

NOTICE OF AN ORDINARY MEETING OF COUNCIL

Dear Council Member

The next Ordinary Meeting of the Shire of Bridgetown-Greenbushes will be held on **30 November 2023** at the Greenbushes CRC, commencing at 5.30pm.

N Gibbs, CEO

Date:

24 November 2023

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AGENDA

For an Ordinary Meeting of Council to be held in Council Chambers on 30 November 2023, commencing at 5.30pm.

Opening of Meeting

Meeting to be opened by the Presiding Member.

Acknowledgment of Country

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

Attendance, Apologies and Leave of Absence

President	- Cr J Mountford
Councillors	- S Mahoney (Deputy)
	- J Boyle
	- M Christensen
	- M Fletcher
	- T Lansdell
	- L Pearce
	- A Pratico
	- R Redman
Officers	- N Gibbs, Chief Executive Officer
	- M Larkworthy, Director Corporate Services
	- P St John, Director Development, Community, and Infrastructure
	- L Taramoeroa, Executive Assistant

Attendance of Gallery

Responses to Previous Questions Taken on Notice

B Bebbington

Question

Regarding the notice of Town Planning Scheme No. 3, Scheme Amendment No. 73, the notice of advertising has not been displayed as a public notice on the website and the community consultation link does not show the amendment document. Will the Shire recommence the advertising of the amendment due to this failure?

The Shire will look further into this matter and will report to the Council on this question when the Scheme amendment is further considered. I anticipate that this will occur at the December 2023 Council meeting.

Question

What are the training obligations under the WHS Act? Can the Shire notify all brigade members of that situation and whether they are allowed to attend fires or not. There has been training introduced but we need to make sure that if people are not compliantly trained, they cannot attend fires.

CEO will be meeting urgently with our CESH & District DFES representative as I haven't been involved in the communication process between them and BFAC and sometimes it is about inconsistent messaging. When the WHS Act first dropped there were a lot of volunteers refusing to go to training because they didn't understand how the obligations had changed, we just need to recommence those discussions respectfully to make sure that everyone is reformed about how different this new legislation is.

Public Question Time

Petitions/Deputations/Presentations

Comments on Agenda Items by Parties with an Interest

Applications for Leave of Absence

Confirmation of Minutes

Attachment 1 Minutes of Special Council Meeting held 24 October 2023
(Meeting number 1)

That the Minutes of the Special Meeting of Council held at 5.30pm on 24 October 2023 be confirmed as a true and correct record.

Attachment 2 Minutes of Special Council Meeting held 24 October 2023
(Meeting number 2)

That the Minutes of the Ordinary Meeting of Council held at 6.14pm on 24 October 2023 be confirmed as a true and correct record.

Attachment 3 Minutes of Ordinary Council Meeting held 2 November 2023.

That the Minutes of the Ordinary Meeting of Council held 2 November 2023 at 5.32pm be confirmed as a true and correct record.

Attachment 4 Minutes of Special Council Meeting held 13 November 2023.

That the Minutes of the Special Meeting of Council held 13 November 2023 at 5.31pm be confirmed as a true and correct record.

Announcements by the Presiding Member Without Discussion

Notification of Disclosure of Interest

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

Questions on Agenda Items by Elected Members

Consideration of Motions of which Previous Notice has been Given

Reports of Officers

Reports of Officers have been divided into Departments as follows:

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

CEO's Office

ITEM NO.	Ca.05/1123	FILE REF.	
SUBJECT	Work Health and Safety Act 2020 – Obligations		
OFFICER	Chief Executive Officer		
DATE OF REPORT	22 November 2023		

OFFICER RECOMMENDATION

That Council acknowledge receipt of information contained in this report.

Summary/Purpose

To inform any Elected Members who are not already aware of their significant obligations under the *Work Health & Safety Act 2020* (the WHS Act).

The WHS Act was passed through parliament in 2020 and took effect from 31 March 2022. Employers are largely expected to “hit the ground running” in compliance with the new laws. This Item highlights features of the new legislation with the potential to impact Council and the Shire in general.

Background

The WHS Act was passed through parliament in 2020 and took effect from 31 March 2022. Employers were expected to immediately comply with the new laws. Acknowledging conflicting and somewhat shifting legal advice since the introduction of the WHS Act, and to ensure the accuracy of information provided in this Item, the CEO sought specific advice from the Department of Mines, Industry Regulation and

Safety: WorkSafe, the body that prosecutes under the WHS Act. Inspector Geoffrey States spoke with the CEO at length.

THE MOST SIGNIFICANT CHANGES

1. The WHS Act introduces the concept of a 'Person Conducting a Business or Undertaking' (PCBU), replacing the outdated concept of an 'employer' as the person with primary health and safety duties. A PCBU can be a sole trader, each partner within a partnership, a joint venture, a company, an unincorporated association, a not-for-profit organisation, a government department or a public authority (including a local government) whether or not they are operating for profit or gain.
2. There is now the inclusion of the new offence of 'Industrial Manslaughter.' Under the new laws, individuals can be charged with Class One or Class Two Industrial Manslaughter offences in the event of a workplace death. Class One Industrial Manslaughter covers conduct that is engaged in, with knowing disregard, that it is likely to cause death and carries a maximum jail term of 20 years. Class Two Industrial Manslaughter covers conduct that is a negligent breach of a duty owed by a PCBU that results in death and carries a maximum jail term of 10 years.
3. The concepts of Worker and Workplace have been expanded. Worker now includes employees, contractors, sub-contractors, employees of contractors, employees of labour hire companies, apprentices, trainees, work experience students and, in certain situations, volunteers. Workplace is defined as a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. The term place includes vehicles, vessels, aircrafts or other mobile structures and extends to any waters and installation on land, including roads.
4. There has been a change to the primary duty. The new laws require all PCBUs to ensure, so far as is reasonably practicable, while workers are at work in the PCBU, the health and safety of:
 - Workers engaged, or caused to be engaged by the person; and
 - Workers whose activities in carrying out the work are influenced or directed by the person.

This change drives a need to focus on the risks a hazard may pose and to manage those risks to a practicable level. The duty to ensure health includes a duty with respect to taking positive practicable steps to ensure the mental health of workers.

5. Penalties for WHS breaches are no longer insurable. Duty holders are no longer able to obtain insurance for a penalty imposed following a WHS prosecution. Individuals who breach this are liable for penalties of up to \$51,000 and body corporates are liable for penalties up to \$250,000. This change means that businesses need to ensure they are taking proactive steps to develop procedures designed to meet their legal obligations and to ensure compliance

with those procedures by their workforce. Duty holders should be aware that duties are not transferrable and cannot be contracted out of.

6. There is now a duty to consult with other duty holders and workers and their representative. The new laws require duty holders with shared responsibilities to work together to make sure someone does what is needed. This requires consultation, co-operation and co-ordination between duty holders such as partners, joint venture partners, and principals and contractors. PCBU's are now also required, so far as is reasonably practicable, to consult with workers and health and safety representatives about matters that directly affect them. This duty extends to consulting with all kinds of workers, not just the PCBU's own employees. Meeting these consultation duties requires some planning as to how and when consultation will be undertaken.
7. There is now provision for officer due diligence. Officers of PCBU's now have personal obligations to demonstrate a proactive approach to workplace health and safety matters. Officer has the same meaning as defined in the *Corporations Act 2001* (Cth) and includes directors and/or any person who make or participate in making decisions that affect the whole, or a substantial part, of the PCBU. Officers must now exercise due diligence to make sure the business meets its duties to protect workers and other persons against harm to health and safety. All officers now need to be trained to ensure they fully understand these obligations and are taking all necessary steps to comply with them. There is an obligation on an officer to refuse work if it cannot be done safely.
8. CODE OF PRACTICE – WORKPLACE BEHAVIOUR

This Code aims to prevent and manage inappropriate or unreasonable behaviour that may occur in the workplace, encompassing all types of workplace behaviour that may create a risk to the personal health and safety of workers. Whilst the Code captures physical behaviours, it also extends to psychological and social conditions which may negatively impacts workers. It is the responsibility of PCBU's to ensure, so far as reasonably practicable, that workers and other people in a workplace are not exposed to psychological health and safety risks.

Inappropriate or unreasonable behaviour includes, but is not limited to:

- Bullying;
- Harassment;
- Sexual harassment;
- Racial harassment;
- Violence and aggression;
- Discrimination;
- Misconduct; and
- Escalated or unreasonable conflicts.

9. CODE OF PRACTICE – PSYCHOSOCIAL HAZARDS IN THE WORKPLACE

There is now provision for psychosocial hazards in the workplace. Penalties for contributing to mental health harm are now as severe as penalties for contributing to physical harm.

This Code captures hazards and conditions in workplaces that pose psychological and social risks to workers (as opposed to just physical risks). These include the obvious factors of bullying, harassment, violence and aggression, but also the less obvious issues of fatigue, stress and burnout that can compromise a worker's psychosocial wellbeing. Under this Code, it is the responsibility of PCBUs to facilitate a systematic approach to managing psychosocial hazards in order to meet their responsibilities under the WHS Act and to create a safe and healthy work environment for employees.

10. CODE OF PRACTICE – VIOLENCE AND AGGRESSION IN THE WORKPLACE

This Code captures any incident where a person is harassed, threatened, attacked or physically assaulted within a workplace, and includes any form of physical assault, sexual assault, verbal abuse, threats, intimidation and harassment (including sexual harassment).

Under this Code, PCBUs must consider violence and aggression risk management as part of an overall prevention plan. There are three key areas employers should focus on when implementing this plan, including managing violence and aggression in the workplace, responding to any type of abuse in the workplace and ensuring post-incident support services are available such as counselling or legal support should they arise.

Code of Practice compliance centres around the implementation of a Risk Management Approach.

To comply with the above Codes, PCBUs must adopt a proactive risk management approach in order to prevent and reduce psychosocial risk in the workplace by:

- Identifying the hazards and risk factors;
- Assessing the risks;
- Controlling the risks by making the changes necessary to eliminate the hazards or risk factors, and if this is not practicable, then minimising the risk of harm; and
- Monitoring and reviewing the effectiveness of controls and adapt or improve the controls where necessary.

11. THE APPROACH THE REGULATOR TAKE TOWARD BREACHES

WorkSafe WA and Resources Safety have been consolidated into the Safety Regulation Group under the independent WorkSafe WA Commissioner.

PCBUs may expect to be prosecuted in accordance with the WorkSafe WA Prosecution Policy.

The WHS Act will allow WorkSafe WA inspectors to issue PCBUs with consequences dependent on the circumstances and by applying a consistent approach to similar fact circumstances in order to achieve greater certainty and protection in the workplace. Where a breach has occurred, in addition to recommending prosecution, a WorkSafe inspector may issue PCBUs with:

- Advice on compliance;
- Assistance to mediate and resolve workplace disputes;
- Issuance of improvement notices;
- Issuance of prohibition notices;
- Revoking, suspending or cancelling authorisations;
- Enforcing criminal prosecutions; and
- Publishing enforcement actions and outcomes.

WorkSafe WA inspectors may conduct site visits either in response to an incident or a complaint or as part of a targeted compliance program. This means that inspectors may require the employer or persons involved to produce documents relevant to WHS and conduct interviews requiring these persons to answer. This may result in the inspector seizing information to use against the employer as evidence of an offence and may issue a notice of improvement or prohibition notice.

12. WHAT ELSE MAY LEAD TO A PROSECUTION?

- Failure to consult between multiple PCBUs where the risk is obvious;
- Failure to carry out due diligence;
- Labour hire employees working outside of their skill or scope;
- Taking on work contracts which ultimately lead to risks and safety issues;
- Contractors failing to be responsible for not only employees, but also the plant and equipment of the client; and
- Failure to audit to ensure safety procedures and systems are being complied with.

13. WHAT DO WE NEED TO DO NOW?

PCBUs and their officers were directed to take urgent steps to ensure they were compliant with the WHS Act from 31 March 2022. The Shire of Bridgetown was expected to:

- Understand how the WHS Act impacts on the Shire;

- Review and update systems and processes to ensure compliance with the WHS Act;
- Provide training to officers about the new obligations and what Courts and regulators are likely to consider is required for compliance;
- Develop evidence of daily compliance with the obligations under the WHS Act; and
- Implement audits to ensure ongoing compliance with the WHS Act.

Immediate action has been taken over the past month to ensure rapid implementation of initiatives intended to ensure compliance with the above.

14. APPLICABILITY TO LOCAL GOVERNMENT

The Shire of Bridgetown itself is a PCUB as a local government entity. However, the WHS Act and regulations identify specific organisations that are not considered to be a PCBU for the purposes of the WHS Act. These include (but are not limited to):

- Individuals engaged solely as a worker (such as an employee) and an officer (such as an executive manager) acting in that capacity alone.
- Local government members, who are acting in that capacity.

However, local government employees, executive managers and Elected Members, while exempt from being a PCUB, are not exempt from the WHS Act and their respective obligations under this Act. Worksafe is clear that failing to perform these obligations will potentially lead to prosecution, including Industrial Manslaughter in the instance of death through negligence.

Specifically, local government employees, executive managers and Elected Members are defined as 'Others.' Section 29 of the WHS Act refers to 'Duties of other persons at the workplace' and outlines the following obligations:

29. Duties of other persons at the workplace

A person at a workplace (whether or not the person has another duty under this Part) must —

- (a) take reasonable care for the person's own health and safety; and*
- (b) take reasonable care that the person's acts or omissions do not adversely affect the health and safety of other persons; and*
- (c) comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with this Act.*

In addition, Section 31(2) states:

31. Failure to comply with health and safety duty — Category 1

(2) A person commits an offence (a Category 1 offence) if —

- (a) the person has a health and safety duty otherwise than as a person conducting a business or undertaking; and*
- (b) the person fails to comply with that duty; and*
- (c) the failure causes the death of, or serious harm to, an individual.*

Penalty for this subsection:

- (a) for an individual, if the offence is committed by the individual as an officer of a person conducting a business or undertaking, imprisonment for 5 years and a fine of \$680 000;*
- (b) for an individual, if paragraph (a) does not apply, imprisonment for 5 years and a fine of \$340 000;*
- (c) for a body corporate, a fine of \$3 500 000.*

(3) For the purposes of subsections (1)(c) and (2)(c), the failure causes serious harm to an individual if it causes an injury or illness to the individual that —

- (a) endangers, or is likely to endanger, the individual's life; or*
- (b) results in, or is likely to result in, permanent injury or harm to the individual's health.*

(4) A person charged with a Category 1 offence may be convicted of a Category 2 offence or a Category 3 offence.

15. PENALTIES

The WHS Act provides for three main categories of WHS offences (each with different 'fault elements'), along with a new offence of industrial manslaughter. A high-level overview of the maximum penalties for these offences for both PCBUs and officers is set out in the table further below.

A PCBU commits industrial manslaughter if it, in breach of its duties, engages in conduct that causes the death of an individual, knowing that the conduct is likely to cause the death of, or serious harm to, an individual, and in disregard of that likelihood.

An officer of a PCBU commits industrial manslaughter if a PCBU, in breach of its duties, engages in conduct that causes the death of an individual, and the PCBU's conduct is attributable to any neglect on the part of the officer, or is engaged in with the officer's consent or connivance.

WHS offences and maximum penalties

Offence	Maximum Penalty – PCBU	Maximum Penalty – officer
Industrial manslaughter	<ul style="list-style-type: none">Individual: 20 years imprisonment and a fine of \$5,000,000.Body corporate: \$10,000,000	<ul style="list-style-type: none">20 years imprisonment and a fine of \$5,000,000.
Category 1 Offence	<ul style="list-style-type: none">Individual: 5 years imprisonment and a fine of \$680,000.Body corporate: \$3,500,000	<ul style="list-style-type: none">5 years imprisonment and a fine of \$680,000.
Category 2 Offence	<ul style="list-style-type: none">Individual: \$350,000.Body corporate: \$1,800,000.	<ul style="list-style-type: none">\$350,000.
Category 3 Offence	<ul style="list-style-type: none">Individual: \$120,000.Body corporate: \$570,000.	<ul style="list-style-type: none">\$120,000.

16. INSURANCE AND INDEMNITY ARRANGEMENTS

The new laws prohibit entering into and receiving the benefit of insurance and other indemnity arrangements which cover WHS fines/penalties.

The prohibitions make it unlawful (for example) for a person to enter into an insurance policy that purports to indemnify a person for their liability to pay a fine for an offence under the WHS Act; or be indemnified, or agree to be indemnified, by another person for liability to pay a fine for an offence under the WHS Act.

Consequently, companies are no longer able to indemnify directors by paying fines on their behalf.

Officer Comment

The organisation is currently the subject of a Worksafe order for poor WHS record keeping or for not having certain WHS records in place at all.

This month the CEO approved the purchase of an automated WHS Management System to:

- Rectify the order;
- Capture all WHS inductions, documentation, policies/procedures, incidences, action items, SWMS, pre-starts, training, inspections, record keeping requirements (this will centralise for ease of access for all and locating information);
- Ensure WHS compliance into the future.

Statutory Environment – Work Health & Safety Act 2020

Integrated Planning

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

Policy/Strategic Implications – Not applicable

Budget Implications

Catastrophic if subject to prosecution for negligence

Whole of Life Accounting

Not applicable

Risk Management

Risk areas identified according to the Shires risk management policy, are Health, Financial Impact, and Reputational External.

Health:

Catastrophic (fatality, permanent disability) with a likelihood measure being unlikely, giving an overall risk rating of High.

Financial Impact:

Catastrophic (more than \$500,000) with a likelihood measure being unlikely, giving an overall risk rating of High.

Reputational External:

Due to the current dissatisfaction amongst affected members of the public there is a risk the issue will be escalated and therefore Reputational External is considered Moderate (substantiated, public embarrassment, moderate impact, moderate news profile, requires social media response and monitoring (e.g. State News story) with a likelihood measure being Likely, giving an overall risk rating of High.

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	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

ITEM NO.	Ca.06/1123	FILE REF.	
SUBJECT	Community Engagement Policy		
OFFICER	Executive Assistant		
DATE OF REPORT	24 November 2023		

- Attachment 5 CR 3 - Community Engagement Policy
- Attachment 6 Community Engagement Toolkit
- Attachment 7 Community Engagement Template 1
- Attachment 8 Community Engagement Template 2
- Attachment 9 Community Engagement Template 3
- Attachment 10 Community Engagement Template 4
- Attachment 11 Community Engagement Template 5 – Summary

OFFICER RECOMMENDATION

That Council adopt amended Policy CR 3 - Community Engagement as presented in Attachment 5.

Summary/Purpose

For Council to consider the proposed updates to the CR 3 - Community Engagement Policy.

Background

The review of the Community Engagement Policy was deferred from last month's Council meeting due to the Toolkit attachment not being included as part of the report.

Establishing parameters for effective communications between the Shire and the community lead to consistency in the way we share or present information and ask for feedback. This consistency is an important part of building trust through visibility and transparency.

Having clear policies that state how and why we interact and communicate with the public eliminates confusion for any officers involved in this communication. With a consistent approach over time the community begins to have clear understanding and expectations about how the Shire informs and interacts.

At the July 2023 Concept Forum a general discussion was held with Councillors regarding how our social media accounts were to be managed.

As an extension of this, Policy CR 3 - Community Engagement was reviewed which now includes a toolkit to assist and guide staff.

The existing policies were due for updating and have been done so in alignment with the External Communications Framework which was discussed with Council at the March 9 Concept Forum 2023.

Officer Comment

The proposed Community Engagement Policy will serve as valuable tool in our effort to have clear and consistent communication strategies, improve engagement and strengthen our image. This will also facilitate varied officers being able to deliver consistent messaging and communication when representing the Shire.

Statutory Environment

Section 2.7 of the *Local Government Act 1995* provides:

2.7. Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

Integrated Planning

- Strategic Community Plan
 - Outcome 15 A well informed engaged community
- Corporate Business Plan
 - Objective 15.1 Engage the community in a meaningful and timely way using the appropriate communication and consultation channels.
 - Action 15.1.1 Provide a Community Engagement Strategy to improve communication and consultation across all customer segments.
- Long Term Financial Plan – Not applicable

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

Policy/Strategic Implications - Nil

Budget Implications – Nil

Whole of Life Accounting – Not Applicable

Risk Management - Nil

Voting Requirements – Simple Majority

ITEM NO.	Ca.07/1123	FILE REF.	
SUBJECT	Bush Fire Brigade Training Report		
OFFICER	Community Emergency Services Manager		
DATE OF REPORT	21 November 2023		

OFFICER RECOMMENDATION

That Council acknowledge receipt of information contained in this report.

Summary/Purpose

Under the powers conferred by the *Bush Fires Act 1954* and the *Local Government Act 1995*, the Shire of Bridgetown-Greenbushes has significant obligations with regard to establishing and maintaining BFBs, including by keeping the volunteers, staff and community members safe.

In addition, since the introduction of the *Work Health & Safety Act 2020*, our obligation has increased with regard to:

- Having trained and competent Bushfire Brigade (BFB) volunteers on the fire ground;
- Supporting operations throughout the Shire (and State); and
- Ensuring the safety, training and compliance of responding members.

This Item provides an update on the:

- Current state of emergency services operations; and
- Training needs analyses and audit review required for Bridgetown-Greenbushes BFB members.

Background

Fire Training Programs are a role-based training framework designed for progressive and safe training. Training content is designed to be delivered in a flexible manner, either as a full course delivered over a weekend or, depending on the course, modularised and delivered over a timeframe that better suits the local environment.

A Training Program may include Training Streams related to specific response or capability roles, such as Pump Operator or Advanced Bush Firefighter. Within each Training Stream there are one or more required courses, which must be completed to complete that Training Stream. The Training Streams are designed to provide:

- Ease of targeting brigade profile requirements;
- Be easy for Brigades, Local Governments and DFES Regions to target brigade training needs;
- Allow volunteers more flexibility in their training; and
- Be easy to understand and complete.

As is the case with most Western Australian regional locations, many BFB volunteers have 'learnt on the job,' having responded to fires from an early age as young family members. However, over the past 20 years there has been an increasing agenda to ensure all BFB volunteers are trained and qualified to be involved in an active response role. Since the introduction of the *Work Health & Safety Act 2020*, our obligation has increased to ensure that this is the case.

The advantages of being formally qualified as a BFB volunteer are as follows:

- BFB volunteers are more confident, they know how to provide for their own safety and the safety of others, and they feel more supported in their respective roles.
- Other BFB volunteers are more confident that their safety will not be impacted by the incompetence of an untrained volunteer.
- The insurer has a greater sense of comfort that the volunteer is knowledgeable of tactical operations, including being proficient in the use of machinery, vehicles, personal protective equipment and command and control. There is less likelihood of negligence.
- Worksafe has a greater sense of comfort that the volunteer is knowledgeable of tactical operations, including being proficient in the use of machinery, vehicles, personal protective equipment and command and control. There is less likelihood of negligence.

The Shire of Bridgetown-Greenbushes, in partnership with the Department of Fire and Emergency Services, has made a concerted effort over the past 12 months to work towards ensuring all BFB volunteers have been provided with at least Basic Training.

As of today's date, the recorded status is:

- 581 registered BFB members across the Shire (note - not all are operational); and
- 283 competent (trained) BFB members from the DFES training data base (operational).

This means 48.7% of our members are recorded as being formally trained. However, there is strong reason to believe that the DFES database is an inaccurate reflection of the number of members trained. This is because of the system and procedure used to collect and maintain the data. Our Community Emergency Services Manager considers the figure to be closer to 80%.

To ensure report data is accurate, our strategy is:

- To conduct a full audit and review of membership and training needs analysis for 2024;
- The 2024 Training Plan is under development; and
- Expressions of Interest are being called for additional volunteer trainers (required to assist with future needs).

Officer Comment

Nil.

Statutory Environment

- Implementation Guide – Bush firefighter training program (DFES) for all operation firefighters.
- Appliance driver – PUAVEH001 - Drive vehicles under operational conditions.

Integrated Planning

➤ Long Term Financial Plan

Future needs for additional training from a training provider will be required to fill gaps in our training. Example –DFES has limited courses available and trainers available for the Driving Under Operation Conditions course.

Budget Implications

- Addition funds for external training (between \$300 to \$500 each student dependent on provider). This is for all BFB members that drive an emergency appliance.
- Need to investigate options for bulk training and do a campaign in blocks utilising our appliances and training facilities (then only pay a day rate).

Risk Management

The risk may be low, moderate, high or extreme, depending on the emergency event and the impact of that event.

Additional budget request: High risk due to compliance with the traffic code.

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	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

ITEM NO.	Ca.08/1123	FILE REF.	209
SUBJECT	Rolling Action Sheet		
OFFICER	Chief Executive Officer		
DATE OF REPORT	23 November 2023		

Attachment 12 Rolling Action Sheet – Old
Attachment 13 Rolling Action Sheet – New

OFFICER RECOMMENDATION

That the information contained in the Rolling Action Sheet be presented in a new format as shown in Attachment 13.

Summary/Purpose

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

Background

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

Statutory Environment - Nil

Integrated Planning

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

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

Policy/Strategic Implications – Not Applicable

Budget Implications – Not Applicable

Whole of Life Accounting – Not Applicable

Risk Management

There are no risk areas identified in accordance with Council Policy RM 1 – Risk Management as the report is for Council’s information only.

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	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

ITEM NO.	Ca.09/1123	FILE REF.	
SUBJECT	Repeal Policy ES2 – Use of Chainsaws by Bush Fire Brigade and ES4 – Bush Fire Brigade Personal Protective Equipment		
OFFICER	Chief Executive Officer		
DATE OF REPORT	23 November 2023		

Attachment 14 – ES2 Use of Chainsaws by Bush Fire Brigade
Attachment 15 – ES4 Bush Fire Brigade Personal Protective Equipment

OFFICER RECOMMENDATION

That Council repeal Policy ES2 Use of Chainsaws by Bush Fire Brigade and Policy ES4 Bush Fire Brigade Personal Protective Equipment.

Summary/Purpose

It is unnecessary and inappropriate to have a "Use of Chainsaws by Bushfire Brigades (BFB) Policy" and a "Bushfire Brigade Personal Protective Equipment (PPE) Policy" for the Shire of Greenbushes-Bridgetown. The Bush Fires Act 1954 (WA) provides us with the authority to equip BFBs as necessary.

A comprehensive review of existing BFB policies is underway, with impending approval by the Bushfire Advisory Committee and the Department of Fire and Emergency Services (DFES) under the emergency services remit. We seek this approval voluntarily because this external validation process ensures appropriate qualified personnel are making the decisions related to emergency services and aligns decision-making with legislative standards and DFES policy.

Our commitment to legislative compliance, including the Work Health & Safety Act 2020, guarantees the safety and competency of BFB Members in using diverse equipment, including chainsaws, as part of their emergency response roles.

Finally, the use of chainsaws and PPE is an operational matter, not a matter for Council deliberation.

Background

It is unnecessary and inappropriate to have a "Use of Chainsaws by Bushfire Brigades (BFB) Policy" and a "Bushfire Brigade Personal Protective Equipment (PPE) Policy" for the Shire of Greenbushes-Bridgetown. The Bush Fires Act 1954 (WA) grants local governments the authority to equip bush fire brigades with necessary appliances, equipment, and apparatus. Our commitment to legislative compliance, including the Work Health & Safety Act 2020, ensures the safety and competency of BFB Members in the use of various equipment, including chainsaws.

As part of our ongoing commitment to safety and effective emergency response, our current suite of BFB policies is presently undergoing a comprehensive review by the Community Emergency Services Manager (CESM). This review process involves a thorough examination of all existing BFB policies to ensure that they align with the latest standards and guidelines set forth by the Department of Fire and Emergency Services (DFES). It is important that personnel with appropriate emergency services expertise lead this process and that their experienced hierarchy approve the content.

While local government is the approving authority for BFB policies, we voluntarily seek approval/endorsement from the Bushfire Advisory Committee and DFES to ensure we are operating within the broader framework of emergency services. This regulatory oversight ensures that our policies comply with the highest standards and are reflective of best practices in emergency response.

Given that the approval of BFB policies falls within the emergency services remit and not under the direct purview of the Council, the introduction of a separate policy on chainsaw uses and PPE is redundant. The existing legislative framework and the imminent approval of updated policies by DFES will ensure that BFB Members are

equipped and trained in accordance with the highest safety standards.

Finally, the use of chainsaws and PPE is an operational matter.

Officer Comment

Statutory Environment

The Bush Fires Act 1954 (WA)
Work Health & Safety Act 2020

Integrated Planning

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

Policy/Strategic Implications

Budget Implications

Whole of Life Accounting

Risk Management

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	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements - Simple Majority

ITEM NO.	Ca.10/1123	FILE REF.	
SUBJECT	Draft Policy P 19 – Grievance Resolution		
OFFICER	Human Resources Officer		
DATE OF REPORT	22 November 2023		

Attachment 16 Draft Policy P 19 – Grievance Resolution

OFFICER RECOMMENDATION

That Council adopt Policy P 19 – Grievance Resolution as presented in Attachment 16.

Summary/Purpose

Implementing a Grievance Resolution Policy for the Shire of Bridgetown-Greenbushes (the Shire) employees, is not only a proactive measure to comply with legal requirements but also a strategic investment in promoting a positive work culture, enhancing employee satisfaction and ensuring the overall success of the Shire. A Grievance Resolution Policy demonstrates the Shire's commitment in addressing issues raised in a fair, transparent, lawful and efficient manner.

It is recommended that Council adopt policy P 19 – Grievance Resolution.

Background

The Shire already has in place P1 – Anti-Discrimination, Sexual Harassment and Bullying which refers to a grievance handling procedure. P1 – Anti-Discrimination, Sexual Harassment and Bullying is very prescriptive in the handling of sexual harassment complaints. The proposed P 19 – Grievance Resolution provides for the handling of all level of complaints / disputes. This policy also allows for the appointment and formal training of Grievance Resolution Officers.

Officer Comment

Adopting P 19 – Grievance Resolution is beneficial to the Shire in the following ways:

Employee Satisfaction and Morale:

A Grievance Resolution Policy demonstrates the Shire's commitment to fostering a positive work environment. When employees feel heard and supported in addressing their concerns, it contributes to higher job satisfaction and morale. The appointment of Grievance Resolution Officers under the policy is an appointment of those who already demonstrate positive workplace behaviours and successful working relationships with their colleagues in all areas.

Conflict Resolution:

Conflicts are inevitable in any workplace. Having a structured Grievance Resolution Policy provides a clear and fair process for resolving conflicts and preventing them from escalating and negatively impacting the work environment.

Legal Compliance:

Adhering to employment laws and regulations is essential. A Grievance Resolution Policy helps the Shire remain compliant with employment laws in Western Australia. It ensures that disputes are handled fairly and in accordance with legal requirements.

Productivity and Performance:

Addressing employee grievances promptly helps maintain a focused and productive workforce. Unresolved conflicts can lead to decreased productivity and lower overall performance, which can have adverse effects on the quality of services provided by the Shire.

Retention and Recruitment:

A Grievance Resolution Policy can positively influence employee retention. When employees know that their concerns will be addressed, they are more likely to stay with the organisation. Moreover, a positive work culture, supported by effective grievance resolution, can enhance the local government's reputation as an employer of choice, aiding in recruitment efforts.

Fairness and Equity:

A formalised grievance resolution process ensures that all employees are treated fairly and equitably. It establishes a consistent standard for addressing concerns and promoting a sense of justice among employees.

Prevention of Escalation:

Timely resolution of grievances prevents issues from escalating into more serious problems. By providing a structured process for addressing concerns, the Shire can nip potential larger disputes in the bud.

Employee Engagement:

An engaged workforce is essential for the effective functioning of any organisation. When employees feel that their concerns are taken seriously and addressed, they are more likely to engage positively with their work, colleagues, and the Shire's goals.

Continuous Improvement:

A Grievance Resolution Policy allows the Shire to learn from employee feedback. By addressing concerns and identifying recurring issues, the Shire can make informed decisions to improve policies, procedures, and the overall work environment.

Statutory Environment

Shire of Bridgetown-Greenbushes Outside Works Staff Enterprise Bargaining Agreement 2023

Shire of Bridgetown-Greenbushes (Administration Staff) Employee Collective Agreement 2023

Local Government Officers' (Western Australia) Award 2021

Municipal Employees (Western Australia) Award 2021

Industrial Relations Act 1979

Local Government Act 1995

Integrated Planning

- Strategic Community Plan
 - Outcome 14 Effective governance and financial management
- Corporate Business Plan
 - Objective 16.1 Attract, train, develop and retain a skilled and effective workforce.
- Long Term Financial Plan – Not applicable
- Asset Management Plans – Not applicable

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

Policy/Strategic Implications - Nil

Budget Implications – Not applicable

Whole of Life Accounting – Not applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Health, Financial, Compliance and Reputational (both internal and external).

If Council resolve not to adopt policy P 19 – Grievance Resolution, Council run the risk of the Shire being unable to follow due process to ensure grievance resolution actions applied, are consistent, compliant and legal. This may result in Work Health and Safety claims for mental health or physical health distress.

The overall risk has been measured as High.

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	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

ITEM NO.	Ca.11/1123	FILE REF.	
SUBJECT	Draft Policy P 20 – Professional Development and Performance Review		
OFFICER	Human Resources Officer		
DATE OF REPORT	22 November 2023		

Attachment 17 Draft Policy P 20 – Professional Development and Performance Review.

OFFICER RECOMMENDATION

That Council adopt Policy P 20 – Professional Development and Performance Review as presented in Attachment 17.

Summary/Purpose

Implementing a Professional Development and Performance Review policy for the Shire of Bridgetown-Greenbushes (the Shire) employees, may serve as a strategic tool that contributes to employee satisfaction, organisational success, and long-term sustainability. It aligns individual and organisational goals, promotes continuous improvement and positions the company to thrive in a dynamic business environment. It is recommended that Council adopt policy P 20 – Professional Development and Performance Review.

Background

Historically, the Shire has been reactive to filling vacancies and often struggled to attract a pool of suitably qualified applicants, particularly for specialist roles within the Shire.

Adopting policy P 20 – Professional Development and Performance Review, provides Shire employees with a transparent and consistent approach to professional development through identification of high-potential employees in readiness to cover or fill specialist roles.

Officer Comment

Adopting P 20 – Professional Development and Performance Review is beneficial to the Shire in the following ways:

Employee Growth and Skill Enhancement

A well-structured professional development policy encourages employees to enhance their skills and knowledge. This growth benefits both the individual and the Shire as employees become more proficient in their roles and contribute more effectively to the Shire's success.

Retention and Employee Satisfaction

Offering opportunities for professional development demonstrates a commitment to employee growth and can increase job satisfaction. This, in turn, contributes to higher employee retention rates, reducing recruitment and training costs associated with high turnover.

Increased Productivity

Employees who receive regular performance reviews and have access to professional development opportunities are more likely to be engaged and motivated. This

increased motivation often translates into higher levels of productivity, benefiting the overall efficiency of the Shire.

Succession Planning

A performance review policy provides a structured framework for identifying high-potential employees and grooming them for leadership roles. This is essential for effective succession planning, ensuring that the Shire has a pool of qualified individuals ready to step into key positions as needed.

Alignment with Shire Goals

Regular performance reviews allow for the alignment of individual goals with Shire objectives. Employees can understand how their work contributes to the overall success of the Shire, fostering a sense of purpose and dedication.

Quality Control and Improvement

Performance reviews serve as a mechanism for assessing the quality of work and identifying areas for improvement. Constructive feedback and targeted professional development can result in continuous improvement in individual and team performance.

Legal Compliance and Fairness

Having a formal performance review policy helps ensure that evaluations are conducted fairly and consistently across the Shire. This is critical for legal compliance and can protect the Shire from potential legal issues related to employee treatment and termination.

Employee-Centric Approach

A policy that emphasises professional development and performance reviews communicates to employees that their growth and well-being are valued. This employee-centric approach fosters a positive work culture and can enhance the employer-employee relationship.

Adaptability to Change

In a rapidly evolving business environment, employees need to adapt to new technologies, methodologies, and industry trends. A professional development policy facilitates ongoing learning and helps employees stay relevant and effective in their roles.

Competitive Advantage

Investing in Shire employees' professional development provides a competitive edge with increased job satisfaction and security, when coming up against the likes of Talison, where higher salaries can often seem more attractive. A skilled and motivated workforce can be a significant asset, enabling the Shire to be innovative, adaptable and efficient for the community.

Statutory Environment

Shire of Bridgetown-Greenbushes Outside Works Staff Enterprise Bargaining Agreement 2023

Shire of Bridgetown-Greenbushes (Administration Staff) Employee Collective Agreement 2023

Local Government Officers' (Western Australia) Award 2021

Municipal Employees (Western Australia) Award 2021

Industrial Relations Act 1979
Local Government Act 1995

Integrated Planning

- Strategic Community Plan
 - Outcome 14 Effective governance and financial management
- Corporate Business Plan
 - Objective 16.1 Attract, train, develop and retain a skilled and effective workforce.
- Long Term Financial Plan – Not applicable
- Asset Management Plans – Not applicable
- Workforce Plan - Nil
- Other Integrated Planning – Not applicable

Policy/Strategic Implications - Nil

Budget Implications – Not applicable

Whole of Life Accounting – Not applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Health, Financial, Compliance and Reputational (both internal and external).

If Council resolve not to adopt policy P 20 – Professional Development and Performance Review, Council run the risk of the Shire being unable to attract and retain a skilled and effective workforce.

The overall risk has been measured as High.

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	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

ITEM NO.	Ca.12/1123	FILE REF.	
SUBJECT	Talisn Partnering for the Future Update		
OFFICER	Principal Project Manager		
DATE OF REPORT	24 November 2023		

Attachments 18 November 2023 Partnering for the Future 2023 Report

OFFICER RECOMMENDATION

That Council acknowledge receipt of information contained in the ‘November 2023 Partnering for the Future 2023 Report’.

Summary/Purpose

For Council awareness to the status of the Partnering for the Future Project between Talison Mining Company (Talison) and the Shire of Bridgetown – Greenbushes (The Shire).

Background

In August 2023, a ‘Partnering for the Future 2023’ agreement was reached between the Shire and Talison, whereby Talison would fund several Community infrastructure improvement projects in Greenbushes and Bridgetown to the value of \$1,640,459 which were to be delivered within the 2023 calendar year period.

In addition, in November 2023, the Shire put forward a series of projects to Talison for the Partnering for the Future 2024 period to the value of \$5,350,000 to be delivered within the 2024 calendar year period. This proposal forms part of the Talison Board Meeting Agenda in mid-December 2023, at which point, the Shire will be advised of the outcome.

Officer Comment

2023 Program: Some elements of the current 2023 project delivery program are slightly behind schedule due to the very short period of time between the 2023 agreement finalisation and the end of year delivery date, however discussions with Talison confirm that a calendar year carry forward of funds is acceptable to ensure proper completion of the project works. Of particular note is the resurfacing of a number of Greenbushes local roads and completion of irrigation and dam building works at the Bridgetown Sports Ground. Commentary of the status of all 2023 projects is included in the attachment.

2024 Program: Officers have proposed a much larger package of works to be delivered within the 2024 calendar year including the funding of additional elements from the original planned program.

Key elements include:

1. The top up funding of the new Shire Depot to ensure a proper, modern, fit for purpose facility is delivered. Council Officers have engaged a reputable Architectural firm to undertake conceptual and detailed designs for the facility with costed Concepts due for release in December. (Refer item C.10/1123 18th October 2023).
2. Top up funding to complete the Town Hall project with the installation of Air Conditioning and upgrades to the toilets and kitchen which will enable the facility to be utilised as a second Evacuation Centre.
3. Top up funding to enable the construction of a replacement dam at the Bridgetown Sports field.
4. Funding to implement the installation of PV and battery at the Bridgetown Leisure Centre.
5. Funding for the installation of staff buildings at the Recycling Centre.
6. Top up funding for the full scope of fit out works to the new Visitor Centre.
7. Installation of a playground at the Highlands Estate and a new dog park
8. Planning for the installation of LED feature / event lighting in Bridgetown

Statutory Environment

All new facilities will need to be compliant with the Work Health and Safety Act 2020, the Building Code of Australia 2012, the Disability Services Act 1993, Health (Miscellaneous) Act 1911, Public Health Act 2016, Food Act 2008 and all other relevant Standards and Codes that apply.

Integrated Planning

➤ Strategic Community Plan

Outcome 16 An engaged and effective workforce

Objective 16.1 Attract, train, develop and retain an effective workforce.

➤ Corporate Business Plan

Outcome 16 An engaged and effective workforce

➤ Long Term Financial Plan

Other than the funds allocated in the Shire's 2023-24 Budget, there are no other additional funds allocated to these projects.

➤ Asset Management Plans

All new assets will be included in the Shire's Asset Management Plans with provision for annual and long-term maintenance.

➤ Workforce Plan

Project Management costs to deliver the 2024 Partnering of the Future Project Plan are covered within the Grant request.

➤ Other Integrated Planning - NA

Policy/Strategic Implications - NA

Budget Implications – Increased Grant funding to support the Community and Staff will reduce demand on Municipal funds.

Whole of Life Accounting

Potential increased in Capital expenditure of \$5,350,000 across the 23/24 financial years.

Risk Management

Positive - The upgrades to the Town Hall will ensure the facility is fit for purpose as a second Evacuation Centre for use by the public.

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	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

ITEM NO.	Ca.13/1123	FILE REF.	
SUBJECT	Advisory Committees		
OFFICER	Executive Assistant		
DATE OF REPORT	24 November 2023		

- Attachment 19 Audit Committee Instrument of Appointment
- Attachment 20 Bush Fires Advisory Committee Instrument of Appointment
- Attachment 21 CEO Performance Review Committee Instrument of Appointment
- Attachment 22 Local Emergency Management Committee Instrument of Appointment

OFFICER RECOMMENDATION – 1

That Council appoint Cr _____, Cr _____, and Cr _____ as the Elected Member representatives on the Audit Committee in accordance with the Instrument of Appointment presented in Attachment 19.

OFFICER RECOMMENDATION – 2

That Council appoint Cr _____, and Cr _____ as the Elected Member representatives on the Bush Fires Advisory Committee in accordance with the Instrument of Appointment presented in Attachment 20.

OFFICER RECOMMENDATION – 3

That Council appoint Cr _____, Cr _____, and Cr _____ as the Elected Member representatives on the CEO Performance Review Committee in accordance with the Instrument of Appointment presented in Attachment 21.

OFFICER RECOMMENDATION – 4

That Council appoint Cr _____, Cr _____, and Cr _____ as the Elected Member representatives on the Local Emergency Management Committee in accordance with the Instrument of Appointment presented in Attachment 22.

OFFICER RECOMMENDATION – 5

That Council note the CEO's intention to extend the nomination period for the Community representatives on the Access and Inclusion Committee, Cultural Inclusion Advisory Committee, Trails Advisory Committee, Sustainability Advisory Committee and Youth Services Advisory Committee.

Summary/Purpose

For Council to determine the Elected Member Representatives on the Audit Committee, Bush Fires Advisory Committee, CEO Performance Review Committee and the Local Emergency Management Committee.

Background

At the Special Council Meeting on 24 October 2023 (Meeting 1) Council resolved to establish the Audit Committee, Bush Fires Advisory Committee, CEO Performance Review Committee, and the Local Emergency Management Committee, noting that a

subsequent report would be presented to Council to determine the Elected Member representatives on the Committees. Due to the lack of community nomination received for the Access and Inclusion Committee, Cultural Inclusion Advisory Committee, Trails Advisory Committee, Sustainability Advisory Committee and Youth Services Advisory Committee it is recommended that the nomination period be extended to encourage more nominations from the Community.

Officer Comment

It is recommended that Council appoint Elected Members onto their Committees in accordance with their Instrument of Appointment, should Council resolve to include more Elected Member representatives on their Committees, the Instrument of Appointment needs to be updated to reflect this.

Audit Committee

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and meet with the local government's auditor (at least once in every year) so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Bush Fires Advisory Committee

The main function of the Bush Fires Advisory Committee is to represent volunteer bushfire brigades within the Shire and to make recommendations to Council on the following:

- Annual firebreak requirements
- General management of and communication within the bushfire brigade structure
- Planning, setting standards and works program for fire prevention within the Shire
- Formation, rationalisation or winding up of any bush fire brigades within the Shire
- Standards of equipment that should be provided and maintained under Brigade control
- review of firefighting/prevention practices
- Coordination of training
- Review of Council's Bushfire Mitigation Strategy
- Any other matters relating to bush fire control.

CEO Performance Review Committee

The CEO Performance Review Committee assists Council in the annual review process of the CEO and the setting (and review) of Key Performance Indicators (KPI's) for the ensuing 12 month period that reflect the CEO's personal performance and also that for the organisation as a whole.

Local Emergency Management Committee

The functions of a Local Emergency Management Committee, as prescribed in the Emergency Management regulations are:

- a. to advise and assist the local government in ensuring that local emergency management arrangements are established for its district
- b. to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements
- c. to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations

The Shire's Local Emergency Management Committee also advises Council on incident prevention and preparation, and assists in the management of recovery processes following an emergency event affecting the Shire.

Statutory Environment

Local Government Act 1995

5.10. Committee members, appointment of

- (1) A committee is to have as its members —
- (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
 - (b) persons who are appointed to be members of the committee under subsection (4) or (5).
- * Absolute majority required.

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

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

Integrated Planning

- Strategic Community Plan
 - Outcome 13 proactive, visionary leaders who respond to community needs
 - Objective 13.1 strengthen leadership and advocacy
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans – Not applicable
- Workforce Plan - Nil
- Other Integrated Planning – Nil

Policy/Strategic Implications
CR 8 – Advisory Committees

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management – Compliance and service interruption.

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	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

Corporate Services

ITEM NO.	Ca.14/1123	FILE REF.	
SUBJECT	Bridgetown Town Square RV Parking – Removal of Access to Power		
OFFICER	Manager Visitor Servicing		
DATE OF REPORT	10 November 2023		

OFFICER RECOMMENDATION

That Council resolve to remove access to power at the 24 hour RV camping stop located in the Bridgetown Town Square car park.

Summary/Purpose

To mitigate risks associated with misuse of power facilities and to ensure a fair business environment within the Shire of Bridgetown-Greenbushes for caravan parks this item seeks Council’s approval to remove the existing power supply facility at the free 24 hour RV camping stop located in the Bridgetown Town Square carpark.

Background

The October 2020 Community Scorecard (which informed the development of Council's current Strategic Community Plan) identified a community view that there is a need to attract tourists as a high priority action. Council's 2021-2025 Corporate Business Plan included the following action:

"12.2.4 Facilitate key stakeholder engagement in achieving RV friendly town status."

During December 2021 staff liaised with owners of both caravan parks located within the Shire regarding the introduction of a free 24 hour RV camping stop in Bridgetown. One operator was highly supportive of the initiative (as both a trial and a permanent option) and the other, while aware of the potential wider community and economic benefit, felt that a free 24 hour camping option raised concerns about the impact on their business.

In January 2022 council resolved:

"C.10/0122c That Council:

- 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.*
- 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.*
- 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."*

During the trial feedback was received from patrons about fluctuating power outages in the two western bays. Investigations confirmed that the electrical cable for power supply to these bays was non-compliant. Council at its 28 July 2022 meeting resolved in part to:

"C.05/0722

- 1. Note the results of the 3 month trial of 24 hour free camping for self-contained motorhomes and caravans in the railway car park.*
- 2. Continue with allowing 24 hour free camping for self-contained motorhomes and caravans in dedicated parking bays in the railway car park with the 2 eastern bays to have access to power supply and the 2 western bays being unpowered."*

In March 2023 power was cut to the western bays as per Council's resolution.

On 11th July 2023 a caravan park operator in the shire contacted the Manager Visitor Servicing about the free electricity being provided to the eastern two bays at the Town Square 24 hour RV stop. The operator provided photos of caravans misusing the facilities by using power boards and running extension cords across the car park to gain access to power at the western side bays. This practice has also been observed by Shire officers.

Officer Comment

In January 2023 the Caravan and Motorhome Club of Australia Ltd (CMCA) acknowledged that the town of Bridgetown has met the criteria to be accepted as an 'RV Friendly Town'. Providing power at the RV stop is not a requirement of an RV Friendly Town. Council's letter of understanding with the Campervan & Motorhome Club of Australia outlines the facility is for use by self-contained motorhomes, campervans and caravans only. RV vehicles who do not have their own power source can be serviced by the two caravan parks located within the Shire.

It is proposed that the power be disconnected to this facility with the existing power outlets being blanked off. This approach is preferred over a full removal of the power pole to this section of the car park to enable the power to be more easily switched back on should the Shire choose to use the power for other purposes in this area. It is proposed that this disconnection will take place as soon as a contractor can be organised for the job.

The future of this location as an RV stop will be researched and community feedback will be sought at a future date to inform decision making on the best way to support the RV market for tourism in Bridgetown.

Statutory Environment

The Caravan Parks & Camping Grounds Regulations 1997 legislates the requirements associated with caravans, number of showers, toilets, hand basins and the like. Regulation 11 addresses the subject of camping other than at caravan park or camping ground and allows camping for up to 24 consecutive hours in a caravan or other vehicle on a roadside rest area. A roadside rest area is defined as an area designated by a traffic sign erected in accordance with a written law, as an area which may be used for 24 hours for resting, stopping or camping in a vehicle.

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

Policy Implications – Nil

Budget Implications

Council's 2023/24 Budget includes an allocation of \$1,750 for costs associated with the RV Friendly sites. The cost of disconnecting the existing power and new signage to reflect the change to power facilities can be accommodated within the existing budget allocation.

Whole of Life Accounting - Nil

Risk Management

Disconnecting the power facility at the Bridgetown RV stop will mitigate risks associated with the misuse of the power facility currently being observed. The risk to personal injury associated with misuse of the power has been assessed as ‘moderate’ in accordance with Council’s Policy RM 1 – Risk Management i.e. a moderate risk to an individual’s health that is unlikely to occur.

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	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

ITEM NO.	Ca.15/1123	FILE REF.	131
SUBJECT	October 2023 Financial Activity Statements and List of Accounts Paid in October 2023		
OFFICER	Manager Finance		
DATE OF REPORT	21 November 2023		

Attachment 23 – October 2023 Financial Activity Statements

Attachment 24 – List of Accounts Paid in October 2023

OFFICER RECOMMENDATION

That council receive the:

1. October 2023 Financial Activity Statements as presented in Attachment 23; and
2. List of Accounts Paid October 2023 as presented in Attachment 24.

Summary/Purpose

Regulation 34 of the Local Government (*Financial Management*) Regulations 1996 (the Regulations) requires a local government to prepare each month a statement of

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

Background

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

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

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

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

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

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

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

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

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

The list of accounts is to be:

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

Statutory Environment

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

Regulation 35(5) of the Local Government (*Financial Management*) Regulations requires a local government to adopt a percentage or value to be used in statements of financial activity for reporting material variances. Council when adopting its 2023/24 budget resolved as follows:

“C.07/0823 That Council for the financial year ending 30 June 2024 adopt a percentage of plus or minus 5% at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. The exception being that material variances of \$10,000 or less are non-reportable.

The attached financial activity statements provide explanation of material variances in accordance with resolution C.07/0823.

Integrated Planning

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

Policy Implications

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

Budget Implications

Expenditure incurred in October 2023 and presented in the list of accounts paid, was allocated in the 2023/24 Budget.

Whole of Life Accounting – Not applicable

Risk Management

There are no risk areas identified according to Policy RM 1 – Risk Management, as Council have been asked to receive the reports only and no further decision of Council if required.

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	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

ITEM NO.	Ca.16/1123	FILE REF.	
SUBJECT	Budget Management Report – October 2023		
OFFICER	Director Corporate Services		
DATE OF REPORT	20 November 2023		

Attachment 25 – Budget Management Report October 2023

OFFICER RECOMMENDATION

That Council

1. receives the October 2023 Budget Management Report as presented in Attachment 25; and
2. amends the 2023/24 Budget as follows:

Account or Job Number	Account or Job Description	Expenditure or Income Type	Current Budget	Budget Amendment	Amended Budget
1310920	Cemetery and Memorial Plaques	Materials & Contracts	\$4,750	\$5,000	\$9,750
1310930	Sale of Cemetery & Memorial Plaques	Fees & Charges	-\$5,000	-\$5,000	-\$10,000
1065320	Fire Prevention Unspent Grants	Other Minor Expenditure	\$0	\$2,815	\$2,815

1081120	SES Unspent Grants	Other Minor Expenditure	\$0	\$449	\$449
1065740	Fire Equipment Shire Funded	Materials & Contracts	\$0	\$15,000	\$15,000
Reserve 104	Bush Fire Reserve	Reserve Transfer	\$61,613	-\$15,000	\$46,613
09BN	Greenbushes Fire Station	Materials & Contracts	\$322,600	\$307,234	\$629,834
10BN	Wandillup Fire Station	Materials & Contracts	\$351,100	\$379,444	\$730,544
1060070	DFES ESL Levy Non-Recurrent Grants	Capital Grants - State	-\$1,195,334	-\$686,678	-\$1,882,012
GS73	Crowd Wheatley Road Gravel Sheeting Works	Materials & Contracts	\$107,500	\$27,751	\$135,251
GS74	Klause Road Gravel Sheeting Works	Materials & Contracts	\$90,000	\$23,144	\$113,144
GS75	Walter Willis Road Gravel Sheeting Works	Materials & Contracts	\$52,500	\$11,729	\$64,229
BR06	Maranup Ford Road Bridge (3318A)	Materials & Contracts	\$110,000	-\$22,580	\$87,420
RC64	Hacket Street (Asphalt)	Materials & Contracts	\$115,265	-\$40,265	\$75,000
Total				\$3,043	

Summary/Purpose

Presented is the October 2023 Budget Management Report (Attachment 25). The report contains detail of budget overspends authorised by the Chief Executive Officer and requested budget amendments for Council's consideration.

Background

To aid in efficient and effective management of budget allocations Council adopted policy 'FM13 – Budget Management' at its meeting held 15 December 2022.

Officer Comment

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

To assist in the day-to-day management of budget allocations policy 'FM13 – Budget Management' provides clear direction on the approved circumstances in which budget overspends may be authorised and the associated reporting requirements to Council. The policy provides for the following categories of budget overspends:

- Non-Reportable
- Determined by the CEO and Subsequently Reported to Council
- Authorised by the Shire President in an Emergency

- Council Budget Amendments

The attached Budget Management Report provides information as required by the policy. Budget amendments as per the officer recommendation will result in an increase in overall budget expenditure by \$709,721. This expenditure increase will be partly funded by \$691,678 in additional income and an increase in transfers from Reserve of \$15,000. The unfunded balance of \$3,043 in increased expenditure will be factored into the mid-year budget review.

Statutory Environment

Local Government Act 1995

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

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

Section 6.8 of the Act – Expenditure from municipal funds not included in annual budget:

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

Integrated Planning

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

Policy Implications

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

Budget Implications

Budget amendments as recommended will reduce funds held in the Bush Fire Reserve by \$15,000. The resulting overall deficit of \$3,043 will require funding consideration as part of the mid-year budget review.

Whole of Life Accounting – Not applicable

Risk Management

The unfunded amount of \$3,043 is considered a low financial risk according to Council’s Policy RM 1 – Risk Management i.e., there is an unlikely minor financial risk that the amount will remain unfunded following the mid-year budget review.

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	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

Community

ITEM NO.	Ca.17/1123	FILE REF.	451.2.4
SUBJECT	New Fee and Charge & Emergency Services Volunteer discount		
OFFICER	Coordinator Recreation & Leisure		
DATE OF REPORT	22 November 2023		

OFFICER RECOMMENDATION that Council;

1. *Approve a new hire fee of \$140.00 per hour (minimum 2 Hours) for the private hire/use of the inflatable to be introduced in the current 2023/24 fees and charges.*

2. *Approve a new Inflatable Obstacle Course entry fee of \$5.00 to be included in the current 2023/24 fees and charges.*

3. Approve unbudgeted income of approximately \$8,431 received from the payment of fees and hire of the inflatable to be reflected in the 2023-24 budget.
4. Approve the extension of the current 50% discount on gym memberships for Emergency Services volunteers to include 50% discount on Pool and Pool & Gymnasium Memberships.

Summary/Purpose

The introduction of the Inflatables at the Bridgetown Leisure Centre Swimming Pool will increase patronage and revenue for the Bridgetown Leisure Centre. The recommended fee to participate on the inflatable has been based on a review of similar regional Local Governments. It is estimated that the set fee of \$5/person will cover the cost of additional staffing, contingency for repairs and replacement.

To support the emergency services volunteers, an extension of the 50% discount on gym memberships, which Council currently provide, to include a 50% discount on pool membership is recommended to meet the various interests and the health and fitness needs of emergency services volunteers.

Background

For approximately 5 years before the pool was rebuilt Council owned a pool inflatable which was used on a regular basis. The inflatable was designed for a 50-meter pool and did not meet the Australian Standards for the current 25m pool. In addition, Royal Life Saving reminds waterborne inflatable operators of the supervision arrangements contained within the Guidelines for Safe Pool Operations: SV22 - Supervision of Inflatable Play Equipment and SV21 - Supervision of Floating Play Equipment as well as the inflatable use depth calculators available within the Guidelines of Safe Pool Operations for a 25 meter pool.

Bridgetown Leisure Centre have offered a discount of 50% for gym memberships for emergency services volunteers for approximately 10 years. Community feedback indicates that an inclusion of pool membership and a pool and gym membership would support those volunteers that would like to include swimming into their fitness regime.

Officer Comment

As part of the Year 1 Talison Lithium PTY LTD funding partnership, the Shire has received funding to purchase an inflatable obstacle course for the Bridgetown Leisure Centre Swimming Pool. To ensure that pool and the inflatable are safely monitored there is a requirement for an additional 2 lifeguards to supervise the inflatable. The inflatable fee and hire fees will ensure the cost recovery of the additional expenses incurred due to extra Lifeguard wages.

Market research was undertaken, reviewing the fees other Local Government charge for usage of inflatables. The officer recommendations have been developed based on the fees outlined below.

Local Government	Hourly Rate	Entry Fee	Min Age
Busselton	\$140.00 (Min 2 Hours)		5
Geraldton	\$165.00 (Min 2 Hours)		6
Albany	\$164.90 (Min 2 Hours)	\$8.00 Include pool entry	
Melville	\$139.00 (Min 2 Hours)		6
Rockingham	\$137.50 (Min 2 Hours)	\$4.20 (inflatable Only)	9

The introduction of the Inflatable obstacle course and basketball hoops will provide greater opportunities for young people from the community to engage in recreational activities at the pool.

The inflatable is intended to engage and entertain children and young people, provide an exciting and challenging activity for the community. The inflatable will also be offered to community for private hire to enhance special events/occasions/birthdays.

Having BLC inflatable days should increase the patronage of the swimming pool and offer a new stream of income to support the increase in services offered at the aquatic centre.

Offering a 50% discount to emergency volunteers for gym membership has been something Council has deemed important to do as an expression of its gratitude for those in our community that put themselves at risk for the protection of life and property. This extension to include pool memberships provides another option for volunteers and ensures the expression of gratitude is fit for purpose and meets the needs of those valued volunteers.

Statutory Environment

2023/24 Fees & Charges – Shire of Bridgetown-Greenbushes

Integrated Planning

- Strategic Community Plan

Outcome 2 Good health and community wellbeing

Objective 2.2 Provide quality sport leisure and recreation services.

- Corporate Business Plan

4.2.9 Provide an expanded range of activities at the Bridgetown Leisure Centre

- Long Term Financial Plan - Nil

- Asset Management Plans

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

- Workforce Plan - Nil

- Other Integrated Planning - Nil

Policy Implications

Nil

Budget Implications

As the income of approximately \$8,431 associated with the new fee is unbudgeted, Council will need to approve the new fee and charge and the estimated income generated by the additional inflatable entry fee and inflatable hire.

Whole of Life Accounting - Nil

Risk Management

The current recommendations address the following identified Strategic Risk Management Priorities according to Policy RM 1 – Risk management is Financial and reputational.

Financial – Financial risk is moderate given if the new fees associated with the inflatable were not approved given the cost of providing extra staff to monitor the use of the inflatables is a requirement, providing this new activity would increase the amount of subsidy Council is paying toward ongoing and new services at the BLC.

Reputational – Reputational risk - external is low given the impact of not supporting the recommendation to extend the 50% discount to include pool and pool/gym membership may create a minor consequence even though the likelihood of external reputational risk is likely.

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	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

Infrastructure

ITEM NO.	Ca.18/1123	FILE REF.	
SUBJECT	Budget Amendment – Contract Resheeting Works		
PROPONENT	Shire of Bridgetown Greenbushes		
OFFICER	Manager Infrastructure & Works		
DATE OF REPORT	22 November 2023		

OFFICER RECOMMENDATION

That Council amend the 2023/24 budget as follows:

- a. *Decrease the budget of Job BR06, Maranup Ford Road Bridge (3318A), by \$22,580.*
- b. *Decrease the budget of Job RC64, Hackett Street, by \$40,000.*
- c. *Increase the Road Construction/Reconstruction program account number 1386940 by \$63,580.*

Summary/Purpose

An additional materials and contracts amount of \$63,580 is required to complete the contractor performed gravel resheeting works currently underway on Crowd Wheatley Rd, Klause Rd and Walter Willis Rd.

Background

During the 2nd special Council Meeting in October 2023, Council resolved (SpCa.02/1023) to allocate \$250,000 to undertake urgent gravel resheeting works on sections of Crowd Wheatley Rd, Klause Rd, and Walter Willis Rd totalling 5.6km.

Since then, a civil contractor has been engaged and works commenced. The contractor scope has included establishment of two adjacent gravel pits along with the actual resheeting works. Excluded from the civil contractor scope has been traffic control and the purchase cost of gravel from the landowners.

Officer Comment

At the time of the October meeting, available information indicated \$250,000 would be sufficient to undertake the full proposed scope. While the civil contractor works are within this figure, the overall cost including traffic control and gravel is now higher than budgeted to complete the scope. Projected total project cost is now \$312,500 against the current \$250,000 budget resulting in a \$62,500 shortfall.

There are two jobs identified that could fund the shortfall:

1. Maranup Ford Road Bridge (3318A) – Job BR06
A purchase order \$22,580 under budget has been issued for the preventive maintenance works on bridge 3318A and no additional expenditure is forecast. While the works have not yet commenced, due to the routine nature of the works it is very unlikely the contractor would seek a variation. The \$22,580 saving can safely be reallocated.
2. Hackett Street (Asphalt) – Job RC64
The Hackett St asphalt overlay scope only has 300m out of the budgeted 800m that is considered a high priority so there is potential to reduce the scope without a significant adverse outcome. A reduction in budget of \$40,000 will still allow approx. 500m of asphalt overlay to be completed.

These projects are wholly or substantially Roads to Recovery (RTR) funded. Council is requested to fund the shortfall by reallocating RTR funding from Maranup Ford Road Bridge (3318A) of \$22,580.00 and Hackett St of \$40,000 to the emergency resheeting works. The resheeting works are RTR compliant and the process of reallocating RTR funding to new compliant projects is simple.

Statutory Environment

Work Health & Safety Act 2020

Land Administration Act 1997 (Part 5)

Integrated Planning

➤ Strategic Community Plan

Outcome 9 Safe, affordable and efficient movement of people and vehicles.
Objective 9.1 Improve road safety and connectivity.

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

Policy/Strategic Implications - Not applicable

Budget Implications

This report seeks to amend the 2023/24 budget as per the resolution.

Whole of Life Accounting - Not applicable

Risk Management

Risk areas identified according to the Shires risk management policy, are Health, Financial Impact, and Reputational External.

Health:

Due to the risk of a serious traffic incident as a result of the road faults the health impact is considered Catastrophic (fatality, permanent disability) with a likelihood measure being likely, giving an overall risk rating of Extreme.

Financial Impact:

Due to the risk of a serious traffic incident as a result of the road faults and potential for litigation, the financial impact is considered Catastrophic (more than \$500,000) with a likelihood measure being likely, giving an overall risk rating of Extreme.

Reputational External:

Due to the current dissatisfaction amongst affected members of the public there is a risk the issue will be escalated and therefore Reputational External is currently considered Moderate (substantiated, public embarrassment, moderate impact, moderate news profile, requires social media response and monitoring (e.g. State News story) with a likelihood measure being Likely, giving an overall risk rating of High. Obviously, if there is a serious accident or death on the road, this will shift to Extreme.

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	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements - Absolute Majority

Receipt of Minutes from Management Committees

Nil

Urgent Business Approved by Decision

Responses to Elected Member Questions Taken on Notice

Question by Cr Fletcher

Was the Buy-Local Policy applied when evaluating the Bush Fire Tenders?

Attachment 26 – FM – 6 Buy Local Policy

Elected Members Questions With Notice

Notice of Motions for Consideration at the Next Meeting

Matters Behind Closed Doors (Confidential Items)

Closure

The Presiding Member to close the meeting.

List of Attachments

Attachment	Item No.	Details
1	Ca.01/1123	Minutes of Special Council Meeting 24 October 2023 (Meeting 1)
2	Ca.02/1123	Minutes of Special Council Meeting 24 October 2023 (Meeting 2)
3	Ca.03/1123	Minutes of Ordinary Council Meeting 2 November 2023
4	Ca.04/1123	Minutes of Special Council Meeting 13 November 2023
5	Ca.06/1123	CR 3 Community Engagement Policy
6	Ca.06/1123	Community Engagement Toolkit
7	Ca.06/1123	Community Engagement Template 1
8	Ca.06/1123	Community Engagement Template 2
9	Ca.06/1123	Community Engagement Template 3
10	Ca.06/1123	Community Engagement Template 4
11	Ca.06/1123	Community Engagement Template 5 - Summary
12	Ca.08/1123	Rolling Action Sheet - Old
13	Ca.08/1123	Rolling Action Sheet - New
14	Ca.09/1123	ES2 Use of Chainsaws by Bush Fire Brigade
15	Ca.09/1123	ES4 Bush Fire Brigade Personal Protective Equipment
16	Ca.10/1123	Draft Policy P 19 – Grievance Resolution
17	Ca.11/1123	Draft Policy P 20 – Professional Development and Performance Review.
18	Ca.12/1123	Talison Project Update
19	Ca.13/1123	Audit Committee Instrument of Appointment
20	Ca.13/1123	Bush Fires Advisory Committee Instrument of Appointment
21	Ca.13/1123	CEO Performance Review Committee Instrument of Appointment
22	Ca.13/1123	Local Emergency Management Committee Instrument of Appointment
23	Ca.15/1123	October 2023 Financial Activity Statements
24	Ca.15/1123	List of Accounts Paid in October 2023
25	Ca.16/1123	Budget Management Report October 2023

26		FM – 6 - Buy Local Policy
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Agenda Papers prepared and recommended by L Taramoeroa, Executive Assistant

24 November 2023

Agenda Papers authorised by N Gibbs, CEO

24 November 2023



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MINUTES

For the Special Meeting of Council held in Council Chambers on **Tuesday 24 October 2023** commencing at 5.30pm, called for the purpose of:

1. swearing-in newly elected Councillors
2. electing and swearing-in of Shire President
3. electing and swearing-in of Deputy President
4. allocation of seating arrangements for the 2023/25 term of office
5. determining the suite of Advisory Committees and approving their Instruments of Appointment.

Opening of Meeting

The Chief Executive Officer opened the meeting at 5.30pm.

Acknowledgment of Country

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

Attendance & Apologies

Councillors	- J Boyle - M Christensen - T Lansdell - S Mahoney
Officers	- N Gibbs, Chief Executive Officer - P St John, Director Development, Community and Infrastructure - N Thompson, Infrastructure Services Administration Officer
In Attendance	- Cr Elect x 5 - A Elder, Justice of the Peace

Attendance of Gallery

Swearing in of Newly Elected Members

Newly elected Councillors to make the *Declaration by an elected member of Council* before Justice of the Peace, Adrian Elder.

Newly elected Councillors; Jenny Mountford, Michael Fletcher, Tony Pratico, Lyndon Pearce and Rebecca Redman made the Declaration by an elected member of Council and were sworn in by Justice of the Peace, Adrian Elder.

Public Question Time - Nil

Comments on Agenda Items by Parties with an Interest – Nil

Notification of Disclosures of Interest - Nil

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

Business Items

SpC.01/1023 Election of Shire President

Attachment 1 Policy G 16 – Election of President & Deputy President

The CEO advised that she had received one nomination for the position of Shire President from Cr Mountford. The CEO then called for any further nominations, of which none were received, prior to declaring the nomination period closed.

Cr Mountford was called upon to make a presentation of not more than 5 minutes, in accordance with Policy G 16 - Election of President & Deputy President.

At the conclusion of Cr Mountford's presentation, the CEO declared Cr Mountford the Shire President for the term of office expiring 18 October 2025.

Cr Mountford made the Declaration by Shire President in the presence of Justice of the Peace, Adrian Elder.

Cr Mountford took the position of Presiding Member.

SpC.02/1023 Election of Deputy President

Attachment 1 Policy G 16 – Election of President & Deputy President

The CEO advised that she had received one nomination for the position of Deputy President from Cr Mahoney. The Presiding Member then called for any further nominations, of which none were received, prior to declaring the nomination period closed.

Cr Mahoney was called upon to make a presentation of not more than 5 minutes, in accordance with Policy G 16 - Election of President & Deputy President.

At the conclusion of Cr Mahoney's presentation, the Presiding Member declared Cr Mahoney the Deputy Shire President for the term of office expiring 18 October 2025.

Cr Mahoney made the Declaration by Deputy Shire President in the presence of Justice of the Peace, Adrian Elder.

SpC.03/1023 Allocation of Seating Arrangements

The Presiding Member called upon Justice of the Peace, Adrian Elder to draw lots for the seating of Councillors for the ensuing two-year period, excepting the seat to the President’s left hand side which is reserved for the Deputy President. The other seats are numbers 1 to 7 sequentially with number 1 being the seat furthest left of the President. Seating was allocated by the CEO as below, consistent with the lots drawn by the Justice of the Peace in accordance with clause 8.2 of the Standing Orders Local Law.

Seat No.	Councillor
1	Cr Christensen
2	Cr Fletcher
3	Cr Boyle
4	Cr Lansdell
5	Cr Pearce
6	Cr Redman
7	Cr Pratico

ITEM NO.	SpC.04/1023	FILE REF.	
SUBJECT	Re-Establishment of the Access and Inclusion Advisory Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	18 October 2023		

- Attachment 2 Policy CR 8 – Advisory Committees
- Attachment 3 Policy G 14 – Establishment of Council Committees
- Attachment 4 Access and Inclusion Advisory Committee Instrument of Appointment 2023-2025

OFFICER RECOMMENDATION

That Council:

1. *Establish the Access and Inclusion Advisory Committee*
2. *Adopt the Access and Inclusion Advisory Committee Instrument of Appointment as presented in Attachment 4.*
3. *Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.*

Summary/Purpose

To consider re-establishing the Access and Inclusion Advisory Committee and adopting the terms of reference for the committee.

Background

A local government may establish committees pursuant to section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law. Any issues arising from a meeting requiring Council decision will be brought to Council via an agenda item from the appropriate Shire Officer.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled and community representatives will need to re-nominate for their positions.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

Providing the Committee is re-established, the CEO will call for nominations from the community to fill the community representative vacancies on the Committee. The nomination period will be four (4) weeks, with all nominations received being presented to Council. The vacancies will be advertised in line with Shire procedure for public notices, and appear on the Shire's website, Facebook, Shire Connect and noticeboards.

A report will be presented to the November ordinary meeting, where Council will consider community nominations received and determine the committee membership. This will also include nominations from Councillors to fill the elected member representative positions.

Officer Comment

Council should assess the appropriateness of re-establishing the Access and Inclusion Advisory Committee. To assist in this process, the officer representative on the committee has provided the following comments:

The Access and Inclusion Advisory Committee provides advice to Council on the prioritisation of strategies and actions contained in the Disability Access and Inclusion Plan and the Age Friendly Communities Plan, reports to Council annually on the implementation of the Disability Access and Inclusion Plan and the Age Friendly Communities Plan and provides advice and input into the review of Council's Disability Access and Inclusion Plan and the Age Friendly Communities Plan as part of the review process.

Section 28 of the *Disability Services Act 1993* requires a local government to have a Disability Access and Inclusion Plan. The Plan must be reviewed from time to time but not more than 5 years since it was lodged with the Disability Commission. In addition, a local government must include a report regarding the implementation of its Disability Access and Inclusion Plan in its Annual Report.

It is recommended this Committee be re-established for the 2023-2025 term of Council.

Statutory Environment

Establishment of Committees is pursuant to Subdivision 2 of the *Local Government Act 1995*, Committees and their meetings.

Shire of Bridgetown-Greenbushes Standing Orders Local Law

17.1 Establishment and Appointment of Committees

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

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

Integrated Planning

➤ Strategic Community Plan

Outcome 11 A growing community that is diverse, welcoming and inclusive

Outcome 13 proactive, visionary leaders who respond to community needs

Objective 13.1 strengthen leadership and advocacy

➤ Corporate Business Plan

Objective 1.3 Improve access and inclusion across all services and facilities.

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans – Not applicable

➤ Workforce Plan – Nil

➤ Other Integrated Planning

Disability Access and Inclusion Plan 2019-2024

Policy/Strategic Implications

CR 8 – Advisory Committees

G 14 – Establishment of Council Committees

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

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

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Service Interruption.

The Access and Inclusion Advisory Committee helps to inform and support the drafting and maintenance of the Disability Access and Inclusion Plan and Age Friendly Communities Plan. Should Council resolve not to establish the Access and Inclusion Advisory Committee, further resourcing will be required by Shire officers, potentially impacting on service levels. The overall risk has been measured as Low.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* Absolute majority required

**Council Decision Moved Cr Pratico, Seconded Cr Christensen
SpC.04/1023 That Council:**

- 1. Establish the Access and Inclusion Advisory Committee**
- 2. Adopt the Access and Inclusion Advisory Committee Instrument of Appointment as presented in Attachment 4.**
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.**

Carried by Absolute Majority 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.
Against: Nil

ITEM NO.	SpC.05/1023	FILE REF.	
SUBJECT	Re-Establishment of the Audit Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	18 October 2023		

Attachment 2 Policy CR 8 – Advisory Committees

Attachment 3 Policy G 14 – Establishment of Council Committees

Attachment 5 Audit Committee Instrument of Appointment 2023-2025

OFFICER RECOMMENDATION

That Council:

- 1. Establish the Audit Committee*
- 2. Adopt the Audit Committee Instrument of Appointment as presented in Attachment 5*
- 3. Note a report be presented back to the November ordinary meeting for consideration of elected member representation.*

Summary/Purpose

To consider re-establishing the Audit Committee and adopting the terms of reference for the committee.

Background

It is a requirement of the *Local Government Act 1995* for local governments to have an established Audit Committee. The function of the Committee is to be clearly specified by the Council and the Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021 - 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

As the membership of the Audit Committee consists of elected members only, advertising of vacancies is not required. A report will be presented to the November ordinary meeting, where Council will consider the committee membership.

Officer Comment

It is a requirement of the *Local Government Act 1995* for a local government to have an established Audit Committee.

Pursuant to section 14(3A) of the *Local Government (Audit) Regulations 1996*, the primary purpose of the Committee is to review the compliance audit return and is to report to the council the results of that review. The Committee is to accept responsibility for the annual external audit and meet with the local government's auditor (at least once in every year) so that Council can be satisfied with the performance of the local government in managing its financial affairs.

As it is a statutory requirement, this Committee needs to be re-established.

Due to the Committee being a legislative requirement, instead of disbanding the Committee following the 2025 Local Government Ordinary Election, it is recommended that only the membership be terminated. The IoA has been updated to reflect this (Attachment C). This will allow for the committee to remain and the membership be reconsidered following an election.

Statutory Environment

Local Government Act 1995

s 7.1A. Audit committee

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.

Local Government (Audit) Regulations 1996

r 16. Functions of audit committee

An audit committee has the following functions —

- (a) to guide and assist the local government in carrying out —
 - (i) its functions under Part 6 of the Act; and
 - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under
 - (i) regulation 17(1); and
 - (ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government
- (f) to oversee the implementation of any action that the local government —
 - (i) is required to take by section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a);and
 - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - (iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law

Shire of Bridgetown-Greenbushes Standing Orders Local Law

17.1 Establishment and Appointment of Committees

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

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

Integrated Planning

- Strategic Community Plan
 - Outcome 13 proactive, visionary leaders who respond to community needs
 - Objective 13.1 strengthen leadership and advocacy
 - Outcome 14 Effective governance and financial management
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans – Not applicable
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Policy/Strategic Implications

CR 8 – Advisory Committees

G 14 – Establishment of Council Committees

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

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

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Compliance

The existence of the Audit Committee is a legislative requirement. Should Council resolve not to re-establish the Committee, the local government will be in direct contravention of the *Local Government Act 1996* and associated legislation. The overall risk has been measured as High.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* Absolute majority required

Council Decision Moved Cr Christensen, Seconded Cr Mahoney

SpC.05/1023 That Council:

1. Establish the Audit Committee

2. Adopt the Audit Committee Instrument of Appointment as presented in Attachment 5

3. Note a report be presented back to the November ordinary meeting for consideration of elected member representation.

Carried by Absolute Majority 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.

Against: Nil

ITEM NO.	SpC.06/1023	FILE REF.	
SUBJECT	Re-Establishment of the Bush Fires Advisory Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	18 October 2023		

Attachment 2	Policy CR 8 – Advisory Committees
Attachment 3	Policy G 14 – Establishment of Council Committees
Attachment 6	Bush Fires Advisory Committee Instrument of Appointment 2023-2025

OFFICER RECOMMENDATION

That Council:

- 1. Establish the Bush Fires Advisory Committee*
- 2. Adopt the Bush Fires Advisory Committee Instrument of Appointment as presented in Attachment 6*
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.*

Summary/Purpose

To consider re-establishing the Bush Fires Advisory Committee and adopting the terms of reference for the committee.

Background

A local government may establish committees pursuant to section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law. Any issues arising from a meeting requiring Council decision will be brought to Council via an agenda item from the appropriate Shire Officer.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled and community representatives will need to re-nominate for their positions.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

Providing the Committee is re-established, the CEO will call for nominations from the community to fill the community representative vacancies on the Committee. The nomination period will be four (4) weeks, with all nominations received being

presented to Council. The vacancies will be advertised in line with Shire procedure for public notices, and appear on the Shire’s website, Facebook, Shire Connect and noticeboards.

A report will be presented to the November ordinary meeting, where Council will consider community nominations received and determine the committee membership. This will also include nominations from Councillors to fill the elected member representative positions.

Officer Comment

Council should assess the appropriateness of re-establishing the Bush Fires Advisory Committee. To assist in this process, the officer representative on the committee has provided the following comments:

The main function of the Bush Fires Advisory Committee is to represent volunteer bushfire brigades within the Shire and to make recommendations to Council on the following:

- *Annual firebreak requirements*
- *General management of and communication within the bushfire brigade structure*
- *Planning, setting standards and works program for fire prevention within the Shire*
- *Formation, rationalisation or winding up of any bush fire brigades within the Shire*
- *Standards of equipment that should be provided and maintained under Brigade control*
- *review of firefighting/prevention practices*
- *Coordination of training*
- *Review of Council’s Bushfire Mitigation Strategy*
- *Any other matters relating to bush fire control.*

The establishment of the Bush Fires Advisory Committee is specifically for the ongoing task of providing advice to Council on all matters relating to bush fire control, prevention and management. Due to the purpose of this Committee, the Committee may invite representatives from government agencies or private plantation companies to participate in meetings, noting such persons will not be entitled to vote on any matter brought before the Committee.

It is recommended this Committee be re-established for the 2023-2025 term of Council.

Statutory Environment

Establishment of Committees is pursuant to Subdivision 2 of the *Local Government Act 1995*, Committees and their meetings.

Shire of Bridgetown-Greenbushes Standing Orders Local Law

17.1 Establishment and Appointment of Committees

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

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or

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

Integrated Planning

- Strategic Community Plan
 - Outcome 13 proactive, visionary leaders who respond to community needs
 - Objective 13.1 strengthen leadership and advocacy
- Corporate Business Plan
 - Objective 5.1 Develop community readiness to cope with natural disasters and emergencies
- Long Term Financial Plan - Nil
- Asset Management Plans – Not applicable
- Workforce Plan – Nil
- Other Integrated Planning

Policy/Strategic Implications

CR 8 – Advisory Committees

G 14 – Establishment of Council Committees

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

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

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Service Interruption.

The Bush Fires Advisory Committee assists the Shire’s Emergency Management team in making recommendations to Council regarding the management of Shire volunteer bush fire brigades and fire prevention activities. Should Council resolve not to establish the Committee, further resourcing will be required by Shire officers, potentially impacting on service levels. The overall risk has been measured as Low.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* Absolute majority required

**Council Decision Moved Cr Lansdell, Seconded Cr Pratico
SpC.06/1023 That Council:**

- 1. Establish the Bush Fires Advisory Committee**
- 2. Adopt the Bush Fires Advisory Committee Instrument of Appointment as presented in Attachment 6**
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.**

Carried by Absolute Majority 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.

Against: Nil

ITEM NO.	SpC.07/1023	FILE REF.	
SUBJECT	Re-Establishment of the CEO Performance Review Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	18 October 2023		

- Attachment 2 Policy CR 8 – Advisory Committees
- Attachment 3 Policy G 14 – Establishment of Council Committees
- Attachment 7 CEO Performance Review Committee Instrument of Appointment
2023-2025

OFFICER RECOMMENDATION

That Council:

- 1. Establish the CEO Performance Review Committee*
- 2. Adopt the CEO Performance Review Committee Instrument of Appointment as presented in Attachment 7*
- 3. Note a report be presented back to the November ordinary meeting for consideration of elected member representation.*

Summary/Purpose

To consider re-establishing the CEO Performance Review Committee and adopting the terms of reference for the committee.

Background

A local government may establish committees pursuant to section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

As the membership of the CEO Performance Review Committee consists of elected members only, advertising of vacancies is not required. A report will be presented to the November ordinary meeting, where Council will consider the committee membership.

Officer Comment

The CEO Performance Review Committee assists Council in the annual review process of the CEO and the setting (and review) of Key Performance Indicators (KPI's) for the ensuing 12 month period that reflect the CEO's personal performance and also that for the organisation as a whole.

The performance review process for the CEO is pursuant to Council's Model Standards for Chief Executive Officer Recruitment, Performance and Termination. Section 5.38 of the *Local Government Act 1995* requires the CEO to be reviewed at least once in each year of his/her employment.

The Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination recommends that a Council form a performance review panel consisting of elected members and an external facilitator.

It is recommended this Committee be re-established.

Instead of disbanding the Committee following the 2025 Local Government Ordinary Election, it is recommended that only the membership be terminated. The IoA has been updated to reflect this (Attachment 7). This will allow for the Committee to remain in effect and the membership be reconsidered following an election.

Statutory Environment

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*, Division 3
- Shire of Bridgetown-Greenbushes Adopted Standards for CEO Recruitment, Performance and Termination
- Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination

Performance review panel

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council. It is also recommended that council develop a policy to guide the performance review process. A policy might include the composition of the panel, primary functions, the role and appointment of an independent consultant, and the responsibilities of review panel members.

Shire of Bridgetown-Greenbushes Standing Orders Local Law

17.1 Establishment and Appointment of Committees

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

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

Integrated Planning

➤ Strategic Community Plan

- Outcome 13 proactive, visionary leaders who respond to community needs
- Objective 13.1 strengthen leadership and advocacy

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

Policy/Strategic Implications

CR 8 – Advisory Committees

G 14 – Establishment of Council Committees

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

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

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

Failure to establish the CEO Performance Review Committee will result in the Council acting as the performance review panel. There are no risk areas identified according to Policy RM 1 – Risk Management.

Voting Requirements – Absolute Majority

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* *Absolute majority required*

Moved Cr Pratico, Seconded Cr Boyle

That Council:

1. Establish the CEO Performance Review Committee
2. Adopt the CEO Performance Review Committee Instrument of Appointment as presented in Attachment 7, subject to clause 4 of the Instrument of Appointment being amended to include the words “a minimum of” after “shall consist of”

3. Note a report be presented back to the November ordinary meeting for consideration of elected member representation.

Amendment Moved Cr Pratico, Seconded Cr Mahoney

That clause 4 of the Instrument of Appointment be amended to include the words “a minimum of” after “shall consist of” to read:

The Membership of the Committee shall consist of a minimum of three (3) elected members.

Carried 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.

Against: Nil

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

Council Decision Moved Cr Pratico, Seconded Cr Boyle

SpC.07/1023 That Council:

- 1. Establish the CEO Performance Review Committee**
- 2. Adopt the CEO Performance Review Committee Instrument of Appointment as presented in Attachment 7, subject to clause 4 of the Instrument of Appointment being amended to include the words “a minimum of” after “shall consist of”**
- 3. Note a report be presented back to the November ordinary meeting for consideration of elected member representation.**

Carried by Absolute Majority 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.

Against: Nil

ITEM NO.	SpC.08/1023	FILE REF.	
SUBJECT	Re-Establishment of the Cultural Inclusion Advisory Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	18 October 2023		

Attachment 2	Policy CR 8 – Advisory Committees
Attachment 3	Policy G 14 – Establishment of Council Committees
Attachment 8	Cultural Inclusion Advisory Committee Instrument of Appointment 2023-2025

OFFICER RECOMMENDATION

That Council:

- 1. Establish the Cultural Inclusion Advisory Committee*
- 2. Adopt the Cultural Inclusion Advisory Committee Instrument of Appointment as presented in Attachment 8*
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.*

Summary/Purpose

To consider re-establishing the Cultural Inclusion Advisory Committee and adopting the terms of reference for the committee.

Background

A local government may establish committees pursuant to section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law. Any issues arising from a meeting requiring Council decision will be brought to Council via an agenda item from the appropriate Shire Officer.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled and community representatives will need to re-nominate for their positions.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

Providing the Committee is re-established, the CEO will call for nominations from the community to fill the community representative vacancies on the Committee. The

nomination period will be four (4) weeks, with all nominations received being presented to Council. The vacancies will be advertised in line with Shire procedure for public notices, and appear on the Shire’s website, Facebook, Shire Connect and noticeboards.

A report will be presented to the November ordinary meeting, where Council will consider community nominations received and determine the committee membership. This will also include nominations from Councillors to fill the elected member representative positions.

Officer Comment

Council should assess the appropriateness of re-establishing the Cultural Inclusion Advisory Committee. To assist in this process, the officer representative on the committee has provided the following comments:

The Cultural Inclusion Advisory Committee provides advice to Council on ways to;

- *grow recognition and respect for all cultures*
- *develop and implement reconciliation actions and strategies*
- *facilitate the collection and sharing of information and stories about local culture and history including NAIDOC week events and Harmony Week activities and events*
- *identify, preserve and showcase significant local history and heritage including promotion of indigenous history.*

It is recommended this Committee be re-established for the 2023-2025 term of Council.

Statutory Environment

Establishment of Committees is pursuant to Subdivision 2 of the *Local Government Act 1995*, Committees and their meetings.

Shire of Bridgetown-Greenbushes Standing Orders Local Law

17.1 Establishment and Appointment of Committees

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

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

Integrated Planning

- Strategic Community Plan
 - Outcome 11 A growing community that is diverse, welcoming and inclusive
 - Outcome 13 proactive, visionary leaders who respond to community needs
 - Objective 13.1 strengthen leadership and advocacy
- Corporate Business Plan
 - Objective 1.3 Improve access and inclusion across all services and facilities.
- Long Term Financial Plan - Nil
- Asset Management Plans – Not applicable

- Workforce Plan – Nil
- Other Integrated Planning

Policy/Strategic Implications

CR 8 – Advisory Committees

G 14 – Establishment of Council Committees

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

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

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is External Reputational.

The functions of the Cultural Inclusion Advisory Committee include growing cultural recognition and developing and implementing Aboriginal reconciliation actions and strategies. Should Council resolve not to re-establish the Committee, it may be perceived that Council do not view this as a priority within the community. This has been measured as a Low risk.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* Absolute majority required

**Council Decision Moved Cr Lansdell, Seconded Cr Boyle
SpC.08/1023 That Council:**

- 1. Establish the Cultural Inclusion Advisory Committee**
- 2. Adopt the Cultural Inclusion Advisory Committee Instrument of Appointment as presented in Attachment 8**
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.**

Carried by Absolute Majority 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.
Against: Nil

ITEM NO.	SpC.09/1023	FILE REF.	
SUBJECT	Re-Establishment of the Local Emergency Management Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	18 October 2023		

- Attachment 2 Policy CR 8 – Advisory Committees
- Attachment 3 Policy G 14 – Establishment of Council Committees
- Attachment 9 Local Emergency Management Committee Instrument of Appointment 2023-2025

OFFICER RECOMMENDATION

That Council:

- 1. Establish the Local Emergency Management Committee*
- 2. Adopt the Local Emergency Management Committee Instrument of Appointment as presented in Attachment 9*
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.*

Summary/Purpose

To consider re-establishing the Local Emergency Management Committee and adopting the terms of reference for the committee.

Background

Pursuant to the *Emergency Management Act 2005* a local government must have an established Local Emergency Management Committee. The function, project or

issue(s) of the Committee is to be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law. Any issues arising from a meeting requiring Council decision will be brought to Council via an agenda item from the appropriate Shire Officer.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled and community representatives will need to re-nominate for their positions.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

Providing the Committee is re-established, the CEO will call for nominations from the community to fill the community representative vacancies on the Committee. The nomination period will be four (4) weeks, with all nominations received being presented to Council. The vacancies will be advertised in line with Shire procedure for public notices, and appear on the Shire's website, Facebook, Shire Connect and noticeboards.

A report will be presented to the November ordinary meeting, where Council will consider community nominations received and determine the committee membership. This will also include nominations from Councillors to fill the elected member representative positions.

Officer Comment

Pursuant to the *Emergency Management Act 2005* a local government must have an established Local Emergency Management Committee.

The functions of a Local Emergency Management Committee, as prescribed in the Emergency Management regulations are:

- a. to advise and assist the local government in ensuring that local emergency management arrangements are established for its district
- b. to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements
- c. to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations

The Shire's Local Emergency Management Committee also advises Council on incident prevention and preparation, and assists in the management of recovery processes following an emergency event affecting the Shire.

As it is a statutory requirement, this Committee needs to be re-established.

Due to the Committee being a legislative requirement, instead of disbanding the Committee following the 2025 Local Government Ordinary Election, it is recommended that only the membership be terminated. The IoA has been updated

to reflect this (Attachment C). This will allow for the committee to remain in effect and the membership be reconsidered following an election.

Statutory Environment

Establishment of Committees is pursuant to Subdivision 2 of the *Local Government Act 1995*, Committees and their meetings.

Emergency Management Act 2005

s 38. Local emergency management committees

(1) A local government is to establish one or more local emergency management committees for the local government's district.

Shire of Bridgetown-Greenbushes Standing Orders Local Law

17.1 Establishment and Appointment of Committees

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

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

Integrated Planning

➤ Strategic Community Plan

Outcome 13 proactive, visionary leaders who respond to community needs
Objective 13.1 strengthen leadership and advocacy

➤ Corporate Business Plan

Objective 5.1 Develop community readiness to cope with natural disasters and emergencies

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans – Not applicable

➤ Workforce Plan – Nil

➤ Other Integrated Planning

Shire of Bridgetown-Greenbushes Local Emergency Management Arrangements

Policy/Strategic Implications

CR 8 – Advisory Committees

G 14 – Establishment of Council Committees

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

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

into an Instrument of Appointment adopted by Council. Every committee will be guided by such a document

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Compliance

The existence of the Local Emergency Management Committee is a legislative requirement. Should Council resolve not to re-establish the Committee, the local government will be in direct contravention of the *Emergency Management Act 2005* and associated legislation. The overall risk has been measured as High.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* Absolute majority required

**Council Decision Moved Cr Fletcher, Seconded Cr Pratico
SpC.09/1023 That Council:**

- 1. Establish the Local Emergency Management Committee**
- 2. Adopt the Local Emergency Management Committee Instrument of Appointment as presented in Attachment 9**
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.**

Carried by Absolute Majority 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.
Against: Nil

ITEM NO.	SpC.10/1023	FILE REF.	
SUBJECT	Re-Establishment of the Sustainability Advisory Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	18 October 2023		

- Attachment 2 Policy CR 8 – Advisory Committees
- Attachment 3 Policy G 14 – Establishment of Council Committees
- Attachment 10 Sustainability Advisory Committee Instrument of Appointment
2023-2025

OFFICER RECOMMENDATION

That Council:

- 1. Establish the Sustainability Advisory Committee*
- 2. Adopt the Sustainability Advisory Committee Instrument of Appointment as presented in Attachment 10*
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.*

Summary/Purpose

To consider re-establishing the Sustainability Advisory Committee and adopting the terms of reference for the committee.

Background

A local government may establish committees pursuant to section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law. Any issues arising from a meeting requiring Council decision will be brought to Council via an agenda item from the appropriate Shire Officer.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled and community representatives will need to re-nominate for their positions.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

Providing the Committee is re-established, the CEO will call for nominations from the community to fill the community representative vacancies on the Committee. The nomination period will be four (4) weeks, with all nominations received being presented to Council. The vacancies will be advertised in line with Shire procedure for public notices, and appear on the Shire's website, Facebook, Shire Connect and noticeboards.

A report will be presented to the November ordinary meeting, where Council will consider community nominations received and determine the committee membership. This will also include nominations from Councillors to fill the elected member representative positions.

Officer Comment

Council should assess the appropriateness of re-establishing the Sustainability Advisory Committee. To assist in this process, the officer representative on the committee has provided the following comments:

In recent years the main focus has been on Climate Change and how to mitigate it's effects in the community. In 2019 the Sustainability Advisory Committee produced an environmental risk document which was endorsed by Council, intended to guide the Shire in the planning of future activities, budgets and grant applications. This document was instrumental in the creation of a regional climate change group known as the Warren Blackwood Alliance of Councils: Climate Change Action Plan and Implementation Reference Group (WBAC CCAPIRG) in 2021. The group includes a consultant, councillors and environmental officers from our Shire, plus the Shires of Donnybrook – Balingup, Nannup, Boyup Brook and Manjimup, working together for a common goal of mitigation and adaptation actions to Climate Change on a local level. An action plan was endorsed by all Councils in August 2022, along with a policy statement. The action plan is helping to guide the Sustainability Advisory Committee on priority topics to Council, paired with the Corporate Business Plan - such as the importance of a street tree plan, implementation of the waterwise council actions, waste wise initiatives, energy audits and offsets and community engagement and advocacy.

It is recommended this Committee be re-established for the 2023-2025 term of Council.

Statutory Environment

Establishment of Committees is pursuant to Subdivision 2 of the *Local Government Act 1995*, Committees and their meetings.

Shire of Bridgetown-Greenbushes Standing Orders Local Law

17.1 Establishment and Appointment of Committees

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

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

Integrated Planning

- Strategic Community Plan
 - Outcome 5 Shared responsibility for climate action to strengthen resilience against climate-related hazards and natural disasters
 - Outcome 6 A sustainable, low waste, circular economy
 - Outcome 13 proactive, visionary leaders who respond to community needs
 - Objective 13.1 strengthen leadership and advocacy
- Corporate Business Plan
 - Objective 5.2 Encourage the adoption of sustainable practices
- Long Term Financial Plan - Nil
- Asset Management Plans – Not applicable
- Workforce Plan – Nil
- Other Integrated Planning

Policy/Strategic Implications

CR 8 – Advisory Committees

G 14 – Establishment of Council Committees

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

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

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is External Reputational.

The primary function of the Sustainability Advisory Committee is to advise Council on sustainable natural environment, social and economic issues. These issues feature in the Strategic Community Plan as local priorities. Should Council resolve not to re-establish the Committee, it may be perceived that Council do not view these matters as needing to be actioned. This has been measured as a Moderate risk.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* Absolute majority required

**Council Decision Moved Cr Christensen, Seconded Cr Lansdell
SpC.10/1023 That Council:**

- 1. Establish the Sustainability Advisory Committee**
- 2. Adopt the Sustainability Advisory Committee Instrument of Appointment as presented in Attachment 10**
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.**

Carried by Absolute Majority 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.

Against: Nil

ITEM NO.	SpC.11/1023	FILE REF.	
SUBJECT	Re-Establishment of the Trails Development Advisory Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	18 October 2023		

- Attachment 2 Policy CR 8 – Advisory Committees
- Attachment 3 Policy G 14 – Establishment of Council Committees
- Attachment 11 Trails Development Advisory Committee Instrument of Appointment 2023-2025

OFFICER RECOMMENDATION

That Council:

- 1. Establish the Trails Development Advisory Committee*
- 2. Adopt the Trails Development Advisory Committee Instrument of Appointment as presented in Attachment 11*
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.*

Summary/Purpose

To consider re-establishing the Trails Development Advisory Committee and adopting the terms of reference for the committee.

Background

A local government may establish committees pursuant to section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law. Any issues arising from a meeting requiring Council decision will be brought to Council via an agenda item from the appropriate Shire Officer.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled and community representatives will need to re-nominate for their positions.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

Providing the Committee is re-established, the CEO will call for nominations from the community to fill the community representative vacancies on the Committee. The nomination period will be four (4) weeks, with all nominations received being presented to Council. The vacancies will be advertised in line with Shire procedure for public notices, and appear on the Shire’s website, Facebook, Shire Connect and noticeboards.

A report will be presented to the November ordinary meeting, where Council will consider community nominations received and determine the committee membership. This will also include nominations from Councillors to fill the elected member representative positions.

Officer Comment

Council should assess the appropriateness of re-establishing the Trails Development Advisory Committee. To assist in this process, the officer representative on the committee has provided the following comments:

The Trails Development Advisory Committee provides advice and input into the prioritisation of strategies and actions contained in the Trails Plan, reports to Council annually on the implementation of the Trails Plan and provides advice and input into the review of Council’s Trails Plan as part of the review process.

The Trails Development Advisory Committee has been active in identifying and developing trails within the Shire, advocating on local trails development in regional and state forums, as well as working with the Warren Blackwood Alliance member Councils in the development of regional trails.

It is recommended this Committee be re-established for the 2023-2025 term of Council.

Statutory Environment

Establishment of Committees is pursuant to Subdivision 2 of the *Local Government Act 1995*, Committees and their meetings.

Shire of Bridgetown-Greenbushes Standing Orders Local Law

17.1 Establishment and Appointment of Committees

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

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

Integrated Planning

- Strategic Community Plan
 - Outcome 12 Bridgetown Greenbushes is regarded to be a major tourist destination
 - Outcome 13 proactive, visionary leaders who respond to community needs
 - Objective 13.1 strengthen leadership and advocacy
- Corporate Business Plan
- Objective 9.3 Develop a safe, well connected network of paths and trails for all users

- Objective 12.3 Develop and promote festivals, events and trails that showcase the areas natural assets and core competencies.
- Long Term Financial Plan - Nil
- Asset Management Plans – Not applicable
- Workforce Plan – Nil
- Other Integrated Planning
Trails Plan 2023-2028

Policy/Strategic Implications

CR 8 – Advisory Committees

G 14 – Establishment of Council Committees

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

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

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Service Interruption.

The objective of the Trails Development Advisory Committee is to provide support in maintaining the Trails Plan. Should Council resolve not to establish the Committee, further resourcing will be required by Shire officers, potentially impacting on service levels. The overall risk has been measured as Low.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* Absolute majority required

Council Decision Moved Cr Mahoney, Seconded Cr Pratico

SpC.11/1023 That Council:

- 1. Establish the Trails Development Advisory Committee**
- 2. Adopt the Trails Development Advisory Committee Instrument of Appointment as presented in Attachment 11**
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.**

Carried by Absolute Majority 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.

Against: Nil

ITEM NO.	SpC.12/1023	FILE REF.	
SUBJECT	Re-Establishment of the Youth Services Advisory Committee		
OFFICER	Executive Assistant		
DATE OF REPORT	18 October 2023		

Attachment 2 Policy CR 8 – Advisory Committees

Attachment 3 Policy G 14 – Establishment of Council Committees

Attachment 12 Youth Services Advisory Committee Instrument of Appointment 2023-2025

OFFICER RECOMMENDATION

That Council:

- 1. Establish the Youth Services Advisory Committee*
- 2. Adopt the Youth Services Advisory Committee Instrument of Appointment as presented in Attachment 12*
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.*

Summary/Purpose

To consider re-establishing the Youth Services Advisory Committee and adopting the terms of reference for the committee.

Background

A local government may establish committees pursuant to section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the *Local Government Act 1995* and Council's Standing Orders Local Law. Any issues arising from a meeting requiring Council decision will be brought to Council via an agenda item from the appropriate Shire Officer.

