000.00	
Scan Tooling	4	\$9700.00	
Compressor	2	\$1300.00	
Parts Washing station (Initial)	1	\$450.00	\$30.00/Mo
Robowash Machine (Permanent)	3	\$	\$
Monitor	Purchased	\$200.00	
Printer	Purchased	\$140.00	
Workshop Software (Subscription)	1	\$0	\$50.00/Mo
Brake drum/disc lathe	5	\$14000.00	
Extraction fan	1	\$170.00	
Forklift	2	\$4000.00	
Pallet Jack	1	\$600.00	

- ± P1 – Must have for start up
- ± P2 – Within 4 months
- ± P3 – Within 8 months
- ± P4 – Within 12 months
- ± P5 – Within 18 months

Technology (Software):

- **Workshop Software** - Workshop software manages and optimizes workflow from bookings, stock management through to invoice to name a few. It also integrates with your existing accounting software and directly loads to your platform keeping pin point accurate books leaving you more time to focus with the hands-on work
- **Scan Tooling** – The **TRITON-D10** from Snap-on Tools offers sophisticated verification and testing functionality, including advanced graphing features and OEM-level data, plus a guided Component Test Meter/scope for verifying component failures with known good results.

Operating Details

Trading Hours:

- Mon - Fri 7:00am - 5:00pm
- Sat 8:00am - 12:30pm

Communication Channels:

- Mobile / fixed landline
- Email
- Social media/messaging apps
- Web page/domains (come after initial setup)

Payment Types:

- ✓ Cash
- ✓ Credit Card
- ✓ Eftpos (preferred)
- ✓ PayPal

Credit Policy:

- ✓ To be determined

Warranties & Refunds:

- ✓ To be determined, will be in line with Australian consumer laws

Quality Control:

- ✓ Procedures to be determined

Sustainability plan

Environmental/Resource Impacts:

- ✓ **Waste Oil & Coolant** – Waste fluids from vehicle servicing operations will be captured and stored onsite in 1000 litre IBC then delivered to recycling centre (Wren oil)
- ✓ **Tyres** – Used tyres will be delivered to Tyre Recyclers WA for remanufacture (Bayswater)
- ✓ **Rubbish & Old Parts** – Metal bin & rubbish skips will be used to separate and recycle (Liaise with local waste removal company Hastie Waste about options)
- ✓ **Solvents** – Solvents & degreasers used will be contained in purpose-built parts washing station

Community Impact & Engagement

Fluids & Tyres - An Environmental Levy (calculated average cost) will be applied to works that require removal & recycling of these waste products. This will be transparent & detailed on invoice & will be not for profit

Risks/Constraints

- **Spills** – Containment Pallets (110% IBC volume) to be fabricated to capture leakage or spills if the IBC is ever compromised. This also can be used during transport to recycling centre

Strategies:

- **Fluids & Tyres** - An Environmental Levy (calculated average cost) will be applied to works that require removal & recycling of waste products. This levy will cover 'cost only' of correct disposal of waste products. This will be transparent and detailed on every invoice that Halls Tyre & Auto '**will not profit**' from this waste disposal
- **Metal bin** – These are usually supplied free of charge by the Waste Disposal Operator
- **Cardboard & paper** – Delivered directly to local recycling hub
- **General Waste** – Excess to be the responsibility of Halls Tyre & Auto

Insurance

To be determined with relevant insurer/s

- **Workers' Compensation:**
- **Public Liability Insurance:**
- **Professional Indemnity:**
- **Product Liability:**
- **Business Assets:**

Risk management

Risk	Likelihood	Impact	Strategy
<i>Theft</i>	<i>Unlikely</i>	<i>High</i>	<ul style="list-style-type: none"> ➤ <i>Assets insured for theft as part of insurance package</i> ➤ <i>Security system installation</i> ➤ <i>Lockable cupboards</i> ➤ <i>Security lights</i>
<i>Damages to client property</i>	<i>Unlikely</i>	<i>Medium</i>	<ul style="list-style-type: none"> ➤ <i>Ensure correct procedures are followed</i> ➤ <i>Ensure adequate relevant information to complete the job is available</i> ➤ <i>Quality replacement parts</i> ➤ <i>Pre-start checks</i>
<i>Spills</i>	<i>Likely</i>	<i>Low</i>	<ul style="list-style-type: none"> ➤ <i>Construction of containment pallets at 110% capacity of IBC</i> ➤ <i>Suitable fluid transfer methods</i>
<i>Accident & injury</i>	<i>Unlikely</i>	<i>High</i>	<ul style="list-style-type: none"> ➤ <i>Adhere to safe work or OEM procedures</i> ➤ <i>Only attempt work you are trained to do</i> ➤ <i>Use correct tooling and must be fit for purpose</i> ➤ <i>Be fit for work</i> ➤ <i>Use appropriate safety equipment wherever possible</i>

The Future

Mission

The mission for Greenbushes Tyre & Auto is to provide consumers with affordable & professional service locally

Vision

To create local opportunity to access quality parts & customer service which is afforded to our city counterparts

Core Values

Integrity – *We aim to maintain the highest standards of professional behaviour & value honesty & transparency in our actions*

Accountability – *We hold ourselves accountable for quality & lasting results of our work, commitment to our suppliers, partners and each other*

Respect – *We value the unique talents, experiences & perspectives of everyone & will treat our participants, partners, suppliers and others with respect*

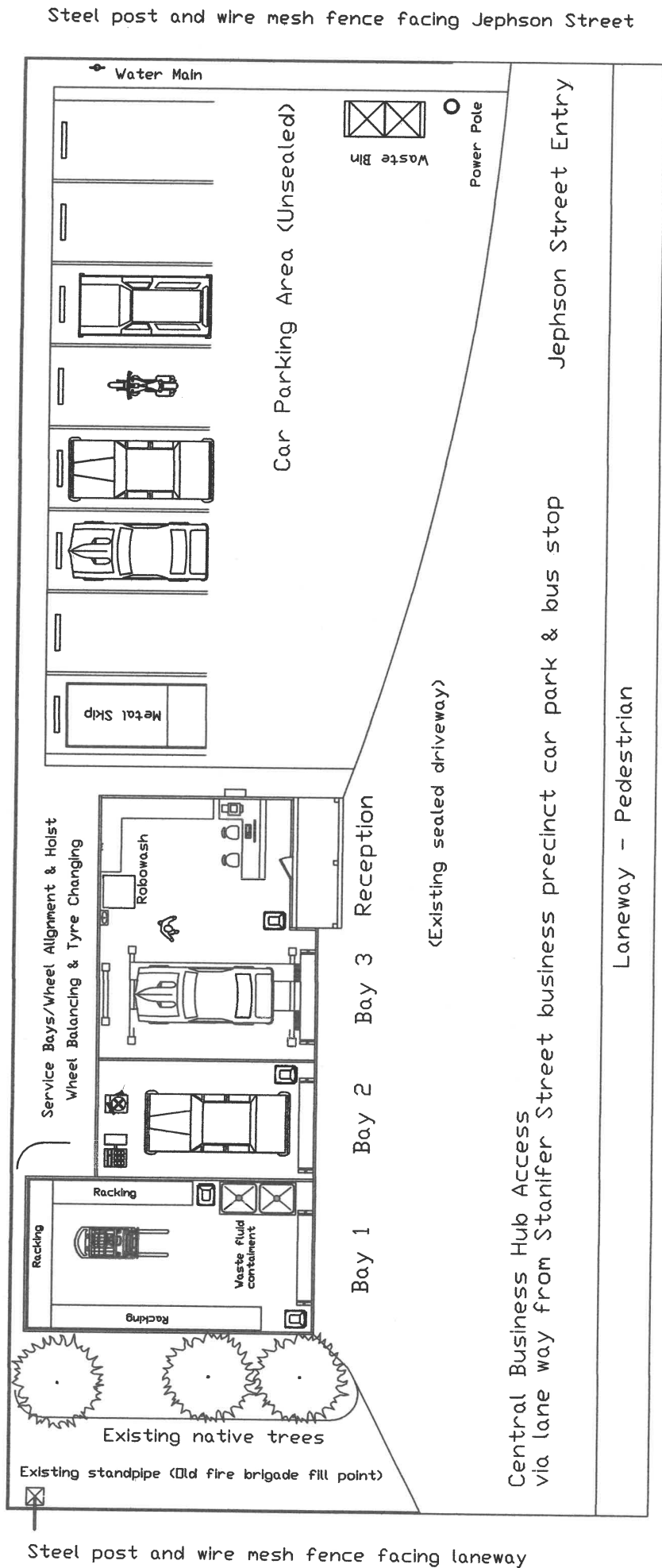
Goals/Objectives:

- *Form strategic alliances with suppliers to maintain affordable and reliable service*
- *Install new industry standard workshop equipment from day 1*
- *Use industry specific software to enhance efficiency in day to day running from booking to invoice*
- *Deliver on customer service*
- *Provide a local service which is sustainable*

Current Milestone Targets	Date of expected completion	Person responsible
<i>Receive required approvals to open and run a business locally</i>	<i>October 30 2021</i>	<i>Bradley Hall Andrew Hesketh</i>
<i>Installation of new equipment into building</i>	<i>October November 21 2021</i>	<i>Bradley Hall</i>
<i>Open for business</i>	<i>November 30 2021</i>	<i>Bradley Hall</i>



Wooden post and wire mesh fence separating 39 Jephson Street



Steel post and wire mesh fence facing laneway

Central Business Hub Access

via lane way from Stanifer Street business precinct car park & bus stop

Jephson Street Entry

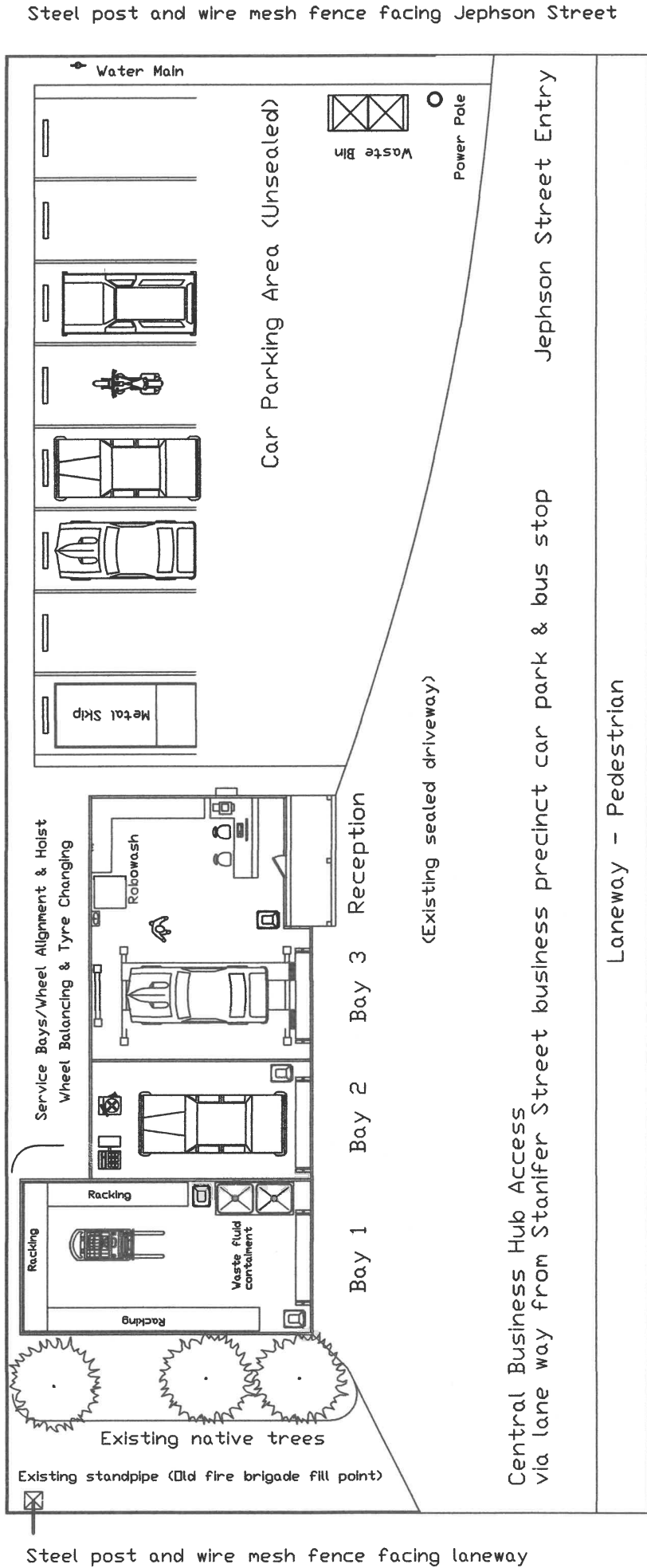
Laneway - Pedestrian

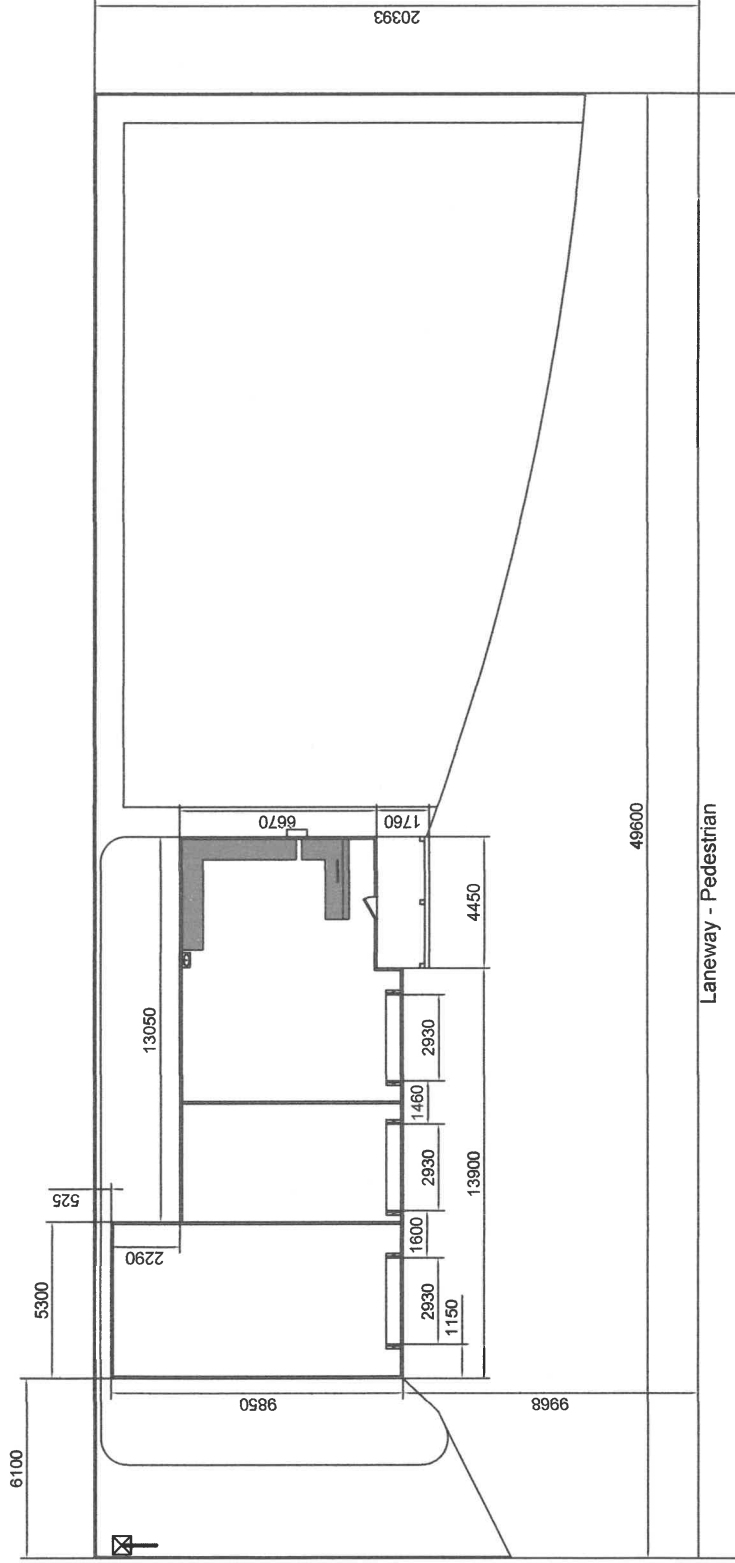
Site Plan

Lot 48 37 Jephson Street Greenbushes



Wooden post and wire mesh fence separating 39 Jephson Street

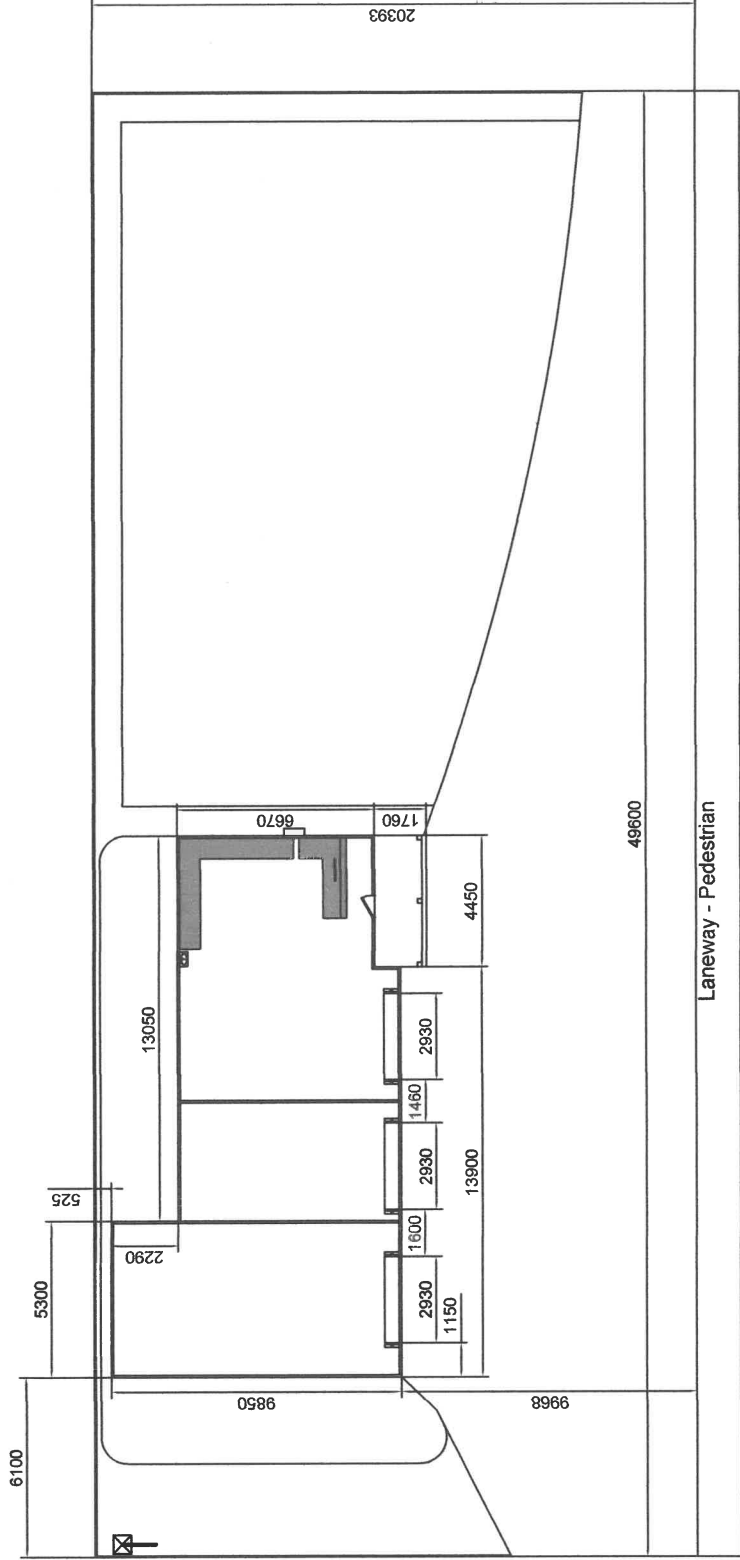




Area - 1011.49 m²

Lot 48 37 Jephson Street Greenbushes

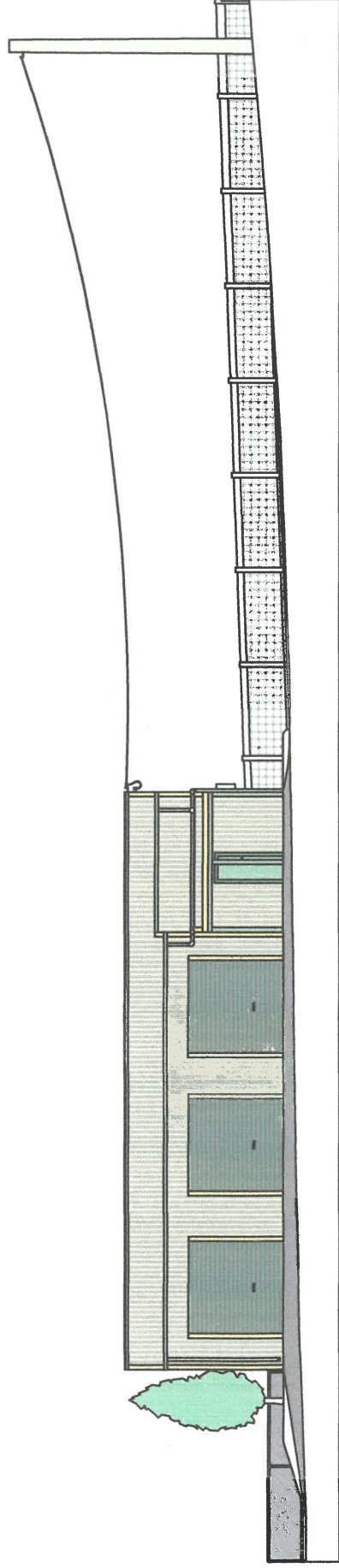
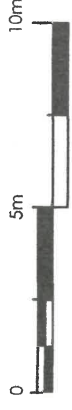
Plan View - Dimensions



Area - 1011.49 m²

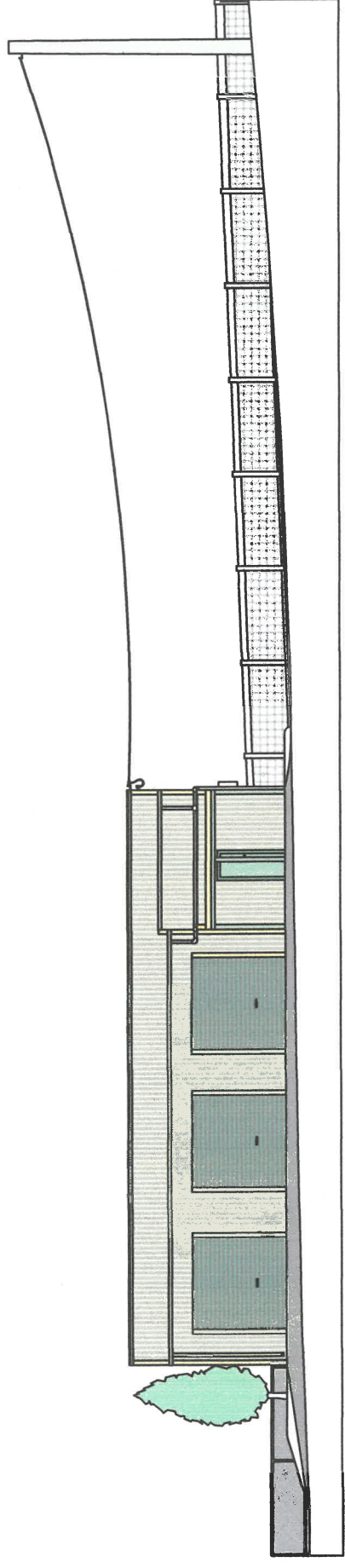
Lot 48 37 Jephson Street Greenbushes

Plan View - Dimensions



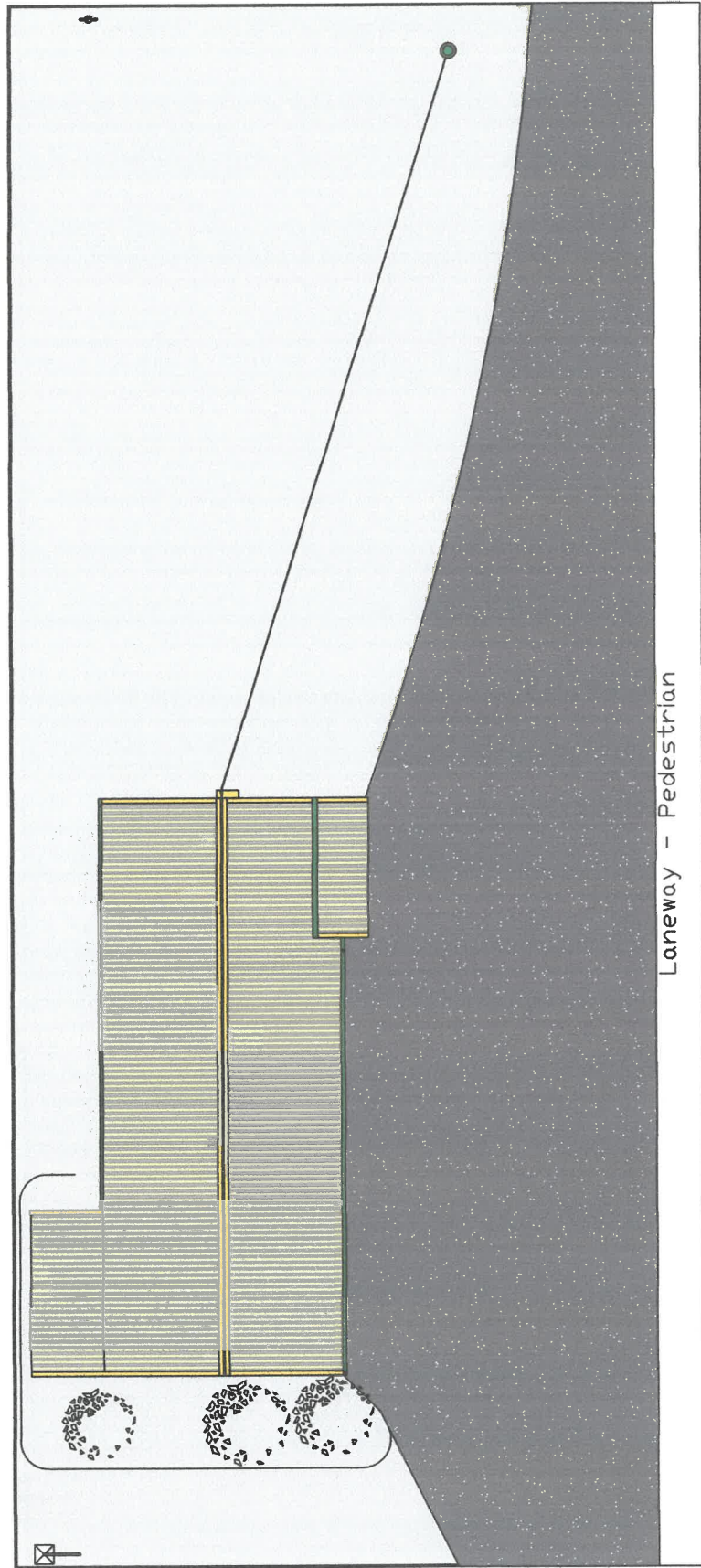
Elevation - Front

Lot 48 37 Jephson Street Greenbushes

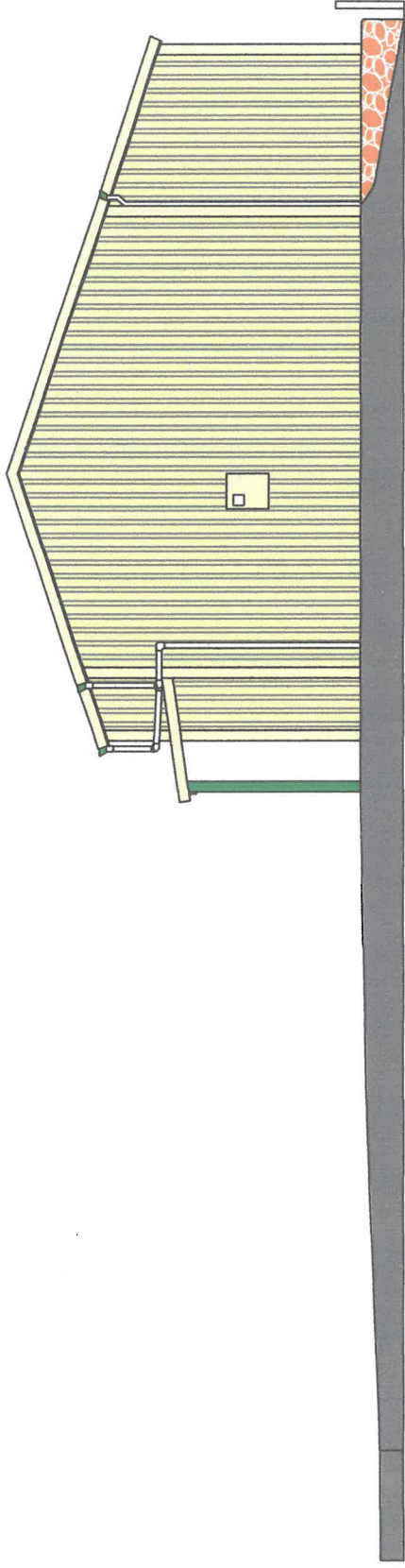


Elevation - Front

Lot 48 37 Jephson Street Greenbushes

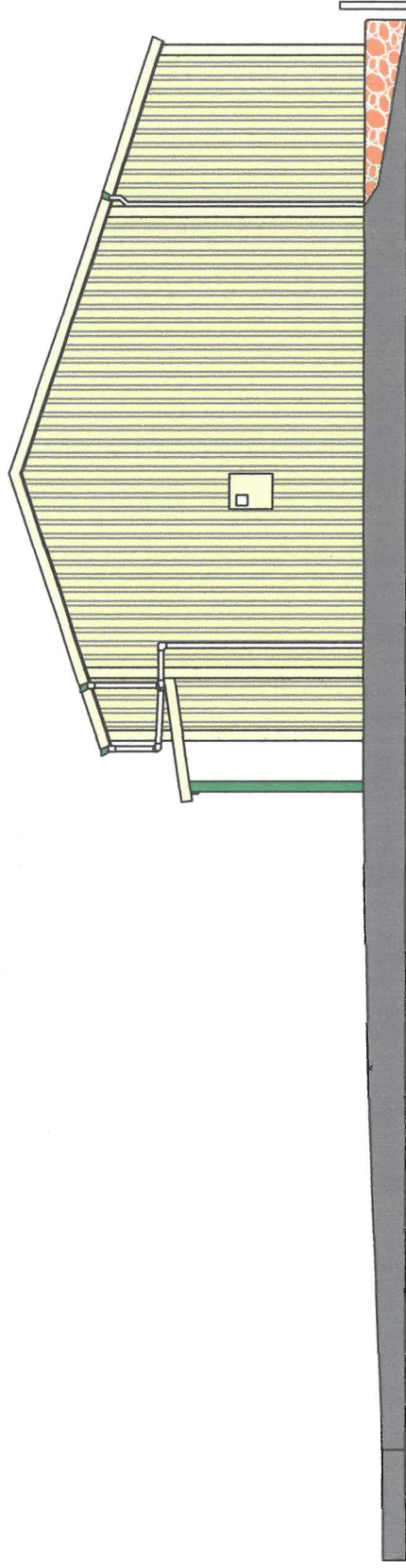


Elevation - Top View



Elevation - Side

Lot 48 37 Jephson Street Greenbushes



Elevation - Side

Lot 48 37 Jephson Street Greenbushes



ABORIGINAL HERITAGE DESKTOP ASSESSMENT



Bradley Hall

1. PURPOSE OF ASSESSMENT

An investigation into any known and potential heritage constraints of 37 Jephson Street, Greenbushes 6254