In accordance with a clause contained in their Instruments of Appointment (IoA), all advisory committees established in 2021- 2023 were terminated on 21 October 2023, triggered by the 2023 Local Government Ordinary Election. As a result, all previous committee membership appointments have been cancelled and community representatives will need to re-nominate for their positions.

The IoA is to be endorsed as part of the re-establishment process for advisory committees, in accordance with clause 17.1 of the Standing Orders Local Law. The IoAs have been reviewed and updated in compliance with Policy CR 8 – Advisory Committees.

Providing the Committee is re-established, the CEO will call for nominations from the community to fill the community representative vacancies on the Committee. The nomination period will be four (4) weeks, with all nominations received being presented to Council. The vacancies will be advertised in line with Shire procedure for public notices, and appear on the Shire's website, Facebook, Shire Connect and noticeboards.

A report will be presented to the November ordinary meeting, where Council will consider community nominations received and determine the committee membership. This will also include nominations from Councillors to fill the elected member representative positions.

Officer Comment

Council should assess the appropriateness of re-establishing the Youth Services Advisory Committee. To assist in this process, the officer representative on the committee has provided the following comments:

The Youth Services Advisory Committee provides advice and input into the prioritisation of strategies and actions contained in the Youth Plan, reports to Council annually on the implementation of the Youth Plan and provides advice and input into the review of Council's Youth Plan as part of the review process.

It is recommended this Committee be re-established for the 2023-2025 term of Council.

Statutory Environment

Establishment of Committees is pursuant to Subdivision 2 of the *Local Government Act 1995*, Committees and their meetings.

Shire of Bridgetown-Greenbushes Standing Orders Local Law

17.1 Establishment and Appointment of Committees

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

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

Integrated Planning

➤ Strategic Community Plan

- | | |
|----------------|--|
| Outcome 1 | A growing community that is diverse, welcoming and inclusive |
| Outcome 13 | proactive, visionary leaders who respond to community needs |
| Objective 13.1 | strengthen leadership and advocacy |

➤ Corporate Business Plan

- | | |
|---------------|---|
| Objective 1.1 | Improve family and youth services and facilities to attract and retain families |
| Action 2.16 | Advocate to assist community organisations to provide more crisis accommodation for at risk youth and victims of domestic abuse |
| Action 11.12 | 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. |

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans – Not applicable

➤ Workforce Plan – Nil

➤ Other Integrated Planning

Policy/Strategic Implications

CR 8 – Advisory Committees

G 14 – Establishment of Council Committees

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

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

Budget Implications - Nil

Whole of Life Accounting – Not Applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Service Interruption.

The objective of the Youth Services Advisory Committee is to assist with the drafting implementation and review of the Youth Plan. Should Council resolve not to establish the Committee, further resourcing will be required by Shire officers, potentially impacting on service levels. The overall risk has been measured as Low.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* Absolute majority required

**Council Decision Moved Cr Lansdell, Seconded Cr Pratico
SpC.12/1023 That Council:**

- 1. Establish the Youth Services Advisory Committee**
- 2. Adopt the Youth Services Advisory Committee Instrument of Appointment as presented in Attachment 12**
- 3. Note the CEO will advertise for nominations from interested persons to fill the community representative positions on the Committee and a report be presented back to the November ordinary meeting for consideration of nominations received and endorsement of committee representatives, including elected member representatives.**

Carried by Absolute Majority 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Redman and Pratico.
Against: Nil

Closure

The Presiding Member closed the meeting at 6.11pm.

List of Attachments

Attachment	Item No.	Details
1		Policy G 16 – Election of President & Deputy President
2		Policy CR 8 – Advisory Committees
3		Policy G 14 – Establishment of Council Committees
4	SpC.04/1023	Access & Inclusion Advisory Committee Instrument of Appointment
5	SpC.05/1023	Audit Committee
6	SpC.06/1023	Bush Fires Advisory Committee Instrument of Appointment
7	SpC.07/1023	CEO Performance Review Committee Instrument of Appointment
8	SpC.08/1023	Cultural Inclusion Advisory Committee Instrument of Appointment
9	SpC.09/1023	Local Emergency Management Committee Instrument of Appointment
10	SpC.10/1023	Sustainability Advisory Committee Instrument of Appointment
11	SpC.11/1023	Trails Development Advisory Committee Instrument of Appointment
12	SpC.12/1023	Youth Services Advisory Committee Instrument of Appointment

Minutes Papers prepared and recommended by L Taramoeroa, Executive Assistant



7 November 2023

Minutes Papers authorised by N Gibbs, Chief Executive Officer



7 November 2023

As Presiding Member, I certify that the Minutes of the Special Council Meeting held 24 October 2023 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on Thursday 30 November 2023.

..... 30 November 2023

G 16 – Election of President & Deputy President

1 Policy

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

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

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

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies – Role of mayor or president – Role of deputy mayor or deputy president s.2.15 – Filling office of deputy mayor or deputy president Schedule 2.3 – When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council <i>Local Government (Constitution) Regulations 1998</i> Part 3 - Offices of councils
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

CR 8 – Advisory Committees

1 Objectives

The objectives of this policy:

- To Support Council in ensuring sound governance and management of Advisory Committees
- To ensure consistency in the formation and operation of all of Council’s Advisory Committees.
- To provide a clear pathway for community to provide advice and recommendations to Council
- To outline roles and responsibilities of Advisory Committee members and Shire officers.

2 Scope

This policy applies to all of Councils Advisory Committees, Councillors while remaining members of an Advisory Committee, and employees responsible for Advisory Committees. The policy is also relevant to all staff and community members who may interact from time to time with an Advisory Committee.

3 Definitions

3.1 The Act

the Local Government Act 1995.

3.2 Advisory Committee

means an Advisory Committee established under this policy. in this policy a reference to advisory committee is a reference to an advisory committee of the Shire of Bridgetown-Greenbushes.

3.3 Committee Member

an individual or organization represented by a delegated person who is appointed for the term of the Advisory Committee.

3.4 Member Organisation

an organization/community group that is appointed as a Committee Member represented by a delegated person who has authority to represent the organization/community group in decision making. The organization/community group must be based in the shire of Bridgetown-Greenbushes.

3.5 Member Organisation Representative

a person representing a Member Organisation with delegated authority to represent the organisation in decision making.

3.6 Responsible Officer

a Shire staff member that is nominated by the CEO to provide administrative and governance support to an advisory committee.

3.7 Advisory Committee Meeting

a Meeting of an Advisory Committee.

3.8 Councillor

a current elected Councillor Council.

3.9 Instrument of Appointment and Delegation

a document which outlines the scope, purpose, authority and protocols of a Committee.

3.10 Quorum

at least 50% of the number of offices whether vacant or not; a Quorum is required to hold a formal meeting of an Advisory committee where recommendations to Council can be made.

4 Policy

4.1 Formation of an Advisory Committee

Advisory Committees must be formed (and rescinded) by Council Resolution, and the Instrument of Appointment and Delegation, and membership must also be decided by Council.

4.2 Powers and Functions of an Advisory Committee

Advisory Committees do not have any executive, financial or delegated powers.

Advisory Committees do not have the power to sub-delegate or form sub-committees. The role of an Advisory Committee generally is to provide appropriate advice and recommendations on matters relevant to its Instrument of Appointment and Delegation in order to assist decision making by Council.

An Advisory committee can offer specialized advice and assistance with research on issues of interest to Council and the Community.

4.3 Membership

4.3.1 All Advisory Committees that have community members must have a minimum of five members, comprising of:

- A minimum of one Councillor; and
- A minimum of four community members.

4.3.2 Other than the Bush Fire Advisory Committee and Local Emergency Management Committee, Advisory Committee memberships will be capped at ten, including:

- a minimum of one Councillor, and a maximum of three councillors;
- a minimum of four and maximum of nine independent members, noting that where a Committee has two Councillor Representatives, up to eight independent members can be appointed, but where a Committee has three Councillor Representatives, up to seven independent members can be appointed.

4.3.3 The Bush Fires Advisory Committee (BFAC) membership is to consist of up to 2 councillors, the Chief Fire Control Officer, all Deputy Chief Fire Control Officers and the Fire Control Officer (or his/her representative) from each of the Shire's bush fire brigades. A number of government agency representatives also attend BFAC meetings but are not classified as members.

4.3.4 The Local Emergency Management Committee (LEMC) is to consist of up to 3 councillors, and representatives from the Shire, government agencies and community organisations.

- 4.3.5 Any Committees currently in existence that exceed this membership limit may continue to operate, but as members vacate the positions, they will not be replaced to allow the Committee to transition to the recommended membership.
- 4.3.6 Any community member may become a member of an Advisory Committee if appointed by Council, and any such member will have the same entitlement to participate as the Councillor Representative/s. Weight will be given to ensuring diversity of membership and skills on an Advisory Committee.
- 4.3.7 All Advisory committees will have an elected Chairperson, who must be a Councillor, and will, where necessary, have the casting vote.
- 4.3.8 Advisory Committee members must adhere to the same standards of conduct as elected members, as defined in the code of Conduct (Members and Staff).
- 4.3.9 Advisory committee members will be included in the Councillors Calendar. Any Councillor is able to attend a meeting of any advisory committee. Only Councillors who are appointed to the committee may vote.
- 4.3.10 Training will be provided to first time Advisory Committee Members prior to the first formal meeting of the committee after it is formed and/or reviewed at the commencement of each Council Term.

4.4 Advisory Committee Governance

Advisory Committees are subject to an Instrument of Appointment and Delegation (IoA). There is a standard IoA attached to this policy, and the IoA may be amended slightly, but must be adopted at the time the Committee is formed and/or reviewed at the commencement of each Council Term.

Advisory Committees are assigned a responsible officer by the CEO, to provide administrative support, ensure that the objectives of the IoA are met and to provide support and advice to the Chair in relation to governance. The Officer has no delegated power and is not a voting member of the committee.

Committees are subject to the Shire of Bridgetown-Greenbushes Standing Orders. These Standing orders apply generally to the proceedings of committees, with the exception of;

- (a) Clause 9.1 in respect of the requirement of rise;
- (b) Clause 9.5 limitation of the number of speeches

4.5 Officer Responsibilities

The nominated responsible officer will;

- Prepare agendas and distribute not less than 3 days before each meeting
- Compile the draft minutes and distribute them to committee members no less than 14 days after the meeting and no less than 7 day prior to the next meeting.
- Compile Council agenda reports outlining all recommendation of the advisory committee to be considered by Council.
- Provide reasonable support to the Advisory Committee through research to assist the Committee with its deliberations. However, work undertaken on behalf of the Advisory Committee will be balanced with other duties assigned to the officer. Where there is insufficient capacity to undertake work on behalf of the Committee, this matter will be referred to the officer's manager for determination of workload priorities.
- Provide the Chair with support and guidance on governance.

4.6 Committee Recommendations

All actions/proposals made by an Advisory Committee will be taken to Council as recommendations for consideration or to the CEO if the matter can be dealt with under delegated authority or is of an operational nature.

Standard instrument of Appointment and Delegation



BRIDGETOWN-GREENBUSHES STANDARD ADVISORY COMMITTEE (20XX-20XX)

INSTRUMENT OF APPOINTMENT & DELEGATION

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the “Council”) hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes (*Name*) (hereinafter called the “Committee”).

The Council appoints to the Committee those persons/organisations whose names appear in section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2 Name

The name of the Committee shall be the (*Name*)

3 Objectives

The Objectives and role of the Committee are:

- 3.1 To advise Council on;
- 3.2 To advise Council on ways to develop and implement (*Document/s*) strategy.

4 Membership

- 4.1 Council will appoint minimum of one (1) elected members as Council’s representative(s) on the Committee.
- 4.2 Council will appoint a maximum of nine (9) community representatives to reach a maximum membership number not exceeding ten (10) total members number of being:
- 4.3 One CEO appointed Shire representative shall be an ex-officio member of the committee and will not be permitted to vote on matters considered by the Committee.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall be an Elected Member of Council. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

- 6.1 The Committee shall meet on at least four occasions per year.
- 6.2 Notice of meetings shall be given to members at least 1 prior to each meeting.
- 6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position of such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee's term of appointment.
- 6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.
- 6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

9 Termination of Committee

Termination of the Committee shall be as at 21 October 2023 or as otherwise specified in the Local Government Act 1995.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

5 Applicable Legislation and Documents

Statutory Power	Division 2 – Council meetings, committees and their meetings and electors' meetings
------------------------	---

<i>(Acts, Regulations, Local Laws, TPS)</i>	Subdivision 2 Committees and their meetings of the Local Government Act 1995, <i>Local Government (Administration) Regulations 1996</i> Part 2 Council and committee meetings Standing Orders Local Law
Shire Policies	G.10 - Code of Conduct for Council Members, Committee Members and Candidates P 1 - Anti-Discrimination, Sexual Harassment and Bullying G 14 - Establishment of Council Committees CR 3 - Community Engagement/Consultation Policy IM 2 - Records Management Policy
Related Documents	Advisory Committee Standard Instrument of Appointment and Delegation
Related Procedure	N/A

6 Administration

Original Adoption Date	24 November 2022 (C.13/1122)
Last Variation Date	30 March 2023 (C.09/0323)
Last Reviewed	30 March 2023 (C.09/0323)
Scheduled Reviewed Date	30 November 2023

G 14 – Establishment of Council Committees

1 Policy

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

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

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies Part 5, Division 2, Subdivision 2 – Committees and their meetings Standing Orders Local Law Part 17 - Committees of the Council
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	24 April 1999
Last Variation Date	
Last Reviewed	28 April 2022 (C.07/0422)
Scheduled Reviewed Date	30 November 2023

Bridgetown-Greenbushes Access and Inclusion Advisory Committee

Instrument Of Appointment & Delegation 2023-2025

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the “Council”) hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the *Bridgetown-Greenbushes Access and Inclusion Advisory Committee* (hereinafter called the “Committee”).

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2 Name

The name of the Committee shall be the *Access and Inclusion Advisory Committee*.

3 Objectives

The Objectives and role of the Committee are:

- 3.1 Provide advice to Council on the prioritisation of strategies and actions contained in the Disability Access and Inclusion Plan and the Age Friendly Communities Plan.
- 3.2 Report to Council annually on the implementation of the Disability Access and Inclusion Plan and the Age Friendly Communities Plan.
- 3.3 Provide advice and input into the review of the Disability Access and Inclusion Plan and the Age Friendly Communities Plan as part of the review process.

4 Membership

- 4.1 Council will appoint minimum of one (1) elected members as Council’s representative(s) on the Committee.
- 4.2 Council will appoint a maximum of nine (9) community representatives to reach a maximum membership number not exceeding ten (10) total members, being:
- 4.3 One CEO appointed Shire representative shall be an ex-officio member of the committee and will not be permitted to vote on matters considered by the Committee.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member shall be an Elected Member of Council. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

6.1 The Committee shall meet on at least four occasions per year.

6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting.

6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position of such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee's term of appointment.

6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.

6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

9 Termination of Committee

Termination of the Committee shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

Bridgetown-Greenbushes Audit Committee

Instrument Of Appointment & Delegation 2023-2025

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the “Council”) hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes *Audit Committee* (hereinafter called the “Committee”).

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2 Name

The name of the Committee shall be the *Audit Committee*.

3 Objectives

The Objectives and role of the Committee are to:

- 3.1 Provide guidance and assistance to the local government in carrying out-
 - Its functions under Part 6 of the *Local Government Act 1995*
 - Its functions relating to other audits and other matters related to financial management
 - functions in relation to audits carried out under Part 7 of the *Local Government Act 1995*.
- 3.2 Review a report given to it by the CEO under regulation 17(3) of the *Local Government (Audit) Regulations 1996* and to –
 - report to Council the results of that review
 - give a copy of the CEO’s report to Council.
- 3.3 Monitor and advise the CEO when the CEO is carrying out functions in relation to a review of-
 - systems and procedures in relation to risk management, internal control and legislative compliance in accordance with regulation 17(1) of the *Local Government (Audit) Regulations 1996*
 - the local governments financial management systems in accordance with the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c).

- 3.4 Support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the *Local Government Act 1995* in respect of the local government.
- 3.5 Oversee the implementation of any action that the local government -
- is required to take by section 7.12A(3) of the *Local Government Act 1995*
 - has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a) of the *Local Government Act 1995*
 - has accepted it should be taken following receipt of a report of a review conducted under regulation 17(1) of the *Local Government (Audit) Regulations 1996*
 - has accepted it should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c).

4 Membership

- 4.1 The Membership of the Committee shall consist of three (3) elected members.
- 4.2 Further, the Committee may call upon two independent (senior) consultants with expertise in financial and/or legal matters to provide independent external advice to the Committee. Appointments of external consultants shall be made by CEO following a decision of Council.
- 4.3 No member of staff including the CEO may be a member of the Committee.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

- 6.1 The Committee shall meet at least twice in a financial year.
- 6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting.
- 6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.
- 6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.
- 6.5 The Committee is to meet as soon as practicable after the annual interim audit report is received in order to address any issues raised by the Auditor.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee does not have delegated authority to make decisions on behalf of the Council.

9 Duties and Responsibilities

The duties and responsibilities of the Committee will be to:

- 9.1 Provide guidance and assistance to the Council as to the carrying out of functions of the local government in relation to audits.
- 9.2 Develop and recommend to Council:
 - a list of those matters to be audited
 - the scope of the audit to be undertaken.
- 9.3 Support the Auditor of the local government to conduct an audit and carry out other duties under the *Local Government Act 1995* and ensure that audits are conducted successfully and expeditiously.
- 9.4 Examine the reports of the Auditor after receiving a report from CEO, and invite the Auditor to attend a meeting to discuss audit results. Report to Council those matters raised that require action to be taken by the local government.
- 9.5 Critically appraise and report to Council on any internal or external audit report that raises high level risk management, internal control, financial reporting, and other relevant accountability or governance issues.
- 9.6 Monitor the risk exposure of the Council by determining if management has appropriate risk management processes and adequate management information systems.
- 9.7 Oversee the implementation of any action resulting from:
 - the Auditor's findings
 - a review of systems and procedures in relation to risk management, internal control and legislative compliance
 - a review of the appropriateness and effectiveness of the financial management systems and procedures of the local government.
- 9.8 Recommend to Council the adoption of the annual financial report.
- 9.9 Review issues relating to national competition policy and comparative performance indicators.
- 9.10 Monitor ethical standards and related party transactions by way of determining whether the systems of control are adequate.
- 9.11 Identify and refer specific projects or investigations deemed necessary through the CEO, the internal auditor and Council if appropriate. Oversee any subsequent investigations.
- 9.12 Monitor the progress of any major lawsuits facing the Council.
- 9.13 In the form of minutes or otherwise, report to Council after each meeting.

9 Termination of Membership

Termination of Committee membership shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

Bridgetown-Greenbushes Bush Fires Advisory Committee

Instrument Of Appointment & Delegation 2023-2025

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the “Council”) hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes *Bush Fires Advisory Committee* (hereinafter called the “Committee”).

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2 Name

The name of the Committee shall be the *Bush Fires Advisory Committee*.

3 Objectives

The Objective of the Committee is to provide advice to the Council on all matters relating to bush fire control, prevention, and management. This includes, but is not limited to, recommendations on the annual firebreak requirements, capital (equipment) purchases, review of firefighting/prevention practices, firefighting training, etc.

4 Membership

- 4.1 Council will appoint minimum up to (2) elected members as Council’s representative(s) on the Committee.
- 4.2 The Chief Fire Control Officer, all Deputy Chief Bush Fire Control Officers, and the Fire Control Officer(s) (or nominated representative) from each of the Shire’s bush fire brigades shall (by virtue of the office held) be appointed to the Committee.
- 4.3 A representative from the Bridgetown Volunteer Fire & Rescue Service shall (by virtue of the office held) be appointed to the Committee.
- 4.4 Other representatives from organisations or agencies may participate in meetings of the Committee as determined by an ordinary majority of the Committee. Such persons will not be classified as members and aren’t entitled to vote on any matter brought before the Committee.

4.5 The CEO or a representative of the CEO may be a member of the committee under section 5.10(5) of the *Local Government Act 1995*.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

6.1 The Committee shall meet on at least four occasions per year.

6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting.

6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position of such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee's term of appointment.

6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.

6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

9 Termination of Committee

Termination of the Committee shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

Bridgetown-Greenbushes CEO Performance Review Committee

Instrument Of Appointment & Delegation 2023-2025

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes *CEO Performance Review Committee* (hereinafter called the "Committee").

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2 Name

The name of the Committee shall be the *CEO Performance Review Committee*.

3 Objectives

The Objective of the performance appraisal is not only to measure and improve performance against specific and agreed goals / targets, but also to increase future potential and value to Council and Shire, as well as using the system to recognise and potentially reward achievement.

4 Membership

The Membership of the Committee shall consist of three (3) elected members.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member shall be an elected member of Council. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

Meetings of the Committee shall be held as required or determined by the Committee Members.

6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting.

6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.

6.5 All members of the Committee shall have one vote and shall vote.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council. As a minimum, the Committee will report to Council twice each year.

9 Termination of Membership

Termination of Committee membership shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee. Alterations shall not contravene the contract of employment.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

Bridgetown-Greenbushes Cultural Inclusion Advisory Committee

Instrument Of Appointment & Delegation 2023-2025

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the “Council”) hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes *Cultural Inclusion Advisory Committee* (hereinafter called the “Committee”).

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2 Name

The name of the Committee shall be the *Cultural Inclusion Advisory Committee*.

3 Objectives

The Objectives and role of the Committee are to provide advice to the Council on ways to:

- grow recognition and respect for all cultures
- develop and implement reconciliation actions and strategies
- facilitate the collection and sharing of information and stories about local culture and history, including NAIDOC week events and Harmony Week activities and events
- identify, preserve and showcase significant local history and heritage including promotion of Indigenous history.

4 Membership

4.1 Council will appoint minimum of one (1) elected members as Council’s representative(s) on the Committee.

4.2 Council will appoint a maximum of nine (9) community representatives to reach a maximum membership number not exceeding ten (10) total members, being:

- 1 representative from Bridgetown Historical Society
- representatives from culturally and linguistically diverse populations
- persons that identify as a person of Aboriginal and/or Torres Strait Islander descent
- general community representatives.

- 4.3 One CEO appointed Shire representative shall be an ex-officio member of the committee and will not be permitted to vote on matters considered by the Committee.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member shall be an elected member of Council. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

- 6.1 The Committee shall meet on at least four occasions per year.
- 6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting.
- 6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position of such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee's term of appointment.
- 6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.
- 6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

9 Termination of Committee

Termination of the Committee shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

Bridgetown-Greenbushes Local Emergency Management Committee

Instrument Of Appointment & Delegation 2023-2025

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the “Council”) hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes *Local Emergency Management Committee* (hereinafter called the “Committee”).

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policy of the Shire of Bridgetown-Greenbushes (the Shire) and this Instrument.

2 Name

The name of the Committee shall be the *Local Emergency Management Committee*.

3 Objectives

The Objectives and role of the Committee are:

- 3.1 Identify and advise on emergency risks and hazards within the Shire of Bridgetown-Greenbushes.
- 3.2 Ensure that effective local emergency management arrangements are prepared and maintained.
- 3.3 Assist in the management of the recovery process following an emergency affecting the Shire of Bridgetown-Greenbushes.
- 3.4 Carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC) or prescribed in the Emergency Management Regulations 2006.

4 Membership

- 4.1 Committee membership shall consist of:
 - A maximum of three (3) elected members as Council’s representative(s)
 - The Shire’s Recovery Coordinator and Deputy Recovery Coordinator
 - The Shire’s Chief Bush Fire Control Officer

- One (1) representative from each of the following agencies:
 - Police Force WA (Deputy Presiding Member)
 - State Emergency Services
 - Bridgetown Volunteer Fire & Rescue
 - St John Ambulance WA
 - St John Ambulance WA Regional Community Paramedic
 - Bridgetown Hospital
 - Department of Fire & Emergency Services
 - Department of Biodiversity Conservation and Attractions
 - Talison Lithium
 - Red Cross
 - Department of Communities
 - Water Corporation
 - Western Power
 - Department of Education
 - Department of Primary Industries & Regional Development
- The District Emergency Management Advisor – South West (as an ex-officio member).

4.2 Other representatives from organisations or agencies may participate in meetings of the Committee as determined by an ordinary majority of the Committee. Such persons will not be classified as members and aren't entitled to vote on any matter brought before the Committee.

4.3 The CEO or a representative of the CEO may be a member of the committee under section 5.10(5) of the *Local Government Act 1995*.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member shall be an elected member of Council and the deputy presiding member shall be the Bridgetown Police Officer in Charge. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

6.1 The Committee shall meet on at least four occasions per year.

6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting, excepting circumstances following an incident in the Shire requiring recovery management.

6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position of such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee's term of appointment.

6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.

6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

9 Termination of Membership

Termination of Committee membership shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

Bridgetown-Greenbushes Sustainability Advisory Committee

Instrument Of Appointment & Delegation 2023-2025

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the “Council”) hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes *Sustainability Advisory Committee* (hereinafter called the “Committee”).

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2 Name

The name of the Committee shall be the *Sustainability Advisory Committee*.

3 Objectives

The Objectives and role of the Committee are to:

- 3.1 Provide advice to the Council on sustainable natural environment, social and economic issues.
- 3.2 Provide advice to the Council on the possible introduction of incentives, initiatives and recommendations which can be introduced into the daily operations of the Shire, Policy setting process, Strategic Plans and Town Planning Schemes to:
 - Reduce the impacts on the natural environment
 - Reduce the impacts on the climate
 - Initiate sustainable management of resources.
- 3.3 Identify strategies which will increase real and sustainable behaviour change in residents, businesses and other members of the community (including tourists) in order to improve environmental outcomes.

4 Membership

- 4.1 Council will appoint minimum of one (1) elected members as Council’s representative(s) on the Committee.

- 4.2 Council will appoint a maximum of nine (9) community representatives to reach a maximum membership number not exceeding ten (10) total members, being:
- 4.3 One CEO appointed Shire representative shall be an ex-officio member of the committee and will not be permitted to vote on matters considered by the Committee.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member shall be an elected member of Council. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

- 6.1 The Committee shall meet on at least four occasions per year.
- 6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting.
- 6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position of such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee's term of appointment.
- 6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.
- 6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

9 Termination of Committee

Termination of the Committee shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

Bridgetown-Greenbushes Trails Development Advisory Committee

Instrument Of Appointment & Delegation 2023-2025

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the “Council”) hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes *Trails Development Advisory Committee* (hereinafter called the “Committee”).

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2 Name

The name of the Committee shall be the *Trails Development Advisory Committee*.

3 Objectives

The Objectives and role of the Committee are to:

- 3.1 Provide advice and input into the prioritisation of strategies and actions contained in the Trails Plan.
- 3.2 Report to Council annually on the implementation of the Trails Plan.
- 3.3 Provide advice and input into the review of Council’s Trails Plan as part of the review process.

4 Membership

- 4.1 Council will appoint minimum of one (1) elected members as Council’s representative(s) on the Committee.
- 4.2 Council will appoint a maximum of nine (9) agency and community representatives to reach a maximum membership number not exceeding ten (10) total members, being:
 - One (1) representative from the Department of Biodiversity, Conservation and Attractions
 - Community representatives.

- 4.3 One CEO appointed Shire representative shall be an ex-officio member of the committee and will not be permitted to vote on matters considered by the Committee.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member shall be an elected member of Council. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

- 6.1 The Committee shall meet on at least four occasions per year.
- 6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting.
- 6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position of such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee's term of appointment.
- 6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.
- 6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

9 Termination of Committee

Termination of the Committee shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

Bridgetown-Greenbushes Youth Services Advisory Committee

Instrument Of Appointment & Delegation 2023-2025

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the “Council”) hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes *Youth Services Advisory Committee* (hereinafter called the “Committee”).

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2 Name

The name of the Committee shall be the *Youth Services Advisory Committee*.

3 Objectives

The Objectives and role of the Committee are to:

- 3.1 Provide advice and input into the prioritisation of strategies and actions contained in the Youth Plan
- 3.2 Report to Council annually on the implementation of the Youth Plan.
- 3.3 Provide advice and input into the review of Council’s Youth Plan as part of the review process.

4 Membership

- 4.1 Council will appoint minimum of one (1) elected members as Council’s representative(s) on the Committee.
- 4.2 Council will appoint a maximum of nine (9) agency and community representatives to reach a maximum membership number not exceeding ten (10) total members, being:
 - One (1) representative from Blackwood Youth Action
 - One (1) representative from Bridgetown High School
 - Community representatives.

- 4.3 One CEO appointed Shire representative shall be an ex-officio member of the committee and will not be permitted to vote on matters considered by the Committee.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member shall be an elected member of Council. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

- 6.1 The Committee shall meet on at least four occasions per year.
- 6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting.
- 6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position of such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee's term of appointment.
- 6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.
- 6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

9 Termination of Committee

Termination of the Committee shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.



NOTICE OF A SPECIAL MEETING OF COUNCIL

A Special Meeting of Council will be held in Council Chambers on **Tuesday 24 October 2023** immediately following the conclusion of the previous special meeting, called for the purpose of:

1. Granting the CEO delegated authority to vary Restricted Burning Periods
2. Additional and urgent specific gravel road works

Signed by N Gibbs, Chief Executive Officer

Date

23 October 2023

Special Council Agenda Index – 24 October 2023

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AGENDA

For a Special Meeting of Council that will be held in Council Chambers on **Tuesday 24 October 2023**, immediately following the conclusion of the previous special meeting, called for the purpose of:

1. Granting the CEO delegated authority to vary Restricted Burning Periods
2. Additional and urgent specific gravel road works

Opening of Meeting

Meeting to be opened by the Presiding Member.

Acknowledgment of Country

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

Attendance & Apologies

Councillors	- J Boyle
	- M Christensen
	- T Lansdell
	- S Mahoney
	- Newly sworn-in Councillors x 5
Officers	- N Gibbs, Chief Executive Officer
	- P St John, Director Development, Community and Infrastructure

Attendance of Gallery

Public Question Time

Note: At Special Council Meetings questions must relate to the items on the Agenda.

Comments on Agenda Items by Parties with an Interest

Notification of Disclosures of Interest

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

Business Items

ITEM NO.	SpCa01/1023	FILE REF.	
SUBJECT	Amendment to Delegation ES.7 - Variations and Control Activities Restricted Burning Periods		
OFFICER	Executive Assistant		
DATE OF REPORT	20 October 2023		

Attachment 1 Amended Delegation ES.7 - Variations and Control Activities Restricted Burning Periods

OFFICER RECOMMENDATION

That Council amend delegation ES.7 - Variations and Control Activities Restricted Burning Periods as presented in Attachment 1.

Summary/Purpose

For Council to consider amending delegation ES.7 - Variations and Control Activities Restricted Burning Periods to:

1. provide for the power to be given to the Chief Executive Officer (and removing the President and Chief Bush Fire Control Officer)
2. remove the imposed Council conditions.

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

Officer Comment

Following an assessment of the current and projected weather conditions, the Shire's Chief Bush Fire Control Officer has recommended to the CEO that the Restricted Burning Period be brought forward from the 1 November 2023 to the 25 October 2023. In light of this the CEO's delegations from Council were reviewed to allow for the CEO to amend the burning period.

The review of the delegation register uncovered an administrative error in delegation ES.7 - Variations and Control Activities Restricted Burning Periods, the mechanism allowing the CEO to amend the burning period date. The delegates assigned were the President and Chief Fire Bush Control Officer, instead of the CEO. The intention of the delegation was to have the CEO as the sole delegate, in accordance with the *Bush Fires Act 1954*, which permits delegation to the CEO only. Another error was also discovered where Council conditions were incorrectly imposed. These conditions are proposed to be removed.

To resolve this issue, it is recommended that Council amend the delegation as per Attachment 1.

Statutory Environment

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

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

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

Integrated Planning

- Strategic Community Plan
Outcome 14 Effective governance and financial management
- Corporate Business Plan - Nil
- Long Term Financial Plan – Not applicable
- Asset Management Plans – Not applicable
- Workforce Plan – Not applicable
- Other Integrated Planning - Nil

Policy/Strategic Implications – Not applicable

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Service Interruption.

If Council resolve not to amend the delegation to give the CEO the power to vary a Restricted Burning Period, Council run the risk of the Shire being unable to be reactive to climate conditions that require variations to burning periods that are urgent in nature. The overall risk has been measured as Moderate.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

(a) this Act other than those referred to in section 5.43;

* *Absolute majority required.*

ITEM NO.	SpCa02/1023	FILE REF.	
SUBJECT	Budget Amendment – Contract Resheeting Works		
OFFICER	Manager Infrastructure & Works		
DATE OF REPORT	20 October 2023		

OFFICER RECOMMENDATION

1. That Council amend the 2023/4 budget by:
 - a) Decreasing the budgeted transfer of \$306,070 to the Strategic Projects Reserve by an amount of \$250,000
 - b) Increasing the Road Construction/Reconstruction Program account number 1386940 by \$250,000.
2. That funds not spent on this project (gravel resheeting of Crowd Wheatley Rd, Klause Rd, and Walter Willis Rd) to be considered for review and reallocation in the 2023/24 mid-year budget review.

Summary/Purpose

An unbudgeted materials and contracts amount of up to \$250,000 is required for urgent contractor performed gravel resheeting to be undertaken on sections of Crowd Wheatley Rd, Klause Rd, and Walter Willis Rd.

Unfortunately, it appears that a large part of the damage was caused by a now departed grader driver employed by the Shire. In addition, the damage was reported to the Shire over 12 months ago and no action was taken. This combination of action and non-action significantly increases both Councillor and Executive liability. Immediate action is required.

Background

The sections of Crowd Wheatley Rd, Klause Rd, and Walter Willis Rd shown in figure A have become badly degraded due to there being little to no gravel pavement remaining. There are extensive significant potholes, corrugations, and exposed subgrade rock, severely impacting vehicle ride and handling characteristics even at very moderate speed. The Shire has received numerous customer service requests for over 12 months relating to the condition of these roads. Maintenance grading of the affect roads is ineffective in the current state and to correct these faults, the road needs to be reformed using imported gravel conforming to the applicable standard. Shire Works personnel and equipment are fully allocated to the existing annual construction program and do not have capacity to perform the required works.

The lengths of the road sections in figure A are as follows:

Crowd Wheatley Rd	2.4 km
Klause Rd	2.0 km
Walter Willis Rd	1.2 km
TOTAL:	5.6 km

Figure A:



Officer Comment

The proposed work is considered urgent. Should a serious incident or accident occur due to the current road condition the Shire would potentially be liable. The Shire contributed to the damage and has taken no action to date with regard to rectifying the damage. As the “Person Conducting a Business or Undertaking” (PCBU), under the *Work Health & Safety Act 2020*, both Elected Members and the Executive would potentially be found negligent.

To progress the works as soon as practical, project planning and preparation is currently underway. Distance to suitable water and gravel have a significant impact on the cost of the proposed works. Nearby sources of both resources have been identified and discussions with landowners have commenced, however, agreements are yet to be finalised. The Shire has an established gravel pit on Glentulloch Rd that could be used if necessary and the estimated project cost is based on sourcing gravel from this location. Use of the local gravel source adjacent to the project could reduce the overall cost.

Undertaking this project using municipal funds also has the potential for a positive outcome in relation to Roads to Recovery funding. Under the Roads to Recovery funding conditions, to continue to receive funding, the Shire is required to achieve a minimum own funding source expenditure on road construction and/or maintenance. The additional expenditure of own source funding will help ensure this condition is met.

Statutory Environment

Work Health & Safety Act 2020

Land Administration Act 1997 (Part 5)

Integrated Planning

➤ Strategic Community Plan

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

Objective 9.1 Improve road safety and connectivity.

➤ Corporate Business Plan - Nil

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans

Resheeting Crowd Wheatley Rd is listed in the current 10-Year Strategic Works Plan in the 2025/26 financial year. This project would no longer need to be undertaken and therefore other projects could be brought forward in the plan.

➤ Workforce Plan - Nil

➤ Other Integrated Planning - Nil

Policy Implications - Not applicable

Budget Implications

This report seeks to amend the 2023/24 budget as per the resolution.

Whole of Life Accounting - Not applicable

Risk Management

Risk areas identified according to the Shires risk management policy, are Health, Financial Impact, and Reputational External.

Health:

Due to the risk of a serious traffic incident as a result of the road faults the health impact is considered Catastrophic (fatality, permanent disability) with a likelihood measure being likely, giving an overall risk rating of Extreme.

Financial Impact:

Due to the risk of a serious traffic incident as a result of the road faults and potential for litigation, the financial impact is considered Catastrophic (more than \$500,000) with a likelihood measure being likely, giving an overall risk rating of Extreme.

Reputational External:

Due to the current dissatisfaction amongst affected members of the public there is a risk the issue will be escalated and therefore Reputational External is currently considered Moderate (substantiated, public embarrassment, moderate impact,

moderate news profile, requires social media response and monitoring (e.g. State News story) with a likelihood measure being Likely, giving an overall risk rating of High. Obviously, if there is a serious accident or death on the road, this will shift to Extreme.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Absolute Majority

6.8. Expenditure from municipal fund not included in annual budget

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

(b) is authorised in advance by resolution*

* *Absolute majority required.*

Closure

The Presiding Member to close the meeting.

List of Attachments

Attachment	Item No.	Details
1	SpCa.01/1023	Amended Delegation ES.7 - Variations and Control Activities Restricted Burning Periods

Agenda Papers prepared and recommended by E Matthews, Executive Assistant



23 October 2023

Agenda Papers authorised by N Gibbs, Chief Executive Officer



23 October 2023

Delegation	<u>ES.7 – Variations and Control Activities Restricted</u> <u>Burning Periods</u>
Delegator	Council
Express power to delegate	<i>Bush Fires Act 1954</i> s.48 Delegation by local government
Express power or duty delegated	<p><i>Bush Fires Act 1954</i> s.18(5)(11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land</p> <p><i>Bush Fire Regulations 1954</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times</p>
Function	<ol style="list-style-type: none"> 1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year (s.18(5)). <ol style="list-style-type: none"> a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the district (r.15C). 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn (s.18(11)). 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer (r.15). 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning firebreaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary (s.22(6) and (7)). 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or

	<p>any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained (r.38C).</p> <p>6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an airplane has been satisfactorily prepared (r.39B).</p> <p>7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an airplane (r.39B(3)).</p> <p>8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice (s.27(2) and (3)).</p> <p>9. Authority to recover the cost of measures taken by the Shire of Bridgetown-Greenbushes or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy (s.28(4)), including authority to recover expenses in any court of competent jurisdiction (s.28(5)).</p>
Delegate	<p>President and Chief Bush Fire Control Officer Chief Executive Officer</p>
Council conditions	<p>Decisions under s,17(7) must be undertaken jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).</p>
Adoption date	23 February 2023 (C.09/0223)
Variation date	
Record keeping	Delegated Authority Action Sheet



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MINUTES

For an Ordinary Meeting of Council held in Council Chambers on **Thursday 2 November 2023**, commencing at 5.30pm.

Opening of Meeting

The Presiding Member opened the meeting at 5.32pm.

Acknowledgment of Country

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

Attendance, Apologies and Leave of Absence

President	- Cr J Mountford
Councillors	- S Mahoney (Deputy)
	- J Boyle
	- M Christensen
	- M Fletcher
	- T Lansdell
	- L Pearce
	- A Pratico
	- R Redman
Officers	- N Gibbs, Chief Executive Officer
	- P St John, Director Development, Community, and Infrastructure
	- E Matthews, Executive Assistant
	- L Taramoeroa, Executive Assistant
	- M Richards, Manager Community Services
Apologies	- M Larkworthy, Director Corporate Services

Attendance of Gallery

B Bebbington, D Hocking and M Flemming.

Responses to Previous Questions Taken on Notice - Nil

Public Question Time

M Flemming

Question

The Blackwood Women's Group purchased several large wooden Christmas decorations to be put up around town. They were stored by Neil Giblett and when he died they were left in the care of the Shire. When Mr Carstairs left the employ of the Shire he was gifted the items. Can someone from the Shire please contact Mr Carstairs and ask if he would consider giving the decorations back to a local community group to be used once more around town.

Shire President – this matter has been simmering away for some time and we have never been able to resolve where they are, I don't see any issue in contacting Mr Carstairs.

CEO Response – I am more than comfortable to make the call (to Mr Carstairs) and try to track down where the decorations are.

Question

Would you please give me the date of this year's Community Christmas Party?

CEO Response – Friday 1 December.

B Bebbington

Question

Regarding the notice of Town Planning Scheme No. 3, Scheme Amendment No. 73, the notice of advertising has not been displayed as a public notice on the website and the community consultation link does not show the amendment document. Will the Shire recommence the advertising of the amendment due to this failure?

Shire President response – that question will be taken on notice.

Question

Regarding the review of the Community Engagement Policy, the current policy has a key principle that Council will welcome and act on appropriate recommendations from the community for changes to the Policy. Has any consultation occurred during this review?

Manager Community Services – No.

Question

Regarding the same policy which also says that public consultation is to occur for strategies, projects and policies that will have a direct impact on the community. I would expect that the Community Engagement Policy does have a impact on the community so why doesn't the officer recommendation refer to compliance with the old policy and intended new policy that it is required to be advertised for input.

Shire President response – that question will be taken on notice.

Question

Then what will happen if the Community Engagement Policy is adopted tonight?

CEO Response – We have made a recommendation to defer that policy due to an administrative error, where the attachments supporting the policy were not included in the Agenda.

Question

Regarding the WHS Act item can you please confirm whether our firefighting volunteers are considered to be employees under the WHS Act.

CEO Response - Yes they are.

Question

In June 2023 on the officer's recommendation Council adopted a policy, including compliance of procedures for brigades to meet the WHS obligations, but elected to defer compliance for 12 months. Do you know if the insurer is aware of that? What would happen in a situation where firefighters who aren't fully trained are called into fires?

CEO Response - I would not have put that motion to Council and I cannot speak to why it was, however I'm going to be addressing that as a matter of urgency. DFES has already made the call that firefighters are not to be on a fire ground if not trained, so its actually moved out of our scope of responsibility. I will be speaking to BFAC about the fact that if they're not trained and their house burns down the insurer will not rebuild their house and if they die on a fire ground and they're not trained the insurer will not pay their family. We are going to be hitting that issue hard as it is incredibly important that we are compliant.

Question

On that basis, can the Shire notify all brigade members of that situation and whether they are allowed to attend fires or not. There has been training introduced but we need to make sure that if people are not compliantly trained they cannot attend fires.

Shire President – That request will need to be taken on notice.

CEO Response - I will be meeting urgently with our CESM & District DFES representative as I haven't been involved in the communication process between them and BFAC and sometimes it is about inconsistent messaging. When the WHS Act first dropped there were a lot of volunteers refusing to go to training because they didn't understand how the obligations had changed, we just need to recommence those discussions respectfully to make sure that everyone is reformed about how different this new legislation is.

Question

With regards to the WHS Act, where Council provides delegated authority to the CEO does the responsibility pass to the CEO and Officers or does it still remain with the Councillors?

CEO Response – this can be quite challenging to explain as councillors are technically exempt from the WHS Act, however are still liable under WorkSafe. Legal advice recommends that Council act as though they are bound by the WHS Act and under that Act, and under WorkSafe, you can't delegate your accountability. Councillors will always be held responsible and I always be held responsible.

Petitions/Deputations/Presentations - Nil

Comments on Agenda Items by Parties with an Interest - Nil

Applications for Leave of Absence - Nil

Confirmation of Minutes

C.01/1123 Ordinary Council Meeting held 28 September 2023

Attachment 1 Minutes of Ordinary Council Meeting - 28 September 2023

That the Minutes of the Ordinary Meeting of Council held 28 September 2023 be confirmed as a true and correct record.

Council Decision Moved Cr Pratico, Seconded Cr Christensen

C.01/1123 That the Minutes of the Ordinary Meeting of Council held 28 September 2023 be confirmed as a true and correct record.

Carried 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.
Against: Nil.

Announcements by the Presiding Member Without Discussion

The Presiding Member reflected on two families in Bridgetown that have been affected by suicide this week.

The Presiding Member advised of a new community initiative, the Bridgetown Greenbushes Suicide Prevention Network, established by Dr Sarah Youngson in February of this year. Both the Shire President and Cr Fletcher are members of the group. The committee includes representatives from; WACHS South West, St John of God Social Outreach, Rotary Club, Wesley Mission, Bridgetown High School and other local community groups.

The Committee held its official launch in October where it provided information on the purpose and objectives of the group.

Safe Talk Workshops have commenced, where local community members are encouraged to attend, in order to learn how to recognise 'warning' signals and appropriate steps to take.

There is also a focus on 'Postvention' which will provide support to families after an incident.

The Presiding Member will provide further updates as the Committee progresses.

The Presiding Member announced the winners of the 2023/24 rates prizes;

- *First prize – Terry Ash*
- *Second prize – Sarah Goggs*

Notification of Disclosure of Interest

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

Name	Cr Lyndon Pearce
Type of Interest	Impartiality
Item No.	C.14/1123 RFT 04–22/23 Construction of Wandillup Bush Fire Station C.15/1123 RFT 05–22/23 Construction of Greenbushes Fire Station
Nature of Interest	I evaluated the tender submissions whilst in the position of Community Emergency Services Manager with the Shire.

Questions on Agenda Items by Elected Members - Nil

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

Reports of Officers

Reports of Officers have been divided into Departments as follows:

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

CEO's Office

ITEM NO.	C.02/1123	FILE REF.	
SUBJECT	Work Health and Safety Act 2020 Obligations		
OFFICER	Chief Executive Officer		
DATE OF REPORT	24 October 2023		

OFFICER RECOMMENDATION

That Council note their obligations under the Work Health & Safety Act 2020.

Summary/Purpose

To inform Elected Members of their significant obligations under the *Work Health & Safety Act 2020* (the Act), which was proclaimed in March 2022.

Executive Members of staff are included in the definition of a "Person Conducting a Business or Undertaking" (PCBU). If a PCBU is alleged to have committed Industrial Manslaughter under the Act, and the allegation is substantiated, there is a penalty for individuals of up to 20 years imprisonment and a fine of up to \$5,000,000. The Shire of Bridgetown-Greenbushes may be fined up to \$10M as the body corporate.

Other significant penalties apply to individuals and the body corporate for Category 1-3 offences.

The insurer is no longer permitted to insure the organisation against this risk if negligence is proven.

While the *Act* excludes local government councillors under the definition of an 'officer,' Councillors have an obligation under the *Act* as an 'other.' Section 29 of the *Act* refers to 'Duties of other persons at the workplace' and outlines the following obligations:

- Take reasonable care for their own health and safety;
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as reasonably able, with any reasonable instruction that is given by the local government (as the PCBU) to ensure the local government complies with its duty under the *Act*.

In practice this means that councillors may also be the subject of prosecution for negligence and face the associated and severe financial and imprisonment penalties.

Background

The *Work Health and Safety Act 2020 (WA)* (the *Act*) was passed through parliament in 2020 and took effect from 31 March 2022. Employers were expected to immediately comply with the new laws. This does not appear to have been the case in the Shire of Bridgetown-Greenbushes.

THE MAIN CHANGES

The *Act* introduces the "Person Conducting a Business or Undertaking" (PCBU) concept, replacing the outdated concept of an "employer" as the person with primary health and safety duties. A PCBU can be a sole trader, each partner within a partnership, a joint venture, a company, an unincorporated association, a not-for-profit organisation, a government department or a public authority (including a local government) whether or not they are operating for profit or gain. The real significance of this change will be felt by non-operating business partners and joint venturers who must now take a much more active role in ensuring safety in the business.

The concepts of Worker and Workplace have been expanded. Worker now includes employees, contractors, sub-contractors, employees of contractors, employees of labour hire companies, apprentices, trainees, work experience students and, in certain situations, volunteers. Workplace is defined as a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. The term place includes vehicles, vessels, aircrafts or other mobile structures and extends to any waters and installation on land, including roads.

There has been a change to the primary duty. The new laws require all PCBUs to ensure, so far as is reasonably practicable, while workers are at work in the PCBU, the health and safety of:

- Workers engaged, or caused to be engaged by the person; and
- Workers whose activities in carrying out the work are influenced or directed by the person.

This change drives a need to focus on the risks a hazard may pose and to manage those risks to a practicable level. The duty to ensure health includes a duty with respect to taking positive practicable steps to ensure the mental health of workers.

Penalties for WHS breaches are no longer insurable. Duty holders are no longer able to obtain insurance for a penalty imposed following a WHS prosecution. Individuals who breach this are liable for penalties of up to \$51,000 and body corporates are liable for penalties up to \$250,000. This change means that businesses need to ensure they are taking proactive steps to develop procedures designed to meet their legal obligations and to ensure compliance with those procedures by their workforce. Duty holders should be aware that duties are not transferrable and cannot be contracted out of.

There is now a duty to consult with other duty holders and workers and their representative. The new laws require duty holders with shared responsibilities to work together to make sure someone does what is needed. This requires consultation, co-operation and co-ordination between duty holders such as partners, joint venture partners, and principals and contractors. PCBUs are now also required, so far as is reasonably practicable, to consult with workers and health and safety representatives about matters that directly affect them. This duty extends to consulting with all kinds of workers, not just the PCBU's own employees. Meeting these consultation duties requires some planning as to how and when consultation will be undertaken.

There is now the inclusion of the new offence of "Industrial Manslaughter." Under the new laws, individuals can be charged with "Class One" or "Class Two" Industrial Manslaughter offences in the event of a workplace death. Class One Industrial Manslaughter covers conduct that is engaged in, with knowing disregard, that it is likely to cause death and carries a maximum jail term of 20 years. Class Two Industrial Manslaughter covers conduct that is a negligent breach of a duty owed by a PCBU that results in death and carries a maximum jail term of 10 years.

There is now provision for officer due diligence. Officers of PCBUs now have personal obligations to demonstrate a proactive approach to workplace health and safety matters. Officer has the same meaning as defined in the *Corporations Act 2001* (Cth) and includes directors and/or any person who make or participate in making decisions that affect the whole, or a substantial part, of the PCBU. Officers must now exercise due diligence to make sure the business meets its duties to protect workers and other persons against harm to health and safety. All officers now need to be trained to ensure they fully understand these obligations and are taking all necessary steps to comply with them. There is an obligation on an officer to refuse work if it cannot be done safely.

ELECTED MEMBERS

The *Act* excludes local government councillors under the definition of an 'officer,' however, it recognises the important role elected members have in supporting 'officers' of a PCBU – that is, supporting executive in complying with work, health and safety responsibilities.

Councillors have an obligation under the Act as an 'other.' Section 29 of the Act refers to 'Duties of other persons at the workplace' and outlines the following obligations:

- Take reasonable care for their own health and safety;
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons; and

- Comply, so far as reasonably able, with any reasonable instruction that is given by the local government (as the PCBU) to ensure the local government complies with its duty under the Act.

In practice this means elected members do not have strong grounds to reject reasonable recommendations from executive that mitigate or remove hazards from the workplace. To do so would increase their own risk of prosecution which could result in financial or imprisonment penalties. Conservative legal advice recommends that elected members operate and make decisions as if they were included in the definition of PCBU.

CODE OF PRACTICE – WORKPLACE BEHAVIOUR

This Code aims to prevent and manage inappropriate or unreasonable behaviour that may occur in the workplace, encompassing all types of workplace behaviour that may create a risk to the personal health and safety of workers. Whilst the Code captures physical behaviours, it also extends to psychological and social conditions which may negatively impacts workers. It is the responsibility of PCBUs to ensure, so far as reasonably practicable, that workers and other people in a workplace are not exposed to psychological health and safety risks.

Inappropriate or unreasonable behaviour includes, but is not limited to:

- Bullying;
- Harassment;
- Sexual harassment;
- Racial harassment;
- Violence and aggression;
- Discrimination;
- Misconduct; and
- Escalated or unreasonable conflicts.

CODE OF PRACTICE – PSYCHOSOCIAL HAZARDS IN THE WORKPLACE

There is now provision for psychosocial hazards in the workplace. Penalties for contributing to mental health harm are now as severe as penalties for contributing to physical harm.

This Code captures hazards and conditions in workplaces that pose psychological and social risks to workers (as opposed to just physical risks). These include the obvious factors of bullying, harassment, violence and aggression, but also the less obvious issues of fatigue, stress and burnout that can compromise a worker's psychosocial wellbeing. Under this Code, it is the responsibility of PCBUs to facilitate a systematic approach to managing psychosocial hazards in order to meet their responsibilities under the *Act* and to create a safe and healthy work environment for employees.

CODE OF PRACTICE – VIOLENCE AND AGGRESSION IN THE WORKPLACE

This Code captures any incident where a person is harassed, threatened, attacked or physically assaulted within a workplace, and includes any form of physical assault, sexual assault, verbal abuse, threats, intimidation and harassment (including sexual harassment).

Under this Code, PCBU's must consider violence and aggression risk management as part of an overall prevention plan. There are three key areas employers should focus on when implementing this plan, including managing violence and aggression in the workplace, responding to any type of abuse in the workplace and ensuring post-incident support services are available such as counselling or legal support should they arise.

Code of Practice compliance centres around the implementation of a Risk Management Approach.

To comply with the above Codes, PCBU's must adopt a proactive risk management approach in order to prevent and reduce psychosocial risk in the workplace by:

- Identifying the hazards and risk factors;
- Assessing the risks;
- Controlling the risks by making the changes necessary to eliminate the hazards or risk factors, and if this is not practicable, then minimising the risk of harm; and
- Monitoring and reviewing the effectiveness of controls and adapt or improve the controls where necessary.

THE APPROACH THE REGULATOR TAKE TOWARD BREACHES

WorkSafe WA and Resources Safety have been consolidated into the Safety Regulation Group under the independent WorkSafe WA Commissioner. PCBU's may expect to be prosecuted in accordance with the WorkSafe WA Prosecution Policy.

The *Act* allows WorkSafe WA inspectors to issue PCBU's with consequences dependent on the circumstances and by applying a consistent approach to similar fact circumstances in order to achieve greater certainty and protection in the workplace. Where a breach has occurred, in addition to recommending prosecution, a WorkSafe inspector may issue PCBU's with:

- Advice on compliance;
- Assistance to mediate and resolve workplace disputes;
- Issuance of improvement notices;
- Issuance of prohibition notices;
- Revoking, suspending or cancelling authorisations;
- Enforcing criminal prosecutions; and
- Publishing enforcement actions and outcomes.

WorkSafe WA inspectors may conduct site visits either in response to an incident or a complaint or as part of a targeted compliance program. This means that inspectors may require the employer or persons involved to produce documents relevant to WHS and conduct interviews requiring these persons to answer. This may result in the inspector seizing information to use against the employer as evidence of an offence and may issue a notice of improvement or prohibition notice.

WHAT ELSE MAY LEAD TO A PROSECUTION?

- Failure to consult between multiple PCBU's where the risk is obvious;
- Failure to carry out due diligence;
- Labour hire employees working outside of their skill or scope;
- Taking on work contracts which ultimately lead to risks and safety issues;

- Contractors failing to be responsible for not only employees, but also the plant and equipment of the client; and
- Failure to audit to ensure safety procedures and systems are being complied with.

WHAT DO WE NEED TO DO NOW?

PCBUs and their officers were directed to take urgent steps to ensure they were compliant with the *Act* from 31 March 2022. The Shire of Bridgetown was expected to:

- Understand how the *Act* impacts on the Shire;
- Review and update systems and processes to ensure compliance with the *Act*;
- Provide training to officers about the new obligations and what Courts and regulators are likely to consider is required for compliance;
- Develop evidence of daily compliance with the obligations under the *Act*; and
- Implement audits to ensure ongoing compliance with the *Act*.

Unfortunately, the Shire of Bridgetown-Greenbushes has done none of the above.

PENALTIES

The *Act* provides for three main categories of WHS offences (each with different ‘fault elements’), along with a new offence of industrial manslaughter. A high-level overview of the maximum penalties for these offences for both PCBUs and officers is set out in the table further below.

A PCBU commits industrial manslaughter if it, in breach of its duties, engages in conduct that causes the death of an individual, knowing that the conduct is likely to cause the death of, or serious harm to, an individual, and in disregard of that likelihood.

An officer of a PCBU commits industrial manslaughter if a PCBU, in breach of its duties, engages in conduct that causes the death of an individual, and the PCBU’s conduct is attributable to any neglect on the part of the officer, or is engaged in with the officer’s consent or connivance.

WHS offences and maximum penalties

Offence		Maximum Penalty – PCBU	Maximum Penalty – officer
Industrial manslaughter		<ul style="list-style-type: none"> • Individual: 20 years imprisonment and a fine of \$5,000,000. • Body corporate: \$10,000,000 	<ul style="list-style-type: none"> • 20 years imprisonment and a fine of \$5,000,000.
Category Offence	1	<ul style="list-style-type: none"> • Individual: 5 years imprisonment and a fine of \$680,000. • Body corporate: \$3,500,000 	<ul style="list-style-type: none"> • 5 years imprisonment and a fine of \$680,000.
Category Offence	2	<ul style="list-style-type: none"> • Individual: \$350,000. • Body corporate: \$1,800,000. 	<ul style="list-style-type: none"> • \$350,000.

Offence	Maximum Penalty – PCBU	Maximum Penalty – officer
Category Offence	3 <ul style="list-style-type: none">Individual: \$120,000.Body corporate: \$570,000.	<ul style="list-style-type: none">\$120,000.

INSURANCE AND INDEMNITY ARRANGEMENTS

The new laws prohibit entering into and receiving the benefit of insurance and other indemnity arrangements which cover WHS fines/penalties.

The prohibitions make it unlawful (for example) for a person to enter into an insurance policy that purports to indemnify a person for their liability to pay a fine for an offence under the *Act*, or be indemnified, or agree to be indemnified, by another person for liability to pay a fine for an offence under the *Act*.

Consequently, companies are no longer able to indemnify directors by paying fines on their behalf.

Officer Comment

Unfortunately, whilst some staff are acutely aware of the severity of this new legislation and have attempted to comply with it in some areas, overall the organisation has not recognised nor responded to the introduction of the *Act* at any level. Actions that have occurred to date are:

- A desktop audit was undertaken by an external consultant earlier in the year.
- LGIS Regional Risk Coordinator completed a Safety Management System Plan and Action plan, taking into account the assessed risks identified in the desktop audit. However, this does not appear to have been implemented.
- Some staff have completed training in Roles and Responsibilities in July 2023, but this did not capture everyone.
- LGIS Regional Risk Coordinator is currently working through Emergency Management and has consulted with each business unit, prepared evacuation diagrams and full emergency management plans for each. This has been a legal requirement for over 30 years now.

The organisation is currently the subject of a Worksafe order for poor WHS record keeping or for not having certain WHS records in place at all. This month the CEO approved the purchase of an automated WHS Management System to:

- Rectify the order;
- Capture all WHS inductions, documentation, policies/procedures, incidences, action items, SWMS, pre-starts, training, inspections, record keeping requirements (this will centralise for ease of access for all and locating information);
- Ensure WHS compliance into the future.

Implementation will occur immediately.

Statutory Environment

Work Health & Safety Act 2020

Integrated Planning

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

Policy/Strategic Implications – Not applicable

Budget Implications

Catastrophic if subject to prosecution for all the reasons detailed in this paper.

Whole of Life Accounting – Not applicable

Risk Management

Risk areas identified according to the Shires risk management policy, are Health, Financial Impact, and Reputational External.

Health:

Catastrophic (fatality, permanent disability) with a likelihood measure being unlikely, giving an overall risk rating of High.

Financial Impact:

Catastrophic (more than \$500,000) with a likelihood measure being unlikely, giving an overall risk rating of High.

Reputational External:

Due to the current dissatisfaction amongst affected members of the public there is a risk the issue will be escalated and therefore Reputational External is considered Moderate (Substantiated, public embarrassment, moderate impact, moderate news profile, requires social media response and monitoring (e.g. State News story) with a likelihood measure being Likely, giving an overall risk rating of High.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

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

Voting Requirements – Simple Majority

Moved Cr Redman, Seconded Cr Christensen
That Council note their obligations under the Work Health & Safety Act 2020.

Council Decision *Moved Cr Redman, Seconded Cr Boyle*
C.02/1123 *That in accordance with clause 11.1(c) of the Standing Orders Local Law, debate on item C.02/1123 be adjourned to a future ordinary meeting of Council, so further information can be provided pertaining to the legal advice referenced in the officer report.*

Carried 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.
Against: Nil.

In accordance with clause 12.1(2) of the Standing Orders Local Law, the names of the members who have spoken on the matter are to be recorded. Cr Redman as the Mover of the motion spoke on the matter. When debate resumes Cr Christensen as Seconder of the motion will have the right to speak.

ITEM NO.	C.03/1123	FILE REF.	
SUBJECT	Proposed Update Communication Policies		
OFFICER	Communications Officer		
DATE OF REPORT	25 October 2023		

Attachment 2 Policy CR 3 - Community Engagement

Attachment 3 Policy CR 5 - Social Media

Attachment 4 Policy CR 6 – Logo

OFFICER RECOMMENDATION

That Council:

1. *Adopt amended Policy CR 3 - Community Engagement as presented in Attachment 2;*
2. *Adopt amended Policy CR 5 - Social Media as presented in Attachment 3; and*
3. *Revoke Policy CR 6 – Logo.*

Summary/Purpose

For Council to consider:

- The proposed updates to policies CR 3 - Community Engagement and CR 5 - Social Media; and
- To revoke Policy CR 6 – Logo, which will be replaced with the Branding Guidelines.

Background

Establishing parameters for effective communications between the Shire and the community lead to consistency in the way we share or present information and ask for feedback. This consistency is an important part of building trust through visibility and transparency.

Having clear policies that state how and why we interact and communicate with the public eliminates confusion for any officers involved in this communication. With a consistent approach over time the community begins to have clear understanding and expectations about how the Shire informs and interacts.

At the July 2023 Concept Forum a general discussion was held with Councillors regarding how our social media accounts were to be managed.

As an extension of this, Policy CR 3 - Community Engagement was reviewed which now includes a toolkit to assist and guide staff.

The existing policies were due for updating and have been done so in alignment with the External Communications Framework which was discussed with Council at the March 9 Concept Forum 2023.

Officer Comment

The proposed Social Media, Community Engagement and branding policies will serve as valuable tools in our effort to have clear and consistent communication strategies, improve engagement and strengthen our image. This will also facilitate varied officers being able to deliver consistent messaging and communication when representing the Shire.

Statutory Environment

Section 2.7 of the *Local Government Act 1995* provides:

2.7. Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

Integrated Planning

- Strategic Community Plan
Outcome 15 A well informed engaged community
- Corporate Business Plan
Objective 15.1 Engage the community in a meaningful and timely way using the appropriate communication and consultation channels.

Action 15.1.1 Provide a Community Engagement Strategy to improve communication and consultation across all customer segments.

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

Policy/Strategic Implications - Nil

Budget Implications – Nil

Whole of Life Accounting – Not Applicable

Risk Management - Nil

Voting Requirements – Simple Majority

Council Decision Moved Cr Christensen, Seconded Cr Pratico

C.03/1123 That Council:

- 1. Adopt amended Policy CS 5 - Social Media as presented in Attachment 3; and**
- 2. Revoke Policy CR 6 – Logo.**

Carried 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.

Against: Nil

Reason for amending the officer recommendation: Council Policy CR 3 - Community Engagement was removed from the officer recommendation as further information is to be provided in a subsequent report to Council.
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ITEM NO.	C.04/1123	FILE REF.	
SUBJECT	Work Health and Safety Software Package		
OFFICER	Human Resources Officer		
DATE OF REPORT	26 October 2023		

OFFICER RECOMMENDATION

That Council note the Chief Executive Officer's intention to authorise the purchase of a dedicated Work Health and Safety software package to meet compliance requirements under the Work Health and Safety Act 2020.

Summary/Purpose

The Shire is considering the purchase of a dedicated Work Health and Safety (WHS) software package to enable the Shire to meet compliance in HSEQ (Health, Safety, Environment and Quality) as well as to streamline processes and increase productivity through the provision of a centralised documentation and record-keeping system.

Background

In January 2023, a significant accident occurred, resulting in the sub-total amputation of an employee's left middle finger which required rehabilitation spanning over a period of six months. As this was a 'reportable' incident, it was reported to Worksafe immediately as per requirements. A subsequent Worksafe investigation occurred, resulting in three improvement notices being issued.

One of these notices has been fully cleared (relating to the provision of records demonstrating annual inspection against the Australian Standards, of the Shire's passenger lift and chair lift).

The other two notices relate to the above incident and remain outstanding. They are required to be cleared by mid-January 2024. Details of the improvement notice relating to this agenda item are:

Reference ID: 90024446

Reason: "..... I viewed truck B0104, a tipping truck with a vehicle loading crane attached mid-chassis. This VLC was involved in an injury to a worker. There were no inspection records to view after a fire destroyed the depot buildings.

Direction: you are directed to have the mentioned VLC inspected IAW reg 213. (Dealt With).

Recommendations: the Shire puts a system in place that backs up any electronic or non-electronic records of inspection of plant.

In the interests of protection for the organisation, Council and staff, this WHS software package will enable robust reporting and record-keeping to fulfil the Worksafe recommendation and provide a system of continuous improvement to the Shire's WHS processes.

Three providers have been approached, where two were found not comparably priced, dropping off core record-keeping capabilities, or incurring exorbitant annual fees for ongoing system operation and maintenance.

The system favoured is Skytrust. The following points are what have assisted in this decision.

Offering

- The software is developed and serviced by Worksafe inspectors
- The core product covers extensive areas of WHSEQ
- There is a supporting app so anyone working remotely or off-site can still access the program and once back in range, the information will populate the central system
- It provides a centralised area for all reporting requirements, consultation, training, register maintenance, incident recording, actions, workflow for corrective actions, templates, SWMS, JSAs, Safety Data Sheets, workplace inspections, minutes, processes and procedures.
- A dashboard is included in the core system, to pictorialise trends and areas of interest at a glance.

- It may be customised to suit Shire needs and varying security levels may be implemented to limit access to areas that may have high level sensitivity/confidentiality.
- The package can be linked to the Corporate risk register which can be locked down for authorised personnel. It enables capture of organisational risks around strategic, operational and situational risk assessments. Controls can be identified with their effectiveness and allocated to a person responsible with review dates assigned. Overdue dates are identified via the dashboard, company actions tab and email escalations.
- Contractor management module provides opportunity to manage compliance of the contractor and their employees. (Contractor management and compliance is an area the Shire is considerably deficient in.)
- Ongoing system support is provided by the customer support team, at call, for no additional cost.

Pricing

- One-off set-up fee of \$999
- Ongoing monthly subscription of \$399 (annual fee of \$4,788)

Trial

A no-obligation trial is available for 3 months. Details are as follows:

On signing up for a trial, Skytrust require 4 spreadsheets - HR, Plant & Equipment, Contractors, and historical injuries. Upon receipt of the HR spreadsheet, they will upload it into the platform which builds our organisational structure. They provide training to the designated System Administrators. Over the three-month period of the trial, they provide ongoing deployment assistance to assist us to configure our platform to suit our needs and training in preparation for rolling out to the users. See deployment link reference - https://deployment.skytrust.co/story_html5.html.

Skytrust will provide a dedicated Account Manager to assist in the implementation. Their Customer Support Team are responsible for ensuring that the platform is created, and the uploads are completed.

Officer Comment

Currently, there is no centralised area for record-keeping so each area of the business tends to maintain their own WHS records. This system is not conducive for producing uniform and compliant documentation upon request and so much time is wasted on locating information when required.

The proposed system is well priced, user-friendly and has the capacity to work off-line and remotely, reducing the need for our outside workers to have to compile manual checklists, inspections and reports etc.

Statutory Environment

Work Health & Safety Act 2020

Integrated Planning

- Strategic Community Plan - Nil
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil

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

Policy/Strategic Implications

A whole suite of WHS related policies will be required to be put to Council for adoption.

Budget Implications

The proposed package can be accommodated in the 2023/24 annual budget.

Whole of Life Accounting

The ongoing annual fee is \$4,788.

Risk Management

Implementing this software package will mitigate our non-compliance in record-keeping and maintenance.

Voting Requirements – Simple Majority

Council Decision Moved Cr Lansdell, Seconded Cr Pratico

C.04/1123 That Council note the Chief Executive Officer's intention to authorise the purchase of a dedicated Work Health and Safety software package to meet compliance requirements under the Work Health and Safety Act 2020.

Carried 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.
Against: Nil

ITEM NO.	C.05/1123	FILE REF.	
SUBJECT	Proposed New Policy P 18 - Performance Management		
OFFICER	Human Resources Officer		
DATE OF REPORT	26 October 2023		

Attachment 5 Draft Policy P 18 - Performance Management

OFFICER RECOMMENDATION

That Council adopt Policy P 18 - Performance Management as presented in Attachment 5.

Summary/Purpose

Whilst the Shire has had an approach to annual performance reviews, it seems there has been no documented formal and uniform approach in how to legally performance manage, should sub-standard performance be identified. It is recommended that Council adopt proposed policy P 18 - Performance Management.

Background

Recently, situations have arisen where Managers have identified unacceptable behaviours within their team but are unsure how to deal with this. There have been

instances where informal discussion direct with the employee has commenced without advice, whilst others have approached Human Resources for direction.

Officer Comment

Performance management can be an Industrial Relations minefield if due process is not followed. Breaches such as unlawful termination or employees raising grievances citing psychosocial injury, may become extremely challenging to navigate through and defend if an abundance of supporting documentation leading to the decision of actions taken, is not available. Adopting a Performance Management policy will assist in a systematic and uniform approach to all situations.

Statutory Environment

- Shire of Bridgetown-Greenbushes Outside Works Staff Enterprise Bargaining Agreement 2023
- Local Government Officers' (Western Australia) Award 2021
- *Industrial Relations Act 1979*

Integrated Planning

- Strategic Community Plan
Outcome 14 Effective governance and financial management
- Corporate Business Plan
Objective 16.1 Attract, train, develop and retain a skilled and effective workforce.
- Long Term Financial Plan – Not applicable
- Asset Management Plans – Not applicable
- Workforce Plan - Nil
- Other Integrated Planning – Not applicable

Policy/Strategic Implications - Nil

Budget Implications – Not applicable

Whole of Life Accounting – Not applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Compliance and Reputational (both internal and external).

If Council resolve not to adopt policy P 18 – Performance Management, Council run the risk of the Shire being unable to follow due process to ensure performance management actions applied, are compliant and legal.

The overall risk has been measured as High.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

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

Voting Requirements – Simple Majority

Council Decision ***Moved Cr Christensen, Seconded Cr Lansdell***
C.05/1123 That Council adopt Policy P 18 - Performance Management as presented in Attachment 5.

Carried 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.
Against: Nil

ITEM NO.	C.06/1123	FILE REF.	
SUBJECT	Councillor Representatives to External Committees		
OFFICER	Executive Assistant		
DATE OF REPORT	25 October 2023		

OFFICER RECOMMENDATION 1

That Council:

1. *Appoint Cr _____ as Council's representative to the Bridgetown Greenbushes Business & Tourism Association Board; and*
2. *Appoint Cr _____ as the deputy representative to the Bridgetown Greenbushes Business & Tourism Association Board.*

OFFICER RECOMMENDATION 2

That Council:

1. Nominate Cr _____ and Cr _____ as members for the Development Assessment Panel representing the Shire of Bridgetown-Greenbushes; and
2. Nominate Cr _____ and Cr _____ as Council's alternative members for the Development Assessment Panel representing the Shire of Bridgetown-Greenbushes.

OFFICER RECOMMENDATION 3

That Council:

1. Appoint Cr _____ as Council's representative on to the Regional Road Group Committee; and
2. Appoint Cr _____ as the deputy representative on to the Regional Road Group Committee.

OFFICER RECOMMENDATION 4

1. That Council's representative on the WA Local Government Association South West Country Zone remains as the Shire President; and
2. That Council appoint Cr _____ as the deputy representative on the WA Local Government Association South West Country Zone.

OFFICER RECOMMENDATION 5

That Council's representatives on the Board of the Warren Blackwood Alliance of Councils remain as the Shire President and Deputy President.

OFFICER RECOMMENDATION 6

That Council appoint Cr _____ and Cr _____ as Council's representatives on to the Warren Blackwood Alliance of Councils' Climate Change Impact Reference Group.

Summary/Purpose

For Council to appoint Council delegates on to the proposed external committees, noting that the Development Assessment Panel nominations are a statutory requirement.

Background

Various external committees and government agencies have requested the appointment of Council representative(s). An external Committee is one not established by Council (*under the Local Government Act 1995*) but run by an independent organisation.

Bridgetown Greenbushes Business & Tourism Association (BGBTA)

The BGBTA supports tourism and business in the region through events, functions and other promotional activities. It is a volunteer committee-based organisation. The Association is also the caretaker of the Bridgetown Jigsaw Gallery

The BGBTA sees benefit in having an elected member representative on their committee their goals include effective promotion of the Shire as a destination and economic development.

Further information on the BGBTA can be found on its website - <https://www.facebook.com/BGBTAA/>.

Council's current representative is Cr Christensen.

It is recommended that Council appoint a representative and a deputy on to the Bridgetown Greenbushes Business & Tourism Association Board.

Development Assessment Panel (DAP)

Correspondence has been received from the Director General, Development Assessment Panels requesting Council's representative nominations (2 members and 2 alternatives) on the DAP.

A DAP is an independent decision-making body comprised of technical experts and elected local government members. These panels determine development applications made under local and region planning schemes, in the place of the original decision maker. The DAP system determines development applications that meet a certain threshold value.

Under Regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, the Shire of Bridgetown-Greenbushes is requested to nominate four elected members, comprising two 'Local Members' and two 'Alternative Local Members'.

Following receipt of all local government nominations, the Minister for Planning will consider and appoint all nominees for a two-year term, expiring on 26 January 2026. All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It should be noted that training is a mandatory requirement before members can sit on a DAP and determine applications. Local government representatives who have previously been appointed to a DAP and have received training are not required to attend further training.

The current DAP representatives are Cr Pratico and Cr Boyle whose appointment will cease on 26 January 2024. Prior to her retirement, Cr Rose was the alternate member. It should be noted that although the request is for 2 alternative nominees, Council previously resolved to nominate only one for want of a second nominee.

Further information can be found on the Development Assessment Panels website - <https://www.wa.gov.au/organisation/departments-of-planning-lands-and-heritage/development-assessment-panels>.

It is recommended that Council nominate four representatives (2 x members and 2 x alternatives) to the Development Assessment Panel.

Regional Road Group (RRG)

The RRG is a sub-Committee of Main Roads WA with members consisting of councillors and officers from each of the Shires in the south west region and officers from MRWA. The group makes recommendations to the State Advisory Committee

regarding the Annual Local Government Roads Program for their region and any other relevant issues.

The group is supported by a sub-group or technical committee comprised of local government officers. Administrative support is provided by Main Roads WA. RRGs importantly provide local government with a voice in how the State Government's contribution to local roads is spent. RRG members serve a vital and valuable role in ensuring road funding decisions maximise community benefits and preserve and improve the public road network across Western Australia.

The RRG representatives are currently Cr Pratico (primary) and Cr Boyle (deputy).

It is recommended that Council appoint a representative and a deputy on to the Regional Road Group.

South West Country Zone of WALGA

The South West Zone of WALGA consists of membership of the twelve local governments of the South West region. Each Council appoints an elected member delegate to the Zone who attends the bi-monthly meetings with the CEO. The purpose of the meetings is to allow local governments to provide input into policy formulation and advice on various matters.

The Zone meetings are generally held on the first Friday of each second month with the location rotating throughout the region. Meetings commence at 9am and conclude after lunch.

Historically, the delegate has been the Shire President. Although not a requirement, it is an agreed practice throughout the zones that a local government elects their Shire President to be the representative.

It is recommended that Council resolve to have the Shire President remain as Council's representative and elect a Deputy representative.

Warren Blackwood Alliance of Councils (WBAC)

The Alliance consists of membership from the Shires of Bridgetown-Greenbushes, Boyup Brook, Donnybrook-Balingup, Manjimup and Nannup. The constitution of the Alliance sets membership at 2 members from each Council. Meetings are held bi-monthly, commencing at 5.00pm with the location rotating amongst the five Councils.

WBAC is a voluntary regional organisation that was formed in 2001 following the restructure of the timber industry, to work as a collective body on issues affecting those areas in the Warren and Blackwood catchments. The WBAC acts as an advocacy group by supporting or undertaking significant projects relating to promoting economic development and diversity and encouraging regional population growth. The WBAC aims to highlight and progress key issues that have a regional impact and to be a voice for the Warren Blackwood area.

Although not mandated, it has been Council's position to have the President and Deputy President as its representatives.

It is recommended that Council resolve to have the Shire President and Deputy President remain as Council's representatives on the Board.

Warren Blackwood Alliance of Councils' Climate Change Impact Reference Group (WBAC CCIRG)

The WBAC CCIRG is a subregional group consisting of councillors and officers from the Shire's of Boyup-Brook, Bridgetown-Greenbushes, Donnybrook Balingup, Manjimup and Nannup.

The group was formed to draft and implement a Council endorsed climate change action plan, which the group finalised in 2022. The plan was created to understand and consolidate the current climate change adaptation, mitigation, communication and advocacy activities undertaken by the WBAC local governments and assist in developing practical and achievable climate change policy instruments, including adaptation, mitigation, communication and advocacy actions applicable to, and for the consideration of, the WBAC and its members. The Plan includes 11 adaptation actions, 9 mitigation actions, 14 leadership and advocacy actions and 8 communication actions

The group meets bi monthly on a Friday morning from 9.15am in Council chambers.

Further information can be found on the group's website - <https://www.wbac.net.au/projects>.

The current representatives are Cr Lansdell and Cr Boyle, who were the council member representatives on the Sustainability Advisory Committee.

It is recommended that Council appoint two representatives on to the Warren Blackwood Alliance of Councils' Climate Change Impact Reference Group.

Officer Comment

Although there is no formal policy to guide appointments to external Committees, Council in the past has based its decision on the following guideline:

"Council must ascertain if it thinks it appropriate to have a delegate and if so, the delegate be given direction and any specific guidance regarding reporting back to Council".

It is recommended that a deputy representative be appointed for each committee in order to attend meetings should the primary representative be unable to.

Statutory Environment - Nil

Integrated Planning

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

Policy/Strategic Implications - Nil

Budget Implications

Councillors are able receive payment for mileage (if using their own vehicle) when attending meetings.

Whole of Life Accounting – Not applicable

Risk Management

The risk area identified according to Policy RM 1 – Risk Management is Compliance with regard to officer recommendation 2.

Appointment of Development Assessment Panel representatives is a statutory requirement under the *Planning and Development (Development Assessment Panels) Regulations 2011*. Failure to nominate Council’s representatives on to the panel will result in a breach of the aforementioned legislation. The overall risk has been measured as High.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

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

Voting Requirements – Simple Majority

**Council Decision Moved Cr Pratico, Seconded Cr Mahoney
C.06/1123 That Council invoke clause 18.1 of the Standing Orders at 6.22pm
to allow for informal discussion.**

Carried 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.
Against: Nil

**Council Decision Moved Cr Lansdell, Seconded Cr Mahoney
C.06/1123a That application of clause 18.1 of the Standing Orders cease at
6.29pm.**

Carried 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.
Against: Nil

**Council Decision Moved Cr Lansdell, Seconded Cr Christensen
C.06/1123b**

1. That Council:

- i. Appoint Cr Christensen as Council's representative to the Bridgetown Greenbushes Business & Tourism Association Board; and**
- ii. Appoint Cr Pratico as the deputy representative to the Bridgetown Greenbushes Business & Tourism Association Board.**

2. That Council:

- i. Nominate Cr Boyle and Cr Redman as members for the Development Assessment Panel representing the Shire of Bridgetown-Greenbushes; and**
- ii. Nominate Cr Fletcher and Cr Christensen as Council's alternative members for the Development Assessment Panel representing the Shire of Bridgetown-Greenbushes.**

3. That Council:

- i. Appoint Cr Pratico as Council's representative on to the Regional Road Group Committee; and**
- ii. Appoint Cr Pearce as the deputy representative on to the Regional Road Group Committee.**

4. That:

- i. Council's representative on the WA Local Government Association South West Country Zone remains as the Shire President; and**
- ii. Council appoint Cr Pratico as the deputy representative on the WA Local Government Association South West Country Zone.**

5. That Council's representatives on the Board of the Warren Blackwood Alliance of Councils remain as the Shire President and Deputy President.

6. That Council appoint Cr Lansdell and Cr Christensen as Council's representatives on to the Warren Blackwood Alliance of Councils' Climate Change Impact Reference Group.

Carried 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.
Against: Nil

ITEM NO.	C.07/1123	FILE REF.	209
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SUBJECT	Rolling Action Sheet
OFFICER	Executive Assistant
DATE OF REPORT	26 October 2023

Attachment 6 Rolling Action Sheet – October 2023

OFFICER RECOMMENDATION

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

Summary/Purpose

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

Background

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

Statutory Environment - Nil

Integrated Planning

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

Policy/Strategic Implications – Not Applicable

Budget Implications – Not Applicable

Whole of Life Accounting – Not Applicable

Risk Management

There are no risk areas identified in accordance with Council Policy RM 1 – Risk Management as the report is for Council’s information only.

Voting Requirements – Simple Majority

Corporate Services

ITEM NO.	C.08/1123	FILE REF.	224
SUBJECT	Proposed New Policy - Fraud, Corruption & Misconduct Prevention		
OFFICER	Manager Governance & Risk		
DATE OF REPORT	11 October 2023		

Attachment 7 Draft Policy RM 2 - Fraud, Corruption & Misconduct Prevention

OFFICER RECOMMENDATION

That Council adopt the Fraud, Corruption & Misconduct Prevention Policy as presented in Attachment 7.

Summary/Purpose

A Fraud, Corruption & Misconduct Prevention policy has been developed to strengthen existing controls in relation to fraud, corruption and prevention and to address one of the findings from the review of the Shire's financial systems.

Background

In accordance with regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*, a review of the Shire's financial systems and procedures was undertaken by AMD Chartered Accountants (AMD) in June 2022.

The review report contained seven (7) findings supported by a number of recommendations. The report was subsequently endorsed by Council at its meeting held 29 September 2022.

An action plan was developed following Council's endorsement to address the findings contained in the report.

Officer Comment

One of the findings included in the review report was that consideration be given to introduction of a Fraud and Corruption Framework as best practice.

As such a draft policy has been prepared, the objectives of which are:

- Install a corporate culture which encourages awareness, vigilance and confidence in identifying instances of fraud, corruption and misconduct within a wider culture of encouraging continuous improvement, corporate and individual responsibility and innovation;
- Develop and maintain corporate systems which discourage and eliminate the risk of fraud, corruption and misconduct; and
- Promotion of an open and transparent culture of communication.

The policy is structured in such a way as to recognise that most fraud, corruption and misconduct controls are imbedded in existing legislation and policy. Consequently, the policy identifies priority areas of risk and provides for risk assessment and policy/procedure amendments where necessary.

The policy was presented to the Audit Committee on 21 September 2023 who subsequently recommended that Council adopt the policy.

Statutory Environment

Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* requires the CEO to:

“undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.”

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

This item seeks endorsement of a new policy to aid in the prevention of fraud, corruption and misconduct.

Budget Implications - Nil

Whole of Life Accounting – Not applicable

Risk Management

The development of a formal Fraud, Corruption and Misconduct policy sets the parameters to embed fraud risk management into the Shire's culture to mitigate the risks of financial or property loss as a result of fraud, corruption or misconduct.

Voting Requirements – Simple Majority

**Council Decision Moved Cr Mahoney, Seconded Cr Pratico
C.07/1123 That the information contained in the Rolling Action Sheet be noted.**

Carried 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.
Against: Nil

ITEM NO.	C.09/1123	FILE REF.	131
SUBJECT	September 2023 Financial Activity Statements and List of Accounts Paid in September 2023		
OFFICER	Manager Finance		
DATE OF REPORT	17 October 2023		

Attachment 8 September 2023 Financial Activity Statements

Attachment 9 List of Accounts Paid in September 2023

OFFICER RECOMMENDATION

That Council receive the:

1. *September 2023 Financial Activity Statements as presented in Attachment 8; and*
2. *List of Accounts Paid in September 2023 as presented in Attachment 9.*

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 1995*;
- (b) budget estimates to the end of the month to which the statement relates;
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the month to which the statement relates.

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

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

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

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

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

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

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

The list of accounts is to be:

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

Statutory Environment

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

Regulation 35(5) of the Regulations requires a local government to adopt a percentage or value to be used in statements of financial activity for reporting material variances. Council when adopting its 2023/24 budget resolved as follows:

C.07/0823 That Council for the financial year ending 30 June 2024 adopt a percentage of plus or minus 5% at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. The exception being that material variances of \$10,000 or less are non-reportable.

The attached financial activity statements provide explanation of material variances in accordance with resolution C.07/0823.

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

FM 4 Purchasing Policy - To ensure purchasing is undertaken in an efficient, effective, economical and sustainable manner that provides transparency and accountability.

Budget Implications

Expenditure incurred in September 2023 and presented in the list of accounts paid was allocated in the 2023/24 Budget.

Whole of Life Accounting – Not applicable

Risk Management

There are no risk areas identified according to Policy RM 1 – Risk Management, as Council have been asked to receive the reports only and no further decision of Council is required.

Voting Requirements – Simple Majority

Council Decision Moved Cr Pratico, Seconded Cr Fletcher

C.09/1123 That Council receive the:

- 1. September 2023 Financial Activity Statements as presented in Attachment 8; and
List of Accounts Paid in September 2023 as presented in Attachment 9.**

Carried 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.
Against: Nil

Development, Community and Infrastructure

ITEM NO.	C.10/1123	FILE REF.	440
SUBJECT	Replacement of Shire Depot Facilities		
OFFICER	Project Officer		
DATE OF REPORT	18 October 2023		

Attachment 10 Request for Quotation for Design and Documentation of Shire Depot Facilities Rebuild

OFFICER RECOMMENDATION

That Council:

- 1. Endorse the design brief contained within the Request for Quotation document (Attachment 10) for Design and Documentation of Shire Depot Facilities Rebuild;*
- 2. Authorise the Chief Executive Officer to sign the Goods and/or Services Contract Conditions between the Shire of Bridgetown-Greenbushes and the successful quoter for Design and Documentation of the Shire Depot Facilities Rebuild; and*
- 3. Receive a further report on completion of the draft concept plan for the Shire Depot Facilities Rebuild.*

Summary/Purpose

This report recommends that Council endorse the proposed methodology as outlined in the report to replace the office building and sheds that were destroyed by fire in February 2022.

Background

In February 2022 a major bush fire destroyed the office building and two large sheds at the Shire Depot. In the period since the fire, the Shire's outside workforce has been based at a Shire owned residential property in Gifford Road which is unsatisfactory and not fit for purpose. According to the employees, the premises is a possible physical and mental health danger to employees.

Due to delays in finalising the insurance payout (which occurred in November 2022) and staff shortages, the replacement of the facilities that were lost in the fire has unfortunately been delayed. To help get the project back on track, a Project Plan has been prepared that outlines key tasks and timeframes for delivery of the project.

Following consultation with relevant Shire staff, a design brief has been prepared and included in a Request for Quotation (RFQ) document (refer Attachment 10). Part 2 of the RFQ (Specification) describes the facilities that would be required in a replacement office building as well as the replacement sheds.

Officer Comment

Prior to the loss of the former office building and sheds in February 2022, the facilities at the Shire Depot could best be described as “basic” and did not meet modern standards. It appears that the various sheds and structures at the Depot have evolved over a long period of time in an “ad-hoc” fashion with minimal overall planning of the site.

In addition to replacing facilities that were destroyed by the fire, it is proposed that the Shire include a Master Plan for the Depot site that identifies current and future requirements and ensures that any future development of the site occurs in a planned and coordinated way.

The replacement of the old office building provides the opportunity for Council to provide a modern and functional administration office for the Depot that will meet the Shire’s long term needs for the expected 50-60 year lifespan of the building. The design brief includes a requirement for additional office space in the new office building that would allow Technical Services staff to relocate to the Depot and free up space in the Shire’s Administration building to accommodate future staffing requirements.

The following options for delivery of the replacement facilities have been considered and assessed:

Option 1 – Separate Contracts for Design and Construction

The approach that is used for the majority of Local Government construction projects is for design to be undertaken separate from construction. This allows the Local Government to have greater involvement in the design process and helps to ensure that the design is fit for purpose and meets the needs of the community.

The design process is normally undertaken in two stages i.e.

Stage 1 – Concept Plan

In response to the design brief, the consultant will prepare draft concept or schematic plans that will include a site plan, floor plan, elevations, perspective or artist impression drawings and cost estimates. The Local Government will then review and make any required changes to the draft concept plans before proceeding to the next stage.

Stage 2 – Detailed Design and Documentation

Once the concept plans have been approved by the Local Government, the consultant will then prepare detailed plans and specifications in sufficient detail to enable tenders for construction to be invited.

Option 2 – Design and Construct Contract

In certain circumstances a Design and Construct contract may be more suitable than the traditional approach of separate contracts for design and construction. It is best suited to projects with complex design or where the final design documentation cannot be completed prior to commencing construction.

For design and construct projects the Principal will usually engage a design consultant to prepare a concept design. The contractor will then use the concept design as a base to develop and complete the design.

The main benefit of design and construct contracts is that it provides a more streamlined approach to project delivery as it allows the project to commence before the design has been completed.

The main disadvantage of this approach is that there is limited ability for the Principal to be involved in the design following the design brief's development.

Although Option 2 may provide a time saving of 1-2 months for delivery of the project, given that the new facilities will serve the Shire for the next 50-60 years, Option 1 has been chosen and will allow greater input and control over the design.

The current status of the project is that quotations for design have been invited with the closing date for receipt of quotations being 10 November 2023.

Draft concept plans and cost estimates are scheduled to be received by 8 December 2023. Subject to the adoption of the draft concept plans at the Council meeting to be held on 14 December 2023, detailed design and documentation would follow soon after with construction likely to commence in May/June 2024.

In terms of funding for the project, the insurance payment of \$633,176 is included in the Shire's 2023-24 Budget. Given the need to replace the old sub-standard office with a new office building that meets modern work health and safety standards, there is likely to be a shortfall in funding for the project. A cost estimate for the replacement office and shed buildings will be available on completion of the concept plans and allow Council to consider funding and staging options should there be a shortfall.

Statutory Environment

The concept design for the replacement Shire Depot office building and sheds must comply with the *Work Health and Safety Act 2020*, the Building Code of Australia 2012, the *Disability Services Act 1993*, *Health (Miscellaneous) Act 1911*, *Public Health Act 2016*, *Food Act 2008* and all other relevant Standards and Codes that apply for a facility of this nature.

Integrated Planning

- Strategic Community Plan
 - Outcome 16 An engaged and effective workforce
 - Objective 16.1 Attract, train, develop and retain an effective workforce.

- Corporate Business Plan
 - Outcome 16 An engaged and effective workforce

- Long Term Financial Plan
 - Other than the funds allocated in the Shire's 2023-24 Budget from the insurance payout, there are no other additional funds allocated for the replacement of the Depot facilities lost in the fire.

- Asset Management Plans

The replacement office building and sheds will need to be included in the Shire's Asset Management Plans with provision for annual and long-term maintenance.

- Workforce Plan
Although not specifically included in the Shire's Workforce Plan 2018-2022, the replacement office building at the Depot will provide suitable long term accommodation for the Shire's outside workforce.
- Other Integrated Planning – Not applicable

Policy/Strategic Implications

The Shire's Purchasing Policy FM4 requires at least three written quotations to be obtained for purchase of goods and services between \$5,001 and \$249,999.

Budget Implications

A capital budget allocation of \$633,176 has been provided in the Shire's 2023-24 Budget for the replacement of Depot facilities destroyed in the fire.

Whole of Life Accounting

Unknown until quotes are received.

Risk Management

There is significant risk to the Shire to "do nothing" and continue with the current arrangement of the outside workforce operating from a residential dwelling that does not meet Work Health and Safety standards and is not fit for purpose. This risk has been assessed as High.

The proposal outlined in this report to prepare plans for replacement of the facilities would allow Council to work towards mitigating this risk.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

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

Voting Requirements - Simple Majority

Council Decision Moved Cr Boyle, Seconded Cr Christensen

C.10/1123 That Council:

- 1. Endorse the design brief contained within the Request for Quotation document (Attachment 10) for Design and Documentation of Shire Depot Facilities Rebuild;**
- 2. Authorise the Chief Executive Officer to sign the Goods and/or Services Contract Conditions between the Shire of Bridgetown-Greenbushes and the successful quoter for Design and Documentation of the Shire Depot Facilities Rebuild; and**
- 3. Receive a further report on completion of the draft concept plan for the Shire Depot Facilities Rebuild.**

Carried 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.
Against: Nil

ITEM NO.	C.11/1123	FILE REF.	
SUBJECT	Greenbushes Place Making		
OFFICER	Manager Community Services		
DATE OF REPORT	25 October 2023		

Attachment 11 Grow Greenbushes Presentation

OFFICER RECOMMENDATION:

That Council approve the Grow Greenbushes place making plan for the small area (approx. 220m²) of Thomson Park between the ¼ basketball court and the Old Court House fence to include;

- Outdoor table-tennis table;*
- Mural on Greenbushes Town Hall water tank;*
- Landscaping including native plants for screening, grass trees, native creepers as ground covers;*
- Limestone retaining wall;*
- Wooden bench under the tree;*
- Stepping stones to bench from table tennis area;*
- Crushed rock sand around table tennis area; and*
- Complete any Shire approvals required (retaining wall building permit if over ½ metre).*

Summary/Purpose

This recommendation seeks to support the community-driven and funded proposal to activate a small area in Thomson Park between the basketball court and the Old Court House fence. This area has not been included in the shire redevelopment of the Youth Precinct and was going to get covered in mulch.

Background

Grow Greenbushes was established as Greenbushes Ratepayers and Residents Association with the objective to improve amenities and services in Greenbushes,

conduct consultation between residents and businesses (including Talison) and to advocate on behalf of Greenbushes community.

Grow Greenbushes representatives presented a placemaking proposal at the September Council Meeting. The proposal was well received by Councillors. As Thomson Park is a Council managed park developments funded by community members required a formal approval from Council.

Officer Comment

Placemaking is a multi-faceted approach to the planning, design, and management of public spaces. Placemaking capitalizes on a local community's assets, inspiration, and potential, with the intention of creating public spaces that improve urban vitality and promote people's health, happiness, and well-being. Placemaking strengthens the connection between people and the places they share and refers to a collaborative process by which community can shape their public realm to maximize shared value.

The intention of this placemaking proposal is to activate and beautify the otherwise unused space on the south side of the newly constructed ¼ basketball court by landscaping the surrounding area and installing an outdoor table tennis table (pictured in Attachment 11), seating and a public art installation.

The public art project involves a child friendly, community-based activity in which a professional local artist will work with the primary school students to design the artwork for the water tank and the students will then assist in painting the tank. Planting in the area, in line with the plan, will also include the primary school students and community members.

The table tennis table is a 700kg steel structured welded one-piece unit with a fixed net and equipment holder. The table includes an industrial standard, UV rated surface treatment and is manufactured to International Table Tennis Federation table specifications. The surface is suitable for a community-based art project and comes with a 5-year structural and a 2-year surface treatment warranty. Maintenance is minimal with a 6 monthly clean and the cost of the surface treatment if damaged is currently \$500 to \$800.

The aim of this proposal is to activate the space by encouraging physical activity, attract people of all ages in the community to enjoy the space and create an inclusive area for social networking. Grow Greenbushes have agreed to manage the bats and balls, and participants are able to bring their own equipment.

Grow Greenbushes have worked hard to raise the \$16,000 funds to cover the costs of the project with additional funds offered by the CWA Greenbushes Bells if required.

Council will be required to maintain the table and the area, cover insurance on new assets/infrastructure and include on the asset register, however the area is relatively small 220m² and given that council already maintain the park and Youth Precinct the impost on the parks and gardens work schedule would be minimal.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
 - Outcome 1 A growing community that is diverse, welcoming and inclusive

- Objective 1.1 Improve family and youth services and facilities to attract and retain families
- Outcome 2 Good Health and community wellbeing.
- Objective 2.2 Provide quality sport, leisure and recreation services.

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

Policy Implications - Nil

Budget Implications - Nil

Whole of Life Accounting

The ongoing costs associated with the maintenance of the area and the table tennis table are minimal given the size of the location, the materials being used in the landscaping (natives – no lawn) and the manufacturing standard and surface treatment of the table tennis table. If/when the table requires resurfacing it is completed using a similar treatment to that used for treating/respraying cars and costs between \$500 and \$800 currently.

Risk Management

The current recommendation addresses the following identified Strategic Risk Management Priorities according to Policy RM 1 – Risk management is Reputation - External.

Reputational –External reputation may be impacted if the proposal is not supported by Council given the small size of the area being affected by the proposal, the minimal ongoing maintenance and asset management costs to Council and the amount of funds raised by Grow Greenbushes to achieve their placemaking proposal. This overall risk has been measured as Low.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

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

Voting Requirements –Simple Majority

Council Decision Moved Cr Lansdell, Seconded Cr Pratico

C.11/1123 That Council approve the Grow Greenbushes place making plan for the small area (approx. 220m²) of Thomson Park between the ¼ basketball court and the Old Court House fence to include;

- ***Outdoor table-tennis table;***
- ***Mural on Greenbushes Town Hall water tank;***
- ***Landscaping including native plants for screening, grass trees, native creepers as ground covers;***
- ***Limestone retaining wall;***
- ***Wooden bench under the tree;***
- ***Stepping stones to bench from table tennis area;***
- ***Crushed rock sand around table tennis area; and***
- ***Complete any Shire approvals required (retaining wall building permit if over ½ metre).***

Carried 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.
Against: Nil

ITEM NO.	C.12/1123	FILE REF.	904.1
SUBJECT	Budget Amendment Bridgetown Leisure Centre Aquatics Training Budget		
OFFICER	Manager Community Services		
DATE OF REPORT	26 October 2023		

OFFICER RECOMMENDATION

That Council approve unbudgeted expenditure from account 1342920.07 Aquatic Coordinators & Lifeguards by \$4,159 from \$2,324 to \$6,483 to cover the costs of the annual training and accommodation requirements for aquatics centre staff.

Summary/Purpose

This recommendation seeks to increase the current training budget to cover the annual training costs associated with qualifying and re-qualifying staff to meet the legislative requirements under the *Health (Aquatic Facilities) Regulations 2007 Code*

of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities January 2020.

Background

Each year prior to the Aquatic Centre opening, lifeguards and pool operators need to be replaced, trained or requalified. This costs between \$5,200 and \$6,500 per year.

The lifeguard requalification for 3 of the aquatics staff and 1 pool operator course has already been covered by the current budget.

Officer Comment

The remaining qualification/requalification courses for aquatics staff, including lifeguards and pool operators, is a legislative requirement that must be adhered to if the pool is going to open. The expenditure exceeding the current budget is due to the following training and accommodation costs;

• Lifeguard Course Accommodation Lifeguard 1	\$455
• Lifeguard Course Accommodation Lifeguard 2	\$455
• Pool Operator Course Part-time	\$955
• Pool Operator Course Accommodation Part-time	\$682
• Pool Operator Course Accommodation Full-time	\$682
• First Aid Course Lifeguards (x3)	\$465
• First Aid Course Pool Operators (x3)	\$465
	<u>\$4,159</u>

Statutory Environment

Health (Aquatic Facilities) Regulations 2007 Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities January 2020.

Integrated Planning

- Strategic Community Plan
 - Outcome 1 A growing community that is diverse, welcoming and inclusive
 - Objective 1.1 Improve family and youth services and facilities to attract and retain families
 - Outcome 2 Good Health and community wellbeing
 - Objective 2.2 Provide quality sport, leisure and recreation services
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications - Nil

Budget Implications

Should Council endorse the officer recommendation, the 2023/24 budget will reflect the unbudgeted expenditure from account 1342920.07 Aquatic Coordinators & Lifeguards by \$4,159 from \$2,324 to \$6483.

Whole of Life Accounting - Nil

Risk Management

The current recommendation addresses the following identified Strategic Risk Management Priorities according to Policy RM 1 – Risk management is Compliance, Reputation and Financial.

Compliance - The compliant training of aquatic officers is a legislative requirement. Should Council not increase the expenditure the required training will not occur, and the Aquatics Facility will not open. The overall risk has been measured as Extreme.

Compliance - Work Health and Safety legislation requires the provision of appropriate training for staff to enable the performance of required duties and increases the liability to staff and management. The overall risk is High.

Service Interruption – Non-compliance will result in termination of services with for the pool season or until suitably qualified staff can be hired to fill all number of roles needed to open the aquatics facility. The overall risk has been measured as High.

Reputational – Closing the facility for an unknow amount of time, possibly the entire season would incur sustained public embarrassment, and would require immediate and ongoing social media response and monitoring. This overall risk has been measured as High.

Financial – The loss of income associated with the aquatics facility not opening would be mitigated by the reduced expenditure associated with the ongoing costs of running the facility. The overall risk has been measured as Low.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

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

Voting Requirements - Absolute Majority

6.8. Expenditure from municipal fund not included in annual budget

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

(b) is authorised in advance by resolution*

* *Absolute majority required.*

Council Decision Moved Cr Pratico, Seconded Cr Boyle

C.12/1123 That Council approve unbudgeted expenditure from account 1342920.07 Aquatic Coordinators & Lifeguards by \$4,159 from \$2,324 to \$6,483 to cover the costs of the annual training and accommodation requirements for aquatics centre staff.

Carried by Absolute Majority 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.

Against: Nil

ITEM NO.	C.13/1123	FILE REF.	
SUBJECT	RoadWise Council Invitation		
PROPONENT	WA Local Government Association		
OFFICER	Manager Infrastructure & Works		
DATE OF REPORT	27 October 2023		

OFFICER RECOMMENDATION

That Council accept the WA Local Government Association's invitation to register as a RoadWise Council.

Summary/Purpose

Council has been asked to consider the invitation from WALGA to register as a RoadWise Council to demonstrate leadership in improving road safety outcomes for our community.

Background

Correspondence has been received from WA Local Government Association (WALGA) inviting the Shire of Bridgetown-Greenbushes to sign up to a new initiative and register as a RoadWise Council.

The new RoadWise Councils Framework informs the approach WALGA's road safety team takes in supporting local governments in working towards delivering best practice road safety. The Framework considers the elements which determine the level of safety of the road transport system within the context of local governments.

To register, local governments can accept the invitation by providing a Council resolution or a written declaration of commitment to road safety and nominating at least two personnel (Officers and/or Elected Members) to be the primary point of contact for road safety matters.

The benefits for local governments that register as a RoadWise Council include:

- Use of the RoadWise logo;
- Priority access to WALGA's road safety services and products;
- Exclusive quarterly meetings and support from a Road Safety Advisor;
- Priority access to participate in WALGA's road safety policy development, training;
- Professional development forums and knowledge-sharing workshops offered by WALGA;
- Access to incentives and sponsored programs; and
- Participation in the new RoadWise Recognised initiative.

The RoadWise Recognised aspect of being a RoadWise Council provides formal recognition for, and enables benchmarking and monitoring of road safety management, actions and interventions. RoadWise Recognised will assist the Shire with continuous improvement in road safety actions and outcomes through regular support, monitoring and sharing of information.

Officer Comment

Road authorities owe all road users a duty of care and must do what is reasonable to be aware of deficiencies in the road transport system, to assess and prioritise them, and to have a system for remedying them. Becoming a RoadWise Council will not only demonstrate commitment to road safety but also provide access to valuable resources that will ultimately help enable practical works to improve road safety.

Statutory Environment

Local Government Act 1995

Work Health and Safety Act 2020

Integrated Planning

- Strategic Community Plan
 - Outcome 9 Safe, affordable and efficient movement of people and vehicles.
 - Objective 9.1 Improve road safety and connectivity.
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications - Not applicable

Budget Implications

There are no budget implications to register as a RoadWise Council.

Whole of Life Accounting - Not applicable

Risk Management

The risk area identified according to the Shires risk management policy is “Reputational External”.

Reputational External:

Road safety is a significant community concern and not signing up to the free initiative would be seen as a lack of commitment in that area. Reputational External is considered Moderate (substantiated, public embarrassment, moderate impact, moderate news profile, requires social media response and monitoring (e.g. State News story) with a likelihood measure being Likely, giving an overall risk rating of High.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

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

Voting Requirements – Simple Majority

Council Decision *Moved Cr Pratico, Seconded Cr Lansdell*
C.13/1123 *That Council accept the WA Local Government Association’s invitation to register as a RoadWise Council.*

Carried 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.
Against: Nil

Receival of Minutes from Management Committees

Nil

Urgent Business Approved by Decision - Nil

Responses to Elected Member Questions Taken on Notice - Nil

Elected Members Questions With Notice - Nil

Notice of Motions for Consideration at the Next Meeting - Nil

Matters Behind Closed Doors (Confidential Items)

Cr Boyle vacated the meeting at 6.43pm.

Council Decision *Moved Cr Mahoney, Seconded Cr Christensen*
C.14/1123 *That Council go behind closed doors at 6.45pm to consider items*
C.14/1123 and C.15/1123.

Carried 8/0

For: Crs Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.

Against: Nil

Cr Boyle returned to the meeting at 6.46pm.

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):

- The personal affairs of any person
- legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting
- a matter that if disclosed, could be reasonably expected to impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;

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.14/1123	FILE REF.	TEN 511.75
SUBJECT	RFT 04–22/23 Construction of Wandillup Bush Fire Station		

PROPONENT	Shire of Bridgetown-Greenbushes
OFFICER	Project Officer
DATE OF REPORT	25 October 2023

Council Decision Moved Cr Boyle, Seconded Cr Pratico

C.14/1123a That Council;

- 1. For tender RFT 04-22/23, accepts the tender submitted by BRC Building Solutions Pty. Ltd. for \$687,794.40 (exclusive of GST) for the construction of Wandillup Bush Fire Station; and**
- 2. Authorises the Chief Executive Officer to sign the Minor Works Contract Conditions between the Shire of Bridgetown-Greenbushes and BRC Building Solutions Pty. Ltd. for the construction of Wandillup Bush Fire Station.**

Carried 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.
Against: Nil

In accordance with Section 5.23(2) of the *Local Government Act 1995* 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):

- The personal affairs of any person
- legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting
- a matter that if disclosed, could be reasonably expected to impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law.

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.15/1123	FILE REF.	TEN 511.76
SUBJECT	RFT 05-22/23 Construction of Greenbushes Fire Station		
OFFICER	Project Officer		
DATE OF REPORT	25 October 2023		

Council Decision Moved Cr Boyle, Seconded Cr Fletcher

C.15/1123 That Council;

- 1. For tender RFT 05-22/23, accepts the tender submitted by BRC Building Solutions Pty. Ltd. for \$574,958.50 (exclusive of GST) for the construction of Greenbushes Fire Station; and**
- 2. Authorises the Chief Executive Officer to sign the Minor Works Contract Conditions between the Shire of Bridgetown-Greenbushes and BRC Building Solutions Pty. Ltd. for the construction of Greenbushes Fire Station.**

Carried 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.
Against: Nil

**Council Decision Moved Cr Lansdell, Seconded Cr Fletcher
C.15/1123a That Council come out from behind closed doors at 6.51pm.**

Carried 9/0

For: Crs Boyle, Christensen, Fletcher, Lansdell, Mahoney, Mountford, Pearce, Pratico and Redman.
Against: Nil

At 6.51pm 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 6.51pm.

List of Attachments

Attachment	Item No.	Details
1	C.01/1123	Minutes of Ordinary Council Meeting - 28 September 2023
2	C.03/1123	Policy CR 3 - Community Engagement
3	C.03/1123	Policy CR 5 - Social Media
4	C.03/1123	Policy CR 6 – Logo
5	C.05/1123	Draft Policy P 18 - Performance Management
6	C.07/1123	Rolling Action Sheet – October 2023
7	C.08/1123	Draft Policy RM 2 – Fraud, Corruption & Misconduct Prevention
8	C.09/1123	September 2023 Financial Activity Statements
9	C.09/1123	List of Accounts Paid in September 2023
10	C.10/1123	Request for Quotation for Design and Documentation of Shire Depot Facilities Rebuild
11	C.11/1123	Grow Greenbushes Presentation
12	C.14/1123 C.15/1123	DFES notification of funding approval
13	C.14/1123	Wandillup Bush Fire Station - cost breakdown
14	C.15/1123	Greenbushes Bush Fire Station - cost breakdown

Minutes Papers prepared and recommended by L Taramoeroa, Executive Assistant



6 November 2023

Minutes Papers authorised by N Gibbs, CEO



6 November 2023

As Presiding Member, I certify that the Minutes of the Ordinary Council Meeting held 2 November 2023 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on 30 November 2023.

..... 30 November 2023



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MINUTES

For an Ordinary Meeting of Council held in Council Chambers on Thursday 28 September 2023, commencing at 5.30pm.

Opening of Meeting

The Presiding Member opened the meeting at 5.30pm.

Acknowledgment of Country

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

Attendance, Apologies and Leave of Absence

President	- Cr J Mountford
Councillors	- J Boyle - E Browne - M Christensen - T Lansdell - S Mahoney - A Pratico
Officers	- P St John, Temporary Chief Executive Officer - M Larkworthy, Director Corporate Services - E Matthews, Executive Assistant - S Alexander, Manager Infrastructure & Works - M Richards, Manager Community Services

Attendance of Gallery

B Longbottom, I Lachmund, S Fraser-Butler, R Redman, L Roberts, D Hocking.

Responses to Previous Questions Taken on Notice

B Bebbington

Question

In relation to the traffic on Stanifer Street, whilst Main Roads do set all speed limits on public roads within the state, is it not correct that the Shire still has control of restricted access vehicles and road trains, and has input in limiting time such as school bus speed curfew, daylight hours, etc.?

Response – Main Roads WA (MRWA) is responsible for administering Restricted Access Vehicles (RAVs) on all public roads in Western Australia. Roads (or sections of roads) on the RAV network sometimes have conditions of use specifying such things as maximum permitted speed and school curfew times. Some local government roads on the network also carry a condition requiring operators to obtain written support from the local government acknowledging the operator's use of the road. To a limited extent, this condition provides the local

government with an opportunity to come to an agreement on the operator's use of the road. Stanifer Street is on the RAV network but is not subject to operator conditions. If a need for conditions were identified, the Shire could approach MRWA and request certain conditions be imposed. MRWA would require evidence to support such a request and as the regulator, MRWA would determine the outcome.

After receiving the concurrence of Members, the Presiding Member announced that in accordance with Clause 3.2(3) of the Standing Orders Local Law, Comments on Agenda Items by Parties with an Interest and Questions on Agenda Items by Elected Members would be brought forward.

Comments on Agenda Items by Parties with an Interest

B Longbottom – C.11/0923 Installation of planter boxes along the Stanifer Street footpath

Spoke against the officer recommendation.

Questions on Agenda Items by Elected Members - Nil

Return to Order of Business in Agenda.

The Manager Infrastructure & Works vacated the meeting at 5.47pm.

Public Question Time

I Lachmund

My question is regarding the future of the water body situated behind the old historic football club. I understand the land was to be transferred to the Shire to be used in the future as an RV recreation area. Has the transfer happened and who will use the water? We have noticed there is a big pump in the water body and we would like to know if the Shire has approved use of the water.

Manger Community Services Response – The Shire has been in negotiations with the Water Corporation for a number of years trying to get the parcel of land transferred to the Shire. It is my understanding that the previous CEO hadn't received a response since he last wrote to them. The land in question forms part of a recreation development plan, with the water possibly being used for watering the back oval, which is going to be part of the development. The land is still in the possession of the Water Corporation

Petitions/Deputations/Presentations

Irma Lachmund and Shannon Fraser-Butler, on behalf of Grow Greenbushes, presented a concept for the activation of the area south of the Greenbushes skate park.

The Temporary CEO requested that Grow Greenbushes provide a formal submission to the Shire, following which a report will be presented to Council for consideration.

Applications for Leave of Absence - Nil

Confirmation of Minutes

C.01/0923 Ordinary Council Meeting held 31 August 2023

That the Minutes of the Ordinary Meeting of Council held 31 August 2023 be confirmed as a true and correct record.

Council Decision Moved Cr Browne, Seconded Cr Pratico

C.01/0923 That the Minutes of the Ordinary Meeting of Council held 31 August 2023 be confirmed as a true and correct record.

Carried 7/0

For: Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

Against: Nil

Announcements by the Presiding Member Without Discussion

The Presiding Member congratulated Cr Pratico on being awarded a Merit Award in the 2023 WALGA Local Government Honours Program and acknowledged his significant contribution to the community during his 20 years of service.

Notification of Disclosure of Interest - Nil

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

Consideration of Motions of which Previous Notice has been Given

C.02/0923 Community Group Banner Development and Funding Allocation

Submitted by Cr Mountford

Motion

That Council:

1. *Consult with community groups regarding the potential development of banners for the various events held in Bridgetown including, but not limited to;*
 - a. *The Blues at Bridgetown*
 - b. *Blackwood Marathon*
 - c. *Festival of Country Gardens*
 - d. *Winter Festival*
 - e. *Heritage Week*
2. *Transfer \$10,000 from the Strategic Projects Reserve to a new one off Project Budget Account called Event Banners for purpose of funding the development of 5 sets of banners to promote various community celebrations and events (\$2,000 per community group)*

3. *Provide the completed banners to each of the 5 community groups to store and deliver to the shire, in a timely manner, to install for their event.*

Electoral Caretaker Period Policy Statement

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

Summary/Purpose

To develop five sets of banners in collaboration with five community groups to be used at the northern entry to town to support and promote the events.

Background

The banner poles at the north entry to Bridgetown have a potentially significant part to play in the first impression visitors receive as they arrive to town. They have long been left underutilised and over the past 12 months steps have been taken to enliven their use in providing a meaningful place making statement.

The Cultural Inclusion Advisory Committee spearheaded the use of the banner poles with the creation of the NAIDOC Week banners incorporating the use of local Elder, Sandra Hill's iconic works, installed for the second time in July this year. In October 2022, holiday season banners were created by a group of local artists to be used from December 1 to January 31. Welcome to Bridgetown banners are currently being developed for use when event banners are not in place.

At the November 2022 Council meeting (C.11/1122) the Banner policy (CS 4) was adopted. This Policy was first brought to the concept forum in October 2022 in response to several enquiries received from community groups, after the installation of the NAIDOC Week banners, regarding the possibility of installing their own banners to promote celebrations/events.

The policy outlines the use of banners including;

1. Council's banner messaging should have priority over other community groups and events wishing to install banners at the same time
2. Community groups, NFP and volunteer run events may make bookings to display banners for a maximum of 2 weeks provided it doesn't clash with Council needs
3. Bookings for banner installation can be made up to a year in advance
4. Where times are contested officers will attempt to fairly rotate between different groups each year
5. Council do not wish to place restrictions on banner content provided there is no commercial, political, defamatory or offensive messaging
6. There should be a subsidised fee for installation - (50% of installation and removal costs – no waiving)
7. The Shire will develop its own Welcome banners to be installed when banner poles are not being used for other events/celebrations.

Officer Comment

The community/not for profit groups who facilitate our significant events throughout the year have great demands on their budgets. The likelihood of them being able to set aside \$2,000 for the development of banners would be difficult to achieve. By funding these banners Council will be providing an extremely valuable promotional

tool for these events while at the same time acknowledging the economic and social contribution these festivals and events make to our community.

The Banner Policy does include a fee for installing a set of banners on behalf of all community groups (current fee of \$195) and this would remain in place for all community groups requiring the Shire to install banners.

If Council approve the recommendations, it may also want to consider whether this opportunity is offered just this once, assessed on an as needs basis, or included as an annual allocation for community groups wanting to promote other local events, during the next budget development process.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
 - Outcome 2 good Health and community wellbeing
 - Objective 2.3 become a hub of excellence in art, culture and community events
- Corporate Business Plan- Nil
- Long Term Financial Plan- Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Budget Implications

As the expenditure associated with developing banners for community groups/other organisation is unbudgeted, Council will need to approve the unbudgeted expenditure (\$10,000) associated with developing 5 sets of banners if recommendation 2 is to be supported.

Whole of Life Accounting

Due diligence has been undertaken to ensure the highest quality product/cost associated with the banner design, print, and product to extend the life of the banners and reduce the cost of replacement.

Risk Management

Mitigating risk is achieved through community group consultation and collaboration to ensure that the final banner sets meet the needs and design requirements of the community groups involved, the community groups understand their responsibility associated with the banners including storage, and timely delivery for installation and the financial impost of installation (\$195/installation), mitigating the risk of misunderstanding or an unwanted outcome.

Voting Requirements – Absolute Majority

6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure — (b) is authorised in advance by resolution*

* Absolute majority required.

Council Decision Moved Cr Mountford, Seconded Cr Lansdell

C.02/0923 That Council:

- 1. Consult with community groups regarding the potential development of banners for the various events held in Bridgetown including, but not limited to;
 - a. The Blues at Bridgetown**
 - b. Blackwood Marathon**
 - c. Festival of Country Gardens**
 - d. Winter Festival**
 - e. Heritage Week****
- 2. Transfer \$10,000 from the Strategic Projects Reserve to a new one off Project Budget Account called Event Banners for purpose of funding the development of 5 sets of banners to promote various community celebrations and events (\$2,000 per community group)**
- 3. Provide the completed banners to each of the 5 community groups to store and deliver to the shire, in a timely manner, to install for their event.**

Carried by Absolute Majority 7/0

For: Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

Against: Nil

Reports of Officers

Reports of Officers have been divided into Departments as follows:

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

CEO's Office

ITEM NO.	C.03/0923	FILE REF.	
SUBJECT	Proposed Date Change of October Ordinary Council Meeting and Calling of a Special Meeting of Council		
OFFICER	Executive Assistant		
DATE OF REPORT	20 September 2023		

OFFICER RECOMMENDATION

- 1. That Council change the date of the Ordinary Meeting of Council scheduled for Thursday 26 October 2023, to Thursday 2 November 2023**
- 2. That a Special Meeting of Council be held 5.30pm, Tuesday 24 October 2023 in the Council Chambers for the purpose of:
 - i. swearing-in newly elected Councillors**
 - ii. electing and swearing-in of Shire President**
 - iii. electing and swearing-in of Deputy President**
 - iv. allocation of seating arrangements for the 2023/25 term of office**
 - v. determining the suite of Advisory Committees and approving their Instruments of Appointment.****

Electoral Caretaker Period Policy Statement

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

Summary/Purpose

For Council to consider changing the date of the ordinary meeting scheduled for Thursday 26 October and to call a special meeting of council following the 2023 Local Government Ordinary Election.

Officer Comment

It is recommended that Council change the date of the ordinary council meeting in October to the following week, in order to allow for the newly elected Councillors to receive an induction from the CEO, which will include information on council meeting processes. As the month of November contains five Thursdays, shifting the date of the October meeting back a week will still allow for a two-week break between the proposed new date of 2 November, the November Concept Forum (this will need to be moved back a week to 16 November) and the Ordinary Council Meeting scheduled for Thursday 30 November.

A special meeting is proposed for the Tuesday following the 2023 Local Government Ordinary Election to swear in the newly elected councillors, elect the Shire President & Deputy, determine seating arrangements, and consider community and elected member representatives on internal advisory committees and external committees and organisations.

Statutory Environment

Local Government Act 1995

s 5.4. Calling council meetings

An ordinary or a special meeting of a council is to be held —

(a) if called for by either —

(i) the mayor or president; or

(ii) at least 1 /3 of the councillors,

in a notice to the CEO setting out the date and purpose of the proposed meeting; or

(b) if so decided by the council.

Local Government (Administration) Regulations 1996

r 12. Publication of meeting details

(2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —

(a) ordinary council meetings;

(3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.

(4) If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government's official website as soon as practicable after the decision is made

Integrated Planning

➤ Strategic Community Plan

Outcome 14 effective governance and financial management

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

Policy/Strategic Implications
G 4 – Meetings of Council

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Simple Majority

**Council Decision Moved Cr Lansdell, Seconded Cr Christensen
C.03/0923**

- 1. That Council change the date of the Ordinary Meeting of Council scheduled for Thursday 26 October 2023, to Thursday 2 November 2023**
- 2. That a Special Meeting of Council be held 5.30pm, Tuesday 24 October 2023 in the Council Chambers for the purpose of:**
 - i. swearing-in newly elected Councillors**
 - ii. electing and swearing-in of Shire President**
 - iii. electing and swearing-in of Deputy President**
 - iv. allocation of seating arrangements for the 2023/25 term of office**
 - v. determining the suite of Advisory Committees and approving their Instruments of Appointment.**

Carried 7/0

For: Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.
Against: Nil

ITEM NO.	C.04/0923	FILE REF.	209
SUBJECT	Rolling Action Sheet		
OFFICER	Executive Assistant		
DATE OF REPORT	20 September 2023		

Attachment 1 Rolling Action Sheet – September 2023

OFFICER RECOMMENDATION

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

Electoral Caretaker Period Policy Statement

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

Summary/Purpose

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

Background

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

Statutory Environment - Nil

Integrated Planning

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

Policy/Strategic 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.04/0923 That the information contained in the Rolling Action Sheet be noted.

Carried 7/0

For: Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

Against: Nil

During debate Cr Lansdell requested that resolution C.05/07233 of the Rolling Action Sheet be prioritised, to which the Temporary CEO agreed.

Corporate Services

ITEM NO.	C.05/0923	FILE REF.	
SUBJECT	Council Delegation Planning Compliance		
OFFICER	Manager Governance & Risk		
DATE OF REPORT	15 September 2023		

Attachment 2 Proposed Delegation LE.24 – Planning Compliance

OFFICER RECOMMENDATION

That Council approve delegation LE.24 Planning Compliance as presented in Attachment 2.

Electoral Caretaker Period Policy Statement

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

Summary/Purpose

Council is requested to approve a new delegation LE.24 – Planning Compliance.

Background

Council at its meeting on 23 February 2023 resolved (C.09/0223):

- 1. Revoke all delegations from Council to the CEO except delegation LUP.3 – Subdivision*
- 2. Approves all the delegations as amended/deleted/created contained within the Delegations Register in Attachment 6, noting that delegation LUP.3 – Subdivisions was adopted by Council on 25 January 2023 (C.07/0123).*

Officer Comment

Delegations of power to the CEO, or in particular circumstances to officers, may be made, amended or deleted at any time, by an absolute majority resolution of council.

A new delegation is sought to provide authority for the CEO to perform all necessary functions in respect of matters relating to compliance with the *Planning and Development Act 2005* and subordinate legalisation, for currently there are no such powers to ensure compliance.

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

Statutory Environment

Town Planning Scheme 3

Clause 6.8 Delegation

For the purposes of carrying out and completing the Scheme and to ensure its observance, the Council may delegate to a Committee of Council, an officer or officers any of the powers which it is entitled the exercise by virtue of the Scheme.

Town Planning Scheme 4

Clause 7.7 Delegation

For the purposes of carrying out and completing the Scheme and to ensure its observance, the Council may delegate to a Committee of Council, an officer or officers any of the powers which it is entitled to exercise by virtue of the Scheme.

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

Many of the delegations contained within the Council Delegation Register relate back to policy and local laws which have been set by Council to enable officers to work effectively in line with Council's requirements.

Budget Implications - Nil

Whole of Life Accounting – Not applicable

Risk Management – Not applicable

Voting Requirements – Absolute Majority

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or
- (b) the Planning and Development Act 2005 section 214(2), (3) or (5). *

* Absolute majority required

Council Decision Moved Cr Christensen, Seconded Cr Pratico

C.05/0923 That Council approve delegation LE.24 Planning Compliance as presented in Attachment 2.

Carried by Absolute Majority 7/0

For: Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

Against: Nil

ITEM NO.	C.06/0923	FILE REF.	
SUBJECT	Amendments to Policy G 1 – Policy Manual		
PROPONENT	Council		
OFFICER	Manager Governance & Risk		
DATE OF REPORT	15 September 2023		

Attachment 3 Policy G 1 – Policy Manual, showing proposed amendments

OFFICER RECOMMENDATION

That Council adopt the amended Policy G 1 Policy Manual as presented in Attachment 3.

Electoral Caretaker Period Policy Statement

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

Summary/Purpose

For Council to consider the proposed amendments to Policy G 1 – Policy Manual.

Background

All Council policies have previously been reviewed on an annual basis with the review in 2021/22 being carried out section by section rather than undertaking a singular annual review of the whole of the policy manual contents.

Officer Comment

Current Council Policy G1 requires that the Council Policy Manual be reviewed on an annual basis.

The intent of this policy provision is that policies be maintained up to date to reflect contemporary legislative accuracy and are a fair representation of the Council's objectives for any particular policy subject area.

However, a 'blanket' requirement for an annual review does create a task that generates considerable workload which, in many cases, does not create a meaningful improvement in outcomes and perhaps places corporate effort in the areas which might not be a priority.

There is no legislative obligation to review policies within a prescribed time period, except for one policy (G2 - Continuing Professional Development which is required to be reviewed after each ordinary election), therefore it is open to Council to change this should it desire.

It is proposed that the policy be amended to allow Council policies to be reviewed every three (3) years after the date of adoption, or more frequently when determined by the CEO or Council, or as legislatively required.

Currently several policies contain an annual review requirement due to the nature of the policy and the above wording would continue to allow those policies to be reviewed annually if required.

This matter was discussed at the September concept forum with general support given.

Statutory Environment

Section 2.7 of the *Local Government Act 1995* provides:

2.7. Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

Integrated Planning

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

Policy Implications

This proposal will affect the review timeframe of all Council policies.

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Simple Majority

**Council Decision Moved Cr Browne, Seconded Cr Boyle
C.06/0923 That Council adopt the amended Policy G 1 Policy Manual as presented in Attachment 3.**

Carried 7/0

For: Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

Against: Nil

ITEM NO.	C.07/0923	FILE REF.	131
SUBJECT	July and August 2023 Financial Activity Statements and List of Accounts Paid in August 2023		
OFFICER	Manager Finance		
DATE OF REPORT	18 September 2023		

Attachment 4 July 2023 Financial Activity Statements

Attachment 5 August 2023 Financial Activity Statements

Attachment 6 List of Accounts Paid in August 2023

OFFICER RECOMMENDATION

That Council receive the:

1. *July 2023 Financial Activity Statements as presented in Attachment 4*
2. *August 2023 Financial Activity Statements as presented in Attachment 5*
3. *List of Accounts Paid in August 2023 as presented in Attachment 6.*

Electoral Caretaker Period Policy Statement

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

Summary/Purpose

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

Background

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

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

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

- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
- (b) an explanation of each of the material variances referred to in sub-regulation (1)(d); and

- (c) such other supporting information as is considered relevant by the Local Government.

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

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

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

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

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

The list of accounts is to be:

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

Officer Comment

Due to end of financial year processing, presentation of the July 2023 Financial Activity Statements to Council was deferred to the September 2023 ordinary meeting. Presented are the financial activity statements for both July and August 2023 along with the list of accounts paid in August 2023.

Statutory Environment

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

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

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

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

Integrated Planning

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

Policy Implications

FM 4 - Purchasing Policy

To ensure purchasing is undertaken in an efficient, effective, economical and sustainable manner that provides transparency and accountability.

Budget Implications

Expenditure incurred in August 2023 and presented in the list of accounts paid, was allocated in the 2023/24 Budget.

Whole of Life Accounting – Not applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

Council Decision Moved Cr Pratico, Seconded Cr Browne

C.07/0923 That Council receive the:

- 1. July 2023 Financial Activity Statements as presented in Attachment 4***
- 2. August 2023 Financial Activity Statements as presented in Attachment 5***
- 3. List of Accounts Paid in August 2023 as presented in Attachment 6.***

Carried 7/0

For: Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

Against: Nil

ITEM NO.	C.08/0923	FILE REF.	
SUBJECT	Budget Management Report – August 2023		
OFFICER	Director Corporate Services		
DATE OF REPORT	19 September 2023		

Attachment 7 Budget Management Report – August 2023

OFFICER RECOMMENDATION

That Council

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

2. Amend the 2023/24 Budget as follows:

Account or Job Number	Account or Job Description	Expenditure or Income Type	Current Budget	Budget Amendment	Amended Budget
CP05	Greenbushes CBD Parking & Safety Enhancement	Materials & Contracts	\$205,240	-\$166,606	\$38,634
1414130.64	Car Park Grants & Contributions - Capital Grants - Federal Government	Capital Grants – Federal Government	-\$149,862	\$149,862	\$0
Reserve 126	Strategic Projects Reserve	Transfer from Reserve	-\$49,864	\$16,744	-\$33,120
CP05	Greenbushes CBD Parking & Safety Enhancement	Materials & Contracts	\$38,634	\$33,499	\$72,133
1414130.92	Car Park Grants & Contributions - Capital Contributions	Capital Contributions	\$0	-\$33,499	-\$33,499
22IN	Greenbushes Youth Precinct (Stage 1)	Materials & Contracts	\$397,330	\$19,711	\$417,041
16IN	Bridgetown Youth Precinct (Stage 2)	Materials & Contracts	\$175,000	-\$14,000	\$161,000
02IM	Greenbushes Skate Park Infrastructure Maintenance	Materials & Contracts	\$10,490	-\$5,711	\$4,779
PJ95	Bridgetown CBP Water Restoration Project (Geegelup Brook - Concept Stage)	Materials & Contracts	\$92,000	\$65,000	\$157,000
PJ127	Bridgetown CBP Water Restoration Project (Geegelup Brook - Detail Design Stage)	Materials & Contracts	\$40,000	-\$40,000	\$0
Reserve 126	Strategic Projects Reserve	Transfer from Reserve	\$0	-\$25,000	-\$25,000
Total				\$0.00	

Electoral Caretaker Period Policy Statement

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

Summary/Purpose

Presented is the August 2023 Budget Management Report (Attachment 7). The report contains detail of budget overspends authorised by the Chief Executive Officer and requested budget amendments for Council's consideration.

Background

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

Officer Comment

It is the function and duty of the CEO to cause Council decisions to be implemented and manage the day-to-day operations of the Shire. It is recognised the annual budget

is an informed financial forecast and variations are to be expected as actual circumstances experienced may differ to initial estimates provided.

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

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

The report contains budget amendments that require Council decision prior to commitment of expenditure in accordance with Section 4.1.4 of the Budget Management Policy. A summary of these requests is detailed below:

Bridgetown and Greenbushes Youth Precinct Projects

The scope of the second stage of the Bridgetown Youth Precinct included;

- 3 cubicle toilet block including an ambulant cubical, a universally accessible cubicle and a general use cubicle,
- Installation of the already purchased water fountain, and
- Construction of parkour.

In 2022 community feedback from young people in the community through BYA suggested that parkour is not popular and would not be utilized if constructed as part of the second stage of the Bridgetown Youth Precinct project. To confirm this feedback, advice was sought from Skate Sculpture, the contractors that designed the precinct, regarding their experience of the ongoing use and popularity of parkour as part of existing youth precinct projects they had been involved in developing. They agreed that parkour was not popular in other areas.

The rescoping of stage 2 of the Bridgetown Youth Precinct was informally discussed at Council's June Concept Forum with a view to focusing funds for this stage on the toilet block and CCTV and not include parkour. Since this time the cost of the toilet block has increased and the remaining funds, once the toilet block is completed and the water fountain is installed, is \$14,000. This amount is not enough to deliver any other elements to the skate park. CCTV for the Bridgetown Youth Precinct has been funded separately. For these reasons it is recommended that the remaining unspent funds be used to complete landscaping at the Greenbushes youth precinct.

The Greenbushes youth precinct development has recently been completed however landscaping implementation was not included in the budget (landscape design was). The Greenbushes community have received donated plants and would like to undertake a community planting event (as per the design) however before this can be completed reticulation and turf needs to be laid, the funds from the Bridgetown Youth Precinct project along with savings from the allocation for anti-graffiti treatment would provide enough funds to complete the landscaping, enhancing the development and allow community to hold their community planting event with the school children.

In summary Attachment 7 requests Council's consideration and approval to transfer \$14,000 from '16IN – Bridgetown Youth Precinct Stage 2' project and \$5,711 from

'02IM – Greenbushes Skate Park Anti-Graffiti' project and add these funds (\$19,711) to project '22IN – Greenbushes Youth Precinct'.

Bridgetown CBD Water Restoration Project - Geegelup Brook Design

In August 2023 the scope for Landscape and Engineering Concept Design for the Geegelup Brook rehabilitation project was taken to Council's Concept Forum and the Sustainability Advisory Committee for review and feedback. A number of essential items were highlighted and included in the scope with additional funding of \$47,000 added to the design component of the project. It was also advised that it was proposed to amalgamate the existing Corporate Business Plan allocations for planning (\$45,000) and construction drawings (\$40,000) to cover the scope of the current design project. The total 2023/24 budget allocation being \$132,000.

However, the need to undertake the requirements to facilitate an approval under the Aboriginal Heritage Act will be essential to complete this process and will require approximately \$25,000 of unbudgeted funds. This process will be undertaken concurrently with the stage 1 design project. The outcome of the consultation process and approval will be used to inform the outcome of the design. Undertaking this approval process will ensure that the project will have all approvals completed and be ready for detailed design and construction at the completion of this design process.

In summary Attachment 7 requests Council's consideration and approval for the transfer of \$40,000 from 'PJ127 – Bridgetown CBD Water Restoration Project (Detail Design Stage)' to 'PJ95 – Bridgetown CBD Water Restoration Project (Concept Stage)' along with an additional \$25,000 being allocated to PJ95 for Aboriginal Heritage Act approval requirements. The additional \$25,000 is to be funded from the Strategic Projects Reserve.

The attached Budget Management Report provides information as required by the policy. Budget amendments as per the officer recommendation will result in a reduction to overall budget expenditure of \$108,107. This reduction in expenditure is offset by reduced income of \$116,363 and an increase in transfers from Reserve totalling \$8,256.

Statutory Environment

Local Government Act 1995

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

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

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

- (1) The Council cannot incur expense from its municipal fund for a purpose for which no expense estimate is included in the annual budget (known as an 'additional purpose') except where the expense —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government;
 - (b) is authorised in advance by resolution by Absolute Majority; or
 - (c) is authorised in advance by the mayor or president in an emergency.

- (2) Where expense has been incurred;
- (a) under s6.8 (1)(a) it is required to be included in the annual budget for that financial year; and
- (b) under s6.8 (1)(c), it is to be reported to the next ordinary meeting of the council

Integrated Planning

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

Policy Implications

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

Budget Implications

Budget amendments as recommended will reduce funds held in the Strategic Projects Reserve by \$8,256.

Whole of Life Accounting – Not applicable

Risk Management – Not applicable

Voting Requirements – Absolute Majority

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

- (1) The Council cannot incur expense from its municipal fund for a purpose for which no expense estimate is included in the annual budget (known as an ‘additional purpose’) except where the expense —
- (b) is authorised in advance by resolution by Absolute Majority

Council Decision *Moved Cr Christensen, Seconded Cr Pratico*

C.08/0923 *That Council:*

1. Receive the August 2023 Budget Management Report as presented in Attachment 7

2. Amend the 2023/24 Budget as follows:

Account or Job Number	Account or Job Description	Expenditure or Income Type	Current Budget	Budget Amendment	Amended Budget
CP05	Greenbushes CBD Parking & Safety Enhancement	Materials & Contracts	\$205,240	-\$166,606	\$38,634

1414130.64	Car Park Grants & Contributions – Capital Grants – Federal Government	Capital Grants – Federal Government	- \$149,862	\$149,862	\$0
Reserve 126	Strategic Projects Reserve	Transfer from Reserve	- \$49,864	\$16,744	-\$33,120
CP05	Greenbushes CBD Parking & Safety Enhancement	Materials & Contracts	\$38,634	\$33,499	\$72,133
1414130.92	Car Park Grants & Contributions – Capital Contributions	Capital Contributions	\$0	-\$33,499	-\$33,499
22IN	Greenbushes Youth Precinct (Stage 1)	Materials & Contracts	\$397,330	\$19,711	\$417,041
16IN	Bridgetown Youth Precinct (Stage 2)	Materials & Contracts	\$175,000	-\$14,000	\$161,000
02IM	Greenbushes Skate Park Infrastructure Maintenance	Materials & Contracts	\$10,490	-\$5,711	\$4,779
PJ95	Bridgetown CBP Water Restoration Project (Geegelup Brook – Concept Stage)	Materials & Contracts	\$92,000	\$65,000	\$157,000
PJ127	Bridgetown CBP Water Restoration Project (Geegelup Brook – Detail Design Stage)	Materials & Contracts	\$40,000	-\$40,000	\$0
Reserve 126	Strategic Projects Reserve	Transfer from Reserve	\$0	-\$25,000	-\$25,000
Total				\$0.00	

Carried by Absolute Majority 7/0

For: Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.
Against: Nil

Development, Community and Infrastructure

ITEM NO.	C.09/0923	FILE REF.	
SUBJECT	CSRFF Bridgetown Golf Club – Club house rebuild		
OFFICER	Manager Community Development		
DATE OF REPORT	19 September 2023		

OFFICER RECOMMENDATION

That Council

- 1. Approve the submission of the Community Sport and Recreation Facilities Fund (CSRFF) grant application by the Bridgetown Golf Club for the partial funding of the construction of a new club house*
- 2. Advise the Department of Local Government, Sport and Cultural Industries that Council ranks this grant application as Priority 1 of 1 for the current CSRFF funding round for this Shire.*

Electoral Caretaker Period Policy Statement

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

Summary/Purpose

As part of the process for the Department of Local Government, Sport and Cultural Industries' (DLGSC) Community Sport and Recreation Facilities Fund (CSRFF) the applicable local government is asked to prioritise all applications received from its district before they are lodged. Only 1 application exists for the 2023/24 CSRFF Small Grants funding round, and that is the application from the Bridgetown Golf Club to assist in funding the construction of the new Golf Club - Club House.

Background

The DLGSC provides funding to community sporting groups to assist in the construction of sport and recreation infrastructure through the annual CSRFF funding round.

The DLGSC will provide a maximum of ½ of the total project costs for projects over \$500,000 that can be included under the Development Bonus. It is the applicant's responsibility to then obtain the remaining funding required to implement the project.

The DLGSC, as part of their application and assessment process, seek input from local government authorities in this process by prioritising applications for projects within the relevant local government area.

This is considered beneficial as a method of informing local government authorities about infrastructure development proposals within the area and as a means for the Council to prioritise the projects in line with their strategic objectives.

Only 1 CSRFF application exists for the 2023/24 funding round, being the Bridgetown Golf Club Proposal to construct a new clubhouse building at the Bridgetown Golf Course to replace the old building that was destroyed in the February 2022 Bridgetown Fire.

If Council are supportive of the officer's recommendation the sole application will be ranked 1 of 1 for the specific grant round for this local government area.

Officer Comment

The old clubhouse was destroyed by a major bushfire in February 2022 and the Club is currently operating from a tin shed and transportable toilet facilities. The replacement of the old clubhouse building with a modern and functional community facility is critical for the long-term sustainability of the club and will provide a high-quality venue for a range of community activities and functions. The new facility would allow the Club to resume hosting golf tournaments and veterans golf days which provide essential funds for maintaining the course and running the club, and provide a trail head for the mountain bike trails currently at concept design.

The proposed facility has been designed to cater for a range of recreation and community activities in addition to golf related activities. The design features that will allow multi-purpose use of the facility include:

- Easy access to the building from the car park including access ramps to the main entrance and undercover verandah
- The main Function/Activity room is 120m² which provides an ideal space for a range of small to medium size group activities such as Yoga, Pilates, Group exercise classes and the like. It would also be a suitable venue for a range of passive activities, seminars, training programs and social functions
- The kitchen has been designed to a Class 1 standard that would allow food preparation on the premises and meals to be served directly to the Function Room via a servery
- Modern ablution facilities including a universal access toilet and shower are located at the main entry to the building and are easily accessible from the Function/Activity room and the southern veranda
- The southern veranda/alfresco area provides the opportunity for larger functions during the warmer months and the potential to enclose should there be a need to expand the size of the main Function/Activity room in the future.

In response to the design brief and to provide the most appropriate technical specification for the equipment and systems for the facility (i.e. filtration, lighting, water heating, air quality) the architect has included the following features in the design:

- Heat Recovery Ventilation system which runs off 2 x 80 watt fans and delivers 100% fresh air to the building with 1.5 air changes per hour
- Filtration of the incoming fresh air removes any pollens, air born dust and allergens
- Efficient and intelligent lighting systems with Light Emitting Diodes (LED)
- The Hot Water System will be heat pumps which are proven to be the most efficient way of heating water.

The following sustainability features have been included in the design to ensure energy and water efficient products and design considerations have been included in the new club house:

- The building is provided with a large north facing skylight to the function room that will allow the entry of warming winter sun and prevent the entry of hot summer sun via a carefully designed overhang. This skylight in combination with the South skylight will also generally reduce the need for Artificial light.
- Windows and Doors will be Low Emissivity Glass which reduces infrared light (Heat) from penetrating the glass from the outside thus reducing the heating

and cooling loads to maintain a comfortable internal temperature and reducing the heating and cooling costs.

- High levels of wall and roof insulation and polystyrene under the slab perimeter will reduce the heat gain and heat loss through these elements. Walls and roof to be built to prevent air leaks to the outside with an “Intello” membrane.
- The building will capture, and U/V treat all the roof rainwater run-off and store it in a large 135,000 litre rainwater tank.
- The plumbing fixtures, fittings and tapware will all be water wise certified.
- The Hot Water System will be heat-pumps which are proven to be the most efficient way of heating water.
- Provision of a Photo Voltaic Array on the roof with a lithium Iron rechargeable Battery will dramatically reduce the building’s electrical consumption.
- The provision of all electrical equipment in the kitchen in lieu of gas appliances
- The use of energy efficient LED lighting will reduce the building’s electrical consumption.

The Bridgetown Golf Club are not requesting a financial contribution from Council just support of their grant application and to rank the application as 1 of 1 for the Shire of Bridgetown-Greenbushes

Statutory Environment – Nil

Integrated Planning

- Strategic Community Plan
 - Outcome 2 good health and community wellbeing.
 - Objective 2.2 provide quality sport, leisure and recreation services.
 - Outcome 7 responsible and attractive growth and development
 - Objective 7.2 advocate for adequate infrastructure to support responsible growth
- Corporate Business Plan
 - Action – 7.2.1 advocate for State Government funding for community infrastructure to support the implications of the mine expansion project.
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications - Nil

Budget Implications - Nil

Whole of Life Accounting

The Bridgetown Golf Club Inc. will be solely responsible for all ongoing operating costs associated with the new building. This will be funded from club revenue including member fees, golf tournaments and activities, green fees, building hire fees, sponsorship and fundraising. An annual maintenance provision of \$20,000 (1% of

construction cost) is included in the Life Cycle Cost Analysis for the first five years, increasing to \$25,000 thereafter.

Risk Management

Supporting the provision of sports facilities that allow for shared use and are in good condition supports community wellbeing, health and social cohesion and mitigates risk by improving liveability in the Shire and supporting community wellness.

Voting Requirements - Simple Majority

Council Decision Moved Cr Mahoney, Seconded Cr Boyle

C.09/0923 That Council:

- 1. Approve the submission of the Community Sport and Recreation Facilities Fund (CSRFF) grant application by the Bridgetown Golf Club for the partial funding of the construction of a new club house**
- 2. Advise the Department of Local Government, Sport and Cultural Industries that Council ranks this grant application as Priority 1 of 1 for the current CSRFF funding round for this Shire.**

Carried 7/0

For: Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

Against: Nil

ITEM NO.	C.10/0923	FILE REF.	
SUBJECT	Geegelup Brook Rehabilitation Project		
OFFICER	Manager Community Services		
DATE OF REPORT	21 September 2023		

Attachment 8 Collated Data from the community consultation.

Attachment 9 Emerge Associates - Original RFQ Response (CONFIDENTIAL)

Attachment 10 Map of project area

OFFICER RECOMMENDATION:

That Council adopt the Bridgetown CBD Water Restoration Project (Geegelup Brook) by adopting the following:

- 1. The Project Area as presented in Attachment 10*
- 2. The Project Scope as below:*
 - a) Stage 1-Project Inception and Investigations*
 - Appointment of Design Consultant (indicative)*
 - Meeting 1 Virtual start-up meeting consultants and council representatives - Confirm Scope, Budget and Project Plan*
 - Site Visit with Sub-Consultants*
 - Desktop review of relevant information currently available regarding the site. Identify, and where possible address any relevant knowledge gaps*
 - Consultant team design workshop 1: Development of the opportunities and constraints plan.*

- b) *Stage 2- Scoping and consultation*
- *Feature Survey*
 - *Consultation 1 Aboriginal stakeholder engagement on country*
 - *Consultation 2 Key stakeholder engagement with Government agencies and event organisers; excludes Liaison with utility and service providers*
 - *Consultation 3 Liaison with Government agencies and event organisers*
 - *Consultant team design workshop 2: Development of concept plan approach*
 - *Meeting 2 Virtual with Project Reference Group reporting comments from 1st round of consultation establishing drivers of key stakeholders and reporting on concept design approach*
 - *Include a flora and bird survey to be undertaken for the identified project area*
 - *Include a fauna survey focusing on amphibians be undertaken for the identified project area*
 - *Undertake water testing to understand the quality of water and assess any impacts of industrial waste entering the Geegelup Brook*
 - *Undertake a consultation and approval process to complete the requirements to gain approval under the Aboriginal Heritage Act*
 - *Include the 2D model for the major storm event*
 - *Planning elements – undertaken inhouse.*
- c) *Stage 3-Draft of Landscape Concept Design*
- *Preparation of draft landscape concept design and report*
 - *Hydrological assessment of frequent storm event*
 - *Preliminary Cost estimate*
 - *Meeting 3 Virtual Present draft landscape concept plan to project reference group (2hr)*
 - *Consultation 4 Community Consultation on draft landscape concept plan. Project team prepare material - community consultation/public advertising undertaken by the shire*
 - *Meeting 5 Virtual meeting with Project Reference Group (Shire) to establish feedback and agree report finalisation approach*
 - *Council Presentation 1 of draft design for approval – in person.*
- d) *Stage 4-Finalisation of Landscape Concept Design*
- *Review design (based on outcomes of the community consultation and feedback from Project Reference Group)*
 - *Minor amendments to the final Landscape Concept plan*
 - *Develop staged implementation relating to project scope.*
 - *Itemised cost estimate (Quantity Surveyor)*
 - *Send revised design to Project Reference Group for final comments.*
 - *Incorporate any further design inputs into the masterplan*
 - *Council Presentation 2 of final masterplan approval for release for community consultation Face to face*
 - *Finalisation of Brief concept design report*
 - *Project Completion.*

Electoral Caretaker Period Policy Statement

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

Summary/Purpose

These recommendations seek to progress the Bridgetown CBD & Water Safety Project (Geegelup Brook Rehabilitation Project) as identified in the Corporate Business Plan.

Background

Geegelup Brook forms part of the Blackwood River catchment. The catchment area for Geegelup Brook is approximately 23 square kms and is approximately 8 km in length, extending from Hester in the north to the Blackwood River in the south. Approximately 1 km of Geegelup Brook forms the basis of the study area, shown in Attachment 10. The brook is highly valued by the community and has Aboriginal and European heritage values (being a Registered Aboriginal heritage site, ID 20434), as well as providing a connection to the Blackwood River and recreation opportunities.

For close to ninety years, Geegelup Brook has been substantially modified and a significant portion of the waterway, between Lockley Avenue and Stewart Street, is now a concrete lined trapezoid drain with limited ecological values. The waterway is currently limited to a small corridor, with portions of the western bank subject to a steep escarpment, primarily south of Henry Street. A small portion of the brook, between Stewart Street and Loftie Street was revegetated in the early 2004, while the remainder of the brook is still largely cleared of intact remnant vegetation. A number of remnant trees exist along portions of the waterway, as well as a number of planted non-native species and weed species.

This Geegelup Brook Rehabilitation project was first included in the Corporate Business Plan in 2020. The action items in the Corporate Business Plan 2020 – 2024 included developing concept plans and preliminary costings, develop detailed plans, costings and funding model, acquire suitable tenure of land behind shops adjacent to Geegelup Brook to formalise access and car parking, prepare a design plan for the completion of the car park area behind the shops adjacent to Geegelup Brook and prepare detailed design plans for the construction of the car parking area behind the shops adjacent to Geegelup Brook.

There has been significant concern about flooding associated with Geegelup Brook, as well as impacts on water quality within the Blackwood River. A number of flood studies have been completed over the last 20 years that consider Geegelup Brook with different modifications made to the brook over this period (Wittencoom Consulting Engineers 2014). There is concern that future larger flood events could result in significant safety concerns for users of the carpark areas that currently service the town centre, including vehicles being washed away. Geegelup Brook in its current configuration is not able to support the 1 in 100-year flood event, with significant flooding of nearby carpark and retail areas, as well as potential for significant erosion due to the high velocity associated with water moving through the brook.

A community consultation session held in the form of a community design workshop was undertaken to understand the communities' intent with regard to this important

Bridgetown landmark. There were 15 members of the community from various professional and personal backgrounds including 1 councillor in attendance (Attachment 8).

The main conclusions from the design workshop were;

- Re-naturalise the creek's appearance by removing concrete walls, allow for a natural meandering rather than rigid structure
 - Use natural filtration methods by using reeds, etc.
 - Minimise manmade structures and use less intrusive pathways like boardwalks over the brook.
 - Maintain Western side as natural.
 - Eastern side can have built up infrastructure e.g. parking, walk trails, shops
- Flooding risk must be considered and mitigated
- Consult aboriginal elders and historians to better understand the brook's historical existence, prevalence and meaning
 - Tie this in with interpretative signage describing historical use and descriptions of native flora/fauna
- Ensure the trail has a flow-on effect to existing trails - accessibility is key
- Consider expanding the art trail with use of murals on adjacent buildings
- Consider encouraging local businesses to build up their Geegelup-brook side infrastructure with decks (car park underneath), boardwalks, murals, etc.

A Request for Quote was offered to suitable vendors through the WALGA preferred supplier vendor panel. The only response received was from Emerge Associates. The scope of works proposed by Emerge Associates was presented to councillors at a Concept Forum and then taken to the Sustainability Advisory committee for feedback (Attachment 9).

The proposed project scope incorporates modifications as recommended by the Sustainability Advisory Committee.

Officer Comment

Geegelup Brook is a valued feature within the townsite, with a strong desire from the community to enhance and maintain the brook in order to restore the health of the brook and create a 'Living Stream', provide passive recreation areas that are attractive to visitors and connect with the town centre as well as provide an important ecological linkage between the Blackwood River and Somme Creek.

The term 'Living Streams' describes an approach to managing urban stormwater that creates a complex ecosystem with outcomes for ecology, water quality, water conveyance and amenity. It was developed as a restoration approach to managing urban streams and drains for multiple outcomes (DoW, 2007). While Geegelup Brook includes both rural and urban catchment, the principles associated with developing a Living Stream would enable the goals of Council and the community to be achieved, in particular improving the ecological values associated with the brook, mitigating flood impacts and improving water quality outcomes for the Blackwood River. The ideal outcome for the portion of Geegelup Brook that will be rehabilitated as part of this project would be the provision of a naturalised 'Living Stream' however there are constraints in achieving the stormwater management outcomes for the Brook and study area that will not be managed as a part of this project.

Geegelup Brook (where it interacts with the town centre) runs from Nelson Street in the north to Loftie Street in the south and is located at the rear of existing commercial areas adjacent to Hampton Street (Attachment 10). The intention of this project is to restore Geegelup Brook to be more natural in form and function, but also ensure flood safety issues, as well as pedestrian and vehicle accessibility issues for the main street and town centre are appropriately managed.

If Council approve the recommendations, once this stage of the project is complete all approvals shall be finalised and the next stage of the project would include detailed design, costings, engineering and construction.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
 - Outcome 4 the Shire of Bridgetown-Greenbushes continues to be naturally beautiful
 - Objective 4.1 conserve and enhance the natural environment for current and future generations to enjoy

- Corporate Business Plan
 - Action 4.1.1 provide concept plans and preliminary costings for the Bridgetown CBD Water Restoration Project (Geegelup Brook) 22-23
 - Action 4.1.2 provide detailed design plans, costings and funding model for Bridgetown CBD 22-23
 - Action 4.1.3 provide the implementation of the Bridgetown CBD Water Restoration Project (Geegelup Brook) 24-25

- Long Term Financial Plan – Not applicable

- Asset Management Plans
 - Maintenance requirements will be identified and included in the annual maintenance schedule and budget process once the project is complete.

- Workforce Plan – Nil

- Other Integrated Planning - Nil

Policy Implications - Nil

Budget Implications

The budgetary implications associated with this stage of the Bridgetown CBD Water Restoration Project (Geegelup Brook) have been covered in the Budget Management Report (C.08/0923). If Council approve the budget amendment, the current budget will cover the costs associated with the proposed scope of work.

Whole of Life Accounting

Whole of life cycle principles will be considered during the design stage with the suggested outcome being a reduction of maintenance and flood damage due to the rehabilitation of the Geegelup Brook.

Risk Management

Engaging all stakeholders to assist in informing the plan and including natural flood mitigation strategies will mitigate the impacts of potential flood events, ensure the support of community, and complete the approvals process so that the project will be ready for detailed design and construction.

Voting Requirements –Simple Majority

**Council Decision Moved Cr Lansdell, Seconded Cr Browne
C.10/0923 That Council adopt the Bridgetown CBD Water Restoration Project (Geegelup Brook) by adopting the following:**

1. The Project Area as presented in Attachment 10

2. The Project Scope as below:

a) Stage 1-Project Inception and Investigations

- **Appointment of Design Consultant (indicative)**
- **Meeting 1 Virtual start-up meeting consultants and council representatives - Confirm Scope, Budget and Project Plan**
- **Site Visit with Sub-Consultants**
- **Desktop review of relevant information currently available regarding the site. Identify, and where possible address any relevant knowledge gaps**
- **Consultant team design workshop 1: Development of the opportunities and constraints plan.**

b) Stage 2- Scoping and consultation

- **Feature Survey**
- **Consultation 1 Aboriginal stakeholder engagement on country**
- **Consultation 2 Key stakeholder engagement with Government agencies and event organisers; excludes Liaison with utility and service providers**
- **Consultation 3 Liaison with Government agencies and event organisers**
- **Consultant team design workshop 2: Development of concept plan approach**
- **Meeting 2 Virtual with Project Reference Group reporting comments from 1st round of consultation establishing drivers of key stakeholders and reporting on concept design approach**
- **Include a flora and bird survey to be undertaken for the identified project area**
- **Include a fauna survey focusing on amphibians be undertaken for the identified project area**
- **Undertake water testing to understand the quality of water and assess any impacts of industrial waste entering the Geegelup Brook**
- **Undertake a consultation and approval process to complete the requirements to gain approval under the Aboriginal Heritage Act**
- **Include the 2D model for the major storm event**
- **Planning elements – undertaken inhouse.**

c) Stage 3-Draft of Landscape Concept Design

- **Preparation of draft landscape concept design and report**
- **Hydrological assessment of frequent storm event**
- **Preliminary Cost estimate**
- **Meeting 3 Virtual Present draft landscape concept plan to project reference group (2hr)**
- **Consultation 4 Community Consultation on draft landscape concept plan. Project team prepare material - community consultation/public advertising undertaken by the shire**
- **Meeting 5 Virtual meeting with Project Reference Group (Shire) to establish feedback and agree report finalisation approach**
- **Council Presentation 1 of draft design for approval – in person.**

d) Stage 4-Finalisation of Landscape Concept Design

- **Review design (based on outcomes of the community consultation and feedback from Project Reference Group)**
- **Minor amendments to the final Landscape Concept plan**
- **Develop staged implementation relating to project scope.**
- **Itemised cost estimate (Quantity Surveyor)**
- **Send revised design to Project Reference Group for final comments.**
- **Incorporate any further design inputs into the masterplan**
- **Council Presentation 2 of final masterplan approval for release for community consultation Face to face**
- **Finalisation of Brief concept design report**
- **Project Completion.**

Carried 7/0

For: Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

Against: Nil

ITEM NO.	C.11/0923	FILE REF.	RD270
SUBJECT	Installation of planter boxes along the Stanifer Street footpath		
OFFICER	Manager Infrastructure & Works		
DATE OF REPORT	19 September 2023		

Attachment 11	Greenbushes Town Centre Car Park Project – Initial Design
Attachment 12	Greenbushes Town Centre Car Park Project – Revised Design
Attachment 13	AUSTROADS Vehicle Classification System
Attachment 14	Stanifer Street Daily Classes
Attachment 15	Stanifer Street Speed Statistics

OFFICER RECOMMENDATION

That Council approve the installation of planter boxes along the Stanifer Street footpath adjacent to the Greenbushes Roadhouse and Greenbushes Post Office in order to improve public safety by preventing direct vehicle access from Stanifer Street.

Electoral Caretaker Period Policy Statement

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

Summary/Purpose

To approve the installation of planter boxes along the Stanifer Street footpath adjacent to the Greenbushes Roadhouse and Greenbushes Post Office as part of the Greenbushes Town Centre Car Park Project. The purpose of the installation is to improve public safety by preventing direct vehicle access to the location from Stanifer Street.

Background

The Greenbushes Town Centre Car Park project was substantially completed in August 2023, formalising the previous gravel parking area as a sealed, kerbed, and line marked car park to current Australian Standards. In addition to the obvious improvements to function and amenity, addressing driver and pedestrian safety were also important outcomes of the project. In particular, the ad-hoc vehicle movements into and within the area needed to be addressed since this created hazards for pedestrians on the Stanifer Street footpath and motorists on Stanifer Street.

The initial project design (Attachment 11) incorporated a single entry/exit point for the off-street parking from Stanifer Street and provided 18 standard bays in addition to an ACROD bay and long vehicle parking. Feedback from the business owners of the Roadhouse and Post Office raised concerns that the number of bays were insufficient. In response, a revised design (Attachment 12) was produced providing 26 standard bays, an ACROD bay, but reduced long vehicle parking. The revised design did not alter the entry/exit points along Stanifer Street from the initial design.

The initial and revised designs proposed bollards to be installed along the Stanifer Street footpath to prevent unsafe vehicle movement. During construction, the business owners of the Roadhouse and Post office objected to the installation of bollards adjacent to their premises citing loss of convenience for customers. The Shire agreed not to proceed with the installation pending further consideration of the issue.

Officer Comment

Figure A shows the existing parking situation. Yellow dashed lines indicate the road reserve boundary, red indicates footpaths, and the hatched area indicates the extent of the conflict area created by front-in off-road parking adjacent to the Roadhouse and Post Office.

The primary concern with the current arrangement is the crossover from the road to the premises (hatched area):

- Stanifer Street is a major road - June 2022 traffic count show 1500 vehicles per day (approx. 20% heavy vehicles). For context, a residential road in Bridgetown such as Blechynden St or Turner Rd carry approximately 300 vehicles per day
- There is often a lack of visibility of the footpath and oncoming traffic for reversing vehicles due to adjacent parked vehicles
- There are a very high number of vehicle movements into and from the parking area

- The 17.5m width of the crossing introduces a large potential conflict area for users of the footpath and Stanifer Street.

Figure A: Existing Arrangement



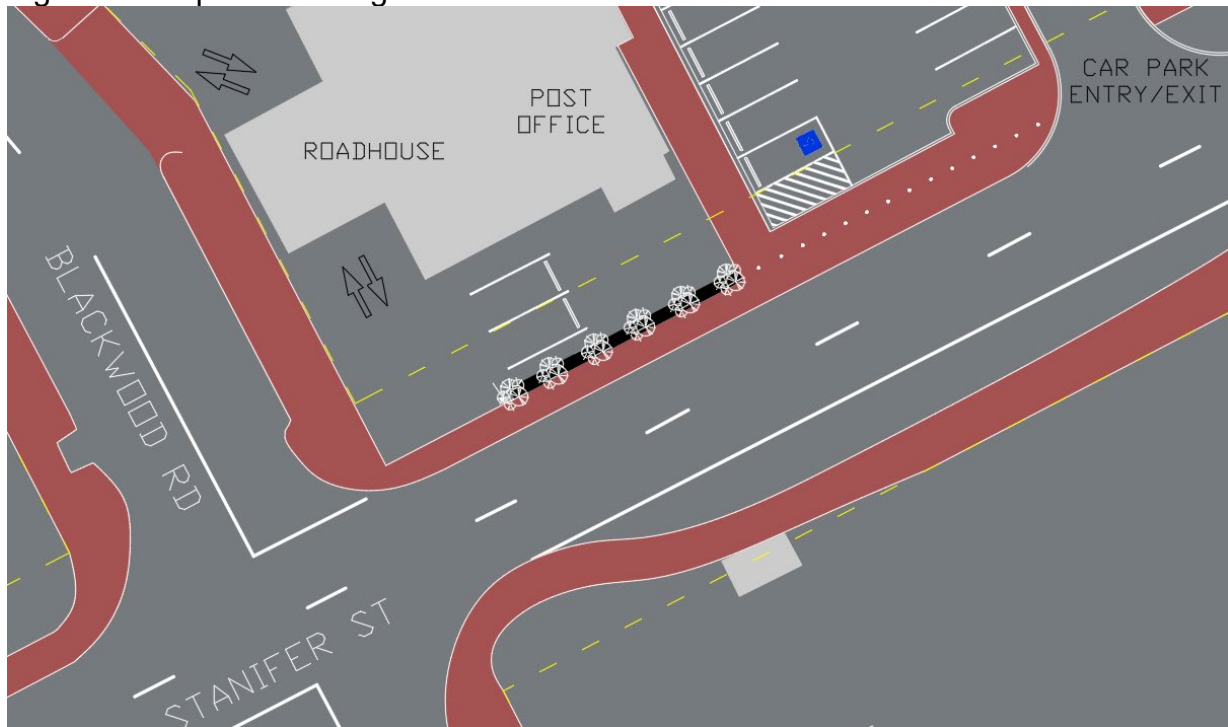
The following are relevant design points for parking at the premises:

- A. Stanifer Street is considered a major road (a road carrying predominantly through traffic) and as such, both entry and exit to the off-road commercial parking area at the property boundary is required to be in the forward direction. (*Reference: AS 2890.2 Parking facilities, Part 2 Off-street commercial vehicle facilities, Reference: MRWA Guide to Road Design - Driveways*)
- B. The location of off-street parking facility entrances and exits should consider the likely effects of entry/exit traffic on the safety of pedestrians and other non-motorised road users on adjacent footpaths and bicycle lanes. (*Reference: Austroads Guide to Traffic Management Part 11 - Parking Management Techniques*)
- C. Design should prohibit on-site car parking between the footpaths and the fronts of buildings. (*Reference: Austroads Guide to Traffic Management Part 11 - Parking Management Techniques*)
- D. Provision for traffic within a parking facility shall take into account the need for traffic to move to and from the frontage road with minimum disruption to through traffic and maximum pedestrian safety. (*Reference: AS 2890.1 Parking Facilities - Off-Street Car Parking*)
- E. The Shire often refers to Main Roads WA (MRWA) specifications for design guidance and in relation to the Roadhouse, MRWA guidelines state that service stations may have up to two driveways up to 11.0 m wide. (*Reference: MRWA Guide to Road Design - Driveways*)
- F. While the project did not include provision for on-street parking, it is worth noting that inclusion of such parking would need to consider pedestrian and cyclist amenity and safety. Parking should minimise obstructions to pedestrians and

cyclists. Front-in parking may create safety hazards when reversing out into traffic flow. (Reference: AS 2890.5 Parking Facilities - On-Street Parking)

The above points would be addressed by the installation of long and narrow planter boxes between the Stanifer Street footpath and the premises as shown in figure B. This will restrict vehicle movements to the appropriate crossover to the premises while still allowing at least two off-road parking bays adjacent to the premises. It would also ensure vehicles entering and exiting the premises do so in a forward direction and eliminate the pedestrian & oncoming traffic conflict area identified in Figure A.

Figure B: Proposed Arrangement



The use of the area between the planter boxes and the premises for parking should be considered suitable for safe vehicle and pedestrian manoeuvring, however this should be at the discretion of the business owners. It is not proposed that the Shire install and manage of parking at this location. The possibility of parallel on-street parking to provide additional parking at the front of the premises was assessed. However, it was determined that the minimum safe intersection sight distance (SISD) of 97m could not practically be met. Additionally, there would only be space for at best two parallel parking bays.

Figure C: Parallel On-Street Parking



Design of the planter box and plant selection are yet to be determined however the intention is that the arrangement should be of a high standard and improve the amenity of the area.

The purpose of the proposed planter boxes is equivalent in function to the installation of bollards at the location in the original project scope. The planter boxes are considered consistent with the project scope and the associated cost is intended to be met under the project budget.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
 - Outcome 3 A safe community for people and animals.
 - Objective 3.1 Maintain high levels of community safety.
 - Outcome 9 Safe, affordable, and efficient movement of people and vehicles.
 - Objective 9.1 Improve road safety and connectivity.
 - Objective 9.3 Develop a safe, well-connected network of paths for all users.

- 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

There will be an ongoing cost to maintain the planter box garden consistent with other installations around the Shire.

Risk Management

There is a risk that the Shire could be held liable for damage or injury resulting from failure to address the current hazardous situation.

Voting Requirements - Simple Majority

**Council Decision Moved Cr Pratico, Seconded Cr Lansdell
C.11/0923 That in accordance with clause 3.9(1)(f) of the Standing Orders
Local Law item C.11/0923 be debated.**

Carried 7/0

For: Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

Against: Nil

Moved Cr Pratico, Seconded Cr Boyle

That consideration of this item be deferred until after the Talison Lithium Greenbushes mine access road has been completed.

Lost 2/5

For: Crs Boyle and Pratico.

Against: Crs Browne, Christensen, Lansdell, Mahoney and Mountford.

**Council Decision Moved Cr Pratico, Seconded Cr Browne
C.11/0923a That Council approve the installation of planter boxes along the
Stanifer Street footpath adjacent to the Greenbushes Roadhouse and
Greenbushes Post Office in order to improve public safety by preventing direct
vehicle access from Stanifer Street.**

Carried 5/2

For: Crs Browne, Christensen, Lansdell, Mahoney and Mountford.

Against: Crs Boyle and Pratico

Receival of Minutes from Management Committees - Nil

Urgent Business Approved by Decision - Nil

Responses to Elected Member Questions Taken on Notice - Nil

Elected Members Questions With Notice - Nil

Notice of Motions for Consideration at the Next Meeting - Nil

Matters Behind Closed Doors (Confidential Items) - Nil

Closure

The Presiding Member closed the meeting at 6.21pm.

List of Attachments

Attachment	Item No.	Details
1	C.04/0923	Rolling Action Sheet - September 2023
2	C.05/0923	Proposed Delegation LE.24 – Planning Compliance
3	C.06/0923	Policy G 1 – Policy Manual, showing proposed amendments
4	C.07/0923	July 2023 Financial Activity Statements
5	C.07/0923	August 2023 Financial Activity Statements
6	C.07/0923	List of Accounts Paid in August 2023
7	C.08/0923	Budget Management Report
8	C.10/0923	Collated Data from the community consultation
9	C.10/0923	Emerge Associates - Original RFQ Response (CONFIDENTIAL)
10	C.10/0923	Map of project area
11	C.11/0923	Greenbushes Town Centre Car Park Project – Initial Design
12	C.11/0923	Greenbushes Town Centre Car Park Project – Revised Design
13	C.11/0923	AUSTROADS Vehicle Classification System
14	C.11/0923	Stanifer Street Daily Classes
15	C.11/0923	Stanifer Street Speed Statistics

Minutes Papers prepared and recommended by E Matthews, Executive Assistant

29 September 2023

Minutes Papers authorised by P St John, Temporary CEO

29 September 2023

As Presiding Member, I certify that the Minutes of the Ordinary Council Meeting held 28 September 2023 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on Thursday 2 November 2023.

..... 2 November 2023

CR 3 – Community Engagement

1 Objectives

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

The policy establishes a framework for timely and well-defined community engagement and communication to take place between Council and the Community.

2 Scope

All staff.

3 Definitions

3.1 Community

People who live, work or visit the Shire and are united by at least one common characteristic, such as shared interest, experience or location.

3.2 Engagement

Actively bringing community voices into decisions that affect or interest them using a range of methods.

3.3 Consultation

Seeking and receiving feedback on opinions (e.g. seeking comment on a draft policy).

3.4 Stakeholders

Group, committees and individuals who have a specific interest in the decision or issue under consideration.

3.5 Communications

The process of transmitting information between the government and the community it serves. It involves sharing information about policies, programs, events, and other important issues affecting the local community.

4 Policy

4.1 Aims of the policy

The aims of this policy are to:

- (a) Provide parameters and guidelines for engagement within the Shire of Bridgetown-Greenbushes.
- (b) Allow the community an adequate and appropriate opportunity to:
 - Be kept informed on current issues and proposals that will potentially affect the community; and
 - Respond to and comment on issues and proposals affecting individuals and groups within the community.
- (c) Ensure that the consultation includes people affected by a Council decision;

- (d) Ensure the stakeholders have opportunity to make an impact on Council decision-making within the scope of the project parameters.
- (e) Clearly define the levels of community consultation required on issues affecting the community;
- (f) Detail the requirements for consultation for the related levels of community impact; and
- (g) Outline the process that will be undertaken in consulting with the community and in considering the related submissions.

4.2 Key Principles

4.2.1 Accessible and Inclusive

- Encourage the participation of community members affected by, or interested in, a decision.
- Identify potential barriers to community input, maintaining sensitivity to the needs of particular groups.
- Make it as easy as possible for community to participate and provide input.

4.2.2 Timely and Relevant

- Method of engagement will be appropriate for the task.
- Information is provided in a timely manner for input before decisions are made.
- Information provided is appropriate in relation to the scale and complexity of a proposal and nature of feedback being sought.

4.2.3 Well Defined and Transparent

- Information is accurate and easy to understand.
- The community is provided with a clear explanation of the engagement process to be undertaken, what level of input and influence they have and how they will be affected.
- Feedback is provided to the community on what we did, and what decisions were made, and why.

4.3 When we engage with the Community

- On strategies, plans, projects and policies that have a direct impact on the community and their quality of life.
- On changes to services or infrastructure.
- In line with statutory requirements.

4.4 When we do not engage with the Community

- When a decision had already been made by Council or another agency (other than to communicate final decision).
- Council will not always be successful in influencing a decision made by another agency or party but will advocate on behalf of the community when possible.
- When developing or reviewing internal procedures or protocols.
- When the decision involves confidential or commercial information.
- When an immediate resolution is required, often in emergency or safety related situations.

4.5 The Decision-Making Process

Elected members and the CEO are charged under the *Local Government Act 1993* (The Act) with the responsibility to make decisions based on fact and the merits of the issue without fear or favour, and

are accountable for their actions and decisions under law. Elected members are also accountable to the people in the community via periodic elections.

Decisions may not necessarily reflect the majority view received from community consultation.

However, Council is bound to make decisions that are equitable, economically, socially and environmentally appropriate, timely and in accord with The Act.

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

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

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

4.6 How we engage

Level of engagement will vary depending on the nature and complexity of the project or decision. An adaptation of the IAP2 Public Participation Spectrum will help determine the level of engagement.

There are four levels of engagement: Inform, Consult, Involve and Collaborate. This is expanded upon in the Community Engagement Toolkit.

4.7 Actions after Consultation or Engagement

At the end of the engagement process, the data will be reviewed and evaluated in terms of whether parts, or all of it, will impact decision-making. The community will be informed of why or why not recommendations, suggestions, criticisms or other input impacted the outcome or outcomes.

5 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>[List all legislative powers that relates to this policy e.g. s.5.24 Local Government Act 1995 – Question time for public]</i></p> <p>s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government’s policies</p>
Shire Policies	<p><i>CR5 – Social Media</i></p>
Related Documents	<p>External Communications Framework</p> <p>Community Engagement Toolkit</p> <p>Community Engagement Templates 1, 2, 3, 4 and 5</p> <p>Shire Branding and Style Guide</p> <p>Strategic Community Plan 2021 - 2031</p>

Related Procedure	<i>Community Engagement Toolkit (including Community Engagement Templates)</i>

6 Administration

Original Adoption Date	Insert date
Last Reviewed	Insert date
Scheduled Reviewed Date	Insert date

CR 5 – Social Media

1 Objectives

The aim of this Policy is to outline what Council considers appropriate and productive use of social media as a communication tool. We use social media to inform, not to engage.

2 Scope

This Policy outlines:

- What is expected of officers, Elected Members and contractors in relation to using social media;
- What type of information we post;
- How we monitor social media;
- The decision not to respond to comments to protect the reputation and legitimate interests of Council.

3 Policy

3.1 Who can post

- a) The Communications Officer is responsible for social media management.
- b) Delegated site monitors are nominated by the CEO and made administrators on the Shire Facebook page. The site monitors are the only officers to post/upload content on the official social media site.

Site monitors are:

- Communications Officer;
- Manager Community Services;
- Executive Assistant; and
- Community Emergency Services Manager.

All other officers wishing to post Shire content on official social media sites can forward their information and/or responses to the delegated site monitors.

3.2 Why we post

The Shire posts on social media to:

- Inform the community of Shire or other information and activities that will impact on, be of interest to, or be of service to, the community; and
- Ensure the community is informed of information in a widely accessible and timely manner.

3.3 What we post

The type of content the Shire posts includes:

- a) Notice of significant council events/information – such as meetings, elections, major decisions of council, bushfire hazards and information about council services.
- b) Tenders.
- c) Job advertisements.
- d) Educational information about Council services.
- e) Community events that are sponsored by the Shire.
- f) Information provided by third parties (e.g. a government agency) that impacts on, or is of interest to, the community (see 3.4 c) for details).

- g) Community consultation/engagement opportunity. Comments on these posts will not be classified as submissions. The post content will contain the following statement. Please be aware that comments on this post will not be considered submissions, however, we do encourage you to find out more and make a formal submission by visiting: (website link).
- h) New articles in the form of a summary that links to full article on the Shire website.

*Styled templates are to be used for posts in alignment with the Shire branding.

3.4 What we do not post

- a) Community events not sponsored by the Shire. Groups will be redirected to share on the Bridgetown Notice Board as it has a bigger audience.
- b) Commercial events.

3.5 Where we post

- a) We post to the Shire of Bridgetown-Greenbushes Facebook page.
- b) We share every post to the Community Notice Board group to reach a wider audience.
- c) We post as The Shire of Bridgetown-Greenbushes to the Community Notice Board when asked to share information (see 3.2 g)), and include the statement:
We have been asked by (insert govt dept) to share this information with the community. Please direct any queries to them directly.

3.6 When we post

- a) We post as needs dictate to keep the community informed in a timely manner, and as information comes to hand. We do not have a rigid schedule for posting at certain times or on certain days.
- b) When possible, we schedule posts on consistent days to create a pattern of recognition (e.g. Waste Wednesday). This also gives officers a framework of when to provide content to the Communications Officer. Scheduling also allows us to post on days that the Communications Officer is not working.

3.7 How we interact on Facebook

- a) The Shire does not have capacity to monitor and respond to social media posts full time, therefore there can be no expectation of immediate post responses.
- b) We have a pinned post on our Facebook page stating:
The Shire of Bridgetown-Greenbushes uses Social Media primarily to inform rather than as an interactive forum. We value and appreciate your feedback and recommend that the best way to contact us for a response is via the customer service request here:
<https://www.bridgetown.wa.gov.au/contact.aspx>
- c) Comments made by community members on proposals which are subject to engagement or consultation will not be treated as formal submissions on the proposal. The method for enabling community members to make formal submissions on proposals will be made clear in the original post. See 3.1.2 h).
- d) The CEO reserves the right to remove content such as illegal or offensive material.

3.8 Review and Evaluation

Ongoing procedural evaluations will be undertaken regularly by the delegated site monitors to ensure any arising issues relating to daily activity or content are dealt with swiftly. Procedural evaluations will be attended by the delegated site monitors.

An annual review of this policy to assess its effectiveness will be undertaken. During this process consideration will be given to any arising issues not solved during ongoing operations and procedural evaluations.

3.9 Personal Facebook accounts

When using personal Facebook accounts, officers and Elected Members must not pose to represent Council.

When commenting on personal social media sites officers and Elected Members can post publicly available information about Shire activities, services and events, as well as Council decisions.

When using personal social media accounts for personal communication, officers and Elected Members must not:

- Use Council's intellectual property or copyrighted materials;
- Disclose sensitive or confidential information; or
- Make negative comment or insinuation about Council, Elected Members, staff members or the organisation itself.

A breach of 3.9 will result in disciplinary action.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government's policies s.5.103 – Model code of conduct for council members, committee members and candidates
Shire Policies	<i>CR3 – Community Engagement</i>
Related Documents	External Communications Framework Community Engagement Toolkit Shire Branding and Style Guide Community Engagement Policy
Related Procedure	<i>N/A</i>

5 Administration

Original Adoption Date	Insert date
Last Reviewed	Insert date
Scheduled Reviewed Date	Insert date

CR 6 – Logo

1 Policy

- 1.1 The Council records having adopted a design as its official logo which is to be shown on letterheads, envelopes and other Council material and stationery, as and when considered appropriate.



- 1.2 No action is to be taken to register the logo under the Designs Act.
- 1.3 Any application for the use or reproduction of the logo is to be considered on its merits and such applications shall be determined by the Chief Executive Officer. As a policy, Council supports the use of the logo by local organizations seeking to identify geographically with the district.

2 Applicable Legislation and Documents

Statutory Power (Acts, Regulations, Local Laws, TPS)	<i>Local Government Act 1995</i> s.2.7(2)(b) - The council is to determine the local government's policies <i>Designs Act 2003 (Cth)</i>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	29 April 1999
Last Variation Date	
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023

P 18 – Performance Management

1 Objectives

This policy seeks to set out a process to be followed for the management of employees' performance, whereby:

1. Any unacceptable performance is identified, documented, and communicated to the employee.
2. The employee is afforded procedural fairness and natural justice throughout the performance management process, such that they are allowed a support person at any performance management meeting, and the right to defend themselves against any allegations of unacceptable performance and to challenge the accuracy of the documentation produced by the Shire as a record of the performance management process.
3. The employee is provided reasonable time and, if necessary, reasonable assistance or training, to address their unacceptable performance to meet the Shire's expectations.
4. The employee is made aware, in advance, of the possible consequences should they fail to remedy their unacceptable performance, to meet the Shire's expectations, within a reasonable time frame.
5. The whole process is correctly documented, and the employee is provided with copies of the documentation throughout the process.
6. The employee will be given opportunity to comment on the accuracy of the minutes of the meeting and their comments will be recorded.

2 Scope

This policy applies to all continuing contract employees and casual employees of the Shire of Bridgetown-Greenbushes, be they full time or part time, and who *do not* have performance management procedures set out in the terms and conditions of their written contracts of employment.

3 Policy

3.1 Identification and Management of Unacceptable Performance

3.1.1 Initial Investigation

Where the performance of an employee is believed to be unacceptable, the employee's immediate supervisor/manager shall perform an investigation of the employee's performance and identify those aspects of the employee's performance that are unacceptable. This investigation shall be documented showing what aspects of the employee's performance is unacceptable, how it is unacceptable and what the employee needs to do to remedy the situation. The investigation may include taking witness statements from other employees who are impacted by the employee's unacceptable performance.

3.1.2 Initial Communication to the Employee

The documentation of the investigation shall be used to formulate a letter to the employee, setting out in sufficient detail, those aspects of the employee's performance that are deemed unacceptable, giving examples where possible to clearly identify the unacceptable performance. The letter should instruct the employee of the requirement to attend a meeting on a set date and time, to discuss the alleged unacceptable performance. The employee is expected to attend, prepared to offer their argument in defense of the stated unacceptable performance. The letter should advise the employee that they may be accompanied by a support person of their choice at the meeting and advise the employee how serious the matter of their unacceptable performance is. If the employee requests an extension of time to prepare for the meeting and to arrange a support person, the supervisor/manager should give reasonable consideration and accommodate this request for an extension of time. The supervisor's/manager's investigation notes and any witness statements should be attached to the letter to the employee. The employee should be advised that they may respond to the allegations in writing prior to the meeting if they so choose. The timing of the meeting should be such as to allow the employee sufficient time to access professional advice and assistance from any person of their choosing.

3.1.3 Performance Management Meeting

The Shire should have at least two representatives (one being Human Resources Officer) at the performance management meeting. During this meeting, the employee should be given a verbal summary of the Shire's concerns about their performance not meeting the Shire's expectations and go through the details provided in the letter and in the investigation notes and any witness statements. The employee should then be asked to respond to the allegations of unacceptable performance and to explain any mitigating factors that may impact their performance and defend themselves against the allegations. Their responses should be documented in minutes of the meeting. If the employee's explanations are not acceptable then the supervisor/manager should advise the employee of the reasons why they are not acceptable. If the employee provides satisfactory explanations demonstrating that there are mitigating factors impacting their performance, then this should be acknowledged. The parties should then assess what time the employee needs to be allowed to remedy the situation and what assistance or training they may need to bring their performance back up to the Shire's expected standard. The employee should be told how serious the matter is and the possible consequences if they are unable to bring their performance up to the Shire's expected standard. The parties should agree as to how and when the employee's performance is to be monitored during the time in which the employee is expected to remedy their unacceptable performance issues. Regular monitoring meetings should be scheduled in advance at which the employee may be accompanied by a support person of their choice and the Shire be represented by at least two officers. These monitoring meetings should be minuted and the employee should receive copies of the minutes of these meetings.

3.1.4 Ongoing Communication to the Employee

Immediately following the Performance Management Meeting, the employee should be provided with the minutes of this meeting and advised that if they do not challenge the accuracy of the minutes within a reasonable time frame, that the minutes will stand as a true and correct record of the meeting. Similarly, the follow-up meetings are to be minuted, and

copies provided to the employee immediately following those meetings, with an opportunity for the employee to comment on the accuracy of the minutes and have their comments noted, otherwise, the minutes will stand as a true and correct record of the meeting. Copies of all meeting minutes, from the initial performance management meeting and subsequent follow-up monitoring meetings, must be placed on the employee's personnel file.

3.1.5 Monitoring the Employee's Progress

After the initial performance management meeting, a performance improvement plan is to be set, stating the timeframe and the expectations/standards to be achieved. Follow-up monitoring meetings should be mutually agreed as to how and when these meetings will occur. During these follow-up meetings, if the performance is improving, the employee should be advised of this and encouraged to continue with the improvement plan. If the unacceptable performance is not being addressed and the employee is failing to improve, then the employee should be advised in writing that there is no perceivable improvement in their performance and that if there is no improvement in the agreed time frame, there are consequences which may include transfer to a lower paid position, written warning or termination of employment. The employee should be provided with copies of all minutes and documentation during this process and copies placed on the employee's personnel file. The supervisor/manager must ensure that the Shire has provided the agreed level of assistance or training to the employee within the agreed time frame during the monitoring process. If the employee does remedy their unacceptable performance within the agreed time frame, then this should be acknowledged in writing to the employee and the letter placed in their personal file. Where a relapse of behaviour occurs within twelve months of these discussions, performance management will be reinstated with the ability to expedite an outcome, utilising previous discussion notes on file.

3.1.6 Employee Fails to Remedy Unacceptable Performance

Where an employee's performance has been identified as unacceptable and the procedures described in items 3.1.1 to 3.1.6 above have been completed, and the employee has been assisted/trained as agreed and the employee's performance remains unchanged and unacceptable, and where dismissal is being considered, the employee should be advised in writing, they have failed to satisfactorily remedy their unacceptable performance and they should be invited to a meeting accompanied by a support person of their choice and be prepared to show cause as to why they should not be dismissed on the grounds of unacceptable performance. The timing of this meeting should allow the employee to access professional advice and arrange a support person of their choice, to attend the meeting. The employee should be allowed the opportunity to respond in writing instead of attending a face-to-face meeting for this purpose.

If the employee responds in writing, their response should be assessed impartially to determine if they have provided reasonable evidence that shows cause that they should not be dismissed. If the written response fails to show cause as to why the employee should not be dismissed, then a report should be prepared to the CEO with a recommendation that the employee be dismissed, detailing the procedures that have been undertaken leading to the recommendation to dismiss.

If the employee chooses to deal with the matter in a face-to-face meeting, they should be allowed a support person of their choice, and the Shire should be represented by at least two officers. At the meeting, the employee should be allowed reasonable time to put their case as

to why they should not be dismissed. The meeting should be meticulously minuted, and if a dismissal is to be recommended, a letter of termination should be prepared for the CEO, containing details of the meeting and the reasons for the dismissal. The Shire representatives conducting the performance management process should seek advice from the Shire's Industrial Relations Consultant throughout this process and at the point where the employee is likely to be dismissed, to verify that the process has been followed correctly and the reason being considered as grounds for dismissal is fair and reasonable.

4 Approval

Signature _____ Date _____
 Nicole Gibbs
 Chief Executive Officer

5 Administration

Original Adoption Date	Insert date
Last Variation Date	Insert date
Last Reviewed	Insert date
Scheduled Reviewed Date	Insert date



ROLLING ACTION SHEET

ROLLING ACTION SHEET

October 2023 (encompassing Council Resolutions up to Ordinary Council Meeting held 28 September 2023)

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

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

Council Decision No.	Wording of Decision	Responsible Officer	Past Comments	Progress Since Last report	✓
C.02/1216 Acquisition of Dumpling Gully Precinct	That Council request the CEO to investigate the options of the Shire of Bridgetown-Greenbushes taking ownership of the Dumpling Gully Dams (and associated area) commonly called the Dumpling Gully Precinct to incorporate the area into a Shire Reserve which can be developed for both passive and active recreation activities for the community and to manage and protect the Wetlands and associated unique fauna and flora of the region.	P St John	<p>Correspondence forwarded to Water Corporation on 23 December 2016. Response received 28 February 2017 indicating in-principle support to the proposal (April 2017).</p> <p>A meeting was held with the Water Corporation and Talison Lithium on 19.6.17 to further discuss the processes for de-proclamation of the drinking water source and the need to engage with DPAW (July 2017).</p> <p>A meeting is scheduled for 3 September with Water Corporation to progress this matter (September 2018).</p> <p>Advice received from Water Corporation that is continuing to work with Department of Water and Environmental Regulation (DWER) about excising the dam from State Forest (requires Cabinet approval) and resolving the water allocation issues. A follow up meeting with DWER is being planned (October 2018).</p> <p>January 2019 Refer item in January agenda.</p> <p>February 2019 Submission lodged with Department of Water and Environmental Regulation recommending that the Greenbushes</p>	<p>October 2023 No update.</p>	✓

			<p>Catchment Area should be abolished under the Country Areas Water Supply Act 1947.</p> <p>September 2019 DWER is currently conducting stakeholder consultation on the abolition of the Greenbushes Catchment Area under the Country Areas Water Supply Act 1947 on the basis that water quality issues with this source means that it is no longer used by the Water Corporation to supply public drinking water. The DWER recommendation is that the catchment should now be abolished to enable increased recreation, tourism and customary activities.</p> <p>October 2019 The process to transfer the land from State Forest is progressing.</p> <p>March 2020 The Shire President and CEO had a meeting with the Minister for Environment about growth strategy projects and took the opportunity to ask for an update on transfer of the former Water Corporation dams to the Shire. A response was subsequently received from the Minister advising that DBCA is supportive in-principle of the Shire's request to use the dams for recreation but a number of issues need to be addressed with both the Shire and Water Corporation. A meeting of all parties is to be requested to expedite the matter.</p> <p>May 2020 A meeting of relevant agencies is required but hasn't been able to be arranged due to COVID-19. With the current easing of restrictions a meeting is to be scheduled.</p>	
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			<p>July 2020 A meeting with DBCA is being arranged for August.</p> <p>August 2020 A meeting was held with DBCA to discuss a number of matters including the dumpling gully precinct. This led to an understanding that a meeting with all parties (Shire, DBCA and Water Corporation) needs to be held and this is currently being arranged.</p> <p>September 2020 A request has been submitted to DBCA for a meeting to be held between Shire, DBCA and Water Corporation to identify issues to enable this proposal to be progressed.</p> <p>June 2021 A meeting was held last week with an officer of the Water Corporation to discuss any issues precluding transfer of the land to the Shire. All matters have been addressed and the issue is currently with DBCA to progress. An update has been requested from DBCA.</p> <p>July 2021 Contact has been made with DBCA to arrange a meeting of stakeholders to accelerate the disposal to the Shire of the Dumpling Gully dams.</p> <p>July 2022 No progress since last report.</p> <p>October 2022 A meeting is being arranged for mid-November with relevant Government agencies to determine what needs to occur to accelerate the acquisition of the water bodies by the Shire.</p>		
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			<p>November 2022 A meeting of relevant agencies has been scheduled for 7.12.22</p> <p>December 2022 A multi-agency meeting was meant to be held on 7.12.222 but unfortunately had to be postponed due to some late notice of unavailability of key participants. A revised meeting date in January is being arranged.</p> <p>January 2023 Revised meeting date yet to be set due to absence of relevant Government staff in January.</p> <p>February 2023 A new meeting date with Government agency representatives hasn't been established yet.</p> <p>March 2023 No progress since last report.</p> <p>August 2023 A meeting with Water Corporation is scheduled for 30 August at which a plan to progress devesting the dams from State Forest will be developed.</p> <p>September 2023 No update.</p>	
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.	S Alexander	<p>August 2021 Funds included in 2021/22 budget with work to be scheduled into 2021/22 works program.</p> <p>October 2021 Some preliminary works for car parking on Stewart Street have recently commenced.</p> <p>November 2021 The works will occur as part of the 2021/22 road construction program.</p>	<p>October 2023 No update since last month's report.</p>

			<p>December 2021 No progress since last report</p> <p>January 2022 No progress since last report</p> <p>April 2022 The works are scheduled to occur as part of the 2021/22 road construction program, weather permitting.</p> <p>May 2022 Awaiting availability of contractor to undertake new line marking in the Civic Centre car park. The works on Stewart Street and Steere Street will be carried forward to 2022/23 due to limitations in finding contractors and the need to complete grant funded components of the road construction program as a priority.</p> <p>June 2022 The funding for this project is proposed to be carried forward to 2022/23 due to limitations in finding contractors and the need to complete grant funded components of the road construction program as a priority.</p> <p>July 2022 No update since last month's report</p> <p>August 2022 This work will be scheduled into the Shire's 2022/23 road construction program.</p> <p>September 2022 Design of the works have been completed with the calling for quotes to occur shortly.</p> <p>October 2022 This project has been scheduled into the 2022/23 construction program. With grant funded projects finalised this project is likely to occur after March 2023.</p>	
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			<p>November 2022 No update since last month's report.</p> <p>January 2023 Line marking of car park scheduled to occur on 19 January 2023.</p> <p>February 2023 Car park line marking complete. Contractor yet to be engaged for remainder of works. RFQ to be issued in February.</p> <p>March 2023 RFQ for remaining works not yet ready.</p> <p>April 2023 No update since last month's report.</p> <p>July 2023 The works will be scheduled for Spring 2023.</p> <p>August 2023 No update since last month's report.</p> <p>September 2023 Updated RFQ's and MRWA works approval currently being prepared.</p>		
C.02/0721 Review of Local Laws	<p>1. That in accordance with section 3.16(3) of the Local Government Act 1995, Council note and consider the three submissions received in response to its statutory review of Local Laws.</p> <p>2. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to repeal the Pest Plants Local Law.</p> <p>3. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the following Local Laws with reports to be presented to future Council meetings presenting details of the proposed amendments for consideration:</p>	N Price	<p>September 2021 This resolution is being actioned in parts (each Local Law being actioned independently). An item on the repeal of the Pest Plants Local Law is contained in the September Council agenda</p> <p>October 2021 Report on Pest Plants Repeal Local Law presented to September Council meeting.</p> <p>December 2021 Pest Plants Repeal Local Law currently being advertised</p> <p>February 2022 Report on Pest Plants Repeal Local Law</p>	October 2023 No update.	

	<p>(i) Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law</p> <p>(ii) Cats Local Law</p> <p>(iii) Fencing Local Law</p> <p>(iv) Health Local Law</p> <p>(v) Standing Orders Local Law</p> <p>4. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to retain without amendment the following Local Laws:</p> <p>(i) Bush Fire Brigades Local Law</p> <p>(ii) Cemeteries Local Law</p> <p>(iii) Dogs Local Law</p> <p>(iv) Parking & Parking Facilities Local Law</p> <p>5. That in accordance with section 3.12 of the Local Government Act 1995 Council resolves to make a Waste Local Law with a report to be presented to a future Council meeting presenting a draft Local Law for consideration.</p> <p>6. In accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the Local Government Property Local Law by reviewing clause 5.3 of the Local Law with a report on this proposed amendment to be presented to future Council meetings.</p>		<p>will be presented to March Council meeting. Other proposed amendments to local laws as per the resolution will be addressed in turn.</p> <p>March 2022 Report on Pest Plants Repeal Local Law and Fencing Local Law are included in March Council agenda. Other proposed amendments to local laws as per the resolution will be addressed in turn.</p> <p>April 2022 Reports on the Pest Plants Repeal Local Law and Fencing Local Law were presented to Council's March meeting.</p> <p>May 2022 The proposed amendment to the Fencing Local Law will be submitted to the June Council meeting. An enquiry has been submitted to WALGA seeking information to inform the potential change to clause 5.3 of the Property Local Law.</p> <p>June 2022 The proposed amendment to the Fencing Local Law will be submitted to the July Council meeting. A response has been received from WALGA about gender signage on public toilets and further research into this issue is required.</p> <p>July 2022 The Pest Plants Repeal Local Law 2021 was gazetted on 5 July and is operational from 19 July 2022.</p> <p>August 2022 No update since last report.</p> <p>October 2022</p>		
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			<p>Report on Fencing Local law amendment contained in October agenda.</p> <p>November 2022 Fencing Amendment Local Law being advertised.</p> <p>December 2022 No update since last month.</p> <p>January 2023 Report on Fencing Local Law included in January Council agenda.</p> <p>February 2023 Amendment to Fencing Local Law in progress. Review of Standing Orders Local Law has been deferred as the State Government intends to legislate for standing meeting procedures in the next tranche of legislative changes under the Local Government Amendment Act this year. Amendments to the other 3 local laws will be progressed as resources allow.</p> <p>March 2023 No progress since last report.</p> <p>May 2023 Report on Fencing Local Law to be presented to May Council meeting.</p> <p>June 2023 Following deferral of Fencing Local Law report at May council meeting a report to be presented to the June meeting.</p> <p>July 2023 No progress since last report.</p>		
C.11/1221 Review of Plantation Applications Town Planning Scheme	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	P St John	<p>January 2022 Actioning of this resolution has been deferred to late January due to the commencement of the new Senior Planner</p>	October 2023 No update.	