2. DEFINITION OF AN ABORIGINAL SITE

[Aboriginal sites, objects and ancestral remains \(www.wa.gov.au\)](http://www.wa.gov.au)

An Aboriginal site means any place to which the Aboriginal Heritage Act applies by operation of Section 5 of the AHA.

Section 5 of the Act

According to section 5 of the Act, an Aboriginal site is:

(a) any place of importance and significance where persons of Aboriginal descent have, or appear to have, left any object, natural or artificial, used for, or made or adapted for use for, any purpose connected with the traditional cultural life of the Aboriginal people, past or present;

(b) any sacred, ritual or ceremonial site, which is of importance and special significance to persons of Aboriginal descent;

(c) any place which, in the opinion of the Committee, is or was associated with the Aboriginal people and which is of historical, anthropological, archaeological or ethnographical interest and should be preserved because of its importance and significance to the cultural heritage of the State;

(d) any place where objects to which this Act applies are traditionally stored, or to which, under the provisions of this Act, such objects have been taken or removed.

The Act specifies that the Registrar of Aboriginal Sites must maintain a Register of:

- all protected areas
- all Aboriginal cultural material
- all other places and objects to which the Act applies.

Protected areas

Section 19 of the AHA makes provision for the declaration of Aboriginal sites that are of outstanding importance to be Protected Areas. These are gazetted areas of land with defined boundaries. Some Protected Areas contain a number of sites or are specific to one site only. Section 20 of the AHA also makes provision for the temporary (up to six months) declaration of a Protected Area.

There are currently 80 Protected Areas in Western Australia.

3. DESKTOP ASSESSMENT METHODOLOGY

- A search of the Register of Aboriginal Sites using the Department of Aboriginal Affairs' (DAA's) online Aboriginal Heritage Inquiry System (AHIS)

4. ASSESSMENT RESULTS

[Aboriginal Heritage Inquiry System \(dph.wa.gov.au\)](http://dph.wa.gov.au)

- No Registered Aboriginal sites in address 37 Jephson Street Greenbushes, 6254
- No other Heritage places in address 37 Jephson Street Greenbushes, 6254
- 1 Registered Aboriginal Site in locality – Greenbushes

ID	Name	Status	Type	Region
20434	Blackwood River	Registered site	Mythological	Southern



5. CONCLUSION

- No known Aboriginal heritage issues in 37 Jephson Street, Greenbushes 6254

References

[Aboriginal Heritage Inquiry System \(dplh.wa.gov.au\)](http://dplh.wa.gov.au)

[Aboriginal sites, objects and ancestral remains \(www.wa.gov.au\)](http://www.wa.gov.au)



HERITAGE DESKTOP ASSESSMENT



Bradley Hall

1. PURPOSE OF ASSESSMENT

An investigation into any known and potential heritage constraints of 37 Jephson Street, Greenbushes 6254

2. DEFINITION OF A HERITAGE SITE

www.nationaltrust.org.au/heritage-policies-wa/

[Historic heritage - Department of Planning, Lands and Heritage \(dplh.wa.gov.au\)](http://Historic%20heritage%20-%20Department%20of%20Planning,%20Lands%20and%20Heritage%20(dplh.wa.gov.au))

Heritage is something that we have inherited from the past and is something that is valued enough today to leave for future generations

Western Australia's heritage places consist of buildings, landscapes, monuments, and other structures and sites that are culturally significant either at a local, state, national or international level.

Heritage can incorporate both the tangible and the intangible. It is present in many forms such as landmarks, places, buildings and contents, spaces, views and the stories associated with them.

3. DESKTOP ASSESSMENT METHODOLOGY

- A search of the "inHerit" register which contains detailed information about cultural heritage places entered in the State Register of Heritage Places, local government inventories and other lists, Australian Governments heritage list, and other non-government lists and surveys.

4. ASSESSMENT RESULTS

- No Registered Heritage sites in address 37 Jephson Street Greenbushes, 6254
- No other Heritage places in address 37 Jephson Street Greenbushes, 6254
- 32 Registered Heritage Sites in locality – Greenbushes
- 3 Registered Heritage sites in locality – Jephson Street

Number	Location	Name	Type	Status
26678	17 Jephson Street	Knapton's Guest House	Heritage List	Adopted
06631	29 Jephson Street	Trington	Municipal Inventory	Adopted
278	46 Jephson Street	Masonic Lodge	Heritage List	Adopted

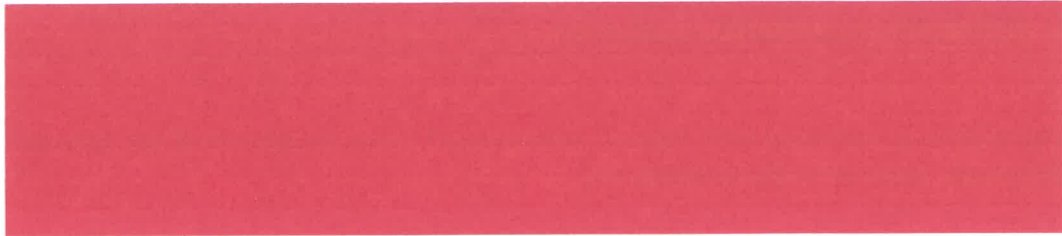
5. **CONCLUSION**

- No known heritage issues in 37 Jephson Street, Greenbushes 6254

6. **References**

www.nationaltrust.org.au/heritage-policies-wa/

[Historic heritage - Department of Planning, Lands and Heritage \(dplh.wa.gov.au\)](http://Historic%20heritage%20-%20Department%20of%20Planning,%20Lands%20and%20Heritage%20(dplh.wa.gov.au))



BUSHFIRE PRONE AREA - DESKTOP ASSESSMENT



Bradley Hall

1. PURPOSE OF ASSESSMENT – DEVELOPMENT SITE

An investigation into any known and potential risk of 'Development site' 37 Jephson Street Greenbushes, 6254 being '**located within a bushfire prone area**'

2. DEFINITION OF A BUSHFIRE PRONE AREA

Bushfire prone areas are based on its "Bushfire Hazard Level". This is an indicator of how extreme a bushfire can be, based on landscape conditions.

3. DESKTOP ASSESSMENT METHODOLOGY

[Map of Bush Fire Prone Areas \(slip.wa.gov.au\)](http://slip.wa.gov.au)

A search of Department of Fire & Emergency Services (DFES) contains detailed information about bushfire prone areas and emergency planning information

4. ASSESSMENT RESULTS

- Development site 37 Jephson Street, Greenbushes 6254 is not within a current bushfire prone area

* See map Bushfire Prone Area Greenbushes Townsite

5. CONCLUSION

- Development site 37 Jephson Street, Greenbushes 6254 is not within a current bushfire prone area



Map of bushfire prone area Greenbushes Townsite – SLIP

6. PURPOSE OF ASSESSMENT - PROPERTY

An investigation into any known and potential risk of *'property'* 37 Jephson Street, Greenbushes 6254 being *'located within a bushfire prone area'*

7. DEFINITION OF A BUSHFIRE PRONE AREA

Bushfire prone areas are based on its "Bushfire Hazard Level". This is an indicator of how extreme a bushfire can be, based on landscape conditions.

8. DESKTOP ASSESSMENT METHODOLOGY

[Map of Bush Fire Prone Areas \(slip.wa.gov.au\)](http://slip.wa.gov.au)

A search of Department of Fire & Emergency Services (DFES) contains detailed information about bushfire prone areas and emergency planning information

9. ASSESSMENT RESULTS

- 37 Jephson Street Greenbushes, 6254 is not within a current bushfire prone area

*See map Bushfire Prone Area Greenbushes Townsite

10. CONCLUSION

- 37 Jephson Street, Greenbushes 6254 is not within a current bushfire prone area

11. References

[Map of Bush Fire Prone Areas \(slip.wa.gov.au\)](http://slip.wa.gov.au)

Bushfire Attack Level Assessment Report

Prepared by a BPAD Accredited Practitioner



Fire Protection Association Australia Life Property Environment



AS3959 BAL Assessment Report

This report has been prepared by an Accredited BPAD Practitioner using the Simplified Procedure (Method 1) as detailed in Section 2 of AS 3959 – 2018 . FPA Australia makes no warranties as to the accuracy of the information provided in the report. All enquiries related to the information and conclusions presented in this report must be made to the BPAD Accredited Practitioner.

Property Details and Description of Works

Address Details	Unit no	Street no	Lot no	Street name / Plan Reference	
		37		Jephson Street	
Local government area	Suburb			State	Postcode
	Greenbushes			WA	6254
Main BCA class of the building	Shire of Bridgetown-Greenbushes				
Description of the building or works	Class 9a	Use(s) of the building	Habitable Building		
		Proposed Workshop			

Report Details

Report / Job Number	Report Version	Assessment Date	Report Date
	A	3 September 2021	15 September 2021

BPAD Accredited Practitioner Details

Name Neill Thompson Level 2 BPAD FPAA	<div style="border: 1px solid black; padding: 5px;"><p>I hereby declare that I am a BPAD accredited bushfire practitioner. </p><p>Accreditation No. 36648</p><p>Signature </p><p>Date 15/09/2021</p></div>
Company Details Bushfire Solutions South West Mobile: 0447 395 173 E: neill@bushfiresolutionsouthwest.com.au	



BUSHFIRE SOLUTIONS SOUTH WEST

Authorised Practitioner Stamp

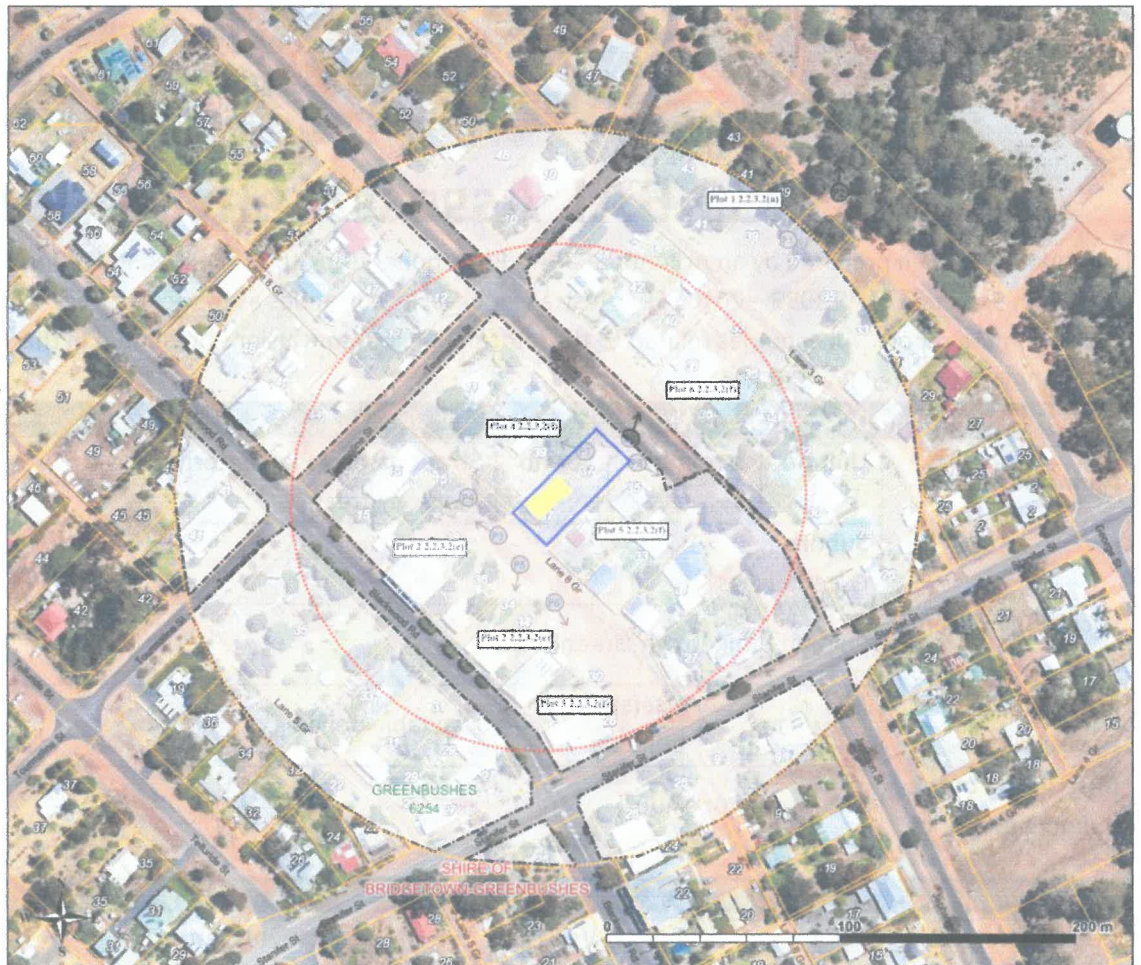
Reliance on the assessment and determination of the Bushfire Attack Level contained in this report should not extend beyond a period of 12 months from the date of issue of the report. If this report was issued more than 12 months ago, it is recommended that the validity of the determination be confirmed with the Accredited Practitioner and where required an updated report issued.

Site Assessment & Site Plans

The assessment of this site / development was undertaken on 3 September 2021 by a BPAD Accredited Practitioner for the purpose of determining the Bushfire Attack Level in accordance with AS 3959 - 2018 Simplified Procedure (Method 1).

Legend

- 37 Jephson Street Greenbushes**
- Lot Boundary
- 100m Buffer
- 50m Buffer
- Workshop
- BAL Vegetation**
- Excluded
- Photo Location & Direction**
-
- Locate_VM Imagery**
- FUGS
- Red Band 1
- Green Band 2
- Blue Band 3
- Cadastral Address (LGATE-002)**
-
- Populated Places (Geoscience Australia)**
-
- Place Names (Geoscience Australia)**
-
- Suburbs and Localities**
-
- Local Government Authority**
-
- State Roads**
-
- Other Roads**
-
- DAFWA 2m Contours**
-



Map Printed from FireMaps on Wed Sep 15 10:49:51 AWST 2021

Vegetation Classification

All vegetation within 150m of the site / proposed development was classified in accordance with Clause 2.2.3 of AS 3959-2018. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified below.

<p>Photo ID: 1 Plot: 1</p> <p>Vegetation Classification or Exclusion Clause</p> <p>Excludable - 2.2.3.2(a) >100m from site</p> <p>Description / Justification for Classification</p> <p>Vegetation a distance more than 100m from the proposed site.</p>	
<p>Photo ID: 2 Plot: 1</p> <p>Vegetation Classification or Exclusion Clause</p> <p>Excludable - 2.2.3.2(a) >100m from site</p> <p>Description / Justification for Classification</p> <p>Vegetation a distance more than 100m from the proposed site.</p>	
<p>Photo ID: 3 Plot: 2</p> <p>Vegetation Classification or Exclusion Clause</p> <p>Excludable - 2.2.3.2(e) Non Vegetated Areas</p> <p>Description / Justification for Classification</p> <p>Non-vegetated areas</p> <p>Cleared areas/low ground surface fuel</p>	

<p>Photo ID: 4 Plot: 2</p> <p>Vegetation Classification or Exclusion Clause</p> <p>Excludable - 2.2.3.2(e) Non Vegetated Areas</p> <p>Description / Justification for Classification</p> <p>Non-vegetated areas</p> <p>Cleared areas/low ground surface fuel</p>	
<p>Photo ID: 5 Plot: 3</p> <p>Vegetation Classification or Exclusion Clause</p> <p>Excludable - 2.2.3.2(f) Low Threat Vegetation</p> <p>Description / Justification for Classification</p> <p>Low threat vegetation in a maintained state</p> <p>Maintained grasses/gardens/trees/low ground surface fuel</p>	
<p>Photo ID: 6 Plot: 3</p> <p>Vegetation Classification or Exclusion Clause</p> <p>Excludable - 2.2.3.2(f) Low Threat Vegetation</p> <p>Description / Justification for Classification</p> <p>Low threat vegetation in a maintained state</p> <p>Maintained grasses/gardens/trees/low ground surface fuel</p>	
<p>Photo ID: 7 Plot: 4</p> <p>Vegetation Classification or Exclusion Clause</p> <p>Excludable - 2.2.3.2(f) Low Threat Vegetation</p> <p>Description / Justification for Classification</p> <p>Low threat vegetation in a maintained state</p> <p>Maintained grasses/gardens/trees/low ground surface fuel</p>	

Photo ID: 8	Plot: 5
Vegetation Classification or Exclusion Clause	
Excludable - 2.2.3.2(f) Low Threat Vegetation	
Description / Justification for Classification	
Low threat vegetation in a maintained state	
Maintained grasses/gardens/trees/low ground surface fuel	



Photo ID: 9	Plot: 6
Vegetation Classification or Exclusion Clause	
Excludable - 2.2.3.2(f) Low Threat Vegetation	
Description / Justification for Classification	
Low threat vegetation in a maintained state	
Maintained grasses/gardens/trees/low ground surface fuel	



Relevant Fire Danger Index

The fire danger index for this site has been determined in accordance with Table 2.1 or otherwise determined in accordance with a jurisdictional variation applicable to the site.

Fire Danger Index

FDI 40

Table 2.7

FDI 50

Table 2.6

FDI 80

Table 2.5

FDI 100

Table 2.4

Potential Bushfire Impacts

The potential bushfire impact to the site / proposed development from each of the identified vegetation plots are identified below.

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAL
1	Excludable – Clause 2.2.3.2(a)	N/A	N/A	BAL – LOW
2	Excludable – Clause 2.2.3.2(e)	N/A	N/A	BAL – LOW
3	Excludable – Clause 2.2.3.2(f)	N/A	N/A	BAL - LOW
4	Excludable – Clause 2.2.3.2(f)	N/A	N/A	BAL - LOW
5	Excludable – Clause 2.2.3.2(f)	N/A	N/A	BAL - LOW
6	Excludable – Clause 2.2.3.2(f)	N/A	N/A	BAL - LOW

Table 1: BAL Analysis

Determined Bushfire Attack Level (BAL)

The Determined Bushfire Attack Level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959-2018 using the above analysis.

Determined Bushfire Attack Level

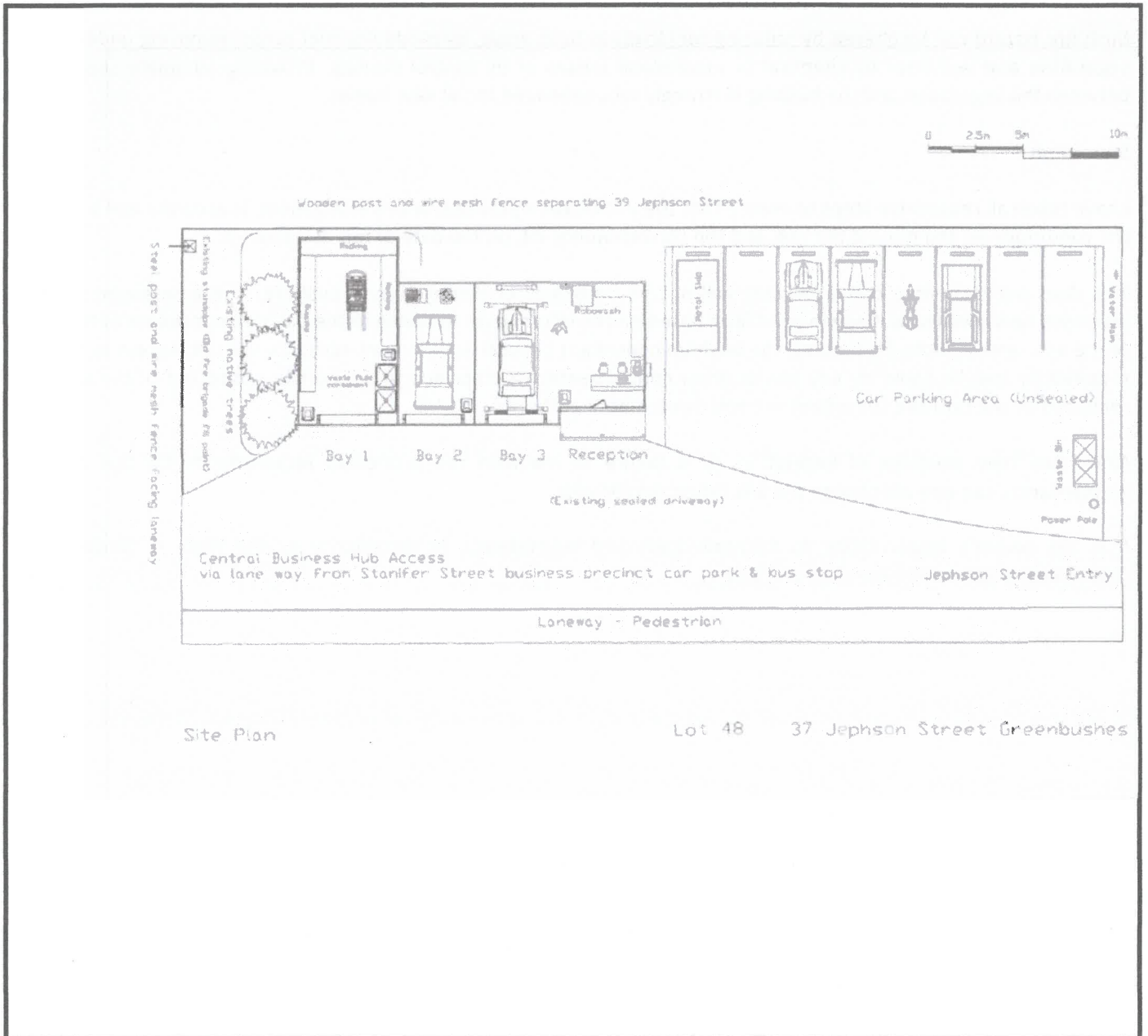
BAL – LOW

Appendix 1: Plans and Drawings

Plans and drawings relied on to determine the bushfire attack level

Drawing / Plan Description Proposed Workshop

Job Number	Revision	Date of Revision
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Site Plan

Lot 48 37 Jephson Street Greenbushes

Appendix 2: Additional Information / Advisory Notes

All trees around the APZ will require ongoing maintenance and have a vertical to ground clearance of 2 metres.

No branches or tree crown canopies are to be overhanging the roof space of the dwelling.
The ground fuel will require maintaining, to minimise any future risk.

All grasses are to be managed and maintained to a maximum height of 100 millimetres.

Bush fire hazard can be altered by reducing fuel loads in bush areas, by modifying fuel zones, removing understorey vegetation and leaf litter by chemical or mechanical means or by control burning. Providing adequate separation between the vegetation and the building is strongly recommended for all new homes.

Statement:

I have taken all reasonable steps to ensure that the information provided in this assessment, is accurate and supports the conditions on and around the site, and the corresponding lot, on the date of this assessment.

This does not guarantee that a building will not be destroyed or damaged by a bushfire. This assessment for the proposed new dwelling is made in good faith based on the information available to the bushfire consultant at the time of the assessment. Notwithstanding, the bushfire consultant or Local Government authority will not, except as may be required by law, be liable for any loss or other consequences whether due to negligence arising out of the services rendered by the bushfire consultant or Local Government authority.

Note: Any new plantings of vegetation, or a failure to maintain the properties requirements for fuel loading maintenance, can and will change the BAL rating significantly.

It is the owner's responsibility to maintain fuels and vegetation's, in accordance to the Shire of Bridgetown-Greenbushes Annual Fire Break Order Notice.

BUSHFIRE ATTACK LEVEL ASSESSMENT EXPLAINED

A Bushfire Attack Level (BAL) Assessment is a means of measuring the severity of a building's potential exposure to ember attack, radiant heat and direct flame contact in a bushfire event, and thereby determining the construction measures required for the dwelling.

The methodology used for the determination of the BAL rating, and subsequent building construction standards, are directly referenced from Australian Standard AS 3959–2018 Construction of Buildings in Bushfire Prone Areas.

The BAL rating is determined through identification and assessment of the following parameters:

- Fire Danger Index (FDI) rating; assumed to be FDI - 80 for Western Australia;
- All classified vegetation **within 100 and 150m** of the Site;
- Separation distance between the building and the classified vegetation source(s); and
- Slope of the land under the classified vegetation.