Policy	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.		<p>in mid-January</p> <p>February 2022 Advertising to commence next week with closing date for submissions being 23 March 2022.</p> <p>March 2022 Submission period ends 23.3.22 after which a report will be prepared for either the April or May Council meeting.</p> <p>April 2022 Submissions being assessed.</p> <p>June 2022 No update from last report</p> <p>July 2022 Due to workload associated with development applications the relevant officer hasn't been able to progress the assessment of the submission received on the draft policy. The matter will be presented to Council in next 2 months.</p> <p>August 2022 No update since last report.</p> <p>February 2023 The focus over the last 6 months has been to progress the consolidation of Town Planning Schemes 3 and 4. A report on that matter is contained in the February Council agenda. Once the consolidated TPS is adopted for community consultation all existing town planning scheme policies (including the Plantations Policy) will be reviewed. In the case of the Plantations Policy this is likely to mean that the review process will recommence from the start.</p> <p>March 2023 No update.</p>		
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<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. 	<p>P St John</p>	<p>April 2022 Not commenced</p> <p>June 2022 Preliminary assessment of the footpath in front of the Westpac Bank has occurred and concept plans are being prepared.</p> <p>July 2022 No update since last month's report</p> <p>August 2022 The parking review hasn't commenced however investigations into establishing an ACROD bay on the footpath in front of the Westpac Bank have occurred and a draft plan and cost estimate was presented to the August Concept forum. Funding of third project is provided for in the draft 2022/23 budget.</p> <p>September 2022 No update since last report.</p> <p>October 2022 This item has yet to be progressed. Shire Executive are currently determining the scope of the parking review to determine if it should be done internally or outsourced to a consultant.</p> <p>November 2022 No update since last month's report.</p> <p>February 2023 The issue of parking checks being conducted will be addressed in the Workforce Plan which is currently being drafted. The disabled parking bay plans have been approved by Main Roads WA and we are now seeking quotes from a contractor. The review of the parking situation, has not occurred yet.</p> <p>March 2023</p>	<p>October 2023 No update.</p>
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			<p>No update.</p> <p>April 2023</p> <p>Detailed design for the parking bay is being finalised with MRWA after its earlier approval of the concept design. As soon as this is finalised this part of the project will be implemented as soon as a contractor can be engaged.</p> <p>May 2023</p> <p>No update since last report.</p>		
C.06/0322a Consideration of Recommendation from Annual General Meeting of Electors – Access to Rail Corridor	<p>That Council:</p> <p>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</p> <p>2. Request the Public Transport Authority conduct a higher degree of fire mitigation works on railway reserves within the Shire of Bridgetown-Greenbushes.</p>	P St John	<p>April 2022</p> <p>Not commenced</p> <p>May 2022</p> <p>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</p> <p>A meeting has been held with a consultant acting for Arc Infrastructure about possible enhanced mitigation works on the railway reserve.</p> <p>July 2022</p> <p>No update since last report.</p> <p>February 2023</p> <p>The approach taken to date with Arc Infrastructure hasn't yielded any feedback therefore it is intended to write directly to the Public Transport Authority (PTA) raising the issue of mitigation. The letter will include a request for PTA to engage with Arc Infrastructure on the issue.</p> <p>March 2023</p> <p>No update.</p>	October 2023	No update.
C.05/0422	That a request be submitted to Main Roads Western	S Alexander	May 2022	October 2023	

<p>Stanifer Street 40km/h Speed Zone</p>	<p>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.</p>		<p>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. July 2022 Request submitted to MRWA September 2022 No update since last month's report. October 2022 Waiting for a decision from MRWA on the application. November 2022 Waiting for a decision from MRWA on the application December 2022 No update since last month's report January 2023 Still awaiting decision from MRWA. February 2023 Contacted MRWA for an update. Waiting for a response. March 2023 No update from MRWA received. MRWA have previously reported that they have a significant backlog of such requests and the timeframe for assessment may be up to 12 months. April 2023 No update. August 2023 Still awaiting a determination on this request by Main Roads Western Australia.</p>	<p>The Minister for Transport has been contacted requesting a meeting to advocate for the approval of the speed reduction submission.</p>	
<p>C.17/0422</p>	<p>1. Direct the CEO to commence formal negotiations</p>	<p>S Alexander</p>	<p>May 2022</p>	<p>October 2023</p>	

<p>Nairnup Road Land Acquisition</p>	<p>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.</p> <p>2. Note a further report be presented to Council on the conclusion of this negotiation.</p>	<p>Letter posted to land owners</p> <p>June 2022 Awaiting response from land owners.</p> <p>July 2022 Letter response period has expired with no response received.</p> <p>August 2022 No update since last month's report</p> <p>September 2022 No response received from property owners. Report scheduled for October council meeting to progress the matter.</p> <p>October 2022 Report to be presented to November Council meeting.</p> <p>November 2022 Currently confirming correct legal process with a view to begin compulsory land acquisition.</p> <p>December 2022 Some further issues require addressing prior to reporting back to Council. Report proposed to be presented to Council in January.</p> <p>January 2023 Report scheduled for February Council Meeting.</p> <p>February 2023 Waiting on advice from the Department of Planning Lands and Heritage to inform the report. Report to be submitted to a future council meeting.</p> <p>March 2023 Feedback from DPLH received regarding the process. Preliminary assessment and investigation is required by DPLH.</p> <p>April 2023</p>	<p>No update since last month's report.</p>
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			<p>Inspected the location and noted that the fence encroaching into the road reserve has been removed to allow for harvesting of bluegums. Harvesting appears to have been completed some time ago. Still unable to make contact with the landowner to determine their plans.</p> <p>May 2023 No update since last month's report.</p>	
<p>C.13/0522 Geegelup Mountain Bike Trail Network and Bridgetown Tourism App</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the recommendation from its Trails Development Advisory Committee to proceed with the planning of the Geegelup Mountain Bike Trail Network. 2. Note the estimated cost of the planning of the Geegelup Mountain Bike Trail Network is \$50,000 (ex-GST). 3. Accept the \$25,000 (ex GST) external funding from the Department of Local Government Sport and Cultural Industries to cover one-half the cost of planning the Geegelup Mountain Bike Trail Network to the point of detailed design. 4. Fund its contribution to the planning of the Geegelup Mountain Bike Trail Network project by transferring the sum of \$25,000 from the Trails Reserve. 5. In light of Parts 1-4 above, approve a 2021/22 budget amendment by increasing the 'materials and components' allocation for Account 31RA (Local Community Trails & Paths Projects) from \$23,243 to \$73,243. 6. Note the results of the investigation into the development of a Shire specific Tourist App and determine not to proceed with this project at this time. 7. Include the \$50,000 expenditure for the 	<p>M Richards</p>	<p>May 2022 Consultant has been appointed.</p> <p>July 2022 Awaiting commencement of work by consultant.</p> <p>August 2022 A RFQ including project scope has been sent to three trail designers. Awaiting responses.</p> <p>September 2022 RFQs have been sent out to 3 of the reputable trail development organisations including 2 in the Southwest. We are waiting to receive response.</p> <p>October 2022 The three consultants have been in consultation with the Shire to discuss the RFQ with submissions expected to be received for consideration by the end of October.</p> <p>November 2022 RFQ's being assessed.</p> <p>December 2022 Magic Dirt Trailworx has been engaged to undertake the planning work associated with this project. An initial meeting to discuss the job is planned before the end of December 2022.</p>	<p>October 2023 The preferred location for the new MTB Trail ride park was assessed by DBCA as a conservation risk, so we are looking for a new location. A new contact in the Forest Products Department of DBCA has been provided to support us in identifying potential plantation that may be able to house the proposed ride park. Contact has been made, waiting to hear back.</p>

	<p>planning of the Geegelup Mountain Bike Trail Network in the financial summary pages of the new Corporate Business Plan 2022-26.</p>		<p>January 2023 Organising initial meeting as consultants were unable to make a time prior to the Christmas break.</p> <p>February 2023 DBCA, Magic Dirt Trail Worx, representatives of the Bridgetown Mountain Bike and Cycling Club met to complete the first site visit and begin the auditing process. The consultants and DBCA identified a location to build 20km of marketable mountain bike trails in the Hester – the existing trails are mainly located on firebreaks and old DBCA road. The consultant suggested that the existing trails are not worth investing money into – sign and promote to local riding groups now. The 20km of new trail will bring visitors and will be marketable to mountain bike enthusiast.</p> <p>March 2023 DBCA are currently working through their assessment process for the parcel of land identified as the location of the 20km ride park.</p> <p>April 2023 DBCA continue to work through their flora and fauna assessment process for the parcel of land identified as the location of the 20km ride park.</p> <p>May 2023 No progress since last report.</p> <p>August 2023 We have received the desktop review of the greenfield site identified as the location of the 20 km ride-park. The document will be provided to the trails consultant to progress the planning of the trail.</p>		
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<p>C.09/0622 (Parts 3-5) Review of Finance Policies</p>	<p>That with respect to Section 3 (Finance) of the Policy Manual Council:</p> <p>3. Note that a separate review of Policy F.1 (Community Grants, Service Agreements, Donations and Contributions) and Policy F.9 (Service Agreements for community Service Providers) is to occur with both policies being incorporated into a new single policy.</p> <p>4. Note that a separate review of Policy F.6 (Purchasing Policy) and Policy F.14 (Buy Local Policy) is to occur with both policies being incorporated into a new single policy.</p> <p>5. Note that separate reviews of the following policies is to occur:</p> <ul style="list-style-type: none"> •Policy F.7 (Reporting Forecast Budget Variations Policy) •Policy F.15 (Asset Management) •Policy F.18 (Self-Supporting Loans to Shire Community/Sporting Groups) •Policy F.19 (Assets Financing and Borrowings) •Policy F.21 (Risk Management) 	<p>M Larkworthy</p>	<p>July 2022 Preliminary work has been undertaken on a proposed new Budget Management policy to replace the existing policy F.7 (Reporting Forecast Budget Variations). The proposed policy parameters will be considered by the Audit Committee at its next meeting.</p> <p>August 2022 No update since last month's report.</p> <p>September 2022 The Audit Committee considered parameters for a new budget management policy. A draft Budget Management Policy will be included in the November agenda. This policy will replace Council's current policy F.6 Reporting Forecast Budget Variations Policy.</p> <p>October 2022 Report to Council scheduled for November.</p> <p>November 2022 Budget Management Policy to be presented to Council In December. Other policies to be progressed in time.</p> <p>December 2022 Budget Management Policy included in December Council agenda.</p> <p>January 2023 Due to other priorities in finance area the standalone review of nominated policies hasn't commenced. Also awaiting updates from DLGSC on ratio reporting before review of Policies F.15 and F.19 can occur.</p> <p>February 2023 No update.</p>	<p>October 2023 The review will be incorporated in to the Policy Review being presented to Council in December.</p>
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			<p>June 2023 Work has commenced on review of the Purchasing and Buy Local policies. Recommendations included in a recent internal audit on compliance with the Buy Local Policy will be considered as part of the review.</p> <p>July 2023 No update since last report.</p> <p>August 2023 Not progressed in recent months as Corporate Services staff focus has been on the annual budget processes.</p> <p>September 2023 Suggested broad policy parameters regarding local purchasing is to be considered by the Audit Committee at its September 2023 meeting.</p>	
C.13/0922 Standardised Acknowledgement of Country	3. Request the CEO to investigate the design, cost and method of installing a visual Acknowledgement of Country to be included on the main glass entrance doors of the Bridgetown Leisure Centre and the Bridgetown Library, the glass door of the customer support area of the administration building, and appropriately at the Visitor Centre, with a report back to Council.	M Richards	<p>October 2022 Council supported the recommendation to investigate a method for including a visual Acknowledgement of Country on the entrance doors of the Library, Leisure Centre, Visitor Centre and the doors to the customer service area of the administration building.</p> <p>November 2022 Discussions with prospective contractors occurring.</p> <p>December 2022 No update since last month.</p> <p>March 2023 No update since last month the committee agreed to wait until next financial year as there is a limited budget for NAIDOC week activities.</p>	<p>October 2023 Waiting to hear from the Kaneang Elders as to what they would like included in the visual acknowledgement.</p>

			<p>April 2023 No update since last month the committee agreed to wait until next financial year to develop the visual Acknowledgements of Country for each of the shire facilities as there is a limited budget for NAIDOC week activities.</p> <p>May 2023 No update since last report.</p> <p>June 2023 No update since last report, this will be considered during the 23/24 financial year.</p> <p>July 2023 Beginning to investigate glass options and request quotes.</p> <p>August 2023 The text font and quote has been received and the quote – the PO complete and the installation date yet to be advised.</p>	
C.08/1022 Speed Limit – Whittells Road	That Council request the Chief Executive Officer submit an application to Main Roads Western Australia seeking the introduction of a 60kph speed zone on Whittells Road from Railway Terrace to Sunridge Drive. s	S Alexander	<p>November 2022 Yet to be actioned. Application is planned to be submitted by the end of November.</p> <p>December 2022 MRWA needs to look at the surrounding roads and consider if they should also be speed zoned. Site visit booked for Thursday 8th December to access this.</p> <p>January 2023 MRWA performed a site visit in December. Now awaiting feedback from MRWA.</p> <p>February 2023 Waiting for MRWA decision.</p> <p>August 2023 Still awaiting a determination on this request by Main Roads Western Australia.</p>	<p>October 2023 No update since last month's report.</p>

<p>C.09/1022 Cultural Inclusion Advisory Committee Recommendations</p>	<p>3. Agree, in principle, to the dual naming of the Blackwood River to include the Aboriginal name – Goorbilyup</p> <p>4. Progress the dual naming process by agreeing to;</p> <p>a) Consult with each of the Shires along the Blackwood River (West Arthur, Boyup Brook, Nannup and Augusta Margaret River).</p> <p>b) Consult with the Aboriginal Elders representing each of the language groups located along the Blackwood River (Wadandi, Pibulmun, Kaneang and possibly Wilman)</p> <p>c) Consult with the Aboriginal Corporations representing each of the language groups along the Blackwood River if required</p> <p>Present back to Council for final determination</p>	<p>M Richards</p>	<p>November 2022 Implementation of this resolution has been delayed by other work priorities for the relevant officer but will be actioned in December.</p> <p>December 2022 Letters prepared to other local governments regarding dual naming of Blackwood River.</p> <p>January 2023 Letters were sent in December 2022 to each of the Shire CEO's along the Blackwood River. Officers are waiting to receive responses. The local Aboriginal Elder has been engaging with other Elders across the region regarding the dual naming of the Blackwood River.</p> <p>February 2023 Acknowledgements received from Shires of West Arthur and Augusta Margaret River noting that their formal consideration will occur by the end of February with responses to be provided shortly thereafter.</p> <p>March 2023 We have received a letter of support from the Shire Council of West Arthur. I have been in contact with The Shire of Augusta Margaret River and they are currently working through their process. Boyup Brook have discussed the project but are yet to formally present it to Council and Officers will contact Nannup to request feedback.</p> <p>April 2023 CEO has received support from the CEO at the Shire of Nannup. I have sent the support letter from the Undalup Association (First nations Custodians from</p>	<p>October 2023 Waiting to hear from Boyup Brook Council, Kaneang and Wilman Elders.</p>
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			<p>Nannup, Margaret River and Bridgetown).</p> <p>May 2023 The recommendation to support the Dual Naming of the Blackwood River is going to Augusta Margaret River Council this month – with the Executives support. We are waiting to hear from Boyup Brook.</p> <p>June 2023 The Shire of Augusta- Margaret River have given their support for the Dual naming of the Blackwood River, the last shire to respond is Boyup Brook.</p> <p>July 2023 Still waiting for response from Shire of Boyup Brook – a meeting is being scheduled to raise directly.</p> <p>August 2023 The CEO has re-sent the request for formal approval of the dual naming to the new CEO of Boyup Brook. The elders representing Boyup Brook and West Arthur have been contacted and we are waiting for their response.</p> <p>September 2023 No update since last month.</p>		
C.02/1122 Petition – Greenbushes Depot and Worker	<p>That Council;</p> <ol style="list-style-type: none"> 1. Receive the petition 2. Note its intent to review parks and gardens service levels and this will include an assessment of the service levels for the Greenbushes locality and an assessment of employee resources to achieve those service levels 3. Note that the placement of staff such as locality and facility is an operational responsibility of the Chief Executive Officer and not a decision of the Council 4. Note the intent of the Chief Executive Officer to investigate the advantages and disadvantages of 	N Gibbs	<p>January 2023 Work on reviewing parks and gardens service levels has commenced.</p> <p>February 2023 Work on reviewing parks and gardens service levels is progressing.</p> <p>March 2023 Council workshop was held 13 March 2023 for initial discussions on service levels.</p> <p>April 2023 No update.</p> <p>May 2023</p>	October 2023 No update.	

	<p>establishing a sub-works depot at Greenbushes as part of the planning for redevelopment of the Shire Depot buildings that were destroyed in the February 2022 bushfire.</p>		<p>Due to some short term urgent priorities progress on developing the parks and gardens service levels has slowed.</p> <p>June 2023 No update.</p> <p>August 2023 Planning for the new depot at Bridgetown is progressing. Advice has been received from DFES that upon completion of a new fire station in Greenbushes the current fire station will be restricted to emergency services use only and couldn't be used as a Shire sub-depot.</p> <p>September 2023 No update since last month.</p>	
<p>C.03/1122 Review of Infrastructure Policies</p>	<p>That with respect to Section 4 (Infrastructure) of the Policy Manual, Council:</p> <ol style="list-style-type: none"> Endorse the following Policies with modifications as shown in Attachment 2: <ul style="list-style-type: none"> Policy I.2 (Provision of Roads and Associated Civil Works for Subdivisions and Developments) Policy I.5 (Road Resumptions) Policy I.6 (Exploration Drilling on Shire Roads and Reserves) Policy I.9 (Private Works Plant and Equipment Accessed by Shire Staff) Policy I.13 (Gravel Road Development & Maintenance) Policy I.14 (Restricted Access Vehicles – Applications for Council Support) Policy I.15 (Lawn Cemetery – Reservation of Grave Sites) Policy I.17 (Pesticides Spraying) Policy I.19 (Gravel Procurement) Note that review of Policy I.1 (Street Trees), Policy I.4 (Road Verge, Policy), I.7 (Crossovers), and 	<p>S Alexander</p>	<p>January 2023 Standalone review of Policies I.1, I.4, I.7 and I.8 are yet to commence.</p> <p>February 2023 No change since last report.</p>	<p>October 2023 The review will be incorporated in to the Policy Review being presented to Council in December.</p>

	<p>Policy I.8 (Temporary Closure of a Road for an Event) are deferred for standalone process due to the scope of changes required</p> <p>3. Note and retain all other policies without modification.</p>			
<p>C.04/1122 Review of Policy Manual Section 9 – Other</p>	<p>That with respect to Section 9 (Other) of the Policy Manual, Council:</p> <ol style="list-style-type: none"> Endorse the following Policies with minor modifications as shown in Attachment 3: <ul style="list-style-type: none"> • O.1 Vandalism • O.2 Policy for Allowing Functions in Shire Reserves or Parks • O.3 Procedures for Adopting New Sites/Properties for Inclusion in the Municipal Inventory • O.5 Provision of Refreshments to Firefighters by Incident Controller • O.14 Australia Day Events Revoke Policy O.7 (Genetically Modified Organism (GMO) Free Zone) and renumber all policies accordingly Note and retain all other policies without modification Note that the following policies will be subject to standalone review in 2022/23: <ul style="list-style-type: none"> • O.8 Bridgetown-Greenbushes Visitor Centre Membership • O.9 Bush Fire Brigade Personal Protective Equipment • O.11 Use of Chainsaws by Bush Fire Brigades • O.15 Fire Protection – Shire or Brigade Owned Fire Fighting Appliances. 	N Gibbs	<p>January 2023 Review of Policy O.8 will occur after completion of a 'review of visitor servicing' currently being undertaken. Review of Policies O.9, O.11 and O.15 is currently being considered by a sub-group of fire control officers.</p> <p>February 2023 No change since last report.</p> <p>March 2023 BFAC has endorsed new procedures which are currently being reviewed before presentation to Council.</p> <p>April 2023 No update.</p> <p>May 2023 Review of Visitor Centre Membership Policy is in progress and will be reported to June Council meeting. Review of the bush fire policies is also occurring as part of a project developing operating procedures for bush fire brigade members.</p> <p>June 2023 Included in the June agenda is an item recommending revocation of the Bridgetown-Greenbushes Visitor Centre Membership policy.</p> <p>July 2023 No update from last report.</p> <p>August 2023 Bush fire procedures were recently adopted by Council. A review of existing</p>	<p>October 2023 The review will be incorporated in to the Policy Review going to Council in December.</p>

			<p>bush fire policies is to occur to ensure duplication doesn't occur.</p> <p>September 2023</p> <p>No update since last month.</p>		
<p>C.08/1122</p> <p>Land Untidy – Lot 69, 38 Warner Street Hester</p>	<p>That Council;</p> <ol style="list-style-type: none"> 1. Instruct the CEO to take legal action against the owner of Lot 69, 38 Warner Street Hester in accordance with Section 3.25 of the Local Government Act to remedy that the subject land is untidy; and 2. Authorise the CEO to engage a solicitor to prepare legal documents and represent the local government in court. 	L Guthridge	<p>January 2023</p> <p>Contact has been made with the property owner and some clean-up work has commenced by that owner.</p> <p>February 2023</p> <p>Progress for clean-up is slow. Staff will activate legal action if clean up not resolved by the end of February 2023.</p> <p>March 2023</p> <p>Clean-up is progressing.</p> <p>April 2023</p> <p>Clean-up is progressing.</p> <p>May 2023</p> <p>Clean up in progress.</p> <p>August 2023</p> <p>Clean up works have stalled. Contact is occurring with property owner to seek a timetable to complete.</p> <p>September 2023</p> <p>Attempting to contact the owner and with little success. Currently investigating legal options to resolve this issue.</p>	<p>October 2023</p> <p>A notice was served on the 27 October 2023 in accordance with the Heath (Miscellaneous Provisions) Act 1911 to complete the clean up by the 20th December 2023. Shire solicitors will guide this process moving forward.</p>	
<p>C.11/0123</p> <p>Public Open Space Strategy</p>	<ol style="list-style-type: none"> 1. The Corporate Business Plan project named as 'Playground Strategy' be renamed as 'Parks Facilities Plan' 2. Council note the methodology and outcomes of the project as contained in Attachment 10. 	P St John	<p>February 2023</p> <p>Not actioned yet.</p> <p>March 2023</p> <p>No further update – this project is planned for 2023/24 FY.</p>	<p>October 2023</p> <p>No update.</p>	
<p>C.04/0223</p>	<p>That a request be submitted to Main Roads Western Australia seeking an extension of the 50km/h speed</p>	S Alexander	<p>March 2023</p> <p>Current traffic data required for application.</p>	<p>October 2023</p>	

Greys Hill Road 50km/h Speed Zone	limit that currently ends on Grey's Hill Road to a point past its intersection with Mattamattup Street		<p>Counter to be installed asap. April 2023 No update since last month's report.</p> <p>June 2023 Traffic count is complete and application to MRWA will be completed in approximately the next week.</p> <p>July 2023 No update from last report.</p> <p>August 2023 Waiting for a determination on this request by Main Roads Western Australia.</p> <p>September 2023 No update.</p>	Verbal confirmation via phone that Main Roads WA are likely agreeable to the 50 kph zone ending just prior to Mattamattup St. Official confirmation expected soon.	
C.13/0223 Development Compliance Policy	<p>That Council:</p> <ol style="list-style-type: none"> 1. Adopt, for the purposes of public advertising, the draft Local Planning Policy titled 'Development Compliance Policy' attached to this agenda as Attachment 14 in accordance with Regulation 4 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 2. Advertise the draft policy in accordance with the requirements of regulations 4 and 87 of the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of 28 days by undertaking the following actions: <ol style="list-style-type: none"> i. Advertise a notice regarding the draft policy on the Shire's website for the whole duration of the public advertising period, and in a local newspaper once during the first week of the public advertising period ii. Making the draft policy available for viewing on the Shire's website for the whole duration of the public advertising period with the ability for the document to be downloaded and printed if a person wishes to do this iii. Providing hard copies of the draft policy for 	P St John	<p>March 2023 Draft Policy adopted in February 2023. Public consultation will now occur and final consideration of the Policy and any public comments is expected in April / May 2023. Public notice of the draft policy occurred 22 March 2023 in accordance with legislation and council resolution.</p> <p>April 2023 Advertising of the draft Policy concluded on 19 April. The draft will be included on the Council agenda for May, including addressing the specific issues discussed at Concept Forum on 13 April.</p> <p>May 2023 The draft policy and public submission received are currently planned to be submitted to the June 2023 Council meeting</p> <p>June 2023 This item has not been progressed due to other priorities taking precedence.</p>	October 2023 No update.	

	<p>public inspection at the Shire Administration Building for the whole duration of the public advertising period</p> <p>3. Give further consideration to the draft Policy following closure of public advertising and consideration of any public submissions.</p>		<p>July 2023 No update from last report.</p>	
<p>SpC.02/0323 Draft Local Planning Scheme No. 6</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. In accordance with section 72 of the Planning and Development Act 2005 and regulation 21 of the Planning and Development (Local Planning Schemes) Regulations 2015, adopt, for the purposes of public advertising, the draft Shire of Bridgetown-Greenbushes Local Planning Scheme No. 6 consisting of the Scheme text and Scheme maps as shown in Attachments 1 and 2 2. Forward copies of the draft Scheme documents to: <ol style="list-style-type: none"> i. The Environmental Protection Authority for consideration pursuant to section 81 of the Planning and Development Act 2005. ii. The Western Australian Planning Commission for consideration and advice to the local government, pursuant to regulation 21 of the Planning and Development (Local Planning Schemes) Regulations 2015 3. Subject to receipt of advice from the Environmental Protection Authority and the Western Australian Planning Commission, advertise the draft Scheme in accordance with the requirements of regulations 22 and 76A of the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of 90 days by undertaking the following actions: <ol style="list-style-type: none"> i. Advertise a notice regarding the draft scheme, prepared under the provisions of regulation 22(1), on the Shire's website for the whole duration of the public 	<p>P St John</p>	<p>March 2023 Draft Scheme adopted in March 2023 Special Council meeting. Scheme documents have now been submitted to DPLH and DWER.</p> <p>April 2023 A response has been received from DWER on the draft Scheme. This response is seeking considerable additional information. Officers are preparing a response to DWER on this issue and will be meeting with DWER / DPLH in the near future to progress this and attempt to minimum any delay in progress of the Scheme review.</p> <p>May 2023 Officers are negotiating with DWER and DPLH in regard to complying with the requirements of DWER to enable the scheme to proceed to public advertising.</p> <p>June 2023 Negotiations with DWER and DPLH ongoing.</p> <p>July 2023 Meetings held with DPLH and DWER to progress assessment of the draft LPS.</p> <p>August 2023 In the last month multiple meetings have been held with DPLH and DWER to progress assessment of the draft LPS.</p>	<p>October 2023 Negotiations between DPLH & DWER are approaching a conclusion and a decision on advertising the scheme is expected in the coming months.</p>

	<p>advertising period, and in a local newspaper under the provisions of regulation 76A(4) for three consecutive weeks commencing in the first week of the public advertising period.</p> <ul style="list-style-type: none"> ii. Making the scheme documents (scheme text and maps) available for viewing on the Shire's website for the whole duration of the public advertising period in accordance with regulations 22(2) and 76A(3), with the ability for the documents to be downloaded and printed if a person wishes to do this. iii. Providing hard copies of the scheme text and maps for public inspection at the Shire Administration office for the whole duration of the public advertising period in accordance with regulation 76A(3)(b). iv. Provide a plain language overview of the planning scheme review and preparation process and a list of Frequently Asked Questions (FAQ's) on the Shire's website and make the overview and FAQ's available as a printed information pack which is available at the Administration Building or sent to residents/property owners on request. v. Provide a dedicated email address to which questions on the draft scheme may be submitted during the first 60 days of the advertising period, with a commitment that a written response will be provided within 21 days of receipt and, if the question is likely to be of general interest and does not disclose information about a specific person or property, the question and response (or a redacted version) will be added to the FAQ's on the Shire website <p>4. After the end of the public advertising period, a</p>		<p>September 2023 No update.</p>	
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	further report be presented for Council's consideration providing details of all submissions received and recommended responses to address issues raised in submissions, in accordance with Regulation 25 of the Planning and Development (Local Planning Schemes) Regulations 2015.				
C.03/0423 Change of Purpose – Reserve 40973	That Council authorise the CEO to submit an application to the Department of Planning, Lands and Heritage to change the purpose of Reserve 40973 to include telecommunications.	E Matthews	<p>May 2023 Application being submitted.</p> <p>June 2023 No update since last report.</p> <p>July 2023 Ongoing discussions occurring with DPLH on this proposal.</p> <p>August 2023 Application is progressing.</p>	<p>September 2023 The application has been approved by the Department of Planning, Lands and Heritage.</p>	√
C.10/0423 Reflect Reconciliation Action Plan	<p>That Council:</p> <ol style="list-style-type: none"> 1. Approve the Reflect Reconciliation Action Plan process as follows; <ol style="list-style-type: none"> a. Complete the 12 month Reflect Template b. Submit the Reflect template to Reconciliation Australia for review c. Make any changes required by Reconciliation Australia d. Present to Council for adoption e. Receive Reconciliation Australia endorsement for 12 Month Reflect Reconciliation Action Plan 2. Engage Sandra Hill to complete a welcome message in language with translation, and develop a language group map of the south west to include at the tourist information bays at either end of Bridgetown. 	M Richards	<p>May 2023 No progress</p> <p>June 2023 Work has commenced on this project.</p> <p>July 2023 No update since last meeting.</p>	<p>October 2023 No progress</p>	
C.05/0523 Relocation of the Visitor Centre to Bridgetown Railway Station	<p>That Council:</p> <ol style="list-style-type: none"> 7. Authorise the CEO to enter into discussions with the BGBTA on tenure (lease) and conditions of occupancy, including but not limited to lease term, responsibility for building operating and maintenance 	P St John	<p>June 2023 No update.</p> <p>July 2023 A meeting with representatives from the BGBTA is scheduled to occur prior to the</p>	<p>October 2023 No update.</p>	

	<p>costs, responsibility for future capital improvements, and building management/operations partnerships with the other building tenants (Bridgetown Greenbushes Community Landcare and Blues at Bridgetown)</p> <p>8. Request the CEO to report back on what essential building maintenance works need to be funded in the 2023/24 budget by the Shire before a lease with BGBTA can be entered into</p> <p>10. Request the CEO to report back on how the exhibition spaces in the railway station will be managed, including details on what form of permanent exhibition could be accommodated in the dedicated space</p> <p>11. Authorise the CEO to enter into discussions with Bridgetown Greenbushes Community Landcare and Blues at Bridgetown about securing their ongoing tenure in the building.</p>		<p>end of July.</p> <p>The 5 Year Building Capital Works plan presented to Council at the July Concept Forum included an amount of \$40,000 to be included in the 2023/24 Budget for identified essential building works. Sandra Hill and Karen Hill and Megan Richards completed a site visit of the new visitors Centre and agreed that the exhibition that is currently being held at the Balingup Packing Sheds would not be the right fit for the Railway Station exhibition space, however, Sandra did suggest we could exhibit her paintings.</p> <p>August 2023</p> <p>Essential building maintenance is included in the 20-23/24 budget. Meetings have been held with the BGBTA to discuss tenure/occupancy of the current VC building. Further discussion to occur at August Concept Forum.</p> <p>September 2023</p> <p>The specifications for the Visitor Centre fit-out are due to be finalised in September/October, following which the project can be implemented.</p>		
C.03/0623 Proposed reinstatement of the initials of Ken Moyes in the pointing of the stonework at the front of the civic building	That the historical initials of Ken Moyes included in the pointing of the stonework at the front of the civic building be reinstated, in an authentic a manner as is possible.	L Poad	<p>July 2023</p> <p>Directions given to contractor. Works to be scheduled.</p> <p>August 2023</p> <p>No progress as awaiting contractor.</p>	October 2023 No update.	
C.11/0623 Local Law Relating to Fencing Amendment	That Council: 2. Note a further report be presented to Council providing a new draft Fencing Local Law for	N Price	<p>July 2023</p> <p>Work has commenced on drafting a new local law based on the WALGA model</p>	October 2023 No update.	

Local Laws 2023	consideration.		Fencing local Law. August 2023 No update		
C.15/0623 Amendment 73 to Local Planning Scheme No. 3 – amendment to clause 4.3.3 to provide discretion to permit higher density residential development in the Commercial zone	That Council: 1. Adopt, for the purposes of public advertising, Amendment No. 73 to the Shire of Bridgetown-Greenbushes Local Planning Scheme No. 3 in accordance with s75 of the Planning and Development Act 2005 and Regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015, to amend Part 4 of the Scheme text to add the following wording to clause 4.3.3: a. Notwithstanding clause 4.3.3 (d) Council may permit development for residential use which complies with the provisions of the Residential Design Codes as they apply to areas coded R35, within the Commercial zone, where: i. it is satisfied that the development is consistent with the amenity of the locality, and ii. in the case of a development located on or adjoining a site listed in Schedule 4 of the Scheme, it is satisfied that the development enables the place, building or object listed in Schedule 4 is conserved and preserved, and iii. the development can be connected to the reticulated sewerage system. 3. Execute the relevant scheme amendment documentation and process the amendment in accordance with the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015.	P St John	July 2023 Referral to EPA has commenced. August 2023 EPA referral completed. Referral to DPLH for approve to advertise has commenced. September 2023 Intent to advertise has been approved by the WAPC, which will occur in September/October.	October 2023 Public consultation of the notice of amendment concludes on 15 November 2023. This amendment is expected to be presented to Council for consideration of final approval in December 2023.	
C.16/0623 Bridgetown Mobile Food Vendors Trial	That Council: 5. Conduct a review of the operation of the trial based to be completed by June 2024 based on the following:	P St John	July 2023 Internal meetings have been held to address how the trial will be managed. August 2023	October 2023 Following an insufficient number of EOIs from operators the trial will proceed in a modified manner.	√

	<ul style="list-style-type: none"> (a) Feedback from the community. (b) Feedback from existing food premises within the Shire. (c) The level of interest from the industry, availability of suitable traders and the range of food provided. (d) The suitability of the location and consideration of any infrastructure improvements necessary should this be considered on a more permanent basis. (e) The suitability of the days and times of operation. 		<p>No update.</p> <p>September 2023</p> <p>EOIs for vendors has been called and applications are being assessed.</p>	
<p>C.15/0723</p> <p>RFT 03-2223</p> <p>Relocation and Renewal of the Greenbushes Railway Station</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Note that a single tender has been received for RFT 03-2223 – Relocation and Renewal of the Greenbushes Railway Station, being from Nyland House Transporters Pty Ltd at a price of \$406,076.00 (EX-GST); 2. Note that the tender price of \$406,076 is in excess of the current budget allocation of \$383,055 prior to the costs of installing a wastewater disposal system and any contingency funding being addressed. 3. Approve an allocation of \$20,000 own source funding in the 2023/24 budget as a Shire financial contribution to the project. 4. Note that the Shire is currently awaiting a response to a funding request made to a third-party funding body with that request being for an amount up to \$50,000 which if funded would allow for delivery of the full scope of works inclusive of a 10% contingency allowance. 5. Delegate authority to the Chief Executive Officer to award the tender for RFT 03-2223 – Relocation and Renewal of the Greenbushes Railway Station once a response to the funding request (refer Part 4) is received. 6. In the event of the tender being awarded, authorise the Chief Executive Officer to enter into a Contract 	L Guthridge	<p>August 2023</p> <p>Discussions have been held with successful contractor with a contract currently being developed. The timelines for consideration of a 3rd party funding request were unsuitable so the minor variation specified in Part 6 of the resolution will be enacted. The Greenbushes Discovery Centre can pursue 3rd party funding for the interpretation/fit out components of the project that are outside the scope of the works being delivered by the Shire.</p> <p>September 2023</p> <p>Anticipate that the successful Contractor will sign contract documents the week commencing 25th September 2023.</p>	<p>October 2023</p> <p>Contracts have been signed with the Building Contractor. Projected that the project will commence in Late November 2023</p>

	with the successful tenderer. In the event of the funding request (refer Part 4) not being provided or an amount significantly less than \$50,000 being provided the Chief Executive Officer is authorized to negotiate minor variations to the Contract and amend the scope of works to reduce the Contract price by removing the proposed neta screen fence priced at \$26,850.00 (Ex-GST) and proceeding with a lesser contingency allowance.				
August Ordinary Meeting	Nil				
C.02/0923 Community Group Banner Development and Funding Allocation	<p>That Council:</p> <ol style="list-style-type: none"> 1. Consult with community groups regarding the potential development of banners for the various events held in Bridgetown including, but not limited to; <ol style="list-style-type: none"> a. The Blues at Bridgetown b. Blackwood Marathon c. Festival of Country Gardens d. Winter Festival e. Heritage Week 3. Provide the completed banners to each of the 5 community groups to store and deliver to the shire, in a timely manner, to install for their event. 	M Richards		October 2023 Will contact community groups this month now that the Shire Welcome Banners are in production	

RM 2 – Fraud, Corruption & Misconduct Prevention

1 Objectives

The objectives are:

- Install a corporate culture which encourages awareness, vigilance and confidence in identifying instances of fraud, corruption and misconduct within a wider culture of encouraging continuous improvement, corporate and individual responsibility and innovation.
- Develop and maintain corporate systems which discourage and eliminate the risk of fraud, corruption and misconduct.
- Promote an open and transparent culture of communication.

2 Scope

This policy applies to all employees of the Shire of Bridgetown-Greenbushes.

3 Definitions

3.1 Act

Local Government Act 1995

3.2 Fraud

Dishonest activity causing actual or potential gain or loss to any person or organisation, including theft of moneys or other property by persons internal and/or external to the organisation and/or where deception is used at the time, immediately before or immediately following the activity (Australian Standard AS 8001 – 2021 Fraud and Corruption Control).

This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.

The theft of property belonging to an entity by a person or persons internal to the entity by where deception is not used is also considered ‘fraud’ for the purposes of this Standard.

3.3 Serious misconduct

Serious misconduct is misconduct that involves corrupt intent and/or criminal conduct and occurs when a public officer:

- Acts corruptly or corruptly fails to act in the course of their duties; or
- Corruptly takes advantage of their position for the benefit or detriment of any person; or
- Commits an offence which carries a penalty of two or more years imprisonment.

Where the Principal Officer (CEO) has a reasonable suspicion that an instance of serious misconduct has occurred, the Principal Officer must report to the Corruption, Crime Commission (CCC) as soon as practicable.

3.4 Minor misconduct

Minor misconduct is misconduct that is significant enough that it could possibly lead to termination of a public officer's employment if proved. Minor misconduct occurs when a public officer engages in conduct that:

- Adversely affects or could adversely affect, directly or indirectly, the honest or impartial performance of the functions of a public authority or public officer, whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or
- Constitutes or involves the performance of functions in a manner that is not honest or impartial; or
- Involves the misuse of information or material that is in connection with their functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person; and
- Constitutes, or could constitute, a disciplinary offence providing reasonable grounds for termination of a person's office or employment.

Where the CEO has a reasonable suspicion that an instance of minor misconduct has occurred, s/he must report this suspicion to the Public Sector Commission as soon as practicable.

3.5 Public interest information

Means information that tends to show, in relation to its public function a public authority, a public officer, or a public sector contractor is, has been, or proposes to be, involved in:

- (a) Improper conduct; or
- (b) An act or omission that constitutes an offence under a written law; or
- (c) A substantial unauthorised or irregular use of, or substantial mismanagement of, public resources; or
- (d) An act done or omission that involves a substantial and specific risk of –
 - (i) Injury to public health; or
 - (ii) Prejudice to public safety; or
 - (iii) Harm to the environment; or
- (e) Matter of administration that can be investigated.

3.6 Public officer

Includes a member, officer, or employee of an authority, board, corporation, commission, local government, council, committee or other similar body established for a public purpose under an Act (*Corruption, Crime and Misconduct Act 2003*)

3.7 Public authority

Includes an authority, board, corporation, commission, council, committee, local government, regional local government or similar body established under a written law (*Corruption, Crime and Misconduct Act 2003*).

4 Policy

Council is committed to a strong culture and sound governance that will safeguard public funds and property.

Council considers fraud, corruption and misconduct to be serious matters and such behaviours are considered unacceptable.

All employees are accountable for, and have a role to play, in fraud, corruption and misconduct prevention and control and are encouraged to disclose actual or suspected fraudulent or corrupt activity.

When identified, any suspected fraudulent or corrupt activity will be promptly and thoroughly investigated, and where appropriate legal remedies available under the law will be pursued.

Where appropriate, Council will protect the anonymity of those reporting the activity.

Detrimental actions are not permitted against anyone who reports suspected or known incidents, consistent with Council's Public Interest Disclosure Administrative Policy. Council may take disciplinary action against those who maliciously and knowingly create a false allegation.

4.1 Responsibilities

Whilst the management of fraud, corruption and misconduct is considered the collective responsibility of all persons engaged with or associated with the Shire, certain roles within the Shire will have specific roles in the operation of this Policy.

Role	Responsibility
Council	<ul style="list-style-type: none"> Adopt Fraud, Corruption and Misconduct Policy and provide leadership.
Audit Committee	<ul style="list-style-type: none"> Review risk management framework and associated processes for the effective identification and management of fraud risks; overseeing development and implementation of the Fraud, Corruption and Misconduct policy.
CEO	<ul style="list-style-type: none"> The CEO has overall accountability for the effective and economical use of Shire resources and for determining appropriate controls in managing fraud and corruption risks; The CEO, has certain reporting obligations to the Corruption and Crime Commission and/or the Public Sector Commission under the <i>Corruption, Crime and Misconduct Act 2003</i>.

	<ul style="list-style-type: none"> • Coordinate and/or conduct investigations into allegations of fraud, corruption and misconduct when required.
Executive Leadership Team and Managers	<ul style="list-style-type: none"> • Provide leadership, guidance and support to employees in preventing fraud, corruption and misconduct and modelling ethical behaviour; • Monitor the implementation of operational controls; • Identify significant fraud, corruption and misconduct risk areas.
Manager Governance & Risk	<ul style="list-style-type: none"> • Coordinate, monitor and review the fraud, corruption and misconduct risk assessment process; • Assist with implement of fraud, corruption and misconduct strategies with departments, including internal and external audit recommendations; • Undertake scheduled audits, which include examining established controls to determine if these are robust enough to reduce the risks of fraud, corruption and misconduct, including the identification of work practices that may lead to fraudulent and corrupt activities and misconduct. • Delivering and/or coordinating fraud and corruption training.

4.2 Policies and Processes

The Shire has a range of policies and processes in place that govern and support its day-to-day operations and decision making.

Fraud, corruption and misconduct prevention and detection controls are embedded in various state legislation, Shire policies and procedures including (but not limited to):

- Local Government Act and associated Regulations
- Accrual of Annual Leave Policy
- Codes of Conduct
- Fraud, Corruption & Misconduct Policy
- Information Communication Technology Use Policy
- Managing Issues & Grievances Procedures
- Purchasing Policy
- Risk Management Policy and Framework

- Use of Corporate Credit Card Policy

Specific council and administrative policies dealing with fraud, corruption and misconduct are to be revised regularly to include specific provisions to address fraud/misconduct/corruption.

4.3 Fraud, Corruption and Misconduct Risk Assessments

Risk assessments should be undertaken for all potential fraud, corruption and misconduct risks.

The following areas have been identified as those with the greater potential for fraud, corruption or misconduct as such more detailed risk assessments will be undertaken in these areas:

1. Procurement
2. Contract Management
3. Regulatory Services
4. Employment
5. Misuse of resources

Appropriate amendments to policy and procedure to mitigate identified fraud, corruption and misconduct risks will be developed.

4.4 Communication and Awareness

It is important that fraud, corruption and misconduct is identified and reported at an early stage and that employees understand the process for the reporting of it.

Awareness of the Shire's fraud, corruption and misconduct prevention policy and controls will be implemented through the following channels:

- A copy of the Shire's Code of Conduct will be provided to all new employees after which they are to sign acknowledgement of having understood the contents.
- Annual reviews and training for employees.
- Any changes to the Code of Conduct will be communicated to all employees.

4.5 Detection of Fraud

The Shire will implement several processes to detect fraud, corruption and misconduct, which may include, but is not necessarily limited to:

- Observation and awareness by all employees - Through the Shire's Code of Conduct and training, staff have the knowledge and understanding of how to respond if fraud, corrupt or misconduct activity is detected or suspected.
- Risk Management System - The Shire has a Risk Management system in place for the identification, analysis, evaluation and treatment of risk, including fraud, corruption, misconduct and a process to monitor and review on a regular basis.
- Internal Audit – provide assurance to the Chief Executive Officer/Council that the financial and operational controls designed to manage the Shire's risks are effective, by undertaking Internal Audit activities to identify weaknesses in the fraud, corruption and misconduct control environment.

- External Auditors - Australian auditing standards provide for auditing procedures so that the audit will be more likely to detect a material misstatement in financial statements due to fraud or corruption (or error).

Common red flags for possible fraud, misconduct or corruption include:

- Over-familiar relationships between employees, proponents, suppliers and contractors;
- Disregard of internal controls;
- Employees demonstrating a reluctance to take leave, particularly where they have cash control or debt collection responsibilities;
- Employees remaining later at work than other employees, or accessing work premises unnecessarily after other employees have left;
- Unreconciled accounting records, including corporate card transactions and/or poor follow up of outstanding accounts; and
- Lack of supporting documentation for purchases.

4.6 Reporting Fraud, Corruption and Misconduct

As outlined in the Shire's Code of Conduct for Employees, employees may report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to their supervisor, Manager, or the CEO in accordance with the Shire of Bridgetown-Greenbushes' Fraud, Corruption and Misconduct Prevention Policy

In accordance with the *Corruption, Crime and Misconduct Act 2003*, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:

1. The Corruption and Crime Commission, in the case of serious misconduct; or
2. The Public Sector Commissioner, in the case of minor misconduct.

Staff may also report directly to the Corruption and Crime Commission or the Public Sector Commission, anonymously if desired.

4.7 Investigating Fraud, Corruption and Misconduct

Investigations of allegations of fraud, corruption or misconduct will be investigated in line with the requirements of the Code of Conduct and the Public Interest Disclosure provisions outlined on the Shire's website. The guidelines provide for:

1. Appropriate measures for the comprehensive investigation of such matters based on the principles of independence, objectivity and fair due process (rules of natural justice).
2. Systems for internal reporting of all detected incidents.
3. Process for reporting the matters of suspected fraud, corruption and misconduct to appropriate external enforcement agencies.

The Shire will review these processes from time to time or after investigations have been made and potential improvements have been recognised as part of the investigation process.

4.8 Response to Investigations

All reports of suspected fraud, corruption or misconduct will be investigated according to Shire policies and processes or referred to an external investigative agency as appropriate.

Appropriate action will be taken which may include disciplinary action or referral to an external agency such as the Corruption and Crime Commission or the WA Police.

If there is a reasonable suspicion that an incident constitutes minor misconduct or serious misconduct, the CEO, as Principal Officer, is required in accordance with the Corruption, Crime and Misconduct Act to report the matter to the Public Sector Commission (PSC) or Corruption and Crime Commission (CCC) respectively.

The PSC or CCC respectively may choose to investigate the matter itself, refer it back to the Shire, or work with the Shire to investigate the matter.

Any allegation involving criminal offences against the Shire, by employees or external parties, needs to be referred to the Police. In the event the Police do not lay criminal charges, but the information requires further enquiry because the allegation raises a reasonable suspicion of employee misconduct which, if proven, would be likely to result in formal disciplinary action, an investigation will be commenced.

The CEO is to ensure that all incidents of fraud, corruption and misconduct are investigated, documented and registered on the organisations document management system in a confidential manner.

The Audit Committee will be informed of all instances of alleged fraud and the status of investigations to consider and ensure controls are appropriately designed and implemented.

4.9 Disciplinary Procedures

The Shire reserves its rights to recover any losses it has suffered due to fraud, corruption and misconduct especially where the likely benefits of recovery exceed the funds required to investigate the action.

4.10 Monitor, Review and Evaluation

The effective monitoring, review and evaluation of fraud, corruption and misconduct is a mechanism by which the Shire can demonstrate accountability and provide assurance that legislative and governance requirements are being met.

Records will be kept of all instances of suspected fraud, corruption or misconduct.

Following an incident or investigation where fraud, corruption or misconduct was substantiated, the Manager Governance & Risk will conduct a review of the incident to determine if a change to policy, procedure or internal controls is necessary.

5 Applicable Legislation and Documents

Act	s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government’s policies <i>Corruption, Crime and Misconduct Act 2003</i>
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	<p><i>Criminal Code Act Compilation Act 1913</i></p> <p><i>Public Interest Disclosure Act 2003</i></p> <p><i>Public Sector Management Act 1994</i></p>
Regulation	<p>r.17, <i>Local Government (Audit) Regulations 1996</i> – CEO to review certain systems and procedures</p> <p>r.5, <i>Local Government (Financial Management) Regulations 1996</i> – CEO’s duties as to financial management</p>
Local Law	
Shire Policies	<p>FM 4 – Purchasing Policy</p> <p>FM 7 – Use of Corporate Credit Cards</p> <p>IT 1 – Information Communication Technology Use</p> <p>P 15 – Accrual of Annual Leave</p> <p>RM 1 - Risk Management Policy</p> <p>Public Information Disclosure Administration Policy</p>
Related Documents	<p>Australian Standard AS 8001-2021 – Fraud and Corruption Control</p> <p>Australian Standard AS ISO 31000:2018 Risk management – Guidelines</p> <p>Local Government Framework – Fraud & Corruption Control, July 2015</p> <p>Codes of Conduct</p> <p>Risk Management Framework</p> <p>Auditor General – Fraud Risk Management – Better practice Guide June 2022</p> <p>Notification of misconduct in Western Australia – a joint information resource prepared by the Public Sector Commission and the Corruption and Crime Commission on misconduct as defined by the Corruption, <i>Crime and Misconduct Act 2003</i> – 1 July 2015</p>
Related Procedure	<p>FIN 03 – Purchasing Policy Non Compliance</p> <p>HR 008 – Disciplinary Procedures</p> <p>Issue Resolution Procedure</p>

6 Administration

Original Adoption Date	Insert date
Last Variation Date	Insert date
Last Reviewed	Insert date
Scheduled Reviewed Date	Insert date

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN SEPTEMBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
<u>MUNICIPAL FUND</u>				
DIRECT DEBITS				
DD16990.1	06/09/2023	AWARE SUPER	PAYROLL DEDUCTIONS	16,256.82
DD16990.2	06/09/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	695.95
DD16990.3	06/09/2023	CARE SUPER	PAYROLL DEDUCTIONS	731.77
DD16990.4	06/09/2023	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	384.26
DD16990.5	06/09/2023	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	23.11
DD16990.6	06/09/2023	REST SUPER - ACUMEN	SUPERANNUATION CONTRIBUTIONS	179.95
DD16990.7	06/09/2023	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	14.01
DD16990.8	06/09/2023	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	784.72
DD16990.9	06/09/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	479.62
DD16990.10	06/09/2023	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	277.67
DD16990.11	06/09/2023	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	349.26
DD16990.12	06/09/2023	GUILD SUPER	PAYROLL DEDUCTIONS	556.35
DD16990.13	06/09/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	277.67
DD16990.14	06/09/2023	ONEANSWER FRONTIER SUPER	SUPERANNUATION CONTRIBUTIONS	277.67
DD16990.15	06/09/2023	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	358.93
DD16990.16	06/09/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	799.13
DD16990.17	06/09/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2,086.03
DD16990.18	06/09/2023	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	217.64
DD16990.19	06/09/2023	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	370.11
DD16990.20	06/09/2023	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	373.20
DD16990.21	06/09/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	423.20
DD17008.1	07/09/2023	AMPOL AUSTRALIA PETROLEUM PTY LTD	PURCHASES ON FUEL CARDS FOR THE MONTH AUGUST	4,224.63
DD17018.1	15/09/2023	SG FLEET AUSTRALIA PTY LTD	MONTHLY LEASE FOR SHARED ENVIRONMENTAL HEALTH OFFICER	484.22
DD17032.1	20/09/2023	AWARE SUPER	PAYROLL DEDUCTIONS	15,151.67
DD17032.2	20/09/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	695.95
DD17032.3	20/09/2023	CARE SUPER	PAYROLL DEDUCTIONS	762.40
DD17032.4	20/09/2023	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	384.26
DD17032.5	20/09/2023	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	23.11

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN SEPTEMBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
DD17032.6	20/09/2023	REST SUPER - ACUMEN	SUPERANNUATION CONTRIBUTIONS	236.70
DD17032.7	20/09/2023	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	496.96
DD17032.8	20/09/2023	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	927.81
DD17032.9	20/09/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	517.45
DD17032.10	20/09/2023	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	373.36
DD17032.11	20/09/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	316.19
DD17032.12	20/09/2023	GUILD SUPER	PAYROLL DEDUCTIONS	556.35
DD17032.13	20/09/2023	ONEANSWER FRONTIER SUPER	SUPERANNUATION CONTRIBUTIONS	299.59
DD17032.14	20/09/2023	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	262.83
DD17032.15	20/09/2023	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	513.80
DD17032.16	20/09/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	778.73
DD17032.17	20/09/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2,421.69
DD17032.18	20/09/2023	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	213.83
DD17032.19	20/09/2023	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	370.11
DD17032.20	20/09/2023	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	379.59
DD17032.21	20/09/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	357.87
DD17053.1	02/09/2023	GO GO MEDIA	MONTHLY ON HOLD MESSAGE SERVICE FOR SEPTEMBER	75.90
B/S	01/09/2023	WESTPAC BANK	MERCHANT FEES	217.19
B/S	01/09/2023	WESTPAC BANK	MONTHLY BANK ACCOUNT FEES	715.21
B/S	06/09/2023	WESTPAC BANK	TOTAL WAGES FOR 24/08/2023 TO 06/09/2023	250,026.13
B/S	20/09/2023	WESTPAC BANK	TOTAL WAGES FOR 07/09/2023 TO 20/09/2023	140,588.35
WESTPAC CORPORATE CREDIT CARD - CEO				
B/S	09/08/2023	MULBERRY TREE	ELT LUNCH MEETING	57.80
B/S	09/08/2023	WOTIF.COM	ACCOMMODATION DURING HONOUR BOARD RESEARCH TRIP	141.83
B/S	15/08/2023	WILSON PARKING	PARKING DURING STATE LIBRARY VISIT	21.26
B/S	15/08/2023	IKEA PERTH	2 X PICTURE FRAMES FOR TOWN PLANNING MAPS	50.00
B/S	15/08/2023	THE LIQUOR SHED	WINE FOR COUNCIL BAR	287.76
B/S	21/08/2023	BP MORLEY	FUEL FOR LIGHT FLEET VEHICLE	60.01
B/S	25/08/2023	DEPT OF PRIMARY INDUSTRIES	DPIRD REGISTRATION FEE FOR STOCK IMPOUNDING FACILITY	76.50
B/S	29/08/2023	BRIDGETOWN HOTEL	AUDIT RECOGNITION LUNCH FOR CORPORATE SERVICES STAFF	78.00

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN SEPTEMBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
B/S	29/08/2023	BRIDGETOWN HOTEL	AUDIT RECOGNITION LUNCH FOR CORPORATE SERVICES STAFF	33.20
B/S	03/09/2023	WESTPAC	MONTHLY CARD FEE	10.00
WESTPAC CORPORATE CREDIT CARD - DCS				
B/S	07/08/2023	THE GIFT FACTORY	GRATUITY GIFT FOR DEPARTING CEO	226.90
B/S	10/08/2023	MAILCHIMP	MONTHLY SUBSCRIPTION TO MAILCHIMP NEWSLETTER DISTRIBUTOR	41.91
B/S	22/08/2023	CLOVERS LIQUOR STORE	GRATUITY GIFT FOR DEPARTING CEO	392.00
B/S	24/08/2023	BRIDGETOWN HOTEL	STAFF MEALS DURING EVENING BUDGET PREPARATION	48.00
B/S	29/08/2023	DARDANUP BUTCHERING	MEAT FOR CEO FAREWELL BBQ	106.74
B/S	03/09/2023	WESTPAC	MONTHLY CARD FEE	10.00
BPAY				
7092023	07/09/2023	TELSTRA	TELEPHONE & INTERNET CHARGES FOR AUGUST	1,177.53
13092023	13/09/2023	TELSTRA	TELEPHONE & INTERNET CHARGES FOR AUGUST	2,240.22
26092023	26/09/2023	TELSTRA	TELEPHONE & INTERNET CHARGES FOR SEPTEMBER	1,177.33
ELECTRONIC PAYMENTS				
EFT37572	14/09/2023	ABCO PRODUCTS PTY LTD	BULK CLEANING SUPPLIES	236.69
EFT37573	14/09/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	MINOR PARTS FOR JOHN DEERE TRACTOR	24.38
EFT37574	14/09/2023	ARBOR GUY	POWERLINE PRUNING AT THOMPSON PARK	1,936.00
EFT37575	14/09/2023	ASK WASTE MANAGEMENT	WASTE SITE DEVELOPMENT REPORT - PART PAYMENT	4,400.00
EFT37576	14/09/2023	AUSTRALIA POST	POSTAGE FOR THE MONTH OF AUGUST AND BOOKS FOR LIBRARY STOCK	130.69
EFT37577	14/09/2023	B & B STREET SWEEPING PTY LTD	MONTHLY DRAINAGE MAINTENANCE FOR AUGUST	1,914.00
EFT37578	14/09/2023	BETTER TELCO SOLUTIONS PTY LTD	MONTHLY PHONE ACCOUNT FOR DEPOT & FCC FOR AUGUST	445.22
EFT37579	14/09/2023	BLACKWOOD VETERINARY CENTRE	EUTHANASE CAT UNSUITABLE FOR REHOMING	65.00
EFT37580	14/09/2023	BLUES AT BRIDGETOWN	23/24 COMMUNITY GRANT	17,490.00
EFT37581	14/09/2023	JOSHUA BONSER-PRICE	PAYMENT FOR UMPIRING VOLLEYBALL GAMES	20.00
EFT37582	14/09/2023	BOOKEASY AUSTRALIA PTY LTD	MONTHLY BOOKEASY COMMISSIONS FOR AUGUST	220.00
EFT37583	14/09/2023	BRIDGETOWN AGRICULTURAL SOCIETY	SPONSORSHIP OF SCHOOL DISPLAYS AT BRIDGETOWN SHOW	250.00
EFT37584	14/09/2023	BRIDGETOWN TIMBER SALES	MINOR MAINTENANCE SUPPLIES	27.00
EFT37585	14/09/2023	BRIDGETOWN MITRE 10 & RETRAVISION	MINOR MAINTENANCE ITEMS & GAS BOTTLE FOR GREENBUSHES POOL	342.87
EFT37586	14/09/2023	BRIDGETOWN PAINT SALES	MINOR MAINTENANCE SUPPLIES	79.95
EFT37587	14/09/2023	BRIDGETOWN NEWSAGENCY	MONTHLY NEWSPAPER CHARGES FOR AUGUST	134.90

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN SEPTEMBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT37588	14/09/2023	BRIDGETOWN TYRES	TYRE REPAIRS FOR LIGHT FLEET	127.00
EFT37589	14/09/2023	BRISKLEEN SUPPLIES PTY LTD	BULK CLEANING SUPPLIES	674.52
EFT37590	14/09/2023	BCITF	BCITF LEVIES COLLECTED FOR AUGUST 2023	1,784.66
EFT37591	14/09/2023	BUNBURY PRINT	SHIRTS FOR BRIDGETOWN BFB	325.00
EFT37592	14/09/2023	BURGESS RAWSON PTY LTD	LEASING PREPARATION FEE FOR LICENCE L4072-2	550.00
EFT37593	14/09/2023	CATTERICK DISTRICT PROGRESS ASSOC	2023/24 SERVICE AGREEMENT (3RD YEAR)	700.00
EFT37594	14/09/2023	CITY AND REGIONAL FUELS	BULK FUEL SUPPLY FOR DEPOT	7,999.99
EFT37595	14/09/2023	CLEAR TO WORK PTY LTD	ONLINE NATIONAL POLICE CLEARANCE CHECKS	200.25
EFT37596	14/09/2023	COUNTRY WOMENS ASSOCIATION WA	23/24 COMMUNITY GRANT	2,750.00
EFT37597	14/09/2023	CUSTOM SERVICE LEASING LTD	MONTHLY VEHICLE LEASING FOR CESM VEHICLE FOR JULY & AUGUST	1,225.26
EFT37598	14/09/2023	DMIRS	BSL'S COLLECTED FOR AUGUST 2023	52,365.29
EFT37599	14/09/2023	DOMESTIC MAINTENANCE SW	INSTALL STORM WATER PIPES TO BTOWN SPORTS GROUND STORAGE SHED	820.00
EFT37600	14/09/2023	ELGAS PTY LTD	ANNUAL SERVICE CHARGE FOR LPG CYLINDERS	422.40
EFT37601	14/09/2023	FAIRTEL PTY LTD	MONTHLY TELEPHONE & NBN CHARGES FOR SES FOR AUGUST	164.92
EFT37602	14/09/2023	DEPT OF FIRE & EMERGENCY SERVICES	2023/24 1ST QUARTER ESL CONTRIBUTION	101,089.49
EFT37603	14/09/2023	FONTY'S HIRE	4 WEEKS PORTA-LOO HIRE FOR DEPOT - AUGUST	264.00
EFT37604	14/09/2023	FULTON HOGAN INDUSTRIES PTY LTD	12 X TONNES OF BITUMEN PREMIX FOR ROAD MAINTENANCE	2,706.00
EFT37605	14/09/2023	GARVS AUTO ELECTRICS PTY LTD	RECTIFY POWER AND RADIO CIRCUITS FOR VOLVO GRADER	120.00
EFT37606	14/09/2023	GEOGRAPHE FORD & BUNBURY HYUNDAI	NEW FORD RANGER UTE FOR OUTSIDE CREW, LESS TRADE IN	24,413.44
EFT37607	14/09/2023	HILLVIEW ELECTRICAL SERVICE	MINOR ELECTRICAL REPAIRS	633.60
EFT37608	14/09/2023	INTERPHONE	MONTHLY INTERNET CHARGES FOR ADMIN OFFICE FOR SEPTEMBER	130.90
EFT37609	14/09/2023	ITR PACIFIC PTY LTD	10PK GRADER BLADES	1,045.00
EFT37610	14/09/2023	JOHNSON'S FOOD SERVICES	FOOD ITEMS FOR RESALE AT THE BLC CAFE	54.65
EFT37611	14/09/2023	LANDGATE	LAND VALUATION ENQUIRY CHARGES	541.64
EFT37612	14/09/2023	LD TOTAL	BLACKWOOD RIVER FORESHORE PROJECT - CLAIM 16 RETENTION RELEASE	14,960.46
EFT37613	14/09/2023	LGIS INSURANCE BROKING	REGIONAL RISK CO-ORDINATOR FEES JANUARY 2023 - JUNE 2023	5,390.00
EFT37614	14/09/2023	LUSH FIRE AND PLANNING	PROVIDE REVIEW OF BMP REPORTS FOR SUBDIVISION APPLICATION	357.50
EFT37615	14/09/2023	MANJIMUP FREIGHT DISTRIBUTORS	FREIGHT	16.50
EFT37616	14/09/2023	MCLEODS	PROVIDE LEGAL ADVICE FOR DEVELOPMENT APPLICATION	1,582.35
EFT37617	14/09/2023	MODUS AUSTRALIA	BRIDGETOWN YOUTH PRECINCT ABLUTION BLOCK - 20% DEPOSIT	35,066.68

SHIRE OF BRIDGETOWN-GREENBUSHES
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EFT37618	14/09/2023	JAMES MOYES	PAYMENT FOR UMPIRING VOLLEYBALL GAMES	40.00
EFT37619	14/09/2023	MUIRS MANJIMUP	SUPPLY REAR WIPER FOR FLEET VEHICLE	58.12
EFT37620	14/09/2023	RACHAEL POTTER	PAYMENT FOR UMPIRING VOLLEYBALL GAMES	60.00
EFT37621	14/09/2023	QUALITY SHOP	PRINTING OF 4000 X FIREBREAK NOTICES FOR RATES PACKS	875.00
EFT37622	14/09/2023	REPCO	REPLACEMENT REVERSE ALARMS FOR WORKS FLEET VEHICLES	114.00
EFT37623	14/09/2023	ERIN LESLIE REYNOLDS	REIMBURSEMENT OF PRE-EMPLOYMENT MEDICAL ASSESSMENT	156.00
EFT37624	14/09/2023	RICHFEEDS AND RURAL SUPPLIERS	SUPPLIES FOR SHIRE WEED SPRAYING AND VARIOUS PPE	3,123.00
EFT37625	14/09/2023	SCAVENGER SUPPLIES PTY LTD	MONTHLY FIRE INDICATOR PANEL SERVICE AT BLC FOR JULY	126.50
EFT37626	14/09/2023	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING AND PRINTING CHARGES - AUGUST	1,157.47
EFT37627	14/09/2023	SEEK LIMITED	RECRUITMENT ADVERTISING	462.00
EFT37628	14/09/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRE'S COMMISSIONS RETAINED FOR AUGUST 2023	104.75
EFT37629	14/09/2023	SOUTHERN LOCK AND SECURITY	DOOR CLOSERS FOR CIVIC CENTRE	524.98
EFT37630	14/09/2023	SOUTH WEST ACADEMY OF SPORT	2023/24 SWAS SPONSORSHIP	550.00
EFT37631	14/09/2023	SOUWEST GLASS SERVICE	REPLACE BROKEN WINDOW IN SHIRE UNIT	501.60
EFT37632	14/09/2023	SOUTH REGIONAL TAFE	CHAINSAW TRAINING FOR WORKS CREW	245.10
EFT37633	14/09/2023	SOUL NURTURING	PACKAGE OF 4 X MICHAEL MILLER ARTWORKS	2,000.00
EFT37634	14/09/2023	SPORTSPEOPLE GROUP PTY LTD	RECRUITMENT ADVERTISING	214.50
EFT37635	14/09/2023	STEWART & HEATON CLOTHING CO	PRINTING ON BFB PPE	183.94
EFT37636	14/09/2023	SYNERGY	ELECTRICITY CHARGES	14,079.08
EFT37637	14/09/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	406.26
EFT37638	14/09/2023	THE STABLES IGA	VARIOUS GROCERY SUPPLIES	328.65
EFT37639	14/09/2023	THE RIGHT STUFF FOR LANDHOLDERS	2 X BLOWER VACUUM'S	538.21
EFT37640	14/09/2023	CODIE TOLE	PAYMENT FOR UMPIRING VOLLEYBALL GAMES	40.00
EFT37641	14/09/2023	TOTAL GREEN RECYCLING	RECYCLING OF E-WASTE FROM THE WASTE FACILITY	576.65
EFT37642	14/09/2023	PETER VAN VEEN	REFUND OF BSL FOR REFUSED BUILDING APPLICATION	61.65
EFT37643	14/09/2023	WA RANGERS ASSOCIATION	RANGER BADGES	70.00
EFT37644	14/09/2023	WATTLESEED BARN CAFE & FLORIST	REFRESHMENTS FOR MEETING	91.00
EFT37645	14/09/2023	WESTRAC PTY LTD	REPAIRS TO HYDRAULIC SYSTEM FOR CATERPILLAR TRACK LOADER	3,260.25
EFT37646	14/09/2023	WALGA	CONVENTION ATTENDANCE & TRAINING COURSES FOR ELECTED MEMBERS	4,099.00
EFT37647	14/09/2023	WOODLANDS DISTRIBUTORS PTY LTD	CARTONS OF COMPOSTABLE DOG WASTE BAGS	917.40

SHIRE OF BRIDGETOWN-GREENBUSHES
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EFT37648	15/09/2023	EILEEN AMANDA ROSE	REIMBURSEMENT FOR COST OF FLOWERS FOR COUNCIL PRESENTATION	99.55
EFT37654	20/09/2023	AUSTRALIAN TAXATION OFFICE	BAS FOR AUGUST 2023	30,006.00
EFT37655	28/09/2023	AIRIUS OCEANIA PTY LTD	50% DEPOSIT FOR COURT FANS FOR BRIDGETOWN LEISURE CENTRE	35,976.60
EFT37656	28/09/2023	AJ STALEY CARPENTRY PTY LTD	REPAIRS & MAINTENANCE TO SHIRE BUILDINGS	3,325.00
EFT37657	28/09/2023	AMITY SIGNS	STREET SIGN BLADES	514.53
EFT37658	28/09/2023	AUSTRALIAN COMS & MEDIA AUTHORITY	ANNUAL LICENCE RENEWAL FOR LAND MOBILE/AMBULATORY & SBSFM	159.00
EFT37659	28/09/2023	B & B STREET SWEEPING PTY LTD	MONTHLY DRAINAGE MAINTENANCE FOR SEPTEMBER	1,914.00
EFT37660	28/09/2023	DONNA BAKER	ANIMAL HANDLING EQUIPMENT	45.00
EFT37661	28/09/2023	BCP CONTRACTORS PTY LTD	CLAIM ON PRACTICAL COMPLETION FOR GREENBUSHES CARPARK PROJECT	16,346.97
EFT37662	28/09/2023	BELIA ENGINEERING	TRANSPORT MATTRESSES TO PERTH FOR RECYCLING	884.40
EFT37663	28/09/2023	BLACKWOOD COUNTRY GARDENS INC.	2023/24 SERVICE AGREEMENT	1,000.00
EFT37664	28/09/2023	BLUE FORCE PTY LTD	150 X RFID KEY FOBS FOR 24 HOUR GYM	2,161.50
EFT37665	28/09/2023	BOC LIMITED	ADJUSTMENT TO RENEWAL DATE FOR ARGOSHIELD CYLINDER RENTAL	90.17
EFT37666	28/09/2023	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT37667	28/09/2023	BRC BUILDING SOLUTIONS PTY LTD	SUPPLY FANS & DELIVERY OF WORKS FOR CIVIC CENTRE PROJECT - CLAIM 3	77,560.56
EFT37668	28/09/2023	BRIDGETOWN CRC	SES POWER CONSUMPTION FOR 11/07/2023 - 04/09/2023	312.32
EFT37669	28/09/2023	BRIDGETOWN MITRE 10 & RETRAVISION	VARIOUS MINOR MAINTENANCE ITEMS & GARDEN SUPPLIES	842.11
EFT37670	28/09/2023	BRIDGETOWN PAINT SALES	EXTENSION LADDER & MINOR MAINTENANCE SUPPLIES	404.70
EFT37671	28/09/2023	BTOWN BOARDING KENNELS & CATTERY	MONTHLY KENNEL AND CATTERY IMPOUND CHARGES - AUGUST	511.50
EFT37672	28/09/2023	ELKE HELENE BROWNE	MONTHLY COUNCILLOR ALLOWANCE & TRAVEL ALLOWANCE	1,307.30
EFT37673	28/09/2023	BUNNINGS TRADE	DOOR HARDWARE FOR SHIRE UNIT	70.04
EFT37674	28/09/2023	CEMETERIES & CREMATORIA ASSOC WA	2023/24 ANNUAL MEMBERSHIP	130.00
EFT37675	28/09/2023	MIKKEL SKOU CHRISTENSEN	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT37676	28/09/2023	CLEANAWAY PTY LTD	WASTE COLLECTION SERVICES FOR AUGUST	72,390.39
EFT37677	28/09/2023	CLEANWAY XTRA CLEANING SERVICES	MONTHLY COURT CLEANING FOR BLC FOR AUGUST	879.10
EFT37678	28/09/2023	COMMERCIAL NETMAKERS PTY LTD	15M x 1M EGRESS NETTING FOR THE WASTE FACILITY LEACHATE POND	1,061.50
EFT37679	28/09/2023	CORE BUSINESS AUSTRALIA PTY LTD	GREENBUSHES TOWN CENTRE CAR PARK PROJECT - CLAIM 1	8,243.18
EFT37680	28/09/2023	COUNTRY WOMENS ASSOCIATION OF WA	23/24 COMMUNITY GRANT	3,850.00
EFT37681	28/09/2023	CROWN HOTELS	ACCOMM & MEALS FOR COUNCILLORS ATTENDING WALGA CONVENTION	1,652.60
EFT37682	28/09/2023	ECOCYCLE PTY LTD	RECYCLING OF FLUORESCENT GLOBES FROM WASTE FACILITY	887.43

SHIRE OF BRIDGETOWN-GREENBUSHES
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EFT37683	28/09/2023	ESPRESSO ESSENTIAL WA	LIBRARY COFFEE MACHINE SUPPLIES	199.24
EFT37684	28/09/2023	LGRCEU	PAYROLL DEDUCTIONS	154.00
EFT37685	28/09/2023	GARVS AUTO ELECTRICS PTY LTD	REPAIRS TO SHIRE LIGHT FLEET VEHICLES & ROAD ROLLER	1,963.50
EFT37686	28/09/2023	G.C. SALES (W.A.)	200 X BIN LID PINS	160.60
EFT37687	28/09/2023	GOOD READING MAGAZINE PTY LTD	ANNUAL SUBSCRIPTION TO GOOD READING MAGAZINE FOR LIBRARY	119.95
EFT37688	28/09/2023	HANSEN'S HOT BREAD SHOP	REFRESHMENTS FOR WHS COMMITTEE	145.50
EFT37689	28/09/2023	HARMONIC ENTERPRISES PTY LTD	ANNUAL FORTIGATE FEE FOR BLC & MONTHLY MANAGED SERVICES FOR SEPT	3,793.90
EFT37690	28/09/2023	HILLVIEW ELECTRICAL SERVICE	LIGHTING REPAIRS FOR SHIRE BUILDINGS	704.00
EFT37691	28/09/2023	IMPART MEDIA	ANNUAL HOSTING FEES FOR VC WEBSITE FOR 30/06/2023 - 29/06/2024	1,320.00
EFT37692	28/09/2023	IRIS CONSULTING GROUP PTY LTD	ATTENDANCE TO RECORD MANAGEMENT BASICS COURSE	638.00
EFT37693	28/09/2023	ISUBSCRIBE	ANNUAL SUBSCRIPTION TO NEW SCIENTIST MAGAZINE FOR LIBRARY	560.99
EFT37694	28/09/2023	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL/SERVICE FEE FOR CHLORINE GAS CYLINDER FOR AUGUST	174.25
EFT37695	28/09/2023	LANDGATE	LAND VALUATION ENQUIRY CHARGES	43.50
EFT37696	28/09/2023	TRACY LANSDELL	MONTHLY COUNCILLOR ALLOWANCE & TRAVEL ALLOWANCE	1,630.80
EFT37697	28/09/2023	SEAN MICHAEL MAHONEY	MONTHLY COUNCILLOR ALLOWANCE	1,507.13
EFT37698	28/09/2023	MANJIMUP MONOGRAMS	STAFF PPE & UNIFORMS	661.85
EFT37699	28/09/2023	MANJIMUP FREIGHT DISTRIBUTORS	FREIGHT	66.00
EFT37700	28/09/2023	J.L & G.F MAY	GRAVE DIGGING & MAINTENANCE IN BRIDGETOWN CEMETERY	957.00
EFT37701	28/09/2023	METRO COUNT	SUPPLIES FOR TRAFFIC COUNTING	880.00
EFT37702	28/09/2023	MOORE AUSTRALIA	REGISTRATION TO 3 X PAYROLL & FINANCE RELATED WEBINARS	759.00
EFT37703	28/09/2023	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	3,416.00
EFT37704	28/09/2023	OFFICEWORKS LTD	SIT STAND DESK & ANTI FATIGUE MAT	535.04
EFT37705	28/09/2023	OLD DOG DIRT AND DIESEL	INVESTIGATE AND REPAIR ENGINE CODE FAULT FOR VOLVO GRADER	1,454.40
EFT37706	28/09/2023	OMNICOM MEDIA GROUP AUSTRALIA	SHIRE ADVERTISING	1,166.67
EFT37707	28/09/2023	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT37708	28/09/2023	QUALITY SHOP	PRINTING OF RATES PACK FLYERS & PRE-PRINTED STATEMENTS	1,724.00
EFT37709	28/09/2023	PATRICK QUINLIVAN	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL ASSESSMENT	135.00
EFT37710	28/09/2023	REPCO	HYDRAULIC JACK, LOADING RAMPS AND MINOR PARTS	2,034.62
EFT37711	28/09/2023	MEGAN RICHARDS	REIMBURSEMENT OF EXPENSES DURING CONFERENCE ATTENDANCE	690.00
EFT37712	28/09/2023	JANINE MAREE RICHARDSON	REIMBURSEMENT OF EXPENSES DURING COURSE ATTENDANCE	1,114.98

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EFT37713	28/09/2023	THE ROYAL LIFE SAVING SOCIETY WA INC	POOL LIFEGUARD LICENCE RENEWAL	169.00
EFT37714	28/09/2023	SCAVENGER SUPPLIES PTY LTD	MONTHLY FIRE INDICATOR SERVICE AT BLC FOR AUGUST	126.50
EFT37715	28/09/2023	SHIRE STAFF CLUB	PAYROLL DEDUCTIONS	184.00
EFT37716	28/09/2023	SLATER-GARTRELL SPORTS	AIR COMPRESSOR AND PICKLEBALL EQUIPMENT FOR BLC	1,336.50
EFT37717	28/09/2023	SOUTH WEST ISUZU	DIAGNOSTIC FOR ISUZU MAINTENANCE TRUCK AND MINOR PART	576.27
EFT37718	28/09/2023	SOUWEST GLASS SERVICE	SUPPLY & INSTALL 2 X GLASS PANELS TO WINDOWS OF SHIRE BUILDING	473.00
EFT37719	28/09/2023	SPORTS SURFACES	TURF FOR CRICKET TRAINING NETS AT BRIDGETOWN SPORTSGROUND	16,021.50
EFT37720	28/09/2023	STEVE WOOD CARPENTRY	REPLACE 2 X EXISTING STAIR CASES WITH SIMILAR	4,290.00
EFT37721	28/09/2023	SYNERGY	ELECTRICITY CHARGES	4,435.31
EFT37722	28/09/2023	TANIA MARIE - RAW RADIANCE	CATERING FOR COUNCIL MEETING	350.00
EFT37723	28/09/2023	THE STABLES IGA	REFRESHMENTS FOR MEETING, FORUM & VARIOUS GROCERY SUPPLIES	621.62
EFT37724	28/09/2023	THE FACTORY	CHRISTMAS DECORATIONS	3,256.00
EFT37725	28/09/2023	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGE FOR LIBRARY & DEPOT FOR SEPTEMBER	290.40
EFT37726	28/09/2023	T-QUIP	MINOR PARTS FOR MOWERS	92.80
EFT37727	28/09/2023	ALEXA TUNMER	ACCOMMODATION ALLOWANCE DURING ATTENDANCE TO CONFERENCE	280.95
EFT37728	28/09/2023	TYRECYCLE PTY LTD	COLLECTION AND RECYCLING OF TYRES FROM THE WASTE FACILITY	2,541.87
EFT37729	28/09/2023	WATTLESEED BARN CAFE & FLORIST	WREATH FOR VIETNAM WAR MEMORIAL SERVICE	85.00
EFT37730	28/09/2023	WESTRAC PTY LTD	2 X REVERSE MIRRORS FOR CATERPILLAR MULTI TYRE ROAD ROLLER	316.18
EFT37731	28/09/2023	ERIC WESTER & ROBYN MCCRACKEN	RATES REFUND	124.50
EFT37732	28/09/2023	WINC AUSTRALIA PTY LTD	BULK CLEANING AND STATIONERY SUPPLIES	2,470.77
DIRECT DEBITS - LICENSING				
27743	01/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 01/09/2023	7,124.40
27744	04/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 04/09/2023	4,284.05
27745	05/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 05/09/2023	4,465.90
27746	06/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 06/09/2023	5,549.10
27747	07/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 07/09/2023	3,485.20
27748	08/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 08/09/2023	7,361.65
27749	11/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 11/09/2023	4,753.55
27750	12/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 12/09/2023	2,055.95
27751	13/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 13/09/2023	3,752.70

SHIRE OF BRIDGETOWN-GREENBUSHES
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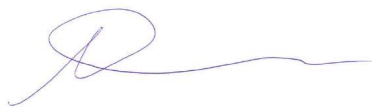
Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
27752	14/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 14/09/2023	10,185.75
27753	15/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 15/09/2023	6,588.45
27754	18/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 18/09/2023	6,008.80
27755	19/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 19/09/2023	2,652.10
27756	20/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 20/09/2023	3,267.85
27757	21/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 21/09/2023	2,673.75
27758	22/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 22/09/2023	4,951.60
27759	26/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 26/09/2023	8,781.05
27760	27/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 27/09/2023	3,460.60
27761	28/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 28/09/2023	4,532.70
27762	29/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 29/09/2023	3,398.85
CHEQUES				
300263	14/09/2023	WATER CORPORATION	WATER CHARGES	23.42
				1,207,503.71
CHEQUES - VISITOR CENTRE TRUST				
300228	12/09/2023	WESTPAC	TOTAL ACCOMMODATION FOR THE MONTH OF AUGUST 2023	1,128.75
ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST				
EFT37649	18/09/2023	BRIDGETOWN HISTORICAL SOCIETY INC.	CONSIGNMENT STOCK SOLD FOR AUGUST 2023	28.12
EFT37650	18/09/2023	BGBTA	CONSIGNMENT STOCK SOLD FOR AUGUST 2023	20.25
EFT37651	18/09/2023	JENNIFER MARY MOUNTFORD	CONSIGNMENT STOCK SOLD FOR AUGUST 2023	22.50
EFT37652	18/09/2023	PUBLIC TRANSPORT AUTHORITY WA	BUS TICKETS SOLD FOR AUGUST 2023	407.52
EFT37653	18/09/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	COMMISSIONS RETAINED FOR AUGUST 2023	268.91
				1,876.05

SHIRE OF BRIDGETOWN-GREENBUSHES
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Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
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This schedule of accounts paid for the Municipal Fund totalling \$1,207,503.71 and for the Trust Fund totalling \$1,876.05 which was submitted to each member of the Council on 26th October 2023 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and castings.

Total creditor accounts outstanding as at 30/09/2023 is \$377,308.32



.....
CHIEF EXECUTIVE OFFICER

26th October 2023



SHIRE OF BRIDGETOWN-GREENBUSHES

MONTHLY FINANCIAL REPORT

For the Period Ended 30 September 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Detailed account schedules will be provided with financial reports to be presented at the

September 2023

December 2023

March 2024 (Budget Review)

June 2024

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	* Var.
		\$	\$	\$	\$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	5,735,031	5,677,690	5,683,762	6,072	0.11%	
Grants, subsidies and contributions		1,580,220	285,815	299,779	13,964	4.89%	
Fees and charges		2,345,731	1,587,768	1,580,299	(7,469)	(0.47%)	
Interest revenue		353,000	65,923	59,774	(6,149)	(9.33%)	
Other revenue		275,604	41,542	39,351	(2,191)	(5.27%)	
Profit on asset disposals	7	55,001	5,314	5,314	0	0.00%	
		10,344,587	7,664,052	7,668,280			
Expenditure from operating activities							
Employee costs		(6,320,263)	(1,594,875)	(1,520,346)	74,529	4.67%	
Materials and contracts		(4,488,655)	(710,975)	(675,468)	35,507	4.99%	
Utility charges		(299,456)	(48,839)	(40,460)	8,379	17.16%	
Depreciation		(3,759,377)	(939,814)	(1,241,911)	(302,097)	(32.14%)	▼
Finance costs		(63,715)	(939)	9	948	100.95%	
Insurance		(380,176)	(380,132)	(189,546)	190,586	50.14%	▲
Other expenditure		(325,972)	(133,101)	(132,680)	421	0.32%	
Loss on asset disposals	7	(5,450)	(132)	0	132	100.00%	
		(15,643,064)	(3,808,807)	(3,800,402)			
Non-cash amounts excluded from operating activities	1(a)	3,715,452	0	1,237,919	1,237,919		
Amount attributable to operating activities		(1,583,025)	3,855,245	5,105,796			
INVESTING ACTIVITIES							
Inflows from investing activities							
Capital grants, subsidies and contributions		7,644,627	255,919	265,966	10,047	3.93%	
Proceeds from disposal of assets	7	444,001	20,000	20,000	0	0.00%	
		8,088,628	275,919	285,966			
Outflows from investing activities							
Purchase of property, plant and equipment	8	(7,552,606)	(518,813)	(292,847)	225,966	43.55%	▲
Purchase and construction of infrastructure	8	(5,178,809)	(582,510)	(417,938)	164,572	28.25%	▲
		(12,731,415)	(1,101,323)	(710,785)			
Amount attributable to investing activities		(4,642,787)	(825,404)	(424,819)			
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from borrowings	9	0	0	0	0		
Transfers from reserve accounts	5	2,526,586	0	0	0		
		2,526,586	0	0			
Outflows from financing activities							
Repayment of borrowings	9	(153,248)	0	0	0		
Payments for principal portion of lease liabilities	9	(64,218)	(12,229)	(12,229)	0	0.00%	
Transfers to reserve accounts	5	(1,102,137)	(29,362)	(29,362)	0	0.00%	
		(1,319,603)	(41,592)	(41,592)			
Amount attributable to financing activities		1,206,983	(41,592)	(41,592)			

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	* Var.
	\$	\$	\$	\$	%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	5,006,329	5,006,329	5,032,107	25,778	0.51%	
Amount attributable to operating activities	(1,583,025)	3,855,245	5,105,796			
Amount attributable to investing activities	(4,642,787)	(825,404)	(424,819)			
Amount attributable to financing activities	1,206,983	(41,592)	(41,592)			
Surplus or deficit after imposition of general rates	(12,500)	7,994,578	9,671,493	1,676,914		
1(b)						

* Council for the financial year ending 30 June 2024 adopted a percentage of plus or minus 5% at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. The exception being that material variances of \$10,000 or less are non-reportable. Refer to Note 2 for explanation of material variances.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL POSITION
For the Period Ended 30 September 2023

	Note	30-Sep-2023	Last Period	30-Jun-23
Current Assets		\$	\$	\$
Cash and cash equivalents	4	10,265,500	9,433,203	11,307,415
Trade and other receivables		6,994,452	1,326,186	1,505,902
Inventories		28,905	27,775	26,085
Other assets		0	0	0
TOTAL CURRENT ASSETS		17,288,857	10,787,164	12,839,402
Non-Current Assets				
Trade and other receivables		163,073	163,073	163,073
Other financial assets		81,490	81,490	81,490
Property, plant and equipment		41,073,796	41,129,160	41,042,703
Infrastructure		213,508,043	214,424,933	214,073,122
Right-of-use assets		25,671	29,526	33,659
TOTAL NON-CURRENT ASSETS		254,852,073	255,828,182	255,394,047
TOTAL ASSETS		272,140,930	266,615,346	268,233,449
Current Liabilities				
Trade and other payables		951,711	707,669	1,371,178
Other liabilities		1,473,523	1,489,929	1,272,029
Lease liabilities	9	23,791	24,775	32,182
Borrowings	9	153,248	153,248	153,248
Employee related provisions		738,063	738,063	738,063
TOTAL CURRENT LIABILITIES		3,340,336	3,113,684	3,566,700
Non-Current Liabilities				
Lease liabilities	9	3,081	3,081	3,081
Borrowings	9	1,542,165	1,542,165	1,542,165
Employee related provisions		60,378	60,378	60,378
TOTAL NON-CURRENT LIABILITIES		1,605,624	1,605,624	1,605,624
TOTAL LIABILITIES		4,945,960	4,719,308	5,172,324
NET ASSETS		267,194,970	261,896,038	263,061,125
Equity				
Retained surplus		121,630,306	116,331,374	117,525,824
Reserves accounts	5	4,649,012	4,649,012	4,619,649
Revaluation surplus		140,915,652	140,915,652	140,915,652
TOTAL EQUITY		267,194,970	261,896,038	263,061,125

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 1: DETERMINATION OF SURPLUS OR DEFICIT (NET CURRENT ASSETS)

(a) Non-cash amounts excluded from operating activities

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Note	YTD 30 Sep 2023	Last Period	Actual 30 June 2023
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(5,314)	0	(75,306)
Add: Loss on disposal of assets	7	0	0	4,173
Add: Depreciation on assets		1,241,911	7,971	3,634,894
Movement in non-current pensioner deferred rates		0	0	(4,677)
Movement in non-current employee provisions		0	0	6,106
Movement in current employee provisions associated with restricted cash		1,321	1,321	597
Non cash amounts excluded from operating activities		1,237,919	9,293	3,565,787

(b) Surplus or deficit after imposition of general rates

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with Financial Management Regulation 32 to agree to the surplus/(deficit) after imposition of general rates.

	Note	YTD 30 Sep 2023	Last Period	Actual 30 June 2023
		\$	\$	\$
Adjustments to net current assets				
Less: Cash - restricted reserves	5	(4,649,012)	(4,649,012)	(4,619,649)
Add: Current portion of borrowings		153,248	153,248	153,248
Add: Current portion of lease liabilities		23,791	24,775	32,182
Add: Current portion of employee benefit provisions	5	194,945	194,945	193,624
Total adjustments to net current assets		(4,277,028)	(4,276,044)	(4,240,595)
Net current assets used in the Statement of Financial Activity				
Total current assets		17,288,856	10,787,165	12,839,402
Less: Total current liabilities		(3,340,335)	(3,113,682)	(3,566,700)
Less: Total adjustments to net current assets		(4,277,028)	(4,276,044)	(4,240,595)
Surplus or deficit after imposition of general rates		9,671,493	3,397,438	5,032,107

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 2: EXPLANATION OF MATERIAL VARIANCES

Nature of Income/Expenditure	Variance \$	Variance %	Var.	Reason	Explanation of Variance
OPERATING ACTIVITIES					
Expenditure from operating activities					
Depreciation	(302,097)	(32.14%)	▼	Permanent	Variance due to updated fair values on infrastructure assets being greater than estimated. Non-cash adjustment to be made at budget review.
Insurance	190,586	50.14%	▲	Timing	Variance due to timing of receiving 2nd instalment insurance invoice for shire buildings, plant and equipment.
INVESTING ACTIVITIES					
Purchase of property, plant and equipment	225,966	43.55%	▲	Timing	Expenditure in the following areas are less than estimated: Building renewals \$84,859 Plant and equipment \$140,900 Please refer to note 8 for more details.
Purchase and construction of infrastructure	164,572	28.25%	▲	Timing	Expenditure in the following areas are less than estimated: Drainage construction program \$32,734 Parks & Ovals infrastructure \$122,810 Please refer to note 8 for more details.

Council for the financial year ending 30 June 2024 adopted a percentage of plus or minus 5% at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. The exception being that material variances of \$10,000 or less are non-reportable.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 3: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Closing Surplus				0
	Permanent Changes						
ZA02	Routine road maintenance	C.18/0623	Operating Expenses			(12,500)	(12,500)
PJ157	Community events banners	C.02/0923	Operating Expenses			(10,000)	(22,500)
Res126	Strategic projects reserve	C.02/0923	Reserve Transfer		10,000		(12,500)
CP05	Greenbushes CBD parking & safety enhancement	C.08/0923	Capital Expenses		166,606		154,106
41413.64	Car park contributions - capital grants	C.08/0923	Operating Revenue			(149,862)	4,244
Res126	Strategic projects reserve	C.08/0923	Reserve Transfer			(16,744)	(12,500)
CP05	Greenbushes CBD parking & safety enhancement	C.08/0923	Capital Expenses			(33,499)	(45,999)
41413.92	Car park contributions - capital contributions	C.08/0923	Operating Revenue		33,499		(12,500)
22IN	Greenbushes youth precinct - stage 1	C.08/0923	Capital Expenses			(19,711)	(32,211)
16IN	Bridgetown youth precinct - stage 2	C.08/0923	Capital Expenses		14,000		(18,211)
02IM	Greenbushes skate park infrastructure maintenance	C.08/0923	Operating Expenses		5,711		(12,500)
PJ95	Bridgetown CBP water restoration project - concept stage	C.08/0923	Operating Expenses			(65,000)	(77,500)
PJ127	Bridgetown CBP water restoration project - detail design	C.08/0923	Operating Expenses		40,000		(37,500)
Res126	Strategic projects reserve	C.08/0923	Reserve Transfer		25,000		(12,500)
				0	294,816	(307,316)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
(a) Cash deposits								
Municipal bank account	Nil	688,525				688,525	Westpac	At Call
Municipal funds on call	4.05%	311,599				311,599	WATC	At Call
Trust bank account	Nil			231		231	Westpac	At Call
Visitor Centre trust account	Nil			12,118		12,118	Westpac	At Call
Cash on hand	Nil	3,850				3,850	N/A	On Hand
Term deposits								
(b) Municipal funds								
Municipal funds	5.10%	514,913				514,913	NAB	03-Oct-23
Municipal funds	5.10%	514,561				514,561	NAB	03-Oct-23
Municipal funds	5.05%	514,752				514,752	NAB	09-Oct-23
Municipal funds	5.05%	514,762				514,762	NAB	09-Oct-23
Municipal funds	4.95%	513,332				513,332	NAB	07-Nov-23
Municipal funds	4.95%	517,752				517,752	NAB	13-Nov-23
Municipal funds	4.85%	403,730				403,730	NAB	15-Dec-23
Municipal funds	4.90%	600,000				600,000	NAB	19-Dec-23
Municipal funds	4.90%	518,710				518,710	NAB	27-Dec-23
Reserve funds	4.10%		4,649,012			4,649,012	NAB	25-Aug-23
Total		5,616,488	4,649,012	12,349	0	10,277,849		

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 5: CASH BACKED RESERVE

2023-24										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$		\$	\$	\$
	Restricted by Legislation/Agreement									
106	Subdivision reserve	224,056	6,510	1,529	10,000				240,566	225,585
121	Car park reserve	1,008	29	7	0				1,037	1,015
201	Unspent grants & loans reserve	317,455	0	0	0		(317,455)		(1)	317,455
	Restricted by Council									
101	Leave reserve	193,624	5,626	1,321	0				199,250	194,945
102	Plant reserve	763,951	22,198	5,214	300,000		(931,816)		154,333	769,165
103	Land and building reserve	589,080	17,116	4,020	0		(267,500)		338,696	593,100
104	Bush fire reserve	50,156	1,457	342	10,000				61,613	50,498
105	Maintenance and renewal of mine heavy haulage roads reserve	82,334	2,392	562	79,573				164,299	82,896
107	Sanitation reserve	296,229	8,607	2,022	60,000		(279,417)		85,419	298,251
109	Recreation centre floor and solar reserve	243,808	7,084	1,664	10,000				260,892	245,472
112	Refuse site post closure reserve	253,468	7,364	1,730	5,000		(30,000)		235,832	255,198
113	Drainage reserve	80,620	2,342	550	10,000		(16,326)		76,636	81,171
114	Community bus reserve	74,296	2,159	507	5,000				81,455	74,803
115	SBS & communications tower reserve	63,577	1,847	434					65,424	64,011
118	Playground equipment reserve	46,455	1,350	317					47,805	46,772
125	Building maintenance reserve	232,900	6,767	1,590			(103,135)		136,532	234,489
126	Strategic projects reserve	292,757	8,506	1,998	297,564		(143,120)		455,707	294,755
127	Matched grants reserve	77,797	2,260	531	10,000				90,057	78,328
128	Aged care infrastructure reserve	59,556	1,730	406					61,286	59,962
129	Equipment reserve	6,389	186	44					6,575	6,433
130	Assets and GRV valuation reserve	124,319	3,612	848			(70,226)		57,705	125,168

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 5: CASH BACKED RESERVE

2023-24										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$		\$	\$	\$
131	Bridgetown Leisure Centre reserve	34,131	992	233			(5,000)		30,123	34,364
132	Trails reserve	42,790	1,243	292	5,000		(27,500)		21,533	43,083
133	Light fleet vehicle reserve	292,144	8,488	1,994	120,000		(330,091)		90,541	294,138
135	Blackspot reserve	11,749	341	80	10,000				22,090	11,829
136	Project management reserve	165,000	4,794	1,126					169,794	166,126
137	Sustainability reserve	0	0		15,000		(5,000)		10,000	0
138	CCTV infrastructure	0	0		30,000				30,000	0
		4,619,649	125,000	29,362	977,137	0	(2,526,586)	0	3,155,200	4,649,012

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 6: RECEIVABLES

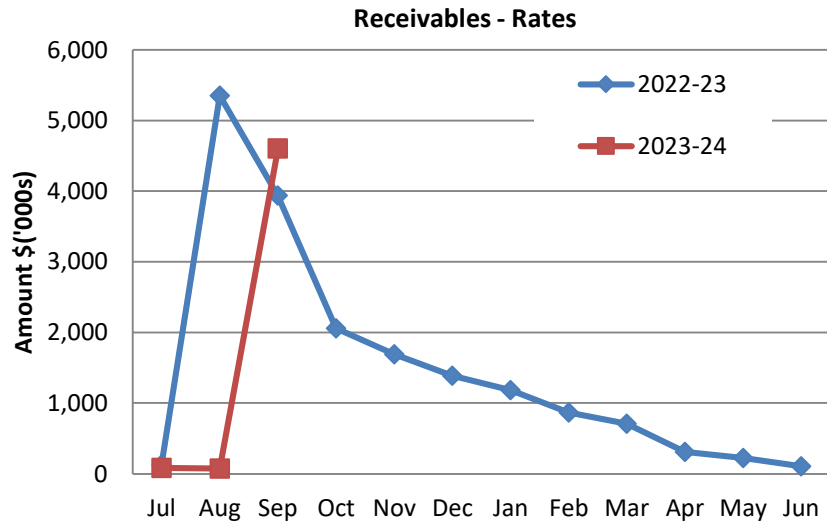
Receivables - Rates

Opening arrears previous years
 Levied this year
 Less Collections to date
 Equals Current outstanding

	YTD 30 Sep 2023	30 June 2023
	\$	\$
Opening arrears previous years	105,326	147,038
Levied this year	5,683,762	5,343,483
Less Collections to date	(1,183,424)	(5,385,195)
Equals Current outstanding	4,605,664	105,326
Net Rates Collectable	4,605,664	105,326
% Collected	20.44%	98.08%

Net Rates Collectable

% Collected



Receivables - Sundry Debtors

Receivables - Sundry debtors

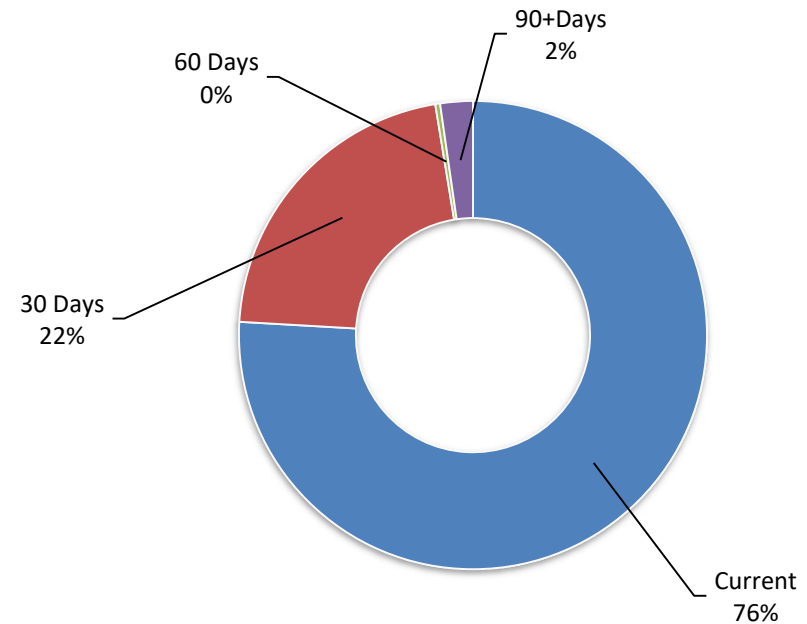
	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - Sundry debtors	226,984	64,260	1,047	6,697

Total Sundry Debtor Receivables Outstanding

298,988

Amounts shown above include GST (where applicable)

Receivables - Sundry Debtors



SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 7: FIXED ASSET DISPOSALS

YTD Actual Replacement				Disposals	Amended Current Budget		
Net Book Value	Proceeds	Profit (Loss)	P&L Variance		Net Book Value	Proceeds	Profit (Loss)
\$	\$	\$	\$		\$	\$	\$
				Plant and Equipment			
				P3020 2018 Mitsubishi Outlander (Pool)	6,800	15,000	8,200
				P3070 2020 Toyota Prado (CEO)	33,790	35,000	1,210
				P3085 2020 Toyota RAV4 (EMCS)	24,500	25,000	500
				P4200 2017 Mitsubishi Triton (Bushfire Brigade)	11,680	12,000	320
				P4190 2008 Ford Ranger (Bushfire Brigade)	6,200	5,000	(1,200)
				P4225 2018 Toyota Hilux (Bridgetown Logistics)	10,070	13,000	2,930
				P4095 2007 Isuzu Fire Truck (Yornup BFB)	70,920	76,000	5,080
				P2051 2019 Mitsubishi Triton (Senior Ranger)	15,180	18,000	2,820
				P2082 2006 CAT Track Loader (Waste Site)	62,000	65,000	3,000
				P2285 2009 Bomag Refuse Compactor	33,720	30,000	(3,720)
				P3010 2018 Nissan Xtrail (MDS)	5,850	10,000	4,150
				P2073 2015 CAT 432F Backhoe Loader	70,530	70,000	(530)
				P2111 2013 Tennant Footpath Sweeper	8,000	11,364	3,364
				P2076 2000 JCB Robot Skid Steer Loader	5,000	5,000	0
				P2045 2018 Nissan Navara (Works Coordinator)	12,560	20,000	7,440
				P2220 2018 Mitsubishi Triton (Plant Mechanic)	8,850	17,273	8,423
				P2270 2018 Mitsubishi Triton (Parks Crew)	8,800	16,364	7,564
14,686	20,000	5,314	(2,250)				
14,686	20,000	5,314	(2,250)		394,450	444,001	49,551

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings						
Governance						
Shire Administration Building	07BU	47,855	6,931	6,725	(206)	
Law, Order and Public Safety						
Greenbushes Bushfire Brigade	09BN	322,600	0	0	0	
Wandillup Bushfire Brigade	10BN	351,100	0	0	0	
Kangaroo Gully Bushfire Station	12BN	625	0	0	0	
Housing						
144 Hampton Street	38BU	40,000	20,000	5,011	(14,990)	Job continuing
146 Hampton Street	26BU	10,000	2,145	2,145	0	
Community Amenities						
Waste Site Recycle Shed	62BU	118,522	29,630	0	(29,630)	Job not yet commenced
Recreation and Culture						
Yornup Hall	01BU	10,000	0	0	0	
Bridgetown Civic Centre Revitalisation	02BU	998,073	78,344	78,344	0	
Bridgetown Leisure Centre	16BU	76,536	0	0	0	
Greenbushes Hall	20BU	164,027	0	0	0	
Greenbushes Golf Club	39BU	225,000	0	0	0	
Bridgetown Sportsground horse stalls	56BU	4,978	0	0	0	
Bridgetown Lesser Hall	61BU	15,537	15,537	0	(15,537)	Job not yet commenced
Bridgetown Civic Centre wet areas and foyer	63BU	150,000	0	0	0	
Greenbushes Office toilets	TF02	145,200	0	0	0	
BLC court fans	TF07	106,140	32,706	32,706	0	
Bridgetown Regional Library	60BU	54,300	4,000	4,000	0	
Bridgetown Railway Station restoration	57BU	103,135	103,135	78,432	(24,703)	Job continuing

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings (Continued)						
Recreation and Culture (Continued)						
Greenbushes Old Court House	TF12	330,000	0	0	0	
Transport						
Shire Depot Rebuild	08BU	661,796	0	0	0	
Economic Services						
154 Hampton Street	59BU	40,000	0	0	0	
Bridgetown Visitor Centre fit out	64BU	114,000	0	0	0	
Other Property and Services						
Purchase of Land	1790040	17,500	0	0	0	
Land and Buildings Total		4,106,924	292,428	207,363	(85,065)	
Roads						
Transport						
Winnejup Road Regional Road Group 23/24	RR17	375,000	0	9,958	9,958	Job commenced sooner than estimated
Winnejup Road Regional Road Group 22/23	RR21	174,697	0	731	731	
Kerbing	KB01	10,000	0	0	0	
Eedle terrace	RC01	40,000	0	0	0	
Phillips Street	RC05	35,000	0	0	0	
Apex Grove	RC15	14,138	0	0	0	
Improvements Steere Street Intersections	RC52	22,500	0	0	0	
Emergency Works	RC53	30,000	7,499	0	(7,499)	No emergency works identified to date
Hester Cascades Road	RC55	49,426	0	0	0	
Blechynden Street	RC63	80,000	0	0	0	
Hackett Street	RC64	115,265	0	0	0	
Geegelup View	RC65	15,000	0	0	0	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Roads (Continued)						
Transport (Continued)						
Peninsula Road	RC66	29,425	0	0	0	
Mount Street	RC67	15,000	0	0	0	
Lakeview Crescent	RC68	140,000	0	0	0	
Somme Street	RC69	10,000	0	0	0	
Mirimiri Street	RC70	14,000	0	0	0	
Riverview Close	RC71	11,500	0	0	0	
Carnegie Close	RC72	11,000	0	0	0	
Blechynden Street/Roe Street	RC73	30,000	0	0	0	
Catterick Road	GS32	70,000	0	0	0	
Tweed Road	GS71	120,000	0	0	0	
Connell Road	GS72	85,000	0	0	0	
Donnelly Mill Road	GS22	145,000	0	0	0	
Collins Road	TF13	38,500	0	0	0	
Spring Gully Rod	TF14	308,000	0	0	0	
Telluride Street	TF15	308,000	0	0	0	
Galena Road section 1	TF16	33,000	0	0	0	
Galena Road section 2	TF17	33,000	0	0	0	
Diorite Street	TF18	82,500	0	0	0	
Tourmaline Street section 1	TF19	33,000	0	0	0	
Tourmaline Street section 2	TF20	44,000	0	0	0	
Tourmaline Street section 3	TF21	44,000	0	0	0	
Roads Total		2,565,951	7,499	10,689	3,190	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Footpaths						
Transport						
Footpaths Accessibility Access	FP28	19,495	0	0	0	
Allnutt Street	FP38	14,040	0	0	0	
Footpaths Total		33,535	0	0	0	
Drainage						
Community Amenities						
Four Season Estate	DR24	4,652	0	0	0	
Peninsula Road	DR37	5,000	0	0	0	
Dairy Lane	DR38	46,307	46,307	13,573	(32,734)	Job continuing
Drainage Total		55,959	46,307	13,573	(32,734)	
Parks and Ovals						
Community Amenities						
Bridgetown Cemetery	01IN	20,000	0	0	0	
Recreation and Culture						
Four Seasons Estate POS Reserve	03IN	81,686	0	0	0	
Somme Park Fitness Trail Equipment	05IU	5,617	0	0	0	
Bridgetown Youth Precinct Development	16IN	161,000	0	31,879	31,879	Job commenced sooner than estimated
Bridgetown Leisure Centre Wet Area	18IN	8,840	0	0	0	
Greenbushes Youth Precinct Development	22IN	417,041	397,329	241,551	(155,778)	Job continuing
Bridgetown Sportsground Water Supply	23IN	85,000	0	0	0	
Bridgetown Sportsground Cricket Training Nets	24IN	55,618	55,617	56,365	748	Job completed
Bridgetown Sportsground	25IN	511,482	0	342	342	
Greenbushes Youth Precinct stage 2	26IN	160,000	0	0	0	
Greenbushes sportsground hard courts stage 1	TF08	164,700	0	0	0	
Greenbushes sportsground hard courts stage 2	TF09	244,000	0	0	0	
Highland Bridgetown Estate	TF10	235,000	0	0	0	
Parks and Ovals Total		2,149,984	452,946	330,136	(122,810)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Bridges						
Transport						
Maranup Ford Road Bridge 3318A	BR06	110,000	0	0	0	
Bridges Total		110,000	0	0	0	
Infrastructure Other						
Other Governance						
Records Facility	20IU	6,732	0	0	0	
Housing						
144-146 Hampton Street fencing	19IU	40,000	2,148	2,147	(1)	
Community Amenities						
Bridgetown Landfill Liquid Waste Facility	WA01	69,953	34,976	0	(34,976)	Purchase order raised
Recreation and Culture						
Bridgetown Sportsground car park	TF11	55,000	0	0	0	
Transport						
Greenbushes CBD Parking	CP05	72,133	38,634	61,392	22,758	Job continuing
ACROD Parking Bay Hampton Street	CP06	19,562	0	0	0	
Infrastructure Other Total		263,380	75,758	63,540	(12,218)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Plant and Equipment						
Governance						
Director Corporate Services vehicle	1055440	128,000	0	0	0	
Law, Order and Public Safety						
Fire Fighting Equipment (Brigades Funded)	1065540	5,000	0	0	0	
Vehicles for Brigades	1065940	894,225	43,291	43,291	0	
Ranger vehicle	1070140	48,900	0	0	0	
CCTV Bridgetown Railway Station Carpark	1080340	98,349	0	0	0	
Community Amenities						
Tracked Loader	PL14	412,280	0	0	0	
Waste compactor	PL10	400,000	0	0	0	
Manager of Development Services vehicle	1305640	31,000	0	0	0	
Recreation and Culture						
Indoor vertical lift	1346640	20,000	0	0	0	
BLC pool inflatable	TF04	16,125	0	0	0	
BLC pool blankets	TF05	114,000	0	0	0	
Solar panels and batteries	TF06	660,000	0	0	0	
Transport						
Backhoe Loader	PL02	200,000	0	0	0	
Footpath Sweeper	PL06	140,900	140,900	0	(140,900)	Purchase order raised
Skid Steer Loader	PL22	110,000	0	0	0	
Sundry Equipment	1403740	5,000	0	0	0	
Works and Services Fleet	1405040	146,903	42,194	42,194	0	
Plant and Equipment Total		3,430,682	226,385	85,485	(140,900)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<i>Furniture and Equipment</i>						
Other Governance						
IT and Communication equipment	1055140	15,000	0	0	0	
Furniture and Equipment Total		15,000	0	0	0	
Capital Expenditure Total		12,731,415	1,101,323	710,785	(390,538)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 9: INFORMATION ON BORROWINGS AND LEASES

(a) Borrowing Repayments

Particulars	Principal 1/07/2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$
Community Amenities									
Loan 115 Landfill Cell Extension	20,647				20,647	20,647	0		250
Loan 116 Liquid Waste Facility	62,324				9,887	62,324	52,437		1,173
Recreation and Culture									
Loan 112 Bridgetown Swimming Pool	1,183,783				78,419	1,183,783	1,105,364		47,041
Loan 117 Youth Precinct Redevelopment	153,819				18,242	153,819	135,577		2,227
Loan 118 Bridgetown Civic Centre Revitalisation	99,840				11,841	99,840	87,999		1,445
Loan 119 Youth Precinct Redevelopment (Stage 2)	175,000				14,212	175,000	160,788		7,706
	1,695,413	0	0	0	153,248	1,695,413	1,542,165	0	59,842

(b) New Borrowings

The Shire does not intend to undertake any new borrowings for the year ended 30th June 2024.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 9: INFORMATION ON BORROWINGS AND LEASES

(c) Lease Liabilities

Particulars	Principal 1/07/2023	New Leases Actual	New Leases Budget	Principal Repayments		Principal Outstanding		Interest Repayments	
		\$	\$	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
003 Gym Equipment	19,997		0	6,690	19,997	13,307	0	133	229
007 Gym Equipment	0		111,781		6,456	0	105,325		1,116
Other Property and Services									
001 CESM Vehicle	471	3,838	2,344	1,632	3,296	2,677	0	39	46
002 Photocopies and printers	6,455		0	2,594	6,455	3,861	0	52	81
004 EHO Vehicle	8,340		0	1,313	5,259	7,027	3,081	8	24
005 2022 Toyota Hilux (CESM)	0		58,235		13,879	0	44,356		1,639
006 New Mitigation Vehicle	0		21,847		8,876	0	12,971		638
	35,263	3,838	194,207	12,229	64,218	26,872	165,733	232	3,773

(d) New Leases

Particulars	New Leases	New Leases	New Leases
	Term	Amended Budget	Actual
		\$	\$
Other Properties			
001 CESM Vehicle	6 months	2,344	3,838
005 2022 Toyota Hilux (CESM)	36 months	58,235	
006 New Mitigation Vehicle	24 months	21,847	
007 Gym Equipment	48 months	111,781	
		194,207	3,838

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 10: RATING INFORMATION

RATE TYPE	Rate in Dollar	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Total Revenue	Amended Budget Rate Revenue	Amended Budget Interim Rate	Amended Budget Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$
Differential general rates or general rates									
Shire GRV	0.102727	1,840	28,708,192	2,949,107	11,377	2,960,484	2,949,107	67,000	3,016,107
Mining GRV	0.199767	1	820,000	163,809		163,809	163,809		163,809
Shire Rural UV	0.005187	465	258,884,000	1,342,832	2,183	1,345,014	1,342,831		1,342,831
Mining UV	0.068900	22	1,274,801	87,834	1,129	88,963	87,834		87,834
Sub-Totals		2,328	289,686,993	4,543,581	14,689	4,558,270	4,543,581	67,000	4,610,581
Minimum payments	Minimum \$								
Shire GRV	1,112.00	665	3,671,960	739,480	6,174	745,654	739,480		739,480
Mining GRV	1,112.00	0	0	0		0	0		0
Shire Rural UV	1,378.00	276	50,549,200	380,328	(5,132)	375,196	380,328		380,328
Mining UV	211.00	22	31,460	4,642		4,642	4,642		4,642
Sub-Totals		963	54,252,620	1,124,450	1,041	1,125,491	1,124,450	0	1,124,450
Total general rates and minimum payments						5,683,762			5,735,031

Request for Quotation

Request for Quotation:	<i>Design and Documentation for Shire Depot Facilities Rebuild</i>
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Deadline:	<i>2pm on Friday, 10th November 2023</i>
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Address for Delivery:	<p><i>Submissions to be made: via email to: btnshire@bridgetown.wa.gov.au OR By hand delivery to: Shire of Bridgetown-Greenbushes 1 Steere St Bridgetown</i></p>
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RFQ Number:	<i>23/04</i>
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1 Conditions of Responding

1.1 Contract Requirements in Brief

The contract is to prepare a concept plan for the Shire of Bridgetown-Greenbushes Depot which includes replacement of facilities destroyed by a major fire in February 2022 and planning for the site to include current and future requirements. Subject to acceptance of the concept plan by Council, a separate contract will be entered into which requires the consultant to prepare detailed design drawings and specifications in sufficient detail to enable tenders to be invited for construction.