CONSTRUCTION REQUIREMENTS

AS 3959–2018 has six levels of BAL categories based on the radiant heat flux exposure to the building, and identifies the relevant sections for building construction, as detailed below in the Bushfire Attack Levels Table.

The BAL and the corresponding Sections for specific construction requirements are listed in the table below:

Bushfire Attack Levels Table

Bushfire Attack Level (BAL)	Classified Vegetation within 100m of the site heat flux exposure thresholds	Description of predicted bushfire attack and levels of exposure	Construction Section
BAL – LOW		There is insufficient risk to warrant specific construction requirements.	4
BAL – 12.5	$\leq 12.5 \text{ kW/m}^2$	Ember attack	3 and 5
BAL – 19	$> 12.5 \text{ kW/m}^2$ $\leq 19 \text{ kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux	3 and 6
BAL – 29	$> 19 \text{ kW/m}^2$ $\leq 29 \text{ kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux	3 and 7
BAL- 40	$> 29 \text{ kW/m}^2$ $\leq 40 \text{ kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux with the increased likelihood of exposure to flames	3 and 8
BAL-FZ	$> 40 \text{ kW/m}^2$	Direct exposure to flames from fire front in addition to heat flux and ember attack	3 and 9

An APZ is an area surrounding a building that is managed to reduce the bushfire hazard to an acceptable level.

The width of the required APZ varies with slope and vegetation.

The APZ should at a minimum be of sufficient size to ensure the potential radiant heat impact of a fire does not exceed 29kW/m² (BAL-29). It should be lot specific.

The APZ should be contained solely within the boundaries of the lot on which the building is situated, except in instances where the neighbouring lot or lots will be managed in a low-fuel state on an ongoing basis, in perpetuity.

It is the responsibility of the landowner/proponent to maintain their APZ in accordance with Schedule 1 'Standards for Asset Protection Zones'.

Schedule 1: STANDARDS FOR ASSET PROTECTION ZONES

Fences: within the APZ are constructed from non-combustible materials (e.g. iron, brick, limestone, metal post and wire). It is recommended that solid or slatted non-combustible perimeter fences are used.

Objects: within 10 metres of a building, combustible objects must not be located close to the vulnerable parts of the building i.e. windows and doors.

Fine Fuel load: combustible dead vegetation matter less than 6 millimetres in thickness reduced to and maintained at an average of two tonnes per hectare.

Trees (> 5 metres in height): trunks at maturity should be a minimum distance of 6 metres from all elevations of the building, branches at maturity should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground and or surface vegetation, canopy cover should be less than 15% with tree canopies at maturity well spread to at least 5 metres apart as to not form a continuous canopy.

Shrubs (0.5 metres to 5 metres in height): should not be located under trees or within 3 metres of buildings, should not be planted in clumps greater than 5m² in area, clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres.

Shrubs greater than 5 metres in height are to be treated as trees. **Ground covers (<0.5 metres in height):** can be planted under trees but must be properly maintained to remove dead plant material and any parts within 2 metres of a structure, but 3 metres from windows or doors if greater than 100 millimetres in height.

Ground covers greater than 0.5 metres in height are to be treated as shrubs.

Grass: should be managed to maintain a height of 100 millimetres or less.

References

Shire of Bridgetown-Greenbushes Fuel Reduction and Firebreak Notice 2021/22

WA Planning Commission: Standards for Asset Protection Zones

Firemaps

Standards Australia AS3959 (2018) Construction of buildings in bushfire prone areas.

Bushfire Attack Level (BAL) Certificate

Determined in accordance with AS 3959-2018

This Certificate has been issued by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme. The certificate details the conclusions of the full Bushfire Attack Level Assessment Report (full report) prepared by the Accredited Practitioner.


Property Details and Description of Works

Address Details	Unit no	Street No	Lot	Street name / Plan Reference	
		37		Jephson Street	
Local government area	Greenbushes			State	Postcode
				WA	6254
Main BCA class of the building	Shire of Bridgetown-Greenbushes				
Description of the building or works	Class 9a	Use(s) of the building	Habitable Building		
	Proposed Workshop				

Determination of Highest Bushfire Attack Level

AS 3959 Assessment Procedure	Vegetation Classification	Effective Slope	Separation Distance	BAL
Method 1	Excluded Clause 2.2.3.2(f)(e)(a)	N/A	N/A	BAL – LOW

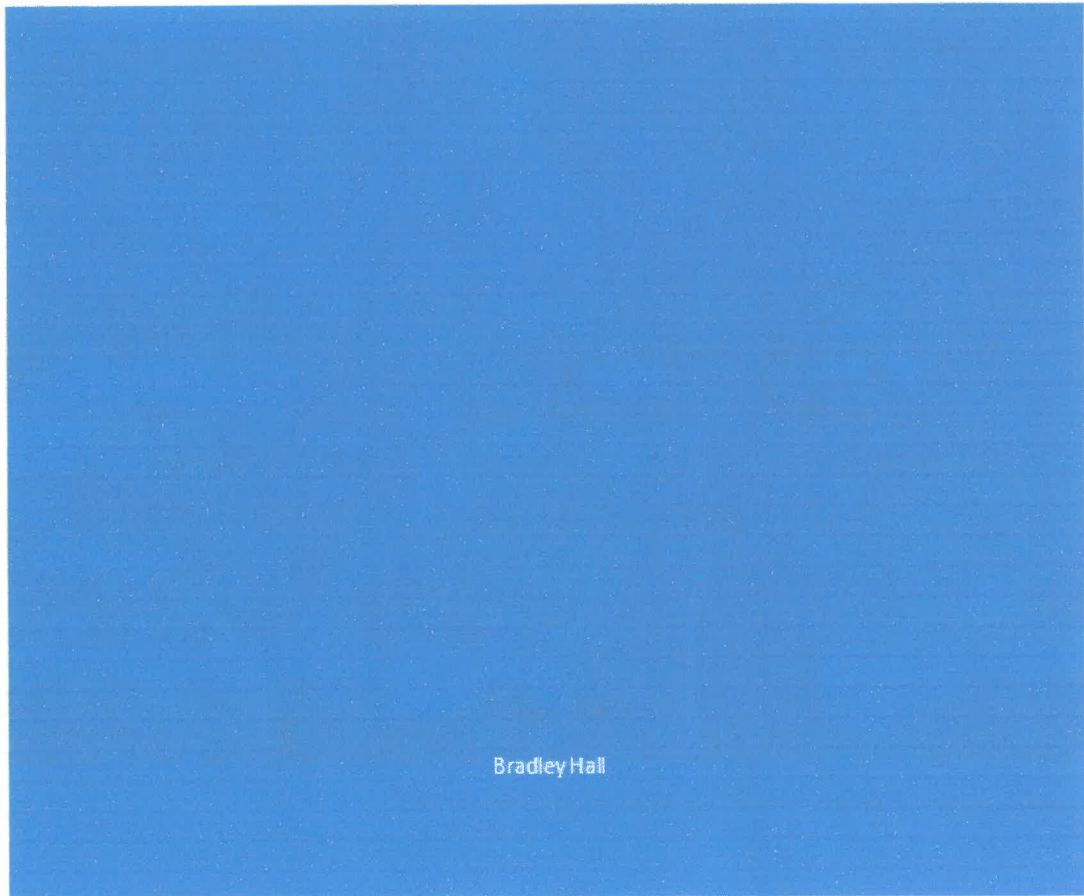
BPAD Accredited Practitioner Details

<p>Name Neill Thompson</p> <p>Company Details Bushfire Solutions South West Phone: 0447 395 173 Email: Website: http://bushfiresolutionsouthwest.com.au</p>  <p>BUSHFIRE SOLUTIONS SOUTH WEST</p> <p>I hereby certify that I have undertaken the assessment of the above site and determined the Bushfire Attack Level stated above in accordance with the requirements of AS 3959-2018</p>	<div style="border: 1px solid black; padding: 5px;"> <p>I hereby declare that I am a BPAD accredited bushfire practitioner.</p> <p>Accreditation No. 36648</p> <p>Signature </p> <p>Date 15/09/2021</p> </div> <p style="text-align: center;"><i>Authorised Practitioner Stamp</i></p>
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Reliance on the assessment and determination of the Bushfire Attack Level contained in this report should not extend beyond a period of 12 months from the date of issue of the report. If this report was issued more than 12 months ago, it is recommended that the validity of the determination be confirmed with the Accredited Practitioner and where required an updated report issued.



SITE ANALYSIS



Bradley Hall

Introduction

The historic mining & timber town occupies the highest point on the Darling Scarp, 260km south-east of Perth between Balingup & Bridgetown. The beginning of the township of Greenbushes started with a pound of tin found in a creek in 1888.

Location

37 Jephson Street is located directly behind what was and still is the central business hub on Blackwood Road in Greenbushes. The property played an integral part as a distribution point for the township and wider community.

History

According to discussions with some long-term elderly residents, the property was utilized firstly as an unloading depot for goods that were shipped to Greenbushes by train (as far back as 1930-1940). An unloading ramp was a prominent feature of this block (the log base is visible in the centre of circled area) the laneways well worn by traffic leading to it. The Roads Board and then Shire of Greenbushes also utilized the property and ramp, also parking some machinery at that location, before & after amalgamation in March, 1970. The town's water standpipe was also installed on the property. (Originally at the northern end near Jephson Street)



Aerial photograph of Greenbushes 13 Jan 1966 – State Library of WA

The property was again developed in 1994 to its present state, a project by the Greenbushes Aged Community Committee coordinated by community leaders Jimmy Yates, Gary Bridger, and sponsored by Councillor Barbara Patrona. This was to house the community bus, fire brigade, St John Ambulance and used available grants and donations to complete the project. I have myself lived in Greenbushes for 51 years, residing on Jephson Street growing up and now have purchased a home also on Jephson Street, I have been able to see some of these changes first hand

Assessment Purpose

The purpose of this site analysis is to look at the opportunities and constraints to help develop strategies and controls that can be implemented to reduce/prevent the impact of conducting a business from the old emergency services building on 37 Jephson Street, Greenbushes.

Opportunities

The potential to provide a sustainable service in the Greenbushes is a positive one. Diversity of available services will be key to reach the broad range of consumers already active in the Greenbushes area. This would

- ✓ *provide the Greenbushes community & surrounding districts with an affordable and professional service locally*
- ✓ *provide quality parts and service already afforded to our city counterparts*
- ✓ *provide support for local business and contractors alike*
- ✓ *utilize an existing building central to the Greenbushes business district*
- ✓ *bring interaction with the Greenbushes community and its businesses*

Currently Greenbushes has no mechanical service and this requires residents in the area to travel to have their vehicle serviced or repaired. This causes disruption because they require a second person & vehicle for drop off & pick up, and also depending on location, may require taking leave from work spending a day somewhere to have their car serviced.

Wait times are quite large as most vehicle service centres are booked weeks in advance. We would fill that gap and could service vehicles while people are at work at the Mine or timber mill for example. Parents with young children would also be advantaged. Tourists who visit the area will also benefit from a mechanical service as breakdown events do & have occurred.

Constraints

There are several factors that need to be considered that could potentially impact on neighbours and the wider community. These could include

- *Zoning – 37 Jephson Street is currently zoned as residential. Additional use permit is required*
- *Protected Areas – 37 Jephson Street is not in or part of a protected area*
- *Bushfire prone land – Parts of the Greenbushes township is inclusive in the current bush fire prone area maps. 37 Jephson is outside of that zone*
- *Heritage Listing – There are currently 32 heritage sites in the Greenbushes area including 3 on Jephson Street alone. 37 Jephson Street is not part of those listings*
- *Aboriginal Heritage – There is currently 1 Aboriginal Heritage listing in the locality of Greenbushes (Blackwood River). 37 Jephson Street has no registered Aboriginal sites or heritage places*

- *Privacy – Neighbour privacy could be impacted if fencing is not adequate. Currently the northern boundary is a wire mesh fence. Southern boundary is a shire pedestrian walkway with a 1.8m Colourbond fence along the southern neighbour’s boundary.*
- *Traffic flow - 37 Jephson has two entry/exit points at each end of the property. This could conflict with regular local traffic that use the laneway behind the property to access the GPO and Roadhouse in the morning and afternoon*
- *Noise – The use of air tools in the industry was commonplace but new technology with battery powered tooling has surpassed this need to have air driven equipment that is very noisy. The southern neighbours would be mostly impacted by any noise as the doorways face that direction*
- *Waste Management – Activities within the business will create waste products that will require capture and/or disposal*
- *Hours of Business – Working outside standard hours can cause disruption to neighbour’s family time and schedules within their group*
- *Walkway Access – Pedestrian traffic can be impacted if walkway is not managed & maintained to an acceptable standard*

Constraint	Impact Likelihood	Impact Rating	Controls
○ Zoning	<i>Certain</i>	<i>High</i>	➤ <i>Obtain an additional use permit for the premises through the development process as the property is currently zoned residential</i>
○ Protected Area	<i>Not Likely</i>	<i>Insignificant</i>	➤ <i>37 Jephson Street is not on or in a protected area</i>
○ Heritage Listing	<i>Not Likely</i>	<i>Insignificant</i>	➤ <i>Heritage desktop assessment revealed 32 heritage listings in Greenbushes. 37 Jephson Street was not included in those listings</i>
○ Aboriginal Heritage	<i>Not Likely</i>	<i>Insignificant</i>	➤ <i>Aboriginal Heritage desktop assessment revealed 1 heritage place (Blackwood River) in the Greenbushes locality. 37 Jephson Street is not included in any of those areas</i>
○ Privacy	<i>Very Likely</i>	<i>High</i>	➤ <i>Construct suitable boundary fence to maintain northern neighbour privacy</i>
○ Traffic Flow increase	<i>Likely</i>	<i>Low</i>	➤ <i>Introduce signage on the entry and exits to maintain traffic control</i> ➤ <i>Increase unlikely to be significant as throughput can only be what can be achieved for that day</i> ➤ <i>Utilize booking schedule where possible</i> ➤ <i>Designated parking area</i>

Constraint	Impact Likelihood	Impact Rating	Controls
○ Noise	<i>Likely</i>	Low	<ul style="list-style-type: none"> ➤ <i>Adopt battery powered tools as preferred tooling</i> ➤ <i>Use air tooling as a need to basis only as they develop significantly more torque</i> ➤ <i>Work within agreed hours of business in line with local government regulations</i> ➤ <i>Install silenced air compressor to reduce noise</i>
○ Waste Products	<i>Very Likely</i>	High	<p><i>Recycle products where possible</i></p> <ul style="list-style-type: none"> ➤ Waste Oil & Coolant – <i>Waste fluids from vehicle servicing operations will be captured and stored onsite in 1000 litre IBC then delivered to recycling centre (Wren oil)</i> ➤ Tyres – <i>Used tyres will be delivered to Tyre Recyclers WA for remanufacture</i> ➤ Rubbish & Old Parts – <i>Metal bin & rubbish skips will be used to separate and recycle</i> ➤ Solvents – <i>Solvents & degreasers used contained in purpose-built parts washing station</i>
○ Hours of Business	<i>Likely</i>	Low	<ul style="list-style-type: none"> ➤ <i>Work within agreed hours of business and in line with local government regulations</i>
○ Walkway Access	<i>Likely</i>	Low	<ul style="list-style-type: none"> ➤ <i>Maintain walkway to acceptable standards as</i>

Strategy

Some questions need to be asked from the information assembled in the impact assessment like “The infrastructure or tools required to implement controls” “What will be done along with completion deadlines” We will also need to know “How the plan will be assigned and to whom” and “How we will oversee progress and monitor success and implement any revisions if required”

Methodology

This plan will be measured with 4 key considerations. These will be Resource Assessment & Implementation, Dissemination & progress assessment

Resource Assessment




























Controls Required	Infrastructure/tools required for task completion
1. Additional use permit	✓ Development and Business plan submitted to Shire for review & approval for an 'additional use' of the property is granted
2. Boundary Fencing	✓ 1.8m Colourbond fencing materials for Northern boundary ✓ Quick dry concrete ✓ Post hole drill
3. Traffic Control	✓ Appropriate traffic control sign at both entries/exits ✓ Quick dry concrete ✓ Post hole drill
4. Software (Vehicle bookings)	✓ An appropriate Workshop software system that includes vehicle booking management
5. Parking	✓ Clearly defined parking area ✓ Bobcat & truck ✓ Compactor
6. Noise (Power Tools)	✓ Tooling based on need & requirement
7. Business Hours	✓ Clear understanding of local government regulations
8. Noise (Compressed Air)	✓ Install silenced air compressor unit ✓ Fit exhaust silencers where practical
9. Waste (oil & coolant)	✓ IBC storage containers with catchment device to hold up to 110% ✓ Truck to transport waste products to recycle points
10. Waste (tyres)	✓ Truck to transport waste products to recycle points
11. Waste (metal & general waste)	✓ Skips supplied by local waste removal company
12. Waste (Solvents)	✓ Self-contained parts washer ✓ IBC storage container for delivery to recycle centre
13. Pedestrian Walkway	✓ Bobcat & truck ✓ Suitable base (Gravel or Cracker dust) ✓ Compactor

Implementation, Dissemination & Progress

Control	What will be done	By Who	When	Completion Status	Checked by
1	<i>*Submit a development & business plan for an additional use permit</i>	<i>Bradley Hall</i>		<i>Complete</i>	
2	<i>*Construct 1.8m Colourbond steel fence</i>	<i>Bradley Hall Andrew Hesketh</i>	<i>2 weeks (following approval of addition use permit)</i>	<i>Incomplete</i>	
3	<i>*Erect traffic control sign at either end of property driveway</i>	<i>Bradley Hall</i>	<i>1 week Prior to business opening</i>	<i>Incomplete</i>	
4	<i>*Subscription to web-based software service to optimise workflow management</i>	<i>Bradley Hall</i>	<i>1 week Prior to business opening</i>	<i>Incomplete</i>	
5	<i>*Removal of grass/weeds, top dress area with cracker dust and re-compact</i>	<i>Bradley Hall Andrew Hesketh</i>	<i>2 weeks (following approval of addition use permit)</i>	<i>Incomplete</i>	
6	<i>*Assessment based for new tooling on need & requirement</i>	<i>Bradley Hall</i>	<i>Ongoing</i>	<i>Ongoing with regular review</i>	
7	<i>*Adherence to local government regulation</i>	<i>Bradley Hall</i>	<i>Ongoing</i>		
8	<i>*Purchase of suitable compressor unit</i>	<i>Bradley Hall</i>	<i>Pending approvals</i>	<i>Incomplete</i>	
9	<i>*Construction of waste fluid containment system (leakage or spills) *Procure IBC's</i>	<i>Bradley Hall</i>	<i>Pending approvals</i>	<i>Incomplete</i>	
10	<i>*Truck required to remove waste products</i>	<i>Bradley Hall</i>	<i>In Progress</i>	<i>Incomplete</i>	
11	<i>*Procure Skips from Local waste remover</i>	<i>Bradley Hall</i>	<i>Pending approvals</i>	<i>Incomplete</i>	
12	<i>*Procure Robowash unit</i>	<i>Bradley Hall</i>	<i>Pending approvals</i>	<i>Incomplete</i>	
13	<i>*Weed & grass removal and top dressed with cracker dust or gravel & re-compacted to create stable surface</i>	<i>Shire BG Bradley Hall</i>	<i>Pending approvals</i>	<i>Incomplete</i>	

Revision

Map Legend

- | | |
|---|--|
|  | 1. Greenbushes Roadhouse & GPO |
|  | 2. RSL Hall |
|  | 3. Tasty Edibles Bakery |
|  | 4. Road Board Office Building (Formerly old Shire Office) |
|  | 5. Discovery Centre (Formerly Lindsays Store then Greenbushes Tin Mine Office) |
|  | 6. Exchange Hotel |
|  | 7. Greenbushes Garden |
|  | 8. CWA Hall |
|  | 9. Primary School |
|  | 10. Town Hall |
|  | 11. Court House |
|  | 12. Jail House |
|  | 13. Recycling Center |
|  | 14. Shire Rubbish Collection Point |
|  | 15. Hairdresser (Formerly Greenbushes Post Office) |
|  | 16. Shamrock Hotel |
|  | 17. CRC (Formerly R&I Bank then Bank of NSW) |
|  | Church |
|  | Vacant Land |
|  | Heritage Listed Buildings |
|  | Heritage Park |
|  | Park & Playground |
|  | Fire Station |
|  | 33 Jephson Street - Benjamin Ridley |
|  | 35 Jephson Street - Brendon Longbottom |
|  | 37 Jephson Street - Old Emergency Services Building |
|  | 39 Jephson Street - John Green |

WESTERN



AUSTRALIA

REGISTER NUMBER	
47/DP222521	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
1	5/6/2003

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME 1130 FOLIO 159

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BG Roberts
REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 47 ON DEPOSITED PLAN 222521

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

BRENDON ROY LONGBOTTOM OF POST OFFICE BOX 90, GREENBUSHES

(T H466298) REGISTERED 8/6/2000

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. *N010609 MORTGAGE TO COMMONWEALTH BANK OF AUSTRALIA REGISTERED 27/5/2015.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1130-159 (47/DP222521)
PREVIOUS TITLE: 1090-179
PROPERTY STREET ADDRESS: 35 JEPHSON ST, GREENBUSHES.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF BRIDGETOWN-GREENBUSHES

- NOTE 1: A000001A LAND PARCEL IDENTIFIER OF GREENBUSHES TOWN LOT/LOT 47 (OR THE PART THEREOF) ON SUPERSEDED PAPER CERTIFICATE OF TITLE CHANGED TO LOT 47 ON DEPOSITED PLAN 222521 ON 16-MAY-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.
- NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE OR ON THE CURRENT EDITION OF DUPLICATE CERTIFICATE OF TITLE.
- NOTE 3: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING N010609

WESTERN



AUSTRALIA

REGISTER NUMBER 48/DP222521	
DUPLICATE EDITION 2	DATE DUPLICATE ISSUED 19/12/2005

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME **1127** FOLIO **316**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 48 ON DEPOSITED PLAN 222521

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

ANDREW CAMERON HESKETH OF POST OFFICE BOX 28, GREENBUSHES

(T J564151) REGISTERED 23/12/2005

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. *L434066 MORTGAGE TO BANK OF WESTERN AUSTRALIA LTD REGISTERED 22/9/2010.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1127-316 (48/DP222521)
PREVIOUS TITLE: 1090-179
PROPERTY STREET ADDRESS: 37 JEPHSON ST, GREENBUSHES.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF BRIDGETOWN-GREENBUSHES

- NOTE 1: A000001A LAND PARCEL IDENTIFIER OF GREENBUSHES TOWN LOT/LOT 48 (OR THE PART THEREOF) ON SUPERSEDED PAPER CERTIFICATE OF TITLE CHANGED TO LOT 48 ON DEPOSITED PLAN 222521 ON 11-JUN-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.
- NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE OR ON THE CURRENT EDITION OF DUPLICATE CERTIFICATE OF TITLE.
- NOTE 3: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING J564152

Brendon Longbottom
35 Jephson St
Greenbushes WA 6254
Mob 0428643723

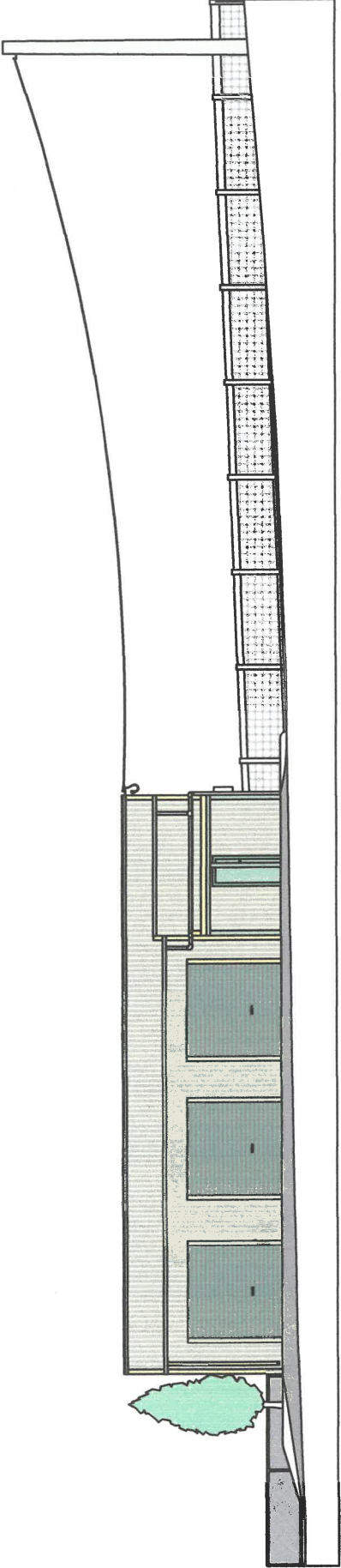
To Whom it may concern,

I have been informed that there is application before the Shire Council for a business to be run from the neighbouring block to mine at 37 Jephson Street Greenbushes.

After speaking with the proposer about the type of business and the hours that it will operate, I have absolutely no issues with it being there. There is ample parking at the property so it will not impact on my access to my driveway or blocking the street in any way.

If anything, I can see it being an advantage to have this service available in the town and not having to drive or take business, and therefore revenue, outside the shire of Bridgetown/Greenbushes.

Yours Sincerely
Brendon Longbottom



Lot 48 37 Jephson Street Greenbushes

Elevation - Front

Lot 48 / 37 Jephson Street Greenbushes

Overview

As per conversation between myself (Andrew Hesketh) and Tim Clynch regarding the non-conforming use status of Lot 48 / 37 Jephson Street Greenbushes, the following details outline the use of the property once I purchased it in 2005 & historic uses of previous owners of the property.

When the property was purchased in 2005

, and also a main driver for that purchase, was the status of the block. I was under the impression the block was of commercial use as it has been used by various different organizations including the Shire, for decades before. Remnants of previous occupation still exist and has the water standpipe and industrial water meter still in use.

I needed a central location within Greenbushes to be able carry out critical mechanical repair works to support my growing business. These repairs required a location out of the elements and there were not a lot of other options available to me. The presumed status of the property suited that purpose and I have been actively using that property ever since then to conduct support works for my business.

It wasn't until our plan to rent the premises to local man Bradley Hall to run a vehicle repair center in the town that we found out there was a planning issue that needed addressing. We were in the process of moving some plant and engines from the premises in preparation when Bradley informed me of the zoning issue during the course of his due diligence. It was at that point we ceased any clean up works until these issues could be addressed with the Shire.

I would also add that the property has never had any houses / residents living on the property and has only ever been used for commercial purposes. Bradley has lived on Jephson Street, 28 & currently 31, for the most part of 51 years and can personally vouch the property use. He has witnessed these changes first hand as they happened.

The following information will give some insight into the previous and current uses of the property and the evidence does show that a non-conforming use status does indeed exist.

Lot 48 / 37 Jephson Street Greenbushes

History

According to discussions with some long-term elderly residents, the property was utilized firstly as an unloading depot for goods that were shipped to Greenbushes by train (as far back as 1930-1940). An unloading ramp was a prominent feature of this block (the log base is visible in the centre of circled area of the photo) the laneways well worn by traffic leading to it. The Roads Board and then Shire of Greenbushes also utilized the property and ramp, also parking some machinery at that location, before & after amalgamation in March, 1970. The town's water standpipe was also installed on the property. (Originally at the northern end near Jephson Street)

Photo: State Library Aerial Photo Greenbushes 1960



Lot 48 / 37 Jephson Street Greenbushes

Property Use by Previous & Current Owners

Greenbushes Aged Community Inc

The property was developed in 1994 to its present state, a project by the Greenbushes Aged Community Committee coordinated by community leaders Jimmy Yates, Gary Bridger, and sponsored by Councillor Barbara Patrona. This was to house the community bus, fire brigade, St John Ambulance and used available grants and donations to complete the project.

The ambulance and community bus were active in the premises until it was sold to me in 2005. The fire brigade was in process of being re-assigned around the same time I purchased the property.

There was definitely some regular motor vehicle maintenance work and servicing carried out on the fire brigade assets, and regular reliability checks for all the Emergency Service Vehicles stationed at the premises.

Hesketh Contracting / Hesketh Quarries

Light vehicle servicing and repair work for all Hesketh Contracting / Hesketh Quarries fleet

- Servicing - Oil & filter changes
- Inspection – Roadworthy inspections of the various vehicle systems
- Powertrain – Engine repairs and overhaul, transmission & clutch replacements, differential repair and overhaul
- Electrical – Electrical repair and fitment of aftermarket accessories (flashing beacons, driving lights etc.)

Engine and powertrain overhauls for mobile plant used in the business. The following more recent to name a few as there are several

- Powerscreen 1180 Jaw Crusher - Engine & clutch upgrade to handle increased load demands
- D10N – Engine rebuild & torque converter overhaul
- CAT 314 Wheeled Excavator – Engine overhaul
- Repairs to prime mover & its components

Lot 48 / 37 Jephson Street Greenbushes

The maintenance works have been carried out mostly by Hesketh Contracting/Hesketh Quarries employees but some contractors were engaged to carry out more technical repairs & maintenance.

These include

- Southwest Mechanical Services
- CLP Mechanical Services
- Shaun's Mobile Mechanical Services
- Westside Mechanical

Additional Property Use

- A bay was used for storage by Talison. They stored some mining equipment under agreement for a period of time but have since vacated.
- Caravan used for remote work is currently being stored there
- Premises housed a forklift until recently when the issue was discovered
- Bus is currently stored there

Shire of Bridgetown-Greenbushes	
File No:	169.2
Document No:	1-CO202267632
- 8 JUN 2022	
Officer	FO-15 02
Copy	

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

1 Insert the name, address and occupation of person making the declaration

I,¹ Andrew Cameron Hesketh 280 Daronchs Road Greenbushes W.A 6254 Business owner make the following declaration under the *Statutory Declarations Act 1959*:

2 Set out matter declared to in numbered paragraphs

² 1. I, Andrew Hesketh of 28 Daronchs Road, Greenbushes state that the following statement is true and correct on the continuing use of 37 Jephson Street for mechanical repair and service works on my light vehicles and engines & components for my crusher & screening fleet.
2. Since I purchased 37 Jephson Street Greenbushes from the Shire I have continually used the premises to support various aspects of my business of 30 years, some of which were to store engines and components, to conduct mechanical repairs and engine overhauls for the crushing fleet and service and repair of my light vehicles. A contributing factor behind the purchase was that I did not have a suitable place available to me to conduct this kind of work. I also store my site caravan and bus in the premises which are used for living away on remote works.
3. Until recently I had a forklift permanently on the premises to load & unload this equipment when required for scheduled maintenance & breakdowns on my fleet, and I also started to clear space for Bradley to prepare and run his automotive repair center. It was only then we discovered the premises had been zoned back to residential from the previous existing use status.
4. I was not informed of the intention to revert 37 Jephson Street back to residential status as I have continued to conduct support works for my business from there. We have only paused Bradley's business proposal until I have worked through the issue with the Shire of Bridgetown – Greenbushes.
5. I do believe the proposal put forward to council is in line with what has previously been done with the land over decades and can only be a benefit to the town of Greenbushes and its residents. The fact that the existing commercial blocks on Blackwood Road where its owners have been permitted in Greenbushes, to live and build houses on them, is a roadblock for anyone wishing to start small business in the town. It also adds weight to Bradley's proposal as there are no other suitable places in Greenbushes to run a small business from.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 Signature of person making the declaration

³ 

4 [Optional: email address and/or telephone number of person making the declaration]

⁴ heskethcontracting@bigpond.com
0427445539

5 Place
6 Day
7 Month and year

Declared at ⁵ BRIDGETOWN on ⁶ 6th of ⁷ JUNE

8 Signature of person before whom the declaration is made (see over)

⁸ 

9 Full name, qualification and address of person before whom the declaration is made (in printed letters)

⁹ **ADRIAN ELDER J.P.
24 BLECHYNDEN ST.
BRIDGETOWN WA 6258
WA 5772**

10 [Optional: email
address and/or
telephone number of
person before whom
the declaration is made]

10

0429 611283

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years – see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the Criminal Code applies to all offences against the *Statutory Declarations Act 1959* – see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the Statutory Declarations Act 1959 may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Architect	Chiropractor	Dentist
Financial adviser	Financial Planner	Legal practitioner
Medical practitioner	Midwife	Migration agent registered under Division 3 of Part 3 of the Migration Act 1958
Nurse	Occupational therapist	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

- Accountant who is:
 - a) a fellow of the National Tax Accountants' Association; or
 - b) a member of any of the following:
 - i. Chartered Accountants Australia and New Zealand;
 - ii. the Association of Taxation and Management Accountants;
 - iii. CPA Australia;
 - iv. the Institute of Public Accountants
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item in this list
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this list
- Employee of the Australian Trade and Investment Commission who is:
 - a) in a country or place outside Australia; and
 - b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
 - c) exercising the employee's function at that place
- Employee of the Commonwealth who is:
 - a) at a place outside Australia; and
 - b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
 - c) exercising the employee's function at that place
- Engineer who is:
 - a) a member of Engineers Australia, other than at the grade of student; or
 - b) a Registered Professional Engineer of Professionals Australia; or
 - c) registered as an engineer under a law of the Commonwealth, a State or Territory; or
 - d) registered on the National Engineering Register by Engineers Australia

- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Member of the Australian Defence Force who is:
 - a) an officer
 - b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service
 - c) a warrant officer within the meaning of that Act
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Governance Institute of Australia Ltd
- Member of:
 - a) the Parliament of the Commonwealth
 - b) the Parliament of a State
 - c) a Territory legislature
 - d) a local government authority
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public, including a notary public (however described) exercising functions at a place outside
 - a) the Commonwealth
 - b) the external Territories of the Commonwealth
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public
- Permanent employee of
 - a) a State or Territory or a State or Territory authority
 - b) a local government authority with 5 or more years of continuous service, other than such an employee who is specified in another item of this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior executive employee of a Commonwealth authority
- Senior executive employee of a State or Territory
- SES employee of the Commonwealth
- Sheriff
- Sheriff's officer
- Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution

Debbie Bond

From: John Green <strider@iinet.net.au>
Sent: Saturday, 12 March 2022 4:56 AM
To: BTNSHIRE
Subject: IPC22566 - OPC22538/A15273/PO25-2022 - Development Application 37 Jephson St Greenbushes 2022

Claire Bonnie
Senior Planner
Bridgetown Council

Ref; OPC22538/A15273/PO25-2022

Dear Claire

I thank you for your letter in relation to the proposed development proposal for 37 Jephson St Greenbushes.

I noticed in your correspondence dated 2nd March 2022 where you state;

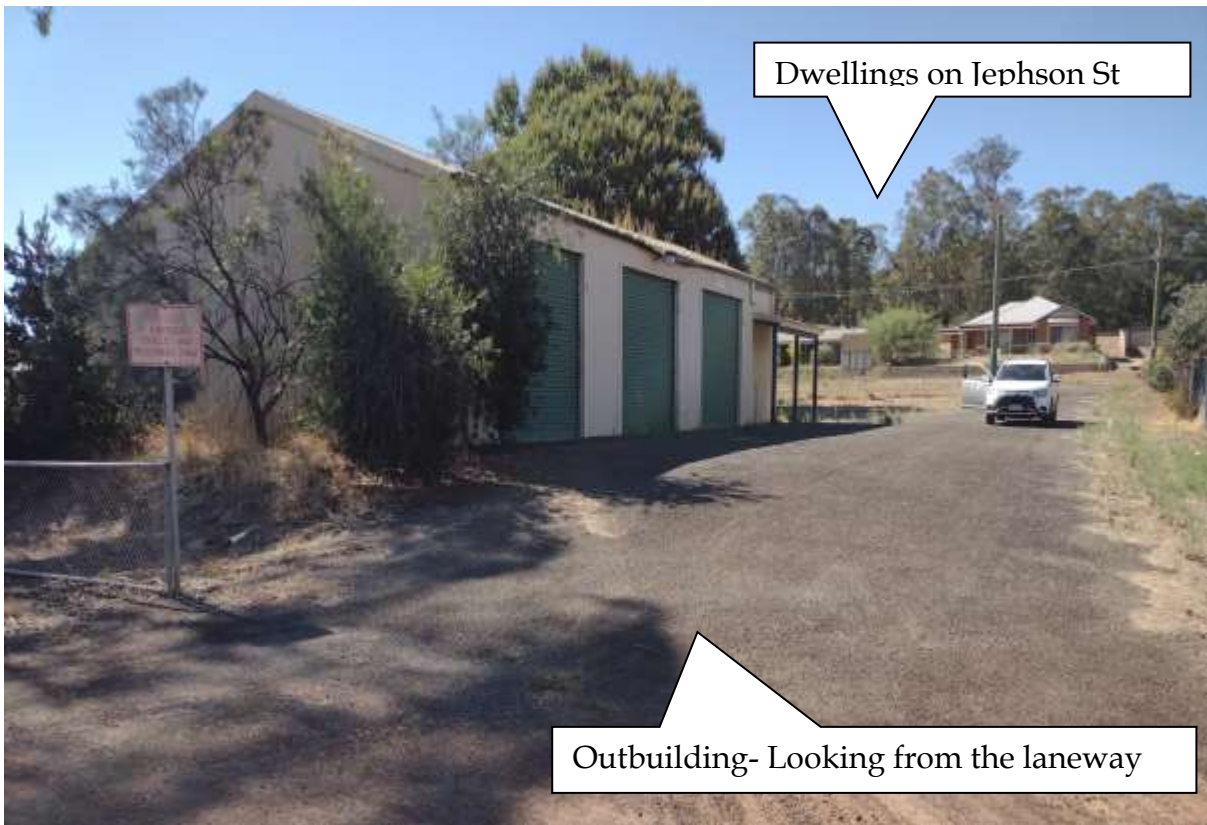
"We have been informed that the existing use of repairs to vehicles has continued after the closure of the commercial enterprise some years ago",

I am somewhat bewildered by that statement as I have been in residence for some years and I can honestly say I have never seen any commercial enterprise on the indicated property bar the owner doing maintenance on his camper van occasionally, for the other 99% of the time the property is vacant and without use,

I hope this helps with your decision and am available for any further information you may require

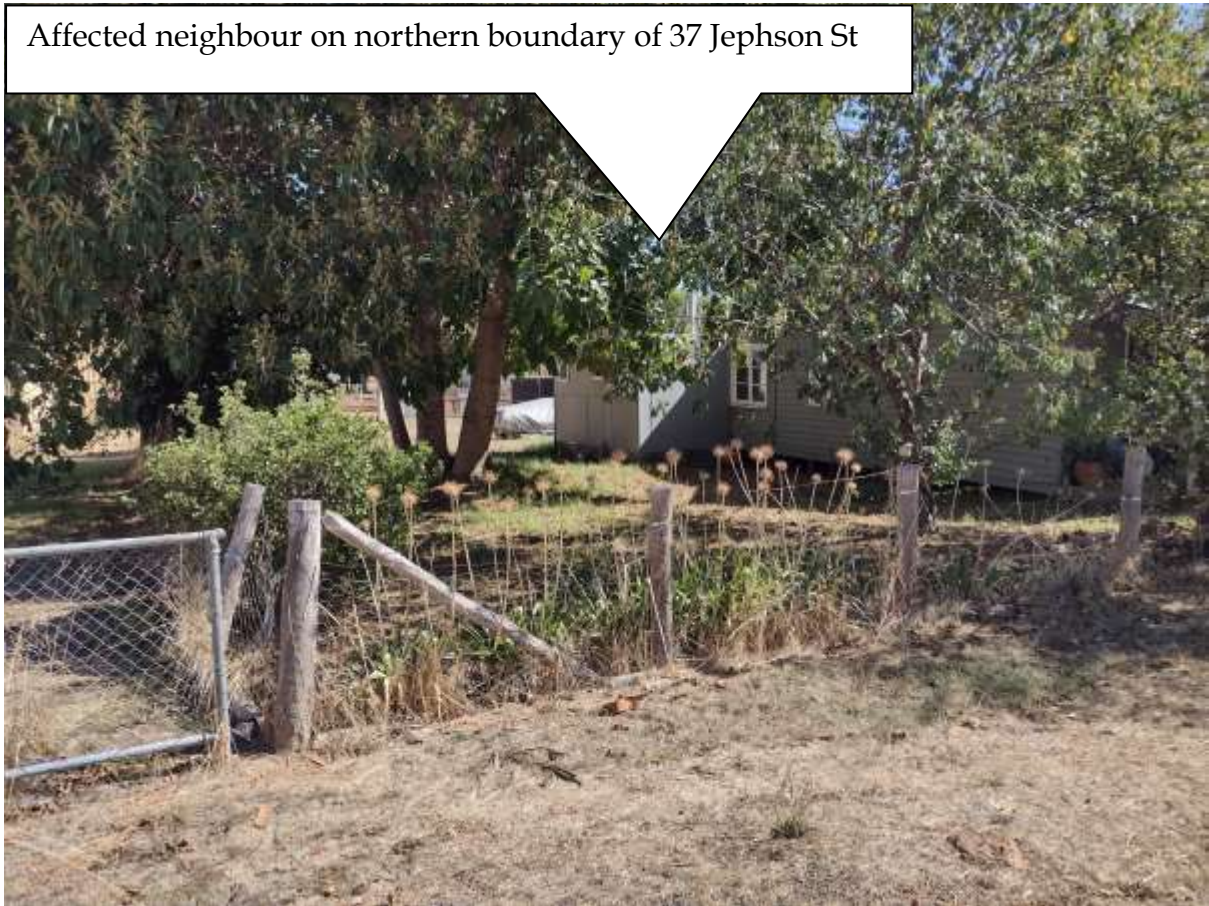
John J Green

37 Jephson Street, Greenbushes – Site Photographs





Affected neighbour on northern boundary of 37 Jephson St



Greenbushes Aged Community Inc. signage on 37 Jephson St

Development & Infrastructure

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

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

OFFICER RECOMMENDATION:

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

Summary/Purpose

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

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

Background

The known development history of the property is:

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

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

2005 – Mr Andrew Hesketh purchased the property.

Officer Comment

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

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

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

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

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

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

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

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

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

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

Change of Non-Conforming Use, states:

“The Council may grant its Planning Consent to the change of use of any land from one non-conforming use to another non-conforming use if the proposed

use is in the opinion of the Council is less detrimental to the amenity of the locality than the existing use and is in the opinion of the Council closer to the intended uses of the zone.”

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

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

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

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

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

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

The proposal is for the business to operate five and a half days a week, with staff on site to repair, maintain vehicles, sale of vehicle parts, components and expansion into a tilt tray service and an accredited licensing inspection centre, with the increase

in traffic, including customers pickup/drop off, deliveries, staff and expansion into accredited licencing inspection centre will conflict with the above clause 6.3 of the TPS4 in that, *“it is not closer to the intended uses of the zone”* this being Residential.

Conclusion

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

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

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

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

Statutory Environment

Town Planning Scheme No. 4

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

Town Planning Scheme No. 4

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

Integrated Planning

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

Policy/Strategic Implications – Nil

Budget Implications – Nil

Whole of Life Accounting – Not applicable

Risk Management – Not applicable

Voting Requirements – Simple Majority

Council Decision Moved Cr Lansdell, Seconded Cr Quinby

C.17/0422 That:

- 1) The application be deferred to the next Ordinary Meeting of the Council, and**
- 2) Further investigation occur to determine whether a non-conforming use right exists on the property and this information be provided to the Council for its further consideration**

Carried 7/0

Reason for resolving contrary to officer recommendation: Further investigation is required into non-conforming use rights.
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ITEM NO.	C.17/0422	FILE REF.	RD322
SUBJECT	Nairnup Road Land Acquisition		
PROPONENT	Shire of Bridgetown Greenbushes		
OFFICER	Coordinator Infrastructure Services		
DATE OF REPORT	21 st April 2022		

Attachment 23 Nairnup Rd Figures

OFFICER RECOMMENDATION

That Council:

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

Summary/Purpose

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

Background

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

INFRASTRUCTURE

POLICY NO.	I.1
POLICY SUBJECT	Street Trees
ADOPTION DATE	29 March 2007
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Planting

1. Street trees are to be installed as per this policy or at the discretion of the CEO or nominated officer.
2. Planting of approved street trees by the CEO (or nominated Officer) shall be decided on in each case on merit and location.
3. Upon approval of an application, an adjoining property owner can be allowed to plant a maximum of 2 approved street trees per 20 metres frontage at their own cost. The number and type of street trees approved will be dependant on available verge area and characteristics of the tree/s. Trees are to be supplied by the land owner and maintained by the land owner for a minimum period of three years.
4. Street trees will be varieties that have the following characteristics:
 - Require minimal pruning
 - Are not hyper allergenic
 - Have a non invasive root system
 - Are non toxic
 - Do not produce thorns, a prickle or spur seed, not or fruit that will case a hazard
 - Will typically grow no taller than six metres or three metres if under power lines
 - Generally will not cause a nuisance by dropping excessive nuts, leaves or fruit.
5. Street trees approved to be planted on a verge with a footpath or within 1 metres of the back of kerb, seal edge or shoulder, shall have a suitable root barrier installed 300mm deep (min) and 1metre in diameter to minimise potential damage to Council infrastructure.
6. Trees shall be planted at an approved location so as to avoid electrical power lines and all other services. No trees are to be planted within 20 metres from a street corner or within 7 metres from a crossover of where they may impede sight distance or pedestrian traffic. Trees are not to be planted on verges less than four metres wide.

Maintenance

7. Street tree maintenance will be undertaken as required and within the allocated street tree maintenance budget. Maintenance on trees impeding sight distances, vehicle and pedestrian movements shall be given a higher priority. Only those trees which are under Western Power's power lines or which constitute a traffic hazard to be pruned each year (contractor to be permitted to use discretion).
8. Street trees that show a high risk of imminent danger shall be removed/pruned as required at the discretion of the CEO or nominated officer.
9. Street trees in the centre of Roe Street Bridgetown and Blackwood Road Greenbushes be allowed to grow unpruned unless they infringe on Western Power power lines, constitute a traffic hazard or show a high risk of imminent danger or at the discretion of the CEO or nomination officer.
10. Council will progressively implement programs for the removal of Queensland box trees in residential areas and replant one tree per lot with a suitable variety with the exception of Steere Street and Roe Street in Bridgetown and Blackwood Road in Greenbushes.

Removal of Street Trees

11. **By Council Staff:** The CEO shall have the delegated authority to approve the removal of trees on Council property by Council staff should tree(s) be required to be removed for reasons other than that outlined in clauses 8 and 10, such as:
 - 11.1 Roadworks (including footpaths, etc) associated with the annual works program;
 - 11.2 Trees that are dead, dying, deformed, damaged or in poor health;
 - 11.3 Trees considered unsuitable for the streetscape;
 - 11.4 Trees considered to be located in a hazardous or dangerous position, or in a location contributing to a hazardous or dangerous situation;
 - 11.5 Or other rational reason associated with the operations of the Works and Services Department.

The above delegation notwithstanding, where a tree is considered:

- (a) Contentious or large costs are to be incurred;
- (b) A heritage or significant specimen; or
- (c) A Council response is necessary

A report regarding the tree removal will be submitted to Council prior to any action being undertaken.

12. **Upon Application for Removal/Replacement of Street Trees by Adjacent Landowners:** Should a street tree require removal as a consequence of the approved development or redevelopment of a property, including the

removal to facilitate a driveway/crossover installation, the CEO will only consider the request following receipt of an application in writing. The CEO shall have the delegated authority to approve the removal of trees on Council property by adjacent landowners as a consequence of development should the application meet with Officer approval.

The applicant is to be advised of any condition(s) which shall include (but not limited to):

- 12.1 Replacing any removed street tree with the same or similar tree;
- 12.2 All vegetation removed from the road reserve shall be disposed of appropriately.
- 12.3 The adjacent landowner (applicant) is responsible for all associated costs, including verge/footpath reinstatement if required.

The above delegated authority notwithstanding, where a tree is considered:

- (a) Contentious or large costs are to be incurred;
- (b) A heritage or significant specimen; or
- (c) A Council response is necessary

A report regarding the tree removal will be submitted to Council prior to any action being taken.

It is recognised that Council also receives requests from property owners to remove trees for reasons other than as a consequence of development or redevelopment. Generally Council will not support the removal of trees for reasons other than those given in clauses 11 and 12 above. However, any application to remove a tree or trees will be evaluated with the following foreseeable outcomes:

- Application rejected, no further action taken.
- Tree or trees found to be Council responsibility (such as in clauses 11.2, 11.3, 11.4); action taken by Council staff subject to budgetary constraints.
- Application approved subject to costs being met by property owner.
- Report to Council prior to any action being taken.

Native Vegetation on Council Verges

13. Any removal or maintenance of native vegetation on Council verges is at the discretion of the CEO or nominated officer.
Should a land owner adjacent to a Council verge wish to remove or maintain native vegetation on that verge, it is the adjacent landowner/s responsibility to obtain any/all approvals to remove vegetation (eg; Department of Environment and Conservation). Clearing must be kept to a minimum and may be conditional on replacing any removed vegetation with the same or similar vegetation at the request of the CEO or nominated officer. All vegetation removed from the road reserve shall be disposed of appropriately. The adjacent landowner is responsible for all associated costs unless otherwise agreed to by the CEO or nominated officer.

POLICY NO.	I.4
POLICY SUBJECT	Road Verge Development Criteria
ADOPTION DATE	28 September 2006 (C.13/0906)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. Council's policy is to encourage and support the development of road verges in urban areas, either maintained grass style or dry garden style or a mixture of both.
2. Council does not approve the full gravelling of verges in urban areas because:
 - a) This is not in keeping with the amenity of the area.
 - b) The action will tend to encourage undesirable verge parking on a semi-permanent basis.
3. Any irrigation system is to be installed and operated to avoid nuisance to the public. All pipes are to be installed at a minimum depth of 400mm. Approved pop-up type sprinklers shall only be used.
4. A plan showing the proposed verge development must be provided by the applicant. The plan is to show the area for the proposed development, location and type of flora, location of any service pits or power poles, location of any crossover or accesses, location of any other significant item such as existing trees. All costs for preparing or amending any plan shall be the responsibility of the applicant/s. Approval is at the discretion of the CEO or nominated officer.
5. Trees are to be planted as per policy I.1 – Street Trees.
6. Generally, all verge development is to stop 2.5 metres before the back of kerb or road shoulder and if no kerb or should currently exists, then from the edge of seal. Fully lawned development may be permitted to the back of kerb only where a kerb currently exists. A dry garden style of small vegetation, shrubs and ground covers may be established. No large rocks or non frangible items can be placed on the road reserve. Weed control using aggregate, tan bark, pine chips overlay is acceptable. Loose material is to be kept 2.5m clear of the back of the kerb.
7. Any improvements placed or constructed on the verge is placed there at the risk of the property owner.
8. By developing the road verge, the property owners shall accept responsibility for all costs associated with the development, ongoing operation and maintenance.
9. All verge development works must have finished levels that tie into adjacent verges, footpaths, property lines, accesses and service pits, and shall not create a hazard to pedestrians. They must not cause water to pond or cause run-off to become a hazard or a nuisance.

10. At the discretion of the CEO or nomination officer the applicant may be directed to remedy or remove any unsatisfactory improvements or items at the applicants cost.

POLICY NO.	1.7
POLICY SUBJECT	Crossovers
ADOPTION DATE	29 November 2012 (C.16/1112)
LAST VARIATION DATE	30 November 2017 (C.17/1117)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Definition

A “crossover or crossing” is the vehicular access to a property or private thoroughfare, between the property boundary and the edge of the road carriageway.

The edge of the road carriageway is the top of shoulder for unsealed roads and edge of seal or face of kerb for sealed roads.

Purpose

To create a consistent quality standard for the construction of crossovers throughout the Shire of Bridgetown-Greenbushes.

Relevant Legislation

Schedule 9.1 cl 7(1-5) of the Local Government Act 1995 (as amended) relates directly to the issue of crossings from public to private land.

Section 3.25-26 of the Local Government Act 1995 (as amended) deals directly with non compliance of regulations and recovery of costs.

Application & Approval

Any construction of a crossover on Council land requires prior written approval.
(*Regulation 12.2 - Crossing from public thoroughfare to private land or private thoroughfare — Sch. 9.1 cl. 7(2) – Penalty \$5,000*)

To construct a crossover the landowner/s or their nominated agent must submit an application on the approved crossover application form to the Shire of Bridgetown-Greenbushes and receive written approval prior to any works being undertaken.

Validity

All approvals for crossovers will only be valid for a two year period from the date of approval. If this approval lapses then a new application is to be submitted.

Crossovers started within the two year period must be completed within the same period. Council must be notified within 28 days of the completion of the crossover construction.

Development on a Lot

Within the Shire of Bridgetown-Greenbushes where an approved standard crossover does not already exist, it is a requirement that the Land Owner or Developer is to construct an approved minimum standard crossover as part of any external development on a lot (eg. a new building or car port addition) or if a change in use of a lot is affected.

(*Regulation 13. Requirement to construct or repair crossing — Sch. 9.1 cl. 7(3)*)

Access to a site for construction OR demolition vehicles will require appropriate partial construction of an approved crossover (eg formed and compacted sub-base) to the satisfaction of The Shire. The total completion of the crossover is to be done in conjunction with the completion of the development.

Any gravel/roadbase(s) and/or other debris which is eroded and/or transported by vehicle movement, storm water etc or in any other matter onto the road and/or into road drainage systems from a part constructed crossover shall be removed at the owners cost immediately from the affected area as and when directed by and to the satisfaction of the Executive Manager Works and Services.

Minimum Standard Crossovers

Rural Standard Crossover

All gravel (unsealed) crossovers shall be constructed of 200mm thick (minimum) compacted gravel or road base and are applicable if accessing gravel roads only.

If a rural crossover is to be an access from a sealed road then the crossover is to be sealed with a minimum 2 coat bitumen seal.

Gravel or road base material shall be evenly graded and free of large stones, roots and other deleterious materials.

Rural Type 1 Crossover (no pipes) Gravel or 2 coat bitumen seal as per Drawing WS7-R1

Rural Type 2 Crossover (with pipes) Gravel or 2 coat bitumen seal including:
1. Two 375mm diameter (minimum) class 4 reinforced spigot and socket concrete pipes;
2. Headwalls;
3. Two white guideposts (with reflectors) as per Australian Standards;
as per Drawing WS7-R2.

NOTE: If the crossover exceeds a 1 in 6 gradient then the crossover is required to be constructed to a sealed standard at the discretion of the Chief Executive Officer.

Final pipe and drainage requirements are at the discretion of the Chief Executive Officer.

Urban Standard Crossovers – Applicable if accessing a sealed road from a residential lot

Urban Crossovers and Driveways are to be constructed using one of the following material specifications:

- (a) Concrete - minimum of 25 MPa with F52 mesh and 100mm depth on a bed of sand with a minimum compacted depth of 50mm.
- (b) Pavers - manufactured for residential crossovers on a bed of sand with a minimum compacted depth of 50mm or to manufacturers instructions.

- (c) 2 coat bitumen seal or 20mm thick asphalt - using aggregate size between 5 and 10mm over a gravel base of 150mm (minimum) compacted depth, water bound and compacted to a standard as determined by the Executive Manager of Works and Services.

Gravel or road base material shall be evenly graded and free of large stones, roots and other deleterious materials.

Urban Type 1 Specification a, b or c crossover (no pipes) as per Drawing WS7-U1A, WS7-U1B and WS7-U1C respectively.

Urban Type 2 Specification a, b or c (with pipes) including:
1. Two 375mm diameter (minimum) class 4 reinforced spigot and socket concrete stormwater pipes;
2. Headwalls;
3. Two white guideposts (with reflectors) as per Australian Standards;
as per Drawing WS7-U2A, WS7-U2B and WS7-U2C respectively.