A full statement of the Services required under the proposed Contract appears in the Specification (Part 2).

1.2 Definitions

Below is a summary of some of the important defined terms used in this Request:

Contractor:	Means the person or persons, corporation or corporations who's Response is accepted by the Principal, and includes the executors or administrators, successors and assignments of such person or persons, corporation or corporations.
Deadline:	The Deadline shown on the front cover of this Request for lodgement of your Submission.
General Conditions of Contract:	Goods and/or Services Contract Conditions.
Offer:	Your Offer to be selected to supply the Requirements.
Principal:	Shire of Bridgetown-Greenbushes
Response:	Completed Offer, response to Selection Criteria and Attachments.
Requirement:	The Services requested by the Principal.
Request or RFQ or Request for Quotation:	This document.

1.3 Contact Persons

Respondents should not rely on any information provided by any person other than the person listed below:

Name:	Patrick Quinlivan
Telephone:	9761 0808
Email:	pquinlivan@bridgetown.wa.gov.au

1.4 Briefing/Site Inspection

Attendance at this meeting is not mandatory.

Respondents are invited to attend a Site Inspection on Tuesday, 31th October 2023 at 10am.

The location of the meeting is Shire of Bridgetown-Greenbushes Depot, Les Woodhead Drive, Bridgetown WA.

The Site Inspection will provide Respondents with the opportunity to clarify any uncertainties with the contact person prior to the closing of the Request for Quotation.

Please confirm with the contact person, Mr Patrick Quinlivan by email at pquinlivan@bridgetown.wa.gov.au your attendance at this meeting no later than Monday, 30th October.

1.5 Selection Criteria

The Contract may be awarded to a sole Respondent who best demonstrates the ability to provide quality products and or services at a competitive price. The quoted prices will be assessed together with the qualitative and compliance criteria to determine the most advantageous outcome to the principal.

The Principal has adopted the best value for money approach to this Request. This means that, although price is considered, the Response containing the lowest price will not necessarily be accepted, nor will the offer ranked the highest on the Qualitative Criteria.

A scoring system will be usual as part of the assessment of the Qualitative Criteria. Unless otherwise stated, a Response which provides all the information requested will be assessed as satisfactory.

The extent to which the Respondent demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Response will be used as one of the factors in the final assessment of the Qualitative Criteria and in the overall assessment of value for money.

1.6 Compliance Criteria

These criteria are detailed within Part 4 of this document and will not be point scored. Each Response will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Submission from consideration.

1.7 Qualitative Criteria

In determining the most advantageous Response, the Evaluation Panel will score each Response against the Qualitative Criteria as detailed within Part 4 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

Note: It is essential that Respondents address each Qualitative Criterion.

Information that you provide addressing each Qualitative Criterion will be point scored by the Evaluation Panel.

Failure to provide the specified information may result in elimination from the evaluation process or a low score.

1.8 Value Considerations

The Weighted Price method is used where price is considered to be crucial to the outcome of the contract. The price is then assessed with quality.

Criteria	Weighting
Quoted Price	30%

1.8.1 Price Basis

All prices for the Services offered under this Request are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices tendered must include all costs associated with the delivery of the Services including travel, meeting attendance, production of plans and

miscellaneous. Any charge not stated in the Response, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

1.9 Principal's Policies That May Affect Selection

Not applicable.

1.10 Lodgement of Response and Delivery Method

The Response must be lodged by the Deadline. The Deadline for this Request for Quote is Friday, 10th November 2023 at 2pm Western Standard Time.

The Response may be lodged in either of the following ways:

- a) placed in a sealed envelope clearly endorsed with the RFQ number and title as shown on the front cover of this Request; and
- b) delivered by hand and placed in the Tender Box at the Shire of Bridgetown-Greenbushes, 1 Steere Street, Bridgetown WA by the Respondent or the Respondent's private agent or sent through the mail to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, PO Box 271, Bridgetown WA 6255.
- c) emailed btnshire@bridgetown.wa.gov.au prior to the deadline.

Respondents must ensure that they have provided one signed copy of their Submission. All pages must be numbered consecutively and the Submission must include an index. Any brochures or pamphlets must be attached to both the original and the copies.

1.11 Rejection of Responses

A Response will be rejected without consideration of its merits in the event that:

- a) it is not submitted before the Deadline; or
- b) it is not submitted at the place specified in the Request for Quotation; or
- c) it may be rejected if it fails to comply with any other requirements of the Request for Quote; or
- d) the Respondent does not submit an Offer form which has been completed and signed together with all the required Attachments.

No web links or hyperlinks will be considered as part of any submission.

1.12 Acceptance of Responses

Unless otherwise stated in this Request, Responses may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Response and may reject any or all Responses submitted.

1.13 Response Validity Period

All Responses will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline.

1.14 Precedence of documents

In the event of there being any conflict or inconsistency between the Terms and Conditions herein and those in the General Conditions of Contract, the Terms and Conditions appearing in this Request will have precedence.

1.15 Alterations

The Respondent must not alter or add to the Request documents unless required by these General Conditions of Responding.

The Principal will issue an addendum to all registered Respondents where matters of significance make it necessary to amend the issued Request for Quote documents before the Deadline.

1.16 Ownership of Responses

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Response shall become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the Response Process PROVIDED that the Respondent shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.17 Canvassing of Officers

If a Respondent, whether personally or by agent, canvasses any of the Principal's Commissioners or Councillors (as the case may be) or Officers with a view to influencing the acceptance of any Response, then regardless of such canvassing having any influence on the acceptance of such Submission, the Principal may at its discretion omit the Respondent from consideration.

1.18 Identity of the Respondent

The identity of the Respondent and Contractor is fundamental to the Principal. The Respondent shall be the person, persons, corporation or corporations named as the Respondent in Part 3 of this Request. Upon acceptance of the Response, the Respondent will become the Contractor.

2 Specification

2.1 Background

In February 2022 a major bush fire destroyed the Office building and a large of shed at the Bridgetown Shire Depot. In the period since the fire, the Shire's outside workforce has been based at a residential property which is unsatisfactory and not fit for purpose.

In addition to replacing facilities that were destroyed by the fire, the Shire is seeking to develop a Master Plan for the Depot site that identifies current and future requirements and ensures that any future development of the site occurs in a planned and coordinated way.

2.2 Scope of Work

The scope of works includes the following tasks:

- a) Review the Shire Depot site and identify the most suitable location for replacement of facilities lost in the fire.
- b) Identify any additional requirements and/or facilities to be considered as part of the future staged development of the site.
- c) Prepare a Concept Plan for the proposed new office building and sheds.
- d) Prepare a draft Master Plan that includes short and medium-term development of the site for consideration by Council.
- e) With the inclusion of any agreed changes, and subject to the approval of the Concept Plan by Council, undertake detailed design for the proposed new office building and sheds. This will include preparing plans and specifications in sufficient detail to enable tenders/quotations for construction of the buildings to be invited.
- f) The following sub consultants will need to be engaged as part of the project team and included in the submission:
 - Structural
 - Mechanical
 - Electrical
 - Hydraulics (including effluent disposal design)
 - Civil
 - Quantity Surveyor - an itemised cost estimate is required upon completion of the draft Concept Plan.
 - Geotechnical report
 - Surveyor

Note: A BAL Assessment has been completed and will be available to the consultant.

2.3 Design Specifications

2.3.1 Architectural Form

The Shire is seeking to achieve a functional office building that is fit for purpose and provides a safe and comfortable working environment for its outside workforce staff. The design should also aim to complement the surrounding environment and be a focal point for staff and visitors to the Depot.

The brief requires the consultant to consider two options for the new office building and obtain cost estimates for both options i.e.

Option 1 - Traditional on-site construction

Option 2 - Transportable building that is assembled on-site.

2.3.2 Sustainability

The design should reflect the Shire's aim to:

- Provide a low maintenance facility in order to minimise operating costs.
- Consider the merits of alternative building materials that are suited to the environment.
- Meet Section J of the NCC Energy Efficient requirements;
- Achieve best practice in the following areas;
 - the use of Photo Voltaic solar panels and battery storage
 - solar radiation into the building
 - the use of passive ventilation systems
 - the use of natural lighting
 - building insulation
 - water efficient fittings

2.3.3 Concept Plan

The scope of works for the concept plan includes:

Master Plan

A Master Plan (A1 size and coloured for display purposes) is required to include:

- The location of existing structures and facilities that are recommended to be retained.
- The size, possible form, and placement of the proposed new buildings and facilities on the site.
- Site planning for pedestrian and motor vehicle requirements.
- A plan capable of demonstrating how the functions proposed for the new buildings will be accommodated within the size and form of the proposed buildings. This plan

should show the floor areas allocated to, and the relationships between each function.

Note: The consultant is not required to produce resolved architectural drawings for the concept plan.

Floor Plan and Elevations

Floor plan and elevations of the proposed new office building and sheds are required.

Perspective drawings

A minimum of two (2) coloured perspective drawings showing external perspectives of the proposed buildings.

2.3.4 Facility Components

Office building

- Entry and reception
- 6 x Offices (approx. 12m²) plus open plan office area to accommodate 4 workstations.
- Lunch room/kitchen (approx. 30m²) to include space for a kitchen table, large domestic oven (1), microwave oven, domestic refrigerators (2), storage cupboards and drawers, extractor fans, and domestic sinks (2) sinks.
- Ablutions to include (1) x WC in Ladies, mirror, wash basin, separate vanity top with GPO. Men's to include (1) x WC plus (1) x wall mounted urinal and wash basins (2).
- Unisex disabled toilet with shower.
- Covered outdoor patio (approx. 40m²).
- Cleaner's cupboard
- Equipment store (35m²)
- Additional storeroom (4m²)
- First Aid Room
- Communications store/cupboard
- Space for 20 lockers
- Adjacent staff car park (20 bays)
- Visitors car park with three (3) standard bays plus one disabled access bay adjacent to the main entrance and new office building, outside the Depot fence with a pedestrian access gate and connecting pathway to the office.

Sheds/Shelters

- Workshop steel frame shed with gable roof and colorbond sheeting to include the following spaces:

- Truck bay 6m x 12m x 6m (height) with roller door.
- Light vehicle bay 6m x 12m x 6m (height) with hoist, work benches and roller door.
- Workshop area 8m x 12m x 6m (height) next to the light vehicle bay that includes a connecting pathway to the main office building, small office (10m²), hot work area (16m²), storeroom (20m²), work benches, sinks, access doors and an external emergency shower/eye wash facility.
- Machinery storage steel frame shed 30m x 10m x 5m (height) with gable roof, enclosed on the southern, western side and northern sides and open on eastern side. The shed design is to provide six individual bays 5m x 10m with a concrete base suitable for parking large machinery.

2.3.5 Functionality and relationship between spaces

The following functionality requirements are identified for the new office building:

- The office reception area is to allow visual surveillance of vehicles entering and leaving the site through the main entrance gate and be easily accessible for visitors to the Depot from the external car park. Reception to be located adjacent to the office area to allow easy referral of queries from visitors to appropriate staff.
- The equipment store is to be located adjacent to reception to enable administration and control of equipment and supplies issued from the store.
- A separate access door to the office building is required to avoid staff having to enter and exit the building via reception.
- The kitchen/lunchroom to be located adjacent to the external patio.
- Ablutions to be accessible internally and externally.
- The First Aid Room to be accessible internally and externally and allow for Ambulance access if required.

2.3.6 Building Regulations and Standards

The design must comply with the Building Code of Australia 2012, the Disability Services Act 1993, Health (Miscellaneous) Act 1911, Public Health Act 2016, Food Act 2008 and all other relevant Standards and Codes that apply for a facility of this nature.

2.3.7 Community Safety through Environmental Design

In order to minimise the risk of vandal damage to the building and help create a safe and welcoming environment, the concept plan should incorporate the principles of Crime Prevention through Environmental Design wherever possible.

2.3.8 Meetings with Shire

The appointed consultant will be required to attend two meetings with Shire staff at the following stages of the project:

- a) Prior to the commencement of the project to discuss and clarify relevant aspects of the project.
- b) Upon completion of draft Concept Plan.

2.3.9 Implementation Table

The consultant is to indicate its availability to commence the project and provide a time frame for completing the work, including completion dates for significant milestones. It is the Shire's aim to complete the draft Concept Plan by 8 December 2023.

Activity/Milestone	Date	Responsibility
Appointment of Consultant	14 th November 2023	Shire
Start-up meeting with consultant	17 th November 2023	Shire Consultant
Completion of draft Concept Plan	8 th December 2023	Consultant
Approve Concept Plan	14 th December 2023	Shire
Completion of detailed design plans and specification	20 th March 2024	Consultant
Advertise tender for construction	23 rd March 2024	Shire
Closing date for receipt of tenders	24 th April 2024	Shire
Review Tenders and select builder	2 nd May 2024	Shire
Commence site preparation	27 th May 2024	
Commence construction	10 th June 2024	Builder
Complete construction	28 th March 2025	Builder

3 General Conditions of Contract

3.1 General Conditions of Contract

The Western Australian Local Government Association *Goods and /or Services Contract Conditions* shall apply for this contract.

3.2 Insurance

Insurance requirements for this contract are detailed in clause 34 of the *Goods and /or Services Contract Conditions* and include:

- a) Workers Compensation Insurance as required under Commonwealth and State laws.
- b) Public Liability Insurance for the amount of \$20 million
- c) Professional Indemnity Insurance for the amount of \$5 million
- d) Vehicle and equipment insurance

3.3 Progress Payments

Progress payments for provision of services under this contract are detailed in Schedule 1 of the *Goods and /or Services Contract Conditions*.

4 Respondent's Offer

4.1 Offer Form

The Chief Executive Officer
Shire of Bridgetown-Greenbushes
1 Steere Street
Bridgetown WA 6255

I/We (Registered Entity Name): _____
(BLOCK LETTERS)

of: _____
(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to Request for Quotation (RFQ) 23/04 – Design and Documentation for Shire Depot Facilities Rebuild

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions contained in this Request signed and completed.

The responded price is valid up to ninety (90) calendar days from the date of the RFQ closing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Response irrespective of its outcome.

The consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this RFQ.

Dated this _____ day of _____ 20____

Signature of authorised signatory of Respondent: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Telephone Number: _____

Authorised signatory Postal address: _____

Email Address: _____

4.2 Selection Criteria

4.2.1 Compliance Criteria

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
a) Respondents are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of this RFQ including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.	Yes / No
b) Compliance with the Specification contained in the Request.	Yes / No
c) Compliance with attendance at any mandatory briefing or site inspection.	Yes / No
d) Compliance with the Quality Assurance requirement for this Request.	N/A
e) Compliance with the Delivery Date.	Yes / No
f) Risk Assessment Respondents must address the following information in an attachment and label it “ Risk Assessment ”:	Yes / No
i) <i>An outline of your organisational structure inclusive of any branches and number of personnel.</i>	Yes / No
ii) <i>If companies are involved, attach their current ASC company extracts search including latest annual return.</i>	Yes / No
iii) <i>Provide the organisations directors/company owners and any other positions held with other organisations.</i>	Yes / No
iv) <i>Provide a summary of the number of years your organisation has been in business.</i>	Yes / No
v) <i>Attach details of your referees. You should give examples of work provided for your referees where possible.</i>	Yes / No

Part 4 COMPLETE AND RETURN THIS PART

<p>vi) <i>Are you acting as an agent for another party? If Yes, attach details (including name and address) of your principal.</i></p>	<p>Yes / No</p>
<p>vii) <i>Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries.</i></p>	<p>Yes / No</p>
<p>viii) <i>Do you intend to subcontract any of the Requirements? If Yes provide details of the subcontractor(s) including; the name, address and the number of people employed; and the Requirements that will be subcontracted.</i></p>	<p>Yes / No</p>
<p>ix) <i>Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.</i></p>	<p>Yes / No</p>
<p>x) <i>Are you presently able to pay all your debts in full as and when they fall due?</i></p>	<p>Yes / No</p>
<p>xi) <i>Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more? If Yes please provide details.</i></p>	<p>Yes / No</p>
<p>xii) <i>In order to demonstrate your financial ability to undertake this contract, include a profit and loss statement and the latest financial return for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.</i></p>	<p>Yes / No</p>
<p>The insurance requirements for this Request for Quotation are stipulated in Part 3 of the RFQ. Respondents are to supply evidence of their insurance coverage including, insurer, expiry date, value and type of insurance. If a Respondent holds “umbrella Insurance”, please ensure a breakdown of the required insurances are provided. A copy of the Certificate of Currency is to be provided to the Principal within seven days of acceptance.</p>	

4.2.2 Qualitative Criteria

Before responding to the following Qualitative Criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Response;
- b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the Qualitative Criteria; and
- d) Respondents are to address each issue outlined within a Qualitative Criterion.

<p>A. Relevant Experience and Capability</p> <p>Describe your experience in completing/supplying similar Requirements. Respondents must, as a minimum, address the following information in an attachment and label it “Relevant Experience”:</p>	<p>Weighting</p> <p>40%></p>	
<ul style="list-style-type: none"> a) <i>Provide details of similar work.</i> b) <i>Provide scope of the Respondent’s involvement including details of outcomes.</i> c) <i>Provide details of issues that arose during the project and how these were managed.</i> d) <i>Demonstrate competency and proven track record of achieving outcomes.</i> 	<p>“Relevant Experience”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>

<p>B. Key Personnel Skills and Experience</p> <p>Respondents should provide as a minimum information of proposed personnel to be allocated to this project, such as:</p>	<p>Weighting</p> <p>20%></p>	
<p>a) <i>Their role in the performance of the Contract.</i></p> <p>b) <i>Curriculum vitae.</i></p> <p>c) <i>Membership to any professional or business associations.</i></p> <p>d) <i>Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement.</i></p> <p>e) <i>Any additional information.</i></p>	<p>“Key Personnel”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
<p>Supply any other relevant details in an attachment and label it “Key Personnel Skills and Experience”.</p>		

<p>C. Demonstrated Understanding</p> <p>Respondents should detail the process they intend to use to achieve the Requirements of the Specification.</p> <p>Areas you may wish to cover include:</p>	<p>Weighting</p> <p>10%></p>	
<p>a) <i>A project schedule/timeline.</i></p> <p>b) <i>The process for the delivery of the service.</i></p> <p>c) <i>Demonstrated understanding of the Scope of Work.</i></p>	<p>“Demonstrated Understanding”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
<p>Supply details and provide an outline of your proposed methodology in an attachment labelled “Demonstrated Understanding”.</p>		

4.3 Price Information

Respondents must complete the following “Price Schedule”. Before completing the Price Schedule, Respondents should ensure they have read this entire Request for Quotation.

4.3.1 Price Basis

Are you prepared to offer a fixed price?	Yes / No
--	-----------------

4.3.2 Lump Sum Price Schedule

Stage 1 – Concept Plan

No	Service Description	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
1	Concept Plan			
2	Quantity Surveyor			
3	Other – please specify			
4				
	Totals			

Hourly Rates for Additional Work Required by the Client

	Service Description	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
1	Consultant Services			

Part 4 COMPLETE AND RETURN THIS PARTStage 2 – Detailed Design and Documentation

No	Service Description	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
1	Detailed Design and Specifications			
2	Structural			
3	Mechanical			
4	Electrical			
5	Hydraulics			
6	Civil			
7	Geotechnical survey			
8	Compliance with BCA			
9	Contract Administration			
10	Other – please specify			
	Totals			

Hourly Rates for Additional Work Required by the Client

	Service Description	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
1	Consultant Services			

Part 4 COMPLETE AND RETURN THIS PART

Total Lump Sum Price for Stage 1 and Stage 2

	Service Description	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
1	Stage 1 – Concept Plan			
2	Stage 2 – Detailed Design			
	Total			

Grow


Greenbushes

Table tennis project





About GROW Greenbushes Incorporated

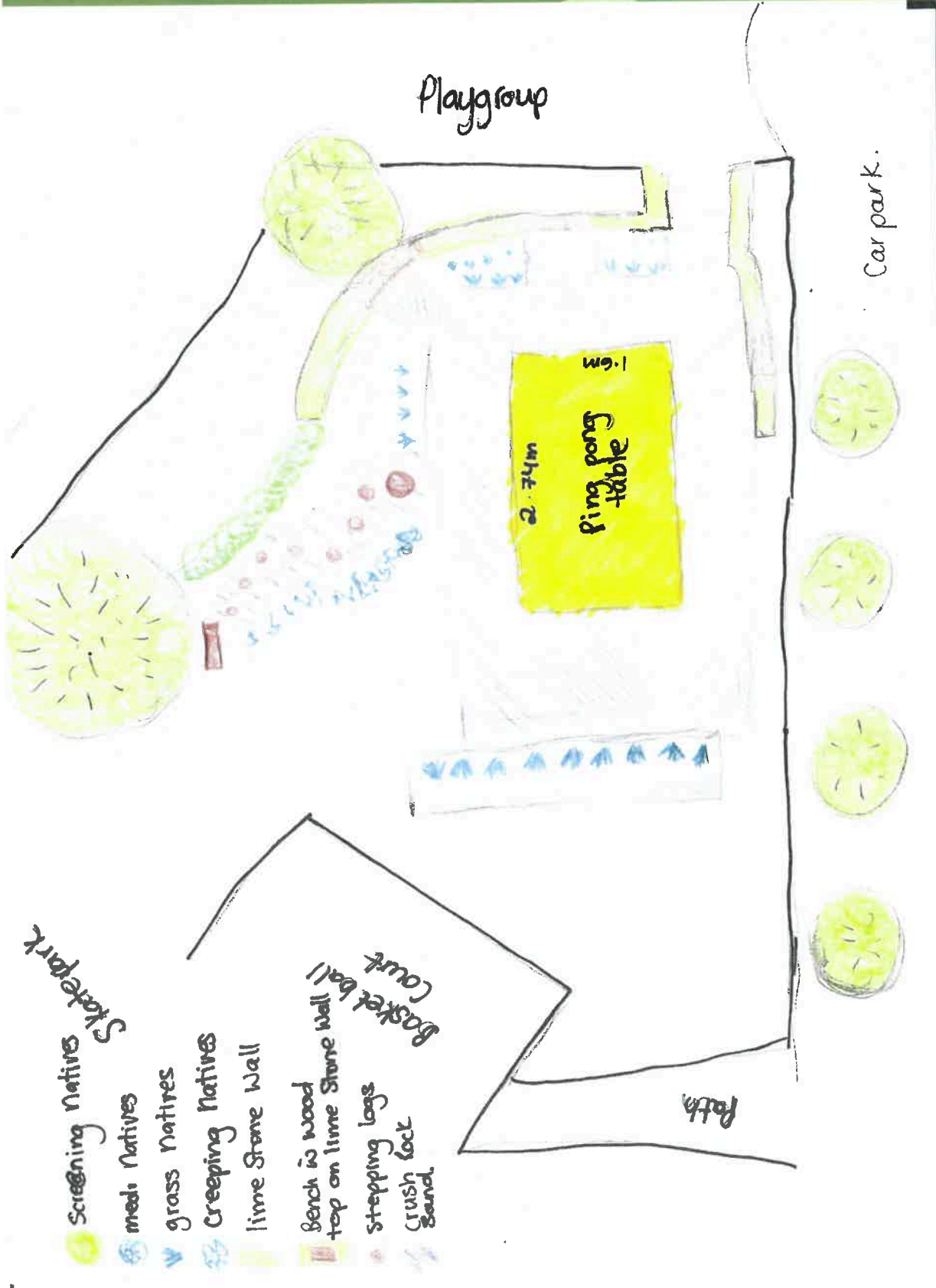
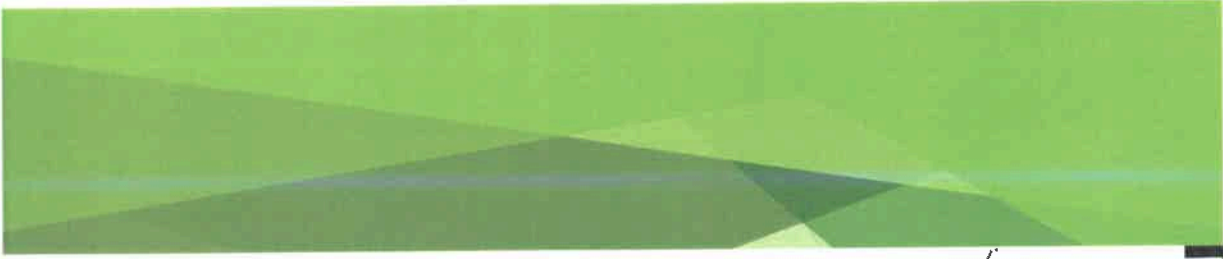
- Established as Greenbushes Ratepayers and Residents Association
 - Objective to improve amenities and services in Greenbushes, broad scope
 - Consultation between local residents and businesses (incl Talison)
 - Meets once a month on first Thursday, \$5 membership, all welcome
- 

Improvement of the area between District Hall and Court House

Aims:

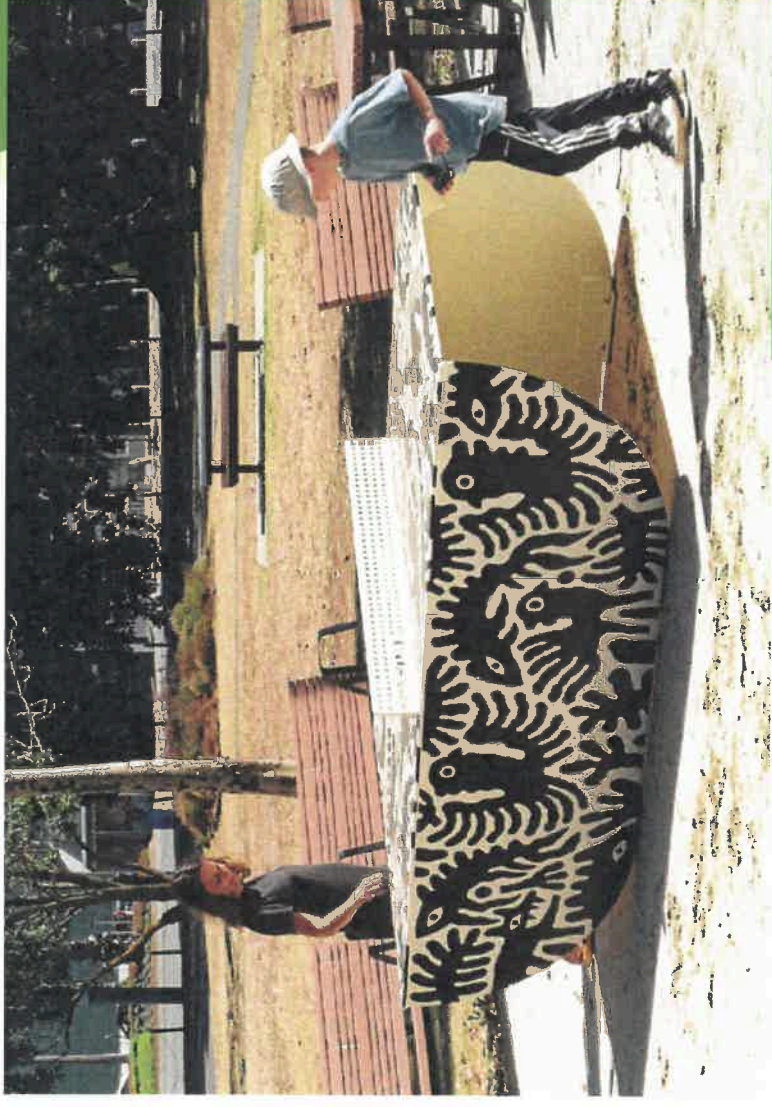
- To activate the space
- To encourage physical activities
- To overcome social isolation
- To attract people of all ages
- To create an inclusive space
- To create plenty of seating
- To use the natural shade





Project Components - Funding available

- ▶ **Watertank Mural**
 - ▶ to be designed and painted by Greenbushes Primary School Children
 - ▶ Managed by Art Teacher
- ▶ **Retaining Wall and TT footings**
 - ▶ Quote from Balingup contractor
- ▶ **Table Tennis Table**
 - ▶ <https://popp.world>
- ▶ **Bats and balls supplied by players**
- ▶ **Maintenance of sand**
 - ▶ same as for playground



Responsibilities

GROW Greenbushes

- ▶ Order works and project management
- ▶ Payment of contractors

Shire of Bridgetown - Greenbushes

- ▶ Maintain space in line with skatepark and playground



Proposed motion

To grant in principle permission to GROW
Greenbushes

to organise and manage the activation of the
space between skate park and the Historic
Court House





Thank you for your
consideration!

Presentation by Irma Lachmund and Shannon Fraser-Butler
Committee Members of GROW Greenbushes Inc



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MINUTES

For an Ordinary Meeting of Council held in Council Chambers on Thursday 28 September 2023, commencing at 5.30pm.

Opening of Meeting

The Presiding Member opened the meeting at 5.30pm.

Acknowledgment of Country

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

Attendance, Apologies and Leave of Absence

President	- Cr J Mountford
Councillors	- J Boyle - E Browne - M Christensen - T Lansdell - S Mahoney - A Pratico
Officers	- P St John, Temporary Chief Executive Officer - M Larkworthy, Director Corporate Services - E Matthews, Executive Assistant - S Alexander, Manager Infrastructure & Works - M Richards, Manager Community Services

Attendance of Gallery

B Longbottom, I Lachmund, S Fraser-Butler, R Redman, L Roberts, D Hocking.

Responses to Previous Questions Taken on Notice

B Bebbington

Question

In relation to the traffic on Stanifer Street, whilst Main Roads do set all speed limits on public roads within the state, is it not correct that the Shire still has control of restricted access vehicles and road trains, and has input in limiting time such as school bus speed curfew, daylight hours, etc.?

Response – Main Roads WA (MRWA) is responsible for administering Restricted Access Vehicles (RAVs) on all public roads in Western Australia. Roads (or sections of roads) on the RAV network sometimes have conditions of use specifying such things as maximum permitted speed and school curfew times. Some local government roads on the network also carry a condition requiring operators to obtain written support from the local government acknowledging the operator's use of the road. To a limited extent, this condition provides the local

government with an opportunity to come to an agreement on the operator's use of the road. Stanifer Street is on the RAV network but is not subject to operator conditions. If a need for conditions were identified, the Shire could approach MRWA and request certain conditions be imposed. MRWA would require evidence to support such a request and as the regulator, MRWA would determine the outcome.

After receiving the concurrence of Members, the Presiding Member announced that in accordance with Clause 3.2(3) of the Standing Orders Local Law, Comments on Agenda Items by Parties with an Interest and Questions on Agenda Items by Elected Members would be brought forward.

Comments on Agenda Items by Parties with an Interest

B Longbottom – C.11/0923 Installation of planter boxes along the Stanifer Street footpath

Spoke against the officer recommendation.

Questions on Agenda Items by Elected Members - Nil

Return to Order of Business in Agenda.

The Manager Infrastructure & Works vacated the meeting at 5.47pm.

Public Question Time

I Lachmund

My question is regarding the future of the water body situated behind the old historic football club. I understand the land was to be transferred to the Shire to be used in the future as an RV recreation area. Has the transfer happened and who will use the water? We have noticed there is a big pump in the water body and we would like to know if the Shire has approved use of the water.

Manger Community Services Response – The Shire has been in negotiations with the Water Corporation for a number of years trying to get the parcel of land transferred to the Shire. It is my understanding that the previous CEO hadn't received a response since he last wrote to them. The land in question forms part of a recreation development plan, with the water possibly being used for watering the back oval, which is going to be part of the development. The land is still in the possession of the Water Corporation

Petitions/Deputations/Presentations

Irma Lachmund and Shannon Fraser-Butler, on behalf of Grow Greenbushes, presented a concept for the activation of the area south of the Greenbushes skate park.

The Temporary CEO requested that Grow Greenbushes provide a formal submission to the Shire, following which a report will be presented to Council for consideration.

Applications for Leave of Absence - Nil

Confirmation of Minutes

C.01/0923 Ordinary Council Meeting held 31 August 2023

That the Minutes of the Ordinary Meeting of Council held 31 August 2023 be confirmed as a true and correct record.

Council Decision Moved Cr Browne, Seconded Cr Pratico

C.01/0923 That the Minutes of the Ordinary Meeting of Council held 31 August 2023 be confirmed as a true and correct record.

Carried 7/0

For: Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

Against: Nil

Announcements by the Presiding Member Without Discussion

The Presiding Member congratulated Cr Pratico on being awarded a Merit Award in the 2023 WALGA Local Government Honours Program and acknowledged his significant contribution to the community during his 20 years of service.

Notification of Disclosure of Interest - Nil

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

Consideration of Motions of which Previous Notice has been Given

C.02/0923 Community Group Banner Development and Funding Allocation

Submitted by Cr Mountford

Motion

That Council:

1. *Consult with community groups regarding the potential development of banners for the various events held in Bridgetown including, but not limited to;*
 - a. *The Blues at Bridgetown*
 - b. *Blackwood Marathon*
 - c. *Festival of Country Gardens*
 - d. *Winter Festival*
 - e. *Heritage Week*
2. *Transfer \$10,000 from the Strategic Projects Reserve to a new one off Project Budget Account called Event Banners for purpose of funding the development of 5 sets of banners to promote various community celebrations and events (\$2,000 per community group)*

3. *Provide the completed banners to each of the 5 community groups to store and deliver to the shire, in a timely manner, to install for their event.*

Electoral Caretaker Period Policy Statement

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

Summary/Purpose

To develop five sets of banners in collaboration with five community groups to be used at the northern entry to town to support and promote the events.

Background

The banner poles at the north entry to Bridgetown have a potentially significant part to play in the first impression visitors receive as they arrive to town. They have long been left underutilised and over the past 12 months steps have been taken to enliven their use in providing a meaningful place making statement.

The Cultural Inclusion Advisory Committee spearheaded the use of the banner poles with the creation of the NAIDOC Week banners incorporating the use of local Elder, Sandra Hill's iconic works, installed for the second time in July this year. In October 2022, holiday season banners were created by a group of local artists to be used from December 1 to January 31. Welcome to Bridgetown banners are currently being developed for use when event banners are not in place.

At the November 2022 Council meeting (C.11/1122) the Banner policy (CS 4) was adopted. This Policy was first brought to the concept forum in October 2022 in response to several enquiries received from community groups, after the installation of the NAIDOC Week banners, regarding the possibility of installing their own banners to promote celebrations/events.

The policy outlines the use of banners including;

1. Council's banner messaging should have priority over other community groups and events wishing to install banners at the same time
2. Community groups, NFP and volunteer run events may make bookings to display banners for a maximum of 2 weeks provided it doesn't clash with Council needs
3. Bookings for banner installation can be made up to a year in advance
4. Where times are contested officers will attempt to fairly rotate between different groups each year
5. Council do not wish to place restrictions on banner content provided there is no commercial, political, defamatory or offensive messaging
6. There should be a subsidised fee for installation - (50% of installation and removal costs – no waiving)
7. The Shire will develop its own Welcome banners to be installed when banner poles are not being used for other events/celebrations.

Officer Comment

The community/not for profit groups who facilitate our significant events throughout the year have great demands on their budgets. The likelihood of them being able to set aside \$2,000 for the development of banners would be difficult to achieve. By funding these banners Council will be providing an extremely valuable promotional

tool for these events while at the same time acknowledging the economic and social contribution these festivals and events make to our community.

The Banner Policy does include a fee for installing a set of banners on behalf of all community groups (current fee of \$195) and this would remain in place for all community groups requiring the Shire to install banners.

If Council approve the recommendations, it may also want to consider whether this opportunity is offered just this once, assessed on an as needs basis, or included as an annual allocation for community groups wanting to promote other local events, during the next budget development process.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
 - Outcome 2 good Health and community wellbeing
 - Objective 2.3 become a hub of excellence in art, culture and community events
- Corporate Business Plan- Nil
- Long Term Financial Plan- Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Budget Implications

As the expenditure associated with developing banners for community groups/other organisation is unbudgeted, Council will need to approve the unbudgeted expenditure (\$10,000) associated with developing 5 sets of banners if recommendation 2 is to be supported.

Whole of Life Accounting

Due diligence has been undertaken to ensure the highest quality product/cost associated with the banner design, print, and product to extend the life of the banners and reduce the cost of replacement.

Risk Management

Mitigating risk is achieved through community group consultation and collaboration to ensure that the final banner sets meet the needs and design requirements of the community groups involved, the community groups understand their responsibility associated with the banners including storage, and timely delivery for installation and the financial impost of installation (\$195/installation), mitigating the risk of misunderstanding or an unwanted outcome.

Voting Requirements – Absolute Majority

6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure — (b) is authorised in advance by resolution*

* *Absolute majority required.*

Council Decision Moved Cr Mountford, Seconded Cr Lansdell

C.02/0923 That Council:

- 1. Consult with community groups regarding the potential development of banners for the various events held in Bridgetown including, but not limited to;
 - a. The Blues at Bridgetown**
 - b. Blackwood Marathon**
 - c. Festival of Country Gardens**
 - d. Winter Festival**
 - e. Heritage Week****
- 2. Transfer \$10,000 from the Strategic Projects Reserve to a new one off Project Budget Account called Event Banners for purpose of funding the development of 5 sets of banners to promote various community celebrations and events (\$2,000 per community group)**
- 3. Provide the completed banners to each of the 5 community groups to store and deliver to the shire, in a timely manner, to install for their event.**

Carried by Absolute Majority 7/0

For: Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

Against: Nil

Reports of Officers

Reports of Officers have been divided into Departments as follows:

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

CEO's Office

ITEM NO.	C.03/0923	FILE REF.	
SUBJECT	Proposed Date Change of October Ordinary Council Meeting and Calling of a Special Meeting of Council		
OFFICER	Executive Assistant		
DATE OF REPORT	20 September 2023		

OFFICER RECOMMENDATION

- 1. That Council change the date of the Ordinary Meeting of Council scheduled for Thursday 26 October 2023, to Thursday 2 November 2023**
- 2. That a Special Meeting of Council be held 5.30pm, Tuesday 24 October 2023 in the Council Chambers for the purpose of:
 - i. swearing-in newly elected Councillors**
 - ii. electing and swearing-in of Shire President**
 - iii. electing and swearing-in of Deputy President**
 - iv. allocation of seating arrangements for the 2023/25 term of office**
 - v. determining the suite of Advisory Committees and approving their Instruments of Appointment.****

Electoral Caretaker Period Policy Statement

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

Summary/Purpose

For Council to consider changing the date of the ordinary meeting scheduled for Thursday 26 October and to call a special meeting of council following the 2023 Local Government Ordinary Election.

Officer Comment

It is recommended that Council change the date of the ordinary council meeting in October to the following week, in order to allow for the newly elected Councillors to receive an induction from the CEO, which will include information on council meeting processes. As the month of November contains five Thursdays, shifting the date of the October meeting back a week will still allow for a two-week break between the proposed new date of 2 November, the November Concept Forum (this will need to be moved back a week to 16 November) and the Ordinary Council Meeting scheduled for Thursday 30 November.

A special meeting is proposed for the Tuesday following the 2023 Local Government Ordinary Election to swear in the newly elected councillors, elect the Shire President & Deputy, determine seating arrangements, and consider community and elected member representatives on internal advisory committees and external committees and organisations.

Statutory Environment

Local Government Act 1995

s 5.4. Calling council meetings

An ordinary or a special meeting of a council is to be held —

(a) if called for by either —

(i) the mayor or president; or

(ii) at least 1 /3 of the councillors,

in a notice to the CEO setting out the date and purpose of the proposed meeting; or

(b) if so decided by the council.

Local Government (Administration) Regulations 1996

r 12. Publication of meeting details

(2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —

(a) ordinary council meetings;

(3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.

(4) If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government's official website as soon as practicable after the decision is made

Integrated Planning

➤ Strategic Community Plan

Outcome 14 effective governance and financial management

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

Policy/Strategic Implications
G 4 – Meetings of Council

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Simple Majority

**Council Decision Moved Cr Lansdell, Seconded Cr Christensen
C.03/0923**

- 1. That Council change the date of the Ordinary Meeting of Council scheduled for Thursday 26 October 2023, to Thursday 2 November 2023**
- 2. That a Special Meeting of Council be held 5.30pm, Tuesday 24 October 2023 in the Council Chambers for the purpose of:**
 - i. swearing-in newly elected Councillors**
 - ii. electing and swearing-in of Shire President**
 - iii. electing and swearing-in of Deputy President**
 - iv. allocation of seating arrangements for the 2023/25 term of office**
 - v. determining the suite of Advisory Committees and approving their Instruments of Appointment.**

Carried 7/0

For: Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.
Against: Nil

ITEM NO.	C.04/0923	FILE REF.	209
SUBJECT	Rolling Action Sheet		
OFFICER	Executive Assistant		
DATE OF REPORT	20 September 2023		

Attachment 1 Rolling Action Sheet – September 2023

OFFICER RECOMMENDATION

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

Electoral Caretaker Period Policy Statement

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

Summary/Purpose

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

Background

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

Statutory Environment - Nil

Integrated Planning

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

Policy/Strategic 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.04/0923 That the information contained in the Rolling Action Sheet be noted.

Carried 7/0

For: Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

Against: Nil

During debate Cr Lansdell requested that resolution C.05/07233 of the Rolling Action Sheet be prioritised, to which the Temporary CEO agreed.

Corporate Services

ITEM NO.	C.05/0923	FILE REF.	
SUBJECT	Council Delegation Planning Compliance		
OFFICER	Manager Governance & Risk		
DATE OF REPORT	15 September 2023		

Attachment 2 Proposed Delegation LE.24 – Planning Compliance

OFFICER RECOMMENDATION

That Council approve delegation LE.24 Planning Compliance as presented in Attachment 2.

Electoral Caretaker Period Policy Statement

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

Summary/Purpose

Council is requested to approve a new delegation LE.24 – Planning Compliance.

Background

Council at its meeting on 23 February 2023 resolved (C.09/0223):

- 1. Revoke all delegations from Council to the CEO except delegation LUP.3 – Subdivision*
- 2. Approves all the delegations as amended/deleted/created contained within the Delegations Register in Attachment 6, noting that delegation LUP.3 – Subdivisions was adopted by Council on 25 January 2023 (C.07/0123).*

Officer Comment

Delegations of power to the CEO, or in particular circumstances to officers, may be made, amended or deleted at any time, by an absolute majority resolution of council.

A new delegation is sought to provide authority for the CEO to perform all necessary functions in respect of matters relating to compliance with the *Planning and Development Act 2005* and subordinate legalisation, for currently there are no such powers to ensure compliance.

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

Statutory Environment

Town Planning Scheme 3

Clause 6.8 Delegation

For the purposes of carrying out and completing the Scheme and to ensure its observance, the Council may delegate to a Committee of Council, an officer or officers any of the powers which it is entitled the exercise by virtue of the Scheme.

Town Planning Scheme 4

Clause 7.7 Delegation

For the purposes of carrying out and completing the Scheme and to ensure its observance, the Council may delegate to a Committee of Council, an officer or officers any of the powers which it is entitled to exercise by virtue of the Scheme.

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

Many of the delegations contained within the Council Delegation Register relate back to policy and local laws which have been set by Council to enable officers to work effectively in line with Council's requirements.

Budget Implications - Nil

Whole of Life Accounting – Not applicable

Risk Management – Not applicable

Voting Requirements – Absolute Majority

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or
- (b) the Planning and Development Act 2005 section 214(2), (3) or (5). *

* Absolute majority required

**Council Decision Moved Cr Christensen, Seconded Cr Pratico
C.05/0923 That Council approve delegation LE.24 Planning Compliance as presented in Attachment 2.**

Carried by Absolute Majority 7/0

For: Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

Against: Nil

ITEM NO.	C.06/0923	FILE REF.	
SUBJECT	Amendments to Policy G 1 – Policy Manual		
PROPONENT	Council		
OFFICER	Manager Governance & Risk		
DATE OF REPORT	15 September 2023		

Attachment 3 Policy G 1 – Policy Manual, showing proposed amendments

OFFICER RECOMMENDATION

That Council adopt the amended Policy G 1 Policy Manual as presented in Attachment 3.

Electoral Caretaker Period Policy Statement

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

Summary/Purpose

For Council to consider the proposed amendments to Policy G 1 – Policy Manual.

Background

All Council policies have previously been reviewed on an annual basis with the review in 2021/22 being carried out section by section rather than undertaking a singular annual review of the whole of the policy manual contents.

Officer Comment

Current Council Policy G1 requires that the Council Policy Manual be reviewed on an annual basis.

The intent of this policy provision is that policies be maintained up to date to reflect contemporary legislative accuracy and are a fair representation of the Council's objectives for any particular policy subject area.

However, a 'blanket' requirement for an annual review does create a task that generates considerable workload which, in many cases, does not create a meaningful improvement in outcomes and perhaps places corporate effort in the areas which might not be a priority.

There is no legislative obligation to review policies within a prescribed time period, except for one policy (G2 - Continuing Professional Development which is required to be reviewed after each ordinary election), therefore it is open to Council to change this should it desire.

It is proposed that the policy be amended to allow Council policies to be reviewed every three (3) years after the date of adoption, or more frequently when determined by the CEO or Council, or as legislatively required.

Currently several policies contain an annual review requirement due to the nature of the policy and the above wording would continue to allow those policies to be reviewed annually if required.

This matter was discussed at the September concept forum with general support given.

Statutory Environment

Section 2.7 of the *Local Government Act 1995* provides:

2.7. Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

Integrated Planning

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

Policy Implications

This proposal will affect the review timeframe of all Council policies.

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Simple Majority

**Council Decision Moved Cr Browne, Seconded Cr Boyle
C.06/0923 That Council adopt the amended Policy G 1 Policy Manual as presented in Attachment 3.**

Carried 7/0

For: Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

Against: Nil

ITEM NO.	C.07/0923	FILE REF.	131
SUBJECT	July and August 2023 Financial Activity Statements and List of Accounts Paid in August 2023		
OFFICER	Manager Finance		
DATE OF REPORT	18 September 2023		

Attachment 4	July 2023 Financial Activity Statements
Attachment 5	August 2023 Financial Activity Statements
Attachment 6	List of Accounts Paid in August 2023

OFFICER RECOMMENDATION

That Council receive the:

1. *July 2023 Financial Activity Statements as presented in Attachment 4*
2. *August 2023 Financial Activity Statements as presented in Attachment 5*
3. *List of Accounts Paid in August 2023 as presented in Attachment 6.*

Electoral Caretaker Period Policy Statement

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

Summary/Purpose

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

Background

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

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

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

- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
- (b) an explanation of each of the material variances referred to in sub-regulation (1)(d); and

- (c) such other supporting information as is considered relevant by the Local Government.

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

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

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

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

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

The list of accounts is to be:

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

Officer Comment

Due to end of financial year processing, presentation of the July 2023 Financial Activity Statements to Council was deferred to the September 2023 ordinary meeting. Presented are the financial activity statements for both July and August 2023 along with the list of accounts paid in August 2023.

Statutory Environment

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

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

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

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

Integrated Planning

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

Policy Implications

FM 4 - Purchasing Policy

To ensure purchasing is undertaken in an efficient, effective, economical and sustainable manner that provides transparency and accountability.

Budget Implications

Expenditure incurred in August 2023 and presented in the list of accounts paid, was allocated in the 2023/24 Budget.

Whole of Life Accounting – Not applicable

Risk Management – Not Applicable

Voting Requirements – Simple Majority

Council Decision Moved Cr Pratico, Seconded Cr Browne

C.07/0923 That Council receive the:

- 1. July 2023 Financial Activity Statements as presented in Attachment 4***
- 2. August 2023 Financial Activity Statements as presented in Attachment 5***
- 3. List of Accounts Paid in August 2023 as presented in Attachment 6.***

Carried 7/0

For: Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

Against: Nil

ITEM NO.	C.08/0923	FILE REF.	
SUBJECT	Budget Management Report – August 2023		
OFFICER	Director Corporate Services		
DATE OF REPORT	19 September 2023		

Attachment 7 Budget Management Report – August 2023

OFFICER RECOMMENDATION

That Council

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

2. Amend the 2023/24 Budget as follows:

Account or Job Number	Account or Job Description	Expenditure or Income Type	Current Budget	Budget Amendment	Amended Budget
CP05	Greenbushes CBD Parking & Safety Enhancement	Materials & Contracts	\$205,240	-\$166,606	\$38,634
1414130.64	Car Park Grants & Contributions - Capital Grants - Federal Government	Capital Grants – Federal Government	-\$149,862	\$149,862	\$0
Reserve 126	Strategic Projects Reserve	Transfer from Reserve	-\$49,864	\$16,744	-\$33,120
CP05	Greenbushes CBD Parking & Safety Enhancement	Materials & Contracts	\$38,634	\$33,499	\$72,133
1414130.92	Car Park Grants & Contributions - Capital Contributions	Capital Contributions	\$0	-\$33,499	-\$33,499
22IN	Greenbushes Youth Precinct (Stage 1)	Materials & Contracts	\$397,330	\$19,711	\$417,041
16IN	Bridgetown Youth Precinct (Stage 2)	Materials & Contracts	\$175,000	-\$14,000	\$161,000
02IM	Greenbushes Skate Park Infrastructure Maintenance	Materials & Contracts	\$10,490	-\$5,711	\$4,779
PJ95	Bridgetown CBP Water Restoration Project (Geegelup Brook - Concept Stage)	Materials & Contracts	\$92,000	\$65,000	\$157,000
PJ127	Bridgetown CBP Water Restoration Project (Geegelup Brook - Detail Design Stage)	Materials & Contracts	\$40,000	-\$40,000	\$0
Reserve 126	Strategic Projects Reserve	Transfer from Reserve	\$0	-\$25,000	-\$25,000
Total				\$0.00	

Electoral Caretaker Period Policy Statement

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

Summary/Purpose

Presented is the August 2023 Budget Management Report (Attachment 7). The report contains detail of budget overspends authorised by the Chief Executive Officer and requested budget amendments for Council's consideration.

Background

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

Officer Comment

It is the function and duty of the CEO to cause Council decisions to be implemented and manage the day-to-day operations of the Shire. It is recognised the annual budget

is an informed financial forecast and variations are to be expected as actual circumstances experienced may differ to initial estimates provided.

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

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

The report contains budget amendments that require Council decision prior to commitment of expenditure in accordance with Section 4.1.4 of the Budget Management Policy. A summary of these requests is detailed below:

Bridgetown and Greenbushes Youth Precinct Projects

The scope of the second stage of the Bridgetown Youth Precinct included;

- 3 cubicle toilet block including an ambulant cubical, a universally accessible cubicle and a general use cubicle,
- Installation of the already purchased water fountain, and
- Construction of parkour.

In 2022 community feedback from young people in the community through BYA suggested that parkour is not popular and would not be utilized if constructed as part of the second stage of the Bridgetown Youth Precinct project. To confirm this feedback, advice was sought from Skate Sculpture, the contractors that designed the precinct, regarding their experience of the ongoing use and popularity of parkour as part of existing youth precinct projects they had been involved in developing. They agreed that parkour was not popular in other areas.

The rescoping of stage 2 of the Bridgetown Youth Precinct was informally discussed at Council's June Concept Forum with a view to focusing funds for this stage on the toilet block and CCTV and not include parkour. Since this time the cost of the toilet block has increased and the remaining funds, once the toilet block is completed and the water fountain is installed, is \$14,000. This amount is not enough to deliver any other elements to the skate park. CCTV for the Bridgetown Youth Precinct has been funded separately. For these reasons it is recommended that the remaining unspent funds be used to complete landscaping at the Greenbushes youth precinct.

The Greenbushes youth precinct development has recently been completed however landscaping implementation was not included in the budget (landscape design was). The Greenbushes community have received donated plants and would like to undertake a community planting event (as per the design) however before this can be completed reticulation and turf needs to be laid, the funds from the Bridgetown Youth Precinct project along with savings from the allocation for anti-graffiti treatment would provide enough funds to complete the landscaping, enhancing the development and allow community to hold their community planting event with the school children.

In summary Attachment 7 requests Council's consideration and approval to transfer \$14,000 from '16IN – Bridgetown Youth Precinct Stage 2' project and \$5,711 from

'02IM – Greenbushes Skate Park Anti-Graffiti' project and add these funds (\$19,711) to project '22IN – Greenbushes Youth Precinct'.

Bridgetown CBD Water Restoration Project - Geegelup Brook Design

In August 2023 the scope for Landscape and Engineering Concept Design for the Geegelup Brook rehabilitation project was taken to Council's Concept Forum and the Sustainability Advisory Committee for review and feedback. A number of essential items were highlighted and included in the scope with additional funding of \$47,000 added to the design component of the project. It was also advised that it was proposed to amalgamate the existing Corporate Business Plan allocations for planning (\$45,000) and construction drawings (\$40,000) to cover the scope of the current design project. The total 2023/24 budget allocation being \$132,000.

However, the need to undertake the requirements to facilitate an approval under the Aboriginal Heritage Act will be essential to complete this process and will require approximately \$25,000 of unbudgeted funds. This process will be undertaken concurrently with the stage 1 design project. The outcome of the consultation process and approval will be used to inform the outcome of the design. Undertaking this approval process will ensure that the project will have all approvals completed and be ready for detailed design and construction at the completion of this design process.

In summary Attachment 7 requests Council's consideration and approval for the transfer of \$40,000 from 'PJ127 – Bridgetown CBD Water Restoration Project (Detail Design Stage)' to 'PJ95 – Bridgetown CBD Water Restoration Project (Concept Stage)' along with an additional \$25,000 being allocated to PJ95 for Aboriginal Heritage Act approval requirements. The additional \$25,000 is to be funded from the Strategic Projects Reserve.

The attached Budget Management Report provides information as required by the policy. Budget amendments as per the officer recommendation will result in a reduction to overall budget expenditure of \$108,107. This reduction in expenditure is offset by reduced income of \$116,363 and an increase in transfers from Reserve totalling \$8,256.

Statutory Environment

Local Government Act 1995

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

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

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

- (1) The Council cannot incur expense from its municipal fund for a purpose for which no expense estimate is included in the annual budget (known as an 'additional purpose') except where the expense —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government;
 - (b) is authorised in advance by resolution by Absolute Majority; or
 - (c) is authorised in advance by the mayor or president in an emergency.

- (2) Where expense has been incurred;
- (a) under s6.8 (1)(a) it is required to be included in the annual budget for that financial year; and
- (b) under s6.8 (1)(c), it is to be reported to the next ordinary meeting of the council

Integrated Planning

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

Policy Implications

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

Budget Implications

Budget amendments as recommended will reduce funds held in the Strategic Projects Reserve by \$8,256.

Whole of Life Accounting – Not applicable

Risk Management – Not applicable

Voting Requirements – Absolute Majority

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

- (1) The Council cannot incur expense from its municipal fund for a purpose for which no expense estimate is included in the annual budget (known as an ‘additional purpose’) except where the expense —
- (b) is authorised in advance by resolution by Absolute Majority

Council Decision Moved Cr Christensen, Seconded Cr Pratico

C.08/0923 That Council:

1. Receive the August 2023 Budget Management Report as presented in Attachment 7

2. Amend the 2023/24 Budget as follows:

Account or Job Number	Account or Job Description	Expenditure or Income Type	Current Budget	Budget Amendment	Amended Budget
CP05	Greenbushes CBD Parking & Safety Enhancement	Materials & Contracts	\$205,240	-\$166,606	\$38,634

1414130.64	Car Park Grants & Contributions – Capital Grants – Federal Government	Capital Grants – Federal Government	- \$149,862	\$149,862	\$0
Reserve 126	Strategic Projects Reserve	Transfer from Reserve	- \$49,864	\$16,744	-\$33,120
CP05	Greenbushes CBD Parking & Safety Enhancement	Materials & Contracts	\$38,634	\$33,499	\$72,133
1414130.92	Car Park Grants & Contributions – Capital Contributions	Capital Contributions	\$0	-\$33,499	-\$33,499
22IN	Greenbushes Youth Precinct (Stage 1)	Materials & Contracts	\$397,330	\$19,711	\$417,041
16IN	Bridgetown Youth Precinct (Stage 2)	Materials & Contracts	\$175,000	-\$14,000	\$161,000
02IM	Greenbushes Skate Park Infrastructure Maintenance	Materials & Contracts	\$10,490	-\$5,711	\$4,779
PJ95	Bridgetown CBP Water Restoration Project (Geegelup Brook – Concept Stage)	Materials & Contracts	\$92,000	\$65,000	\$157,000
PJ127	Bridgetown CBP Water Restoration Project (Geegelup Brook – Detail Design Stage)	Materials & Contracts	\$40,000	-\$40,000	\$0
Reserve 126	Strategic Projects Reserve	Transfer from Reserve	\$0	-\$25,000	-\$25,000
Total				\$0.00	

Carried by Absolute Majority 7/0

For: Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.
Against: Nil

Development, Community and Infrastructure

ITEM NO.	C.09/0923	FILE REF.	
SUBJECT	CSRFF Bridgetown Golf Club – Club house rebuild		
OFFICER	Manager Community Development		
DATE OF REPORT	19 September 2023		

OFFICER RECOMMENDATION

That Council

- 1. Approve the submission of the Community Sport and Recreation Facilities Fund (CSRFF) grant application by the Bridgetown Golf Club for the partial funding of the construction of a new club house*
- 2. Advise the Department of Local Government, Sport and Cultural Industries that Council ranks this grant application as Priority 1 of 1 for the current CSRFF funding round for this Shire.*

Electoral Caretaker Period Policy Statement

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

Summary/Purpose

As part of the process for the Department of Local Government, Sport and Cultural Industries' (DLGSC) Community Sport and Recreation Facilities Fund (CSRFF) the applicable local government is asked to prioritise all applications received from its district before they are lodged. Only 1 application exists for the 2023/24 CSRFF Small Grants funding round, and that is the application from the Bridgetown Golf Club to assist in funding the construction of the new Golf Club - Club House.

Background

The DLGSC provides funding to community sporting groups to assist in the construction of sport and recreation infrastructure through the annual CSRFF funding round.

The DLGSC will provide a maximum of ½ of the total project costs for projects over \$500,000 that can be included under the Development Bonus. It is the applicant's responsibility to then obtain the remaining funding required to implement the project.

The DLGSC, as part of their application and assessment process, seek input from local government authorities in this process by prioritising applications for projects within the relevant local government area.

This is considered beneficial as a method of informing local government authorities about infrastructure development proposals within the area and as a means for the Council to prioritise the projects in line with their strategic objectives.

Only 1 CSRFF application exists for the 2023/24 funding round, being the Bridgetown Golf Club Proposal to construct a new clubhouse building at the Bridgetown Golf Course to replace the old building that was destroyed in the February 2022 Bridgetown Fire.

If Council are supportive of the officer's recommendation the sole application will be ranked 1 of 1 for the specific grant round for this local government area.

Officer Comment

The old clubhouse was destroyed by a major bushfire in February 2022 and the Club is currently operating from a tin shed and transportable toilet facilities. The replacement of the old clubhouse building with a modern and functional community facility is critical for the long-term sustainability of the club and will provide a high-quality venue for a range of community activities and functions. The new facility would allow the Club to resume hosting golf tournaments and veterans golf days which provide essential funds for maintaining the course and running the club, and provide a trail head for the mountain bike trails currently at concept design.

The proposed facility has been designed to cater for a range of recreation and community activities in addition to golf related activities. The design features that will allow multi-purpose use of the facility include:

- Easy access to the building from the car park including access ramps to the main entrance and undercover verandah
- The main Function/Activity room is 120m² which provides an ideal space for a range of small to medium size group activities such as Yoga, Pilates, Group exercise classes and the like. It would also be a suitable venue for a range of passive activities, seminars, training programs and social functions
- The kitchen has been designed to a Class 1 standard that would allow food preparation on the premises and meals to be served directly to the Function Room via a servery
- Modern ablution facilities including a universal access toilet and shower are located at the main entry to the building and are easily accessible from the Function/Activity room and the southern veranda
- The southern veranda/alfresco area provides the opportunity for larger functions during the warmer months and the potential to enclose should there be a need to expand the size of the main Function/Activity room in the future.

In response to the design brief and to provide the most appropriate technical specification for the equipment and systems for the facility (i.e. filtration, lighting, water heating, air quality) the architect has included the following features in the design:

- Heat Recovery Ventilation system which runs off 2 x 80 watt fans and delivers 100% fresh air to the building with 1.5 air changes per hour
- Filtration of the incoming fresh air removes any pollens, air born dust and allergens
- Efficient and intelligent lighting systems with Light Emitting Diodes (LED)
- The Hot Water System will be heat pumps which are proven to be the most efficient way of heating water.

The following sustainability features have been included in the design to ensure energy and water efficient products and design considerations have been included in the new club house:

- The building is provided with a large north facing skylight to the function room that will allow the entry of warming winter sun and prevent the entry of hot summer sun via a carefully designed overhang. This skylight in combination with the South skylight will also generally reduce the need for Artificial light.
- Windows and Doors will be Low Emissivity Glass which reduces infrared light (Heat) from penetrating the glass from the outside thus reducing the heating

and cooling loads to maintain a comfortable internal temperature and reducing the heating and cooling costs.

- High levels of wall and roof insulation and polystyrene under the slab perimeter will reduce the heat gain and heat loss through these elements. Walls and roof to be built to prevent air leaks to the outside with an “Intello” membrane.
- The building will capture, and U/V treat all the roof rainwater run-off and store it in a large 135,000 litre rainwater tank.
- The plumbing fixtures, fittings and tapware will all be water wise certified.
- The Hot Water System will be heat-pumps which are proven to be the most efficient way of heating water.
- Provision of a Photo Voltaic Array on the roof with a lithium Iron rechargeable Battery will dramatically reduce the building’s electrical consumption.
- The provision of all electrical equipment in the kitchen in lieu of gas appliances
- The use of energy efficient LED lighting will reduce the building’s electrical consumption.

The Bridgetown Golf Club are not requesting a financial contribution from Council just support of their grant application and to rank the application as 1 of 1 for the Shire of Bridgetown-Greenbushes

Statutory Environment – Nil

Integrated Planning

- Strategic Community Plan
 - Outcome 2 good health and community wellbeing.
 - Objective 2.2 provide quality sport, leisure and recreation services.
 - Outcome 7 responsible and attractive growth and development
 - Objective 7.2 advocate for adequate infrastructure to support responsible growth
- Corporate Business Plan
 - Action – 7.2.1 advocate for State Government funding for community infrastructure to support the implications of the mine expansion project.
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications - Nil

Budget Implications - Nil

Whole of Life Accounting

The Bridgetown Golf Club Inc. will be solely responsible for all ongoing operating costs associated with the new building. This will be funded from club revenue including member fees, golf tournaments and activities, green fees, building hire fees, sponsorship and fundraising. An annual maintenance provision of \$20,000 (1% of

construction cost) is included in the Life Cycle Cost Analysis for the first five years, increasing to \$25,000 thereafter.

Risk Management

Supporting the provision of sports facilities that allow for shared use and are in good condition supports community wellbeing, health and social cohesion and mitigates risk by improving liveability in the Shire and supporting community wellness.

Voting Requirements - Simple Majority

Council Decision Moved Cr Mahoney, Seconded Cr Boyle

C.09/0923 That Council:

- 1. Approve the submission of the Community Sport and Recreation Facilities Fund (CSRFF) grant application by the Bridgetown Golf Club for the partial funding of the construction of a new club house**
- 2. Advise the Department of Local Government, Sport and Cultural Industries that Council ranks this grant application as Priority 1 of 1 for the current CSRFF funding round for this Shire.**

Carried 7/0

For: Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

Against: Nil

ITEM NO.	C.10/0923	FILE REF.	
SUBJECT	Geegelup Brook Rehabilitation Project		
OFFICER	Manager Community Services		
DATE OF REPORT	21 September 2023		

Attachment 8 Collated Data from the community consultation.

Attachment 9 Emerge Associates - Original RFQ Response (CONFIDENTIAL)

Attachment 10 Map of project area

OFFICER RECOMMENDATION:

That Council adopt the Bridgetown CBD Water Restoration Project (Geegelup Brook) by adopting the following:

- 1. The Project Area as presented in Attachment 10*
- 2. The Project Scope as below:*
 - a) Stage 1-Project Inception and Investigations*
 - Appointment of Design Consultant (indicative)*
 - Meeting 1 Virtual start-up meeting consultants and council representatives - Confirm Scope, Budget and Project Plan*
 - Site Visit with Sub-Consultants*
 - Desktop review of relevant information currently available regarding the site. Identify, and where possible address any relevant knowledge gaps*
 - Consultant team design workshop 1: Development of the opportunities and constraints plan.*

- b) *Stage 2- Scoping and consultation*
- *Feature Survey*
 - *Consultation 1 Aboriginal stakeholder engagement on country*
 - *Consultation 2 Key stakeholder engagement with Government agencies and event organisers; excludes Liaison with utility and service providers*
 - *Consultation 3 Liaison with Government agencies and event organisers*
 - *Consultant team design workshop 2: Development of concept plan approach*
 - *Meeting 2 Virtual with Project Reference Group reporting comments from 1st round of consultation establishing drivers of key stakeholders and reporting on concept design approach*
 - *Include a flora and bird survey to be undertaken for the identified project area*
 - *Include a fauna survey focusing on amphibians be undertaken for the identified project area*
 - *Undertake water testing to understand the quality of water and assess any impacts of industrial waste entering the Geegelup Brook*
 - *Undertake a consultation and approval process to complete the requirements to gain approval under the Aboriginal Heritage Act*
 - *Include the 2D model for the major storm event*
 - *Planning elements – undertaken inhouse.*
- c) *Stage 3-Draft of Landscape Concept Design*
- *Preparation of draft landscape concept design and report*
 - *Hydrological assessment of frequent storm event*
 - *Preliminary Cost estimate*
 - *Meeting 3 Virtual Present draft landscape concept plan to project reference group (2hr)*
 - *Consultation 4 Community Consultation on draft landscape concept plan. Project team prepare material - community consultation/public advertising undertaken by the shire*
 - *Meeting 5 Virtual meeting with Project Reference Group (Shire) to establish feedback and agree report finalisation approach*
 - *Council Presentation 1 of draft design for approval – in person.*
- d) *Stage 4-Finalisation of Landscape Concept Design*
- *Review design (based on outcomes of the community consultation and feedback from Project Reference Group)*
 - *Minor amendments to the final Landscape Concept plan*
 - *Develop staged implementation relating to project scope.*
 - *Itemised cost estimate (Quantity Surveyor)*
 - *Send revised design to Project Reference Group for final comments.*
 - *Incorporate any further design inputs into the masterplan*
 - *Council Presentation 2 of final masterplan approval for release for community consultation Face to face*
 - *Finalisation of Brief concept design report*
 - *Project Completion.*

Electoral Caretaker Period Policy Statement

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

Summary/Purpose

These recommendations seek to progress the Bridgetown CBD & Water Safety Project (Geegelup Brook Rehabilitation Project) as identified in the Corporate Business Plan.

Background

Geegelup Brook forms part of the Blackwood River catchment. The catchment area for Geegelup Brook is approximately 23 square kms and is approximately 8 km in length, extending from Hester in the north to the Blackwood River in the south. Approximately 1 km of Geegelup Brook forms the basis of the study area, shown in Attachment 10. The brook is highly valued by the community and has Aboriginal and European heritage values (being a Registered Aboriginal heritage site, ID 20434), as well as providing a connection to the Blackwood River and recreation opportunities.

For close to ninety years, Geegelup Brook has been substantially modified and a significant portion of the waterway, between Lockley Avenue and Stewart Street, is now a concrete lined trapezoid drain with limited ecological values. The waterway is currently limited to a small corridor, with portions of the western bank subject to a steep escarpment, primarily south of Henry Street. A small portion of the brook, between Stewart Street and Loftie Street was revegetated in the early 2004, while the remainder of the brook is still largely cleared of intact remnant vegetation. A number of remnant trees exist along portions of the waterway, as well as a number of planted non-native species and weed species.

This Geegelup Brook Rehabilitation project was first included in the Corporate Business Plan in 2020. The action items in the Corporate Business Plan 2020 – 2024 included developing concept plans and preliminary costings, develop detailed plans, costings and funding model, acquire suitable tenure of land behind shops adjacent to Geegelup Brook to formalise access and car parking, prepare a design plan for the completion of the car park area behind the shops adjacent to Geegelup Brook and prepare detailed design plans for the construction of the car parking area behind the shops adjacent to Geegelup Brook.

There has been significant concern about flooding associated with Geegelup Brook, as well as impacts on water quality within the Blackwood River. A number of flood studies have been completed over the last 20 years that consider Geegelup Brook with different modifications made to the brook over this period (Wittencoom Consulting Engineers 2014). There is concern that future larger flood events could result in significant safety concerns for users of the carpark areas that currently service the town centre, including vehicles being washed away. Geegelup Brook in its current configuration is not able to support the 1 in 100-year flood event, with significant flooding of nearby carpark and retail areas, as well as potential for significant erosion due to the high velocity associated with water moving through the brook.

A community consultation session held in the form of a community design workshop was undertaken to understand the communities' intent with regard to this important

Bridgetown landmark. There were 15 members of the community from various professional and personal backgrounds including 1 councillor in attendance (Attachment 8).

The main conclusions from the design workshop were;

- Re-naturalise the creek's appearance by removing concrete walls, allow for a natural meandering rather than rigid structure
 - Use natural filtration methods by using reeds, etc.
 - Minimise manmade structures and use less intrusive pathways like boardwalks over the brook.
 - Maintain Western side as natural.
 - Eastern side can have built up infrastructure e.g. parking, walk trails, shops
- Flooding risk must be considered and mitigated
- Consult aboriginal elders and historians to better understand the brook's historical existence, prevalence and meaning
 - Tie this in with interpretative signage describing historical use and descriptions of native flora/fauna
- Ensure the trail has a flow-on effect to existing trails - accessibility is key
- Consider expanding the art trail with use of murals on adjacent buildings
- Consider encouraging local businesses to build up their Geegelup-brook side infrastructure with decks (car park underneath), boardwalks, murals, etc.

A Request for Quote was offered to suitable vendors through the WALGA preferred supplier vendor panel. The only response received was from Emerge Associates. The scope of works proposed by Emerge Associates was presented to councillors at a Concept Forum and then taken to the Sustainability Advisory committee for feedback (Attachment 9).

The proposed project scope incorporates modifications as recommended by the Sustainability Advisory Committee.

Officer Comment

Geegelup Brook is a valued feature within the townsite, with a strong desire from the community to enhance and maintain the brook in order to restore the health of the brook and create a 'Living Stream', provide passive recreation areas that are attractive to visitors and connect with the town centre as well as provide an important ecological linkage between the Blackwood River and Somme Creek.

The term 'Living Streams' describes an approach to managing urban stormwater that creates a complex ecosystem with outcomes for ecology, water quality, water conveyance and amenity. It was developed as a restoration approach to managing urban streams and drains for multiple outcomes (DoW, 2007). While Geegelup Brook includes both rural and urban catchment, the principles associated with developing a Living Stream would enable the goals of Council and the community to be achieved, in particular improving the ecological values associated with the brook, mitigating flood impacts and improving water quality outcomes for the Blackwood River. The ideal outcome for the portion of Geegelup Brook that will be rehabilitated as part of this project would be the provision of a naturalised 'Living Stream' however there are constraints in achieving the stormwater management outcomes for the Brook and study area that will not be managed as a part of this project.

Geegelup Brook (where it interacts with the town centre) runs from Nelson Street in the north to Loftie Street in the south and is located at the rear of existing commercial areas adjacent to Hampton Street (Attachment 10). The intention of this project is to restore Geegelup Brook to be more natural in form and function, but also ensure flood safety issues, as well as pedestrian and vehicle accessibility issues for the main street and town centre are appropriately managed.

If Council approve the recommendations, once this stage of the project is complete all approvals shall be finalised and the next stage of the project would include detailed design, costings, engineering and construction.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
 - Outcome 4 the Shire of Bridgetown-Greenbushes continues to be naturally beautiful
 - Objective 4.1 conserve and enhance the natural environment for current and future generations to enjoy
- Corporate Business Plan
 - Action 4.1.1 provide concept plans and preliminary costings for the Bridgetown CBD Water Restoration Project (Geegelup Brook) 22-23
 - Action 4.1.2 provide detailed design plans, costings and funding model for Bridgetown CBD 22-23
 - Action 4.1.3 provide the implementation of the Bridgetown CBD Water Restoration Project (Geegelup Brook) 24-25
- Long Term Financial Plan – Not applicable
- Asset Management Plans
 - Maintenance requirements will be identified and included in the annual maintenance schedule and budget process once the project is complete.
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Policy Implications - Nil

Budget Implications

The budgetary implications associated with this stage of the Bridgetown CBD Water Restoration Project (Geegelup Brook) have been covered in the Budget Management Report (C.08/0923). If Council approve the budget amendment, the current budget will cover the costs associated with the proposed scope of work.

Whole of Life Accounting

Whole of life cycle principles will be considered during the design stage with the suggested outcome being a reduction of maintenance and flood damage due to the rehabilitation of the Geegelup Brook.

Risk Management

Engaging all stakeholders to assist in informing the plan and including natural flood mitigation strategies will mitigate the impacts of potential flood events, ensure the support of community, and complete the approvals process so that the project will be ready for detailed design and construction.

Voting Requirements –Simple Majority

**Council Decision Moved Cr Lansdell, Seconded Cr Browne
C.10/0923 That Council adopt the Bridgetown CBD Water Restoration Project (Geegelup Brook) by adopting the following:**

1. The Project Area as presented in Attachment 10

2. The Project Scope as below:

a) Stage 1-Project Inception and Investigations

- **Appointment of Design Consultant (indicative)**
- **Meeting 1 Virtual start-up meeting consultants and council representatives - Confirm Scope, Budget and Project Plan**
- **Site Visit with Sub-Consultants**
- **Desktop review of relevant information currently available regarding the site. Identify, and where possible address any relevant knowledge gaps**
- **Consultant team design workshop 1: Development of the opportunities and constraints plan.**

b) Stage 2- Scoping and consultation

- **Feature Survey**
- **Consultation 1 Aboriginal stakeholder engagement on country**
- **Consultation 2 Key stakeholder engagement with Government agencies and event organisers; excludes Liaison with utility and service providers**
- **Consultation 3 Liaison with Government agencies and event organisers**
- **Consultant team design workshop 2: Development of concept plan approach**
- **Meeting 2 Virtual with Project Reference Group reporting comments from 1st round of consultation establishing drivers of key stakeholders and reporting on concept design approach**
- **Include a flora and bird survey to be undertaken for the identified project area**
- **Include a fauna survey focusing on amphibians be undertaken for the identified project area**
- **Undertake water testing to understand the quality of water and assess any impacts of industrial waste entering the Geegelup Brook**
- **Undertake a consultation and approval process to complete the requirements to gain approval under the Aboriginal Heritage Act**
- **Include the 2D model for the major storm event**
- **Planning elements – undertaken inhouse.**

c) Stage 3-Draft of Landscape Concept Design

- **Preparation of draft landscape concept design and report**
- **Hydrological assessment of frequent storm event**
- **Preliminary Cost estimate**
- **Meeting 3 Virtual Present draft landscape concept plan to project reference group (2hr)**
- **Consultation 4 Community Consultation on draft landscape concept plan. Project team prepare material - community consultation/public advertising undertaken by the shire**
- **Meeting 5 Virtual meeting with Project Reference Group (Shire) to establish feedback and agree report finalisation approach**
- **Council Presentation 1 of draft design for approval – in person.**

d) Stage 4-Finalisation of Landscape Concept Design

- **Review design (based on outcomes of the community consultation and feedback from Project Reference Group)**
- **Minor amendments to the final Landscape Concept plan**
- **Develop staged implementation relating to project scope.**
- **Itemised cost estimate (Quantity Surveyor)**
- **Send revised design to Project Reference Group for final comments.**
- **Incorporate any further design inputs into the masterplan**
- **Council Presentation 2 of final masterplan approval for release for community consultation Face to face**
- **Finalisation of Brief concept design report**
- **Project Completion.**

Carried 7/0

For: Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.

Against: Nil

ITEM NO.	C.11/0923	FILE REF.	RD270
SUBJECT	Installation of planter boxes along the Stanifer Street footpath		
OFFICER	Manager Infrastructure & Works		
DATE OF REPORT	19 September 2023		

Attachment 11	Greenbushes Town Centre Car Park Project – Initial Design
Attachment 12	Greenbushes Town Centre Car Park Project – Revised Design
Attachment 13	AUSTROADS Vehicle Classification System
Attachment 14	Stanifer Street Daily Classes
Attachment 15	Stanifer Street Speed Statistics

OFFICER RECOMMENDATION

That Council approve the installation of planter boxes along the Stanifer Street footpath adjacent to the Greenbushes Roadhouse and Greenbushes Post Office in order to improve public safety by preventing direct vehicle access from Stanifer Street.

Electoral Caretaker Period Policy Statement

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

Summary/Purpose

To approve the installation of planter boxes along the Stanifer Street footpath adjacent to the Greenbushes Roadhouse and Greenbushes Post Office as part of the Greenbushes Town Centre Car Park Project. The purpose of the installation is to improve public safety by preventing direct vehicle access to the location from Stanifer Street.

Background

The Greenbushes Town Centre Car Park project was substantially completed in August 2023, formalising the previous gravel parking area as a sealed, kerbed, and line marked car park to current Australian Standards. In addition to the obvious improvements to function and amenity, addressing driver and pedestrian safety were also important outcomes of the project. In particular, the ad-hoc vehicle movements into and within the area needed to be addressed since this created hazards for pedestrians on the Stanifer Street footpath and motorists on Stanifer Street.

The initial project design (Attachment 11) incorporated a single entry/exit point for the off-street parking from Stanifer Street and provided 18 standard bays in addition to an ACROD bay and long vehicle parking. Feedback from the business owners of the Roadhouse and Post Office raised concerns that the number of bays were insufficient. In response, a revised design (Attachment 12) was produced providing 26 standard bays, an ACROD bay, but reduced long vehicle parking. The revised design did not alter the entry/exit points along Stanifer Street from the initial design.

The initial and revised designs proposed bollards to be installed along the Stanifer Street footpath to prevent unsafe vehicle movement. During construction, the business owners of the Roadhouse and Post office objected to the installation of bollards adjacent to their premises citing loss of convenience for customers. The Shire agreed not to proceed with the installation pending further consideration of the issue.

Officer Comment

Figure A shows the existing parking situation. Yellow dashed lines indicate the road reserve boundary, red indicates footpaths, and the hatched area indicates the extent of the conflict area created by front-in off-road parking adjacent to the Roadhouse and Post Office.

The primary concern with the current arrangement is the crossover from the road to the premises (hatched area):

- Stanifer Street is a major road - June 2022 traffic count show 1500 vehicles per day (approx. 20% heavy vehicles). For context, a residential road in Bridgetown such as Blechynden St or Turner Rd carry approximately 300 vehicles per day
- There is often a lack of visibility of the footpath and oncoming traffic for reversing vehicles due to adjacent parked vehicles
- There are a very high number of vehicle movements into and from the parking area

- The 17.5m width of the crossing introduces a large potential conflict area for users of the footpath and Stanifer Street.

Figure A: Existing Arrangement



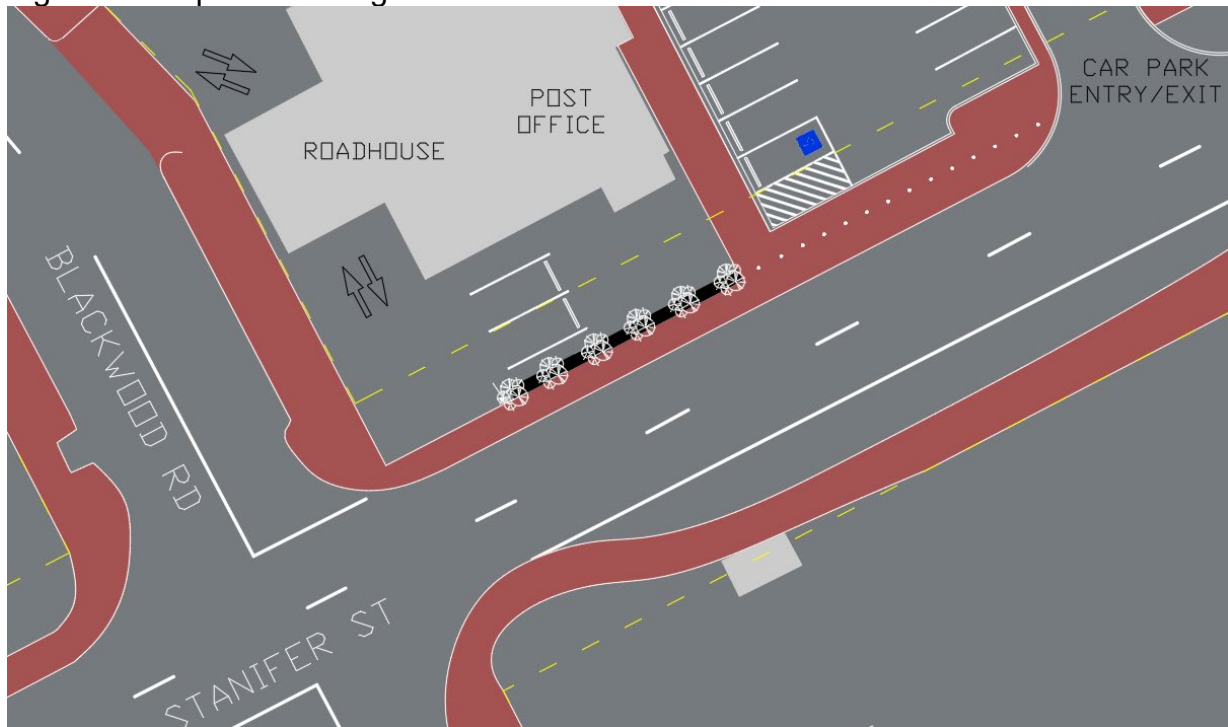
The following are relevant design points for parking at the premises:

- A. Stanifer Street is considered a major road (a road carrying predominantly through traffic) and as such, both entry and exit to the off-road commercial parking area at the property boundary is required to be in the forward direction. (*Reference: AS 2890.2 Parking facilities, Part 2 Off-street commercial vehicle facilities, Reference: MRWA Guide to Road Design - Driveways*)
- B. The location of off-street parking facility entrances and exits should consider the likely effects of entry/exit traffic on the safety of pedestrians and other non-motorised road users on adjacent footpaths and bicycle lanes. (*Reference: Austroads Guide to Traffic Management Part 11 - Parking Management Techniques*)
- C. Design should prohibit on-site car parking between the footpaths and the fronts of buildings. (*Reference: Austroads Guide to Traffic Management Part 11 - Parking Management Techniques*)
- D. Provision for traffic within a parking facility shall take into account the need for traffic to move to and from the frontage road with minimum disruption to through traffic and maximum pedestrian safety. (*Reference: AS 2890.1 Parking Facilities - Off-Street Car Parking*)
- E. The Shire often refers to Main Roads WA (MRWA) specifications for design guidance and in relation to the Roadhouse, MRWA guidelines state that service stations may have up to two driveways up to 11.0 m wide. (*Reference: MRWA Guide to Road Design - Driveways*)
- F. While the project did not include provision for on-street parking, it is worth noting that inclusion of such parking would need to consider pedestrian and cyclist amenity and safety. Parking should minimise obstructions to pedestrians and

cyclists. Front-in parking may create safety hazards when reversing out into traffic flow. (Reference: AS 2890.5 Parking Facilities - On-Street Parking)

The above points would be addressed by the installation of long and narrow planter boxes between the Stanifer Street footpath and the premises as shown in figure B. This will restrict vehicle movements to the appropriate crossover to the premises while still allowing at least two off-road parking bays adjacent to the premises. It would also ensure vehicles entering and exiting the premises do so in a forward direction and eliminate the pedestrian & oncoming traffic conflict area identified in Figure A.

Figure B: Proposed Arrangement



The use of the area between the planter boxes and the premises for parking should be considered suitable for safe vehicle and pedestrian manoeuvring, however this should be at the discretion of the business owners. It is not proposed that the Shire install and manage of parking at this location. The possibility of parallel on-street parking to provide additional parking at the front of the premises was assessed. However, it was determined that the minimum safe intersection sight distance (SISD) of 97m could not practically be met. Additionally, there would only be space for at best two parallel parking bays.

Figure C: Parallel On-Street Parking



Design of the planter box and plant selection are yet to be determined however the intention is that the arrangement should be of a high standard and improve the amenity of the area.

The purpose of the proposed planter boxes is equivalent in function to the installation of bollards at the location in the original project scope. The planter boxes are considered consistent with the project scope and the associated cost is intended to be met under the project budget.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
 - Outcome 3 A safe community for people and animals.
 - Objective 3.1 Maintain high levels of community safety.
 - Outcome 9 Safe, affordable, and efficient movement of people and vehicles.
 - Objective 9.1 Improve road safety and connectivity.
 - Objective 9.3 Develop a safe, well-connected network of paths for all users.
- 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

There will be an ongoing cost to maintain the planter box garden consistent with other installations around the Shire.

Risk Management

There is a risk that the Shire could be held liable for damage or injury resulting from failure to address the current hazardous situation.

Voting Requirements - Simple Majority

***Council Decision Moved Cr Pratico, Seconded Cr Lansdell
C.11/0923 That in accordance with clause 3.9(1)(f) of the Standing Orders
Local Law item C.11/0923 be debated.***

Carried 7/0

For: Crs Boyle, Browne, Christensen, Lansdell, Mahoney, Mountford and Pratico.
Against: Nil

Moved Cr Pratico, Seconded Cr Boyle

That consideration of this item be deferred until after the Talison Lithium Greenbushes mine access road has been completed.

Lost 2/5

For: Crs Boyle and Pratico.

Against: Crs Browne, Christensen, Lansdell, Mahoney and Mountford.

***Council Decision Moved Cr Pratico, Seconded Cr Browne
C.11/0923a That Council approve the installation of planter boxes along the
Stanifer Street footpath adjacent to the Greenbushes Roadhouse and
Greenbushes Post Office in order to improve public safety by preventing direct
vehicle access from Stanifer Street.***

Carried 5/2

For: Crs Browne, Christensen, Lansdell, Mahoney and Mountford.

Against: Crs Boyle and Pratico

Receival of Minutes from Management Committees - Nil

Urgent Business Approved by Decision - Nil

Responses to Elected Member Questions Taken on Notice - Nil

Elected Members Questions With Notice - Nil

Notice of Motions for Consideration at the Next Meeting - Nil

Matters Behind Closed Doors (Confidential Items) - Nil

Closure

The Presiding Member closed the meeting at 6.21pm.

List of Attachments

Attachment	Item No.	Details
1	C.04/0923	Rolling Action Sheet - September 2023
2	C.05/0923	Proposed Delegation LE.24 – Planning Compliance
3	C.06/0923	Policy G 1 – Policy Manual, showing proposed amendments
4	C.07/0923	July 2023 Financial Activity Statements
5	C.07/0923	August 2023 Financial Activity Statements
6	C.07/0923	List of Accounts Paid in August 2023
7	C.08/0923	Budget Management Report
8	C.10/0923	Collated Data from the community consultation
9	C.10/0923	Emerge Associates - Original RFQ Response (CONFIDENTIAL)
10	C.10/0923	Map of project area
11	C.11/0923	Greenbushes Town Centre Car Park Project – Initial Design
12	C.11/0923	Greenbushes Town Centre Car Park Project – Revised Design
13	C.11/0923	AUSTROADS Vehicle Classification System
14	C.11/0923	Stanifer Street Daily Classes
15	C.11/0923	Stanifer Street Speed Statistics

Minutes Papers prepared and recommended by E Matthews, Executive Assistant

29 September 2023

Minutes Papers authorised by P St John, Temporary CEO

29 September 2023

As Presiding Member, I certify that the Minutes of the Ordinary Council Meeting held 28 September 2023 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on Thursday 2 November 2023.

..... 2 November 2023

CR 3 – Community Engagement

1 Objectives

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

The policy establishes a framework for timely and well-defined community engagement and communication to take place between Council and the Community.

2 Scope

All staff.

3 Definitions

3.1 Community

People who live, work or visit the Shire and are united by at least one common characteristic, such as shared interest, experience or location.

3.2 Engagement

Actively bringing community voices into decisions that affect or interest them using a range of methods.

3.3 Consultation

Seeking and receiving feedback on opinions (e.g. seeking comment on a draft policy).

3.4 Stakeholders

Group, committees and individuals who have a specific interest in the decision or issue under consideration.

3.5 Communications

The process of transmitting information between the government and the community it serves. It involves sharing information about policies, programs, events, and other important issues affecting the local community.

4 Policy

4.1 Aims of the policy

The aims of this policy are to:

- (a) Provide parameters and guidelines for engagement within the Shire of Bridgetown-Greenbushes.
- (b) Allow the community an adequate and appropriate opportunity to:
 - Be kept informed on current issues and proposals that will potentially affect the community; and
 - Respond to and comment on issues and proposals affecting individuals and groups within the community.
- (c) Ensure that the consultation includes people affected by a Council decision;

- (d) Ensure the stakeholders have opportunity to make an impact on Council decision-making within the scope of the project parameters.
- (e) Clearly define the levels of community consultation required on issues affecting the community;
- (f) Detail the requirements for consultation for the related levels of community impact; and
- (g) Outline the process that will be undertaken in consulting with the community and in considering the related submissions.

4.2 Key Principles

4.2.1 Accessible and Inclusive

- Encourage the participation of community members affected by, or interested in, a decision.
- Identify potential barriers to community input, maintaining sensitivity to the needs of particular groups.
- Make it as easy as possible for community to participate and provide input.

4.2.2 Timely and Relevant

- Method of engagement will be appropriate for the task.
- Information is provided in a timely manner for input before decisions are made.
- Information provided is appropriate in relation to the scale and complexity of a proposal and nature of feedback being sought.

4.2.3 Well Defined and Transparent

- Information is accurate and easy to understand.
- The community is provided with a clear explanation of the engagement process to be undertaken, what level of input and influence they have and how they will be affected.
- Feedback is provided to the community on what we did, and what decisions were made, and why.

4.3 When we engage with the Community

- On strategies, plans, projects and policies that have a direct impact on the community and their quality of life.
- On changes to services or infrastructure.
- In line with statutory requirements.

4.4 When we do not engage with the Community

- When a decision had already been made by Council or another agency (other than to communicate final decision).
- Council will not always be successful in influencing a decision made by another agency or party but will advocate on behalf of the community when possible.
- When developing or reviewing internal procedures or protocols.
- When the decision involves confidential or commercial information.
- When an immediate resolution is required, often in emergency or safety related situations.

4.5 The Decision-Making Process

Elected members and the CEO are charged under the *Local Government Act 1993* (The Act) with the responsibility to make decisions based on fact and the merits of the issue without fear or favour, and

are accountable for their actions and decisions under law. Elected members are also accountable to the people in the community via periodic elections.

Decisions may not necessarily reflect the majority view received from community consultation.

However, Council is bound to make decisions that are equitable, economically, socially and environmentally appropriate, timely and in accord with The Act.

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

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

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

4.6 How we engage

Level of engagement will vary depending on the nature and complexity of the project or decision. An adaptation of the IAP2 Public Participation Spectrum will help determine the level of engagement.

There are four levels of engagement: Inform, Consult, Involve and Collaborate. This is expanded upon in the Community Engagement Toolkit.

4.7 Actions after Consultation or Engagement

At the end of the engagement process, the data will be reviewed and evaluated in terms of whether parts, or all of it, will impact decision-making. The community will be informed of why or why not recommendations, suggestions, criticisms or other input impacted the outcome or outcomes.

5 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<p><i>[List all legislative powers that relates to this policy e.g. s.5.24 Local Government Act 1995 – Question time for public]</i></p> <p>s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government’s policies</p>
Shire Policies	<p><i>CR5 – Social Media</i></p>
Related Documents	<p>External Communications Framework</p> <p>Community Engagement Toolkit</p> <p>Community Engagement Templates 1, 2, 3, 4 and 5</p> <p>Shire Branding and Style Guide</p> <p>Strategic Community Plan 2021 - 2031</p>

Related Procedure	<i>Community Engagement Toolkit (including Community Engagement Templates)</i>

6 Administration

Original Adoption Date	Insert date
Last Reviewed	Insert date
Scheduled Reviewed Date	Insert date

CR 5 – Social Media

1 Objectives

The aim of this Policy is to outline what Council considers appropriate and productive use of social media as a communication tool. We use social media to inform, not to engage.

2 Scope

This Policy outlines:

- What is expected of officers, Elected Members and contractors in relation to using social media;
- What type of information we post;
- How we monitor social media;
- The decision not to respond to comments to protect the reputation and legitimate interests of Council.

3 Policy

3.1 Who can post

- a) The Communications Officer is responsible for social media management.
- b) Delegated site monitors are nominated by the CEO and made administrators on the Shire Facebook page. The site monitors are the only officers to post/upload content on the official social media site.

Site monitors are:

- Communications Officer;
- Manager Community Services;
- Executive Assistant; and
- Community Emergency Services Manager.

All other officers wishing to post Shire content on official social media sites can forward their information and/or responses to the delegated site monitors.

3.2 Why we post

The Shire posts on social media to:

- Inform the community of Shire or other information and activities that will impact on, be of interest to, or be of service to, the community; and
- Ensure the community is informed of information in a widely accessible and timely manner.