NOTE: Final pipe and drainage requirements are at the discretion of the Chief Executive Officer dependant on the physical characteristics of the land and existing drainage lines.

Prior to sealing the crossover must be inspected by a Shire Officer.

Commercial Crossovers - Applicable if accessing a sealed road from a Commercial Lot or Industrial Lot

Commercial Crossovers and Driveways are to be constructed using one of the following material specifications:

- (d) Concrete – minimum of 25MPa with F82 mesh and 150mm depth on a bed of sand with a minimum compacted depth of 50mm.
- (e) Pavers – manufactured for commercial and industrial crossovers on a bed of sand with a minimum compacted depth of 50mm or to manufacturers instructions.
- (f) 2 coat bitumen seal or 25mm thick asphalt – using aggregate size between 5 and 10mm over a gravel base of 200mm (minimum) compacted depth, water bound and compacted to a standard as determined by the Chief Executive Officer. Gravel or road base material shall be evenly graded and free of large stones, roots and other deleterious materials.

Commercial Type 1 Specification d, e or f crossover (no pipes) as per Drawing WS7-C1D, WS7-C1E and WS7-C1F respectively

Commercial Type 2 Specification (d), (e) or (f) crossover (with pipes) including:

1. Three 375mm diameter (minimum) class 4 reinforced spigot and socket concrete stormwater pipes;
2. Headwalls;
3. Two white guideposts (with reflectors) as per Australian Standards;
as per Drawing WS7-C2D, WS7-C2E and WS7-C2F respectively.

NOTE: Final pipe and drainage requirements are at the discretion of the Chief Executive Officer dependant on the physical characteristics of the land and existing drainage lines.

Prior to sealing the crossover must be inspected by a Shire Officer.

General

The owner, or his nominated contractor, shall construct the crossover to the Councils specifications.

The owner, or his nominated contractor, shall give 24 hours notice prior to construction work commencing in the first instance.

The constructed crossover must marry into the verge and any footpath with no erosion problems or steps.

For all crossovers, satisfactory compaction shall be by a minimum of 10 complete passes of an industrial type roller/compactor. Material shall hold adequate but not excessive moisture content so as to aid compaction through the entire depth of material. The general test for compaction will be that the surface shall not show any depressions when a pick handle is dropped from waist height when tested over various areas of the crossover. Gravel and road base shall be finished to a tightly water bound surface, free of loose stones or excessive slurry.

Where fill is required in the construction of a crossover, compaction will be required in layers no greater than 200mm.

No changes shall be made to any existing verge and/or road drainage without prior agreement from the Manager of Works and Services.

Location of Crossovers

A crossover (this includes the crossover turnout and culvert headwalls) shall be at least 1m offset clear of any side boundary.

Crossovers are not to be located closer than 6m from the property line at a road intersection or corner nor within a corner truncation.

Crossovers are to be clear of power poles to Western Powers specifications as well as other utility service providers assets. Some service providers may provide trafficable assets.

Crossovers shall be located to comply with the Approach Sight Distance (ASD) in Table 1 - Minimum Sight Distance. If the sight distance is restricted and can not comply with the ASD in Table 1, then the crossover may be approved at a location with the best possible sight distance.

speed limit (km/h)	ASD (m)	
40	40	<p>Approach sight distance (ASD) at 2.0s Derived from Table 3.1, Main Roads Supplement to Austroads Guide to Road Design - Part 4A (as of 10 July 2012)</p> <p>SEALED ROADS - FLAT GRADE</p> <p>The sight distance values shown in this table should be increased generally for design on unsealed roads.</p>
50	55	
60	73	
70	92	
80	114	
90	139	
100	165	
110	193	

TABLE 1 - Minimum Sight Distance

NOTE: The applicant may be requested to carry out additional works within the road reserve to enhance safe sight lines for entering vehicles (such as vegetation removal,, earthworks and appropriate signage/delineation).

Any variation to crossover standards must have prior approval from the Executive Manager Works and Services.

Shared Crossovers

Shared crossovers for use by two adjoining properties may be considered subject to the location having acceptable sight distances and complying with the standard requirements for a crossover.

Vegetation

It is the landowner/s responsibility to obtain any and all approvals (eg; Shire and/or Department of Environmental & Conservation Clearing Permit) **prior to** removing any vegetation. Clearing must be kept to a minimum and must be in accordance with Shire policy WS1 (Street Trees) Clause 12 - *Removal of Street Trees*; and/or Clause 13 - *Native Vegetation on Council Verges*.

All vegetation removal and associated costs are the responsibility of the property owner unless otherwise determined by the Chief Executive Officer.

Drainage

The position and size of piping must not interfere with the flow characteristics of any existing water or drainage course.

Piping must be installed with the classification stamp facing up and must not be covered over until after being inspection by a Shire Officer.

Piping must be installed to manufacturer’s specification (including the depth of cover).

Only spigot and socket pipes shall be installed with the socket or ‘bell’ end facing ‘upstream’.

Non Standard Headwalls

All headwall structures other than standard precast concrete headwalls (such as grouted stone pitched) must be approved prior to construction.

All maintenance and/or replacement costs of non standard headwalls are the responsibility of the property owner.

Multiple Crossovers

An application for an additional crossover to a property (eg; to allow a “U” shaped driveway , alternate access to a shed/carport or a corner block) may be permitted on a case by case basis. Any additional crossover must be accommodated within the property frontage and constructed as per this policy.

The property owner is responsible for the full construction and all future maintenance costs for any additional crossovers.

Additional crossovers are not eligible for Council’s Shire Crossover Contribution.

Council’s Crossover Contribution

The Shire will contribute fifty percent of the cost to construct an approved minimum standard crossover (one crossover per property) up to the maximum stated respectively in the Schedule of Fees & Charges.

Council’s Crossover Contribution applies to a residential, commercial, or industrial lot as well as grouped dwellings. For strata titled lots, a contribution will apply for each standard crossover up to the number of dwellings.

To qualify for a Shire contribution the applicant and/or their nominated agent must:

- (a) Inform Council within 28 days of completion of an approved standard crossover.
- (b) Provide a copy of the tax invoice itemising the square area of the crossover, the class and lengths of piping including headwalls.
- (c) Be the original applicant.
- (d) Claim the contribution within 21 days.

If a road reserve is greater than 20m in width and the resulting oversize crossover is in excess of 7 metres in length, it may qualify for an additional Council crossover contribution.

Council’s maximum contribution for a minimum standard crossover (as determined by Council) is listed each year in the “Schedule of Fees & Charges”.

If a crossover must be installed as per a specific condition stated in a planning approval for a development then it does not qualify for Council’s crossover contribution. In these instances the conditional requirement to construct the crossover is made under the relevant section of the *Planning and Development Act*

2005 dealing with Subdivision and Development Control and is deemed part of the development and associated costs.

Maintenance

The property owner is responsible for all maintenance costs for all crossovers to their property.

Council may give notice requiring a crossover that is unsafe or in a state of disrepair, to be repaired. If the person given notice fails to undertake the repairs then Council may undertake the required works and may recover costs as a debt due from that person.

Unauthorised Works and Non Compliance

In regards to crossovers any 'Unauthorised Works' and/or non Compliance with Council policy or notice can attract a fine of \$5,000 plus additional costs.

Traffic Management

A traffic management plan conforming to Australian Standard 1742.3-2009 must be submitted to the Shire prior to any works commencing.

Underground Services

Utility services pits, poles etc must be located and considered when determining the location of crossovers. The applicant must locate the service utilities within the road reserve **prior** to commencing earthworks by contacting *Dial-Before-You-Dig* on 1100. Where applicable cover and/or clearances to any utility service providers asset must be as stated or agreed with by each respective utility service provider.

Occupational Safety & Health, Traffic Management

All works performed with the road reserve must comply with the Occupational Safety & Health Act 1984, Occupational Safety & Health Regulations 1996 and The Manual of Uniform Traffic Control Devices AS 1742.3 – 2009 (Part 3).



Crossover Application Form

PO Box 271
Bridgetown WA 6255
Ph: 08 9761 1555
Fax: 08 9761 2023
Email: btrshiro@bridgetown.wa.gov.au

Applicant Name & Contact Information

Land Owners Name: (APPLICANT)	_____	(FIRST NAME)	_____	(SURNAME)
Postal Address:	_____			
Phone No:	_____	Mobile No.:	_____	
Email:	_____			

Property Address for Crossover Application

House No.	_____	Lot No.	_____	RSN:	_____	LOCALITY:	_____
Road/Street Name:	_____						

Type of Crossover Standard Applying for (MINIMUM STANDARD CROSSOVERS AS PER COUNCIL POLICY No. WS7-CROSSOVERS)

GRAVEL	SEALED	URBAN TYPE: 1.a. <input type="checkbox"/> OR 2.a. <input type="checkbox"/>		COMMERCIAL TYPE: 1.d <input type="checkbox"/> OR 2.d <input type="checkbox"/>	
RURAL TYPE: 1 <input type="checkbox"/> OR <input type="checkbox"/>		URBAN TYPE: 1.b. <input type="checkbox"/> OR 2.b. <input type="checkbox"/>		COMMERCIAL TYPE: 1.e <input type="checkbox"/> OR 2.e <input type="checkbox"/>	
RURAL TYPE 2: <input type="checkbox"/> OR <input type="checkbox"/>		URBAN TYPE: 1.c. <input type="checkbox"/> OR 2.c. <input type="checkbox"/>		COMMERCIAL TYPE: 1.f <input type="checkbox"/> OR 2.f <input type="checkbox"/>	

Contractors Details for Crossover Application

Contractors Company Name:	_____	Contact Name:	_____
Contact Phone No:	_____		

Sub-division

Does this application form part of a sub-division application or condition? YES or NO

Plan of Proposed Crossover Size and Location

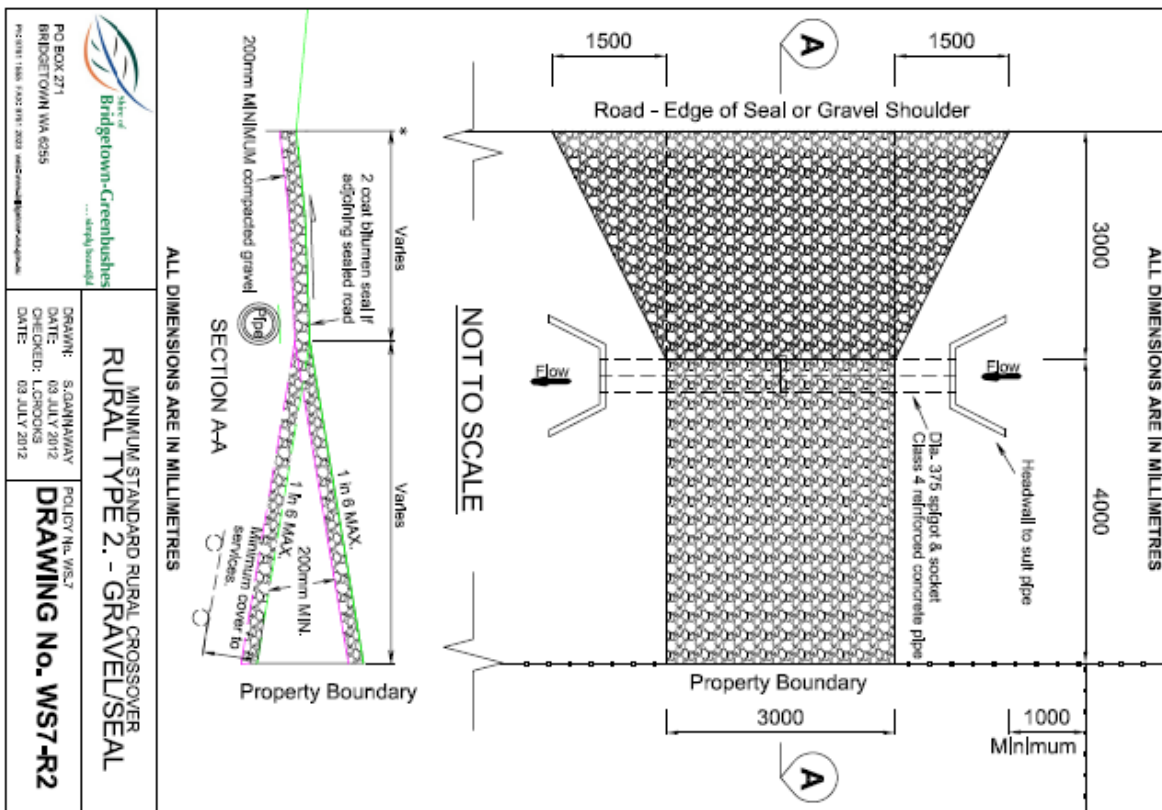
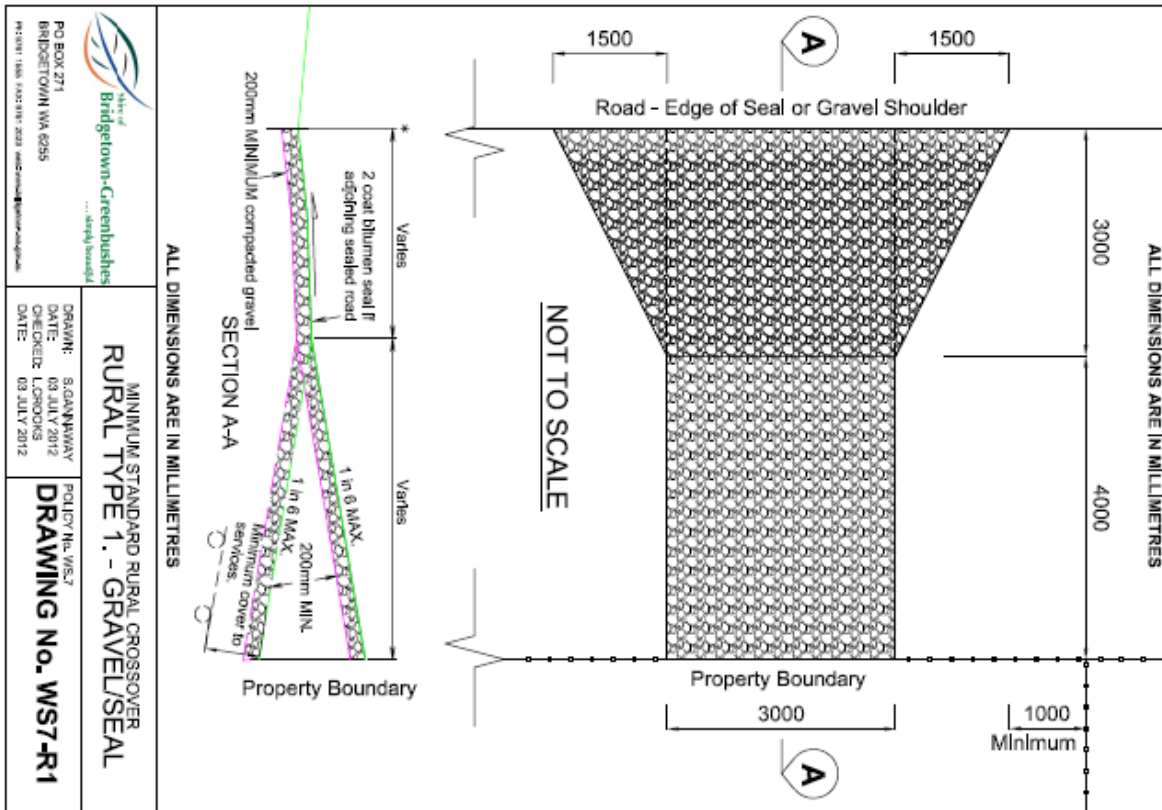
SKETCH PLAN OF BLOCK SHOWING PROPOSED CROSSING TO THE PROPERTY (Attach any additional information on a separate page)
* SHOW CROSSING WIDTH (Minimum width at property boundary as per Policy WS.7 - Crossovers)
* SHOW DISTANCE FROM SIDE BOUNDARY (Minimum distance 1m)

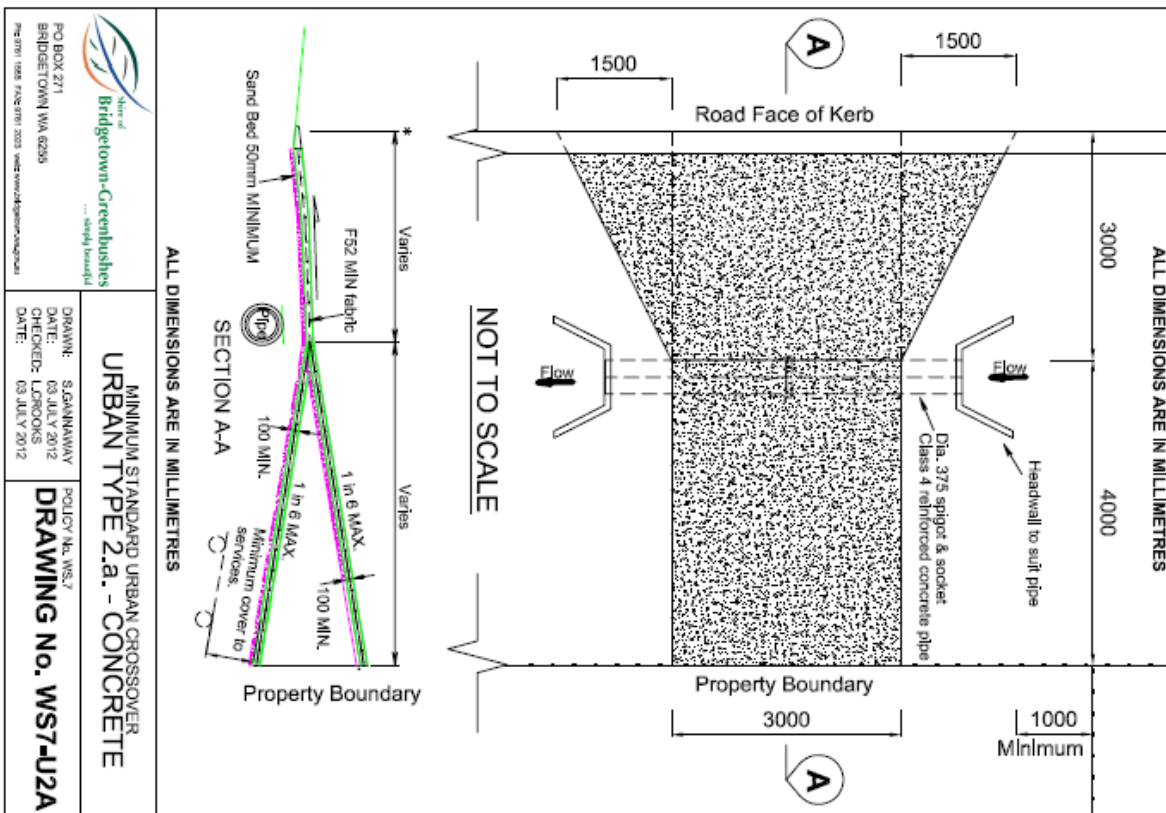
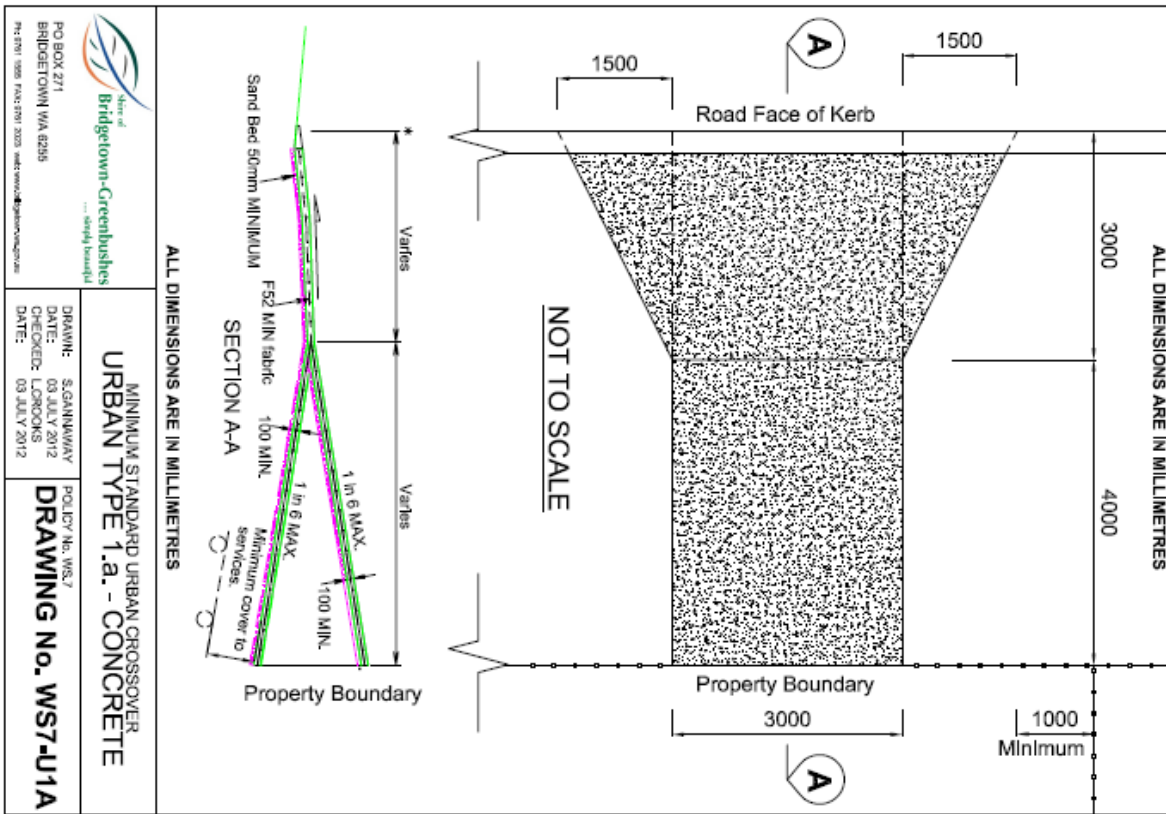
Applicants Declaration

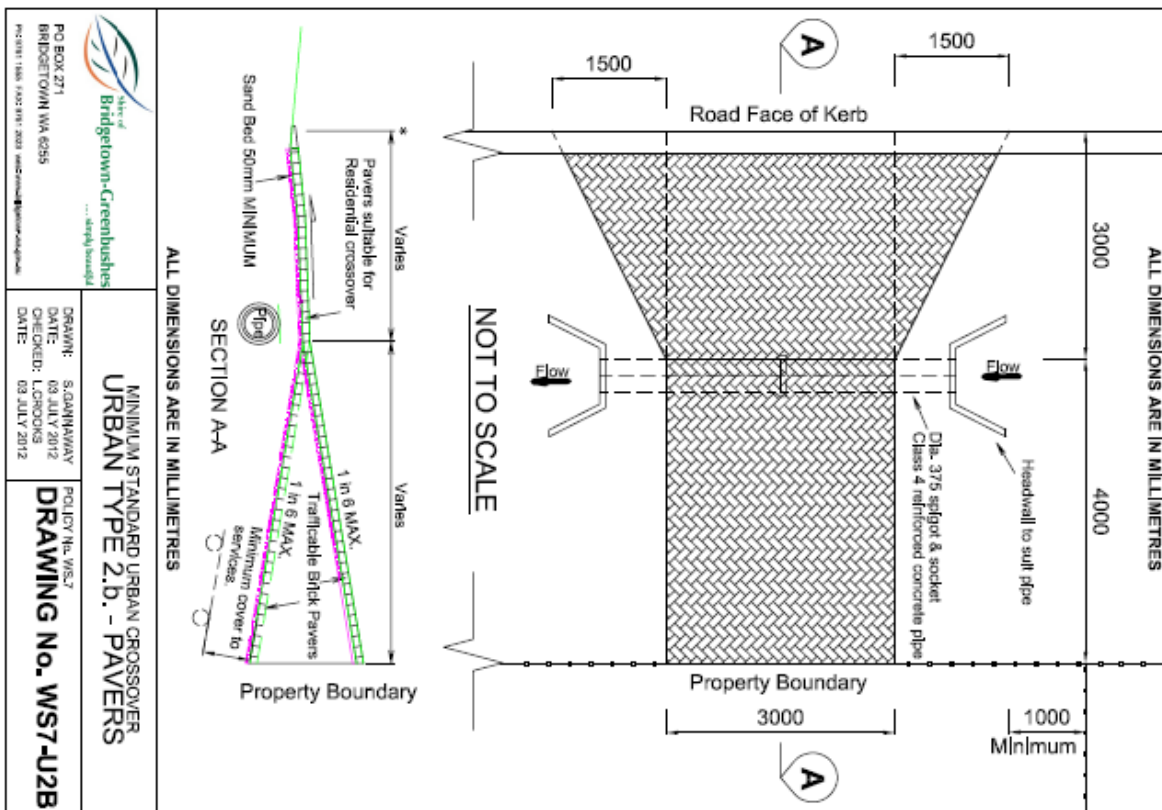
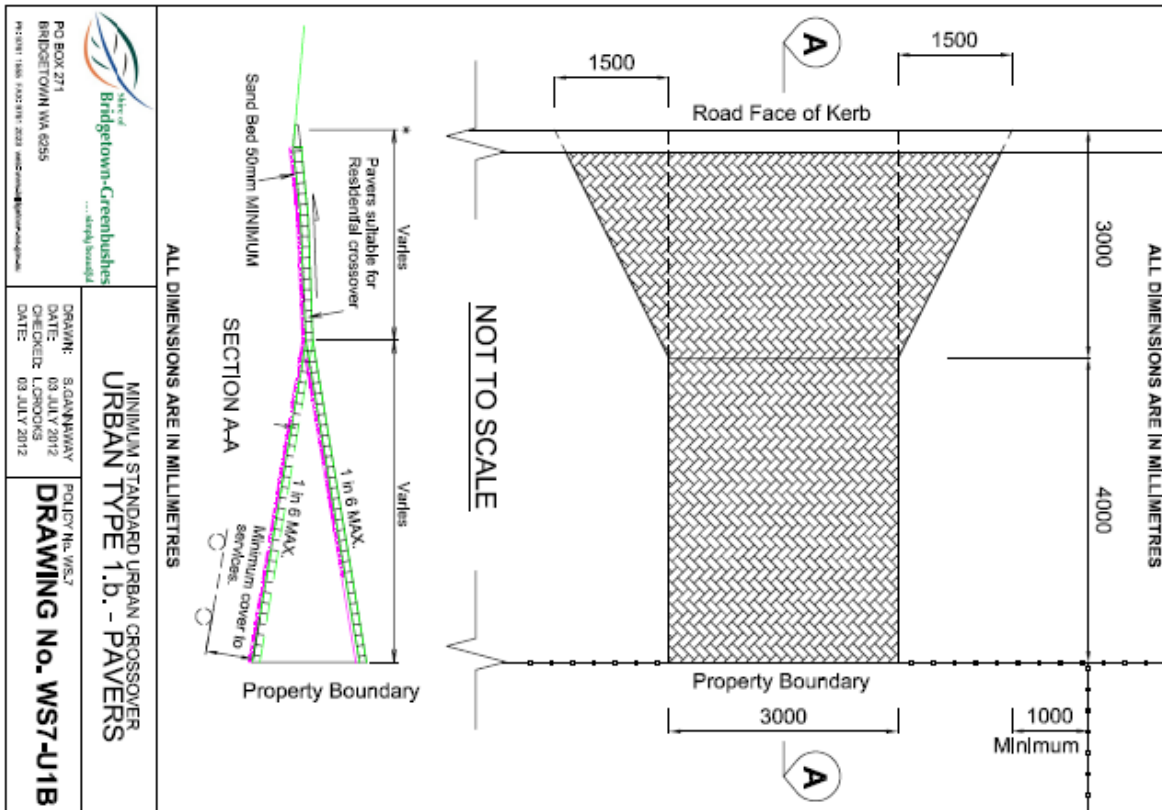
I/We wish to apply to construct a crossover as per this application. I/We understand that the crossover must be constructed in accordance with Council's Policies and to the satisfaction of the Shire of Bridgetown-Greenbushes.

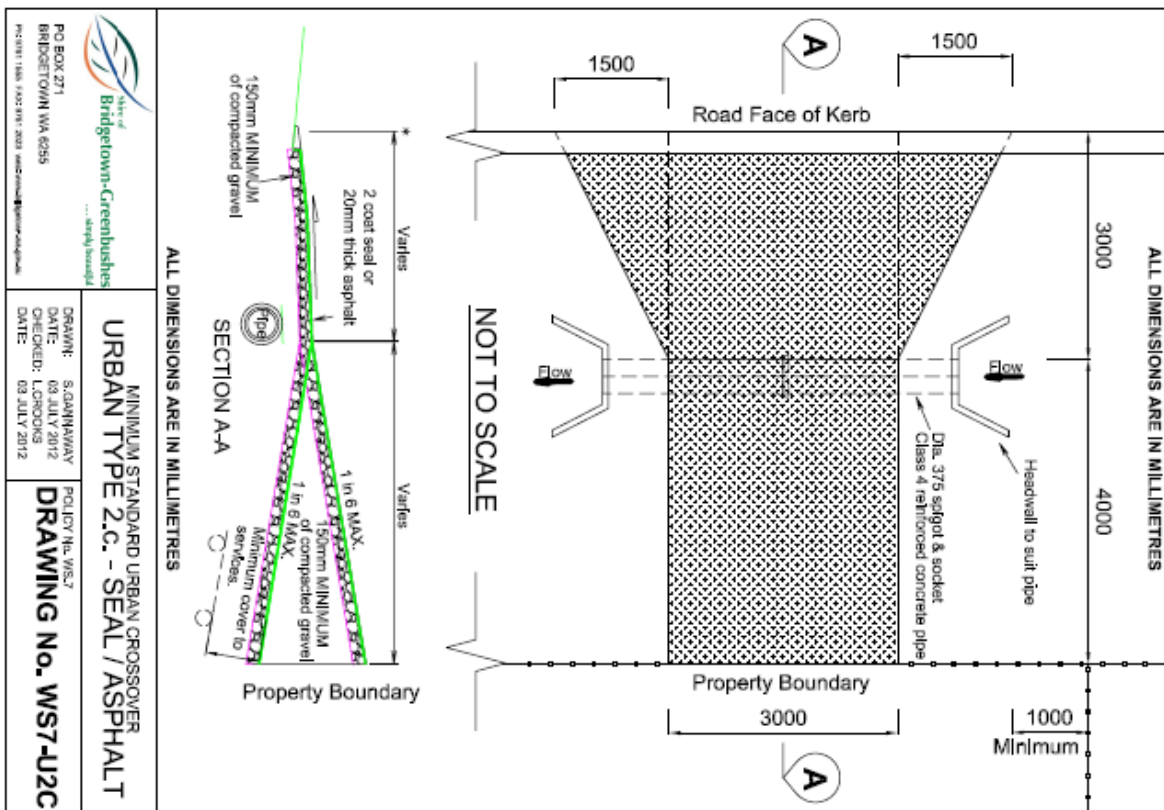
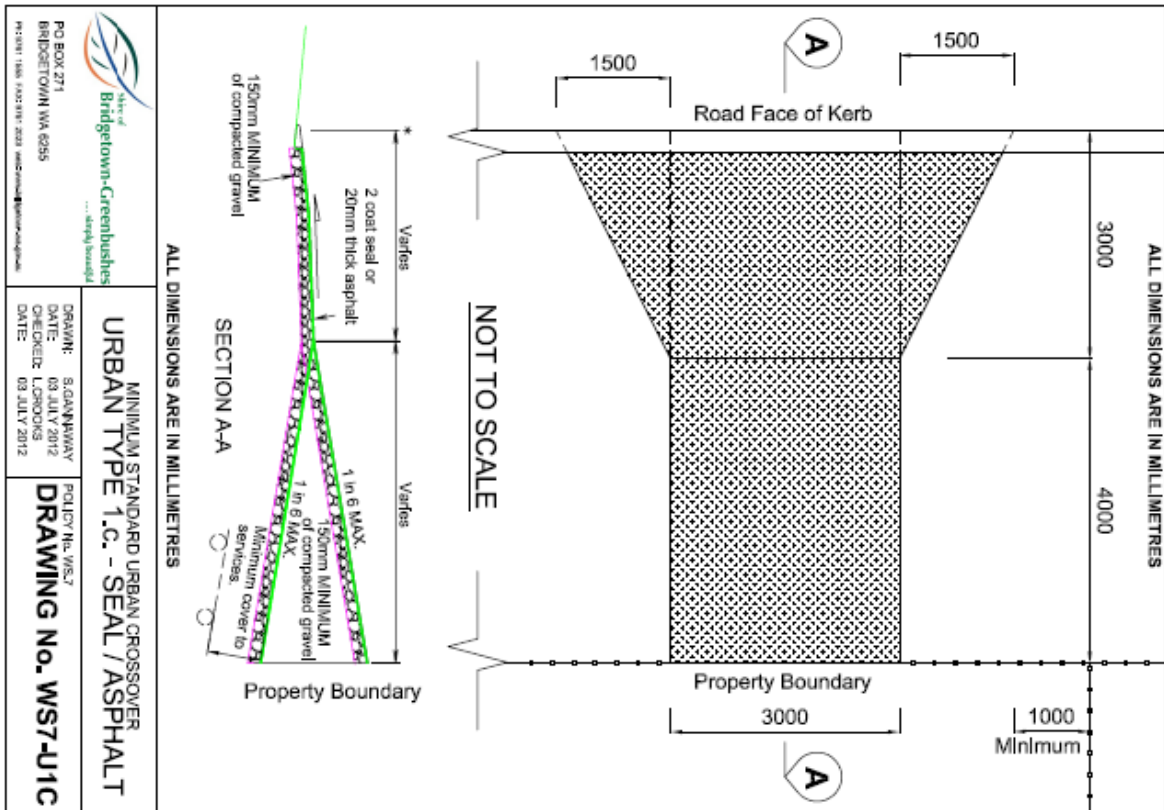
Inspections must be arranged to ensure compliance with Council policy WS.7 - Crossovers. Failure to arrange required inspections may result in non-payment of any applicable crossover contribution.

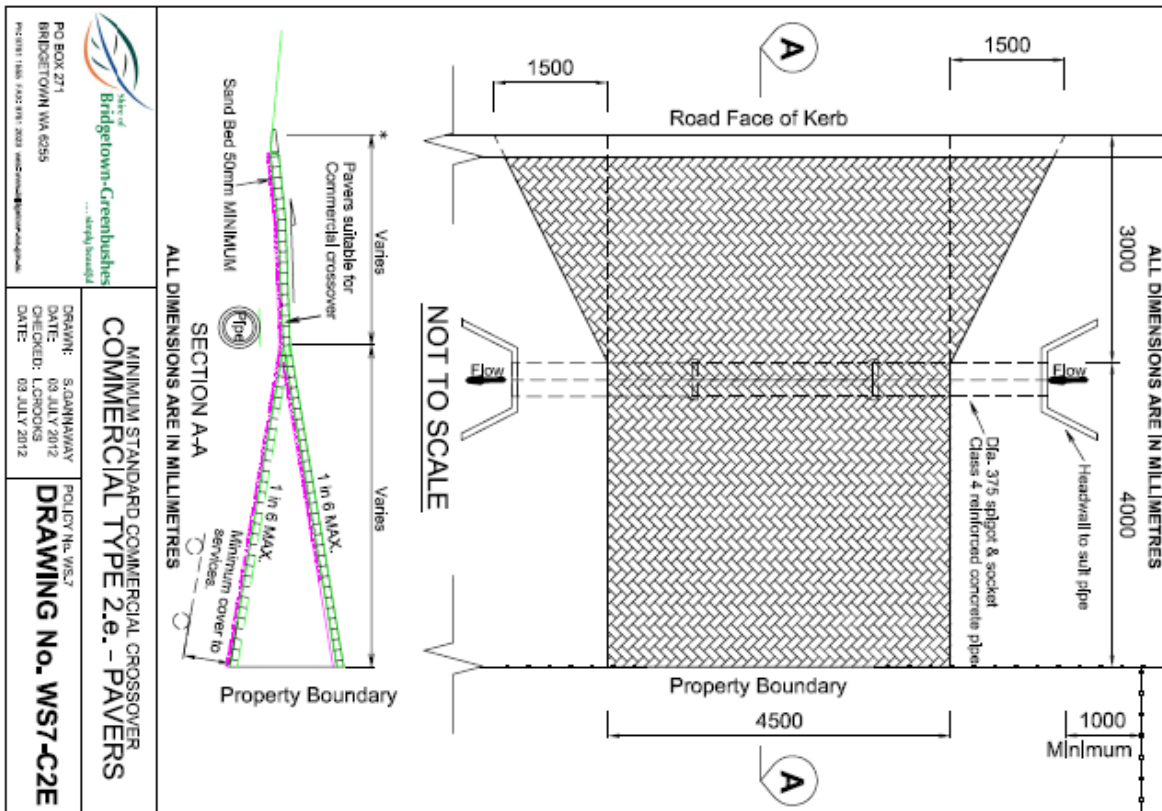
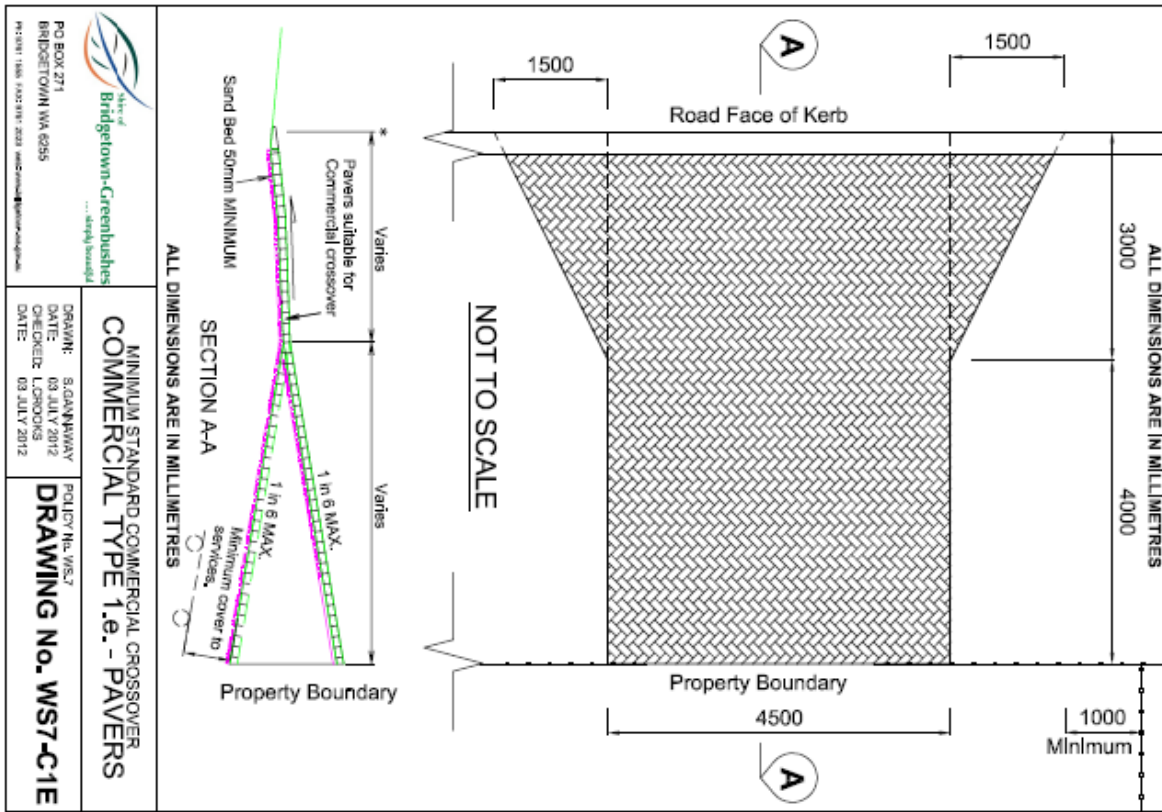
Applicants Signature: _____ Date: _____

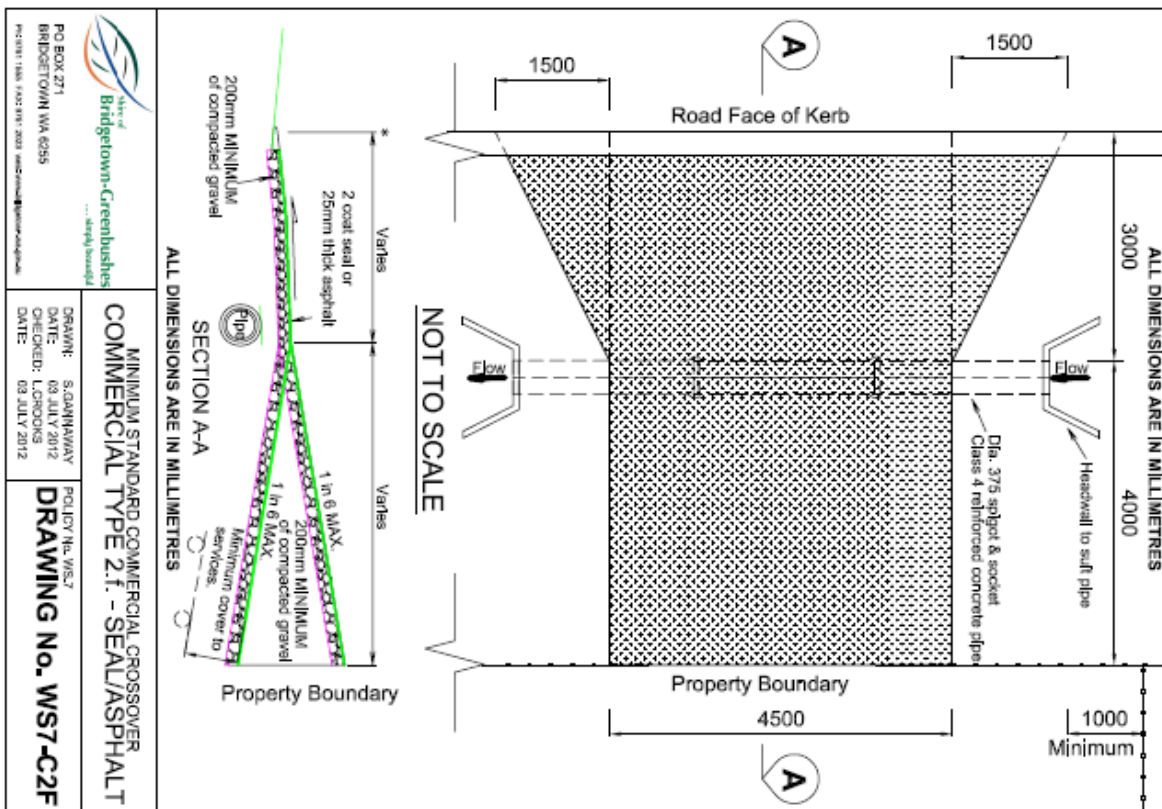
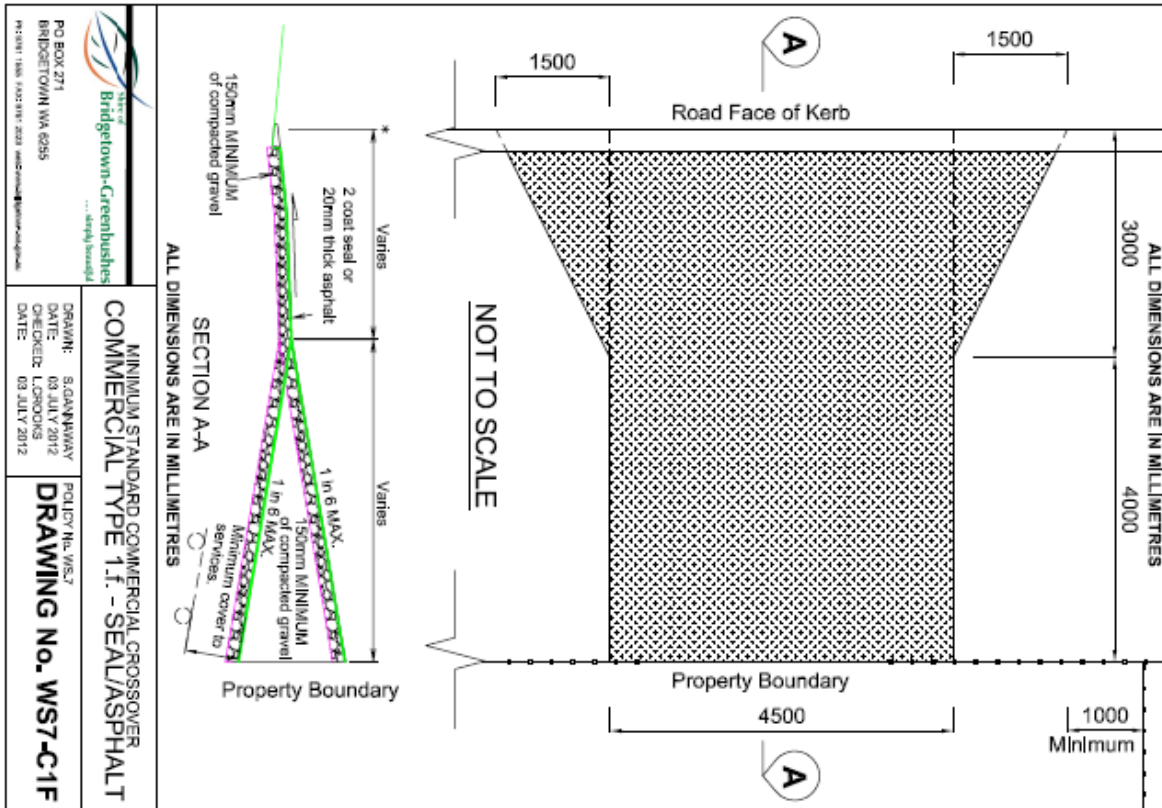












TOWN PLANNING

The following Local Planning Policy is prepared under Schedule 2, Part 2 and Part 7 of the Planning and Development (Local Planning Schemes) Regulation 2015. This Policy is cited as Local Planning Policy TP27 – Exemptions from Development Approval Requirements.

POLICY NO.	27
POLICY SUBJECT	Exemptions From Development Approval
ADOPTION DATE	NA

Definitions:

'Outbuilding' – an enclosed non-habitable structure that is detached from any dwelling'.

1.0 Application of this Policy

The specific policy requirements below apply to all land within the Shire of Bridgetown-Greenbushes Town Planning Scheme No. 3 and Town Planning Scheme No. 4.

This Policy does not exempt development from obtaining any other approvals and compliance with relevant local laws, statutes and policies including building and health approvals.

2.0 Policy Objectives

- 2.1 To provide for regulatory efficiencies by reducing the need to obtain development approval.
- 2.2 To specify the development for which development approval is not required and the requirements to be satisfied.
- 2.3 To ensure appropriate development outcomes, in particular to maintain and protect streetscape character and residential amenity.

3.0 Policy Requirements

The following development does not require the development approval of the local government:

- 3.1 In respect of the following zones, the erection or installation of, or alterations or additions to an outbuilding, provided the outbuilding(s) are not located in a

heritage protected place, and provided the lot boundary setback applicable to the zone in which the development is located are satisfied as follows:

(a) Under TPS3 – Rural and Special Rural zones.

TPS3 Scheme Lot Boundary Setback Provisions

- Rural Zone – all outbuildings shall be setback 7.5m from any lot boundaries
- Special Rural Zone – all outbuildings shall be setback 20m from any lot boundaries.

(b) Under TPS4 – Rural 1, Rural 2, Rural 3, Rural 4, and Special Rural zones.

TPS4 Lot Boundary Scheme Setback Provisions

- Rural Zones - all outbuildings shall be setback 20m from any lot boundaries
- Special Rural Zone – all outbuildings shall be setback 30m from the lot boundary frontage to Highways, 25m from the lot boundary frontage to other roads, and 20m from the side and rear boundaries of a lot.

3.2 In respect of the following zones, the erection of, or alterations or additions to, a single house on a lot provided the development works are not located in a heritage protected place and the lot boundary setback provisions as applicable to the zone in which the development is located are satisfied as follows:

(a) Under TPS3 – Rural and Special Rural zones (as per the applicable lot boundary setback provisions in 3.1a above);

(b) Under TPS4 –Rural 1, Rural 2, Rural 3, Rural 4, and Special Rural zones (as per the applicable lot boundary setback provisions in 3.1b above).

3.3 The installation of water tanks provided the following requirements (conditions) are satisfied:

- (a) The conditions of the deemed provisions (clause 61(1)(b)12 Column 2) for the installation of a water tank are satisfied, other than the volume of the water tank may exceed 5,000 litres;
- (b) In the case of land where a building envelope applies – the water tank(s) are located entirely within the building envelope; and,
- (c) In the case where a building envelope does not apply, the water tank(s) meet the setback provisions of the Rural and Special Rural Zone.

3.4 Alterations or additions to approved existing caravan parks accommodation units on land, provided there is no increase in the number of available accommodation units and the alterations or additions does not result in a material change in the nature of the (available) accommodation unit use.

4.0 References to related documents

- Development Application Guide
- Planning Services Fee Schedule
- Shire of Bridgetown-Greenbushes Town Planning Scheme No.3
- Shire of Bridgetown-Greenbushes Town Planning Scheme No.4
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- State Planning Policy 7.3 – Residential Design Codes Volume 1

TOWN PLANNING

The following Local Planning Policy is prepared under Schedule 2, Part 2, Division 2 and Section 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy is cited as Local Planning Policy TP27 – Exemptions from Development Approval Requirements.

POLICY NO.	TP27
POLICY SUBJECT	Exemptions From Development Approval Requirements
ADOPTION DATE	

Definitions:

“Outbuilding – an enclosed non-habitable structure that is detached from any dwelling”.

“Single House – a dwelling standing wholly on its own green title or survey strata lot together with any easement over adjoining land for support of a wall or for access or services and excludes dwellings on titles with areas held in common property.”

Note: the definitions are derived from the R-Codes

1.0 Application of this Policy

The specific policy requirements below apply to specified land as per this Policy within the Shire of Bridgetown-Greenbushes two (2) operative Town Planning Schemes being:

1. Town Planning Scheme No. 3; and
2. Town Planning Scheme No. 4.

This Policy does not exempt development from obtaining any other approvals and compliance with relevant local laws, statutes and policies including building and health approvals.

2.0 Policy Objectives

- 2.1 To provide for regulatory efficiencies by reducing the need to obtain development approval for development that is of a minor nature and complies with all relevant planning legislation and policies.
- 2.2 To specify the development for which a development approval is not required and the requirements to be satisfied.
- 2.3 To ensure appropriate development outcomes, in particular to maintain standards of amenity, landscape, environmental and rural values.

3.0 Limitations and Exclusions

This Local Planning Policy does not deal with exemptions for:

1. Development as provided under clause 61 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
2. Signs that are administered under separate provisions of the respective town planning schemes;
3. Fences that are administered under separate legislation outside the local planning framework.

4.0 Policy Requirements

The following development does not require the development approval of the local government:

Exemptions - Town Planning Scheme No 3

The following development does not require the development approval of the local government:

- (a) the erection, extension, addition or alteration to a single house, outbuilding, carport (and the like) or the siting of a rain water tank of 5000 litre capacity or larger on a lot in the Rural, Special Rural, Residential Development and Special Residential zone where:
 - i) in the Rural Zone the development is compliant with the setback requirements set out in Section 4.5.1 of the TPS 3
 - ii) in the Special Rural zone, the development is:
 - in the case of a single house, is not constructed of materials that are wholly or predominantly:
 - Second hand or damaged materials;
 - Corrugated iron;
 - Re-used.
 - As these building elements are deemed to have a negative visual appearance potentially effecting the amenity of the locality as set out in Section 4.6.10;
 - contained within an approved building enveloped or where there is no approved envelope the setback requirements set out in Section 4.6.11;
 - compliant with Section 4.6.12 relating to the provision of a potable water supply;
 - compliant with Section 4.6.13 relating to siting of effluent disposal systems;
 - compliant with any specific requirements set out in Schedule 1 of the TPS 3;

- iii) in the Residential Development zone, the development is compliant with the setback requirements set out in Section 4.7.4 of the TPS 3;
 - iv) in the Special Residential zone, the development is:
 - compliant with Section 4.10 of the TPS 3;
 - compliant with any specific requirements set out in Schedule 3 of the TPS 3;
- (b) In the case of a single house, where the development is not located in a Bushfire Prone Area as defined by DFES Map of Bushfire Prone Area.

Exemptions - Town Planning Scheme No 4

The following development does not require the development approval of the local government:

- (a) the erection, extension, addition or alteration to a single house, outbuilding, carport (and the like) or the siting of a rain water tank of 5000 litre capacity or larger on a lot in the Rural 1, 2, 3 and 4, Special Rural, Special Residential and Special Use zones where:
 - i) in the Rural 1,2,3,and 4 zones the development is:
 - compliant with the setback requirements set out in Section 4.6 of the TPS 4;
 - is not contained within a Tree Preservation Area set out in Section 4.5.7 of TPS 4.
 - ii) in the Special Rural zone, the development is:
 - contained within an approved building envelope or where there is no approved envelope the setback requirements set out in Section 4.5.6 of the TPS 4;
 - compliant with any specific requirements set out in Schedule 3 of the TPS No 4.
 - iii) in the Special Residential zone, the development is:
 - contained within an approved building envelope or where there is no approved envelope the setback requirements set out in Section 4.11.3 of the TPS 4;
 - compliant with Section 4.11.7 relating to use of second hand materials;

- complaint with Section 4.11.13 relating to siting of effluent disposal systems;
 - compliant with any specific requirements set out in Schedule 7 of the TPS No 4.
- iv) In the Special Use zones (SU1 and SU3), the development is compliant with any specific requirements set out in Schedule 6 of the TPS No 4.
- (b) In the case of a single house, where the development is not located in a Bushfire Prone Area as defined by DFES Map of Bushfire Prone Area.

5.0 References to related documents

- Shire of Bridgetown-Greenbushes Town Planning Scheme No.3
- Shire of Bridgetown-Greenbushes Town Planning Scheme No.4
- *Planning and Development (Local Planning Schemes) Regulations 2015*

SHIRE OF BRIDGETOWN GREENBUSHES

PROPOSED LOCAL PLANNING POLICY TP27, EXEMPTIONS FROM DEVELOPMENT APPROVAL

I object to the proposed policy as it removes the protections afforded the entire community, the environment and landscape.

It contradicts the Strategic Plan which specifically refers to the landscape.

The issue of reducing “red tape” does not mean removal all protections, but should be approached in a completely different manner, so that it does not impact the whole community, shire and environment.

NO PLANNING APPROVAL MEANS NO PROTECTION FOR THE ENVIRONMENT

Removal of the entire development application process for dwellings and outbuildings provided they are outside of a heritage area or beyond the setbacks provides no protections for the environment.

A landowner could build a house on the edge of the Blackwood River, if they own land on both sides (as there is no setback from a boundary) with the only restriction being the building regulations as to waste disposal.

The same applies for other watercourses, wetlands, forested areas and does not prevent clearing of native vegetations on the Blackwood River, other watercourses or wetlands, which would otherwise be protected by planning approval restrictions.

4.6.13 as attached below refers to the planning restrictions on septic tanks, drains and waste disposal. The applicant is not required under this policy to obtain planning approval so would not be aware of this planning requirement.

The policy simply states if you are within your setbacks go ahead and build anywhere on your property and fails to disclose items such as water tanks and effluent and waste disposal.

POLICY TO APPLY TO “ALTERATIONS” TO AN OUTBUILDING OR SINGLE HOUSE

TPS 3 Page 20 states planning approvals is not required for

3.4.5 b) The carrying out of any building or work which affects only the interior of a building, and which does not materially affect the external appearance of the building except where the building is...”

Therefore, an alteration of the interior of a building which does not materially affect the external appearance would not require planning approval. The proposed policy does not distinguish between internal and external alterations and indicates that all alterations would ordinarily require planning approval and do not.