3.3 What we post

The type of content the Shire posts includes:

- a) Notice of significant council events/information – such as meetings, elections, major decisions of council, bushfire hazards and information about council services.
- b) Tenders.
- c) Job advertisements.
- d) Educational information about Council services.
- e) Community events that are sponsored by the Shire.
- f) Information provided by third parties (e.g. a government agency) that impacts on, or is of interest to, the community (see 3.4 c) for details).

- g) Community consultation/engagement opportunity. Comments on these posts will not be classified as submissions. The post content will contain the following statement. Please be aware that comments on this post will not be considered submissions, however, we do encourage you to find out more and make a formal submission by visiting: (website link).
- h) New articles in the form of a summary that links to full article on the Shire website.

*Styled templates are to be used for posts in alignment with the Shire branding.

3.4 What we do not post

- a) Community events not sponsored by the Shire. Groups will be redirected to share on the Bridgetown Notice Board as it has a bigger audience.
- b) Commercial events.

3.5 Where we post

- a) We post to the Shire of Bridgetown-Greenbushes Facebook page.
- b) We share every post to the Community Notice Board group to reach a wider audience.
- c) We post as The Shire of Bridgetown-Greenbushes to the Community Notice Board when asked to share information (see 3.2 g)), and include the statement:
We have been asked by (insert govt dept) to share this information with the community. Please direct any queries to them directly.

3.6 When we post

- a) We post as needs dictate to keep the community informed in a timely manner, and as information comes to hand. We do not have a rigid schedule for posting at certain times or on certain days.
- b) When possible, we schedule posts on consistent days to create a pattern of recognition (e.g. Waste Wednesday). This also gives officers a framework of when to provide content to the Communications Officer. Scheduling also allows us to post on days that the Communications Officer is not working.

3.7 How we interact on Facebook

- a) The Shire does not have capacity to monitor and respond to social media posts full time, therefore there can be no expectation of immediate post responses.
- b) We have a pinned post on our Facebook page stating:
The Shire of Bridgetown-Greenbushes uses Social Media primarily to inform rather than as an interactive forum. We value and appreciate your feedback and recommend that the best way to contact us for a response is via the customer service request here:
<https://www.bridgetown.wa.gov.au/contact.aspx>
- c) Comments made by community members on proposals which are subject to engagement or consultation will not be treated as formal submissions on the proposal. The method for enabling community members to make formal submissions on proposals will be made clear in the original post. See 3.1.2 h).
- d) The CEO reserves the right to remove content such as illegal or offensive material.

3.8 Review and Evaluation

Ongoing procedural evaluations will be undertaken regularly by the delegated site monitors to ensure any arising issues relating to daily activity or content are dealt with swiftly. Procedural evaluations will be attended by the delegated site monitors.

An annual review of this policy to assess its effectiveness will be undertaken. During this process consideration will be given to any arising issues not solved during ongoing operations and procedural evaluations.

3.9 Personal Facebook accounts

When using personal Facebook accounts, officers and Elected Members must not pose to represent Council.

When commenting on personal social media sites officers and Elected Members can post publicly available information about Shire activities, services and events, as well as Council decisions.

When using personal social media accounts for personal communication, officers and Elected Members must not:

- Use Council's intellectual property or copyrighted materials;
- Disclose sensitive or confidential information; or
- Make negative comment or insinuation about Council, Elected Members, staff members or the organisation itself.

A breach of 3.9 will result in disciplinary action.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government's policies s.5.103 – Model code of conduct for council members, committee members and candidates
Shire Policies	<i>CR3 – Community Engagement</i>
Related Documents	External Communications Framework Community Engagement Toolkit Shire Branding and Style Guide Community Engagement Policy
Related Procedure	<i>N/A</i>

5 Administration

Original Adoption Date	Insert date
Last Reviewed	Insert date
Scheduled Reviewed Date	Insert date

CR 6 – Logo

1 Policy

- 1.1 The Council records having adopted a design as its official logo which is to be shown on letterheads, envelopes and other Council material and stationery, as and when considered appropriate.



- 1.2 No action is to be taken to register the logo under the Designs Act.
- 1.3 Any application for the use or reproduction of the logo is to be considered on its merits and such applications shall be determined by the Chief Executive Officer. As a policy, Council supports the use of the logo by local organizations seeking to identify geographically with the district.

2 Applicable Legislation and Documents

Statutory Power (Acts, Regulations, Local Laws, TPS)	<i>Local Government Act 1995</i> s.2.7(2)(b) - The council is to determine the local government's policies <i>Designs Act 2003 (Cth)</i>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	29 April 1999
Last Variation Date	
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023

P 18 – Performance Management

1 Objectives

This policy seeks to set out a process to be followed for the management of employees' performance, whereby:

1. Any unacceptable performance is identified, documented, and communicated to the employee.
2. The employee is afforded procedural fairness and natural justice throughout the performance management process, such that they are allowed a support person at any performance management meeting, and the right to defend themselves against any allegations of unacceptable performance and to challenge the accuracy of the documentation produced by the Shire as a record of the performance management process.
3. The employee is provided reasonable time and, if necessary, reasonable assistance or training, to address their unacceptable performance to meet the Shire's expectations.
4. The employee is made aware, in advance, of the possible consequences should they fail to remedy their unacceptable performance, to meet the Shire's expectations, within a reasonable time frame.
5. The whole process is correctly documented, and the employee is provided with copies of the documentation throughout the process.
6. The employee will be given opportunity to comment on the accuracy of the minutes of the meeting and their comments will be recorded.

2 Scope

This policy applies to all continuing contract employees and casual employees of the Shire of Bridgetown-Greenbushes, be they full time or part time, and who *do not* have performance management procedures set out in the terms and conditions of their written contracts of employment.

3 Policy

3.1 Identification and Management of Unacceptable Performance

3.1.1 Initial Investigation

Where the performance of an employee is believed to be unacceptable, the employee's immediate supervisor/manager shall perform an investigation of the employee's performance and identify those aspects of the employee's performance that are unacceptable. This investigation shall be documented showing what aspects of the employee's performance is unacceptable, how it is unacceptable and what the employee needs to do to remedy the situation. The investigation may include taking witness statements from other employees who are impacted by the employee's unacceptable performance.

3.1.2 Initial Communication to the Employee

The documentation of the investigation shall be used to formulate a letter to the employee, setting out in sufficient detail, those aspects of the employee's performance that are deemed unacceptable, giving examples where possible to clearly identify the unacceptable performance. The letter should instruct the employee of the requirement to attend a meeting on a set date and time, to discuss the alleged unacceptable performance. The employee is expected to attend, prepared to offer their argument in defense of the stated unacceptable performance. The letter should advise the employee that they may be accompanied by a support person of their choice at the meeting and advise the employee how serious the matter of their unacceptable performance is. If the employee requests an extension of time to prepare for the meeting and to arrange a support person, the supervisor/manager should give reasonable consideration and accommodate this request for an extension of time. The supervisor's/manager's investigation notes and any witness statements should be attached to the letter to the employee. The employee should be advised that they may respond to the allegations in writing prior to the meeting if they so choose. The timing of the meeting should be such as to allow the employee sufficient time to access professional advice and assistance from any person of their choosing.

3.1.3 Performance Management Meeting

The Shire should have at least two representatives (one being Human Resources Officer) at the performance management meeting. During this meeting, the employee should be given a verbal summary of the Shire's concerns about their performance not meeting the Shire's expectations and go through the details provided in the letter and in the investigation notes and any witness statements. The employee should then be asked to respond to the allegations of unacceptable performance and to explain any mitigating factors that may impact their performance and defend themselves against the allegations. Their responses should be documented in minutes of the meeting. If the employee's explanations are not acceptable then the supervisor/manager should advise the employee of the reasons why they are not acceptable. If the employee provides satisfactory explanations demonstrating that there are mitigating factors impacting their performance, then this should be acknowledged. The parties should then assess what time the employee needs to be allowed to remedy the situation and what assistance or training they may need to bring their performance back up to the Shire's expected standard. The employee should be told how serious the matter is and the possible consequences if they are unable to bring their performance up to the Shire's expected standard. The parties should agree as to how and when the employee's performance is to be monitored during the time in which the employee is expected to remedy their unacceptable performance issues. Regular monitoring meetings should be scheduled in advance at which the employee may be accompanied by a support person of their choice and the Shire be represented by at least two officers. These monitoring meetings should be minuted and the employee should receive copies of the minutes of these meetings.

3.1.4 Ongoing Communication to the Employee

Immediately following the Performance Management Meeting, the employee should be provided with the minutes of this meeting and advised that if they do not challenge the accuracy of the minutes within a reasonable time frame, that the minutes will stand as a true and correct record of the meeting. Similarly, the follow-up meetings are to be minuted, and

copies provided to the employee immediately following those meetings, with an opportunity for the employee to comment on the accuracy of the minutes and have their comments noted, otherwise, the minutes will stand as a true and correct record of the meeting. Copies of all meeting minutes, from the initial performance management meeting and subsequent follow-up monitoring meetings, must be placed on the employee's personnel file.

3.1.5 Monitoring the Employee's Progress

After the initial performance management meeting, a performance improvement plan is to be set, stating the timeframe and the expectations/standards to be achieved. Follow-up monitoring meetings should be mutually agreed as to how and when these meetings will occur. During these follow-up meetings, if the performance is improving, the employee should be advised of this and encouraged to continue with the improvement plan. If the unacceptable performance is not being addressed and the employee is failing to improve, then the employee should be advised in writing that there is no perceivable improvement in their performance and that if there is no improvement in the agreed time frame, there are consequences which may include transfer to a lower paid position, written warning or termination of employment. The employee should be provided with copies of all minutes and documentation during this process and copies placed on the employee's personnel file. The supervisor/manager must ensure that the Shire has provided the agreed level of assistance or training to the employee within the agreed time frame during the monitoring process. If the employee does remedy their unacceptable performance within the agreed time frame, then this should be acknowledged in writing to the employee and the letter placed in their personal file. Where a relapse of behaviour occurs within twelve months of these discussions, performance management will be reinstated with the ability to expedite an outcome, utilising previous discussion notes on file.

3.1.6 Employee Fails to Remedy Unacceptable Performance

Where an employee's performance has been identified as unacceptable and the procedures described in items 3.1.1 to 3.1.6 above have been completed, and the employee has been assisted/trained as agreed and the employee's performance remains unchanged and unacceptable, and where dismissal is being considered, the employee should be advised in writing, they have failed to satisfactorily remedy their unacceptable performance and they should be invited to a meeting accompanied by a support person of their choice and be prepared to show cause as to why they should not be dismissed on the grounds of unacceptable performance. The timing of this meeting should allow the employee to access professional advice and arrange a support person of their choice, to attend the meeting. The employee should be allowed the opportunity to respond in writing instead of attending a face-to-face meeting for this purpose.

If the employee responds in writing, their response should be assessed impartially to determine if they have provided reasonable evidence that shows cause that they should not be dismissed. If the written response fails to show cause as to why the employee should not be dismissed, then a report should be prepared to the CEO with a recommendation that the employee be dismissed, detailing the procedures that have been undertaken leading to the recommendation to dismiss.

If the employee chooses to deal with the matter in a face-to-face meeting, they should be allowed a support person of their choice, and the Shire should be represented by at least two officers. At the meeting, the employee should be allowed reasonable time to put their case as

to why they should not be dismissed. The meeting should be meticulously minuted, and if a dismissal is to be recommended, a letter of termination should be prepared for the CEO, containing details of the meeting and the reasons for the dismissal. The Shire representatives conducting the performance management process should seek advice from the Shire's Industrial Relations Consultant throughout this process and at the point where the employee is likely to be dismissed, to verify that the process has been followed correctly and the reason being considered as grounds for dismissal is fair and reasonable.

4 Approval

Signature _____ Date _____
 Nicole Gibbs
 Chief Executive Officer

5 Administration

Original Adoption Date	Insert date
Last Variation Date	Insert date
Last Reviewed	Insert date
Scheduled Reviewed Date	Insert date



ROLLING ACTION SHEET

ROLLING ACTION SHEET

October 2023 (encompassing Council Resolutions up to Ordinary Council Meeting held 28 September 2023)

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

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

Council Decision No.	Wording of Decision	Responsible Officer	Past Comments	Progress Since Last report	√
C.02/1216 Acquisition of Dumpling Gully Precinct	That Council request the CEO to investigate the options of the Shire of Bridgetown-Greenbushes taking ownership of the Dumpling Gully Dams (and associated area) commonly called the Dumpling Gully Precinct to incorporate the area into a Shire Reserve which can be developed for both passive and active recreation activities for the community and to manage and protect the Wetlands and associated unique fauna and flora of the region.	P St John	<p>Correspondence forwarded to Water Corporation on 23 December 2016. Response received 28 February 2017 indicating in-principle support to the proposal (April 2017).</p> <p>A meeting was held with the Water Corporation and Talison Lithium on 19.6.17 to further discuss the processes for de-proclamation of the drinking water source and the need to engage with DPAW (July 2017).</p> <p>A meeting is scheduled for 3 September with Water Corporation to progress this matter (September 2018).</p> <p>Advice received from Water Corporation that is continuing to work with Department of Water and Environmental Regulation (DWER) about excising the dam from State Forest (requires Cabinet approval) and resolving the water allocation issues. A follow up meeting with DWER is being planned (October 2018).</p> <p>January 2019 Refer item in January agenda.</p> <p>February 2019 Submission lodged with Department of Water and Environmental Regulation recommending that the Greenbushes</p>	<p>October 2023 No update.</p>	√

			<p>Catchment Area should be abolished under the Country Areas Water Supply Act 1947.</p> <p>September 2019 DWER is currently conducting stakeholder consultation on the abolition of the Greenbushes Catchment Area under the Country Areas Water Supply Act 1947 on the basis that water quality issues with this source means that it is no longer used by the Water Corporation to supply public drinking water. The DWER recommendation is that the catchment should now be abolished to enable increased recreation, tourism and customary activities.</p> <p>October 2019 The process to transfer the land from State Forest is progressing.</p> <p>March 2020 The Shire President and CEO had a meeting with the Minister for Environment about growth strategy projects and took the opportunity to ask for an update on transfer of the former Water Corporation dams to the Shire. A response was subsequently received from the Minister advising that DBCA is supportive in-principle of the Shire's request to use the dams for recreation but a number of issues need to be addressed with both the Shire and Water Corporation. A meeting of all parties is to be requested to expedite the matter.</p> <p>May 2020 A meeting of relevant agencies is required but hasn't been able to be arranged due to COVID-19. With the current easing of restrictions a meeting is to be scheduled.</p>	
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			<p>July 2020 A meeting with DBCA is being arranged for August.</p> <p>August 2020 A meeting was held with DBCA to discuss a number of matters including the dumpling gully precinct. This led to an understanding that a meeting with all parties (Shire, DBCA and Water Corporation) needs to be held and this is currently being arranged.</p> <p>September 2020 A request has been submitted to DBCA for a meeting to be held between Shire, DBCA and Water Corporation to identify issues to enable this proposal to be progressed.</p> <p>June 2021 A meeting was held last week with an officer of the Water Corporation to discuss any issues precluding transfer of the land to the Shire. All matters have been addressed and the issue is currently with DBCA to progress. An update has been requested from DBCA.</p> <p>July 2021 Contact has been made with DBCA to arrange a meeting of stakeholders to accelerate the disposal to the Shire of the Dumpling Gully dams.</p> <p>July 2022 No progress since last report.</p> <p>October 2022 A meeting is being arranged for mid-November with relevant Government agencies to determine what needs to occur to accelerate the acquisition of the water bodies by the Shire.</p>	
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			<p>November 2022 A meeting of relevant agencies has been scheduled for 7.12.22</p> <p>December 2022 A multi-agency meeting was meant to be held on 7.12.222 but unfortunately had to be postponed due to some late notice of unavailability of key participants. A revised meeting date in January is being arranged.</p> <p>January 2023 Revised meeting date yet to be set due to absence of relevant Government staff in January.</p> <p>February 2023 A new meeting date with Government agency representatives hasn't been established yet.</p> <p>March 2023 No progress since last report.</p> <p>August 2023 A meeting with Water Corporation is scheduled for 30 August at which a plan to progress devesting the dams from State Forest will be developed.</p> <p>September 2023 No update.</p>		
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.	S Alexander	<p>August 2021 Funds included in 2021/22 budget with work to be scheduled into 2021/22 works program.</p> <p>October 2021 Some preliminary works for car parking on Stewart Street have recently commenced.</p> <p>November 2021 The works will occur as part of the 2021/22 road construction program.</p>	October 2023 No update since last month's report.	

			<p>December 2021 No progress since last report</p> <p>January 2022 No progress since last report</p> <p>April 2022 The works are scheduled to occur as part of the 2021/22 road construction program, weather permitting.</p> <p>May 2022 Awaiting availability of contractor to undertake new line marking in the Civic Centre car park. The works on Stewart Street and Steere Street will be carried forward to 2022/23 due to limitations in finding contractors and the need to complete grant funded components of the road construction program as a priority.</p> <p>June 2022 The funding for this project is proposed to be carried forward to 2022/23 due to limitations in finding contractors and the need to complete grant funded components of the road construction program as a priority.</p> <p>July 2022 No update since last month's report</p> <p>August 2022 This work will be scheduled into the Shire's 2022/23 road construction program.</p> <p>September 2022 Design of the works have been completed with the calling for quotes to occur shortly.</p> <p>October 2022 This project has been scheduled into the 2022/23 construction program. With grant funded projects finalised this project is likely to occur after March 2023.</p>	
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			<p>November 2022 No update since last month's report.</p> <p>January 2023 Line marking of car park scheduled to occur on 19 January 2023.</p> <p>February 2023 Car park line marking complete. Contractor yet to be engaged for remainder of works. RFQ to be issued in February.</p> <p>March 2023 RFQ for remaining works not yet ready.</p> <p>April 2023 No update since last month's report.</p> <p>July 2023 The works will be scheduled for Spring 2023.</p> <p>August 2023 No update since last month's report.</p> <p>September 2023 Updated RFQ's and MRWA works approval currently being prepared.</p>		
C.02/0721 Review of Local Laws	<p>1. That in accordance with section 3.16(3) of the Local Government Act 1995, Council note and consider the three submissions received in response to its statutory review of Local Laws.</p> <p>2. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to repeal the Pest Plants Local Law.</p> <p>3. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the following Local Laws with reports to be presented to future Council meetings presenting details of the proposed amendments for consideration:</p>	N Price	<p>September 2021 This resolution is being actioned in parts (each Local Law being actioned independently). An item on the repeal of the Pest Plants Local Law is contained in the September Council agenda</p> <p>October 2021 Report on Pest Plants Repeal Local Law presented to September Council meeting.</p> <p>December 2021 Pest Plants Repeal Local Law currently being advertised</p> <p>February 2022 Report on Pest Plants Repeal Local Law</p>	October 2023 No update.	

	<p>(i) Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law</p> <p>(ii) Cats Local Law</p> <p>(iii) Fencing Local Law</p> <p>(iv) Health Local Law</p> <p>(v) Standing Orders Local Law</p> <p>4. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to retain without amendment the following Local Laws:</p> <p>(i) Bush Fire Brigades Local Law</p> <p>(ii) Cemeteries Local Law</p> <p>(iii) Dogs Local Law</p> <p>(iv) Parking & Parking Facilities Local Law</p> <p>5. That in accordance with section 3.12 of the Local Government Act 1995 Council resolves to make a Waste Local Law with a report to be presented to a future Council meeting presenting a draft Local Law for consideration.</p> <p>6. In accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the Local Government Property Local Law by reviewing clause 5.3 of the Local Law with a report on this proposed amendment to be presented to future Council meetings.</p>		<p>will be presented to March Council meeting. Other proposed amendments to local laws as per the resolution will be addressed in turn.</p> <p>March 2022 Report on Pest Plants Repeal Local Law and Fencing Local Law are included in March Council agenda. Other proposed amendments to local laws as per the resolution will be addressed in turn.</p> <p>April 2022 Reports on the Pest Plants Repeal Local Law and Fencing Local Law were presented to Council's March meeting.</p> <p>May 2022 The proposed amendment to the Fencing Local Law will be submitted to the June Council meeting. An enquiry has been submitted to WALGA seeking information to inform the potential change to clause 5.3 of the Property Local Law.</p> <p>June 2022 The proposed amendment to the Fencing Local Law will be submitted to the July Council meeting. A response has been received from WALGA about gender signage on public toilets and further research into this issue is required.</p> <p>July 2022 The Pest Plants Repeal Local Law 2021 was gazetted on 5 July and is operational from 19 July 2022.</p> <p>August 2022 No update since last report.</p> <p>October 2022</p>		
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			<p>Report on Fencing Local law amendment contained in October agenda.</p> <p>November 2022 Fencing Amendment Local Law being advertised.</p> <p>December 2022 No update since last month.</p> <p>January 2023 Report on Fencing Local Law included in January Council agenda.</p> <p>February 2023 Amendment to Fencing Local Law in progress. Review of Standing Orders Local Law has been deferred as the State Government intends to legislate for standing meeting procedures in the next tranche of legislative changes under the Local Government Amendment Act this year. Amendments to the other 3 local laws will be progressed as resources allow.</p> <p>March 2023 No progress since last report.</p> <p>May 2023 Report on Fencing Local Law to be presented to May Council meeting.</p> <p>June 2023 Following deferral of Fencing Local Law report at May council meeting a report to be presented to the June meeting.</p> <p>July 2023 No progress since last report.</p>		
C.11/1221 Review of Plantation Applications Town Planning Scheme	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	P St John	<p>January 2022 Actioning of this resolution has been deferred to late January due to the commencement of the new Senior Planner</p>	October 2023 No update.	

Policy	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.		<p>in mid-January</p> <p>February 2022 Advertising to commence next week with closing date for submissions being 23 March 2022.</p> <p>March 2022 Submission period ends 23.3.22 after which a report will be prepared for either the April or May Council meeting.</p> <p>April 2022 Submissions being assessed.</p> <p>June 2022 No update from last report</p> <p>July 2022 Due to workload associated with development applications the relevant officer hasn't been able to progress the assessment of the submission received on the draft policy. The matter will be presented to Council in next 2 months.</p> <p>August 2022 No update since last report.</p> <p>February 2023 The focus over the last 6 months has been to progress the consolidation of Town Planning Schemes 3 and 4. A report on that matter is contained in the February Council agenda. Once the consolidated TPS is adopted for community consultation all existing town planning scheme policies (including the Plantations Policy) will be reviewed. In the case of the Plantations Policy this is likely to mean that the review process will recommence from the start.</p> <p>March 2023 No update.</p>		
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<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. 	<p>P St John</p>	<p>April 2022 Not commenced</p> <p>June 2022 Preliminary assessment of the footpath in front of the Westpac Bank has occurred and concept plans are being prepared.</p> <p>July 2022 No update since last month's report</p> <p>August 2022 The parking review hasn't commenced however investigations into establishing an ACROD bay on the footpath in front of the Westpac Bank have occurred and a draft plan and cost estimate was presented to the August Concept forum. Funding of third project is provided for in the draft 2022/23 budget.</p> <p>September 2022 No update since last report.</p> <p>October 2022 This item has yet to be progressed. Shire Executive are currently determining the scope of the parking review to determine if it should be done internally or outsourced to a consultant.</p> <p>November 2022 No update since last month's report.</p> <p>February 2023 The issue of parking checks being conducted will be addressed in the Workforce Plan which is currently being drafted. The disabled parking bay plans have been approved by Main Roads WA and we are now seeking quotes from a contractor. The review of the parking situation, has not occurred yet.</p> <p>March 2023</p>	<p>October 2023 No update.</p>
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			<p>No update.</p> <p>April 2023</p> <p>Detailed design for the parking bay is being finalised with MRWA after its earlier approval of the concept design. As soon as this is finalised this part of the project will be implemented as soon as a contractor can be engaged.</p> <p>May 2023</p> <p>No update since last report.</p>		
C.06/0322a Consideration of Recommendation from Annual General Meeting of Electors – Access to Rail Corridor	<p>That Council:</p> <p>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</p> <p>2. Request the Public Transport Authority conduct a higher degree of fire mitigation works on railway reserves within the Shire of Bridgetown-Greenbushes.</p>	P St John	<p>April 2022</p> <p>Not commenced</p> <p>May 2022</p> <p>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</p> <p>A meeting has been held with a consultant acting for Arc Infrastructure about possible enhanced mitigation works on the railway reserve.</p> <p>July 2022</p> <p>No update since last report.</p> <p>February 2023</p> <p>The approach taken to date with Arc Infrastructure hasn't yielded any feedback therefore it is intended to write directly to the Public Transport Authority (PTA) raising the issue of mitigation. The letter will include a request for PTA to engage with Arc Infrastructure on the issue.</p> <p>March 2023</p> <p>No update.</p>	October 2023	No update.
C.05/0422	That a request be submitted to Main Roads Western	S Alexander	May 2022	October 2023	

<p>Stanifer Street 40km/h Speed Zone</p>	<p>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.</p>		<p>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. July 2022 Request submitted to MRWA September 2022 No update since last month's report. October 2022 Waiting for a decision from MRWA on the application. November 2022 Waiting for a decision from MRWA on the application December 2022 No update since last month's report January 2023 Still awaiting decision from MRWA. February 2023 Contacted MRWA for an update. Waiting for a response. March 2023 No update from MRWA received. MRWA have previously reported that they have a significant backlog of such requests and the timeframe for assessment may be up to 12 months. April 2023 No update. August 2023 Still awaiting a determination on this request by Main Roads Western Australia.</p>	<p>The Minister for Transport has been contacted requesting a meeting to advocate for the approval of the speed reduction submission.</p>	
<p>C.17/0422</p>	<p>1. Direct the CEO to commence formal negotiations</p>	<p>S Alexander</p>	<p>May 2022</p>	<p>October 2023</p>	

<p>Nairnup Road Land Acquisition</p>	<p>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.</p> <p>2. Note a further report be presented to Council on the conclusion of this negotiation.</p>	<p>Letter posted to land owners</p> <p>June 2022 Awaiting response from land owners.</p> <p>July 2022 Letter response period has expired with no response received.</p> <p>August 2022 No update since last month's report</p> <p>September 2022 No response received from property owners. Report scheduled for October council meeting to progress the matter.</p> <p>October 2022 Report to be presented to November Council meeting.</p> <p>November 2022 Currently confirming correct legal process with a view to begin compulsory land acquisition.</p> <p>December 2022 Some further issues require addressing prior to reporting back to Council. Report proposed to be presented to Council in January.</p> <p>January 2023 Report scheduled for February Council Meeting.</p> <p>February 2023 Waiting on advice from the Department of Planning Lands and Heritage to inform the report. Report to be submitted to a future council meeting.</p> <p>March 2023 Feedback from DPLH received regarding the process. Preliminary assessment and investigation is required by DPLH.</p> <p>April 2023</p>	<p>No update since last month's report.</p>
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			<p>Inspected the location and noted that the fence encroaching into the road reserve has been removed to allow for harvesting of bluegums. Harvesting appears to have been completed some time ago. Still unable to make contact with the landowner to determine their plans.</p> <p>May 2023 No update since last month's report.</p>	
<p>C.13/0522 Geegelup Mountain Bike Trail Network and Bridgetown Tourism App</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the recommendation from its Trails Development Advisory Committee to proceed with the planning of the Geegelup Mountain Bike Trail Network. 2. Note the estimated cost of the planning of the Geegelup Mountain Bike Trail Network is \$50,000 (ex-GST). 3. Accept the \$25,000 (ex GST) external funding from the Department of Local Government Sport and Cultural Industries to cover one-half the cost of planning the Geegelup Mountain Bike Trail Network to the point of detailed design. 4. Fund its contribution to the planning of the Geegelup Mountain Bike Trail Network project by transferring the sum of \$25,000 from the Trails Reserve. 5. In light of Parts 1-4 above, approve a 2021/22 budget amendment by increasing the 'materials and components' allocation for Account 31RA (Local Community Trails & Paths Projects) from \$23,243 to \$73,243. 6. Note the results of the investigation into the development of a Shire specific Tourist App and determine not to proceed with this project at this time. 7. Include the \$50,000 expenditure for the 	<p>M Richards</p>	<p>May 2022 Consultant has been appointed.</p> <p>July 2022 Awaiting commencement of work by consultant.</p> <p>August 2022 A RFQ including project scope has been sent to three trail designers. Awaiting responses.</p> <p>September 2022 RFQs have been sent out to 3 of the reputable trail development organisations including 2 in the Southwest. We are waiting to receive response.</p> <p>October 2022 The three consultants have been in consultation with the Shire to discuss the RFQ with submissions expected to be received for consideration by the end of October.</p> <p>November 2022 RFQ's being assessed.</p> <p>December 2022 Magic Dirt Trailworx has been engaged to undertake the planning work associated with this project. An initial meeting to discuss the job is planned before the end of December 2022.</p>	<p>October 2023 The preferred location for the new MTB Trail ride park was assessed by DBCA as a conservation risk, so we are looking for a new location. A new contact in the Forest Products Department of DBCA has been provided to support us in identifying potential plantation that may be able to house the proposed ride park. Contact has been made, waiting to hear back.</p>

	<p>planning of the Geegelup Mountain Bike Trail Network in the financial summary pages of the new Corporate Business Plan 2022-26.</p>		<p>January 2023 Organising initial meeting as consultants were unable to make a time prior to the Christmas break.</p> <p>February 2023 DBCA, Magic Dirt Trail Worx, representatives of the Bridgetown Mountain Bike and Cycling Club met to complete the first site visit and begin the auditing process. The consultants and DBCA identified a location to build 20km of marketable mountain bike trails in the Hester – the existing trails are mainly located on firebreaks and old DBCA road. The consultant suggested that the existing trails are not worth investing money into – sign and promote to local riding groups now. The 20km of new trail will bring visitors and will be marketable to mountain bike enthusiast.</p> <p>March 2023 DBCA are currently working through their assessment process for the parcel of land identified as the location of the 20km ride park.</p> <p>April 2023 DBCA continue to work through their flora and fauna assessment process for the parcel of land identified as the location of the 20km ride park.</p> <p>May 2023 No progress since last report.</p> <p>August 2023 We have received the desktop review of the greenfield site identified as the location of the 20 km ride-park. The document will be provided to the trails consultant to progress the planning of the trail.</p>		
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<p>C.09/0622 (Parts 3-5) Review of Finance Policies</p>	<p>That with respect to Section 3 (Finance) of the Policy Manual Council:</p> <p>3. Note that a separate review of Policy F.1 (Community Grants, Service Agreements, Donations and Contributions) and Policy F.9 (Service Agreements for community Service Providers) is to occur with both policies being incorporated into a new single policy.</p> <p>4. Note that a separate review of Policy F.6 (Purchasing Policy) and Policy F.14 (Buy Local Policy) is to occur with both policies being incorporated into a new single policy.</p> <p>5. Note that separate reviews of the following policies is to occur:</p> <ul style="list-style-type: none"> •Policy F.7 (Reporting Forecast Budget Variations Policy) •Policy F.15 (Asset Management) •Policy F.18 (Self-Supporting Loans to Shire Community/Sporting Groups) •Policy F.19 (Assets Financing and Borrowings) •Policy F.21 (Risk Management) 	<p>M Larkworthy</p>	<p>July 2022 Preliminary work has been undertaken on a proposed new Budget Management policy to replace the existing policy F.7 (Reporting Forecast Budget Variations). The proposed policy parameters will be considered by the Audit Committee at its next meeting.</p> <p>August 2022 No update since last month's report.</p> <p>September 2022 The Audit Committee considered parameters for a new budget management policy. A draft Budget Management Policy will be included in the November agenda. This policy will replace Council's current policy F.6 Reporting Forecast Budget Variations Policy.</p> <p>October 2022 Report to Council scheduled for November.</p> <p>November 2022 Budget Management Policy to be presented to Council In December. Other policies to be progressed in time.</p> <p>December 2022 Budget Management Policy included in December Council agenda.</p> <p>January 2023 Due to other priorities in finance area the standalone review of nominated policies hasn't commenced. Also awaiting updates from DLGSC on ratio reporting before review of Policies F.15 and F.19 can occur.</p> <p>February 2023 No update.</p>	<p>October 2023 The review will be incorporated in to the Policy Review being presented to Council in December.</p>
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			<p>June 2023 Work has commenced on review of the Purchasing and Buy Local policies. Recommendations included in a recent internal audit on compliance with the Buy Local Policy will be considered as part of the review.</p> <p>July 2023 No update since last report.</p> <p>August 2023 Not progressed in recent months as Corporate Services staff focus has been on the annual budget processes.</p> <p>September 2023 Suggested broad policy parameters regarding local purchasing is to be considered by the Audit Committee at its September 2023 meeting.</p>	
C.13/0922 Standardised Acknowledgement of Country	3. Request the CEO to investigate the design, cost and method of installing a visual Acknowledgement of Country to be included on the main glass entrance doors of the Bridgetown Leisure Centre and the Bridgetown Library, the glass door of the customer support area of the administration building, and appropriately at the Visitor Centre, with a report back to Council.	M Richards	<p>October 2022 Council supported the recommendation to investigate a method for including a visual Acknowledgement of Country on the entrance doors of the Library, Leisure Centre, Visitor Centre and the doors to the customer service area of the administration building.</p> <p>November 2022 Discussions with prospective contractors occurring.</p> <p>December 2022 No update since last month.</p> <p>March 2023 No update since last month the committee agreed to wait until next financial year as there is a limited budget for NAIDOC week activities.</p>	<p>October 2023 Waiting to hear from the Kaneang Elders as to what they would like included in the visual acknowledgement.</p>

			<p>April 2023 No update since last month the committee agreed to wait until next financial year to develop the visual Acknowledgements of Country for each of the shire facilities as there is a limited budget for NAIDOC week activities.</p> <p>May 2023 No update since last report.</p> <p>June 2023 No update since last report, this will be considered during the 23/24 financial year.</p> <p>July 2023 Beginning to investigate glass options and request quotes.</p> <p>August 2023 The text font and quote has been received and the quote – the PO complete and the installation date yet to be advised.</p>	
C.08/1022 Speed Limit – Whittells Road	That Council request the Chief Executive Officer submit an application to Main Roads Western Australia seeking the introduction of a 60kph speed zone on Whittells Road from Railway Terrace to Sunridge Drive. s	S Alexander	<p>November 2022 Yet to be actioned. Application is planned to be submitted by the end of November.</p> <p>December 2022 MRWA needs to look at the surrounding roads and consider if they should also be speed zoned. Site visit booked for Thursday 8th December to access this.</p> <p>January 2023 MRWA performed a site visit in December. Now awaiting feedback from MRWA.</p> <p>February 2023 Waiting for MRWA decision.</p> <p>August 2023 Still awaiting a determination on this request by Main Roads Western Australia.</p>	<p>October 2023 No update since last month's report.</p>

<p>C.09/1022 Cultural Inclusion Advisory Committee Recommendations</p>	<p>3. Agree, in principle, to the dual naming of the Blackwood River to include the Aboriginal name – Goorbilyup</p> <p>4. Progress the dual naming process by agreeing to;</p> <p>a) Consult with each of the Shires along the Blackwood River (West Arthur, Boyup Brook, Nannup and Augusta Margaret River).</p> <p>b) Consult with the Aboriginal Elders representing each of the language groups located along the Blackwood River (Wadandi, Pibulmun, Kaneang and possibly Wilman)</p> <p>c) Consult with the Aboriginal Corporations representing each of the language groups along the Blackwood River if required</p> <p>Present back to Council for final determination</p>	<p>M Richards</p>	<p>November 2022 Implementation of this resolution has been delayed by other work priorities for the relevant officer but will be actioned in December.</p> <p>December 2022 Letters prepared to other local governments regarding dual naming of Blackwood River.</p> <p>January 2023 Letters were sent in December 2022 to each of the Shire CEO's along the Blackwood River. Officers are waiting to receive responses. The local Aboriginal Elder has been engaging with other Elders across the region regarding the dual naming of the Blackwood River.</p> <p>February 2023 Acknowledgements received from Shires of West Arthur and Augusta Margaret River noting that their formal consideration will occur by the end of February with responses to be provided shortly thereafter.</p> <p>March 2023 We have received a letter of support from the Shire Council of West Arthur. I have been in contact with The Shire of Augusta Margaret River and they are currently working through their process. Boyup Brook have discussed the project but are yet to formally present it to Council and Officers will contact Nannup to request feedback.</p> <p>April 2023 CEO has received support from the CEO at the Shire of Nannup. I have sent the support letter from the Undalup Association (First nations Custodians from</p>	<p>October 2023 Waiting to hear from Boyup Brook Council, Kaneang and Wilman Elders.</p>	
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			<p>Nannup, Margaret River and Bridgetown).</p> <p>May 2023 The recommendation to support the Dual Naming of the Blackwood River is going to Augusta Margaret River Council this month – with the Executives support. We are waiting to hear from Boyup Brook.</p> <p>June 2023 The Shire of Augusta- Margaret River have given their support for the Dual naming of the Blackwood River, the last shire to respond is Boyup Brook.</p> <p>July 2023 Still waiting for response from Shire of Boyup Brook – a meeting is being scheduled to raise directly.</p> <p>August 2023 The CEO has re-sent the request for formal approval of the dual naming to the new CEO of Boyup Brook. The elders representing Boyup Brook and West Arthur have been contacted and we are waiting for their response.</p> <p>September 2023 No update since last month.</p>		
C.02/1122 Petition – Greenbushes Depot and Worker	<p>That Council;</p> <ol style="list-style-type: none"> 1. Receive the petition 2. Note its intent to review parks and gardens service levels and this will include an assessment of the service levels for the Greenbushes locality and an assessment of employee resources to achieve those service levels 3. Note that the placement of staff such as locality and facility is an operational responsibility of the Chief Executive Officer and not a decision of the Council 4. Note the intent of the Chief Executive Officer to investigate the advantages and disadvantages of 	N Gibbs	<p>January 2023 Work on reviewing parks and gardens service levels has commenced.</p> <p>February 2023 Work on reviewing parks and gardens service levels is progressing.</p> <p>March 2023 Council workshop was held 13 March 2023 for initial discussions on service levels.</p> <p>April 2023 No update.</p> <p>May 2023</p>	October 2023 No update.	

	<p>establishing a sub-works depot at Greenbushes as part of the planning for redevelopment of the Shire Depot buildings that were destroyed in the February 2022 bushfire.</p>		<p>Due to some short term urgent priorities progress on developing the parks and gardens service levels has slowed.</p> <p>June 2023 No update.</p> <p>August 2023 Planning for the new depot at Bridgetown is progressing. Advice has been received from DFES that upon completion of a new fire station in Greenbushes the current fire station will be restricted to emergency services use only and couldn't be used as a Shire sub-depot.</p> <p>September 2023 No update since last month.</p>	
<p>C.03/1122 Review of Infrastructure Policies</p>	<p>That with respect to Section 4 (Infrastructure) of the Policy Manual, Council:</p> <ol style="list-style-type: none"> 1. Endorse the following Policies with modifications as shown in Attachment 2: <ul style="list-style-type: none"> • Policy I.2 (Provision of Roads and Associated Civil Works for Subdivisions and Developments) • Policy I.5 (Road Resumptions) • Policy I.6 (Exploration Drilling on Shire Roads and Reserves) • Policy I.9 (Private Works Plant and Equipment Accessed by Shire Staff) • Policy I.13 (Gravel Road Development & Maintenance) • Policy I.14 (Restricted Access Vehicles – Applications for Council Support) • Policy I.15 (Lawn Cemetery – Reservation of Grave Sites) • Policy I.17 (Pesticides Spraying) • Policy I.19 (Gravel Procurement) 2. Note that review of Policy I.1 (Street Trees), Policy I.4 (Road Verge, Policy), I.7 (Crossovers), and 	<p>S Alexander</p>	<p>January 2023 Standalone review of Policies I.1, I.4, I.7 and I.8 are yet to commence.</p> <p>February 2023 No change since last report.</p>	<p>October 2023 The review will be incorporated in to the Policy Review being presented to Council in December.</p>

	<p>Policy I.8 (Temporary Closure of a Road for an Event) are deferred for standalone process due to the scope of changes required</p> <p>3. Note and retain all other policies without modification.</p>			
<p>C.04/1122 Review of Policy Manual Section 9 – Other</p>	<p>That with respect to Section 9 (Other) of the Policy Manual, Council:</p> <ol style="list-style-type: none"> 1. Endorse the following Policies with minor modifications as shown in Attachment 3: <ul style="list-style-type: none"> • O.1 Vandalism • O.2 Policy for Allowing Functions in Shire Reserves or Parks • O.3 Procedures for Adopting New Sites/Properties for Inclusion in the Municipal Inventory • O.5 Provision of Refreshments to Firefighters by Incident Controller • O.14 Australia Day Events 2. Revoke Policy O.7 (Genetically Modified Organism (GMO) Free Zone) and renumber all policies accordingly 3. Note and retain all other policies without modification 4. Note that the following policies will be subject to standalone review in 2022/23: <ul style="list-style-type: none"> • O.8 Bridgetown-Greenbushes Visitor Centre Membership • O.9 Bush Fire Brigade Personal Protective Equipment • O.11 Use of Chainsaws by Bush Fire Brigades • O.15 Fire Protection – Shire or Brigade Owned Fire Fighting Appliances. 	N Gibbs	<p>January 2023 Review of Policy O.8 will occur after completion of a 'review of visitor servicing' currently being undertaken. Review of Policies O.9, O.11 and O.15 is currently being considered by a sub-group of fire control officers.</p> <p>February 2023 No change since last report.</p> <p>March 2023 BFAC has endorsed new procedures which are currently being reviewed before presentation to Council.</p> <p>April 2023 No update.</p> <p>May 2023 Review of Visitor Centre Membership Policy is in progress and will be reported to June Council meeting. Review of the bush fire policies is also occurring as part of a project developing operating procedures for bush fire brigade members.</p> <p>June 2023 Included in the June agenda is an item recommending revocation of the Bridgetown-Greenbushes Visitor Centre Membership policy.</p> <p>July 2023 No update from last report.</p> <p>August 2023 Bush fire procedures were recently adopted by Council. A review of existing</p>	<p>October 2023 The review will be incorporated in to the Policy Review going to Council in December.</p>

			<p>bush fire policies is to occur to ensure duplication doesn't occur.</p> <p>September 2023</p> <p>No update since last month.</p>		
<p>C.08/1122</p> <p>Land Untidy – Lot 69, 38 Warner Street Hester</p>	<p>That Council;</p> <ol style="list-style-type: none"> 1. Instruct the CEO to take legal action against the owner of Lot 69, 38 Warner Street Hester in accordance with Section 3.25 of the Local Government Act to remedy that the subject land is untidy; and 2. Authorise the CEO to engage a solicitor to prepare legal documents and represent the local government in court. 	L Guthridge	<p>January 2023</p> <p>Contact has been made with the property owner and some clean-up work has commenced by that owner.</p> <p>February 2023</p> <p>Progress for clean-up is slow. Staff will activate legal action if clean up not resolved by the end of February 2023.</p> <p>March 2023</p> <p>Clean-up is progressing.</p> <p>April 2023</p> <p>Clean-up is progressing.</p> <p>May 2023</p> <p>Clean up in progress.</p> <p>August 2023</p> <p>Clean up works have stalled. Contact is occurring with property owner to seek a timetable to complete.</p> <p>September 2023</p> <p>Attempting to contact the owner and with little success. Currently investigating legal options to resolve this issue.</p>	<p>October 2023</p> <p>A notice was served on the 27 October 2023 in accordance with the Heath (Miscellaneous Provisions) Act 1911 to complete the clean up by the 20th December 2023. Shire solicitors will guide this process moving forward.</p>	
<p>C.11/0123</p> <p>Public Open Space Strategy</p>	<ol style="list-style-type: none"> 1. The Corporate Business Plan project named as 'Playground Strategy' be renamed as 'Parks Facilities Plan' 2. Council note the methodology and outcomes of the project as contained in Attachment 10. 	P St John	<p>February 2023</p> <p>Not actioned yet.</p> <p>March 2023</p> <p>No further update – this project is planned for 2023/24 FY.</p>	<p>October 2023</p> <p>No update.</p>	
<p>C.04/0223</p>	<p>That a request be submitted to Main Roads Western Australia seeking an extension of the 50km/h speed</p>	S Alexander	<p>March 2023</p> <p>Current traffic data required for application.</p>	<p>October 2023</p>	

Greys Hill Road 50km/h Speed Zone	limit that currently ends on Grey's Hill Road to a point past its intersection with Mattamattup Street		Counter to be installed asap. April 2023 No update since last month's report. June 2023 Traffic count is complete and application to MRWA will be completed in approximately the next week. July 2023 No update from last report. August 2023 Waiting for a determination on this request by Main Roads Western Australia. September 2023 No update.	Verbal confirmation via phone that Main Roads WA are likely agreeable to the 50 kph zone ending just prior to Mattamattup St. Official confirmation expected soon.
C.13/0223 Development Compliance Policy	That Council: 1. Adopt, for the purposes of public advertising, the draft Local Planning Policy titled 'Development Compliance Policy' attached to this agenda as Attachment 14 in accordance with Regulation 4 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 2. Advertise the draft policy in accordance with the requirements of regulations 4 and 87 of the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of 28 days by undertaking the following actions: i. Advertise a notice regarding the draft policy on the Shire's website for the whole duration of the public advertising period, and in a local newspaper once during the first week of the public advertising period ii. Making the draft policy available for viewing on the Shire's website for the whole duration of the public advertising period with the ability for the document to be downloaded and printed if a person wishes to do this iii. Providing hard copies of the draft policy for	P St John	March 2023 Draft Policy adopted in February 2023. Public consultation will now occur and final consideration of the Policy and any public comments is expected in April / May 2023. Public notice of the draft policy occurred 22 March 2023 in accordance with legislation and council resolution. April 2023 Advertising of the draft Policy concluded on 19 April. The draft will be included on the Council agenda for May, including addressing the specific issues discussed at Concept Forum on 13 April. May 2023 The draft policy and public submission received are currently planned to be submitted to the June 2023 Council meeting June 2023 This item has not been progressed due to other priorities taking precedence.	October 2023 No update.

	<p>public inspection at the Shire Administration Building for the whole duration of the public advertising period</p> <p>3. Give further consideration to the draft Policy following closure of public advertising and consideration of any public submissions.</p>		<p>July 2023 No update from last report.</p>	
<p>SpC.02/0323 Draft Local Planning Scheme No. 6</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. In accordance with section 72 of the Planning and Development Act 2005 and regulation 21 of the Planning and Development (Local Planning Schemes) Regulations 2015, adopt, for the purposes of public advertising, the draft Shire of Bridgetown-Greenbushes Local Planning Scheme No. 6 consisting of the Scheme text and Scheme maps as shown in Attachments 1 and 2 2. Forward copies of the draft Scheme documents to: <ol style="list-style-type: none"> i. The Environmental Protection Authority for consideration pursuant to section 81 of the Planning and Development Act 2005. ii. The Western Australian Planning Commission for consideration and advice to the local government, pursuant to regulation 21 of the Planning and Development (Local Planning Schemes) Regulations 2015 3. Subject to receipt of advice from the Environmental Protection Authority and the Western Australian Planning Commission, advertise the draft Scheme in accordance with the requirements of regulations 22 and 76A of the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of 90 days by undertaking the following actions: <ol style="list-style-type: none"> i. Advertise a notice regarding the draft scheme, prepared under the provisions of regulation 22(1), on the Shire's website for the whole duration of the public 	<p>P St John</p>	<p>March 2023 Draft Scheme adopted in March 2023 Special Council meeting. Scheme documents have now been submitted to DPLH and DWER.</p> <p>April 2023 A response has been received from DWER on the draft Scheme. This response is seeking considerable additional information. Officers are preparing a response to DWER on this issue and will be meeting with DWER / DPLH in the near future to progress this and attempt to minimum any delay in progress of the Scheme review.</p> <p>May 2023 Officers are negotiating with DWER and DPLH in regard to complying with the requirements of DWER to enable the scheme to proceed to public advertising.</p> <p>June 2023 Negotiations with DWER and DPLH ongoing.</p> <p>July 2023 Meetings held with DPLH and DWER to progress assessment of the draft LPS.</p> <p>August 2023 In the last month multiple meetings have been held with DPLH and DWER to progress assessment of the draft LPS.</p>	<p>October 2023 Negotiations between DPLH & DWER are approaching a conclusion and a decision on advertising the scheme is expected in the coming months.</p>

	<p>advertising period, and in a local newspaper under the provisions of regulation 76A(4) for three consecutive weeks commencing in the first week of the public advertising period.</p> <ul style="list-style-type: none"> ii. Making the scheme documents (scheme text and maps) available for viewing on the Shire's website for the whole duration of the public advertising period in accordance with regulations 22(2) and 76A(3), with the ability for the documents to be downloaded and printed if a person wishes to do this. iii. Providing hard copies of the scheme text and maps for public inspection at the Shire Administration office for the whole duration of the public advertising period in accordance with regulation 76A(3)(b). iv. Provide a plain language overview of the planning scheme review and preparation process and a list of Frequently Asked Questions (FAQ's) on the Shire's website and make the overview and FAQ's available as a printed information pack which is available at the Administration Building or sent to residents/property owners on request. v. Provide a dedicated email address to which questions on the draft scheme may be submitted during the first 60 days of the advertising period, with a commitment that a written response will be provided within 21 days of receipt and, if the question is likely to be of general interest and does not disclose information about a specific person or property, the question and response (or a redacted version) will be added to the FAQ's on the Shire website <p>4. After the end of the public advertising period, a</p>		<p>September 2023 No update.</p>	
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	further report be presented for Council's consideration providing details of all submissions received and recommended responses to address issues raised in submissions, in accordance with Regulation 25 of the Planning and Development (Local Planning Schemes) Regulations 2015.				
C.03/0423 Change of Purpose – Reserve 40973	That Council authorise the CEO to submit an application to the Department of Planning, Lands and Heritage to change the purpose of Reserve 40973 to include telecommunications.	E Matthews	<p>May 2023 Application being submitted.</p> <p>June 2023 No update since last report.</p> <p>July 2023 Ongoing discussions occurring with DPLH on this proposal.</p> <p>August 2023 Application is progressing.</p>	<p>September 2023 The application has been approved by the Department of Planning, Lands and Heritage.</p>	√
C.10/0423 Reflect Reconciliation Action Plan	<p>That Council:</p> <ol style="list-style-type: none"> 1. Approve the Reflect Reconciliation Action Plan process as follows; <ol style="list-style-type: none"> a. Complete the 12 month Reflect Template b. Submit the Reflect template to Reconciliation Australia for review c. Make any changes required by Reconciliation Australia d. Present to Council for adoption e. Receive Reconciliation Australia endorsement for 12 Month Reflect Reconciliation Action Plan 2. Engage Sandra Hill to complete a welcome message in language with translation, and develop a language group map of the south west to include at the tourist information bays at either end of Bridgetown. 	M Richards	<p>May 2023 No progress</p> <p>June 2023 Work has commenced on this project.</p> <p>July 2023 No update since last meeting.</p>	<p>October 2023 No progress</p>	
C.05/0523 Relocation of the Visitor Centre to Bridgetown Railway Station	<p>That Council:</p> <ol style="list-style-type: none"> 7. Authorise the CEO to enter into discussions with the BGBTA on tenure (lease) and conditions of occupancy, including but not limited to lease term, responsibility for building operating and maintenance 	P St John	<p>June 2023 No update.</p> <p>July 2023 A meeting with representatives from the BGBTA is scheduled to occur prior to the</p>	<p>October 2023 No update.</p>	

	<p>costs, responsibility for future capital improvements, and building management/operations partnerships with the other building tenants (Bridgetown Greenbushes Community Landcare and Blues at Bridgetown)</p> <p>8. Request the CEO to report back on what essential building maintenance works need to be funded in the 2023/24 budget by the Shire before a lease with BGBTA can be entered into</p> <p>10. Request the CEO to report back on how the exhibition spaces in the railway station will be managed, including details on what form of permanent exhibition could be accommodated in the dedicated space</p> <p>11. Authorise the CEO to enter into discussions with Bridgetown Greenbushes Community Landcare and Blues at Bridgetown about securing their ongoing tenure in the building.</p>		<p>end of July.</p> <p>The 5 Year Building Capital Works plan presented to Council at the July Concept Forum included an amount of \$40,000 to be included in the 2023/24 Budget for identified essential building works. Sandra Hill and Karen Hill and Megan Richards completed a site visit of the new visitors Centre and agreed that the exhibition that is currently being held at the Balingup Packing Sheds would not be the right fit for the Railway Station exhibition space, however, Sandra did suggest we could exhibit her paintings.</p> <p>August 2023</p> <p>Essential building maintenance is included in the 20-23/24 budget. Meetings have been held with the BGBTA to discuss tenure/occupancy of the current VC building. Further discussion to occur at August Concept Forum.</p> <p>September 2023</p> <p>The specifications for the Visitor Centre fit-out are due to be finalised in September/October, following which the project can be implemented.</p>		
C.03/0623 Proposed reinstatement of the initials of Ken Moyes in the pointing of the stonework at the front of the civic building	That the historical initials of Ken Moyes included in the pointing of the stonework at the front of the civic building be reinstated, in an authentic a manner as is possible.	L Poad	<p>July 2023</p> <p>Directions given to contractor. Works to be scheduled.</p> <p>August 2023</p> <p>No progress as awaiting contractor.</p>	October 2023 No update.	
C.11/0623 Local Law Relating to Fencing Amendment	That Council: 2. Note a further report be presented to Council providing a new draft Fencing Local Law for	N Price	<p>July 2023</p> <p>Work has commenced on drafting a new local law based on the WALGA model</p>	October 2023 No update.	

Local Laws 2023	consideration.		Fencing local Law. August 2023 No update		
C.15/0623 Amendment 73 to Local Planning Scheme No. 3 – amendment to clause 4.3.3 to provide discretion to permit higher density residential development in the Commercial zone	That Council: 1. Adopt, for the purposes of public advertising, Amendment No. 73 to the Shire of Bridgetown-Greenbushes Local Planning Scheme No. 3 in accordance with s75 of the Planning and Development Act 2005 and Regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015, to amend Part 4 of the Scheme text to add the following wording to clause 4.3.3: a. Notwithstanding clause 4.3.3 (d) Council may permit development for residential use which complies with the provisions of the Residential Design Codes as they apply to areas coded R35, within the Commercial zone, where: i. it is satisfied that the development is consistent with the amenity of the locality, and ii. in the case of a development located on or adjoining a site listed in Schedule 4 of the Scheme, it is satisfied that the development enables the place, building or object listed in Schedule 4 is conserved and preserved, and iii. the development can be connected to the reticulated sewerage system. 3. Execute the relevant scheme amendment documentation and process the amendment in accordance with the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015.	P St John	July 2023 Referral to EPA has commenced. August 2023 EPA referral completed. Referral to DPLH for approve to advertise has commenced. September 2023 Intent to advertise has been approved by the WAPC, which will occur in September/October.	October 2023 Public consultation of the notice of amendment concludes on 15 November 2023. This amendment is expected to be presented to Council for consideration of final approval in December 2023.	
C.16/0623 Bridgetown Mobile Food Vendors Trial	That Council: 5. Conduct a review of the operation of the trial based to be completed by June 2024 based on the following:	P St John	July 2023 Internal meetings have been held to address how the trial will be managed. August 2023	October 2023 Following an insufficient number of EOIs from operators the trial will proceed in a modified manner.	√

	<ul style="list-style-type: none"> (a) Feedback from the community. (b) Feedback from existing food premises within the Shire. (c) The level of interest from the industry, availability of suitable traders and the range of food provided. (d) The suitability of the location and consideration of any infrastructure improvements necessary should this be considered on a more permanent basis. (e) The suitability of the days and times of operation. 		<p>No update.</p> <p>September 2023</p> <p>EOIs for vendors has been called and applications are being assessed.</p>	
<p>C.15/0723</p> <p>RFT 03-2223</p> <p>Relocation and Renewal of the Greenbushes Railway Station</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Note that a single tender has been received for RFT 03-2223 – Relocation and Renewal of the Greenbushes Railway Station, being from Nyland House Transporters Pty Ltd at a price of \$406,076.00 (EX-GST); 2. Note that the tender price of \$406,076 is in excess of the current budget allocation of \$383,055 prior to the costs of installing a wastewater disposal system and any contingency funding being addressed. 3. Approve an allocation of \$20,000 own source funding in the 2023/24 budget as a Shire financial contribution to the project. 4. Note that the Shire is currently awaiting a response to a funding request made to a third-party funding body with that request being for an amount up to \$50,000 which if funded would allow for delivery of the full scope of works inclusive of a 10% contingency allowance. 5. Delegate authority to the Chief Executive Officer to award the tender for RFT 03-2223 – Relocation and Renewal of the Greenbushes Railway Station once a response to the funding request (refer Part 4) is received. 6. In the event of the tender being awarded, authorise the Chief Executive Officer to enter into a Contract 	L Guthridge	<p>August 2023</p> <p>Discussions have been held with successful contractor with a contract currently being developed. The timelines for consideration of a 3rd party funding request were unsuitable so the minor variation specified in Part 6 of the resolution will be enacted. The Greenbushes Discovery Centre can pursue 3rd party funding for the interpretation/fit out components of the project that are outside the scope of the works being delivered by the Shire.</p> <p>September 2023</p> <p>Anticipate that the successful Contractor will sign contract documents the week commencing 25th September 2023.</p>	<p>October 2023</p> <p>Contracts have been signed with the Building Contractor. Projected that the project will commence in Late November 2023</p>

	with the successful tenderer. In the event of the funding request (refer Part 4) not being provided or an amount significantly less than \$50,000 being provided the Chief Executive Officer is authorized to negotiate minor variations to the Contract and amend the scope of works to reduce the Contract price by removing the proposed neta screen fence priced at \$26,850.00 (Ex-GST) and proceeding with a lesser contingency allowance.				
August Ordinary Meeting	Nil				
C.02/0923 Community Group Banner Development and Funding Allocation	<p>That Council:</p> <ol style="list-style-type: none"> 1. Consult with community groups regarding the potential development of banners for the various events held in Bridgetown including, but not limited to; <ol style="list-style-type: none"> a. The Blues at Bridgetown b. Blackwood Marathon c. Festival of Country Gardens d. Winter Festival e. Heritage Week 3. Provide the completed banners to each of the 5 community groups to store and deliver to the shire, in a timely manner, to install for their event. 	M Richards		October 2023 Will contact community groups this month now that the Shire Welcome Banners are in production	

RM 2 – Fraud, Corruption & Misconduct Prevention

1 Objectives

The objectives are:

- Install a corporate culture which encourages awareness, vigilance and confidence in identifying instances of fraud, corruption and misconduct within a wider culture of encouraging continuous improvement, corporate and individual responsibility and innovation.
- Develop and maintain corporate systems which discourage and eliminate the risk of fraud, corruption and misconduct.
- Promote an open and transparent culture of communication.

2 Scope

This policy applies to all employees of the Shire of Bridgetown-Greenbushes.

3 Definitions

3.1 Act

Local Government Act 1995

3.2 Fraud

Dishonest activity causing actual or potential gain or loss to any person or organisation, including theft of moneys or other property by persons internal and/or external to the organisation and/or where deception is used at the time, immediately before or immediately following the activity (Australian Standard AS 8001 – 2021 Fraud and Corruption Control).

This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.

The theft of property belonging to an entity by a person or persons internal to the entity by where deception is not used is also considered ‘fraud’ for the purposes of this Standard.

3.3 Serious misconduct

Serious misconduct is misconduct that involves corrupt intent and/or criminal conduct and occurs when a public officer:

- Acts corruptly or corruptly fails to act in the course of their duties; or
- Corruptly takes advantage of their position for the benefit or detriment of any person; or
- Commits an offence which carries a penalty of two or more years imprisonment.

Where the Principal Officer (CEO) has a reasonable suspicion that an instance of serious misconduct has occurred, the Principal Officer must report to the Corruption, Crime Commission (CCC) as soon as practicable.

3.4 Minor misconduct

Minor misconduct is misconduct that is significant enough that it could possibly lead to termination of a public officer's employment if proved. Minor misconduct occurs when a public officer engages in conduct that:

- Adversely affects or could adversely affect, directly or indirectly, the honest or impartial performance of the functions of a public authority or public officer, whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or
- Constitutes or involves the performance of functions in a manner that is not honest or impartial; or
- Involves the misuse of information or material that is in connection with their functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person; and
- Constitutes, or could constitute, a disciplinary offence providing reasonable grounds for termination of a person's office or employment.

Where the CEO has a reasonable suspicion that an instance of minor misconduct has occurred, s/he must report this suspicion to the Public Sector Commission as soon as practicable.

3.5 Public interest information

Means information that tends to show, in relation to its public function a public authority, a public officer, or a public sector contractor is, has been, or proposes to be, involved in:

- (a) Improper conduct; or
- (b) An act or omission that constitutes an offence under a written law; or
- (c) A substantial unauthorised or irregular use of, or substantial mismanagement of, public resources; or
- (d) An act done or omission that involves a substantial and specific risk of –
 - (i) Injury to public health; or
 - (ii) Prejudice to public safety; or
 - (iii) Harm to the environment; or
- (e) Matter of administration that can be investigated.

3.6 Public officer

Includes a member, officer, or employee of an authority, board, corporation, commission, local government, council, committee or other similar body established for a public purpose under an Act (*Corruption, Crime and Misconduct Act 2003*)

3.7 Public authority

Includes an authority, board, corporation, commission, council, committee, local government, regional local government or similar body established under a written law (*Corruption, Crime and Misconduct Act 2003*).

4 Policy

Council is committed to a strong culture and sound governance that will safeguard public funds and property.

Council considers fraud, corruption and misconduct to be serious matters and such behaviours are considered unacceptable.

All employees are accountable for, and have a role to play, in fraud, corruption and misconduct prevention and control and are encouraged to disclose actual or suspected fraudulent or corrupt activity.

When identified, any suspected fraudulent or corrupt activity will be promptly and thoroughly investigated, and where appropriate legal remedies available under the law will be pursued.

Where appropriate, Council will protect the anonymity of those reporting the activity.

Detrimental actions are not permitted against anyone who reports suspected or known incidents, consistent with Council's Public Interest Disclosure Administrative Policy. Council may take disciplinary action against those who maliciously and knowingly create a false allegation.

4.1 Responsibilities

Whilst the management of fraud, corruption and misconduct is considered the collective responsibility of all persons engaged with or associated with the Shire, certain roles within the Shire will have specific roles in the operation of this Policy.

Role	Responsibility
Council	<ul style="list-style-type: none"> Adopt Fraud, Corruption and Misconduct Policy and provide leadership.
Audit Committee	<ul style="list-style-type: none"> Review risk management framework and associated processes for the effective identification and management of fraud risks; overseeing development and implementation of the Fraud, Corruption and Misconduct policy.
CEO	<ul style="list-style-type: none"> The CEO has overall accountability for the effective and economical use of Shire resources and for determining appropriate controls in managing fraud and corruption risks; The CEO, has certain reporting obligations to the Corruption and Crime Commission and/or the Public Sector Commission under the <i>Corruption, Crime and Misconduct Act 2003</i>.

	<ul style="list-style-type: none"> • Coordinate and/or conduct investigations into allegations of fraud, corruption and misconduct when required.
Executive Leadership Team and Managers	<ul style="list-style-type: none"> • Provide leadership, guidance and support to employees in preventing fraud, corruption and misconduct and modelling ethical behaviour; • Monitor the implementation of operational controls; • Identify significant fraud, corruption and misconduct risk areas.
Manager Governance & Risk	<ul style="list-style-type: none"> • Coordinate, monitor and review the fraud, corruption and misconduct risk assessment process; • Assist with implement of fraud, corruption and misconduct strategies with departments, including internal and external audit recommendations; • Undertake scheduled audits, which include examining established controls to determine if these are robust enough to reduce the risks of fraud, corruption and misconduct, including the identification of work practices that may lead to fraudulent and corrupt activities and misconduct. • Delivering and/or coordinating fraud and corruption training.

4.2 Policies and Processes

The Shire has a range of policies and processes in place that govern and support its day-to-day operations and decision making.

Fraud, corruption and misconduct prevention and detection controls are embedded in various state legislation, Shire policies and procedures including (but not limited to):

- Local Government Act and associated Regulations
- Accrual of Annual Leave Policy
- Codes of Conduct
- Fraud, Corruption & Misconduct Policy
- Information Communication Technology Use Policy
- Managing Issues & Grievances Procedures
- Purchasing Policy
- Risk Management Policy and Framework

- Use of Corporate Credit Card Policy

Specific council and administrative policies dealing with fraud, corruption and misconduct are to be revised regularly to include specific provisions to address fraud/misconduct/corruption.

4.3 Fraud, Corruption and Misconduct Risk Assessments

Risk assessments should be undertaken for all potential fraud, corruption and misconduct risks.

The following areas have been identified as those with the greater potential for fraud, corruption or misconduct as such more detailed risk assessments will be undertaken in these areas:

1. Procurement
2. Contract Management
3. Regulatory Services
4. Employment
5. Misuse of resources

Appropriate amendments to policy and procedure to mitigate identified fraud, corruption and misconduct risks will be developed.

4.4 Communication and Awareness

It is important that fraud, corruption and misconduct is identified and reported at an early stage and that employees understand the process for the reporting of it.

Awareness of the Shire's fraud, corruption and misconduct prevention policy and controls will be implemented through the following channels:

- A copy of the Shire's Code of Conduct will be provided to all new employees after which they are to sign acknowledgement of having understood the contents.
- Annual reviews and training for employees.
- Any changes to the Code of Conduct will be communicated to all employees.

4.5 Detection of Fraud

The Shire will implement several processes to detect fraud, corruption and misconduct, which may include, but is not necessarily limited to:

- Observation and awareness by all employees - Through the Shire's Code of Conduct and training, staff have the knowledge and understanding of how to respond if fraud, corrupt or misconduct activity is detected or suspected.
- Risk Management System - The Shire has a Risk Management system in place for the identification, analysis, evaluation and treatment of risk, including fraud, corruption, misconduct and a process to monitor and review on a regular basis.
- Internal Audit – provide assurance to the Chief Executive Officer/Council that the financial and operational controls designed to manage the Shire's risks are effective, by undertaking Internal Audit activities to identify weaknesses in the fraud, corruption and misconduct control environment.

- External Auditors - Australian auditing standards provide for auditing procedures so that the audit will be more likely to detect a material misstatement in financial statements due to fraud or corruption (or error).

Common red flags for possible fraud, misconduct or corruption include:

- Over-familiar relationships between employees, proponents, suppliers and contractors;
- Disregard of internal controls;
- Employees demonstrating a reluctance to take leave, particularly where they have cash control or debt collection responsibilities;
- Employees remaining later at work than other employees, or accessing work premises unnecessarily after other employees have left;
- Unreconciled accounting records, including corporate card transactions and/or poor follow up of outstanding accounts; and
- Lack of supporting documentation for purchases.

4.6 Reporting Fraud, Corruption and Misconduct

As outlined in the Shire's Code of Conduct for Employees, employees may report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to their supervisor, Manager, or the CEO in accordance with the Shire of Bridgetown-Greenbushes' Fraud, Corruption and Misconduct Prevention Policy

In accordance with the *Corruption, Crime and Misconduct Act 2003*, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:

1. The Corruption and Crime Commission, in the case of serious misconduct; or
2. The Public Sector Commissioner, in the case of minor misconduct.

Staff may also report directly to the Corruption and Crime Commission or the Public Sector Commission, anonymously if desired.

4.7 Investigating Fraud, Corruption and Misconduct

Investigations of allegations of fraud, corruption or misconduct will be investigated in line with the requirements of the Code of Conduct and the Public Interest Disclosure provisions outlined on the Shire's website. The guidelines provide for:

1. Appropriate measures for the comprehensive investigation of such matters based on the principles of independence, objectivity and fair due process (rules of natural justice).
2. Systems for internal reporting of all detected incidents.
3. Process for reporting the matters of suspected fraud, corruption and misconduct to appropriate external enforcement agencies.

The Shire will review these processes from time to time or after investigations have been made and potential improvements have been recognised as part of the investigation process.

4.8 Response to Investigations

All reports of suspected fraud, corruption or misconduct will be investigated according to Shire policies and processes or referred to an external investigative agency as appropriate.

Appropriate action will be taken which may include disciplinary action or referral to an external agency such as the Corruption and Crime Commission or the WA Police.

If there is a reasonable suspicion that an incident constitutes minor misconduct or serious misconduct, the CEO, as Principal Officer, is required in accordance with the Corruption, Crime and Misconduct Act to report the matter to the Public Sector Commission (PSC) or Corruption and Crime Commission (CCC) respectively.

The PSC or CCC respectively may choose to investigate the matter itself, refer it back to the Shire, or work with the Shire to investigate the matter.

Any allegation involving criminal offences against the Shire, by employees or external parties, needs to be referred to the Police. In the event the Police do not lay criminal charges, but the information requires further enquiry because the allegation raises a reasonable suspicion of employee misconduct which, if proven, would be likely to result in formal disciplinary action, an investigation will be commenced.

The CEO is to ensure that all incidents of fraud, corruption and misconduct are investigated, documented and registered on the organisations document management system in a confidential manner.

The Audit Committee will be informed of all instances of alleged fraud and the status of investigations to consider and ensure controls are appropriately designed and implemented.

4.9 Disciplinary Procedures

The Shire reserves its rights to recover any losses it has suffered due to fraud, corruption and misconduct especially where the likely benefits of recovery exceed the funds required to investigate the action.

4.10 Monitor, Review and Evaluation

The effective monitoring, review and evaluation of fraud, corruption and misconduct is a mechanism by which the Shire can demonstrate accountability and provide assurance that legislative and governance requirements are being met.

Records will be kept of all instances of suspected fraud, corruption or misconduct.

Following an incident or investigation where fraud, corruption or misconduct was substantiated, the Manager Governance & Risk will conduct a review of the incident to determine if a change to policy, procedure or internal controls is necessary.

5 Applicable Legislation and Documents

Act	s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government’s policies <i>Corruption, Crime and Misconduct Act 2003</i>
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	<p><i>Criminal Code Act Compilation Act 1913</i></p> <p><i>Public Interest Disclosure Act 2003</i></p> <p><i>Public Sector Management Act 1994</i></p>
Regulation	<p>r.17, <i>Local Government (Audit) Regulations 1996</i> – CEO to review certain systems and procedures</p> <p>r.5, <i>Local Government (Financial Management) Regulations 1996</i> – CEO’s duties as to financial management</p>
Local Law	
Shire Policies	<p>FM 4 – Purchasing Policy</p> <p>FM 7 – Use of Corporate Credit Cards</p> <p>IT 1 – Information Communication Technology Use</p> <p>P 15 – Accrual of Annual Leave</p> <p>RM 1 - Risk Management Policy</p> <p>Public Information Disclosure Administration Policy</p>
Related Documents	<p>Australian Standard AS 8001-2021 – Fraud and Corruption Control</p> <p>Australian Standard AS ISO 31000:2018 Risk management – Guidelines</p> <p>Local Government Framework – Fraud & Corruption Control, July 2015</p> <p>Codes of Conduct</p> <p>Risk Management Framework</p> <p>Auditor General – Fraud Risk Management – Better practice Guide June 2022</p> <p>Notification of misconduct in Western Australia – a joint information resource prepared by the Public Sector Commission and the Corruption and Crime Commission on misconduct as defined by the Corruption, <i>Crime and Misconduct Act 2003</i> – 1 July 2015</p>
Related Procedure	<p>FIN 03 – Purchasing Policy Non Compliance</p> <p>HR 008 – Disciplinary Procedures</p> <p>Issue Resolution Procedure</p>

6 Administration

Original Adoption Date	Insert date
Last Variation Date	Insert date
Last Reviewed	Insert date
Scheduled Reviewed Date	Insert date

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN SEPTEMBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
<u>MUNICIPAL FUND</u>				
DIRECT DEBITS				
DD16990.1	06/09/2023	AWARE SUPER	PAYROLL DEDUCTIONS	16,256.82
DD16990.2	06/09/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	695.95
DD16990.3	06/09/2023	CARE SUPER	PAYROLL DEDUCTIONS	731.77
DD16990.4	06/09/2023	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	384.26
DD16990.5	06/09/2023	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	23.11
DD16990.6	06/09/2023	REST SUPER - ACUMEN	SUPERANNUATION CONTRIBUTIONS	179.95
DD16990.7	06/09/2023	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	14.01
DD16990.8	06/09/2023	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	784.72
DD16990.9	06/09/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	479.62
DD16990.10	06/09/2023	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	277.67
DD16990.11	06/09/2023	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	349.26
DD16990.12	06/09/2023	GUILD SUPER	PAYROLL DEDUCTIONS	556.35
DD16990.13	06/09/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	277.67
DD16990.14	06/09/2023	ONEANSWER FRONTIER SUPER	SUPERANNUATION CONTRIBUTIONS	277.67
DD16990.15	06/09/2023	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	358.93
DD16990.16	06/09/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	799.13
DD16990.17	06/09/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2,086.03
DD16990.18	06/09/2023	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	217.64
DD16990.19	06/09/2023	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	370.11
DD16990.20	06/09/2023	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	373.20
DD16990.21	06/09/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	423.20
DD17008.1	07/09/2023	AMPOL AUSTRALIA PETROLEUM PTY LTD	PURCHASES ON FUEL CARDS FOR THE MONTH AUGUST	4,224.63
DD17018.1	15/09/2023	SG FLEET AUSTRALIA PTY LTD	MONTHLY LEASE FOR SHARED ENVIRONMENTAL HEALTH OFFICER	484.22
DD17032.1	20/09/2023	AWARE SUPER	PAYROLL DEDUCTIONS	15,151.67
DD17032.2	20/09/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	695.95
DD17032.3	20/09/2023	CARE SUPER	PAYROLL DEDUCTIONS	762.40
DD17032.4	20/09/2023	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	384.26
DD17032.5	20/09/2023	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	23.11

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN SEPTEMBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
DD17032.6	20/09/2023	REST SUPER - ACUMEN	SUPERANNUATION CONTRIBUTIONS	236.70
DD17032.7	20/09/2023	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	496.96
DD17032.8	20/09/2023	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	927.81
DD17032.9	20/09/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	517.45
DD17032.10	20/09/2023	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	373.36
DD17032.11	20/09/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	316.19
DD17032.12	20/09/2023	GUILD SUPER	PAYROLL DEDUCTIONS	556.35
DD17032.13	20/09/2023	ONEANSWER FRONTIER SUPER	SUPERANNUATION CONTRIBUTIONS	299.59
DD17032.14	20/09/2023	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	262.83
DD17032.15	20/09/2023	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	513.80
DD17032.16	20/09/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	778.73
DD17032.17	20/09/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2,421.69
DD17032.18	20/09/2023	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	213.83
DD17032.19	20/09/2023	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	370.11
DD17032.20	20/09/2023	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	379.59
DD17032.21	20/09/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	357.87
DD17053.1	02/09/2023	GO GO MEDIA	MONTHLY ON HOLD MESSAGE SERVICE FOR SEPTEMBER	75.90
B/S	01/09/2023	WESTPAC BANK	MERCHANT FEES	217.19
B/S	01/09/2023	WESTPAC BANK	MONTHLY BANK ACCOUNT FEES	715.21
B/S	06/09/2023	WESTPAC BANK	TOTAL WAGES FOR 24/08/2023 TO 06/09/2023	250,026.13
B/S	20/09/2023	WESTPAC BANK	TOTAL WAGES FOR 07/09/2023 TO 20/09/2023	140,588.35
WESTPAC CORPORATE CREDIT CARD - CEO				
B/S	09/08/2023	MULBERRY TREE	ELT LUNCH MEETING	57.80
B/S	09/08/2023	WOTIF.COM	ACCOMMODATION DURING HONOUR BOARD RESEARCH TRIP	141.83
B/S	15/08/2023	WILSON PARKING	PARKING DURING STATE LIBRARY VISIT	21.26
B/S	15/08/2023	IKEA PERTH	2 X PICTURE FRAMES FOR TOWN PLANNING MAPS	50.00
B/S	15/08/2023	THE LIQUOR SHED	WINE FOR COUNCIL BAR	287.76
B/S	21/08/2023	BP MORLEY	FUEL FOR LIGHT FLEET VEHICLE	60.01
B/S	25/08/2023	DEPT OF PRIMARY INDUSTRIES	DPIRD REGISTRATION FEE FOR STOCK IMPOUNDING FACILITY	76.50
B/S	29/08/2023	BRIDGETOWN HOTEL	AUDIT RECOGNITION LUNCH FOR CORPORATE SERVICES STAFF	78.00

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B/S	29/08/2023	BRIDGETOWN HOTEL	AUDIT RECOGNITION LUNCH FOR CORPORATE SERVICES STAFF	33.20
B/S	03/09/2023	WESTPAC	MONTHLY CARD FEE	10.00
WESTPAC CORPORATE CREDIT CARD - DCS				
B/S	07/08/2023	THE GIFT FACTORY	GRATUITY GIFT FOR DEPARTING CEO	226.90
B/S	10/08/2023	MAILCHIMP	MONTHLY SUBSCRIPTION TO MAILCHIMP NEWSLETTER DISTRIBUTOR	41.91
B/S	22/08/2023	CLOVERS LIQUOR STORE	GRATUITY GIFT FOR DEPARTING CEO	392.00
B/S	24/08/2023	BRIDGETOWN HOTEL	STAFF MEALS DURING EVENING BUDGET PREPARATION	48.00
B/S	29/08/2023	DARDANUP BUTCHERING	MEAT FOR CEO FAREWELL BBQ	106.74
B/S	03/09/2023	WESTPAC	MONTHLY CARD FEE	10.00
BPAY				
7092023	07/09/2023	TELSTRA	TELEPHONE & INTERNET CHARGES FOR AUGUST	1,177.53
13092023	13/09/2023	TELSTRA	TELEPHONE & INTERNET CHARGES FOR AUGUST	2,240.22
26092023	26/09/2023	TELSTRA	TELEPHONE & INTERNET CHARGES FOR SEPTEMBER	1,177.33
ELECTRONIC PAYMENTS				
EFT37572	14/09/2023	ABCO PRODUCTS PTY LTD	BULK CLEANING SUPPLIES	236.69
EFT37573	14/09/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	MINOR PARTS FOR JOHN DEERE TRACTOR	24.38
EFT37574	14/09/2023	ARBOR GUY	POWERLINE PRUNING AT THOMPSON PARK	1,936.00
EFT37575	14/09/2023	ASK WASTE MANAGEMENT	WASTE SITE DEVELOPMENT REPORT - PART PAYMENT	4,400.00
EFT37576	14/09/2023	AUSTRALIA POST	POSTAGE FOR THE MONTH OF AUGUST AND BOOKS FOR LIBRARY STOCK	130.69
EFT37577	14/09/2023	B & B STREET SWEEPING PTY LTD	MONTHLY DRAINAGE MAINTENANCE FOR AUGUST	1,914.00
EFT37578	14/09/2023	BETTER TELCO SOLUTIONS PTY LTD	MONTHLY PHONE ACCOUNT FOR DEPOT & FCC FOR AUGUST	445.22
EFT37579	14/09/2023	BLACKWOOD VETERINARY CENTRE	EUTHANASE CAT UNSUITABLE FOR REHOMING	65.00
EFT37580	14/09/2023	BLUES AT BRIDGETOWN	23/24 COMMUNITY GRANT	17,490.00
EFT37581	14/09/2023	JOSHUA BONSER-PRICE	PAYMENT FOR UMPIRING VOLLEYBALL GAMES	20.00
EFT37582	14/09/2023	BOOKEASY AUSTRALIA PTY LTD	MONTHLY BOOKEASY COMMISSIONS FOR AUGUST	220.00
EFT37583	14/09/2023	BRIDGETOWN AGRICULTURAL SOCIETY	SPONSORSHIP OF SCHOOL DISPLAYS AT BRIDGETOWN SHOW	250.00
EFT37584	14/09/2023	BRIDGETOWN TIMBER SALES	MINOR MAINTENANCE SUPPLIES	27.00
EFT37585	14/09/2023	BRIDGETOWN MITRE 10 & RETRAVISION	MINOR MAINTENANCE ITEMS & GAS BOTTLE FOR GREENBUSHES POOL	342.87
EFT37586	14/09/2023	BRIDGETOWN PAINT SALES	MINOR MAINTENANCE SUPPLIES	79.95
EFT37587	14/09/2023	BRIDGETOWN NEWSAGENCY	MONTHLY NEWSPAPER CHARGES FOR AUGUST	134.90

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EFT37588	14/09/2023	BRIDGETOWN TYRES	TYRE REPAIRS FOR LIGHT FLEET	127.00
EFT37589	14/09/2023	BRISKLEEN SUPPLIES PTY LTD	BULK CLEANING SUPPLIES	674.52
EFT37590	14/09/2023	BCITF	BCITF LEVIES COLLECTED FOR AUGUST 2023	1,784.66
EFT37591	14/09/2023	BUNBURY PRINT	SHIRTS FOR BRIDGETOWN BFB	325.00
EFT37592	14/09/2023	BURGESS RAWSON PTY LTD	LEASING PREPARATION FEE FOR LICENCE L4072-2	550.00
EFT37593	14/09/2023	CATTERICK DISTRICT PROGRESS ASSOC	2023/24 SERVICE AGREEMENT (3RD YEAR)	700.00
EFT37594	14/09/2023	CITY AND REGIONAL FUELS	BULK FUEL SUPPLY FOR DEPOT	7,999.99
EFT37595	14/09/2023	CLEAR TO WORK PTY LTD	ONLINE NATIONAL POLICE CLEARANCE CHECKS	200.25
EFT37596	14/09/2023	COUNTRY WOMENS ASSOCIATION WA	23/24 COMMUNITY GRANT	2,750.00
EFT37597	14/09/2023	CUSTOM SERVICE LEASING LTD	MONTHLY VEHICLE LEASING FOR CESM VEHICLE FOR JULY & AUGUST	1,225.26
EFT37598	14/09/2023	DMIRS	BSL'S COLLECTED FOR AUGUST 2023	52,365.29
EFT37599	14/09/2023	DOMESTIC MAINTENANCE SW	INSTALL STORM WATER PIPES TO BTOWN SPORTS GROUND STORAGE SHED	820.00
EFT37600	14/09/2023	ELGAS PTY LTD	ANNUAL SERVICE CHARGE FOR LPG CYLINDERS	422.40
EFT37601	14/09/2023	FAIRTEL PTY LTD	MONTHLY TELEPHONE & NBN CHARGES FOR SES FOR AUGUST	164.92
EFT37602	14/09/2023	DEPT OF FIRE & EMERGENCY SERVICES	2023/24 1ST QUARTER ESL CONTRIBUTION	101,089.49
EFT37603	14/09/2023	FONTY'S HIRE	4 WEEKS PORTA-LOO HIRE FOR DEPOT - AUGUST	264.00
EFT37604	14/09/2023	FULTON HOGAN INDUSTRIES PTY LTD	12 X TONNES OF BITUMEN PREMIX FOR ROAD MAINTENANCE	2,706.00
EFT37605	14/09/2023	GARVS AUTO ELECTRICS PTY LTD	RECTIFY POWER AND RADIO CIRCUITS FOR VOLVO GRADER	120.00
EFT37606	14/09/2023	GEOGRAPHE FORD & BUNBURY HYUNDAI	NEW FORD RANGER UTE FOR OUTSIDE CREW, LESS TRADE IN	24,413.44
EFT37607	14/09/2023	HILLVIEW ELECTRICAL SERVICE	MINOR ELECTRICAL REPAIRS	633.60
EFT37608	14/09/2023	INTERPHONE	MONTHLY INTERNET CHARGES FOR ADMIN OFFICE FOR SEPTEMBER	130.90
EFT37609	14/09/2023	ITR PACIFIC PTY LTD	10PK GRADER BLADES	1,045.00
EFT37610	14/09/2023	JOHNSON'S FOOD SERVICES	FOOD ITEMS FOR RESALE AT THE BLC CAFE	54.65
EFT37611	14/09/2023	LANDGATE	LAND VALUATION ENQUIRY CHARGES	541.64
EFT37612	14/09/2023	LD TOTAL	BLACKWOOD RIVER FORESHORE PROJECT - CLAIM 16 RETENTION RELEASE	14,960.46
EFT37613	14/09/2023	LGIS INSURANCE BROKING	REGIONAL RISK CO-ORDINATOR FEES JANUARY 2023 - JUNE 2023	5,390.00
EFT37614	14/09/2023	LUSH FIRE AND PLANNING	PROVIDE REVIEW OF BMP REPORTS FOR SUBDIVISION APPLICATION	357.50
EFT37615	14/09/2023	MANJIMUP FREIGHT DISTRIBUTORS	FREIGHT	16.50
EFT37616	14/09/2023	MCLEODS	PROVIDE LEGAL ADVICE FOR DEVELOPMENT APPLICATION	1,582.35
EFT37617	14/09/2023	MODUS AUSTRALIA	BRIDGETOWN YOUTH PRECINCT ABLUTION BLOCK - 20% DEPOSIT	35,066.68

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EFT37618	14/09/2023	JAMES MOYES	PAYMENT FOR UMPIRING VOLLEYBALL GAMES	40.00
EFT37619	14/09/2023	MUIRS MANJIMUP	SUPPLY REAR WIPER FOR FLEET VEHICLE	58.12
EFT37620	14/09/2023	RACHAEL POTTER	PAYMENT FOR UMPIRING VOLLEYBALL GAMES	60.00
EFT37621	14/09/2023	QUALITY SHOP	PRINTING OF 4000 X FIREBREAK NOTICES FOR RATES PACKS	875.00
EFT37622	14/09/2023	REPCO	REPLACEMENT REVERSE ALARMS FOR WORKS FLEET VEHICLES	114.00
EFT37623	14/09/2023	ERIN LESLIE REYNOLDS	REIMBURSEMENT OF PRE-EMPLOYMENT MEDICAL ASSESSMENT	156.00
EFT37624	14/09/2023	RICHFEEDS AND RURAL SUPPLIERS	SUPPLIES FOR SHIRE WEED SPRAYING AND VARIOUS PPE	3,123.00
EFT37625	14/09/2023	SCAVENGER SUPPLIES PTY LTD	MONTHLY FIRE INDICATOR PANEL SERVICE AT BLC FOR JULY	126.50
EFT37626	14/09/2023	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING AND PRINTING CHARGES - AUGUST	1,157.47
EFT37627	14/09/2023	SEEK LIMITED	RECRUITMENT ADVERTISING	462.00
EFT37628	14/09/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRE'S COMMISSIONS RETAINED FOR AUGUST 2023	104.75
EFT37629	14/09/2023	SOUTHERN LOCK AND SECURITY	DOOR CLOSERS FOR CIVIC CENTRE	524.98
EFT37630	14/09/2023	SOUTH WEST ACADEMY OF SPORT	2023/24 SWAS SPONSORSHIP	550.00
EFT37631	14/09/2023	SOUWEST GLASS SERVICE	REPLACE BROKEN WINDOW IN SHIRE UNIT	501.60
EFT37632	14/09/2023	SOUTH REGIONAL TAFE	CHAINSAW TRAINING FOR WORKS CREW	245.10
EFT37633	14/09/2023	SOUL NURTURING	PACKAGE OF 4 X MICHAEL MILLER ARTWORKS	2,000.00
EFT37634	14/09/2023	SPORTSPEOPLE GROUP PTY LTD	RECRUITMENT ADVERTISING	214.50
EFT37635	14/09/2023	STEWART & HEATON CLOTHING CO	PRINTING ON BFB PPE	183.94
EFT37636	14/09/2023	SYNERGY	ELECTRICITY CHARGES	14,079.08
EFT37637	14/09/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	406.26
EFT37638	14/09/2023	THE STABLES IGA	VARIOUS GROCERY SUPPLIES	328.65
EFT37639	14/09/2023	THE RIGHT STUFF FOR LANDHOLDERS	2 X BLOWER VACUUM'S	538.21
EFT37640	14/09/2023	CODIE TOLE	PAYMENT FOR UMPIRING VOLLEYBALL GAMES	40.00
EFT37641	14/09/2023	TOTAL GREEN RECYCLING	RECYCLING OF E-WASTE FROM THE WASTE FACILITY	576.65
EFT37642	14/09/2023	PETER VAN VEEN	REFUND OF BSL FOR REFUSED BUILDING APPLICATION	61.65
EFT37643	14/09/2023	WA RANGERS ASSOCIATION	RANGER BADGES	70.00
EFT37644	14/09/2023	WATTLESEED BARN CAFE & FLORIST	REFRESHMENTS FOR MEETING	91.00
EFT37645	14/09/2023	WESTRAC PTY LTD	REPAIRS TO HYDRAULIC SYSTEM FOR CATERPILLAR TRACK LOADER	3,260.25
EFT37646	14/09/2023	WALGA	CONVENTION ATTENDANCE & TRAINING COURSES FOR ELECTED MEMBERS	4,099.00
EFT37647	14/09/2023	WOODLANDS DISTRIBUTORS PTY LTD	CARTONS OF COMPOSTABLE DOG WASTE BAGS	917.40

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EFT37648	15/09/2023	EILEEN AMANDA ROSE	REIMBURSEMENT FOR COST OF FLOWERS FOR COUNCIL PRESENTATION	99.55
EFT37654	20/09/2023	AUSTRALIAN TAXATION OFFICE	BAS FOR AUGUST 2023	30,006.00
EFT37655	28/09/2023	AIRIUS OCEANIA PTY LTD	50% DEPOSIT FOR COURT FANS FOR BRIDGETOWN LEISURE CENTRE	35,976.60
EFT37656	28/09/2023	AJ STALEY CARPENTRY PTY LTD	REPAIRS & MAINTENANCE TO SHIRE BUILDINGS	3,325.00
EFT37657	28/09/2023	AMITY SIGNS	STREET SIGN BLADES	514.53
EFT37658	28/09/2023	AUSTRALIAN COMS & MEDIA AUTHORITY	ANNUAL LICENCE RENEWAL FOR LAND MOBILE/AMBULATORY & SBSFM	159.00
EFT37659	28/09/2023	B & B STREET SWEEPING PTY LTD	MONTHLY DRAINAGE MAINTENANCE FOR SEPTEMBER	1,914.00
EFT37660	28/09/2023	DONNA BAKER	ANIMAL HANDLING EQUIPMENT	45.00
EFT37661	28/09/2023	BCP CONTRACTORS PTY LTD	CLAIM ON PRACTICAL COMPLETION FOR GREENBUSHES CARPARK PROJECT	16,346.97
EFT37662	28/09/2023	BELIA ENGINEERING	TRANSPORT MATTRESSES TO PERTH FOR RECYCLING	884.40
EFT37663	28/09/2023	BLACKWOOD COUNTRY GARDENS INC.	2023/24 SERVICE AGREEMENT	1,000.00
EFT37664	28/09/2023	BLUE FORCE PTY LTD	150 X RFID KEY FOBS FOR 24 HOUR GYM	2,161.50
EFT37665	28/09/2023	BOC LIMITED	ADJUSTMENT TO RENEWAL DATE FOR ARGOSHIELD CYLINDER RENTAL	90.17
EFT37666	28/09/2023	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT37667	28/09/2023	BRC BUILDING SOLUTIONS PTY LTD	SUPPLY FANS & DELIVERY OF WORKS FOR CIVIC CENTRE PROJECT - CLAIM 3	77,560.56
EFT37668	28/09/2023	BRIDGETOWN CRC	SES POWER CONSUMPTION FOR 11/07/2023 - 04/09/2023	312.32
EFT37669	28/09/2023	BRIDGETOWN MITRE 10 & RETRAVISION	VARIOUS MINOR MAINTENANCE ITEMS & GARDEN SUPPLIES	842.11
EFT37670	28/09/2023	BRIDGETOWN PAINT SALES	EXTENSION LADDER & MINOR MAINTENANCE SUPPLIES	404.70
EFT37671	28/09/2023	BTOWN BOARDING KENNELS & CATTERY	MONTHLY KENNEL AND CATTERY IMPOUND CHARGES - AUGUST	511.50
EFT37672	28/09/2023	ELKE HELENE BROWNE	MONTHLY COUNCILLOR ALLOWANCE & TRAVEL ALLOWANCE	1,307.30
EFT37673	28/09/2023	BUNNINGS TRADE	DOOR HARDWARE FOR SHIRE UNIT	70.04
EFT37674	28/09/2023	CEMETERIES & CREMATORIA ASSOC WA	2023/24 ANNUAL MEMBERSHIP	130.00
EFT37675	28/09/2023	MIKKEL SKOU CHRISTENSEN	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT37676	28/09/2023	CLEANAWAY PTY LTD	WASTE COLLECTION SERVICES FOR AUGUST	72,390.39
EFT37677	28/09/2023	CLEANWAY XTRA CLEANING SERVICES	MONTHLY COURT CLEANING FOR BLC FOR AUGUST	879.10
EFT37678	28/09/2023	COMMERCIAL NETMAKERS PTY LTD	15M x 1M EGRESS NETTING FOR THE WASTE FACILITY LEACHATE POND	1,061.50
EFT37679	28/09/2023	CORE BUSINESS AUSTRALIA PTY LTD	GREENBUSHES TOWN CENTRE CAR PARK PROJECT - CLAIM 1	8,243.18
EFT37680	28/09/2023	COUNTRY WOMENS ASSOCIATION OF WA	23/24 COMMUNITY GRANT	3,850.00
EFT37681	28/09/2023	CROWN HOTELS	ACCOMM & MEALS FOR COUNCILLORS ATTENDING WALGA CONVENTION	1,652.60
EFT37682	28/09/2023	ECOCYCLE PTY LTD	RECYCLING OF FLUORESCENT GLOBES FROM WASTE FACILITY	887.43

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EFT37683	28/09/2023	ESPRESSO ESSENTIAL WA	LIBRARY COFFEE MACHINE SUPPLIES	199.24
EFT37684	28/09/2023	LGRCEU	PAYROLL DEDUCTIONS	154.00
EFT37685	28/09/2023	GARVS AUTO ELECTRICS PTY LTD	REPAIRS TO SHIRE LIGHT FLEET VEHICLES & ROAD ROLLER	1,963.50
EFT37686	28/09/2023	G.C. SALES (W.A.)	200 X BIN LID PINS	160.60
EFT37687	28/09/2023	GOOD READING MAGAZINE PTY LTD	ANNUAL SUBSCRIPTION TO GOOD READING MAGAZINE FOR LIBRARY	119.95
EFT37688	28/09/2023	HANSEN'S HOT BREAD SHOP	REFRESHMENTS FOR WHS COMMITTEE	145.50
EFT37689	28/09/2023	HARMONIC ENTERPRISES PTY LTD	ANNUAL FORTIGATE FEE FOR BLC & MONTHLY MANAGED SERVICES FOR SEPT	3,793.90
EFT37690	28/09/2023	HILLVIEW ELECTRICAL SERVICE	LIGHTING REPAIRS FOR SHIRE BUILDINGS	704.00
EFT37691	28/09/2023	IMPART MEDIA	ANNUAL HOSTING FEES FOR VC WEBSITE FOR 30/06/2023 - 29/06/2024	1,320.00
EFT37692	28/09/2023	IRIS CONSULTING GROUP PTY LTD	ATTENDANCE TO RECORD MANAGEMENT BASICS COURSE	638.00
EFT37693	28/09/2023	ISUBSCRIBE	ANNUAL SUBSCRIPTION TO NEW SCIENTIST MAGAZINE FOR LIBRARY	560.99
EFT37694	28/09/2023	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL/SERVICE FEE FOR CHLORINE GAS CYLINDER FOR AUGUST	174.25
EFT37695	28/09/2023	LANDGATE	LAND VALUATION ENQUIRY CHARGES	43.50
EFT37696	28/09/2023	TRACY LANSDELL	MONTHLY COUNCILLOR ALLOWANCE & TRAVEL ALLOWANCE	1,630.80
EFT37697	28/09/2023	SEAN MICHAEL MAHONEY	MONTHLY COUNCILLOR ALLOWANCE	1,507.13
EFT37698	28/09/2023	MANJIMUP MONOGRAMS	STAFF PPE & UNIFORMS	661.85
EFT37699	28/09/2023	MANJIMUP FREIGHT DISTRIBUTORS	FREIGHT	66.00
EFT37700	28/09/2023	J.L & G.F MAY	GRAVE DIGGING & MAINTENANCE IN BRIDGETOWN CEMETERY	957.00
EFT37701	28/09/2023	METRO COUNT	SUPPLIES FOR TRAFFIC COUNTING	880.00
EFT37702	28/09/2023	MOORE AUSTRALIA	REGISTRATION TO 3 X PAYROLL & FINANCE RELATED WEBINARS	759.00
EFT37703	28/09/2023	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	3,416.00
EFT37704	28/09/2023	OFFICEWORKS LTD	SIT STAND DESK & ANTI FATIGUE MAT	535.04
EFT37705	28/09/2023	OLD DOG DIRT AND DIESEL	INVESTIGATE AND REPAIR ENGINE CODE FAULT FOR VOLVO GRADER	1,454.40
EFT37706	28/09/2023	OMNICOM MEDIA GROUP AUSTRALIA	SHIRE ADVERTISING	1,166.67
EFT37707	28/09/2023	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT37708	28/09/2023	QUALITY SHOP	PRINTING OF RATES PACK FLYERS & PRE-PRINTED STATEMENTS	1,724.00
EFT37709	28/09/2023	PATRICK QUINLIVAN	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL ASSESSMENT	135.00
EFT37710	28/09/2023	REPCO	HYDRAULIC JACK, LOADING RAMPS AND MINOR PARTS	2,034.62
EFT37711	28/09/2023	MEGAN RICHARDS	REIMBURSEMENT OF EXPENSES DURING CONFERENCE ATTENDANCE	690.00
EFT37712	28/09/2023	JANINE MAREE RICHARDSON	REIMBURSEMENT OF EXPENSES DURING COURSE ATTENDANCE	1,114.98

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EFT37713	28/09/2023	THE ROYAL LIFE SAVING SOCIETY WA INC	POOL LIFEGUARD LICENCE RENEWAL	169.00
EFT37714	28/09/2023	SCAVENGER SUPPLIES PTY LTD	MONTHLY FIRE INDICATOR SERVICE AT BLC FOR AUGUST	126.50
EFT37715	28/09/2023	SHIRE STAFF CLUB	PAYROLL DEDUCTIONS	184.00
EFT37716	28/09/2023	SLATER-GARTRELL SPORTS	AIR COMPRESSOR AND PICKLEBALL EQUIPMENT FOR BLC	1,336.50
EFT37717	28/09/2023	SOUTH WEST ISUZU	DIAGNOSTIC FOR ISUZU MAINTENANCE TRUCK AND MINOR PART	576.27
EFT37718	28/09/2023	SOUWEST GLASS SERVICE	SUPPLY & INSTALL 2 X GLASS PANELS TO WINDOWS OF SHIRE BUILDING	473.00
EFT37719	28/09/2023	SPORTS SURFACES	TURF FOR CRICKET TRAINING NETS AT BRIDGETOWN SPORTSGROUND	16,021.50
EFT37720	28/09/2023	STEVE WOOD CARPENTRY	REPLACE 2 X EXISTING STAIR CASES WITH SIMILAR	4,290.00
EFT37721	28/09/2023	SYNERGY	ELECTRICITY CHARGES	4,435.31
EFT37722	28/09/2023	TANIA MARIE - RAW RADIANCE	CATERING FOR COUNCIL MEETING	350.00
EFT37723	28/09/2023	THE STABLES IGA	REFRESHMENTS FOR MEETING, FORUM & VARIOUS GROCERY SUPPLIES	621.62
EFT37724	28/09/2023	THE FACTORY	CHRISTMAS DECORATIONS	3,256.00
EFT37725	28/09/2023	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGE FOR LIBRARY & DEPOT FOR SEPTEMBER	290.40
EFT37726	28/09/2023	T-QUIP	MINOR PARTS FOR MOWERS	92.80
EFT37727	28/09/2023	ALEXA TUNMER	ACCOMMODATION ALLOWANCE DURING ATTENDANCE TO CONFERENCE	280.95
EFT37728	28/09/2023	TYRECYCLE PTY LTD	COLLECTION AND RECYCLING OF TYRES FROM THE WASTE FACILITY	2,541.87
EFT37729	28/09/2023	WATTLESEED BARN CAFE & FLORIST	WREATH FOR VIETNAM WAR MEMORIAL SERVICE	85.00
EFT37730	28/09/2023	WESTRAC PTY LTD	2 X REVERSE MIRRORS FOR CATERPILLAR MULTI TYRE ROAD ROLLER	316.18
EFT37731	28/09/2023	ERIC WESTER & ROBYN MCCRACKEN	RATES REFUND	124.50
EFT37732	28/09/2023	WINC AUSTRALIA PTY LTD	BULK CLEANING AND STATIONERY SUPPLIES	2,470.77
DIRECT DEBITS - LICENSING				
27743	01/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 01/09/2023	7,124.40
27744	04/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 04/09/2023	4,284.05
27745	05/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 05/09/2023	4,465.90
27746	06/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 06/09/2023	5,549.10
27747	07/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 07/09/2023	3,485.20
27748	08/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 08/09/2023	7,361.65
27749	11/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 11/09/2023	4,753.55
27750	12/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 12/09/2023	2,055.95
27751	13/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 13/09/2023	3,752.70

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN SEPTEMBER TO BE RECEIVED

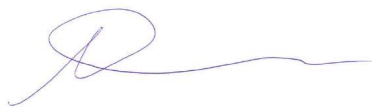
Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
27752	14/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 14/09/2023	10,185.75
27753	15/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 15/09/2023	6,588.45
27754	18/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 18/09/2023	6,008.80
27755	19/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 19/09/2023	2,652.10
27756	20/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 20/09/2023	3,267.85
27757	21/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 21/09/2023	2,673.75
27758	22/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 22/09/2023	4,951.60
27759	26/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 26/09/2023	8,781.05
27760	27/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 27/09/2023	3,460.60
27761	28/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 28/09/2023	4,532.70
27762	29/09/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 29/09/2023	3,398.85
CHEQUES				
300263	14/09/2023	WATER CORPORATION	WATER CHARGES	23.42
				1,207,503.71
CHEQUES - VISITOR CENTRE TRUST				
300228	12/09/2023	WESTPAC	TOTAL ACCOMMODATION FOR THE MONTH OF AUGUST 2023	1,128.75
ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST				
EFT37649	18/09/2023	BRIDGETOWN HISTORICAL SOCIETY INC.	CONSIGNMENT STOCK SOLD FOR AUGUST 2023	28.12
EFT37650	18/09/2023	BGBTA	CONSIGNMENT STOCK SOLD FOR AUGUST 2023	20.25
EFT37651	18/09/2023	JENNIFER MARY MOUNTFORD	CONSIGNMENT STOCK SOLD FOR AUGUST 2023	22.50
EFT37652	18/09/2023	PUBLIC TRANSPORT AUTHORITY WA	BUS TICKETS SOLD FOR AUGUST 2023	407.52
EFT37653	18/09/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	COMMISSIONS RETAINED FOR AUGUST 2023	268.91
				1,876.05

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN SEPTEMBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
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This schedule of accounts paid for the Municipal Fund totalling \$1,207,503.71 and for the Trust Fund totalling \$1,876.05 which was submitted to each member of the Council on 26th October 2023 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and castings.