An existing building that has been built previously or which has been approved to be built within a setback area, would also not require planning approval if there is no change under 3.4.5 b.

The policy can not provide an exemption from planning approval to something which does not require planning approval in the first place.

Policy proposal is contrary to the objectives of the scheme

4.1 AMENITY AND TOURIST DEVELOPMENT Council's Objectives will be to ensure that the overall amenity of the town is retained and enhanced for the benefit of residents and in the interests of the district's tourist potential, and that the landscape values of the environment are maintained. Council's Policies will therefore be to...

The removal of all planning processes for buildings that are outside of the setbacks means there is no control over the development, and this removes the protections for the entire community.

PROPOSAL POLICY IS CONTRARY TO COUNCILS' OBJECTIVES FOR SPECIAL RURAL ZONES

4.6 SPECIAL RURAL ZONE Council's Objective is to select areas wherein closer subdivision of rural areas will be permitted to provide for such uses as hobby farms, horse breeding, rural-residential retreats, intensive agriculture including market gardens and viticulture, and to ensure that development which takes place within the zone as a result of increased activity does so with the least possible detriment to the rural character and landscape value of the land involved.

Removal of the requirement for any planning applications and approval in special rural zones, except where there is less than 20 metres setback, removes the protection afforded by 4.6.

The Shire would not be able to ensure the "least possible detriment to the rural character and landscape value of the land involved" when there are no controls whatsoever in the planning and location of dwellings and outbuildings.

PROPOSED POLICY CAN NOT COMPLY WITH 4.6.1

4.6.1 In order to achieve its objectives Council will require that any application for development must show an adequate concern for the physical environment and will require all significant land uses which exist on the land to be shown on the proposal, and the effect of any subdivision on that land use properly assessed.

There will no longer be any way for the shire to assess "adequate concern for the physical environment".

DWELLING APPROVAL NOT PERMITTED UNLESS 90,000 LITRES WATER STORAGE IS APPROVED AND INSTALLED IN SPECIAL RURAL

4.6.12 A dwelling shall not be constructed or approved for construction within the zone unless a roof water storage tank of minimum capacity of 90,000 litres is incorporated in the approved plans and no dwelling shall be considered fit for human habitation unless such a tank has been installed and is operating but this clause shall not apply ...

As a requirement of approval, where the two following conditions (including scheme water), the proposed policy would allow a dwelling to be built without planning approval which does not meet the requirements of 4.6.12.

PROPOSED POLICY ALLOWS FOR NO PLANNING APPLICATION AND APPROVAL DESPITE 4.6.13 STIPULATING CONDITIONS THAT ARE NECESSARY.

4.6.13 Septic tanks, leach drains, or other such installations for on-site disposal of effluent or wastes shall be constructed at least 30 metres distant from any bore, well or other surface water supply whether on the same lot or any other lot and no such installation or similar potential source of water pollution shall be established or maintained within 30 metres of any river, stream, creek, spring or watercourse in which water flows in a natural channel, whether permanently or intermittently. An effluent disposal system shall not be installed within 20 metres of any lot boundary

This is a planning restriction not a building restriction.

RETROSPECTIVE CONDITIONS CAN BE IMPOSED DUE TO THE FAILURE OF THE SHIRE TO PROVIDE PROTECTIONS

4.6.15 Amenity Notwithstanding that a building or work may conform in all respects to the provision of this section the Council may require alterations to a proposed building if it considers that the proposed building or work would be likely to seriously affect the amenity or the visual appearance of the area.

4.6.15 Allows the shire to impose conditions under the planning scheme that the policy erroneously removes, provided the issues are detected in the building approval process.

The building approval is designed to ensure compliance with planning approval and in currently and in the future the person providing building approval may not be qualified or responsible for ensuring the planning approval is met, simply because the shire has waived the planning approval requirements.

PRESERVATION OF PLACES OF NATURAL BEAUTY

PART VII - PRESERVATION OF PLACES OF NATURAL BEAUTY AND HISTORIC BUILDINGS AND OBJECTS OF HISTORICAL OR SCIENTIFIC INTEREST 7.1 SCHEDULE 4 PLACES, BUILDINGS AND OBJECTS 7.1.1 The Council considers that the places of natural beauty and historic buildings and objects of historical or scientific interest listed in Schedule 4 should be conserved and preserved.

The proposed policy only makes reference to the restriction on a heritage protected place.

The policy should extend to places of natural beauty, historical buildings, and objects of historical or scientific interest, to be consistent with the scheme.

Whilst the scheme has no current items listed other than buildings, the amendment to include the same wording as Part VII would provide consistency with the scheme.

SPECIAL RURAL ZONE 1 BUILDING ENVELOPES

(c) Buildings on a lot shall be contained within the building envelopes shown on the approved plan.

The policy, as written, would allow landowners in special rural zone 1 (Brockman Highway) to build houses and outbuildings outside of the building envelopes stipulated in the scheme, as they would not be required to seek planning approval as long as they meet the setback requirements.

If the intention is to retain the building envelopes, which the developer have been required to pay to survey, the landowners have bought in the knowledge of the protection of their visual amenity, paid a premium for the extra survey and restrictions and yet the policy may allow them or their neighbours to build outside the building envelope that would otherwise be mandated.

SPECIAL RURAL ZONE 3 BUILDING ENVELOPES AND SECTIONS 4.6 AND SCHEDULE 1

(b) Building on each lot shall be contained within the building envelope defined on the Subdivision Guide Plan or as modified by Council. (c) The Council will request the Commission at the time of subdivision to impose a condition which requires the subdividing owner of the land to make arrangements satisfactory to the Council, which will guarantee that prospective purchasers are notified of the Scheme requirements contained in Section 4.6 and Schedule 1.

The scheme stipulates that the owner of the land is required to ensure prospective purchasers are notified of 4.6 (including septic, effluent, 90,000 water tank etc).

However, the proposed policy will not provide this protection as they do not need to apply for planning approval and are not made aware of the specific provision of special rural zone 3's approval.

Noting that the scheme appears to only require the subdividing owner to notify prospective purchasers and not subsequent purchasers.

The scheme protects the building envelope and compliance with 4.6 but this policy removes those protections by removing all planning approval if the setback requirements are met.

SPECIAL RURAL ZONE 4

(d) The Council will request the Commission at the time of subdivision to impose a condition which requires the subdividing owner of the land to make arrangements satisfactory to the Council, which will guarantee that prospective purchasers are notified of the Scheme requirements contained in Section 4.6 and Schedule 1.

(f) Where in the opinion of Council, slopes are steep, developments which require cut and fill, will be prohibited.

m) All native vegetation to be retained except where services, firebreaks and buildings are to be located. With specific regard to Lots 23 and 24 it is to be noted that the vegetated slope is to be retained in its present form.

As with zone 3, conditions refer to 4.6, vegetation restrictions and the terrain, which would all be exempt for planning approval under the proposal

SPECIAL RURAL ZONE 5

(g) Prior to the occupation of any dwelling house it shall be connected to an adequate supply of underground potable water, being water in which the levels of the physical, chemical or bacteriological constituents do not exceed the maximum permissible levels set out in 'International Standards of Drinking Water, Third Edition, World Health Organisation, 1971' or which has been approved by the Council subject to any conditions which may have been laid down by the Commissioner of Public Health and Medical Services; or in the absence of such a supply of underground potable water, to provide in lieu thereof, a rainwater tank of not less than 92,000 litre capacity.

(j) All buildings and structures shall be contained within building envelopes which will be determined at the time of subdivision.

(m) At the time of subdivision building envelopes will be identified for all proposed lots

The volume of water is different to that in the scheme, and it refers twice to building envelopes which would not apply if no planning approval were required.

TOWN PLANNING SCHEME 4

3.4.5 Council will require applications for the development of a single dwelling on a lot within the Residential Zone and Rural Zones 1, 2, 3 and 4 where it is determined by Council that the following circumstances exist: AMD 45 GG 14/12/01

- a) the location, siting and/or access to the proposed dwelling raises significant issues of fire risk and fire protection.
- b) the location, siting and/or access to the proposed dwelling could result in the amenity of adjacent and nearby owners being adversely affected.
- c) the proposed external materials of the dwelling are considered below the acceptable standard for the amenity and landscape of the surrounding area.
- d) where proposed earthworks to accommodate the dwelling raise issues of landscape protection, soil erosion and stormwater drainage.
- e) where the subject lot does not have gazetted or legal access.
- f) where specific concerns about the method and/or siting of effluent disposal are identified on the subject land; and/or
- g) if aspects of the proposed development fall under the objectives and contents of any of Council's Town Planning Scheme Policies. Council shall prepare and endorse Town Planning Scheme Policies pursuant to Clause 7.6 of the Scheme relating to the abovementioned issues to control the development of single dwellings within the Residential Zone and Rural Zones 1, 2, 3 & 4.

This section outlines specific issues of fire risk and protection, siting of dwellings to control amenity, earthworks for landscape protections, soil erosion and stormwater damage, access and effluent disposal.

The proposal will now allow those landowners who can comply with the setbacks can build without planning approval, specifically designed to provide the above protections.

RURAL ZONE 3 BLACKWOOD VALLEY

4.3.3 Rural Zone 3 - Blackwood Valley Council's Objective, recognising that the zone contains areas of major landscape and historical significance, areas suitable for agriculture, afforestation or horticulture, and considerable tourist potential, will be to ensure that future development is such as to preserve and enhance the natural attributes and the economic potential of the zone. Council's Policies will therefore be to: a) assist in the introduction of viable agricultural or horticultural practices; b) carefully assess development proposals, especially for tourist and recreational uses, in the light of their effect on the areas landscape and environment.

The scheme provides for this specific area in and near the Blackwood River for the "major landscape and historical significance... and considerable tourist potential, will be to ensure that the future development is such as to preserve and enhance the natural attributes... carefully assess development proposals...in light of their effect on the areas landscape and environment"

The proposal removes the entire protections of the environment and landscape of the Blackwood Valley zone because there will not longer be any approval process or control provided the landowner can meet the setback requirements.

Surely the shire and council should be concerned about the protection of the environment.

BUILDING ENVELOPES REQUIREMENT OF THE SCHEME

4.5.6 Building Envelopes and Setbacks

a) Where considered desirable or prudent to ascertain suitability for building, Council may require competently prepared analyses of slope, ground conditions and soil stability as a condition of agreement to proposed lots and building envelopes.

b) A building on a lot must be contained within the building envelope defined on the plan lodged under the provisions of Clause 4.4.5 except that Council may permit construction of buildings in areas other than the building envelope if it is satisfied that the proposed location thereof will not be detrimental to the landscape or the environment but in any case, the distance from a lot boundary will not be less than:

(i) from the frontage to Highways 30 metres

(ii) from the frontage to other roads 25 metres

(iii) from the side and rear boundaries of a lot 20 metres c) Where lots are serviced by a reticulated water supply, the minimum side and rear setbacks from a boundary for those lots will not be less than 10 metres.

The building envelopes, as outlined above, are not simply for visual amenity but for protection of the land, drainage and safety of buildings and inhabitants.

To override the safety of residents and protection of the land and environment, by enacting a policy that says these residents, for whom the shire has determined 4.5.6a applies, no longer applies is unacceptable and puts the shire and residents at risk.

WATER TANKS OF 92,000 LITRES

4.5.10 d) All buildings intended for residence except those occupied on a temporary basis under the provisions of the preceding sub-clause must provide for the catchment and storage of at least 92,000 litres of water unless it can be shown that the residence can be connected to and supplied from an existing reticulated water supply or from an alternative supply of potable water.

The new policy does not refer to 92,000 litres, only "may exceed 5,000 litres".

BUILDING SETBACKS IN POLICY DIFFERENT TO THE SCHEME

4.6 BUILDING SETBACKS IN RURAL ZONES Within the Rural 1, Rural 2 and Rural 3 zones of the Scheme, a building may not be erected closer to the road frontage of a lot than:

(a) from the frontage to Highways 50 metres (as depicted in the Scheme maps)

(b) from the frontage to Major roads 30 metres (as depicted in the Scheme maps)

(c) from the frontage to other roads 20 metres

20 metres (d) from all other boundaries 20 metres.

The proposed policy refers to TPS4 rural -all buildings shall be setback 20m from any lot boundary.

This is a significant change to the scheme setback of 50 metres.

“All outbuildings shall be set back 30m from the lot boundary frontage to Highways, 25m from the lot boundary frontage to other roads, and 20 m from the side and rear boundaries of the lot”. The policy states the same applies for dwellings.

The policy says that notwithstanding the scheme which provides a 50m setback from a highway, then no planning approval is required if a 30m setback exists.

Is it the intention to reduce the setbacks by a policy change?

The policy has different distances from major or other roads than the scheme.

SR2a SPECIAL RURAL

Building Envelopes

(8) No dwelling, house, outbuilding or structure shall be constructed unless it is within a building envelope defined on the Subdivision Guide Plan.

(9) Where, for the purpose of retaining natural flora, sound environmental reasons or the physical constraints of a site dictate, Council may set an alternative building envelope.

The policy will allow building outside of building envelopes.

As the Shire’s own condition states in relation to the building envelope purpose “of retaining natural flora, sound environmental reasons or the physical constraints of a site dictate” ...

SR6 SPECIAL RURAL -100 METRE SETBACK

(e) In addition to normal setbacks under the Town Planning Scheme all buildings on the lots along the eastern boundary of the subject land must be setback up to 200 100 metres from the eastern boundary as illustrated on the Subdivision Guide Plan. AMD 69 GG 4/11/16

This is a specific condition of the scheme, but the proposed policy will allow an applicant to build as close as 20 metres when the shire had a stipulation of 100 metres (originally 200metres before the 2016 amendment).

SR11 BUILDING ENVELOPES

Building Envelopes

17. No dwelling house, outbuilding or structure shall be constructed unless it is within a building envelope defined on the Subdivision Guide Plan.

18. Where, for the purpose of retaining natural flora, sound environmental reasons or the physical constraints of a site dictate, Council may set an alternative building envelope.

Building envelope purposes as raised for SR2a.

SR12, SR13, SR14 and SR15 all have identical provisions,

SR16 BUILDING ENVELOPES AND BUILDING ENVELOPE SIZE RESTRICTITONS

Building Envelope and Building Exclusion Areas

6. Unless otherwise approved by Council all buildings and structures are to be located within the Building Envelope indicated on the Subdivision Guide Plan and shall be contained in an area not greater than 4000m² .

7. Unless otherwise approved by Council no buildings, structures or effluent disposal systems may be constructed within the 'Building Exclusion Area' unless otherwise depicted on the Subdivision Guide Plan. The Building Exclusion Areas for each of the lots shall be in accordance with those areas identified on the Subdivision Guide Plan.

This approval is different from others in that it specifies the maximum area of the building envelope, to ensure buildings are contained.

It specifically refers to a Building exclusion area and that no buildings, structures or effluent disposal systems can be built in the exclusion area.

This proposed policy will remove the planning approval and protections.

SR18 PROTECTION OF CONSERVATION AREA

- a. No part of an effluent disposal system is to be sited within 15 metres of the Conservation Area.

This approval refers to a restriction for effluent disposal in proximity to the conservation area.

Under the proposal landowners will not need to apply for any planning approval if outside of the setback and it will be up to the building approval process to ensure the scheme restriction is applied.

Doesn't a conservation area deserve to be protected by the Shire?

SR19 BUILDING ENVELOPE AND FOUNDATION SOUNDNESS

Building Envelopes

4. a) All buildings shall be located within the building envelopes as defined on the Subdivision Guide Plan.

b) Where a lot owner requests a change of the building envelope, the lot owner shall demonstrate to the satisfaction of Council that the site will provide foundation soundness, pollution of any waterways will not occur, trees will not be destroyed, there will not be any encroachment into the Vegetation and Drainage Area and Revegetation Area as shown on the Subdivision Guide Plan and that the amenity and rural production of adjoining owners will not be adversely affected. Foundation Soundness

5. Council may require as a condition of building approval, the lot owner to provide evidence of the foundation soundness of the site.

This approval refers to foundation soundness, the only one in the entire scheme and the applicant will be able to build outside the envelopes and not require planning approval.

PROPOSED POLICY 3.3 WATER TANKS

The proposals simply requires that water tanks meet the setback provisions of Rural and Special Rural Zones.

In the case of TPS4 will this be the setbacks listed in the policy which changes those in the scheme, or do the ones in the scheme document apply?

Clarification is required and if it refers to the setbacks amended in this policy it should state that.

It is also proposed that this policy ignores building setbacks in approved subdivisions overriding the scheme.

CARAVAN PARK ACCOMMODATION

The scheme specifies alterations to buildings that do not change the external appearance do not need approval anyway.

Are there any setback requirements from boundaries or other buildings for caravan parks?

If there are setback requirements, for example the Bridgetown caravan park can build closer to the riverbank or to SW Highway without any planning approval. This is for a scheme that is required to protect the environment and amenity.

This would mean, for example, any caravan park accommodation unit can be expanded in size, be able to accommodate more guests (the restriction applies to the number of units but not the number of occupants per unit).

The only restriction appears that the material change in available accommodation can not change, for example from a two-bedroom family unit to a 30-bed dormitory for a school group- which is possible when they can add to the building without any planning approval.

The proposed policy allows for caravan park units to have additions made which will increase bed capacity, without any requirement to increase self-contained toilet and bathroom facilities or the caravan park's facilities if it is not self-contained

SEPTEMBER 2021 COUNCIL MEETING MINUTES

MAJOR POLICY DECISION DURING CARETAKER MODE

“Announcements by the Presiding Member Without Discussion • The Presiding Member gave the following statement on behalf of the CEO. Council Policy M.39 ‘Election Caretaker Period’ establishes protocols for the purpose of preventing actual and perceived advantage or disadvantage to a candidate in a Local Government Election, through the use of public resources or decisions made by the Council or administration on behalf of the Shire of Bridgetown-Greenbushes during the period immediately prior to an election.

We are currently in the Election Caretaker Period as defined by the Policy.

During a Caretaker Period, unless Extraordinary Circumstances apply, the CEO will reasonably ensure that Council agendas do not include reports and / or recommendations that constitute Major Policy Decisions. The Officer Recommendations for all agenda items were reviewed by the CEO in context of the Policy. Note the CEO determined that the recommendation concerning the aquatic complex seasonal dates doesn't represent a Major Policy Decision as the recommendation is to retain the current season dates.

The proposal put to the September 2021 Council Meeting, during caretaker mode, with the significant changes to the implementation of TPS3 and TPS4 and the overriding of approvals in subdivisions, is surely a major policy decision.

Consideration should be given that with the implications of this policy, that it should not have been put to a Caretaker council.

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Items Brought Forward

After receiving the concurrence of Members, the Presiding Member announced that in accordance with Clause 3.2(3) of the Standing Orders Local Law, Items C.11/0522, C.12/0522 and C.15/0522 would be brought forward for consideration.

ITEM NO.	C.11/0522	FILE REF.	203
SUBJECT	Proposed New Local Planning Policy – Exemptions from Development Approval		
PROPONENT	Shire of Bridgetown-Greenbushes		
OFFICER	Manager Development Services		
DATE OF REPORT	9 May 2022		

- Attachment 12 Draft Local Planning Policy – Exemptions from Development Approval as advertised
- Attachment 13 Draft Local Planning Policy – Exemptions from Development Approval – Revised Format Recommended for Adoption
- Attachment 14 Copy of the Submission

OFFICER RECOMMENDATION

That Council pursuant to Schedule 2 Part 2, Division 2, cl. 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 proceed with (adopt) the Local Planning Policy – ‘Exemptions from Development Approval’ in the revised format as per Attachment 13.

Summary/Purpose

The purpose of this report is for Council to proceed with a new Local Planning Policy (LPP) – ‘Exemptions from Development Approval’

Background

Council at its ordinary September 2021 Council Meeting resolved the following:

That Council pursuant to Schedule 2 Part 2 Clause 4 (1) of the Planning and Development (Local Planning Schemes) Regulations 2015 adopts Draft Local Planning Policy – ‘Exemptions from Development Approval’ for the purpose of public advertisement in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, subject to the policy being modified to:

1. Remove paragraph 3.3 clause (b);
2. From clause (c), remove the words “In the case where a building envelope does not apply” and renumber this clause (b).

Currently all development on land not zoned ‘residential’ within the Shire of Bridgetown-Greenbushes (The Shire) requires development approval (DA). Exemptions for DA for development within the residential zone is already provided through an amendment to the *Planning and Development (Local Planning Schemes) Regulations 2015* (The Deemed Provisions) that was undertaken several years ago by the State as part of its land use planning reform agenda.

The LPP aims to achieve the following objectives:

- To provide for regulatory efficiencies by reducing the need to obtain development approval for development that is of a minor nature and complies with all relevant planning legislation and policies.
- To specify the development for which a development approval is not required and the requirements to be satisfied.
- To ensure appropriate development outcomes, in particular to maintain standards of amenity, landscape, environmental and rural values.

The proposed LPP accepts that if prescriptive standards (such as compliance with lot boundary setbacks, location of development on site etc.), are met it would be considered acceptable and exempt from requiring development approval. Where the standards are not met, a development application will be required and the application assessed against the criteria set out in planning legislation and guidelines.

As a result of this review, a new LPP is proposed that aims to exempt specified development from the requirement for development approval. This will streamline the approval processes for minor/compliant development and reduce cost for local residents, builders and industry and achieve a balance between an effective and efficient planning services, within existing human resources for day to day statutory planning, thus enabling greater focus on strategic planning for the Shire.

Advertising of Draft Local Planning Policy – Exemptions From Planning Approval

The Shire advertised the Draft LPP in the Manjimup Bridgetown Times with a submission period between the 15th October 2021 and the 29th November 2021. One (1) submission was received following the advertising period. A copy of the submission is as per *Attachment 14*.

The submission objects to the draft LPP. In summary, it cites a number of existing Town Planning Scheme (Scheme) objectives and provisions relating to the protection of the environment and amenity within various Special Rural zones, and contends that the removal of the requirement to obtain a planning approval for the prescribed forms of development will remove the Council's ability to ensure compliance with these requirements.

Officer Comment

The contention is, to some extent, acknowledged. The new LPP will reduce the types of development proposals that require a planning approval, with the intent of streamlining and simplification of the planning process. This exemption would apply to some common forms of development, such as new, or extensions to, single houses, in cases where they are likely to have a relatively low level of impact on the local amenity or the environment, such as where development is compliant with setback requirements of the Scheme or located within Building Envelopes.

The question facing the Council in consideration of this LPP is the appropriate level exempted development. In determining this question it is important to distinguish between scheme provisions which include a measurable and objective requirement, and those that state a subjectively determined desired outcome (referred to as zoned objectives).

Examples of measurable Scheme requirements are as follows:

4.6.12 A dwelling shall not be constructed or approved for construction within the zone unless a roof water storage tank of minimum capacity of 90,000 litres is incorporated in the approved plans and no dwelling shall be considered fit for human habitation unless such a tank has been installed and is operating but this clause shall not apply.

4.6.13 Septic tanks, leach drains, or other such installations for on-site disposal of effluent or wastes shall be constructed at least 30 metres distant from any bore, well or other surface water supply whether on the same lot or any other lot and no such installation or similar potential source of water pollution shall be established or maintained within 30 metres of any river, stream, creek, spring or watercourse in which water flows in a natural channel, whether permanently or intermittently. An effluent disposal system shall not be installed within 20 metres of any lot boundary.

It would not be appropriate for the effective administration of the Scheme to remove the ability of the Council to apply and enforce specific and measurable scheme requirements.

However, in the case of subjectively written provisions, it is reasonable for the Council to determine the level of regulation it wishes to impose. As an example, a zone objective, is written so that determination of compliance is a subjective judgement.

An example from the Shire's Scheme No 3 is provided below:

4.6 SPECIAL RURAL ZONE

Council's Objective is to select areas wherein closer subdivision of rural areas will be permitted to provide for such uses as hobby farms, horse breeding, rural-residential retreats, intensive agriculture including market gardens and viticulture, and to ensure that development which takes place within the zone as a result of increased activity does so with the least possible detriment to the rural character and landscape value of the land involved.

The purpose of inclusion of zone objectives in the Scheme is to express a desired state for the zone and to provide guidance to the WAPC, Local Government or SAT in the exercise of discretion in relation to making planning decisions for that zone. It is reasonable for the Council to determine the level of planning control it is seeking to impose, and this decision should be based on the nature of the development that is being proposed to be exempted and the potential for that development, if uncontrolled via the planning system, to compromise the achievement of the zone objectives. In this case it is considered that the proposed exemptions will not compromise the zone objectives to be achieved.

It is also reasonable for the Council to determine its level of statutory planning service based on all of its corporate priorities. The provisions in question were included in the preparation of the Town Planning Scheme(s) some 20 to 30 years ago, and since this time the planning system in WA has undergone significant reform to meet contemporary demands and priorities. A clear regime of exempted development is an integral part of that reform system, and provides a far more streamlined approach.

However, a number of the comments made in the submission are acknowledged, and some further adjustment to the proposed LPP is consequently recommended.

This is a question of the Council determining what it considers to be a reasonable 'balance' between its obligations under its town planning scheme(s) and balancing this with its other objectives of running an efficient and customer focused planning system that is consistent with the broad state driven planning reform agenda.

Amenity Related Provisions – Town Planning Scheme No 3

The objectives and policies from the TPS 3 states in part:

4.6.10 A building may not be constructed within the zone of materials which in the opinion of Council, are undesirable for the locality.

4.6.15 Amenity

Notwithstanding that a building or work may conform in all respects to the provision of this section the Council may require alterations to a proposed building if it considers that the proposed building or work would be likely to seriously affect the amenity or the visual appearance of the area.

These provisions are subjective provisions relating to how certain building materials can potentially effect on amenity of the area. The draft LPP provides clarification on specific building materials that if proposed will not be exempt and require further detailed assessment through a DA process.

This includes if a single house or outbuilding proposes to use materials that are wholly or predominantly:

- Second hand or damaged materials;
- Corrugated iron;
- Re-used.

Proposed Modifications to the Local Planning Policy – As Advertised

As a result of the review of the advertised draft LPP, the following modifications are recommended to the Draft LPP:

- Reformat the LPP to make it easier to interpret the provisions of the LPP;
- Adding a definition of single house to the policy;
- Modifying the policy objectives 2.3 to align with the objectives as stated in the TPS 3 and TPS 4;
- In response to the submission received, include the specific and measurable Scheme provisions from both LPS 3 and LPS 4 and include in the LPP as prerequisites for an exemption for a DA;
- Introducing exemptions for development approval in the Special Use zones (SU1 and SU3) for single houses, outbuildings and water tanks noting that these specific Special Use areas are for semi-rural living (within a strata context) where the predominant development are single houses and outbuildings;
- Remove the exemptions for caravan park development given the expected low volumes of applications for improvements to caravan parks.

The LPP – Exemptions from Development Approval' once adopted will streamline the approval processes for minor/compliant development and reduce cost for local

residents, builders and industry. The intent is to benefit local residents, developers and the Shire, resulting in more efficiency.

Statutory Environment

The Planning and Development (Local Planning Schemes) Regulations 2015, outlines the procedure for making a LPP. Council must resolve to adopt a LPP for the purpose of public advertising for a minimum of 21 Days. Any submissions are to be considered by Council. Council is then required to resolve to proceed with the LPP with or without modifications or not to proceed with the LPP.

Integrated Planning

- Corporate Business 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
 - Objective 7.1.2 provide improvements to the building and development application approvals process.

 - Outcome 13 proactive, visionary leaders who respond to community needs.
 - Objective 13.2 embrace innovation and a 'can do' culture
 - Objective 13.2.1 provide a review of policies, systems and processes to introduce innovations to improve business efficiencies and the customer experience
- Long Term Financial Plan – not applicable
- Asset Management Plans – not applicable
- Workforce Plan – not applicable
- Other Integrated Planning – not applicable

Policy Implications

The Planning and Development (Local Planning Schemes) Regulations 2015, Part 7, cl. 61, provides for a LPP to specify development works and uses that do not require development approval. Adopting this proposed LPP will provide the necessary local planning provisions to exempt certain development with the Shire from requiring development approval.

Budget Implications

If the draft LPP is adopted, it is projected that up to \$10,000 - \$15,000 per annum in income from development applications will not be received based on income received in previous financial years.

Whole of Life Accounting – Not Applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

**Council Decision Moved Cr Lansdell, Cr Quinby
C.11/0522 That consideration of this item be deferred to the June 2022
Council Meeting.**

Carried 7/0

Home Display Settings

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System tray

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- Property Map Enquiry
- Dog Map Enquiry
- Building Map Enquiry
- Planning Map Enquiry
- Access Statements
- User Reports For Mapping
- Structural Views

Town Planning

- Building
- Central Records
- Customer Services
- General Ledger
- Purchase Orders

Favourites

Financial Management

Rates And Property

Technical

Property Map Enquiry - A48478 RSN 719 DALMORE ROAD WINNEJUP 6255 X

Search

Legal flag	Non-current
Assess No.	648478
Old No.	
Owner	MF HARTIGAN
Property Address	RSN 719 DALMORE ROAD WINNEJUP 6255
House	RSN 719 Lot 81
Street	DALMORE ROAD
Type	ROAD
Suburb	WINNEJUP
Ward	BRIDGE TOWN
Area	6255
Locality	
Zoning	A15
Land use	TPS 4 RURAL 1
VEN Number	2154316
Pens No	SENE68627

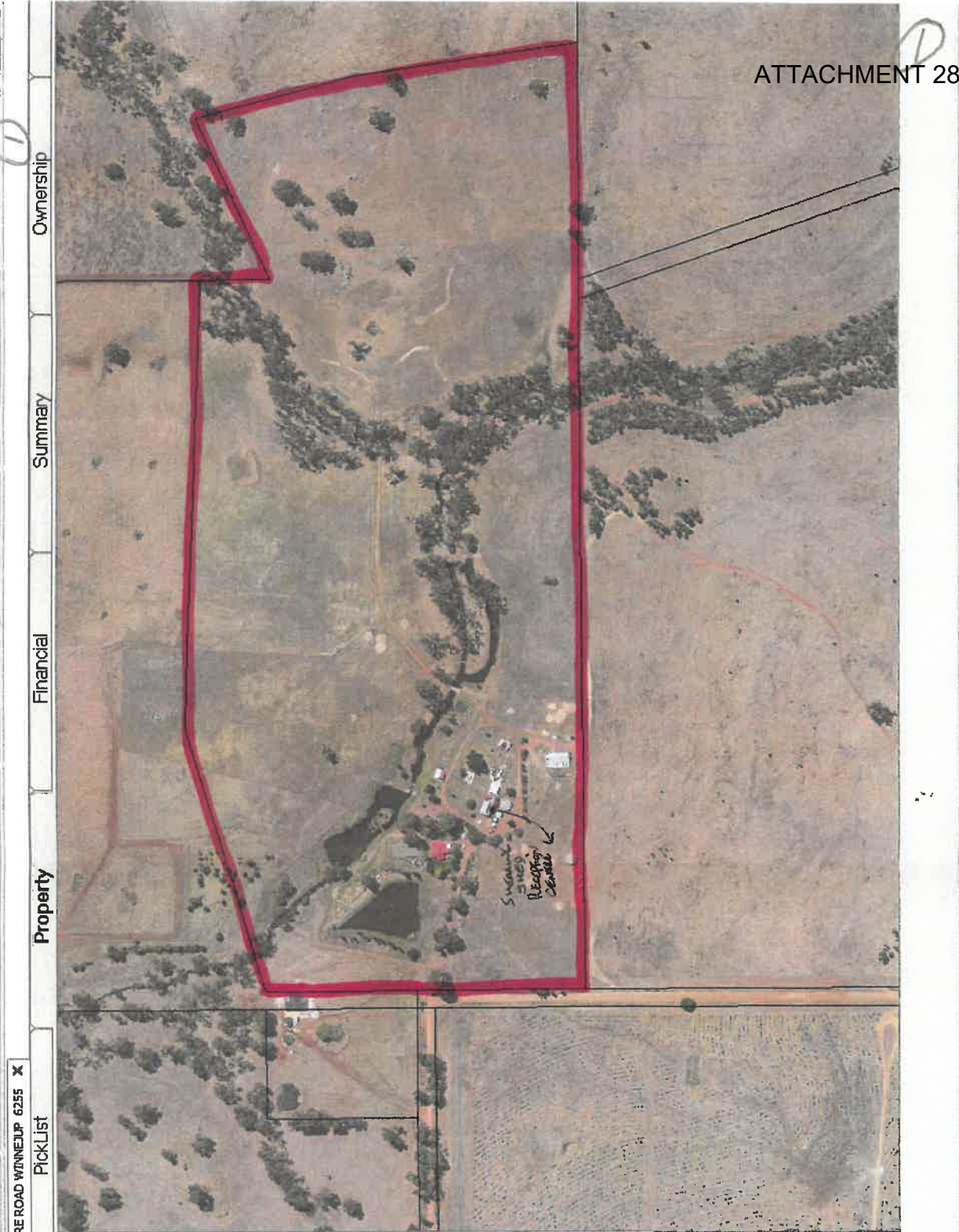
Valuation Details

Gross Rental Value	
Unimproved Value	343000.00

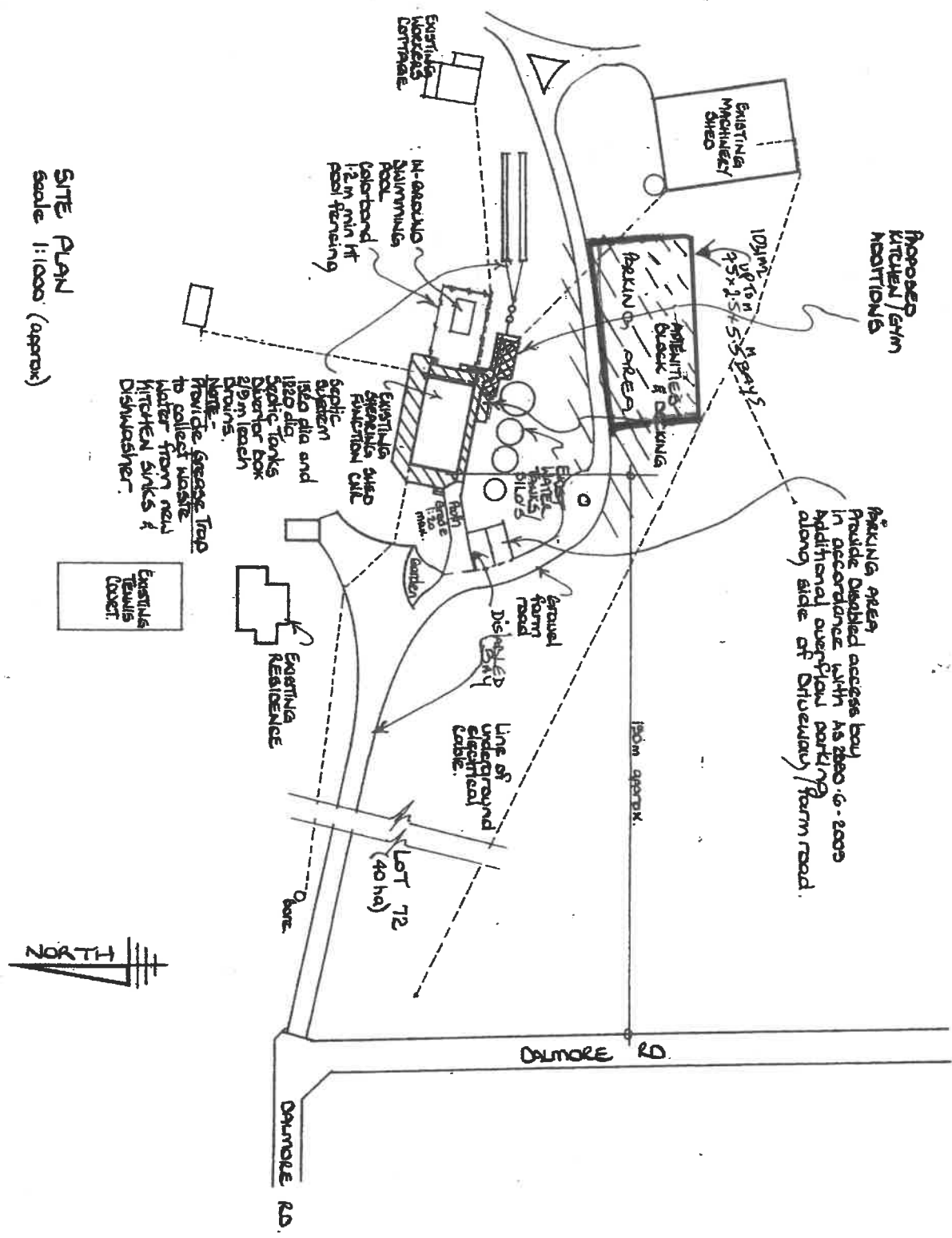
Legend

- Bridgetown Firescar 2022
- Hester Firescar 2022
- Bridgetown Townsite Nov 2020
- Bridgetown Townsite Nov 2017
- Bridgetown Townsite Sep 2015
- Bridgetown Townsite 2012
- Bridgetown Townsite Sep 2006
- Bridgetown South Dec 2017
- Bridgetown 19th Feb 2017**
- Greenbushes Nov 2020
- Greenbushes Nov 2018
- Greenbushes Nov 2015

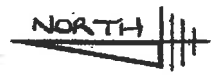
Bridgetown Nth Feb 2017



SITE PLAN
Scale 1:1000 (approx)



PARKING AREA
Provide disabled access bay
in accordance with AS 2890 & 2899
Additional overflow parking
along side of driveway/farm road.

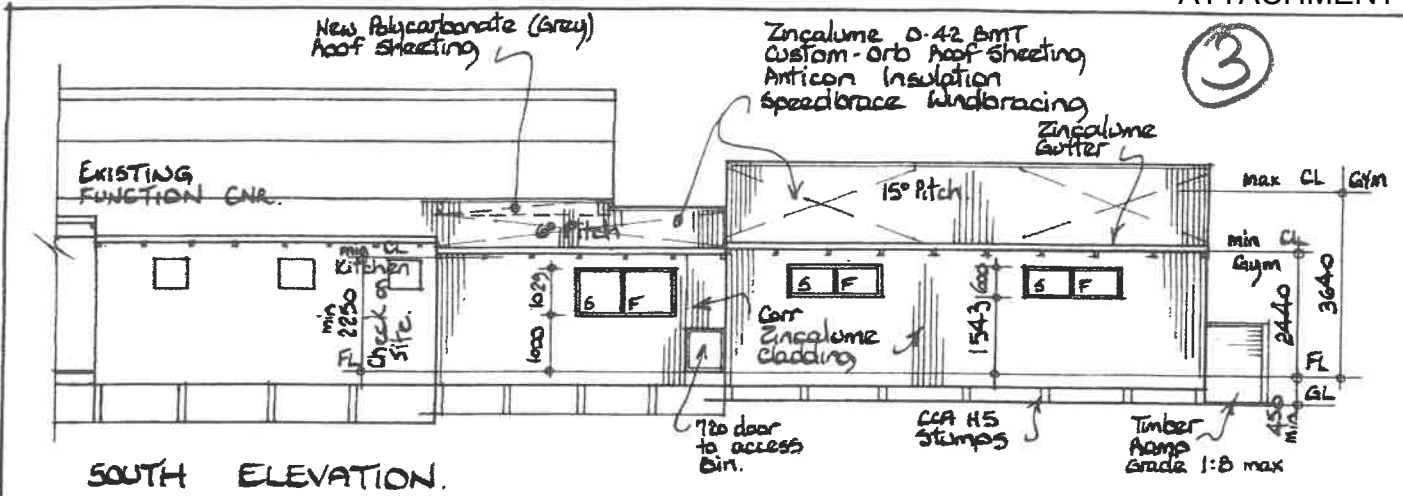


4. AMENDED 23-5-2021
KITCHEN/GYM ADDITIONS.
3. AMENDED 21-11-2013
hoads Decking.
2. AMENDED 18-2-2013
Leach Drains.
1. AMENDED 31-1-2013
Parking /septic system

PROPOSED ALTERATIONS & ADDITIONS TO EXISTING DALMORE FUNCTION CAR KITCHEN/GYM - LOT 72 DALMORE RD, WINNEJUP BRIDGETOWN.

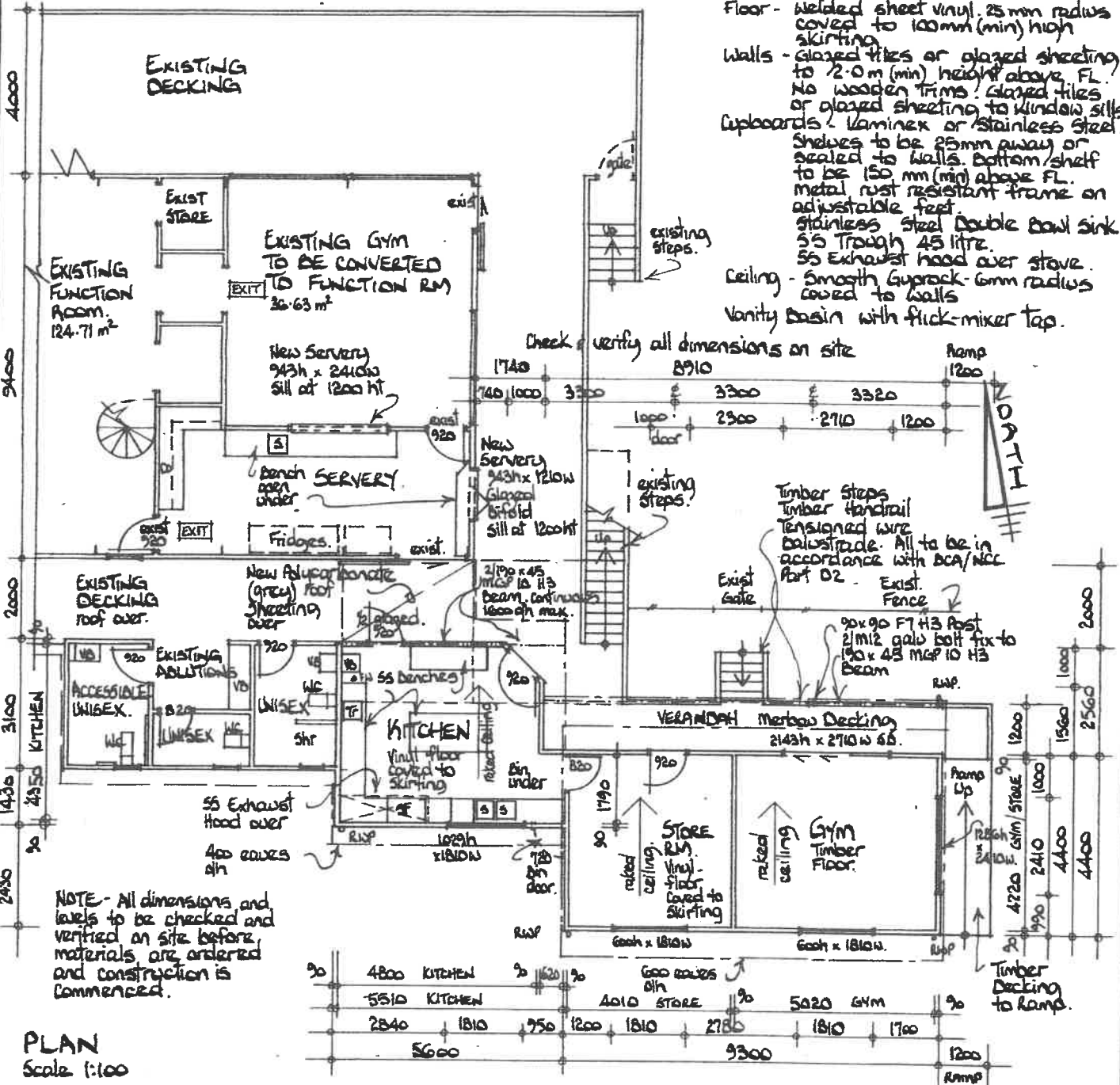
Scale (AS) 1:1000	Date 11-1-2013	DWG No 1
DRAWN L.M. WHITNEY PH 97611238.		

3



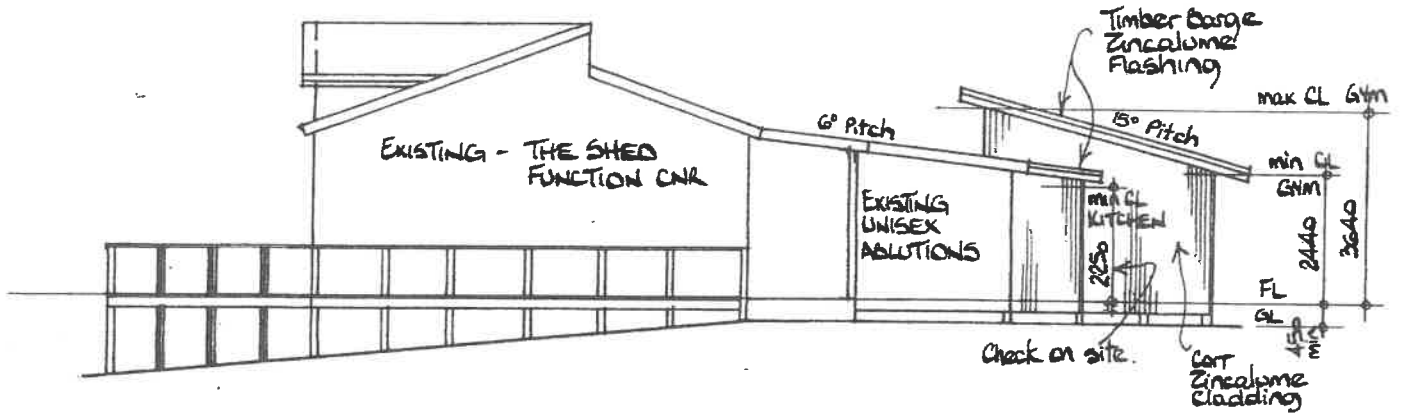
SOUTH ELEVATION.

- KITCHEN / SERVERY**
- Floor - welded sheet vinyl, 25mm radius covered to 100mm (min) high skirting
 - Walls - glazed tiles or glazed sheeting to 2.0m (min) height above FL. No wooden trims. Glazed tiles or glazed sheeting to window sills.
 - Cupboards - laminex or stainless steel. Shelves to be 25mm away or sealed to walls. Bottom shelf to be 150mm (min) above FL. metal rust resistant frame on adjustable feet.
 - Stainless steel Double Bowl sink 55 Trough 45 litre.
 - 55 Exhaust hood over stove.
 - Ceiling - Smooth Gypsum 6mm radius covered to walls
 - Vanity Basin with flick-mixer tap.



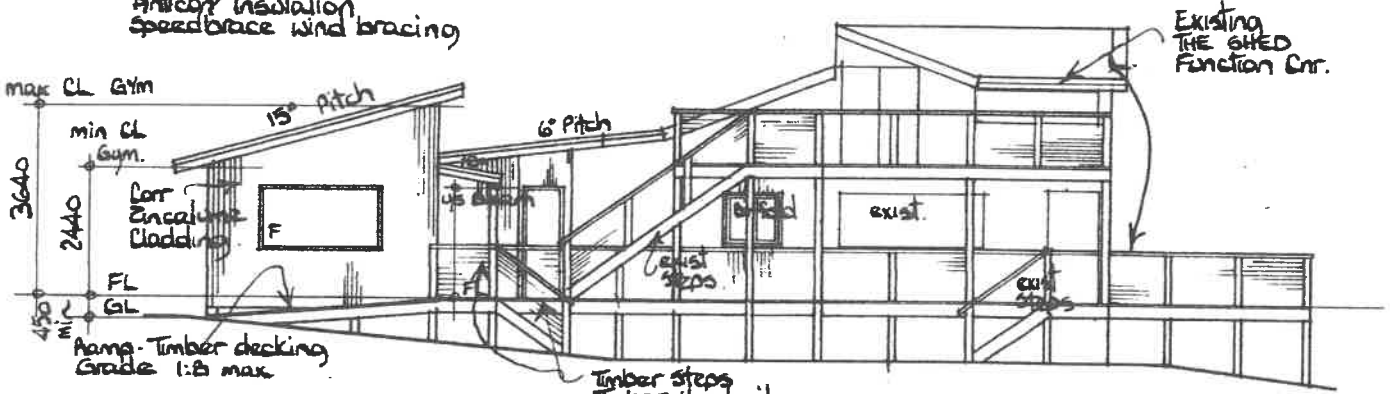
PLAN Scale 1:100

PROPOSED KITCHEN/GYM ADDITIONS TO EXISTING FUNCTION CNA THE SHED AT DALMORE FARM	Scale 1:100	(A3)	Date 25-5-2021	Dwg No 2 OF
LOT 72 DALMORE AD, WINNEJUP	Drawn L.M. WHITNEY		PH 0417948426	



WEST ELEVATION

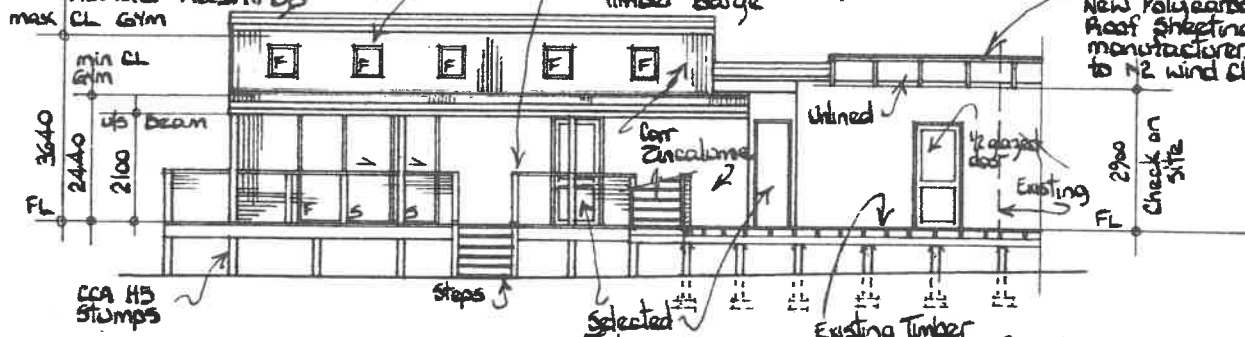
Zincalume 0.42 BMT Custom-Orb
 Roofing
 Anticorr Insulation
 Speedbrace wind bracing



EAST ELEVATION

Highlight windows
 514h x 490w Fixed
 Alum. Powder Coat frame
 Provide Flashings

Existing Roof framing
 Replace roof battens
 at Top of
 New Polycarbonate (grey)
 Roof sheeting fixed to
 manufacturer's specifications
 to M2 wind classification.



NORTH ELEVATION

Scale 1:100

PROPOSED KITCHEN/GYM ADDITIONS TO EXISTING FUNCTION CNR
 THE SHED AT DALMORE FARM

LOT 72 DALMORE RD, WINNEJUP

Scale (A3) 1:100	Date 25-5-2021	Draw No 3 of 3
Drawn L.M. WHITNEY PH 047948426		

TOWN PLANNING

The following Local Planning Policy is prepared under Schedule 2, Part 2, Division 2 and Section 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy is cited as Local Planning Policy TP27 – Exemptions from Development Approval Requirements.

POLICY NO.	TP27
POLICY SUBJECT	Exemptions From Development Approval Requirements
ADOPTION DATE	

Definitions:

“Outbuilding – an enclosed non-habitable structure that is detached from any dwelling”.

“Single House – a dwelling standing wholly on its own green title or survey strata lot together with any easement over adjoining land for support of a wall or for access or services and excludes dwellings on titles with areas held in common property.”

Note: the definitions are derived from the R-Codes

1.0 Application of this Policy

The specific policy requirements below apply to specified land as per this Policy within the Shire of Bridgetown-Greenbushes two (2) operative Town Planning Schemes being:

1. Town Planning Scheme No. 3; and
2. Town Planning Scheme No. 4.

This Policy does not exempt development from obtaining any other approvals and compliance with relevant local laws, statutes and policies including building and health approvals.

2.0 Policy Objectives

- 2.1 To provide for regulatory efficiencies by reducing the need to obtain development approval for development that is of a minor nature and complies with all relevant planning legislation and policies.
- 2.2 To specify the development for which a development approval is not required and the requirements to be satisfied.
- 2.3 To ensure appropriate development outcomes, in particular to maintain standards of amenity, landscape, environmental and rural values.

3.0 Limitations and Exclusions

This Local Planning Policy does not deal with exemptions for:

1. Development as provided under clause 61 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
2. Signs that are administered under separate provisions of the respective town planning schemes;
3. Fences that are administered under separate legislation outside the local planning framework.

4.0 Policy Requirements

Exemptions - Town Planning Scheme No 3

The following development does not require the development approval of the local government:

- (a) the erection, extension, addition or alteration to a single house, outbuilding, carport (and the like) or the siting of a rain water tank of 5000 litre capacity or larger on a lot in the Rural, Special Rural, Residential Development and Special Residential zone where:
 - i) in the Rural Zone the development is compliant with the setback requirements set out in Section 4.5.1 of the TPS 3
 - ii) in the Special Rural zone, the development is:
 - in the case of a single house, is not constructed of materials that are wholly or predominantly:
 - Second hand or damaged materials;
 - Corrugated iron;
 - Re-used.
 - As these building elements are deemed to have a negative visual appearance potentially affecting the amenity of the locality as set out in Section 4.6.10;
 - contained within an approved building envelope or where there is no approved envelope the setback requirements set out in Section 4.6.11;
 - compliant with Section 4.6.12 relating to the provision of a potable water supply;
 - compliant with Section 4.6.13 relating to siting of effluent disposal systems;
 - compliant with any specific requirements set out in Schedule 1 of the TPS 3;
 - iii) in the Residential Development zone, the development is compliant with the setback requirements set out in Section 4.7.4 of the TPS 3;

- iv) in the Special Residential zone, the development is:
- compliant with Section 4.10 of the TPS 3;
 - compliant with any specific requirements set out in Schedule 3 of the TPS 3;
- (b) In the case of a single house, where the development is not located in a Bushfire Prone Area as defined by DFES Map of Bushfire Prone Area.

Exemptions - Town Planning Scheme No 4

The following development does not require the development approval of the local government:

- (a) the erection, extension, addition or alteration to a single house, outbuilding, carport (and the like) or the siting of a rain water tank of 5000 litre capacity or larger on a lot in the Rural 1, 2, 3 and 4, Special Rural, Special Residential and Special Use zones where:
- i) in the Rural 1,2,3,and 4 zones the development is:
- compliant with the setback requirements set out in Section 4.6 of the TPS 4;
 - is not contained within a Tree Preservation Area set out in Section 4.5.7 of TPS 4.
- ii) in the Special Rural zone, the development is:
- contained within an approved building envelope or where there is no approved envelope the setback requirements set out in Section 4.5.6 of the TPS 4;
 - compliant with any specific requirements set out in Schedule 3 of the TPS No 4.
- iii) in the Special Residential zone, the development is:
- contained within an approved building envelope or where there is no approved envelope the setback requirements set out in Section 4.11.3 of the TPS 4;
 - compliant with Section 4.11.7 relating to use of second hand materials;
 - compliant with Section 4.11.13 relating to siting of effluent disposal systems;
 - compliant with any specific requirements set out in Schedule 7 of the TPS No 4.

- iv) In the Special Use zones (SU1 and SU3), the development is compliant with any specific requirements set out in Schedule 6 of the TPS No 4.
- (b) In the case of a single house, where the development is not located in a Bushfire Prone Area as defined by DFES Map of Bushfire Prone Area.

5.0 References to related documents

- Shire of Bridgetown-Greenbushes Town Planning Scheme No.3
- Shire of Bridgetown-Greenbushes Town Planning Scheme No.4
- *Planning and Development (Local Planning Schemes) Regulations 2015*