Total creditor accounts outstanding as at 30/09/2023 is \$377,308.32



.....
CHIEF EXECUTIVE OFFICER

26th October 2023



SHIRE OF BRIDGETOWN-GREENBUSHES

MONTHLY FINANCIAL REPORT

For the Period Ended 30 September 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Detailed account schedules will be provided with financial reports to be presented at the

September 2023

December 2023

March 2024 (Budget Review)

June 2024

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	* Var.
		\$	\$	\$	\$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	5,735,031	5,677,690	5,683,762	6,072	0.11%	
Grants, subsidies and contributions		1,580,220	285,815	299,779	13,964	4.89%	
Fees and charges		2,345,731	1,587,768	1,580,299	(7,469)	(0.47%)	
Interest revenue		353,000	65,923	59,774	(6,149)	(9.33%)	
Other revenue		275,604	41,542	39,351	(2,191)	(5.27%)	
Profit on asset disposals	7	55,001	5,314	5,314	0	0.00%	
		10,344,587	7,664,052	7,668,280			
Expenditure from operating activities							
Employee costs		(6,320,263)	(1,594,875)	(1,520,346)	74,529	4.67%	
Materials and contracts		(4,488,655)	(710,975)	(675,468)	35,507	4.99%	
Utility charges		(299,456)	(48,839)	(40,460)	8,379	17.16%	
Depreciation		(3,759,377)	(939,814)	(1,241,911)	(302,097)	(32.14%)	▼
Finance costs		(63,715)	(939)	9	948	100.95%	
Insurance		(380,176)	(380,132)	(189,546)	190,586	50.14%	▲
Other expenditure		(325,972)	(133,101)	(132,680)	421	0.32%	
Loss on asset disposals	7	(5,450)	(132)	0	132	100.00%	
		(15,643,064)	(3,808,807)	(3,800,402)			
Non-cash amounts excluded from operating activities	1(a)	3,715,452	0	1,237,919	1,237,919		
Amount attributable to operating activities		(1,583,025)	3,855,245	5,105,796			
INVESTING ACTIVITIES							
Inflows from investing activities							
Capital grants, subsidies and contributions		7,644,627	255,919	265,966	10,047	3.93%	
Proceeds from disposal of assets	7	444,001	20,000	20,000	0	0.00%	
		8,088,628	275,919	285,966			
Outflows from investing activities							
Purchase of property, plant and equipment	8	(7,552,606)	(518,813)	(292,847)	225,966	43.55%	▲
Purchase and construction of infrastructure	8	(5,178,809)	(582,510)	(417,938)	164,572	28.25%	▲
		(12,731,415)	(1,101,323)	(710,785)			
Amount attributable to investing activities		(4,642,787)	(825,404)	(424,819)			
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from borrowings	9	0	0	0	0		
Transfers from reserve accounts	5	2,526,586	0	0	0		
		2,526,586	0	0			
Outflows from financing activities							
Repayment of borrowings	9	(153,248)	0	0	0		
Payments for principal portion of lease liabilities	9	(64,218)	(12,229)	(12,229)	0	0.00%	
Transfers to reserve accounts	5	(1,102,137)	(29,362)	(29,362)	0	0.00%	
		(1,319,603)	(41,592)	(41,592)			
Amount attributable to financing activities		1,206,983	(41,592)	(41,592)			

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	* Var.
	\$	\$	\$	\$	%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	5,006,329	5,006,329	5,032,107	25,778	0.51%	
Amount attributable to operating activities	(1,583,025)	3,855,245	5,105,796			
Amount attributable to investing activities	(4,642,787)	(825,404)	(424,819)			
Amount attributable to financing activities	1,206,983	(41,592)	(41,592)			
Surplus or deficit after imposition of general rates	(12,500)	7,994,578	9,671,493	1,676,914		
1(b)						

* Council for the financial year ending 30 June 2024 adopted a percentage of plus or minus 5% at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. The exception being that material variances of \$10,000 or less are non-reportable. Refer to Note 2 for explanation of material variances.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL POSITION
For the Period Ended 30 September 2023

	Note	30-Sep-2023	Last Period	30-Jun-23
Current Assets		\$	\$	\$
Cash and cash equivalents	4	10,265,500	9,433,203	11,307,415
Trade and other receivables		6,994,452	1,326,186	1,505,902
Inventories		28,905	27,775	26,085
Other assets		0	0	0
TOTAL CURRENT ASSETS		17,288,857	10,787,164	12,839,402
Non-Current Assets				
Trade and other receivables		163,073	163,073	163,073
Other financial assets		81,490	81,490	81,490
Property, plant and equipment		41,073,796	41,129,160	41,042,703
Infrastructure		213,508,043	214,424,933	214,073,122
Right-of-use assets		25,671	29,526	33,659
TOTAL NON-CURRENT ASSETS		254,852,073	255,828,182	255,394,047
TOTAL ASSETS		272,140,930	266,615,346	268,233,449
Current Liabilities				
Trade and other payables		951,711	707,669	1,371,178
Other liabilities		1,473,523	1,489,929	1,272,029
Lease liabilities	9	23,791	24,775	32,182
Borrowings	9	153,248	153,248	153,248
Employee related provisions		738,063	738,063	738,063
TOTAL CURRENT LIABILITIES		3,340,336	3,113,684	3,566,700
Non-Current Liabilities				
Lease liabilities	9	3,081	3,081	3,081
Borrowings	9	1,542,165	1,542,165	1,542,165
Employee related provisions		60,378	60,378	60,378
TOTAL NON-CURRENT LIABILITIES		1,605,624	1,605,624	1,605,624
TOTAL LIABILITIES		4,945,960	4,719,308	5,172,324
NET ASSETS		267,194,970	261,896,038	263,061,125
Equity				
Retained surplus		121,630,306	116,331,374	117,525,824
Reserves accounts	5	4,649,012	4,649,012	4,619,649
Revaluation surplus		140,915,652	140,915,652	140,915,652
TOTAL EQUITY		267,194,970	261,896,038	263,061,125

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 1: DETERMINATION OF SURPLUS OR DEFICIT (NET CURRENT ASSETS)

(a) Non-cash amounts excluded from operating activities

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Note	YTD 30 Sep 2023	Last Period	Actual 30 June 2023
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(5,314)	0	(75,306)
Add: Loss on disposal of assets	7	0	0	4,173
Add: Depreciation on assets		1,241,911	7,971	3,634,894
Movement in non-current pensioner deferred rates		0	0	(4,677)
Movement in non-current employee provisions		0	0	6,106
Movement in current employee provisions associated with restricted cash		1,321	1,321	597
Non cash amounts excluded from operating activities		1,237,919	9,293	3,565,787

(b) Surplus or deficit after imposition of general rates

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with Financial Management Regulation 32 to agree to the surplus/(deficit) after imposition of general rates.

	Note	YTD 30 Sep 2023	Last Period	Actual 30 June 2023
		\$	\$	\$
Adjustments to net current assets				
Less: Cash - restricted reserves	5	(4,649,012)	(4,649,012)	(4,619,649)
Add: Current portion of borrowings		153,248	153,248	153,248
Add: Current portion of lease liabilities		23,791	24,775	32,182
Add: Current portion of employee benefit provisions	5	194,945	194,945	193,624
Total adjustments to net current assets		(4,277,028)	(4,276,044)	(4,240,595)
Net current assets used in the Statement of Financial Activity				
Total current assets		17,288,856	10,787,165	12,839,402
Less: Total current liabilities		(3,340,335)	(3,113,682)	(3,566,700)
Less: Total adjustments to net current assets		(4,277,028)	(4,276,044)	(4,240,595)
Surplus or deficit after imposition of general rates		9,671,493	3,397,438	5,032,107

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 2: EXPLANATION OF MATERIAL VARIANCES

Nature of Income/Expenditure	Variance \$	Variance %	Var.	Reason	Explanation of Variance
OPERATING ACTIVITIES					
Expenditure from operating activities					
Depreciation	(302,097)	(32.14%)	▼	Permanent	Variance due to updated fair values on infrastructure assets being greater than estimated. Non-cash adjustment to be made at budget review.
Insurance	190,586	50.14%	▲	Timing	Variance due to timing of receiving 2nd instalment insurance invoice for shire buildings, plant and equipment.
INVESTING ACTIVITIES					
Purchase of property, plant and equipment	225,966	43.55%	▲	Timing	Expenditure in the following areas are less than estimated: Building renewals \$84,859 Plant and equipment \$140,900 Please refer to note 8 for more details.
Purchase and construction of infrastructure	164,572	28.25%	▲	Timing	Expenditure in the following areas are less than estimated: Drainage construction program \$32,734 Parks & Ovals infrastructure \$122,810 Please refer to note 8 for more details.

Council for the financial year ending 30 June 2024 adopted a percentage of plus or minus 5% at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. The exception being that material variances of \$10,000 or less are non-reportable.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 3: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Closing Surplus				0
	Permanent Changes						
ZA02	Routine road maintenance	C.18/0623	Operating Expenses			(12,500)	(12,500)
PJ157	Community events banners	C.02/0923	Operating Expenses			(10,000)	(22,500)
Res126	Strategic projects reserve	C.02/0923	Reserve Transfer		10,000		(12,500)
CP05	Greenbushes CBD parking & safety enhancement	C.08/0923	Capital Expenses		166,606		154,106
41413.64	Car park contributions - capital grants	C.08/0923	Operating Revenue			(149,862)	4,244
Res126	Strategic projects reserve	C.08/0923	Reserve Transfer			(16,744)	(12,500)
CP05	Greenbushes CBD parking & safety enhancement	C.08/0923	Capital Expenses			(33,499)	(45,999)
41413.92	Car park contributions - capital contributions	C.08/0923	Operating Revenue		33,499		(12,500)
22IN	Greenbushes youth precinct - stage 1	C.08/0923	Capital Expenses			(19,711)	(32,211)
16IN	Bridgetown youth precinct - stage 2	C.08/0923	Capital Expenses		14,000		(18,211)
02IM	Greenbushes skate park infrastructure maintenance	C.08/0923	Operating Expenses		5,711		(12,500)
PJ95	Bridgetown CBP water restoration project - concept stage	C.08/0923	Operating Expenses			(65,000)	(77,500)
PJ127	Bridgetown CBP water restoration project - detail design	C.08/0923	Operating Expenses		40,000		(37,500)
Res126	Strategic projects reserve	C.08/0923	Reserve Transfer		25,000		(12,500)
				0	294,816	(307,316)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
(a) Cash deposits								
Municipal bank account	Nil	688,525				688,525	Westpac	At Call
Municipal funds on call	4.05%	311,599				311,599	WATC	At Call
Trust bank account	Nil			231		231	Westpac	At Call
Visitor Centre trust account	Nil			12,118		12,118	Westpac	At Call
Cash on hand	Nil	3,850				3,850	N/A	On Hand
Term deposits								
(b) Municipal funds								
Municipal funds	5.10%	514,913				514,913	NAB	03-Oct-23
Municipal funds	5.10%	514,561				514,561	NAB	03-Oct-23
Municipal funds	5.05%	514,752				514,752	NAB	09-Oct-23
Municipal funds	5.05%	514,762				514,762	NAB	09-Oct-23
Municipal funds	4.95%	513,332				513,332	NAB	07-Nov-23
Municipal funds	4.95%	517,752				517,752	NAB	13-Nov-23
Municipal funds	4.85%	403,730				403,730	NAB	15-Dec-23
Municipal funds	4.90%	600,000				600,000	NAB	19-Dec-23
Municipal funds	4.90%	518,710				518,710	NAB	27-Dec-23
Reserve funds	4.10%		4,649,012			4,649,012	NAB	25-Aug-23
Total		5,616,488	4,649,012	12,349	0	10,277,849		

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 5: CASH BACKED RESERVE

2023-24										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$		\$	\$	\$
	Restricted by Legislation/Agreement									
106	Subdivision reserve	224,056	6,510	1,529	10,000				240,566	225,585
121	Car park reserve	1,008	29	7	0				1,037	1,015
201	Unspent grants & loans reserve	317,455	0	0	0		(317,455)		(1)	317,455
	Restricted by Council									
101	Leave reserve	193,624	5,626	1,321	0				199,250	194,945
102	Plant reserve	763,951	22,198	5,214	300,000		(931,816)		154,333	769,165
103	Land and building reserve	589,080	17,116	4,020	0		(267,500)		338,696	593,100
104	Bush fire reserve	50,156	1,457	342	10,000				61,613	50,498
105	Maintenance and renewal of mine heavy haulage roads reserve	82,334	2,392	562	79,573				164,299	82,896
107	Sanitation reserve	296,229	8,607	2,022	60,000		(279,417)		85,419	298,251
109	Recreation centre floor and solar reserve	243,808	7,084	1,664	10,000				260,892	245,472
112	Refuse site post closure reserve	253,468	7,364	1,730	5,000		(30,000)		235,832	255,198
113	Drainage reserve	80,620	2,342	550	10,000		(16,326)		76,636	81,171
114	Community bus reserve	74,296	2,159	507	5,000				81,455	74,803
115	SBS & communications tower reserve	63,577	1,847	434					65,424	64,011
118	Playground equipment reserve	46,455	1,350	317					47,805	46,772
125	Building maintenance reserve	232,900	6,767	1,590			(103,135)		136,532	234,489
126	Strategic projects reserve	292,757	8,506	1,998	297,564		(143,120)		455,707	294,755
127	Matched grants reserve	77,797	2,260	531	10,000				90,057	78,328
128	Aged care infrastructure reserve	59,556	1,730	406					61,286	59,962
129	Equipment reserve	6,389	186	44					6,575	6,433
130	Assets and GRV valuation reserve	124,319	3,612	848			(70,226)		57,705	125,168

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 5: CASH BACKED RESERVE

2023-24										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$		\$	\$	\$
131	Bridgetown Leisure Centre reserve	34,131	992	233			(5,000)		30,123	34,364
132	Trails reserve	42,790	1,243	292	5,000		(27,500)		21,533	43,083
133	Light fleet vehicle reserve	292,144	8,488	1,994	120,000		(330,091)		90,541	294,138
135	Blackspot reserve	11,749	341	80	10,000				22,090	11,829
136	Project management reserve	165,000	4,794	1,126					169,794	166,126
137	Sustainability reserve	0	0		15,000		(5,000)		10,000	0
138	CCTV infrastructure	0	0		30,000				30,000	0
		4,619,649	125,000	29,362	977,137	0	(2,526,586)	0	3,155,200	4,649,012

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 6: RECEIVABLES

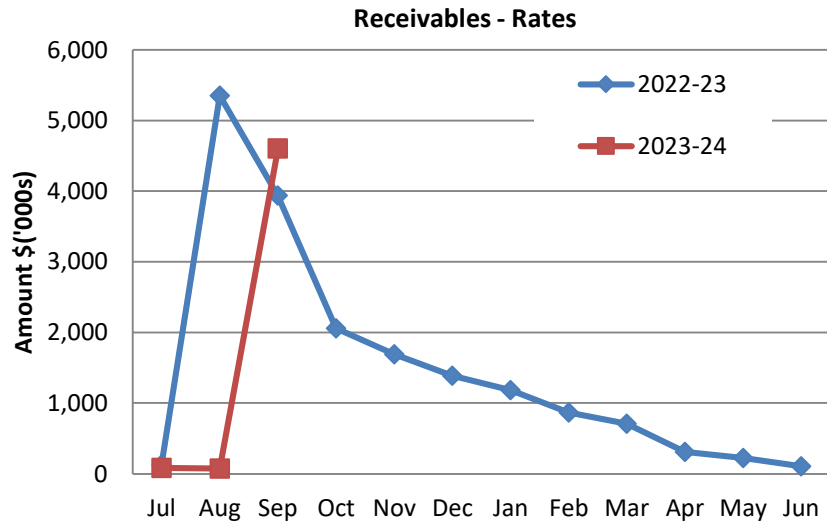
Receivables - Rates

Opening arrears previous years
 Levied this year
 Less Collections to date
 Equals Current outstanding

	YTD 30 Sep 2023	30 June 2023
	\$	\$
Opening arrears previous years	105,326	147,038
Levied this year	5,683,762	5,343,483
Less Collections to date	(1,183,424)	(5,385,195)
Equals Current outstanding	4,605,664	105,326
Net Rates Collectable	4,605,664	105,326
% Collected	20.44%	98.08%

Net Rates Collectable

% Collected



Receivables - Sundry Debtors

Receivables - Sundry debtors

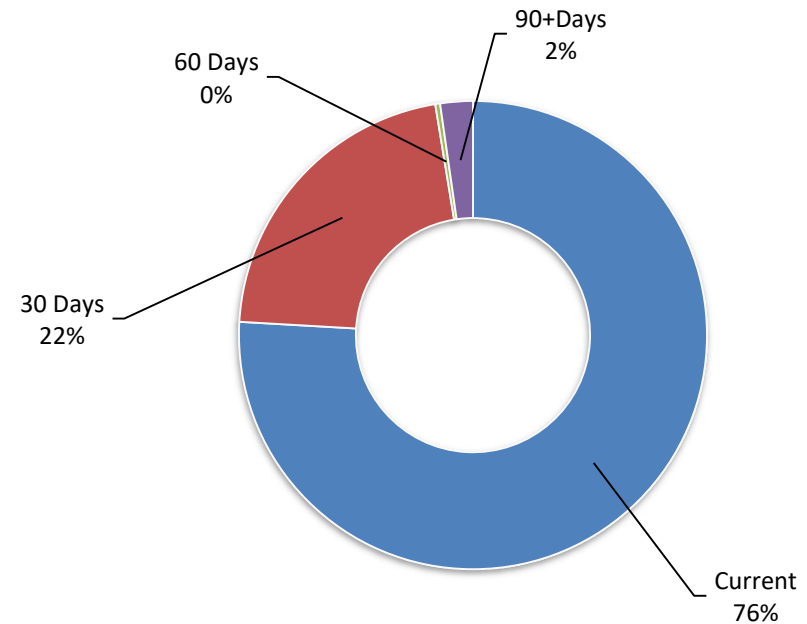
	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - Sundry debtors	226,984	64,260	1,047	6,697

Total Sundry Debtor Receivables Outstanding

298,988

Amounts shown above include GST (where applicable)

Receivables - Sundry Debtors



SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 7: FIXED ASSET DISPOSALS

YTD Actual Replacement				Disposals	Amended Current Budget		
Net Book Value	Proceeds	Profit (Loss)	P&L Variance		Net Book Value	Proceeds	Profit (Loss)
\$	\$	\$	\$		\$	\$	\$
				Plant and Equipment			
				P3020 2018 Mitsubishi Outlander (Pool)	6,800	15,000	8,200
				P3070 2020 Toyota Prado (CEO)	33,790	35,000	1,210
				P3085 2020 Toyota RAV4 (EMCS)	24,500	25,000	500
				P4200 2017 Mitsubishi Triton (Bushfire Brigade)	11,680	12,000	320
				P4190 2008 Ford Ranger (Bushfire Brigade)	6,200	5,000	(1,200)
				P4225 2018 Toyota Hilux (Bridgetown Logistics)	10,070	13,000	2,930
				P4095 2007 Isuzu Fire Truck (Yornup BFB)	70,920	76,000	5,080
				P2051 2019 Mitsubishi Triton (Senior Ranger)	15,180	18,000	2,820
				P2082 2006 CAT Track Loader (Waste Site)	62,000	65,000	3,000
				P2285 2009 Bomag Refuse Compactor	33,720	30,000	(3,720)
				P3010 2018 Nissan Xtrail (MDS)	5,850	10,000	4,150
				P2073 2015 CAT 432F Backhoe Loader	70,530	70,000	(530)
				P2111 2013 Tennant Footpath Sweeper	8,000	11,364	3,364
				P2076 2000 JCB Robot Skid Steer Loader	5,000	5,000	0
				P2045 2018 Nissan Navara (Works Coordinator)	12,560	20,000	7,440
				P2220 2018 Mitsubishi Triton (Plant Mechanic)	8,850	17,273	8,423
				P2270 2018 Mitsubishi Triton (Parks Crew)	8,800	16,364	7,564
14,686	20,000	5,314	(2,250)				
14,686	20,000	5,314	(2,250)		394,450	444,001	49,551

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings						
Governance						
Shire Administration Building	07BU	47,855	6,931	6,725	(206)	
Law, Order and Public Safety						
Greenbushes Bushfire Brigade	09BN	322,600	0	0	0	
Wandillup Bushfire Brigade	10BN	351,100	0	0	0	
Kangaroo Gully Bushfire Station	12BN	625	0	0	0	
Housing						
144 Hampton Street	38BU	40,000	20,000	5,011	(14,990)	Job continuing
146 Hampton Street	26BU	10,000	2,145	2,145	0	
Community Amenities						
Waste Site Recycle Shed	62BU	118,522	29,630	0	(29,630)	Job not yet commenced
Recreation and Culture						
Yornup Hall	01BU	10,000	0	0	0	
Bridgetown Civic Centre Revitalisation	02BU	998,073	78,344	78,344	0	
Bridgetown Leisure Centre	16BU	76,536	0	0	0	
Greenbushes Hall	20BU	164,027	0	0	0	
Greenbushes Golf Club	39BU	225,000	0	0	0	
Bridgetown Sportsground horse stalls	56BU	4,978	0	0	0	
Bridgetown Lesser Hall	61BU	15,537	15,537	0	(15,537)	Job not yet commenced
Bridgetown Civic Centre wet areas and foyer	63BU	150,000	0	0	0	
Greenbushes Office toilets	TF02	145,200	0	0	0	
BLC court fans	TF07	106,140	32,706	32,706	0	
Bridgetown Regional Library	60BU	54,300	4,000	4,000	0	
Bridgetown Railway Station restoration	57BU	103,135	103,135	78,432	(24,703)	Job continuing

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings (Continued)						
Recreation and Culture (Continued)						
Greenbushes Old Court House	TF12	330,000	0	0	0	
Transport						
Shire Depot Rebuild	08BU	661,796	0	0	0	
Economic Services						
154 Hampton Street	59BU	40,000	0	0	0	
Bridgetown Visitor Centre fit out	64BU	114,000	0	0	0	
Other Property and Services						
Purchase of Land	1790040	17,500	0	0	0	
Land and Buildings Total		4,106,924	292,428	207,363	(85,065)	
Roads						
Transport						
Winnejup Road Regional Road Group 23/24	RR17	375,000	0	9,958	9,958	Job commenced sooner than estimated
Winnejup Road Regional Road Group 22/23	RR21	174,697	0	731	731	
Kerbing	KB01	10,000	0	0	0	
Eedle terrace	RC01	40,000	0	0	0	
Phillips Street	RC05	35,000	0	0	0	
Apex Grove	RC15	14,138	0	0	0	
Improvements Steere Street Intersections	RC52	22,500	0	0	0	
Emergency Works	RC53	30,000	7,499	0	(7,499)	No emergency works identified to date
Hester Cascades Road	RC55	49,426	0	0	0	
Blechynden Street	RC63	80,000	0	0	0	
Hackett Street	RC64	115,265	0	0	0	
Geegelup View	RC65	15,000	0	0	0	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Roads (Continued)						
Transport (Continued)						
Peninsula Road	RC66	29,425	0	0	0	
Mount Street	RC67	15,000	0	0	0	
Lakeview Crescent	RC68	140,000	0	0	0	
Somme Street	RC69	10,000	0	0	0	
Mirimiri Street	RC70	14,000	0	0	0	
Riverview Close	RC71	11,500	0	0	0	
Carnegie Close	RC72	11,000	0	0	0	
Blechynden Street/Roe Street	RC73	30,000	0	0	0	
Catterick Road	GS32	70,000	0	0	0	
Tweed Road	GS71	120,000	0	0	0	
Connell Road	GS72	85,000	0	0	0	
Donnelly Mill Road	GS22	145,000	0	0	0	
Collins Road	TF13	38,500	0	0	0	
Spring Gully Rod	TF14	308,000	0	0	0	
Telluride Street	TF15	308,000	0	0	0	
Galena Road section 1	TF16	33,000	0	0	0	
Galena Road section 2	TF17	33,000	0	0	0	
Diorite Street	TF18	82,500	0	0	0	
Tourmaline Street section 1	TF19	33,000	0	0	0	
Tourmaline Street section 2	TF20	44,000	0	0	0	
Tourmaline Street section 3	TF21	44,000	0	0	0	
Roads Total		2,565,951	7,499	10,689	3,190	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Footpaths						
Transport						
Footpaths Accessibility Access	FP28	19,495	0	0	0	
Allnutt Street	FP38	14,040	0	0	0	
Footpaths Total		33,535	0	0	0	
Drainage						
Community Amenities						
Four Season Estate	DR24	4,652	0	0	0	
Peninsula Road	DR37	5,000	0	0	0	
Dairy Lane	DR38	46,307	46,307	13,573	(32,734)	Job continuing
Drainage Total		55,959	46,307	13,573	(32,734)	
Parks and Ovals						
Community Amenities						
Bridgetown Cemetery	01IN	20,000	0	0	0	
Recreation and Culture						
Four Seasons Estate POS Reserve	03IN	81,686	0	0	0	
Somme Park Fitness Trail Equipment	05IU	5,617	0	0	0	
Bridgetown Youth Precinct Development	16IN	161,000	0	31,879	31,879	Job commenced sooner than estimated
Bridgetown Leisure Centre Wet Area	18IN	8,840	0	0	0	
Greenbushes Youth Precinct Development	22IN	417,041	397,329	241,551	(155,778)	Job continuing
Bridgetown Sportsground Water Supply	23IN	85,000	0	0	0	
Bridgetown Sportsground Cricket Training Nets	24IN	55,618	55,617	56,365	748	Job completed
Bridgetown Sportsground	25IN	511,482	0	342	342	
Greenbushes Youth Precinct stage 2	26IN	160,000	0	0	0	
Greenbushes sportsground hard courts stage 1	TF08	164,700	0	0	0	
Greenbushes sportsground hard courts stage 2	TF09	244,000	0	0	0	
Highland Bridgetown Estate	TF10	235,000	0	0	0	
Parks and Ovals Total		2,149,984	452,946	330,136	(122,810)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Bridges						
Transport						
Maranup Ford Road Bridge 3318A	BR06	110,000	0	0	0	
Bridges Total		110,000	0	0	0	
Infrastructure Other						
Other Governance						
Records Facility	20IU	6,732	0	0	0	
Housing						
144-146 Hampton Street fencing	19IU	40,000	2,148	2,147	(1)	
Community Amenities						
Bridgetown Landfill Liquid Waste Facility	WA01	69,953	34,976	0	(34,976)	Purchase order raised
Recreation and Culture						
Bridgetown Sportsground car park	TF11	55,000	0	0	0	
Transport						
Greenbushes CBD Parking	CP05	72,133	38,634	61,392	22,758	Job continuing
ACROD Parking Bay Hampton Street	CP06	19,562	0	0	0	
Infrastructure Other Total		263,380	75,758	63,540	(12,218)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Plant and Equipment						
Governance						
Director Corporate Services vehicle	1055440	128,000	0	0	0	
Law, Order and Public Safety						
Fire Fighting Equipment (Brigades Funded)	1065540	5,000	0	0	0	
Vehicles for Brigades	1065940	894,225	43,291	43,291	0	
Ranger vehicle	1070140	48,900	0	0	0	
CCTV Bridgetown Railway Station Carpark	1080340	98,349	0	0	0	
Community Amenities						
Tracked Loader	PL14	412,280	0	0	0	
Waste compactor	PL10	400,000	0	0	0	
Manager of Development Services vehicle	1305640	31,000	0	0	0	
Recreation and Culture						
Indoor vertical lift	1346640	20,000	0	0	0	
BLC pool inflatable	TF04	16,125	0	0	0	
BLC pool blankets	TF05	114,000	0	0	0	
Solar panels and batteries	TF06	660,000	0	0	0	
Transport						
Backhoe Loader	PL02	200,000	0	0	0	
Footpath Sweeper	PL06	140,900	140,900	0	(140,900)	Purchase order raised
Skid Steer Loader	PL22	110,000	0	0	0	
Sundry Equipment	1403740	5,000	0	0	0	
Works and Services Fleet	1405040	146,903	42,194	42,194	0	
Plant and Equipment Total		3,430,682	226,385	85,485	(140,900)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 30 Sep 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<i>Furniture and Equipment</i>						
Other Governance						
IT and Communication equipment	1055140	15,000	0	0	0	
Furniture and Equipment Total		15,000	0	0	0	
Capital Expenditure Total		12,731,415	1,101,323	710,785	(390,538)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 9: INFORMATION ON BORROWINGS AND LEASES

(a) Borrowing Repayments

Particulars	Principal 1/07/2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$
Community Amenities									
Loan 115 Landfill Cell Extension	20,647				20,647	20,647	0		250
Loan 116 Liquid Waste Facility	62,324				9,887	62,324	52,437		1,173
Recreation and Culture									
Loan 112 Bridgetown Swimming Pool	1,183,783				78,419	1,183,783	1,105,364		47,041
Loan 117 Youth Precinct Redevelopment	153,819				18,242	153,819	135,577		2,227
Loan 118 Bridgetown Civic Centre Revitalisation	99,840				11,841	99,840	87,999		1,445
Loan 119 Youth Precinct Redevelopment (Stage 2)	175,000				14,212	175,000	160,788		7,706
	1,695,413	0	0	0	153,248	1,695,413	1,542,165	0	59,842

(b) New Borrowings

The Shire does not intend to undertake any new borrowings for the year ended 30th June 2024.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 9: INFORMATION ON BORROWINGS AND LEASES

(c) Lease Liabilities

Particulars	Principal 1/07/2023	New Leases Actual	New Leases Budget	Principal Repayments		Principal Outstanding		Interest Repayments	
		\$	\$	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
003 Gym Equipment	19,997		0	6,690	19,997	13,307	0	133	229
007 Gym Equipment	0		111,781		6,456	0	105,325		1,116
Other Property and Services									
001 CESM Vehicle	471	3,838	2,344	1,632	3,296	2,677	0	39	46
002 Photocopies and printers	6,455		0	2,594	6,455	3,861	0	52	81
004 EHO Vehicle	8,340		0	1,313	5,259	7,027	3,081	8	24
005 2022 Toyota Hilux (CESM)	0		58,235		13,879	0	44,356		1,639
006 New Mitigation Vehicle	0		21,847		8,876	0	12,971		638
	35,263	3,838	194,207	12,229	64,218	26,872	165,733	232	3,773

(d) New Leases

Particulars	New Leases	New Leases	New Leases
	Term	Amended Budget	Actual
		\$	\$
Other Properties			
001 CESM Vehicle	6 months	2,344	3,838
005 2022 Toyota Hilux (CESM)	36 months	58,235	
006 New Mitigation Vehicle	24 months	21,847	
007 Gym Equipment	48 months	111,781	
		194,207	3,838

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2023

Note 10: RATING INFORMATION

RATE TYPE	Rate in Dollar	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Total Revenue	Amended Budget Rate Revenue	Amended Budget Interim Rate	Amended Budget Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$
Differential general rates or general rates									
Shire GRV	0.102727	1,840	28,708,192	2,949,107	11,377	2,960,484	2,949,107	67,000	3,016,107
Mining GRV	0.199767	1	820,000	163,809		163,809	163,809		163,809
Shire Rural UV	0.005187	465	258,884,000	1,342,832	2,183	1,345,014	1,342,831		1,342,831
Mining UV	0.068900	22	1,274,801	87,834	1,129	88,963	87,834		87,834
Sub-Totals		2,328	289,686,993	4,543,581	14,689	4,558,270	4,543,581	67,000	4,610,581
Minimum payments	Minimum \$								
Shire GRV	1,112.00	665	3,671,960	739,480	6,174	745,654	739,480		739,480
Mining GRV	1,112.00	0	0	0		0	0		0
Shire Rural UV	1,378.00	276	50,549,200	380,328	(5,132)	375,196	380,328		380,328
Mining UV	211.00	22	31,460	4,642		4,642	4,642		4,642
Sub-Totals		963	54,252,620	1,124,450	1,041	1,125,491	1,124,450	0	1,124,450
Total general rates and minimum payments						5,683,762			5,735,031

Request for Quotation

Request for Quotation:	<i>Design and Documentation for Shire Depot Facilities Rebuild</i>
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Deadline:	<i>2pm on Friday, 10th November 2023</i>
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Address for Delivery:	<p><i>Submissions to be made: via email to: btnshire@bridgetown.wa.gov.au OR By hand delivery to: Shire of Bridgetown-Greenbushes 1 Steere St Bridgetown</i></p>
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RFQ Number:	<i>23/04</i>
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1 Conditions of Responding

1.1 Contract Requirements in Brief

The contract is to prepare a concept plan for the Shire of Bridgetown-Greenbushes Depot which includes replacement of facilities destroyed by a major fire in February 2022 and planning for the site to include current and future requirements. Subject to acceptance of the concept plan by Council, a separate contract will be entered into which requires the consultant to prepare detailed design drawings and specifications in sufficient detail to enable tenders to be invited for construction.

A full statement of the Services required under the proposed Contract appears in the Specification (Part 2).

1.2 Definitions

Below is a summary of some of the important defined terms used in this Request:

Contractor:	Means the person or persons, corporation or corporations who's Response is accepted by the Principal, and includes the executors or administrators, successors and assignments of such person or persons, corporation or corporations.
Deadline:	The Deadline shown on the front cover of this Request for lodgement of your Submission.
General Conditions of Contract:	Goods and/or Services Contract Conditions.
Offer:	Your Offer to be selected to supply the Requirements.
Principal:	Shire of Bridgetown-Greenbushes
Response:	Completed Offer, response to Selection Criteria and Attachments.
Requirement:	The Services requested by the Principal.
Request or RFQ or Request for Quotation:	This document.

1.3 Contact Persons

Respondents should not rely on any information provided by any person other than the person listed below:

Name:	Patrick Quinlivan
Telephone:	9761 0808
Email:	pquinlivan@bridgetown.wa.gov.au

1.4 Briefing/Site Inspection

Attendance at this meeting is not mandatory.

Respondents are invited to attend a Site Inspection on Tuesday, 31th October 2023 at 10am.

The location of the meeting is Shire of Bridgetown-Greenbushes Depot, Les Woodhead Drive, Bridgetown WA.

The Site Inspection will provide Respondents with the opportunity to clarify any uncertainties with the contact person prior to the closing of the Request for Quotation.

Please confirm with the contact person, Mr Patrick Quinlivan by email at pquinlivan@bridgetown.wa.gov.au your attendance at this meeting no later than Monday, 30th October.

1.5 Selection Criteria

The Contract may be awarded to a sole Respondent who best demonstrates the ability to provide quality products and or services at a competitive price. The quoted prices will be assessed together with the qualitative and compliance criteria to determine the most advantageous outcome to the principal.

The Principal has adopted the best value for money approach to this Request. This means that, although price is considered, the Response containing the lowest price will not necessarily be accepted, nor will the offer ranked the highest on the Qualitative Criteria.

A scoring system will be usual as part of the assessment of the Qualitative Criteria. Unless otherwise stated, a Response which provides all the information requested will be assessed as satisfactory.

The extent to which the Respondent demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Response will be used as one of the factors in the final assessment of the Qualitative Criteria and in the overall assessment of value for money.

1.6 Compliance Criteria

These criteria are detailed within Part 4 of this document and will not be point scored. Each Response will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Submission from consideration.

1.7 Qualitative Criteria

In determining the most advantageous Response, the Evaluation Panel will score each Response against the Qualitative Criteria as detailed within Part 4 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

Note: It is essential that Respondents address each Qualitative Criterion.

Information that you provide addressing each Qualitative Criterion will be point scored by the Evaluation Panel.

Failure to provide the specified information may result in elimination from the evaluation process or a low score.

1.8 Value Considerations

The Weighted Price method is used where price is considered to be crucial to the outcome of the contract. The price is then assessed with quality.

Criteria	Weighting
Quoted Price	30%

1.8.1 Price Basis

All prices for the Services offered under this Request are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices tendered must include all costs associated with the delivery of the Services including travel, meeting attendance, production of plans and

miscellaneous. Any charge not stated in the Response, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

1.9 Principal's Policies That May Affect Selection

Not applicable.

1.10 Lodgement of Response and Delivery Method

The Response must be lodged by the Deadline. The Deadline for this Request for Quote is Friday, 10th November 2023 at 2pm Western Standard Time.

The Response may be lodged in either of the following ways:

- a) placed in a sealed envelope clearly endorsed with the RFQ number and title as shown on the front cover of this Request; and
- b) delivered by hand and placed in the Tender Box at the Shire of Bridgetown-Greenbushes, 1 Steere Street, Bridgetown WA by the Respondent or the Respondent's private agent or sent through the mail to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, PO Box 271, Bridgetown WA 6255.
- c) emailed btnshire@bridgetown.wa.gov.au prior to the deadline.

Respondents must ensure that they have provided one signed copy of their Submission. All pages must be numbered consecutively and the Submission must include an index. Any brochures or pamphlets must be attached to both the original and the copies.

1.11 Rejection of Responses

A Response will be rejected without consideration of its merits in the event that:

- a) it is not submitted before the Deadline; or
- b) it is not submitted at the place specified in the Request for Quotation; or
- c) it may be rejected if it fails to comply with any other requirements of the Request for Quote; or
- d) the Respondent does not submit an Offer form which has been completed and signed together with all the required Attachments.

No web links or hyperlinks will be considered as part of any submission.

1.12 Acceptance of Responses

Unless otherwise stated in this Request, Responses may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Response and may reject any or all Responses submitted.

1.13 Response Validity Period

All Responses will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline.

1.14 Precedence of documents

In the event of there being any conflict or inconsistency between the Terms and Conditions herein and those in the General Conditions of Contract, the Terms and Conditions appearing in this Request will have precedence.

1.15 Alterations

The Respondent must not alter or add to the Request documents unless required by these General Conditions of Responding.

The Principal will issue an addendum to all registered Respondents where matters of significance make it necessary to amend the issued Request for Quote documents before the Deadline.

1.16 Ownership of Responses

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Response shall become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the Response Process PROVIDED that the Respondent shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.17 Canvassing of Officers

If a Respondent, whether personally or by agent, canvasses any of the Principal's Commissioners or Councillors (as the case may be) or Officers with a view to influencing the acceptance of any Response, then regardless of such canvassing having any influence on the acceptance of such Submission, the Principal may at its discretion omit the Respondent from consideration.

1.18 Identity of the Respondent

The identity of the Respondent and Contractor is fundamental to the Principal. The Respondent shall be the person, persons, corporation or corporations named as the Respondent in Part 3 of this Request. Upon acceptance of the Response, the Respondent will become the Contractor.

2 Specification

2.1 Background

In February 2022 a major bush fire destroyed the Office building and a large of shed at the Bridgetown Shire Depot. In the period since the fire, the Shire's outside workforce has been based at a residential property which is unsatisfactory and not fit for purpose.

In addition to replacing facilities that were destroyed by the fire, the Shire is seeking to develop a Master Plan for the Depot site that identifies current and future requirements and ensures that any future development of the site occurs in a planned and coordinated way.

2.2 Scope of Work

The scope of works includes the following tasks:

- a) Review the Shire Depot site and identify the most suitable location for replacement of facilities lost in the fire.
- b) Identify any additional requirements and/or facilities to be considered as part of the future staged development of the site.
- c) Prepare a Concept Plan for the proposed new office building and sheds.
- d) Prepare a draft Master Plan that includes short and medium-term development of the site for consideration by Council.
- e) With the inclusion of any agreed changes, and subject to the approval of the Concept Plan by Council, undertake detailed design for the proposed new office building and sheds. This will include preparing plans and specifications in sufficient detail to enable tenders/quotations for construction of the buildings to be invited.
- f) The following sub consultants will need to be engaged as part of the project team and included in the submission:
 - Structural
 - Mechanical
 - Electrical
 - Hydraulics (including effluent disposal design)
 - Civil
 - Quantity Surveyor - an itemised cost estimate is required upon completion of the draft Concept Plan.
 - Geotechnical report
 - Surveyor

Note: A BAL Assessment has been completed and will be available to the consultant.

2.3 Design Specifications

2.3.1 Architectural Form

The Shire is seeking to achieve a functional office building that is fit for purpose and provides a safe and comfortable working environment for its outside workforce staff. The design should also aim to complement the surrounding environment and be a focal point for staff and visitors to the Depot.

The brief requires the consultant to consider two options for the new office building and obtain cost estimates for both options i.e.

Option 1 - Traditional on-site construction

Option 2 - Transportable building that is assembled on-site.

2.3.2 Sustainability

The design should reflect the Shire's aim to:

- Provide a low maintenance facility in order to minimise operating costs.
- Consider the merits of alternative building materials that are suited to the environment.
- Meet Section J of the NCC Energy Efficient requirements;
- Achieve best practice in the following areas;
 - the use of Photo Voltaic solar panels and battery storage
 - solar radiation into the building
 - the use of passive ventilation systems
 - the use of natural lighting
 - building insulation
 - water efficient fittings

2.3.3 Concept Plan

The scope of works for the concept plan includes:

Master Plan

A Master Plan (A1 size and coloured for display purposes) is required to include:

- The location of existing structures and facilities that are recommended to be retained.
- The size, possible form, and placement of the proposed new buildings and facilities on the site.
- Site planning for pedestrian and motor vehicle requirements.
- A plan capable of demonstrating how the functions proposed for the new buildings will be accommodated within the size and form of the proposed buildings. This plan

should show the floor areas allocated to, and the relationships between each function.

Note: The consultant is not required to produce resolved architectural drawings for the concept plan.

Floor Plan and Elevations

Floor plan and elevations of the proposed new office building and sheds are required.

Perspective drawings

A minimum of two (2) coloured perspective drawings showing external perspectives of the proposed buildings.

2.3.4 Facility Components

Office building

- Entry and reception
- 6 x Offices (approx. 12m²) plus open plan office area to accommodate 4 workstations.
- Lunch room/kitchen (approx. 30m²) to include space for a kitchen table, large domestic oven (1), microwave oven, domestic refrigerators (2), storage cupboards and drawers, extractor fans, and domestic sinks (2) sinks.
- Ablutions to include (1) x WC in Ladies, mirror, wash basin, separate vanity top with GPO. Men's to include (1) x WC plus (1) x wall mounted urinal and wash basins (2).
- Unisex disabled toilet with shower.
- Covered outdoor patio (approx. 40m²).
- Cleaner's cupboard
- Equipment store (35m²)
- Additional storeroom (4m²)
- First Aid Room
- Communications store/cupboard
- Space for 20 lockers
- Adjacent staff car park (20 bays)
- Visitors car park with three (3) standard bays plus one disabled access bay adjacent to the main entrance and new office building, outside the Depot fence with a pedestrian access gate and connecting pathway to the office.

Sheds/Shelters

- Workshop steel frame shed with gable roof and colorbond sheeting to include the following spaces:

- Truck bay 6m x 12m x 6m (height) with roller door.
- Light vehicle bay 6m x 12m x 6m (height) with hoist, work benches and roller door.
- Workshop area 8m x 12m x 6m (height) next to the light vehicle bay that includes a connecting pathway to the main office building, small office (10m²), hot work area (16m²), storeroom (20m²), work benches, sinks, access doors and an external emergency shower/eye wash facility.
- Machinery storage steel frame shed 30m x 10m x 5m (height) with gable roof, enclosed on the southern, western side and northern sides and open on eastern side. The shed design is to provide six individual bays 5m x 10m with a concrete base suitable for parking large machinery.

2.3.5 Functionality and relationship between spaces

The following functionality requirements are identified for the new office building:

- The office reception area is to allow visual surveillance of vehicles entering and leaving the site through the main entrance gate and be easily accessible for visitors to the Depot from the external car park. Reception to be located adjacent to the office area to allow easy referral of queries from visitors to appropriate staff.
- The equipment store is to be located adjacent to reception to enable administration and control of equipment and supplies issued from the store.
- A separate access door to the office building is required to avoid staff having to enter and exit the building via reception.
- The kitchen/lunchroom to be located adjacent to the external patio.
- Ablutions to be accessible internally and externally.
- The First Aid Room to be accessible internally and externally and allow for Ambulance access if required.

2.3.6 Building Regulations and Standards

The design must comply with the Building Code of Australia 2012, the Disability Services Act 1993, Health (Miscellaneous) Act 1911, Public Health Act 2016, Food Act 2008 and all other relevant Standards and Codes that apply for a facility of this nature.

2.3.7 Community Safety through Environmental Design

In order to minimise the risk of vandal damage to the building and help create a safe and welcoming environment, the concept plan should incorporate the principles of Crime Prevention through Environmental Design wherever possible.

2.3.8 Meetings with Shire

The appointed consultant will be required to attend two meetings with Shire staff at the following stages of the project:

- a) Prior to the commencement of the project to discuss and clarify relevant aspects of the project.
- b) Upon completion of draft Concept Plan.

2.3.9 Implementation Table

The consultant is to indicate its availability to commence the project and provide a time frame for completing the work, including completion dates for significant milestones. It is the Shire's aim to complete the draft Concept Plan by 8 December 2023.

Activity/Milestone	Date	Responsibility
Appointment of Consultant	14 th November 2023	Shire
Start-up meeting with consultant	17 th November 2023	Shire Consultant
Completion of draft Concept Plan	8 th December 2023	Consultant
Approve Concept Plan	14 th December 2023	Shire
Completion of detailed design plans and specification	20 th March 2024	Consultant
Advertise tender for construction	23 rd March 2024	Shire
Closing date for receipt of tenders	24 th April 2024	Shire
Review Tenders and select builder	2 nd May 2024	Shire
Commence site preparation	27 th May 2024	
Commence construction	10 th June 2024	Builder
Complete construction	28 th March 2025	Builder

3 General Conditions of Contract

3.1 General Conditions of Contract

The Western Australian Local Government Association *Goods and /or Services Contract Conditions* shall apply for this contract.

3.2 Insurance

Insurance requirements for this contract are detailed in clause 34 of the *Goods and /or Services Contract Conditions* and include:

- a) Workers Compensation Insurance as required under Commonwealth and State laws.
- b) Public Liability Insurance for the amount of \$20 million
- c) Professional Indemnity Insurance for the amount of \$5 million
- d) Vehicle and equipment insurance

3.3 Progress Payments

Progress payments for provision of services under this contract are detailed in Schedule 1 of the *Goods and /or Services Contract Conditions*.

4 Respondent's Offer

4.1 Offer Form

The Chief Executive Officer
Shire of Bridgetown-Greenbushes
1 Steere Street
Bridgetown WA 6255

I/We (Registered Entity Name): _____
(BLOCK LETTERS)

of: _____
(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to Request for Quotation (RFQ) 23/04 – Design and Documentation for Shire Depot Facilities Rebuild

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions contained in this Request signed and completed.

The responded price is valid up to ninety (90) calendar days from the date of the RFQ closing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Response irrespective of its outcome.

The consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this RFQ.

Dated this _____ day of _____ 20____

Signature of authorised signatory of Respondent: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Telephone Number: _____

Authorised signatory Postal address: _____

Email Address: _____

4.2 Selection Criteria

4.2.1 Compliance Criteria

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
a) Respondents are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of this RFQ including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.	Yes / No
b) Compliance with the Specification contained in the Request.	Yes / No
c) Compliance with attendance at any mandatory briefing or site inspection.	Yes / No
d) Compliance with the Quality Assurance requirement for this Request.	N/A
e) Compliance with the Delivery Date.	Yes / No
f) Risk Assessment Respondents must address the following information in an attachment and label it “ Risk Assessment ”:	Yes / No
<i>i) An outline of your organisational structure inclusive of any branches and number of personnel.</i>	Yes / No
<i>ii If companies are involved, attach their current ASC company extracts search including latest annual return.</i>	Yes / No
<i>iii) Provide the organisations directors/company owners and any other positions held with other organisations.</i>	Yes / No
<i>iv) Provide a summary of the number of years your organisation has been in business.</i>	Yes / No
<i>v) Attach details of your referees. You should give examples of work provided for your referees where possible.</i>	Yes / No

Part 4 COMPLETE AND RETURN THIS PART

<p>vi) <i>Are you acting as an agent for another party? If Yes, attach details (including name and address) of your principal.</i></p>	<p>Yes / No</p>
<p>vii) <i>Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries.</i></p>	<p>Yes / No</p>
<p>viii) <i>Do you intend to subcontract any of the Requirements? If Yes provide details of the subcontractor(s) including; the name, address and the number of people employed; and the Requirements that will be subcontracted.</i></p>	<p>Yes / No</p>
<p>ix) <i>Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.</i></p>	<p>Yes / No</p>
<p>x) <i>Are you presently able to pay all your debts in full as and when they fall due?</i></p>	<p>Yes / No</p>
<p>xi) <i>Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more? If Yes please provide details.</i></p>	<p>Yes / No</p>
<p>xii) <i>In order to demonstrate your financial ability to undertake this contract, include a profit and loss statement and the latest financial return for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.</i></p>	<p>Yes / No</p>
<p>The insurance requirements for this Request for Quotation are stipulated in Part 3 of the RFQ. Respondents are to supply evidence of their insurance coverage including, insurer, expiry date, value and type of insurance. If a Respondent holds “umbrella Insurance”, please ensure a breakdown of the required insurances are provided. A copy of the Certificate of Currency is to be provided to the Principal within seven days of acceptance.</p>	

4.2.2 Qualitative Criteria

Before responding to the following Qualitative Criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Response;
- b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the Qualitative Criteria; and
- d) Respondents are to address each issue outlined within a Qualitative Criterion.

<p>A. Relevant Experience and Capability</p> <p>Describe your experience in completing/supplying similar Requirements. Respondents must, as a minimum, address the following information in an attachment and label it “Relevant Experience”:</p>	<p>Weighting</p> <p>40%></p>	
<ul style="list-style-type: none"> a) <i>Provide details of similar work.</i> b) <i>Provide scope of the Respondent’s involvement including details of outcomes.</i> c) <i>Provide details of issues that arose during the project and how these were managed.</i> d) <i>Demonstrate competency and proven track record of achieving outcomes.</i> 	<p>“Relevant Experience”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>

<p>B. Key Personnel Skills and Experience</p> <p>Respondents should provide as a minimum information of proposed personnel to be allocated to this project, such as:</p>	<p>Weighting</p> <p>20%></p>	
<p>a) <i>Their role in the performance of the Contract.</i></p> <p>b) <i>Curriculum vitae.</i></p> <p>c) <i>Membership to any professional or business associations.</i></p> <p>d) <i>Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement.</i></p> <p>e) <i>Any additional information.</i></p>	<p>“Key Personnel”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
<p>Supply any other relevant details in an attachment and label it “Key Personnel Skills and Experience”.</p>		

<p>C. Demonstrated Understanding</p> <p>Respondents should detail the process they intend to use to achieve the Requirements of the Specification.</p> <p>Areas you may wish to cover include:</p>	<p>Weighting</p> <p>10%></p>	
<p>a) <i>A project schedule/timeline.</i></p> <p>b) <i>The process for the delivery of the service.</i></p> <p>c) <i>Demonstrated understanding of the Scope of Work.</i></p>	<p>“Demonstrated Understanding”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
<p>Supply details and provide an outline of your proposed methodology in an attachment labelled “Demonstrated Understanding”.</p>		

4.3 Price Information

Respondents must complete the following “Price Schedule”. Before completing the Price Schedule, Respondents should ensure they have read this entire Request for Quotation.

4.3.1 Price Basis

Are you prepared to offer a fixed price?	Yes / No
--	-----------------

4.3.2 Lump Sum Price Schedule

Stage 1 – Concept Plan

No	Service Description	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
1	Concept Plan			
2	Quantity Surveyor			
3	Other – please specify			
4				
	Totals			

Hourly Rates for Additional Work Required by the Client

	Service Description	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
1	Consultant Services			

Part 4 COMPLETE AND RETURN THIS PART**Stage 2 – Detailed Design and Documentation**

No	Service Description	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
1	Detailed Design and Specifications			
2	Structural			
3	Mechanical			
4	Electrical			
5	Hydraulics			
6	Civil			
7	Geotechnical survey			
8	Compliance with BCA			
9	Contract Administration			
10	Other – please specify			
	Totals			

Hourly Rates for Additional Work Required by the Client

	Service Description	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
1	Consultant Services			

Part 4 COMPLETE AND RETURN THIS PART

Total Lump Sum Price for Stage 1 and Stage 2

	Service Description	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
1	Stage 1 – Concept Plan			
2	Stage 2 – Detailed Design			
	Total			

Grow


Greenbushes

Table tennis project





About GROW Greenbushes Incorporated

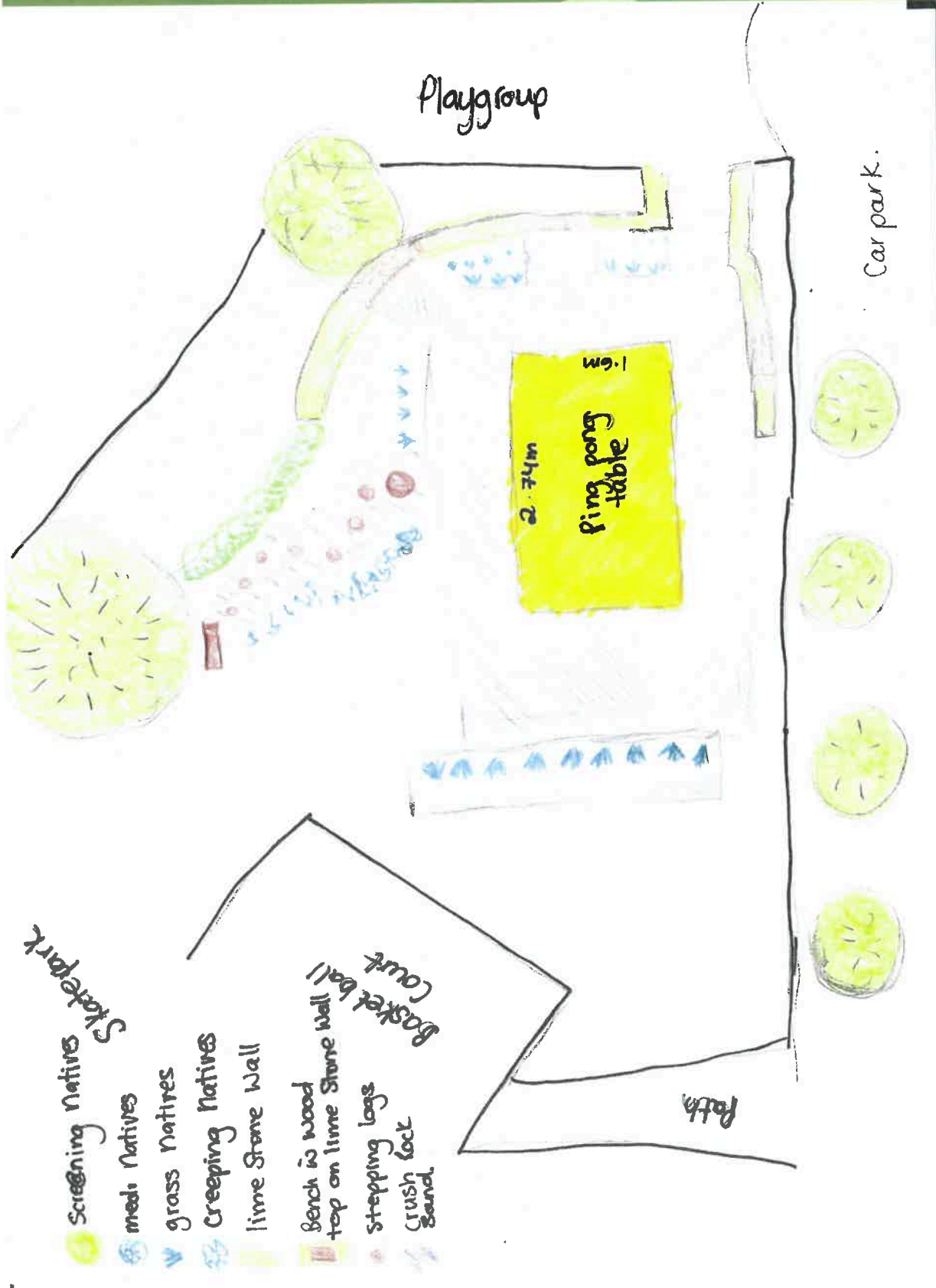
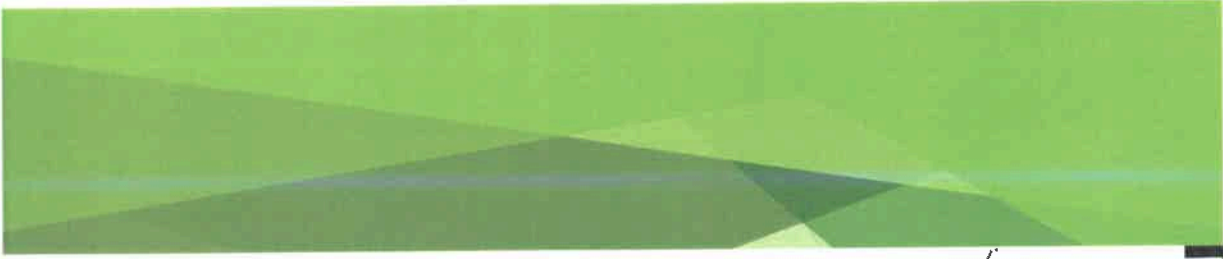
- Established as Greenbushes Ratepayers and Residents Association
 - Objective to improve amenities and services in Greenbushes, broad scope
 - Consultation between local residents and businesses (incl Talison)
 - Meets once a month on first Thursday, \$5 membership, all welcome
- 

Improvement of the area between District Hall and Court House

Aims:

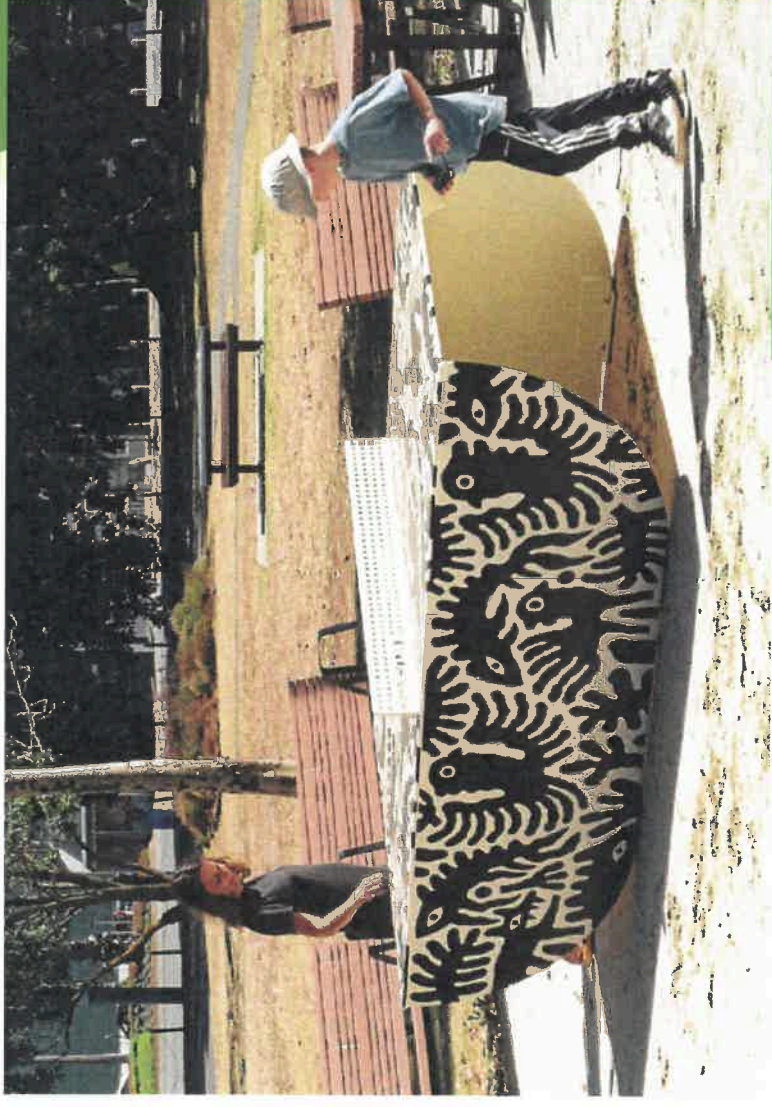
- To activate the space
- To encourage physical activities
- To overcome social isolation
- To attract people of all ages
- To create an inclusive space
- To create plenty of seating
- To use the natural shade





Project Components - Funding available

- ▶ **Watertank Mural**
 - ▶ to be designed and painted by Greenbushes Primary School Children
 - ▶ Managed by Art Teacher
- ▶ **Retaining Wall and TT footings**
 - ▶ Quote from Balingup contractor
- ▶ **Table Tennis Table**
 - ▶ <https://popp.world>
- ▶ **Bats and balls supplied by players**
- ▶ **Maintenance of sand**
 - ▶ same as for playground



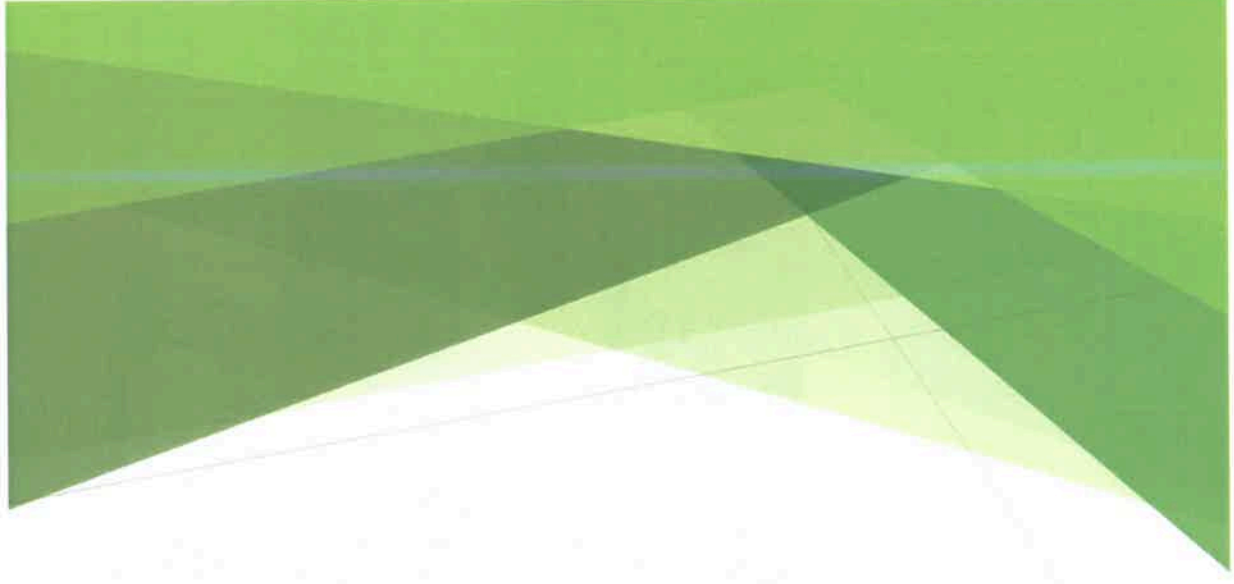
Responsibilities

GROW Greenbushes

- ▶ Order works and project management
- ▶ Payment of contractors

Shire of Bridgetown - Greenbushes

- ▶ Maintain space in line with skatepark and playground



Proposed motion

To grant in principle permission to GROW
Greenbushes

to organise and manage the activation of the
space between skate park and the Historic
Court House





Thank you for your
consideration!

Presentation by Irma Lachmund and Shannon Fraser-Butler
Committee Members of GROW Greenbushes Inc



Special Council Minutes Index – 13 November 2023

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MINUTES

For the Special Meeting of Council to be held in the Council Chambers on **Monday 13 November 2023** commencing at 5.31pm, called to consider the Priorities for the Talison Community Investment programme for 2024 and a Confidential Staffing Matter.

Opening of Meeting

Meeting to be opened by the Presiding Member.

Acknowledgment of Country

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

Cr Mountford stated that there was an amendment to the first item. Our CEO has been contacted by Talison who has confirmed that Talison did not make a \$10.5B in 2022/2023. The profitability figure is far less than this. The figure is removed with apologies for any confusion or misunderstanding that this has caused.

Attendance & Apologies

President	- Cr J Mountford
Councillors	- S Mahoney (Deputy) - J Boyle - M Fletcher - T Lansdell - L Pearce - A Pratico - R Redman
Officers	- N Gibbs, Chief Executive Officer - M Larkworthy, Director Corporate Services - L Taramoeroa, Executive Assistant
Apologies	- Cr M Christensen - P St John, Director Development, Community, and Infrastructure

Attendance of Gallery

S Ewing, K Tay, M Maxfield, C Dawson, B Vernon

Public Question Time - Nil

Petitions/Deputations/Presentations - Nil

Comments on Agenda Items by Parties with an Interest

C Dawson representing Talison Lithium Greenbushes Operations - SpC.01/1123
Priorities for the Talison Community Investment programme for 2024
spoke against Officer recommendation and encouraged Council to consider prioritizing Projects.

Notification of Disclosures of Interest

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

Name	Cr Lyndon Pearce
Type of Interest	Financial
Item No.	SpC.01/1123 Priorities for the Talison Community Investment programme for 2024
Nature of Interest	I am an employee of Talison Lithium Greenbushes Operations

Business Items

Cr Peace declared a financial interest in SpC.01/1123 and vacated the meeting at 5.53pm.

ITEM NO.	SpC.01/1123	FILE REF.	
SUBJECT	Priorities for the Talison Community Investment programme for 2024		
OFFICER	Chief Executive Officer		
DATE OF REPORT	9 November 2023		

OFFICER RECOMMENDATION

That

- 1. Council adopt the priorities for the Talison Community Investment Programme 2024 as outlined in the document shown in Attachment 1 and:*
- 2. The CEO be authorised to demonstrate to Talison the means in which Council will acknowledge the financial contribution to the community using the format of Attachment 1 as a basis.*

Summary/Purpose

To discuss and outline the partnership arrangement between the Shire of Bridgetown-Greenbushes (the Shire) and Talison Lithium (Talison) and to present potential community support projects for funding consideration in 2024.

Background

In 2022, the Shire and Talison, two prominent entities with a vested interest in community development, entered into a five-year partnership agreement. The agreement aimed to foster a strong and lasting connection between Talison, a leading industrial organization, and the Shire, a local government representing community interests.

The primary goal of this partnership was for Talison to contribute financially to a series of community projects within the Shire, demonstrating a commitment to the community. The Shire would, in return, publicly acknowledge this commitment.

During the first year, the partnership saw the successful completion of several community projects, including improvements to local infrastructure, recreational initiatives, and environmental conservation efforts.

Project Priorities for 2024

To continue the momentum and enhance the quality of life for people living in the Shire, it is now time to select project priorities for the upcoming year. Council has previously identified a list of priority projects, each designed to address specific community needs and aspirations. These priorities have been carefully chosen to maximize the benefits to the Shire's residents.

However, since Council adopted the 2024 projects, the following information has been revealed:

- Talison made \$10.5B profit in 2023 and there is opportunity for Talison to increase the funding offering to Council accordingly.
- There is a severe funding gap that must be met in order for the Shire to complete projects that are currently underway. If additional funds cannot be sourced, the project scope will be reduced, and the community will most likely be incredibly disappointed. The projects include (but are not limited to) the Town Hall, the depot and critical road works.

On 06 November 2023, Councillor Mountford and the Chief Executive Officer (CEO) met with representatives from Talison to discuss the funding priorities for 2024. During the meeting, they asked whether Talison would consider an increase in funding to cover the previously unfunded projects and to address the significant gaps in projects that are already underway. The response from Talison was positive, indicating that a funding increase would be considered. The list of proposed 2024 projects has been extended accordingly.

Project Prioritisation Factors

The project priorities for 2024 have been meticulously chosen according to a range of factors. These factors include:

Community Priority: The degree of importance the community places on the project was a primary consideration. Projects that were identified as crucial to the well-being and development of the community were given high priority.

Unfunded Projects: Several projects, initially proposed but left unfunded, were reevaluated to determine their viability and potential benefits. Unfunded projects were prioritised to address previously identified community needs.

Funding Gap Projects: Projects already underway with significant gaps in funding were evaluated to determine the critical nature of these gaps. Addressing these funding gaps was given priority to ensure the project scope would not need to be reduced.

Funding Increase Request

The Shire-Talison Partnership Agreement, now in its second year, has already demonstrated its potential to positively impact the Shire community. The successful completion of several projects in the first year, coupled with the prioritisation of

projects based on community needs, unfunded projects, and funding gaps, emphasises the power of collaboration between the corporate and community sectors. By continuing to work together and with the possibility of increased funding, the Shire and Talison can ensure a prosperous and sustainable future for the community, setting a model for successful public-private partnerships across the region.

Officer Comment

No additional comment.

Statutory Environment

Local Government Act 1995

Integrated Planning

Strategic Community Plan - Nil

Corporate Business Plan - Nil

Long Term Financial Plan - Nil

Asset Management Plans - Nil

Policy/Strategic Implications

Aligned with almost every strategic priority in the Strategic Community Plan.

Budget Implications

Significant. If this motion is adopted, Council will be requesting a \$7.2M contribution from Talison, as a contribution to community infrastructure and programs.

Whole of Life Accounting

All assets from new and upgraded projects will need to be incorporated into asset management and financial management systems.

Risk Management

Low: Talison can agree to fund the projects or not. There will be no cost to Council is submitting the request.

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements – Simple Majority

Moved Cr Pratico, Seconded Cr Fletcher

That;

1. *Council adopt the priorities for the Talison Community Investment Programme 2024 as outlined in the document shown in Attachment subject to changes made at meeting; and:*
2. *The CEO be authorised to demonstrate to Talison the means in which Council will acknowledge the financial contribution to the community using the format of Attachment 1 as a basis.*

Council Decision **Moved Cr Lansdell, Seconded Cr Pratico**
SpC. 01/1123 That Council invoke clause 18.1 of the Standing Orders at 5:54pm to allow for informal discussion.

Carried 7/0

For: Crs Mountford, Mahoney, Boyle, Fletcher, Lansdell, Redman, Pratico
Against: Nil

Cr Pratico vacated the meeting at 6.19pm and returned to the meeting at 6.21pm

Council Decision **Moved Cr Mahoney, Seconded Cr Lansdell**
SpC. 01/1123a That application of clause 18.1 of the Standing Orders cease at 7.02pm.

Carried 7/0

For: Crs Mountford, Mahoney, Boyle, Fletcher, Lansdell, Redman, Pratico
Against: Nil

Amendment Moved Cr Pratico, Seconded Cr Fletcher
That page 3 and 4 of attachment 1 be updated to reflect agreed changes to the order of the Project List 2024.

Carried 7/0

For: Crs Mountford, Mahoney, Boyle, Fletcher, Lansdell, Redman, Pratico
Against: Nil

The amendment was incorporated into the substantive motion and was put

Council Decision **Moved Cr Pratico, Seconded Cr Fletcher**
SpC01/1123b That;

1. ***Council adopt the priorities for the Talison Community Investment Programme 2024 as outlined in the document and subject to the agreed changes in Attachment 1; and***
2. ***The CEO be authorised to demonstrate to Talison the means in which Council will acknowledge the financial contribution to the community using the format of Attachment 1 as a basis.***

Carried 7/0

For: Crs Mountford, Mahoney, Boyle, Fletcher, Lansdell, Redman, Pratico
Against: Nil

Cr Pearce returned to the meeting at 7.04pm.

**Council Decision Moved Cr Boyle, Seconded Cr Lansdell
SpC.02/1123 That Council go behind closed doors to consider Item
SpC.02/1123 at 7.03pm.**

Carried 8/0

For: Crs Mountford, Mahoney, Boyle, Fletcher, Lansdell, Pearce, Pratico, Redman,
Against: Nil

In accordance with s.5.23(2) of the *Local Government Act 1995*, the CEO has recommended item SpC.02/1123 be considered behind closed doors as the subject matter relates to the following matter prescribed by section 5.23(2):

a) a matter affecting an employee or employees

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

ITEM NO.	SpC.02/1123	FILE REF.	
SUBJECT	Confidential Staffing Matter		
OFFICER	Human Resources Officer		
DATE OF REPORT	9 November 2023		

A confidential report and recommendation is circulated to Councillors under separate cover.

Moved Cr Pratico, Seconded Cr Fletcher

That Council approved making the Fleet Supervisor Role redundant due to the need for a formal qualification and that the employee be offered the choice of an alternative role or redundancy.

Amendment Moved Cr Pratico, Seconded Cr Boyle

That the employees current pay rate level be ongoing rather than capped at 12 months as suggested in the report.

Carried 6/2

For: Crs Mountford, Mahoney, Boyle, Fletcher, Lansdell, Pratico
Against: Crs Pearce, Redman

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

**Council Decision Moved Cr Pratico, Seconded Cr Fletcher
SpC.02/1123a That Council approved making the Fleet Supervisor Role
redundant due to the need for a formal qualification and that the employee be
offered the choice of an alternative role or redundancy with existing
remuneration to be continued on an ongoing basis.**

Carried 6/2

For: Crs Mountford, Mahoney, Boyle, Fletcher, Lansdell, Pratico
Against: Crs Pearce, Redman

Council Decision Moved Cr Lansdell, Seconded Cr Pratico
SpC.02/1123b That Council come out from behind closed doors at 7.36pm.

Carried 8/0

For: Crs Mountford, Mahoney, Boyle, Fletcher, Lansdell, Pearce, Pratico, Redman,
Against: Nil

At 7.36pm Council opened the doors to the meeting. It is noted that no members of the public returned to the meeting.

Closure

The Presiding Member closed the meeting at 7.36pm.

List of Attachments

Attachment 1 – Talison Community Investment Programme 2024

Minutes Papers prepared and recommended by L Taramoeroa, Executive Assistant  20 November 2023

Minutes Papers authorised by Nicole Gibbs Chief Executive Officer  20 November 2023



PARTNERING FOR THE FUTURE

Talison Community Investment Programme 2024

WHAT IT MEANS TO PARTNER FOR THE FUTURE

In August 2023 a collaboration between Talison Lithium and the Shire of Bridgetown-Greenbushes was announced.

The intention of this partnership is to deliver capital projects that will have a tangible benefit to enhance the liveability of our community.

As stated on the Talison Lithium website:

WE CONSIDER OUR COMMUNITY IN EVERY DECISION WE MAKE

Talison Lithium is located in the picturesque South West region of Western Australia, a short distance from the historic town of Greenbushes in the Shire of Bridgetown Greenbushes. We recognise our operations impact on our community and towns along the haulage route for our products and we work hard to reduce these impacts and create new opportunities for growth.

Talison is committed to operating in a responsible and sustainable manner and critical to this commitment is working with the communities in which we operate to achieve positive outcomes now and into the future.

This document outlines projects for 2024 designed to enhance our area and leave a positive legacy for both residents and your organisation.

By investing in community projects, your company has an opportunity to foster goodwill and strengthen its reputation, demonstrate responsible corporate citizenship, and ensure a supportive, thriving community that benefits your workforce and operations in the long run.

The importance of how these projects positively impact the community should not be underestimated. Some examples;

Improved Parks and Playgrounds: Investing in parks and playgrounds will create safe and attractive spaces for families to enjoy outdoor activities. These areas can serve as a source of pride for the community and contribute to the well-being of children and families living in the area.

Sportsgrounds Enhancement: Upgrading sports facilities not only promotes physical health but also fosters community unity and engagement. This will provide a platform for residents to come together, enjoy sports and recreation, and build strong social bonds.

Visitor Center: A well-designed visitor center can serve as an educational hub and also a welcoming point for tourists and potential investors.

Youth Precinct: Creating a dedicated youth precinct will provide young people with a safe space for personal development, recreational activities and a sense of belonging for the younger generation.

To ensure that Talison's contributions bring maximum benefit to the community and are viewed positively by all stakeholders, we suggest creation and installation of signage at all project sites, to showcase your contributions and community involvement.

The following pages of this document outline the proposed projects as well as suggestions for how each of these is promoted in the community.

We believe that your investment in these community projects will not only enhance the quality of life in Bridgetown-Greenbushes but also foster a strong and positive relationship between Talison Lithium and the local community.

PROJECT LIST 2024

Project Name	Project type	Requested contribution	Title	Alignment with Talison Project Pillars
Greenbushes Transformation Project - Stage 2	Planning	\$75,000	Greenbushes Drainage Plan (including test drilling)	Sustainable Environments and Biodiversity Improvement Health and Wellbeing
	Planning	\$50,000	Jephson Street Streetscape Plan - Design for replacement of centre trees, drainage improvements, footpath between Stanifer Street and Collins Street	Sustainable Environments and Biodiversity Improvement Health and Wellbeing
	Sporting Facility	\$330,000	Greenbushes Sportsground - install irrigation/reticulation and returf both ovals	Health and Wellbeing
	Public Amenity	\$110,000	Blackwood Road Public Toilets – general renovation and install additional WC in female section	Health and Wellbeing Vibrant and Sustaining Communities
	Community	\$250,000	Greenbushes Playgroup – internal and external renovations to building to improve functionality and attract greater patronage of Playgroup (+\$50,000 to remove asbestos - add fencing, garden and play equipment)	Vibrant and Sustaining Communities Health and Wellbeing
	Sporting Facility	\$200,000	Greenbushes Sportsground - Resurface hardcourts and line mark for tennis and basketball. Install dividing fence to separate into separate tennis and basketball areas. Renew tennis and basketball infrastructure	Health and Wellbeing Vibrant and Sustaining Communities
	Greenbushes Youth Precinct Pump Track	\$180,000	Approx \$60,000 in budget	Vibrant and Sustaining Communities Health and Wellbeing
	Footpath – Reconstruction	\$150,000	Reconstruct Footpath Blackwood Road - Stanifer Street to Primary School	Vibrant and Sustaining Communities Health and Wellbeing
	Footpath – Reconstruction	\$140,000	Reconstruct Footpath Blackwood Road - Stanifer Street to Tourmaline Street and install colour festival uplighting in footpath to highlight new street trees	Vibrant and Sustaining Communities Health and Wellbeing
	Footpath – Reconstruction	\$65,000	Reconstruct Footpath Blackwood Road - Tourmaline Street to Galena Street	Vibrant and Sustaining Communities Health and Wellbeing
	Footpath – Reconstruction	\$65,000	Reconstruct Footpath Blackwood Road - Galena Street to Spring Gully Road	Vibrant and Sustaining Communities Health and Wellbeing
	New Footpath	\$10,000	Construct Footpath Blackwood Road - Spring Gully Road northwards	Vibrant and Sustaining Communities Health and Wellbeing
	Footpath – Reconstruction	\$20,000	Reconstruct where necessary Footpath Blackwood Road - Telluride Street to Greenbushes Sports- ground	Vibrant and Sustaining Communities Health and Wellbeing

PROJECT LIST 2024

Project Name	Project type	Requested contribution	Title	Alignment with Talison Project Pillars
	Road Construction	\$25,000	Seal section of Woodward Street at rear of Stinton Gardens	Sustainable Environments and Biodiversity Improvement Health and Wellbeing Vibrant and Sustaining Communities
	Road - Construction	\$50,000	Seal George Street for 150 metres south of Tourmaline Street to join two sealed sections of road	Sustainable Environments and Biodiversity Improvement Health and Wellbeing Vibrant and Sustaining Communities
	Road - Construction	\$50,000	Seal 100 metres and construct cul-de-sac head - Diorite Street north of Galena Street	Sustainable Environments and Biodiversity Improvement Health and Wellbeing Vibrant and Sustaining Communities
	Road - Upgrade	\$60,000	Widen cul-de-sac head and asphalt overlay - Diorite Street south of Stanifer Street	Sustainable Environments and Biodiversity Improvement Health and Wellbeing Vibrant and Sustaining Communities
	Road - Upgrade	\$50,000	Install/renew approximately 1km of kerb in town area	Sustainable Environments and Biodiversity Improvement Health and Wellbeing Vibrant and Sustaining Communities
Project Name	Project type	Requested contribution	Title	Alignment with Talison Project Pillars
Bridgetown	Works Depot	\$1,200,000	Approx. \$650,000 from insurance	Vibrant and Sustaining Communities Health and Wellbeing
	Town Hall upgrade project	\$250,000	Installation of air conditioning. Can work in conjunction with the fans already purchased	Health and Wellbeing Vibrant and Sustaining Communities
		\$500,000	Upgrade of lesser hall facilities and public toilets	Health and Wellbeing Vibrant and Sustaining Communities
	Bridgetown Sportsground	\$140,000	Dam Approx. \$85,000 in budget	Sustainable Environments and Biodiversity Improvement Health and Wellbeing Vibrant and Sustaining Communities

PROJECT LIST 2024

Project Name	Project type	Requested contribution	Title	Alignment with Talison Project Pillars
	Bridgetown Energy Sustainability Project - Stage 2	\$700,000	Implementation Phase - Install solar panels and batteries to make Leisure Centre (including heat pump for pool), Library and Civic Centre energy neutral equivalent - Add green technology	Sustainable Environments and Biodiversity Improvement
	Waste Tip	\$100,000	Provide Donga Style accommodation	Vibrant and Sustaining Communities Sustainable Environments and Biodiversity Improvement
	Visitor Centre	\$100,000	Fit out	Vibrant and Sustaining Communities
	Bridgetown Parks and Playgrounds Improvement	\$200,000	Highland Bridgetown Estate Park - develop playground and associated infrastructure (BBQ, gazebo, retaining walls, etc.)	Vibrant and Sustaining Communities Health and Wellbeing
		\$250,000	Develop a fenced dog park for members of the public to exercise dogs off-leash. In addition to fencing the park would have agility elements for dogs to use, shaded seating, water supply, a suitable car parking area and pathway connections	Vibrant and Sustaining Communities Health and Wellbeing
	Bridgetown CBD Festival Lighting	\$60,000	Install multi-colour up lights under street trees in footpaths on Hampton Street between Steere Street and Stewart Street	Vibrant and Sustaining communities
		\$5,350,000	TOTAL ABOVE	
		\$802,500	15% Contingency	
		\$6,152,500		

PROJECT PARTNERSHIP SIGNAGE

The following pages provide mocked up examples of how we can create and install signage at project sites to showcase your contributions and community involvement in a way that is highly visible and emphasises the benefits to the community.

We have created a tagline for each example that highlights these benefits.



Proposed tagline:

Partnering with Talison Lithium to help our kids score big on better sportsgrounds.

Proposed Key Words:

Play On

PROJECT NAME

Greenbushes

PROJECT TYPE

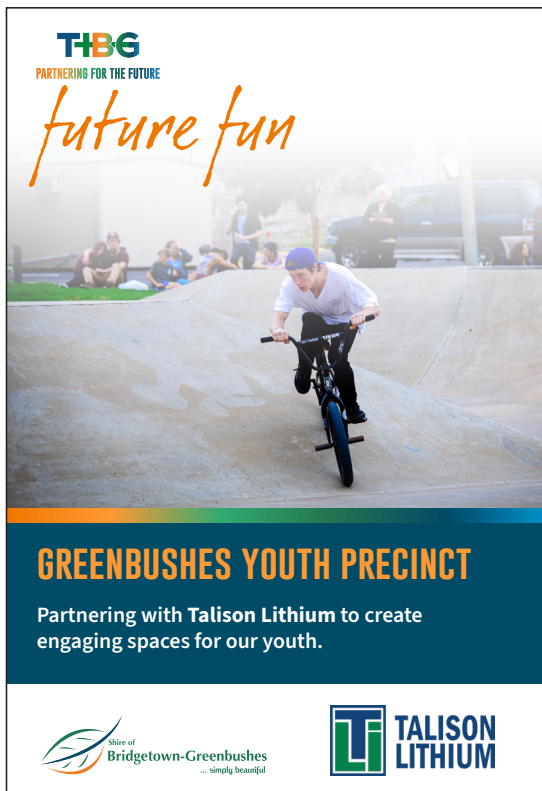
Greenbushes Youth Precinct - Pump track

REQUESTED CONTRIBUTION

\$180,000

TITLE

Approx. \$60,000 in budget



ABOVE: Proposed signage to be installed at project site.

LEFT: Proposed poster/advertisement/flyer

Proposed tagline:

Partnering with Talison Lithium to build safer, cleaner towns for our families.

Proposed Key Words:

Building Better

PROJECT NAME

Bridgetown

PROJECT TYPE

Works Depot

REQUESTED CONTRIBUTION

\$1, 200, 000

TITLE

Contribution towards rebuilding and provision of additional office space.
Approx. \$650,000 from insurance



ABOVE: Proposed signage to be installed at project site.

LEFT: Proposed poster/advertisement/flyer

Works Depot Project:

Proposed signage installation mock up in situ.



Proposed tagline:

Partnering with Talison Lithium to upgrade the town hall for a new generation to use and enjoy.

Proposed Key Words:

Restore + Upgrade

PROJECT NAME

Bridgetown

PROJECT TYPE

Town Hall Upgrade Project

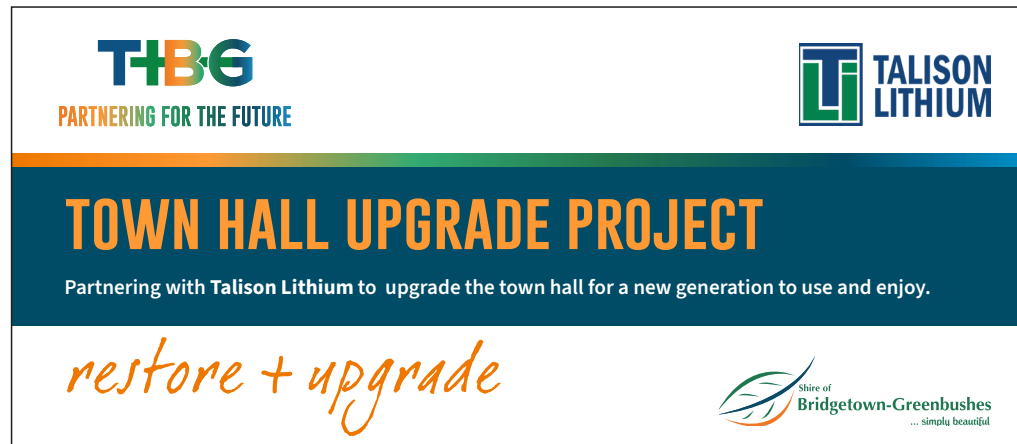
REQUESTED CONTRIBUTION

\$250,000

\$500,000

TITLE

Installation of air conditioning. Can work in conjunction with the fans already purchased
Upgrade of lesser hall facilities and public toilets



ABOVE: Proposed signage to be installed at project site.

LEFT: Proposed poster/advertisement/flyer

Town Hall Upgrade Project:
Proposed signage installation mock up in situ.



Proposed tagline:

Partnering with Talison Lithium to help our kids score big on better sportsgrounds.

Proposed Key Words:

Play On

PROJECT NAME

Bridgetown

PROJECT TYPE

Bridgetown Sportsground - Dam

REQUESTED CONTRIBUTION

\$140,000

TITLE

Approx. \$85,000 in budget



ABOVE: Proposed signage to be installed at project site.

LEFT: Proposed poster/advertisement/flyer

Bridgetown Sportsground Project:
Proposed signage installation mock up in situ.



Proposed tagline:

Partnering with Talison Lithium to provide places and spaces for kids to play, grow and thrive.

Proposed Key Words:

Bright Future

PROJECT NAME

Bridgetown

PROJECT TYPE

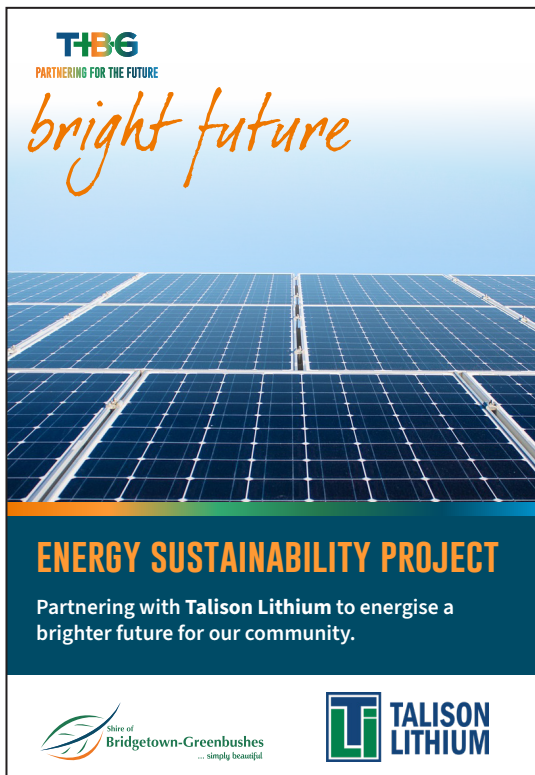
Bridgetown Energy Sustainability Project - Stage 2

REQUESTED CONTRIBUTION

\$700,000

TITLE

Implementation Phase - Install solar panels and batteries to make Leisure Centre (including heat pump for pool), Library and Civic Centre energy neutral equivalent



ABOVE: Proposed signage to be installed at project site.

LEFT: Proposed poster/advertisement/flyer

Energy Sustainability Project:
Proposed signage installation mock up in situ.



Proposed tagline:

Partnering with Talison Lithium to promote and showcase our heart and soul of the South West.

Proposed Key Words:

See + Do

PROJECT NAME

Bridgetown

PROJECT TYPE

Visitor Centre

REQUESTED CONTRIBUTION

\$100,000

TITLE

Visitor Centre fit out



ABOVE: Proposed signage to be installed at project site.

LEFT: Proposed poster/advertisement/flyer

Visitor Centre Project:

Proposed signage installation mock up in situ.



Proposed tagline:

Partnering with Talison Lithium to energise a brighter future for our community.

Proposed Key Words:

Play + Grow

PROJECT NAME

Bridgetown

PROJECT TYPE

Bridgetown Parks and Playgrounds Improvement Project

REQUESTED CONTRIBUTION

(A) \$200,000

(B) \$250,000

TITLE

(A) Highland Bridgetown Estate Park - develop playground and associated infrastructure (BBQ, gazebo, retaining walls, etc.)

(B) Develop a fenced dog park for members of the public to exercise dogs off-leash. In addition to fencing the park would have agility elements for dogs to use, shaded seating, water supply, a suitable car parking area and pathway connections



ABOVE: Proposed signage to be installed at project site.

LEFT: Proposed poster/advertisement/flyer

Parks + Playgrounds Project:
Proposed signage installation mock up in situ.



Proposed tagline:

Partnering with Talison Lithium to illuminate the night and light up community spirit.

Proposed Key Words:

Light Nights

PROJECT NAME

Bridgetown

PROJECT TYPE

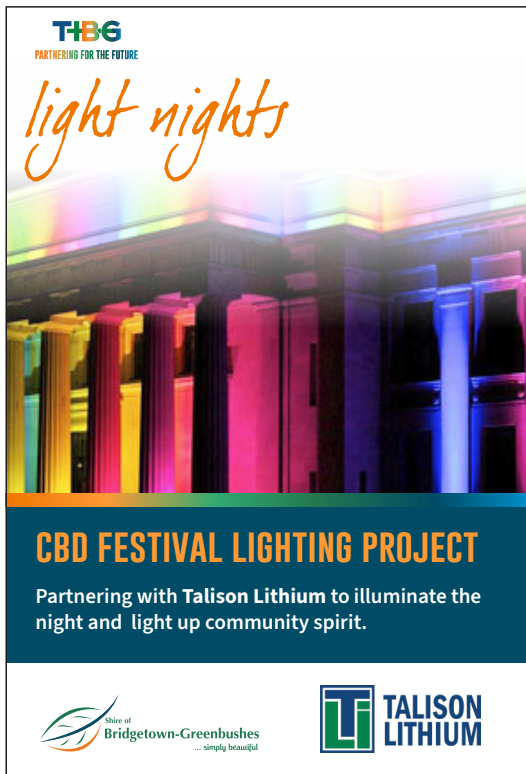
Bridgetown CBD Festival Lighting

REQUESTED CONTRIBUTION

\$60,000

TITLE

Install multi-colour up lights under street trees in footpaths on Hampton Street between Steere Street and Stewart Street



ABOVE: Proposed signage to be installed at project site.

LEFT: Proposed poster/advertisement/flyer

CBD Festival Lighting Project:
Proposed signage installation mock up in situ.



CR 3 – Community Engagement

1 Objectives

- To affirm the commitment of the Shire of Bridgetown-Greenbushes to community engagement and consultation.
- To establish a framework for timely and well-defined community engagement and communication to take place between Council and the Community.
- To ensure information, feedback and other data obtained from the community engagement process is considered and implemented or, if this is not appropriate, the community is advised as to the reasons that this is the case.
- To align Council's Community Engagement Policy with IAP2's Public Participation Spectrum.

2 Scope

Councillors and staff.

3 Definitions

3.1 Community

People who live, work or visit the Shire and are united by at least one common characteristic, such as shared interest, experience or location.

3.2 Engagement

Actively bringing community voices into decisions that affect or interest them using a range of methods.

3.3 Consultation

Seeking and receiving feedback on opinions (e.g. seeking comment on a draft policy).

3.4 Stakeholders

Group, committees and individuals who have a specific interest in the decision or issue under consideration.

3.5 Communications

The process of transmitting information between the government and the community it serves. It involves sharing information about policies, programs, events, and other important issues affecting the local community.

3.6 Inform

To provide our community with objective and clear information that lets them know when something is happening or about to happen.

3.7 Consult

To seek and consider community feedback on alternatives, proposals and/or decisions we need to make.

3.8 Involve

To work directly with our community throughout the process to ensure that community concerns, and aspirations are consistently understood, considered and incorporated where appropriate.

3.9 Collaborate

To partner closely with our community in identifying alternatives, developing solutions and co-designing a jointly agreed outcome.

4 Policy

4.1 Aims of the policy

A community engagement policy is a formal document that an organisation, government agency, or other entity adopts to outline its approach to involving and collaborating with the community it serves. The aims of this Community Engagement Policy are to:

- (a) Provide parameters and guidelines for engagement within the Shire of Bridgetown-Greenbushes.
- (b) Allow for the community an adequate and appropriate opportunity to:
 - Be kept informed on current issues and proposals that will directly affect the community; and
 - Respond to and comment on specific issues and proposals directly affecting individuals and groups within the community.
- (c) Ensure the stakeholders have opportunity to make an impact on Council decision-making within the scope of the project parameters.
- (d) Outline the general process that will be undertaken in consulting with the community and in considering the related submissions. The process will vary, dependent on the matter at hand.
- (e) Ensure the diversity of community members and their needs is represented during community engagement.
- (f) Improve accountability by setting expectations for how the organisation will be held accountable for its actions and decisions by the community.
- (g) Mitigate conflicts by providing a structured and agreed-upon approach for addressing community concerns and grievances.

It is important to note that the specific content and scope of our Community Engagement Policy may vary depending on the Council's goals, the community's needs, and the nature of the engagement process. An effective Community Engagement Policy should be designed to be flexible, adaptable, and responsive to changing circumstances and community dynamics.

4.2 Key Principles

4.2.1 Accessible and Inclusive

- Encourage the participation of community members affected by, or interested in, a decision that directly impacts them.
- Identify potential barriers to community input, maintaining sensitivity to the needs of particular groups.

4.2.2 Timely and Relevant

- Information will be provided in a timely manner for input before decisions are made.

- Information provided will be appropriate in relation to the scale and complexity of a proposal and nature of feedback being sought.

4.2.3 Well Defined and Transparent

- The information will be accurate and easy to understand.
- The community will be provided with a clear explanation of the engagement process to be undertaken, what level of input and influence they have and how they will be affected.
- Feedback will be provided to the community on what we did, and what decisions were made, and why.

4.3 When we engage with the Community

- On local government strategies, plans, projects and policies that have a direct impact on the community and the people's quality of life. This does not include the development of internal operational policies.
- On changes to local government services or infrastructure.
- When we have a statutory requirement to do so.
- On receipt of direct feedback (compliments or complaints).
- To inform on local government events, functions and other activities within the Shire.

4.4 When we do not engage with the Community

- When a decision had already been made by Council.
- When a decision has already been made by another agency. Council will not always be successful in influencing a decision made by another agency or party but will advocate on behalf of the community when appropriate.
- When developing or reviewing internal organisational policies, procedures or protocols.
- When the decision involves confidential or commercial information.
- When an immediate resolution is required, often in emergency or safety related situations.

4.5 The Decision-Making Process

- 4.5.1 Elected members and the CEO are charged under the *Local Government Act 1993* (The Act) with the responsibility to make decisions based on fact and the merits of the issue without fear or favour and are accountable for their actions and decisions under law.
- 4.5.2 Elected members are also accountable to the people in the community via periodic elections.
- 4.5.3 Decisions may not necessarily reflect the majority view received from community consultation. However, Council is bound to make decisions that are equitable, economically, socially, and environmentally appropriate, timely and in accord with The Act.
- 4.5.4 Decisions must be made for the overall good of the Shire of Bridgetown-Greenbushes. The Act requires decision-makers to make decisions in the interests of "the good government of the district." This responsibility from time to time puts decision-makers at odds with the expressed views of citizens from a local neighbourhood or community group who may, understandably, take a narrower view of the considerations at hand.
- 4.5.5 There will be a diversity of views on most issues. Council and Shire Officers are wary of claiming to speak for the "community" and wary of those who claim to do so. Council and

Shire Officers recognise that, on most significant issues, diverse views exist that need to be respected and considered by the decision-makers.

All community consultations will clearly outline from the outset the formal method to be used for consulting and any such constraints or limitations associated with the matter under consultation. The mode of consultation will vary according to the matter under consideration.

Please refer to the Community Engagement Toolkit for additional information.

4.6 How we engage

4.6.1 Level of engagement will vary depending on the nature and complexity of the project or decision.

4.6.2 An adaptation of the IAP2 Public Participation Spectrum will help determine the level of engagement.

IAP2's Public Participation Spectrum is designed to assist with the selection of the level of participation that defines the public's role in any community engagement program.

The Spectrum show that differing levels of participation are legitimate depending on the goals, time frames, resources and levels of concern in the decision to be made. However, and most importantly, the Spectrum sets out the promise being made to the public at each participation level. The Spectrum is widely respected and used across community engagement in Australia.

4.6.3 There are four levels of engagement: Inform, Consult, Involve, and Collaborate. This is expanded upon in the Community Engagement Toolkit.

4.7 Actions after Consultation or Engagement

At the end of the engagement process, the data will be reviewed and evaluated in terms of whether parts, or all of it, will impact decision-making. The community will be informed of why or why not recommendations, suggestions, criticisms or other input impacted the outcome or outcomes.

5 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government's policies
Shire Policies	CR5 – <i>Social Media</i>
Related Documents	External Communications Framework Community Engagement Toolkit Community Engagement Templates 1, 2, 3, 4 and 5 Shire Branding and Style Guide Strategic Community Plan 2021 - 2031

Related Procedure	<i>Community Engagement Toolkit (including Community Engagement Templates)</i>

6 Administration

Original Adoption Date	Insert date
Last Reviewed	Insert date
Scheduled Reviewed Date	Insert date



COMMUNITY ENGAGEMENT TOOLKIT

HOW TO USE THIS TOOLKIT

The **Community Engagement Toolkit** is an internal resource for project managers and officers to plan, implement and evaluate an engagement program, delivered as part of their project. It can be used from initiation through to delivery and evaluation after delivery or to refresh or provide support at any stage in the engagement process.

This Toolkit should be read in conjunction with the **Community Engagement Policy**.

The key principles underpin how we design and deliver community engagement, across all stages of engagement. The Toolkit takes you through the engagement stages to identify, understand, design, deliver, review, utilise and learn from your activities. We apply the community engagement principles as we move through all stages in an engagement process, from start to finish.

The Toolkit includes tables, information on engagement tools and templates to help you plan your community engagement.

What is Community Engagement?

Community Engagement is an important element of the democratic process. Community engagement is a planned process with the specific purpose of working with individuals and groups to encourage active involvement in Council decisions that affect them or are of interest to them. Whenever the Council is planning, delivering a project or making a decision that significantly impacts the way our community experiences our towns or their interaction with our organisation, the community must have the opportunity to meaningfully participate in that process.

Community engagement provides decision makers with better opportunities to make informed decisions. By engaging the expertise and experience of the community, Council is better able to understand local issues and needs.

Engagement does not mean that every detail of Council operation is open to community comment or control. Nor does it mean that staff will be distracted from their delivery of services. There are many situations where engagement is not necessary or possible and this Community Engagement Procedure document is intended to clearly identify these situations.

Key Principles

ACCESSIBLE AND INCLUSIVE

- Encourage the participation of community members affected by or interested in a decision.
- Identify potential barriers to community input maintaining sensitivity to the needs of particular groups.
- Make it as easy as possible for community to participate and provide input.

TIMELY AND RELEVANT

- Method of engagement will be appropriate for the task.
- Information is provided in a timely manner for input before decisions are made.
- Information provided is appropriate in relation to the scale and complexity of a proposal and nature of feedback being sought.

WELL DEFINED AND TRANSPARENT

- Information is accurate and easy to understand.
- Provide the community with a clear explanation of the engagement process to be undertaken, what level of input and influence they have and how they will be affected.
- Provide feedback to the community and what we did and what decisions were made and why.

LEVELS OF PARTICIPATION

The Shire of Bridgetown-Greenbushes uses an adapted version of the International Association of Public Participation (IAP2) Spectrum of Engagement to guide our planning.

The IPA2 Spectrum is a useful and widely recognised tool that identifies levels of participation. For each level there is a corresponding goal and commitment. There may often be more than one level of engagement used across a project depending on the stage, scope timeline and stakeholders involved, as well as the influence and impact identified.



	INFORM	CONSULT	INVOLVE	COLLABORATE
GOAL	To provide our community with objective and clear information that lets them know when something is happening or about to happen	To seek and consider community feedback on alternatives, proposals and/or decisions we need to make	To work directly with our community throughout the process to ensure that community concerns, and aspirations are consistently understood, considered and incorporated where appropriate	To partner closely with our community in identifying alternatives, developing solutions and co-designing a jointly agreed outcome.
PROMISE TO PUBLIC	We will keep you informed	We will listen to and acknowledge your concerns and aspirations and provide feedback on how your input influenced the decisions	We will work with you to ensure what we've heard is directly reflected in the alternatives developed and provide feedback on how your input influenced the decisions	We will work together in co-designing solutions, and as much as possible incorporate your advice and proposals into decisions.

TABLE 1: IPA2 SPECTRUM

Impact Definitions + Relationship to Engagement Required

LOW IMPACT

There is a low level of impact or risk (perceived or real) on the Shire as a whole or a section of the community. It is likely that the decision will be widely accepted by the community and seen as having positive outcomes or being required.

Best Practice: CONSULT
Appropriate for very minor projects: INFORM

MEDIUM IMPACT

There is a medium level of impact or risk (perceived or real) on the Shire as a whole or a section of the community. It is likely that the decision will be accepted by the majority of the community impacted; however the decision may be an inconvenience for some sections of the community.

Best Practice: INVOLVE
Sometimes appropriate: COLLABORATE

HIGH IMPACT

There is a high level of impact or risk (perceived or real) on the Shire as a whole, or a section of the community. There is potential for any decision to create controversy and/or have varying levels of acceptance within the community.

Best Practice: COLLABORATE
Appropriate for some high impact projects: INVOLVE

TOOLS + METHODS OF ENGAGEMENT

This table contains examples of engagement approaches used by the Shire and with a lens of inclusive community engagement approaches.

This is not an exhaustive menu and there are also many other effective tools and techniques.

The level column refers to the levels of participation and helps decide which method is suitable for your project.

- **INFORM**
- **CONSULT**
- **INVOLVE**
- **COLLABORATE**

TABLE 2: TOOLS

TOOL	DESCRIPTION	LEVEL
Newsletter	Shire Connect is a digital newsletter emailed once a month and available on our website. The newsletter contains a section Project Updates that links back to the website which provides information and methods for feedback. Newsletter can also be used to share results from Community Engagement projects.	● ●
Printed Material	Written and graphic information used to publicise the project among the community. <ul style="list-style-type: none"> • Poster • Fact sheets • Brochure • FAQ 	●
Written Notice	This is a personally addressed letter to all affected households, outlining the related issues and inviting comment.	● ●
Media Release	This involves issuing media releases and conducting interviews with local journalists. When part of the consultative process, the Council spokesperson will indicate to the media representative that feedback from the community is invited and valued. The media release will be made available to local newspapers.	●
Social media	Posts on the official Shire Facebook page are made in real time, providing information on relevant issues and events. Only staff nominated by the CEO are authorised to create posts on the Shire Facebook page. The Shire will not post directly to any page other than the Shire Facebook page but can share the Shire posts to any community pages.	● ●
Bulk Mail-Out	This is a non-addressed leaflet or flyer that summarises the issues and invites feedback to Council. The flyer indicates how that feedback can be given.	●
Notice Boards	A copy of all advertisements and other relevant notices are placed on all Shire Notice Boards.	●
Advertisements in Local Newspapers	Adverts in either or both of the local newspapers and/or “The Mailbag” community newspaper and Greenbushes Newsletter.	●

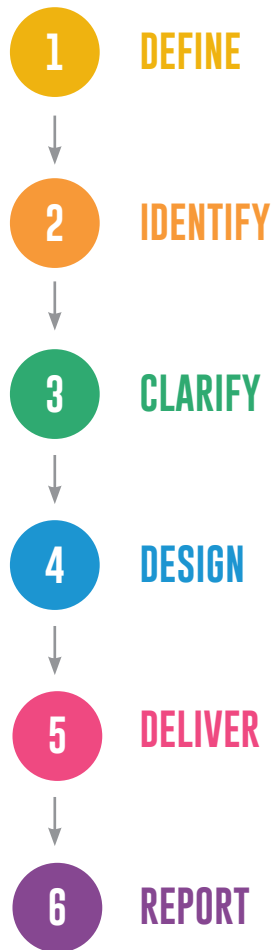
- **INFORM**
- **CONSULT**
- **INVOLVE**
- **COLLABORATE**

TABLE 2: TOOLS

TOOL	DESCRIPTION	LEVEL
Survey	This is a professionally structured and statistically correct survey seeking particular attitudes, beliefs or information. It may survey individuals, individual households or groups of households or groups. Surveys may be hard copy or digital using a method such as Survey Monkey. A quick and effective way to get a snapshot of community sentiment.	● ● ●
Personal Briefings	These are held at the request of a member or members of the local community to discuss a particular issue with a responsible officer(s) and/or elected members.	● ● ●
Working Groups Including Members of Public	These are discussion groups of around 6-12 people, with membership determined by Council. The participants are invited because they have a particular interest, involvement or stake in the subject being discussed. The group may be comprised of Shire Officers, Councilors, professionals and/or residents with particular skills, competencies and/or knowledge relevant to the particular issue. The purpose is to find out the range of opinions and options that exist for feedback to Council's decision-making process.	● ● ● ●
Information Session or Public Meeting	This may be held at a community venue, at the site of the matter under consultation, or at the Shire offices. Invitations will be sent by one or more of the following methods:	● ●
Formal Display	A formal display area, placed in the Shire offices or other convenient local venue, showing plans, drawings, photos and / or related proposals and information for public inspection. Structured comment forms will be provided at the display for public completion and submission.	● ● ●
Website	To be used to provide accessible, clear and appropriate information cost-effectively to a broad cross-section of stakeholders. Websites can also be used for two-way information exchange. www.bridgetown.wa.gov.au	● ●

SIX STEP PROCESS

This section outlines the six step process for how to plan, design, implement and assess your engagement as well as the resources available alongside these stages.



1 Define

PROCEDURE

Assess the project to understand and answer 'why' the engagement is needed.

ACTIONS

- Define the purpose of the Engagement
- Define engagement objectives and aims
- Define issues that are core to the consultation
- Define the responsibilities of council in relation to issues

RESOURCE

Template 1 - Define, Identify and Clarify - Project Assessment and Stakeholder Analysis

2 Identify

PROCEDURE

Once project is defined assess 'who' will be impacted by the decision(s)

ACTIONS

- Identify the key stakeholders internal and external - who will be affected by or interested in the decision.
- Identify how they will be affected?
- Identify what influence they have or should have.
- Identify their capacity and willingness to participate including any barriers.

RESOURCE

Template 1 - Define, Identify and Clarify - Project Assessment and Stakeholder Analysis

3 Clarify

PROCEDURE

Once the why and who have been discovered, clarify the details of 'what' need to be considered.

ACTIONS

- Clarify if any policies or strategic plans may impact issues outlined in the engagement.
- Clarify timeline for the project taking into consideration any holiday periods
- Clarify the roles and responsibilities of key officers
- Clarify any legislative requirements for the engagement.

RESOURCE

Template 1 - Define, Identify and Clarify - Project Assessment and Stakeholder Analysis

4 Design

PROCEDURE

Develop an appropriate Engagement plan that outlines 'how' the engagement will take place.

ACTIONS

- Decide level of participation and appropriate tools and methods for engagement.
- List what resources are needed included time and skills.
- Co ordinate and consider any other engagement activities.
- Prepare information to communicated. (see page 7 for tips)
- Review information making sure that it is clear, relevant and compliant
- Submit Communications plan to Comms officer
- Complete sign off with Comms officer and relevant managers.

RESOURCES

Template 2 - Communications Plan, Template 3 - Engagement Plan

5 Deliver

PROCEDURE

Deliver engagement as per engagement plan

ACTIONS

- Implement Engagement Communications Plan
- Describe to the community how their involvement will influence decision making.
- Collect results if engagement is part of the **CONSULT**, **INVOLVE** **COLLABORATE** level of participation.
- Take tally's and collect survey results.
- Gather details on who participated: who, how many, what issues or topics were raised.

RESOURCES

Template 4 - Community Engagement Reflections

6 Report

PROCEDURE

Collate feedback from engagement to inform decisions

ACTIONS

- Consolidate data and information collected
- Analyse and identify themes and preferences
- Identify and gaps in information
- Identify any biases or limitations
- Share findings

RESOURCES

Template 4 - Community Engagement Reflections

TIPS FOR CREATING YOUR PLAN

Designing Questions

What are the key questions you will be asking throughout the engagement activities? You may be presenting and delivering your questions in workshops, pop-ups, online, pictorially or in any other context. No template has been provided for drafting the questions, draft them in anyway that suits you best. The final presentation and delivery of them will be in accordance to the identified engagement method in your activity plan.

Not only do the questions have to obtain the information required to inform your work, they also need to socialise the project and engage people about the topic. Tips for writing questions are presented below.

BE SIMPLE AND CLEAR

- Write questions in plain English – no jargon and no acronyms
- Be brief and keep questions short and to the point
- Focus questions so they ask one thing at a time

BE THOUGHT-PROVOKING

- Be specific – ask about elements of your project, not just a generic question requesting ‘feedback’
- Dig deeper and ask for a rationale behind the opinion

CREATE EXCITEMENT

- Using the active voice to motivate involvement e.g. ‘What would you do to ...’
- Empower respondents to act or take responsibility for the solution e.g. ‘What can you do this week to reduce the amount of times you drive your car?’

BE GENUINE AND OPEN

- Ask yourself; is this a genuine question – a question we really don’t know the answer to?
- Don’t ask for something you can’t deliver on or is outside the scope of your project.
- Be honest and transparent about potential change

PROVIDE INFORMATION

- Provide context; often the questions will be the only project context people will read

Developing engagement objectives

The engagement objectives should be clearly defined so that stakeholders understand the purpose and intended outcomes of the engagement process. Objectives must also be commonly understood by the broader project team. The objectives will underpin the engagement and will also allow for effective monitoring and evaluation of the project.

Some tips for developing objectives are presented below.

- Think about why you have decided to undertake engagement.
- Consider where does your engagement sit on the IAP2 Spectrum.
- Keep it simple; up to three key objectives for most projects is enough.
- Start sentences with ‘to’ such as ‘to improve the community’s understanding of the proposed upgrades to the park’ or ‘to seek feedback on the proposed location of the pedestrian pathways in the park.’
- Ensure the objectives complement Council’s community engagement principles.
- Use accessible language to ensure the objectives are commonly understood by all involved.

Developing key messages

Key messages are developed to assist in informing the community of the project and to help them understand how their involvement will directly contribute. The messages should be used consistently across all project communications.

Tips for developing key messages:

- Limit the key message to the most important project information. There should be a mix of engagement process and subject content.
- Balance what the project needs to communicate with what the community needs to know.
- Key messages should be simple; each should present one idea in one sentence.
- Include a key message about how you will be using the feedback you collect e.g. ‘Your feedback will be used to help develop a design concept for ...’
- Review and update key messages every few months.

DEFINE, IDENTIFY + CLARIFY

TEMPLATE 1:

Community Engagement Project Assessment and Stakeholder Analysis

PROJECT ASSESSMENT

Prior to commencing the design of any engagement initiative, the Community Engagement Project Assessment must be undertaken to understand what level of engagement your project requires and the level of approval your subsequent Engagement Plan will need. The assessment will help you to understand and guide the community engagement requirements for your project.

Project managers are responsible for undertaking the assessment. They are also responsible for ensuring that quality engagement is planned, delivered and evaluated.

Project Background

In a few sentences, describe the project. Start by answering these key questions.

What is the project? Why is the project needed? Where and when is the project taking place? What is the intended outcome? What Council Plan strategic objective does the project align with?

DEFINE, IDENTIFY + CLARIFY

Engagement Objectives and Aims

Clearly define the objectives so stakeholders understand the purpose and intended outcomes of the engagement process.

Objective 1 E.g. To build knowledge amongst the stakeholders identified in this plan to understand the impacts of moving the Visitor's Centre

Objective 2 E.g. To understand stakeholders concerns regarding moving the Visitor's Centre

OBJECTIVE 1	
OBJECTIVE 1	
OBJECTIVE 1	

Core Issues

Clearly define any issue that are core to the consultation

ISSUE 1	
ISSUE 2	
ISSUE 3	

Council Responsibilities

Clearly define the responsibilities of council in relation to the core issues

RESPONSIBILITY 1	
RESPONSIBILITY 2	

DEFINE, IDENTIFY + CLARIFY

TABLE 3:

This table will help you determine whether a project has LOW, MEDIUM or HIGH impact on the community which will dictate Level of engagement. Refer to this in conjunction with Table 1 on page 2 of the Toolkit.

	LOW	MEDIUM	HIGH
What level of impact will the project have on stakeholders / community?			
What level of influence will stakeholder / community feedback have on the project direction/outcome?			
How great is the risk if no engagement occurs?			
What is the anticipated level of stakeholder / community interest in your project?			

TABLE 4:

Based on your answers above this table will help you identify Level of engagement, responsibilities and help you prepare your plan using Template 2.

A deeper analysis of Stakeholders can be completed using the table of the next page of this template.

RISK RATING	LOW	MEDIUM	HIGH
Engagement design responsibility	Managed entirely by the project manager with support from their Service Area	Managed by the project manager with support from their Service Area and input / advice from the Community Services Team and Communications Officer	Managed by the project manager with support from their Service Area and input/advice from the Community Services Team and Communications Officer
Sign-off of the Engagement Plan	Service Area Manager	Relevant Director	Executive Leadership Team (Note, Councillor Briefing may also be required)
Level of engagement	INFORM/CONSULT E.g. minimal amount of engagement such as media release, survey	CONSULT/INVOLVE E.g. medium amount of engagement such as workshops, survey	INVOLVE/COLLABORATE E.g. high amount of engagement such as survey, workshop, working groups

DEFINE, IDENTIFY + CLARIFY

Policies and Plans

Clarify if any policies or strategic plans may impact issues outlines in the engagement

Legislative Requirements

Clarify any legislative requirements for the engagement

Roles and Responsibilities

Clearly define any issue that are core to the consultation

OFFICER	ROLE + RESPONSIBILITIES

Timeline

Clarify timeline for the engagement taking into consideration and legislative requirements or holiday periods

DESIGN

TEMPLATE 2: Communications Plan

PROJECT NAME	PROJECT MANAGER

ENGAGEMENT TIME FRAME		
Initial engagement:		
Feedback on Engagement:		
Engagement Conclusion:		
COMMUNICATION AIMS		
DESIGN + PRINT REQUIRED	Item	Date Required
PROMOTIONAL AVENUES REQUIRED	Communications can work with you to identify best avenues to get the message out about your engagement. Below are some considerations for you.	
AVENUE	Date Required	
Design and print		
Social Media		
Website		
Banner		
Newspaper		
Shire Connect		

Please also provide Communications with your answers to Template 3 (Engagement Plan).

Engagement Plan Approval

Sign off level required (refer to Table4 Template 1):

Project Manager (officer): _____ **Date:** _____

Service Ares Manager: _____ **Date:** _____

Director: _____ **Date:** _____

DESIGN

TEMPLATE 3: Engagement Plan

PROJECT NAME	PROJECT MANAGER

Key Messages

What needs to be communicated about the project and engagement activities?

1. _____
2. _____
3. _____
4. _____
5. _____

Tools and Methods

Use your answers in Template 1 to help you fill out this engagement activity plan

STAKEHOLDER GROUP	ENGAGEMENT TOOL + DESCRIPTION	DATE/TIME/LOCATION	RESOURCES/MATERIALS	RESPONSIBILITY	PROMOTION METHOD/S

REPORT

TEMPLATE 4:

Community Engagement Reflections

PROJECT NAME	PROJECT MANAGER

Participation

KEY EVALUATION QUESTION	Data source examples: Social Media channels, Google analytics, Number of attendees, number of letters/emails sent, Project team reflections
How many stakeholders/members of the community were reached with information about the project?	
How many stakeholders /members of the community were given the opportunity to provide input?	
Was there diversity in participants?	
Was the community provided multiple and varied opportunities to participate?	

Process

KEY EVALUATION QUESTION	Data source examples: Participant evaluations, Project team reflections
Was the engagement well planned, well-facilitated and well communicated?	
How could the project methodology and delivery be improved?	

REPORT

Outcomes

KEY EVALUATION QUESTION	Data source examples: Participant evaluations, Project team reflections, Key findings report
Did we achieve objective 1?	
Did we achieve objective 2?	
Did we achieve objective 3?	
Do stakeholders have confidence in the engagement process?	
What were the unexpected outcomes from the engagement?	
Do stakeholders know how their feedback was used to inform decisions?	

Summary

The below table outlines how to create the content to complete your summary. Template 5 is a Word doc with the below headings and dot points as prompts. Please delete prompts once you have entered your content and rename the document to reflect the name of the project. E.g.. Community Engagement Summary - Visitor Centre Relocation.

SECTION	KEY INFORMATION
Project Background	Project background and context, when the engagement occurred and purpose of the engagement
Engagement Methodology	<ul style="list-style-type: none">• Engagement approach• Information about who participated• Demographics of the participants presented as a summary graph• How they participated• Engagement activities and number of people who participated in each
Key Engagement Findings	<ul style="list-style-type: none">• What did we hear? / What did people say?• Summary of the key themes / findings
Next Steps	<ul style="list-style-type: none">• How the feedback from the engagement will be used• The next steps for the project

Community Engagement Summary (insert project name)

Project Background

Project background and context, when the engagement occurred and purpose of the engagement.
Please delete the above prompt once you have entered your content.

Engagement Methodology

- Engagement approach
- Information about who participated
- Demographics of the participants presented as a summary graph
- How they participated
- Engagement activities and number of people who participated in each

Please delete the above prompts once you have entered your content.

Key Engagement Findings

- What did we hear? / What did people say?
- Summary of the key themes / findings

Please delete the above prompts once you have entered your content.

Next Steps

- How the feedback from the engagement will be used
- The next steps for the project

Please delete the above prompts once you have entered your content.

ROLLING ACTION SHEET

October 2023 (encompassing Council Resolutions up to Ordinary Council Meeting held 28 September 2023)

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>C.02/1216 Acquisition of Dumpling Gully Precinct</p> <p>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.</p>	P St John	<p>August 2023 A meeting with Water Corporation is scheduled for 30 August at which a plan to progress devesting the dams from State Forest will be developed.</p> <p>September 2023 No update.</p> <p>October 2023 No update.</p>		
<p>C.11/0621 Civic Centre Car Park, Steere Street and Stewart Street Precinct</p> <p>That Council:</p> <ol style="list-style-type: none"> Note the submissions received in 2019 as per Attachment 15 and 2020/21 as per Attachment 16. Request the Chief Executive Officer to implement the design of Civic Centre Car Park, Steere Street and Stewart Street 	S Alexander	<p>August 2023 No update.</p> <p>September 2023 Updated RFQ's and MRWA works approval currently being prepared.</p> <p>October 2023 No update.</p>		

<p>Precinct as per Attachment 13.</p> <p>3. Authorise the Chief Executive Officer to execute any minor modifications as may be necessary to implement the project safely and efficiently.</p>				
<p>C.02/0721 Review of Local Laws</p> <ol style="list-style-type: none"> 1. That in accordance with section 3.16(3) of the Local Government Act 1995, Council note and consider the three submissions received in response to its statutory review of Local Laws. 2. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to repeal the Pest Plants Local Law. 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: <ol 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 	<p>N Price</p>	<p>June 2023 Following deferral of Fencing Local Law report at May council meeting a report to be presented to the June meeting.</p> <p>July 2023 No update.</p> <p>October 2023 No update.</p>		

<p>V. Standing Orders Local Law</p> <p>4. That in accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to retain without amendment the following Local Laws:</p> <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>C.11/1221 Review of Plantation Applications Town Planning Scheme Policy</p>	<p>P St John</p>	<p>February 2023 The focus over the last 6 months has been to progress the consolidation of Town Planning</p>		

<p>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.</p>		<p>Schemes 3 and 4. A report on that matter is contained in the February Council agenda. Once the consolidated TPS is adopted for community consultation all existing town planning scheme policies (including the Plantations Policy) will be reviewed. In the case of the Plantations Policy this is likely to mean that the review process will recommence from the start.</p> <p>March 2023 No update.</p> <p>October 2023 No update.</p>		
<p>C.04/0322 Consideration of Recommendation from Annual General Meeting of Electors – Bridgetown CBD Parking</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Conducts a review of the parking situation in the Bridgetown CBD, incorporating street parking and off-road parking, including loading bays. 2. Request the CEO to assess the capacity of Ranger Services to conduct parking patrols on a regular but infrequent basis, with emphasis on illegal parking and report back via the review of the Workforce Plan due to 	<p>N Gibbs</p>	<p>April 2023 Detailed design for the parking bay is being finalised with MRWA after its earlier approval of the concept design. As soon as this is finalised this part of the project will be implemented as soon as a contractor can be engaged.</p> <p>May 2023 No update.</p> <p>October 2023 No update.</p>	<p>November 2023 Alistaire Butcher has recommended Porters to perform the body of work. Terms of Reference to be developed by December 2023.</p>	

<p>be completed by June 2022.</p> <p>3. Request the CEO to investigate the area in front of Westpac Bank for provision of a disabled parking bay.</p>				
<p>C.06/0322a Consideration of Recommendation from Annual General Meeting of Electors – Access to Rail Corridor</p> <p>That Council:</p> <p>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</p> <p>2. Request the Public Transport Authority conduct a higher degree of fire mitigation works on railway reserves within the Shire of Bridgetown-Greenbushes.</p>	<p>P St John</p>	<p>February 2023 The approach taken to date with Arc Infrastructure hasn't yielded any feedback therefore it is intended to write directly to the Public Transport Authority (PTA) raising the issue of mitigation. The letter will include a request for PTA to engage with Arc Infrastructure on the issue.</p> <p>March 2023 No update.</p> <p>October 2023 No update.</p>		
<p>C.05/0422 Stanifer Street 40km/h Speed Zone</p> <p>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</p>	<p>S Alexander</p>	<p>April 2023 No update.</p> <p>August 2023 No update.</p> <p>October 2023 The Minister for Transport has been contacted requesting a meeting to advocate for the approval of the speed reduction submission.</p>		

heavy haulage access road between South Western Highway and the Talison Lithium Mine site is constructed and operational.				
<p>C.17/0422 Nairnup Road Land Acquisition</p> <ol style="list-style-type: none"> 1. Direct the CEO to commence formal negotiations with the owners of Lot 7919 Tweed Road, Glenlynn, for the purchase of a 486 sq. m portion of this lot, for the purpose of creating a new alignment for a portion of Nairnup Road. 2. Note a further report be presented to Council on the conclusion of this negotiation. 	S Alexander	<p>April 2023 Inspected the location and noted that the fence encroaching into the road reserve has been removed to allow for harvesting of Blue Gums. Harvesting appears to have been completed some time ago. Still unable to contact the landowner to determine their plans.</p> <p>May 2023 No update.</p> <p>October 2023 No update.</p>		
<p>C.13/0522 Geegelup Mountain Bike Trail Network and Bridgetown Tourism App</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the recommendation from its Trails Development Advisory Committee to proceed with the planning of the Geegelup Mountain Bike Trail Network. 2. Note the estimated cost of the planning of the Geegelup Mountain Bike Trail Network is \$50,000 (ex-GST). 3. Accept the \$25,000 (ex GST) 	M Richards	<p>May 2023 No update.</p> <p>August 2023 We have received the desktop review of the greenfield site identified as the location of the 20 km ride-park. The document will be provided to the trails consultant to progress the planning of the trail.</p> <p>October 2023 The preferred location for the new MTB Trail ride park was assessed by DBCA as a conservation risk, so we are</p>		

<p>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.</p> <ol style="list-style-type: none"> 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. 		<p>looking for a new location. A new contact in the Forest Products Department of DBCA has been provided to support us in identifying potential plantation that may be able to house the proposed ride park. Contact has been made, waiting to hear back.</p>		
<p>C.09/0622 (Parts 3-5)</p>	<p>M Larkworthy</p>	<p>August 2023 Not progressed in recent</p>		

<p>Review of Finance Policies</p> <p>That with respect to Section 3 (Finance) of the Policy Manual Council:</p> <p>3. Note that a separate review of Policy F.1 (Community Grants, Service Agreements, Donations and Contributions) and Policy F.9 (Service Agreements for community Service Providers) is to occur with both policies being incorporated into a new single policy.</p> <p>4. Note that a separate review of Policy F.6 (Purchasing Policy) and Policy F.14 (Buy Local Policy) is to occur with both policies being incorporated into a new single policy.</p> <p>5. Note that separate reviews of the following policies is to occur:</p> <ul style="list-style-type: none"> • Policy F.7 (Reporting Forecast Budget Variations Policy) • Policy F.15 (Asset Management) • Policy F.18 (Self-Supporting Loans to Shire Community/Sporting Groups) • Policy F.19 (Assets Financing and Borrowings) • Policy F.21 (Risk Management) 		<p>months as Corporate Services staff focus has been on the annual budget processes.</p> <p>September 2023</p> <p>Suggested broad policy parameters regarding local purchasing is to be considered by the Audit Committee at its September 2023 meeting.</p> <p>October 2023</p> <p>The review will be incorporated into the Policy Review being presented to Council in December.</p>		
<p>13/0922</p> <p>Standardised Acknowledgement of</p>	<p>M Richards</p>	<p>July 2023</p> <p>Beginning to investigate glass</p>		

<p>Country</p> <p>Request the CEO to investigate the design, cost and method of installing a visual Acknowledgement of Country to be included on the main glass entrance doors of the Bridgetown Leisure Centre and the Bridgetown Library, the glass door of the customer support area of the administration building, and appropriately at the Visitor Centre, with a report back to Council.</p>		<p>options and request quotes.</p> <p>August 2023</p> <p>The text font and quote has been received and the quote – the PO complete and the installation date yet to be advised.</p> <p>October 2023</p> <p>No update.</p>		
<p>C.08/1022</p> <p>Speed Limit – Whittells Road</p> <p>That Council request the Chief Executive Officer submit an application to Main Roads Western Australia seeking the introduction of a 60kph speed zone on Whittells Road from Railway Terrace to Sunridge Drive.</p>	<p>S Alexander</p>	<p>February 2023</p> <p>Waiting for MRWA decision.</p> <p>August 2023</p> <p>Waiting for MRWA decision.</p> <p>October 2023</p> <p>No update.</p>		
<p>C.09/1022</p> <p>Cultural Inclusion Advisory Committee Recommendations</p> <p>Agree, in principle, to the dual naming of the Blackwood River to include the Aboriginal name – Goorbilyup</p> <p>Progress the dual naming process by agreeing to;</p> <p>a) Consult with each of the Shires along the Blackwood River (West Arthur, Boyup Brook, Nannup and Augusta</p>	<p>M Richards</p>	<p>August 2023</p> <p>The CEO has re-sent the request for formal approval of the dual naming to the new CEO of Boyup Brook. The elders representing Boyup Brook and West Arthur have been contacted and we are waiting for their response.</p> <p>September 2023</p> <p>No update.</p> <p>October 2023</p>		

<p>Margaret River).</p> <p>b) Consult with the Aboriginal Elders representing each of the language groups located along the Blackwood River (Wadandi, Pibulmun, Kaneang and possibly Wiilman)</p> <p>c) Consult with the Aboriginal Corporations representing each of the language groups along the Blackwood River if required</p> <p>Present back to Council for final determination</p>		<p>No update.</p>		
<p>C.02/1122 Petition – Greenbushes Depot and Worker</p> <p>That Council; Receive the petition.</p> <ol style="list-style-type: none"> Note its intent to review parks and gardens service levels and this will include an assessment of the service levels for the Greenbushes locality and an assessment of employee resources to achieve those service levels. Note that the placement of staff such as locality and facility is an operational responsibility of the Chief Executive Officer and not a decision of the Council. Note the intent of the Chief Executive Officer to investigate the advantages and disadvantages of establishing a sub-works depot at Greenbushes as part of the planning for 	<p>N Gibbs</p>	<p>August 2023 Planning for the new depot at Bridgetown is progressing. Advice has been received from DFES that upon completion of a new fire station in Greenbushes the current fire station will be restricted to emergency services use only and couldn't be used as a Shire sub-depot.</p> <p>September 2023 No update since last month.</p> <p>October 2023 No update.</p>	<p>November 23 The CEO, Manager, Infrastructure and the Infrastructure consultant have met on multiple occasions, staff modelling has been performed and the advantages and disadvantages of establishing a sub-depot in Greenbushes has been explored.</p> <p>The unfortunate outcome of the analysis is:</p> <ul style="list-style-type: none"> We do not have the funds to construct and maintain separate buildings nor to purchase and maintain separate machinery and tools, nor to engage staff to operate these 	<p>Project Complete</p>

redevelopment of the Shire Depot buildings that were destroyed in the February 2022 bushfire.

duplicate assets.

- We do not have a large enough Works nor Services Team to afford to dedicate specific team members to Greenbushes.

The review of parks and gardens service levels is complete, with advice from Alistaire Butcher that while we made need to request one extra staff member for the grounds, the main issue across Infrastructure is 'inefficiencies' in systems, machinery and a lack of a depot. Immediate action is underway to rectify these inefficiencies.

Resourcing of Infrastructure as a whole has been transferred to the Organisational Restructure Agenda Item, due to be submitted in December 2024.

<p>C.03/1122 Review of Infrastructure Policies</p> <p>That with respect to Section 4 (Infrastructure) of the Policy Manual, Council:</p> <p>1. Endorse the following Policies with</p>	<p>S Alexander</p>	<p>January 2023 Standalone review of Policies I.1, I.4, I.7 and I.8 are yet to commence.</p> <p>February 2023 No change since last report.</p>		
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<p>modifications as shown in Attachment 2:</p> <ul style="list-style-type: none"> • Policy I.2 (Provision of Roads and Associated Civil Works for Subdivisions and Developments) • Policy I.5 (Road Resumptions) • Policy I.6 (Exploration Drilling on Shire Roads and Reserves) • Policy I.9 (Private Works Plant and Equipment Accessed by Shire Staff) • Policy I.13 (Gravel Road Development & Maintenance) • Policy I.14 (Restricted Access Vehicles – Applications for Council Support) • Policy I.15 (Lawn Cemetery – Reservation of Grave Sites) • Policy I.17 (Pesticides Spraying) • Policy I.19 (Gravel Procurement) <p>2. Note that review of Policy I.1 (Street Trees), Policy I.4 (Road Verge, Policy), I.7 (Crossovers), and Policy I.8 (Temporary Closure of a Road for an Event) are deferred for standalone process due to the scope of changes required.</p> <p>3. Note and retain all other policies without modification.</p>		<p>October 2023</p> <p>The review will be incorporated into the Policy Review being presented to Council in December.</p>		
<p>C.04/1122 Review of Policy Manual Section 9 – Other</p> <p>That with respect to Section 9 (Other) of the Policy Manual, Council:</p>	<p>N Gibbs</p>	<p>August 2023</p> <p>Bush fire procedures were recently adopted by Council. A review of existing bush fire policies is to occur to ensure</p>	<p>November 2023</p> <p>Bridgetown-Greenbushes Visitor Centre Membership Policy is not required – the content is governed by</p>	

<p>1. Endorse the following Policies with minor modifications as shown in Attachment 3:</p> <ul style="list-style-type: none"> • O.1 Vandalism • O.2 Policy for Allowing Functions in Shire Reserves or Parks • O.3 Procedures for Adopting New Sites/Properties for Inclusion in the Municipal Inventory • O.5 Provision of Refreshments to Firefighters by Incident Controller • O.14 Australia Day Events <p>2. Revoke Policy O.7 (Genetically Modified Organism (GMO) Free Zone) and renumber all policies accordingly.</p> <p>3. Note and retain all other policies without modification.</p> <p>4. Note that the following policies will be subject to standalone review in 2022/23:</p> <ul style="list-style-type: none"> • O.8 Bridgetown-Greenbushes Visitor Centre Membership • O.9 Bush Fire Brigade Personal Protective Equipment • O.11 Use of Chainsaws by Bush Fire Brigades • O.15 Fire Protection – Shire or Brigade Owned Fire Fighting Appliances. 		<p>duplication doesn't occur.</p> <p>September 2023 No update.</p> <p>October 2023 No update.</p>	<p>Council's Fees and Charges and will be detailed in promotional material.</p> <p>0.9 Bush Fire Brigade Personal Protective Equipment is not required as this direction is provided for in DFES Standards. The CEO is seeking to have this Policy repealed at the November OCM.</p> <p>0.11 Use of Chainsaws by Bush Fire Brigades is not required as this direction is provided for in DFES Standards. In addition, volunteers use other machinery and vehicles, and the chainsaw should not be highlighted for policy purpose. The CEO is seeking to have this Policy repealed at the November OCM.</p>	
<p>C.08/1122 Land Untidy – Lot 69, 38 Warner Street Hester</p> <p>That Council;</p>	<p>L Guthridge</p>	<p>August 2023 Clean up works have stalled. Contact is occurring with property owner to seek a timetable to complete.</p>		

<ol style="list-style-type: none"> Instruct the CEO to take legal action against the owner of Lot 69, 38 Warner Street Hester in accordance with Section 3.25 of the Local Government Act to remedy that the subject land is untidy; and Authorise the CEO to engage a solicitor to prepare legal documents and represent the local government in court. 		<p>September 2023 Attempting to contact the owner and with little success. Currently investigating legal options to resolve this issue.</p> <p>October 2023 A notice was served on the 27 October 2023 in accordance with the Heath (Miscellaneous Provisions) Act 1911 to complete the clean up by the 20th December 2023. Shire solicitors will guide this process moving forward.</p>		
<p>C.11/0123 Public Open Space Strategy</p> <ol style="list-style-type: none"> The Corporate Business Plan project named as 'Playground Strategy' be renamed as 'Parks Facilities Plan'. Council notes the methodology and outcomes of the project as contained in Attachment 10. 	P St John	<p>February 2023 No update.</p> <p>March 2023 No further update – this project is planned for 2023/24 FY.</p> <p>October 2023 No update.</p>		
<p>C.04/0223 Greys Hill Road 50km/h Speed Zone</p> <p>That a request be submitted to Main Roads Western Australia seeking an extension of the 50km/h speed limit that currently ends on Grey's Hill Road to a point past its intersection with Mattamattup Street</p>	S Alexander	<p>August 2023 Waiting for a determination on this request by Main Roads Western Australia.</p> <p>September 2023 No update.</p> <p>October 2023 Verbal confirmation via phone that Main Roads WA are likely agreeable to the 50 kph zone ending just prior to</p>		

		Mattamattup St. Official confirmation expected soon.		
<p>C.13/0223 Development Compliance Policy</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Adopt, for the purposes of public advertising, the draft Local Planning Policy titled 'Development Compliance Policy' attached to this agenda as Attachment 14 in accordance with Regulation 4 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 2. Advertise the draft policy in accordance with the requirements of regulations 4 and 87 of the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of 28 days by undertaking the following actions: <ol style="list-style-type: none"> i. Advertise a notice regarding the draft policy on the Shire's website for the whole duration of the public advertising period, and in a local newspaper once during the first week of the public advertising period ii. Making the draft policy available for viewing on the Shire's website for the whole duration of the public advertising period with the ability for the document to be 	P St John	<p>June 2023 No update.</p> <p>July 2023 No update.</p> <p>October 2023 No update.</p>		

<p>downloaded and printed if a person wishes to do this</p> <p>iii. Providing hard copies of the draft policy for public inspection at the Shire Administration Building for the whole duration of the public advertising period</p> <p>3. Give further consideration to the draft Policy following closure of public advertising and consideration of any public submissions.</p>				
<p>SpC.02/0323 Draft Local Planning Scheme No. 6</p> <p>That Council:</p> <p>1. In accordance with section 72 of the Planning and Development Act 2005 and regulation 21 of the Planning and Development (Local Planning Schemes) Regulations 2015, adopt, for the purposes of public advertising, the draft Shire of Bridgetown-Greenbushes Local Planning Scheme No. 6 consisting of the Scheme text and Scheme maps as shown in Attachments 1 and 2</p> <p>2. Forward copies of the draft Scheme documents to:</p> <p><i>i.</i> The Environmental Protection Authority for consideration pursuant to section 81 of the Planning and Development Act 2005.</p>	<p>P St John</p>	<p>August 2023 In the last month multiple meetings have been held with DPLH and DWER to progress assessment of the draft LPS.</p> <p>September 2023 No update.</p> <p>October 2023 Negotiations between DPLH & DWER are approaching a conclusion and a decision on advertising the scheme is expected in the coming months.</p>		

<p><i>ii.</i> The Western Australian Planning Commission for consideration and advice to the local government, pursuant to regulation 21 of the Planning and Development (Local Planning Schemes) Regulations 2015</p> <p>3. Subject to receipt of advice from the Environmental Protection Authority and the Western Australian Planning Commission, advertise the draft Scheme in accordance with the requirements of regulations 22 and 76A of the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of 90 days by undertaking the following actions:</p> <p><i>i.</i> Advertise a notice regarding the draft scheme, prepared under the provisions of regulation 22(1), on the Shire’s website for the whole duration of the public advertising period, and in a local newspaper under the provisions of regulation 76A(4) for three consecutive weeks commencing in the first week of the public advertising period.</p> <p><i>ii.</i> Making the scheme documents (scheme text and maps) available for viewing on the</p>				
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<p>Shire’s website for the whole duration of the public advertising period in accordance with regulations 22(2) and 76A(3), with the ability for the documents to be downloaded and printed if a person wishes to do this.</p> <p>iii. Providing hard copies of the scheme text and maps for public inspection at the Shire Administration office for the whole duration of the public advertising period in accordance with regulation 76A(3)(b).</p> <p>iv. Provide a plain language overview of the planning scheme review and preparation process and a list of Frequently Asked Questions (FAQ’s) on the Shire’s website and make the overview and FAQ’s available as a printed information pack which is available at the Administration Building or sent to residents/property owners on request.</p> <p>v. Provide a dedicated email address to which questions on the draft scheme may be submitted during the first 60 days of the advertising period,</p>				
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<p>with a commitment that a written response will be provided within 21 days of receipt and, if the question is likely to be of general interest and does not disclose information about a specific person or property, the question and response (or a redacted version) will be added to the FAQ's on the Shire website</p> <p>4. After the end of the public advertising period, a further report be presented for Council's consideration providing details of all submissions received and recommended responses to address issues raised in submissions, in accordance with Regulation 25 of the Planning and Development (Local Planning Schemes) Regulations 2015.</p>				
<p>C.03/0423 Change of Purpose – Reserve 40973</p> <p>That Council authorise the CEO to submit an application to the Department of Planning, Lands and Heritage to change the purpose of Reserve 40973 to include telecommunications.</p>	<p>E Matthews</p>	<p>July 2023 Ongoing discussions occurring with DPLH on this proposal. August 2023 Application is progressing. September 2023 The application has been approved by the Department of Planning, Lands and Heritage.</p>		
<p>C.10/0423 Reflect Reconciliation Action Plan</p>	<p>M Richards</p>	<p>May 2023 No update. June 2023</p>		

<p>That Council:</p> <ol style="list-style-type: none"> 1. Approve the Reflect Reconciliation Action Plan process as follows; <ol style="list-style-type: none"> a. Complete the 12 month Reflect Template b. Submit the Reflect template to Reconciliation Australia for review c. Make any changes required by Reconciliation Australia d. Present to Council for adoption e. Receive Reconciliation Australia endorsement for 12 Month Reflect Reconciliation Action Plan 2. Engage Sandra Hill to complete a welcome message in language with translation, and develop a language group map of the Southwest to include at the tourist information bays at either end of Bridgetown. 		<p>Work has commenced on this project.</p> <p>July 2023 No update.</p> <p>October 2023 No update.</p>		
<p>C.05/0523 Relocation of the Visitor Centre to Bridgetown Railway Station</p> <p>That Council: Authorise the CEO to enter into discussions with the BGBTA on tenure (lease) and conditions of occupancy, including but not limited to lease term, responsibility for building operating and maintenance costs, responsibility for future capital improvements, and building management/operations partnerships with the other building tenants (Bridgetown Greenbushes Community</p>	<p>P St John</p>	<p>a site visit of the new visitors Centre and agreed that the exhibition that is currently being held at the Balingup Packing Sheds would not be the right fit for the Railway Station exhibition space, however, Sandra did suggest we could exhibit her paintings.</p> <p>August 2023 Essential building maintenance is included in the 20-23/24 budget. Meetings have been held with the BGBTA to discuss tenure/occupancy of the</p>	<p>October 2023 No update.</p>	

<p>Landcare and Blues at Bridgetown)</p> <p>8. Request the CEO to report back on what essential building maintenance works need to be funded in the 2023/24 budget by the Shire before a lease with BGBTA can be entered into</p> <p>10. Request the CEO to report back on how the exhibition spaces in the railway station will be managed, including details on what form of permanent exhibition could be accommodated in the dedicated space</p> <p>11. Authorise the CEO to enter into discussions with Bridgetown Greenbushes Community Landcare and Blues at Bridgetown about securing their ongoing tenure in the building.</p>		<p>current VC building. Further discussion to occur at August Concept Forum.</p> <p>September 2023</p> <p>The specifications for the Visitor Centre fit-out are due to be finalised in September/October, following which the project can be implemented.</p>		
<p>C.03/0623</p> <p>Proposed reinstatement of the initials of Ken Moyes in the pointing of the stonework at the front of the civic building</p> <p>That the historical initials of Ken Moyes included in the pointing of the stonework at the front of the civic building be reinstated, in an authentic a manner as is possible.</p>	L Poad	<p>July 2023</p> <p>Directions given to contractor. Works to be scheduled.</p> <p>August 2023</p> <p>No update.</p>	<p>October 2023</p> <p>No update.</p>	
<p>C.11/0623</p> <p>Local Law Relating to Fencing Amendment Local Laws 2023</p> <p>That Council: Note a further report be presented to</p>	N Price	<p>July 2023</p> <p>Work has commenced on drafting a new local law based on the WALGA model Fencing local Law.</p> <p>August 2023</p>	<p>October 2023</p> <p>No update.</p>	

Council providing a new draft Fencing Local Law for consideration.		No update		
<p>C.15/0623 Amendment 73 to Local Planning Scheme No. 3 – amendment to clause 4.3.3 to provide discretion to permit higher density residential development in the Commercial zone.</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Adopt, for the purposes of public advertising, Amendment No. 73 to the Shire of Bridgetown-Greenbushes Local Planning Scheme No. 3 in accordance with s75 of the Planning and Development Act 2005 and Regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015, to amend Part 4 of the Scheme text to add the following wording to clause 4.3.3: <ol style="list-style-type: none"> a. Notwithstanding clause 4.3.3 (d) Council may permit development for residential use which complies with the provisions of the Residential Design Codes as they apply to areas coded R35, within the Commercial zone, where: <ol style="list-style-type: none"> i. it is satisfied that the development is consistent with the amenity of the locality, and 	P St John	<p>August 2023 EPA referral completed. Referral to DPLH for approve to advertise has commenced.</p> <p>September 2023 Intent to advertise has been approved by the WAPC, which will occur in September/October.</p> <p>October 2023 Public consultation of the notice of amendment concludes on 15 November 2023. This amendment is expected to be presented to Council for consideration of final approval in December 2023.</p>		

<p>ii. in the case of a development located on or adjoining a site listed in Schedule 4 of the Scheme, it is satisfied that the development enables the place, building or object listed in Schedule 4 is conserved and preserved, and</p> <p>iii. the development can be connected to the reticulated sewerage system.</p> <p>3. Execute the relevant scheme amendment documentation and process the amendment in accordance with the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015.</p>				
<p>C.16/0623 Bridgetown Mobile Food Vendors Trial</p> <p>That Council:</p> <p>5. Conduct a review of the operation of the trial based to be completed by June 2024 based on the following:</p> <p>(a) Feedback from the community.</p> <p>(b) Feedback from existing food premises within the Shire.</p> <p>(c) The level of interest from the industry, availability of suitable traders and the range of food provided.</p> <p>(d) The suitability of the location and</p>	<p>P St John</p>	<p>July 2023 Internal meetings have been held to address how the trial will be managed.</p> <p>August 2023 No update.</p> <p>September 2023 EOIs for vendors has been called and applications are being assessed.</p>	<p>October 2023 Following an insufficient number of EOIs from operators the trial will proceed in a modified manner.</p>	

<p>consideration of any infrastructure improvements necessary should this be considered on a more permanent basis.</p> <p>(e) The suitability of the days and times of operation.</p>				
<p>C.15/0723 RFT 03-2223 Relocation and Renewal of the Greenbushes Railway Station</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Note that a single tender has been received for RFT 03-2223 – Relocation and Renewal of the Greenbushes Railway Station, being from Nyland House Transporters Pty Ltd at a price of \$406,076.00 (EX-GST); 2. Note that the tender price of \$406,076 is in excess of the current budget allocation of \$383,055 prior to the costs of installing a wastewater disposal system and any contingency funding being addressed. 3. Approve an allocation of \$20,000 own source funding in the 2023/24 budget as a Shire financial contribution to the project. 4. Note that the Shire is currently awaiting a response to a funding request made to a third-party funding body with that request being for an amount up to \$50,000 which if funded would allow for delivery of the full 	<p>L Guthridge</p>	<p>August 2023 Discussions have been held with successful contractor with a contract currently being developed. The timelines for consideration of a 3rd party funding request were unsuitable so the minor variation specified in Part 6 of the resolution will be enacted. The Greenbushes Discovery Centre can pursue 3rd party funding for the interpretation/fit out components of the project that are outside the scope of the works being delivered by the Shire.</p> <p>September 2023 Anticipate that the successful Contractor will sign contract documents the week commencing 25th September 2023.</p>	<p>October 2023 Contracts have been signed with the Building Contractor. Projected that the project will commence in Late November 2023</p>	

<p>scope of works inclusive of a 10% contingency allowance.</p> <p>5. Delegate authority to the Chief Executive Officer to award the tender for RFT 03-2223 – Relocation and Renewal of the Greenbushes Railway Station once a response to the funding request (refer Part 4) is received.</p> <p>6. In the event of the tender being awarded, authorise the Chief Executive Officer to enter into a Contract with the successful tenderer. In the event of the funding request (refer Part 4) not being provided or an amount significantly less than \$50,000 being provided the Chief Executive Officer is authorized to negotiate minor variations to the Contract and amend the scope of works to reduce the Contract price by removing the proposed neta screen fence priced at \$26,850.00 (Ex-GST) and proceeding with a lesser contingency allowance.</p>				
<p>C.02/0923 Community Group Banner Development and Funding Allocation</p> <p>That Council:</p> <p>1. Consult with community groups regarding the potential development of banners for the various events held in Bridgetown including, but not limited to;</p>	<p>M Richards</p>	<p>October 2023 Will contact community groups this month now that the Shire Welcome Banners are in production.</p>		

<ul style="list-style-type: none"> a. The Blues at Bridgetown b. Blackwood Marathon c. Festival of Country Gardens d. Winter Festival e. Heritage Week 				
<p>3. Provide the completed banners to each of the 5 community groups to store and deliver to the shire, in a timely manner, to install for their event.</p>				

ROLLING ACTION SHEET

November 2023 (encompassing Council Resolutions up to Ordinary Council Meeting held 2 November 2023)

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<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 resolves to retain without amendment the following Local Laws:</p>	N Price	<p>June 2023 Following deferral of Fencing Local Law report at May council meeting a report to be presented to the June meeting.</p> <p>July 2023 No update.</p> <p>October 2023 No update.</p>	<p>November 2023 The Fencing Local Law has now been incorporated into resolution C.11/0623.</p> <p>Standing Orders Local Law – Standardising meeting procedures forms part of the Tranche 2 Local Government Act reforms. These are currently under development by the department, therefore amendments to this local law are pending the finalisation of the legislation.</p> <p>The Activities on Thoroughfares and Trading in Thoroughfares & Public Places, Cats and Health local laws are still pending as these were assigned to another officer and due to resourcing no action had been taken.</p>	Repeal of Pest Plant Local Law gazetted 5/07/2022.

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>I. Bush Fire Brigades Local Law II. Cemeteries Local Law III. Dogs Local Law IV. Parking & Parking Facilities Local Law</p> <p>5. That in accordance with section 3.12 of the Local Government Act 1995 Council resolves to make a Waste Local Law with a report to be presented to a future Council meeting presenting a draft Local Law for consideration.</p> <p>In accordance with section 3.16(4) of the Local Government Act 1995 Council resolves to amend the Local Government Property Local Law by reviewing clause 5.3 of the Local Law with a report on this proposed amendment to be presented to future Council meetings.</p>				
<p>C.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 	<p>N Gibbs</p>	<p>April 2023 Detailed design for the parking bay is being finalised with MRWA after its earlier approval of the concept design. As soon as this is finalised this part of the project will be implemented as soon as a contractor can be engaged.</p> <p>May 2023 No update.</p> <p>October 2023</p>	<p>November 2023 Alistaire Butcher has recommended Porters to perform the body of work. Terms of Reference to be developed by December 2023.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>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.</p> <p>Request the CEO to investigate the area in front of Westpac Bank for provision of a disabled parking bay.</p>		No update.		
<p>C.05/0422 Stanifer Street 40km/h Speed Zone</p> <p>1. 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.</p>	S Alexander	<p>April 2023 No update.</p> <p>August 2023 No update.</p> <p>October 2023 The Minister for Transport has been contacted requesting a meeting to advocate for the approval of the speed reduction submission.</p>	<p>November 2023 Manager Infrastructure & Works met with Alan Roberts, South West MRWA Region Network Operations Manager from MRWA. Alan inspected the road and roadside environment and verbally stated that the Road did not meet the criteria and that a formal outcome to implement a 40kph zone was unlikely.</p>	
<p>C.17/0422 Nairnup Road Land Acquisition</p> <p>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.</p>	S Alexander	<p>April 2023 Inspected the location and noted that the fence encroaching into the road reserve has been removed to allow for harvesting of Blue Gums. Harvesting appears to have been completed some time ago. Still unable to</p>	<p>November 2023 Manager Infrastructure & Works inspected the road and noted that the fence has still not been replaced. To date, negotiations with the landowner for purchase of the 486 sqm portion have not been successful and have</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>2. Note a further report be presented to Council on the conclusion of this negotiation.</p>		<p>contact the landowner to determine their plans. May 2023 No update. October 2023 No update.</p>	<p>stalled.</p>	
<p>C.09/0622 (Parts 3-5) Review of Finance Policies</p> <p>That with respect to Section 3 (Finance) of the Policy Manual Council:</p> <p>1. Note that a separate review of Policy F.1 (Community Grants, Service Agreements, Donations and Contributions) and Policy F.9 (Service Agreements for community Service Providers) is to occur with both policies being incorporated into a new single policy.</p> <p>2. Note that a separate review of Policy F.6 (Purchasing Policy) and Policy F.14 (Buy Local Policy) is to occur with both policies being incorporated into a new single policy.</p> <p>3. Note that separate reviews of the following policies is to occur:</p> <ul style="list-style-type: none"> • Policy F.7 (Reporting Forecast Budget Variations Policy) • Policy F.15 (Asset Management) • Policy F.18 (Self-Supporting Loans to Shire 	<p>M Larkworthy</p>	<p>August 2023 Not progressed in recent months as Corporate Services staff focus has been on the annual budget processes. September 2023 Suggested broad policy parameters regarding local purchasing is to be considered by the Audit Committee at its September 2023 meeting. October 2023 The review will be incorporated into the Policy Review being presented to Council in December.</p>	<p>November 2023 Work is continuing on the review of the Purchasing and Risk Management policies due for presentation to Council in December. A review of the following policies will occur once the Department finalises its review of the financial ratios and the integrated planning and reporting framework:</p> <ul style="list-style-type: none"> • Asset Management • Self-Supporting Loans to Shire Community/ Sporting Groups • Assets Financing and Borrowings 	

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<p>Community/Sporting Groups)</p> <ul style="list-style-type: none"> Policy F.19 (Assets Financing and Borrowings) <p>Policy F.21 (Risk Management)</p>				
<p>13/0922 Standardised Acknowledgement of Country</p> <p>1. Request the CEO to investigate the design, cost and method of installing a visual Acknowledgement of Country to be included on the main glass entrance doors of the Bridgetown Leisure Centre and the Bridgetown Library, the glass door of the customer support area of the administration building, and appropriately at the Visitor Centre, with a report back to Council.</p>	M Richards	<p>July 2023 Beginning to investigate glass options and request quotes.</p> <p>August 2023 The text font and quote has been received and the quote – the PO complete and the installation date yet to be advised.</p> <p>October 2023 No update.</p>	<p>November 2023 Waiting on information from Kaneang Elders.</p>	
<p>C.09/1022 Cultural Inclusion Advisory Committee Recommendations</p> <p>Agree, in principle, to the dual naming of the Blackwood River to include the Aboriginal name – Goorbilyup</p> <p>Progress the dual naming process by agreeing to;</p> <p>a) Consult with each of the Shires along the Blackwood River (West Arthur, Boyup Brook, Nannup and Augusta Margaret River).</p> <p>b) Consult with the Aboriginal Elders representing each of the language groups</p>	M Richards	<p>August 2023 The CEO has re-sent the request for formal approval of the dual naming to the new CEO of Boyup Brook. The elders representing Boyup Brook and West Arthur have been contacted and we are waiting for their response.</p> <p>September 2023 No update.</p> <p>October 2023 No update.</p>	<p>November 2023 Boyup Brook recently voted no for the Dual Naming of the Blackwood. Further discussion/decisions will be brought to Council.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>located along the Blackwood River (Wadandi, Pibulmun, Kaneang and possibly Wiilman)</p> <p>c) Consult with the Aboriginal Corporations representing each of the language groups along the Blackwood River if required</p> <ul style="list-style-type: none"> • Present back to Council for final determination 				
<p>C.02/1122 Petition – Greenbushes Depot and Worker</p> <p>That Council;</p> <p>Receive the petition.</p> <ol style="list-style-type: none"> 1. Note its intent to review parks and gardens service levels and this will include an assessment of the service levels for the Greenbushes locality and an assessment of employee resources to achieve those service levels. 2. Note that the placement of staff such as locality and facility is an operational responsibility of the Chief Executive Officer and not a decision of the Council. <p>Note the intent of the Chief Executive Officer to investigate the advantages and disadvantages of establishing a sub-works depot at Greenbushes as part of the planning for redevelopment of the Shire Depot buildings that were destroyed in the February 2022 bushfire.</p>	<p>N Gibbs</p>	<p>August 2023 Planning for the new depot at Bridgetown is progressing. Advice has been received from DFES that upon completion of a new fire station in Greenbushes the current fire station will be restricted to emergency services use only and couldn't be used as a Shire sub-depot.</p> <p>September 2023 No update since last month.</p> <p>October 2023 No update.</p>	<p>November 23 The CEO, Manager, Infrastructure and the Infrastructure consultant have met on multiple occasions, staff modelling has been performed and the advantages and disadvantages of establishing a sub-depot in Greenbushes has been explored.</p> <p>The unfortunate outcome of the analysis is:</p> <ul style="list-style-type: none"> • We do not have the funds to construct and maintain separate buildings nor to purchase and maintain separate machinery and tools, nor to engage staff to operate these duplicate assets. • We do not have a large enough Works nor 	<p>Project Complete</p>

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>Services Team to afford to dedicate specific team members to Greenbushes.</p> <p>The review of parks and gardens service levels is complete, with advice from Alistaire Butcher that while we made need to request one extra staff member for the grounds, the main issue across Infrastructure is 'inefficiencies' in systems, machinery and a lack of a depot. Immediate action is underway to rectify these inefficiencies.</p> <p>Resourcing of Infrastructure as a whole has been transferred to the Organisational Restructure Agenda Item, due to be submitted in December 2024.</p>				
<p>C.04/1122 Review of Policy Manual Section 9 – Other</p> <p>That with respect to Section 9 (Other) of the Policy Manual, Council:</p> <p>1. Endorse the following Policies with minor modifications as shown in Attachment 3:</p> <ul style="list-style-type: none"> • O.1 Vandalism 	<p>N Gibbs</p>	<p>August 2023 Bush fire procedures were recently adopted by Council. A review of existing bush fire policies is to occur to ensure duplication doesn't occur.</p> <p>September 2023 No update.</p> <p>October 2023</p>	<p>November 2023 Bridgetown-Greenbushes Visitor Centre Membership Policy is not required – the content is governed by Council's Fees and Charges and will be detailed in promotional material.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<ul style="list-style-type: none"> • O.2 Policy for Allowing Functions in Shire Reserves or Parks • O.3 Procedures for Adopting New Sites/Properties for Inclusion in the Municipal Inventory • O.5 Provision of Refreshments to Firefighters by Incident Controller • O.14 Australia Day Events <p>2. Revoke Policy O.7 (Genetically Modified Organism (GMO) Free Zone) and renumber all policies accordingly.</p> <p>3. Note and retain all other policies without modification.</p> <p>4. Note that the following policies will be subject to standalone review in 2022/23:</p> <ul style="list-style-type: none"> • O.8 Bridgetown-Greenbushes Visitor Centre Membership • O.9 Bush Fire Brigade Personal Protective Equipment • O.11 Use of Chainsaws by Bush Fire Brigades <p>O.15 Fire Protection – Shire or Brigade Owned Fire Fighting Appliances.</p>		No update.	<p>O.9 Bush Fire Brigade Personal Protective Equipment is not required as this direction is provided for in DFES Standards. The CEO is seeking to have this Policy repealed at the November OCM.</p> <p>O.11 Use of Chainsaws by Bush Fire Brigades is not required as this direction is provided for in DFES Standards. In addition, volunteers use other machinery and vehicles, and the chainsaw should not be highlighted for policy purpose. The CEO is seeking to have this Policy repealed at the November OCM.</p>	
<p>C.08/1122 Land Untidy – Lot 69, 38 Warner Street Hester</p> <p>That Council;</p> <p>1. Instruct the CEO to take legal action against the owner of Lot 69, 38 Warner Street Hester in accordance with Section 3.25 of the Local Government Act to remedy that the subject land is untidy; and</p>	L Guthridge	<p>August 2023 Clean up works have stalled. Contact is occurring with property owner to seek a timetable to complete.</p> <p>September 2023 Attempting to contact the owner and with little success.</p>	<p>November 2023 No Action. The notice specifies a deadline for clean up of the property for the 20th December 2023. Meanwhile staff have attempted to contact the owner to discuss this matter to facilitate an outcome.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>3. Authorise the CEO to engage a solicitor to prepare legal documents and represent the local government in court.</p>		<p>Currently investigating legal options to resolve this issue. October 2023 A notice was served on the 27 October 2023 in accordance with the Heath (Miscellaneous Provisions) Act 1911 to complete the clean up by the 20th December 2023. Shire solicitors will guide this process moving forward.</p>	<p>Neighbours are being updated with any new developments and progress.</p>	
<p>C.04/0223 Greys Hill Road 50km/h Speed Zone</p> <p>1. That a request be submitted to Main Roads Western Australia seeking an extension of the 50km/h speed limit that currently ends on Grey's Hill Road to a point past its intersection with Mattamattup Street</p>	<p>S Alexander</p>	<p>August 2023 Waiting for a determination on this request by Main Roads Western Australia. September 2023 No update. October 2023 Verbal confirmation via phone that Main Roads WA are likely agreeable to the 50 kph zone ending just prior to Mattamattup St. Official confirmation expected soon.</p>	<p>November 2023 Manager Infrastructure & Works met with Alan Roberts, South West MRWA Region Network Operations Manager from MRWA. Alan inspected the road and roadside environment and verbally stated that extension of the 50kph zone may be possible.</p>	
<p>SpC.02/0323 Draft Local Planning Scheme No. 6</p> <p>That Council:</p> <p>1. In accordance with section 72 of the Planning and Development Act 2005 and regulation 21</p>	<p>P St John</p>	<p>August 2023 In the last month multiple meetings have been held with DPLH and DWER to progress assessment of the draft LPS.</p>	<p>November 2023 Negotiations between DPLH & DWER are approaching a conclusion and a decision on advertising the scheme is expected in the coming</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>of the Planning and Development (Local Planning Schemes) Regulations 2015, adopt, for the purposes of public advertising, the draft Shire of Bridgetown-Greenbushes Local Planning Scheme No. 6 consisting of the Scheme text and Scheme maps as shown in Attachments 1 and 2</p> <p>2. Forward copies of the draft Scheme documents to:</p> <ul style="list-style-type: none"> i. The Environmental Protection Authority for consideration pursuant to section 81 of the Planning and Development Act 2005. ii. The Western Australian Planning Commission for consideration and advice to the local government, pursuant to regulation 21 of the Planning and Development (Local Planning Schemes) Regulations 2015 <p>3. Subject to receipt of advice from the Environmental Protection Authority and the Western Australian Planning Commission, advertise the draft Scheme in accordance with the requirements of regulations 22 and 76A of the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of 90 days by undertaking the following actions:</p> <ul style="list-style-type: none"> i. Advertise a notice regarding the draft scheme, prepared under the provisions of regulation 22(1), on the Shire's website for the whole duration of the public advertising period, and in a local 		<p>September 2023 No update.</p> <p>October 2023 No update.</p>	<p>months.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>newspaper under the provisions of regulation 76A(4) for three consecutive weeks commencing in the first week of the public advertising period.</p> <p>ii. Making the scheme documents (scheme text and maps) available for viewing on the Shire's website for the whole duration of the public advertising period in accordance with regulations 22(2) and 76A(3), with the ability for the documents to be downloaded and printed if a person wishes to do this.</p> <p>iii. Providing hard copies of the scheme text and maps for public inspection at the Shire Administration office for the whole duration of the public advertising period in accordance with regulation 76A(3)(b).</p> <p>iv. Provide a plain language overview of the planning scheme review and preparation process and a list of Frequently Asked Questions (FAQ's) on the Shire's website and make the overview and FAQ's available as a printed information pack which is available at the Administration Building or sent to residents/property owners on request.</p> <p>v. Provide a dedicated email address to which questions on the draft scheme may be submitted during the first 60 days of the advertising period, with a</p>				

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>commitment that a written response will be provided within 21 days of receipt and, if the question is likely to be of general interest and does not disclose information about a specific person or property, the question and response (or a redacted version) will be added to the FAQ's on the Shire website</p> <p>4. After the end of the public advertising period, a further report be presented for Council's consideration providing details of all submissions received and recommended responses to address issues raised in submissions, in accordance with Regulation 25 of the Planning and Development (Local Planning Schemes) Regulations 2015.</p>				
<p>C.10/0423 Reflect Reconciliation Action Plan</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Approve the Reflect Reconciliation Action Plan process as follows; <ol style="list-style-type: none"> a. Complete the 12 month Reflect Template b. Submit the Reflect template to Reconciliation Australia for review c. Make any changes required by Reconciliation Australia d. Present to Council for adoption e. Receive Reconciliation Australia endorsement for 12 Month Reflect 	M Richards	<p>May 2023 No update.</p> <p>June 2023 Work has commenced on this project.</p> <p>July 2023 No update.</p> <p>October 2023 No update.</p>	<p>November 2023 Began working on this plan this month, hope to have it before Council at January Council Meeting.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>Reconciliation Action Plan</p> <p>2. Engage Sandra Hill to complete a welcome message in language with translation, and develop a language group map of the Southwest to include at the tourist information bays at either end of Bridgetown.</p>				
<p>C.05/0523 Relocation of the Visitor Centre to Bridgetown Railway Station</p> <p>That Council: Authorise the CEO to enter into discussions with the BGBTA on tenure (lease) and conditions of occupancy, including but not limited to lease term, responsibility for building operating and maintenance costs, responsibility for future capital improvements, and building management/operations partnerships with the other building tenants (Bridgetown Greenbushes Community Landcare and Blues at Bridgetown)</p> <ol style="list-style-type: none"> 1. Request the CEO to report back on what essential building maintenance works need to be funded in the 2023/24 budget by the Shire before a lease with BGBTA can be entered into 2. Request the CEO to report back on how the exhibition spaces in the railway station will be managed, including details on what form of permanent exhibition could be accommodated in the dedicated space 3. Authorise the CEO to enter into discussions with Bridgetown Greenbushes Community Landcare and Blues at Bridgetown about 	<p>P St John</p>	<p>a site visit of the new visitors Centre and agreed that the exhibition that is currently being held at the Balingup Packing Sheds would not be the right fit for the Railway Station exhibition space, however, Sandra did suggest we could exhibit her paintings.</p> <p>August 2023 Essential building maintenance is included in the 20-23/24 budget. Meetings have been held with the BGBTA to discuss tenure/occupancy of the current VC building. Further discussion to occur at August Concept Forum.</p> <p>September 2023 The specifications for the Visitor Centre fit-out are due to be finalised in September/October, following which the project</p>	<p>November 2023 Documentation from architect finalised for fit out 17.11.23. RFQ sent to three builders, 17.11.23 with closing date 10th December.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
securing their ongoing tenure in the building.		can be implemented.		
<p>C.03/0623 Proposed reinstatement of the initials of Ken Moyes in the pointing of the stonework at the front of the civic building</p> <p>1. That the historical initials of Ken Moyes included in the pointing of the stonework at the front of the civic building be reinstated, in an authentic a manner as is possible.</p>	P Hamilton	<p>July 2023 Directions given to contractor. Works to be scheduled.</p> <p>August 2023 No update.</p>	<p>November 2023 Have sent photo of proposed lettering to Phi St John for approval to ensure proposed lettering will be suitable, Have also marked on wall with white out to show where proposed to install. Also liaised with Contractor again and he is working out when he may have time to compete due to other work commitments.</p>	
<p>C.11/0623 Local Law Relating to Fencing Amendment Local Laws 2023</p> <p>That Council: Note a further report be presented to Council providing a new draft Fencing Local Law for consideration.</p>	N Price	<p>July 2023 Work has commenced on drafting a new local law based on the WALGA model Fencing local Law.</p> <p>August 2023 No update</p>	<p>November 2023 A report is to be presented to the December meeting of Council providing a draft new Fencing Local Law for consideration.</p>	
<p>C.15/0623 Amendment 73 to Local Planning Scheme No. 3 – amendment to clause 4.3.3 to provide discretion to permit higher density residential development in the Commercial zone.</p> <p>That Council: 1. Adopt, for the purposes of public advertising,</p>	P St John	<p>August 2023 EPA referral completed. Referral to DPLH for approve to advertise has commenced.</p> <p>September 2023 Intent to advertise has been approved by the WAPC,</p>	<p>November 2023 Public consultation of the notice of amendment concludes on 15 November 2023. This amendment is expected to be presented to Council for consideration of final approval in December</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>Amendment No. 73 to the Shire of Bridgetown-Greenbushes Local Planning Scheme No. 3 in accordance with s75 of the Planning and Development Act 2005 and Regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015, to amend Part 4 of the Scheme text to add the following wording to clause 4.3.3:</p> <p>a. Notwithstanding clause 4.3.3 (d) Council may permit development for residential use which complies with the provisions of the Residential Design Codes as they apply to areas coded R35, within the Commercial zone, where:</p> <ul style="list-style-type: none"> i. it is satisfied that the development is consistent with the amenity of the locality, and ii. in the case of a development located on or adjoining a site listed in Schedule 4 of the Scheme, it is satisfied that the development enables the place, building or object listed in Schedule 4 is conserved and preserved, and iii. the development can be connected to the reticulated sewerage system. <p>2. Execute the relevant scheme amendment documentation and process the amendment in accordance with the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015.</p>		<p>which will occur in September/October.</p>	<p>2023.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>C.16/0623 Bridgetown Mobile Food Vendors Trial</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Conduct a review of the operation of the trial based to be completed by June 2024 based on the following: <ol style="list-style-type: none"> (a) Feedback from the community. (b) Feedback from existing food premises within the Shire. (c) The level of interest from the industry, availability of suitable traders and the range of food provided. (d) The suitability of the location and consideration of any infrastructure improvements necessary should this be considered on a more permanent basis. (e) The suitability of the days and times of operation. 	<p>P St John</p>	<p>July 2023 Internal meetings have been held to address how the trial will be managed.</p> <p>August 2023 No update.</p> <p>September 2023 EOIs for vendors has been called and applications are being assessed.</p>	<p>October 2023 Following an insufficient number of EOIs from operators the trial will proceed in a modified manner.</p>	
<p>C.15/0723 RFT 03-2223 Relocation and Renewal of the Greenbushes Railway Station</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Note that a single tender has been received for RFT 03-2223 – Relocation and Renewal of the Greenbushes Railway Station, being from Nyland House Transporters Pty Ltd at a price of \$406,076.00 (EX-GST); 2. Note that the tender price of \$406,076 is in excess of the current budget allocation of 	<p>L Guthridge</p>	<p>August 2023 Discussions have been held with successful contractor with a contract currently being developed. The timelines for consideration of a 3rd party funding request were unsuitable so the minor variation specified in Part 6 of the resolution will be enacted. The Greenbushes Discovery</p>	<p>November 2023 The project commenced on the 6th November 2023</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>\$383,055 prior to the costs of installing a wastewater disposal system and any contingency funding being addressed.</p> <p>3. Approve an allocation of \$20,000 own source funding in the 2023/24 budget as a Shire financial contribution to the project.</p> <p>4. Note that the Shire is currently awaiting a response to a funding request made to a third-party funding body with that request being for an amount up to \$50,000 which if funded would allow for delivery of the full scope of works inclusive of a 10% contingency allowance.</p> <p>5. Delegate authority to the Chief Executive Officer to award the tender for RFT 03-2223 – Relocation and Renewal of the Greenbushes Railway Station once a response to the funding request (refer Part 4) is received.</p> <p>6. In the event of the tender being awarded, authorise the Chief Executive Officer to enter into a Contract with the successful tenderer. In the event of the funding request (refer Part 4) not being provided or an amount significantly less than \$50,000 being provided the Chief Executive Officer is authorized to negotiate minor variations to the Contract and amend the scope of works to reduce the Contract price by removing the proposed neta screen fence priced at \$26,850.00 (Ex-GST) and proceeding with a lesser contingency allowance.</p>		<p>Centre can pursue 3rd party funding for the interpretation/fit out components of the project that are outside the scope of the works being delivered by the Shire.</p> <p>September 2023 Anticipate that the successful Contractor will sign contract documents the week commencing 25th September 2023.</p> <p>October 2023 Contracts have been signed with the Building Contractor. Projected that the project will commence in Late November 2023</p>		

NO UPDATE IN NOVEMBER 2023

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>C.02/1216 Acquisition of Dumpling Gully Precinct</p> <p>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.</p>	<p>P St John</p>	<p>August 2023 A meeting with Water Corporation is scheduled for 30 August at which a plan to progress devesting the dams from State Forest will be developed.</p> <p>September 2023 No update.</p> <p>October 2023 No update.</p>	<p>November 2023 No update.</p>	
<p>C.11/0621 Civic Centre Car Park, Steere Street and Stewart Street Precinct</p> <p>That Council:</p> <ol style="list-style-type: none"> Note the submissions received in 2019 as per Attachment 15 and 2020/21 as per Attachment 16. Request the Chief Executive Officer to implement the design of Civic Centre Car Park, Steere Street and Stewart Street Precinct as per Attachment 13. 	<p>S Alexander</p>	<p>August 2023 No update.</p> <p>September 2023 Updated RFQ's and MRWA works approval currently being prepared.</p> <p>October 2023 No update.</p>	<p>November 2023 No update.</p>	

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3. Authorise the Chief Executive Officer to execute any minor modifications as may be necessary to implement the project safely and efficiently.				
<p>C.03/0423 Change of Purpose – Reserve 40973</p> <p>That Council authorise the CEO to submit an application to the Department of Planning, Lands and Heritage to change the purpose of Reserve 40973 to include telecommunications.</p>	E Matthews	<p>July 2023 Ongoing discussions occurring with DPLH on this proposal.</p> <p>August 2023 Application is progressing.</p> <p>September 2023 The application has been approved by the Department of Planning, Lands and Heritage.</p>	<p>November 2023 No update.</p>	
<p>C.11/1221 Review of Plantation Applications Town Planning Scheme Policy</p> <p>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.</p>	P St John	<p>February 2023 The focus over the last 6 months has been to progress the consolidation of Town Planning Schemes 3 and 4. A report on that matter is contained in the February Council agenda. Once the consolidated TPS is adopted for community consultation all existing town planning scheme policies (including the Plantations Policy) will be reviewed. In the case of the Plantations Policy this is likely to mean that the review process will recommence from the start.</p> <p>March 2023</p>	<p>November 2023 No update.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
		No update. October 2023 No update.		
<p>C.06/0322a Consideration of Recommendation from Annual General Meeting of Electors – Access to Rail Corridor</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Direct the CEO to engage with the Public Transport Authority requesting consideration towards introducing measures to increase fire access for fire crews along the railway corridor within the Shire of Bridgetown-Greenbushes 2. Request the Public Transport Authority conduct a higher degree of fire mitigation works on railway reserves within the Shire of Bridgetown-Greenbushes. 	P St John	<p>February 2023 The approach taken to date with Arc Infrastructure hasn't yielded any feedback therefore it is intended to write directly to the Public Transport Authority (PTA) raising the issue of mitigation. The letter will include a request for PTA to engage with Arc Infrastructure on the issue.</p> <p>March 2023 No update.</p> <p>October 2023 No update.</p>	<p>November 2023 No update.</p>	
<p>C.13/0522 Geegelup Mountain Bike Trail Network and Bridgetown Tourism App</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the recommendation from its Trails Development Advisory Committee to proceed with the planning of the Geegelup 	M Richards	<p>May 2023 No update.</p> <p>August 2023 We have received the desktop review of the greenfield site identified as the location of the 20 km ride-park. The document will be provided to the trails consultant to progress the planning of the trail.</p>	<p>November 2023 No update.</p>	

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<p>Mountain Bike Trail Network.</p> <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 		<p>October 2023</p> <p>The preferred location for the new MTB Trail ride park was assessed by DBCA as a conservation risk, so we are looking for a new location. A new contact in the Forest Products Department of DBCA has been provided to support us in identifying potential plantation that may be able to house the proposed ride park. Contact has been made, waiting to hear back.</p>		

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
for the planning of the Geegelup Mountain Bike Trail Network in the financial summary pages of the new Corporate Business Plan 2022-26.				
<p>C.08/1022 Speed Limit – Whittells Road</p> <p>That Council request the Chief Executive Officer submit an application to Main Roads Western Australia seeking the introduction of a 60kph speed zone on Whittells Road from Railway Terrace to Sunridge Drive.</p>	S Alexander	<p>February 2023 Waiting for MRWA decision.</p> <p>August 2023 Waiting for MRWA decision.</p> <p>October 2023 No update.</p>	<p>November 2023 No Update.</p>	
<p>C.03/1122 Review of Infrastructure Policies</p> <p>That with respect to Section 4 (Infrastructure) of the Policy Manual, Council:</p> <ol style="list-style-type: none"> 1. Endorse the following Policies with modifications as shown in Attachment 2: <ul style="list-style-type: none"> • Policy I.2 (Provision of Roads and Associated Civil Works for Subdivisions and Developments) • Policy I.5 (Road Resumptions) • Policy I.6 (Exploration Drilling on Shire Roads and Reserves) • Policy I.9 (Private Works Plant and 	S Alexander	<p>January 2023 Standalone review of Policies I.1, I.4, I.7 and I.8 are yet to commence.</p> <p>February 2023 No change since last report.</p> <p>October 2023 The review will be incorporated into the Policy Review being presented to Council in December.</p>	<p>November 2023 No update.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>Equipment Accessed by Shire Staff)</p> <ul style="list-style-type: none"> • Policy I.13 (Gravel Road Development & Maintenance) • Policy I.14 (Restricted Access Vehicles – Applications for Council Support) • Policy I.15 (Lawn Cemetery – Reservation of Grave Sites) • Policy I.17 (Pesticides Spraying) • Policy I.19 (Gravel Procurement) <p>2. Note that review of Policy I.1 (Street Trees), Policy I.4 (Road Verge, Policy), I.7 (Crossovers), and Policy I.8 (Temporary Closure of a Road for an Event) are deferred for standalone process due to the scope of changes required.</p> <p>3. Note and retain all other policies without modification.</p>				
<p>C.11/0123 Public Open Space Strategy</p> <ol style="list-style-type: none"> 1. The Corporate Business Plan project named as 'Playground Strategy' be renamed as 'Parks Facilities Plan'. 2. Council notes the methodology and outcomes of the project as contained in Attachment 10. 	P St John	<p>February 2023 No update.</p> <p>March 2023 No further update – this project is planned for 2023/24 FY.</p> <p>October 2023 No update.</p>	<p>November 2023 No update.</p>	
<p>C.13/0223 Development Compliance Policy</p>	P St John	<p>June 2023 No update.</p> <p>July 2023</p>	<p>November 2023 No update.</p>	

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>That Council:</p> <ol style="list-style-type: none"> 1. Adopt, for the purposes of public advertising, the draft Local Planning Policy titled 'Development Compliance Policy' attached to this agenda as Attachment 14 in accordance with Regulation 4 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 2. Advertise the draft policy in accordance with the requirements of regulations 4 and 87 of the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of 28 days by undertaking the following actions: <ol style="list-style-type: none"> i. Advertise a notice regarding the draft policy on the Shire's website for the whole duration of the public advertising period, and in a local newspaper once during the first week of the public advertising period ii. Making the draft policy available for viewing on the Shire's website for the whole duration of the public advertising period with the ability for the document to be downloaded and printed if a person wishes to do this iii. Providing hard copies of the draft 		<p>No update. October 2023 No update.</p>		

Council Decision	Responsible Officer	Previous Three Months	This Month's Report	Completion Date
<p>policy for public inspection at the Shire Administration Building for the whole duration of the public advertising period</p> <p>Give further consideration to the draft Policy following closure of public advertising and consideration of any public submissions.</p>				
<p>C.02/0923 Community Group Banner Development and Funding Allocation</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Consult with community groups regarding the potential development of banners for the various events held in Bridgetown including, but not limited to; <ol style="list-style-type: none"> a. The Blues at Bridgetown b. Blackwood Marathon c. Festival of Country Gardens d. Winter Festival e. Heritage Week 3. Provide the completed banners to each of the 5 community groups to store and deliver to the shire, in a timely manner, to install for their event. 	M Richards	<p>October 2023 Will contact community groups this month now that the Shire Welcome Banners are in production.</p>	<p>November 2023 No update.</p>	

ES 2 – Use of Chainsaws by Bush Fire Brigades

1 Policy

The Shire of Bridgetown-Greenbushes acknowledges that the use of chainsaws is part of normal Bush Fire Brigade activities.

Chainsaws will be provided to Bush Fire Brigades where necessary to undertake their functions of fire fighting.

Chainsaws are only to be used by Bush Fire Brigade members who are qualified in their use for the task they are undertaking. Operators must ensure they wear appropriate personal protection equipment (PPE) whilst operating chainsaws.

2 Applicable Legislation and Documents

Act	s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government’s policies <i>Work Health and Safety Act 2020</i>
Regulation	<i>Work Health and Safety (General) Regulations 2022</i>
Local Law	N/A
Shire Policies	N/A
Related Documents	Shire of Bridgetown-Greenbushes Work Health and Safety Manual
Related Procedure	Personal Protective Equipment and Clothing procedure Safe Work Procedure – Chainsaw Petrol

3 Administration

Original Adoption Date	17 December 2009
Last Reviewed	24 November 2022
Scheduled Reviewed Date	27 April 2023

ES 4 – Bush Fire Brigade Personal Protective Equipment

1 Objectives

To ensure that the Shire of Bridgetown-Greenbushes Bush Fire Brigades members have suitable Personal Protective Equipment (PPE) and that PPE is managed correctly.

2 Policy

The Shire of Bridgetown-Greenbushes currently has ten (10) Bush Fire Brigades, and over 500 registered Bush Fire Brigade Volunteers.

Council receives funding through the Emergency Services Levy (ESL) to provide PPE to its bush fire brigades. Often there is a deficiency on what is received under the ESL and what is required by the Brigades. This Policy is intended to reduce this deficiency.

2.1 Person to be a Registered Member of a Bush Fire Brigade

PPE will only be issued to people who are registered bush fire brigade members as per the Shire's/DFES's membership records.

2.2 PPE will be Supplied to Active Firefighters/Cadets Only

Firefighting PPE will only be supplied to active firefighters and cadets (if applicable) and not to auxiliary members. Other uniforms to be considered for non firefighting members of Bush Fire Brigades.

2.3 PPE to be Handed Out to New Members on Completion of Bush Fire Fighting and Introduction to Fire Fighting Courses

PPE will be supplied to new members upon completion of the Introduction to Fire Fighting Course and Bush Fire Fighters Course.

2.4 PPE will be Replaced on a Fair Wear and Tear Basis

Members requesting replacement overalls or two piece coveralls will need to produce the existing pair for inspection. Helmets will be replaced every 3 years as per the manufacturer's specification or if damaged, before that period. Gloves and Goggles will be replaced on a reasonable as needs basis.

2.5 Brigade Captain or FCO to be Responsible for the Return of PPE from Members that have left the Brigade

Should a member resign from a bush fire brigade, the Brigade Captain, or in his absence, the Brigade FCO is responsible for ensuring that the PPE is returned for reissue to other members.

2.6 Absentee Landowners to be Issued with Second Hand PPE in the First Instance

Should a member of a bush fire brigade be an absentee landowner, they will be issued with second hand PPE which is suitable to be reused in the first instance. If no suitable garments are available, the provision of new PPE to absentee landowners will be considered after residing members PPE requests have been accommodated.

2.7 The Shire of Bridgetown-Greenbushes is Responsible for the purchase of PPE for Brigade Members

The Shire will not reimburse any member or Brigade who purchases PPE and produces a receipt for reimbursement without prior consent from the Chief Executive Officer.

3 Applicable Legislation and Documents

Act	s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government’s policies <i>Work Health and Safety Act 2020</i> <i>Bush Fires Act 1954</i>
Regulation	<i>Work Health and Safety (General) Regulations 2022</i> <i>Bush Fire Regulations 1954</i>
Local Law	Shire of Bridgetown-Greenbushes Bush fire Brigades Local Law
Shire Policies	N/A
Related Documents	N/a
Related Procedure	N/A

4 Administration

Original Adoption Date	27 July 2006
Last Reviewed	24 November 2022
Scheduled Reviewed Date	27 April 2023

P 19 – Grievance Resolution

1 Objectives

The objective of this Grievance Resolution Policy is to provide a fair, transparent, lawful and efficient process for addressing and resolving grievances within the Shire of Bridgetown-Greenbushes.

This policy is in accordance with principles and procedure defined by the Western Australian State Industrial Relations System.

2 Scope

This policy applies to all workers and Elected Members.

3 Definitions

3.1 Elected Member

An elected member of the Council.

3.2 Grievance

A complaint or dispute raised by a worker regarding any aspect of their employment, working conditions, or relationships within the organization. This includes breaches of legislation and/or policy.

3.3 Grievance Resolution Officer

An appointed individual responsible for overseeing the grievance resolution process impartially.

3.4 Grievant

A worker who has a grievance and wishes to seek resolution.

3.5 Supervisor

The immediate supervisor or manager of the worker lodging the grievance.

3.6 Mediation

A voluntary process in which an impartial third party (who may be the Grievance Resolution Officer) assists in resolving the grievance through communication, negotiation and/or other action.

3.7 Worker

A part-time or full-time employee, casual employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

4 Policy

4.1 Grievance Resolution Officer

- a. The Shire will establish the position of Grievance Resolution Officer.
- b. The Grievance Resolution Officer will be officially trained to perform in the role and will ensure that when any allegation is made against an individual, that individual will be afforded every lawful right of response, defense and action.

4.2 Informal Resolution

- a. Workers are encouraged to address grievances informally by discussing concerns with the worker relevant to the complaint, the immediate supervisor or the Grievance Resolution Officer.
- b. If the worker does not feel comfortable raising the grievance informally or if this informal approach does not work, formal mediation will be offered.
- c. Supervisors and the Grievance Resolution Officer should make every effort to resolve grievances promptly and fairly.

4.3 Mediation

- a. If the informal grievance procedure does not result in resolution, the Shire may offer mediation as an option. Mediation is a voluntary process in which an impartial third party (who may be the Grievance Resolution Officer) facilitates communication and negotiation between the parties.
- b. The mediator will work with both parties to explore potential solutions and assist in reaching a mutually acceptable resolution.

4.4 Formal Grievance Procedure

- a. If the grievance is not resolved informally, nor through mediation, the grievant may submit a written grievance to their supervisor or the Grievance Resolution Officer. The written grievance should include a clear statement of the issue, relevant facts, and the desired resolution.
- b. The supervisor or the Grievance Resolution Officer will investigate the grievance and provide a written response within 10 working days.
- c. If the grievance remains unresolved, the grievant may escalate the matter to the next level of management within the organization until it reaches CEO level.

4.5 Independent Investigation for Executive Team

If the grievance involves a member of the Executive Team, including the CEO, and the complaint is not resolved through informal mechanisms or mediation, an independent consultant will be engaged to investigate the allegation and provide appropriate recommendations.

4.6 Grievances Involving Elected Members

If a worker raises a grievance about an Elected Member, attempts will be made to resolve the complaint informally and via mediation. If these attempts fail, the grievance can be escalated to the Local Government Standards Panel or the Department of Local Government, depending on the level of the alleged grievance.

4.7 Vexatious Complaints

Vexatious complaints or allegations made in bad faith will not be tolerated. Workers who engage in vexatious complaints may be subject to disciplinary action.

4.8 Rights of Individuals

- a. When any allegation is made against an individual, the individual will be afforded every lawful right of response.
- b. The individual will be provided with the time, date, and details of the alleged activity that occurred.
- c. The individual will be offered the opportunity to bring a support person to every related meeting.

4.9 Review Process

- a. If the grievant is dissatisfied with the outcome of the formal procedure or mediation, they may request a review by the CEO, unless the grievance is about the CEO or an Elected Member.
- b. In cases where the grievance is about the CEO or an Elected Member, the review may be requested from an external independent consultant.

4.10 Disciplinary Action for Substantiated Allegations

If the investigation substantiates the grievance, appropriate disciplinary action will be taken. The disciplinary action will be commensurate with the severity and type of the alleged misconduct.

4.11 Confidentiality

All parties involved in the grievance resolution process are expected to maintain confidentiality to the extent possible. Information related to the grievance should only be disclosed to those who have a legitimate need to know.

4.12 Non-Retaliation

The Shire prohibits retaliation against any worker who raises a grievance in good faith. Retaliation is a serious violation of this policy and will result in disciplinary action.

4.13 Policy Review

This Grievance Resolution Policy will be reviewed every two years to ensure its effectiveness and compliance with relevant laws and regulations.

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5 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	Shire of Bridgetown-Greenbushes Outside Works Staff Enterprise Bargaining Agreement 2023 Shire of Bridgetown-Greenbushes (Administration Staff) Employee Collective Agreement 2023 Local Government Officers' (Western Australia) Award 2021 Municipal Employees (Western Australia) Award 2021 Industrial Relations Act 1979 Local Government Act 1995
Shire Policies	P1 - Anti-Discrimination, Sexual Harassment and Bullying
Related Documents	Corporate Business Plan
Related Procedure	N/A

6 Approval

Signature _____ Date _____

Nicole Gibbs
Chief Executive Officer

7 Administration

Original Adoption Date	Insert date
Last Variation Date	
Last Reviewed	22 November 2023
Scheduled Reviewed Date	22 November 2025

P 20 – Professional Development and Performance Review

1 Objectives

This Professional Development and Performance Review Policy is designed to establish a framework for the continuous improvement of workers within the Shire of Bridgetown-Greenbushes (the Shire). The policy aims to enhance individual and organisational performance, foster career development, and ensure that workers are equipped with the skills and knowledge required to fulfill their roles effectively.

2 Scope

This policy applies to all continuing contract workers of the Shire of Bridgetown-Greenbushes, be they full time or part time.

3 Definitions

3.1 Performance Review

A performance review is an annual periodic assessment of a worker's overall performance and their contribution to the organisation. Typical of work appraisals, a work review entails identifying worker strengths and weaknesses, setting future goals, identifying professional development opportunities, identifying areas for improvement and sharing feedback.

3.2 Professional Development

Professional development is gaining new skills through continuing education and career training after entering the workforce. This may include enrolling in classes or workshops, attending professional or industry conferences, or earning a qualification in a certain field.

3.3 Worker

A part-time or full-time employee, casual employee, apprentice or trainee, work experience student and volunteers.

4 Policy

4.1 Professional Development

4.1.1 Purpose

Professional development is integral to the growth of workers and the overall success of the Shire. The purpose of professional development is to enable workers to acquire and enhance the skills, knowledge, and abilities necessary for their current roles and future career progression.

4.1.2 Eligibility

All workers are eligible for professional development opportunities. Requests for professional development should be aligned with individual development plans and the strategic goals of the Shire.

4.1.3 Funding

The Shire is committed to investing in the professional development of its workers, where this development is beneficial to both the worker and the organisation and within budgetary constraints. Funding for professional development activities will be allocated based on the relevance of the program to the worker's role, the goals within the worker's development plan and the strategic objectives of the Shire.

4.1.4 Approval Process

Workers may submit a professional development request form to their immediate supervisor for approval during the individual annual Professional Development and Performance Review process or at any other time throughout the year. The request should include details such as the purpose of the development, expected outcomes, and budget requirements. Supervisors will assess the alignment of the request with Shire goals before granting approval.

4.2 Performance Review

4.2.1 Purpose

Performance reviews serve as a formal process for evaluating and discussing a worker's job performance, setting goals, and identifying areas for improvement. This process contributes to worker development, Shire effectiveness, and the overall achievement of strategic objectives.

4.2.2 Frequency

Performance reviews will be conducted annually for all workers. Additional reviews may be scheduled as needed for new workers, those in newly assigned roles, or workers with specific performance concerns.

4.2.3 Evaluation Criteria

Performance evaluations will be based on predefined, measurable objectives and competencies relevant to the worker's role. Position Description roles and responsibilities should be clearly communicated to workers at the beginning of each performance cycle and used as a guide to measure performance in the role.

4.2.4 Review Process

The performance review process will involve a collaborative discussion between the worker and their supervisor. It will include an assessment of achievements, identification of areas for improvement, professional development opportunities and the establishment of new goals for the upcoming year.

4.3 Worker Development Plans

4.3.1 Creation of Plans

Following the performance review, workers and supervisors will collaboratively create individual development plans that outline specific actions, timelines, and resources required for professional growth. These plans will align with both the worker's career aspirations and the organisation's strategic objectives.

4.3.2 Monitoring and Adjustments

Supervisors will regularly monitor the progress of workers' development plans, providing support and adjusting as needed. Updates to development plans may occur during the year based on changing Shire needs or the worker's evolving role.

4.4 Training and Resources

4.4.1 Access to Training

The Shire will provide workers with access to relevant training programs, workshops, and resources. This includes both internal and external opportunities that contribute to the enhancement of skills and knowledge.

4.4.2 Mentorship and Coaching

The Shire will encourage mentorship and coaching programs to facilitate knowledge transfer, skill development, and the overall professional growth of workers.

4.5 Confidentiality

All discussions and documentation related to professional development and performance reviews will be treated with confidentiality. Access to such information will be restricted to the worker, their supervisor, and relevant human resources personnel.

4.6 Review and Updates

This policy will be reviewed every two years to ensure its effectiveness and relevance. Updates will be made as necessary to align with changes in Shire objectives, industry best practices and legislative requirements.

5 Approval

Signature _____ Date _____

Nicole Gibbs
Chief Executive Officer

6 Administration

Original Adoption Date	Insert date
Last Variation Date	Insert date
Last Reviewed	22 November 2023
Scheduled Reviewed Date	22 November 2024

PARTNERING FOR THE FUTURE 2023 PROJECT MONTHLY REPORTING

Project Progress October – November 2023

Greenbushes Transformation Project = \$1,105,700

Project Title	Greenbushes Footpath Upgrade and Root Management Plan				
Completion Status	0-10%	10 - 25%	25 - 50%	50 - 75%	75 - 100%
Last Month (October/November) <ul style="list-style-type: none"> What was achieved? 	<ul style="list-style-type: none"> Report Review Site Analysis undertaken 				
Planned action for December <ul style="list-style-type: none"> What will be achieved? 	<ul style="list-style-type: none"> Final report development Masterplan development 				
Risks <ul style="list-style-type: none"> Issues that may affect agreed project timeline. 	<ul style="list-style-type: none"> Nil 				

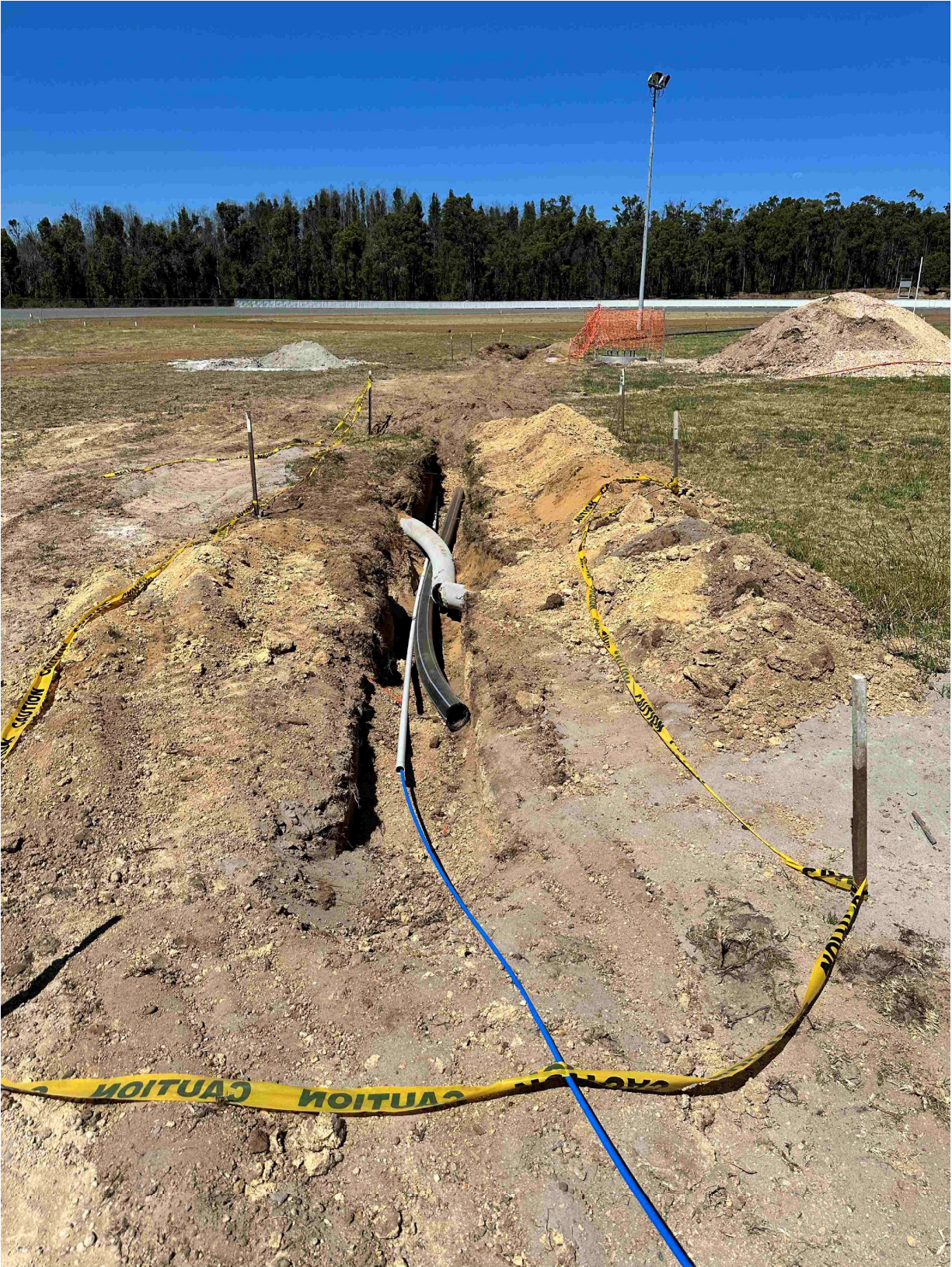
Project Title	Greenbushes Asphalt Overlay Works				
Completion Status	0-10%	10 - 25%	25 - 50%	50 - 75%	75 - 100%
Last Month (October/November) <ul style="list-style-type: none"> What was achieved? 	<ul style="list-style-type: none"> Contract awarded (note delay in tender and award due to agreement finalisation and 1st instalment from LMC. 				
Planned action for December. <ul style="list-style-type: none"> What will be achieved? 	<ul style="list-style-type: none"> Awaiting Installation. All works booked in for January 2024 				
Risks <ul style="list-style-type: none"> Issues that may affect agreed project timeline. 	<ul style="list-style-type: none"> Severe road erosion has recently occurred and needs to be rectified under emergency works prior to asphalt overlay in January. 				

Project Title	Greenbushes Hard Court Lighting				
Completion Status	0-10%	10 - 25%	25 - 50%	50 - 75%	75 - 100%
Last Month (October/November) <ul style="list-style-type: none"> What was achieved? 	<ul style="list-style-type: none"> Contract awarded. Lighting infrastructure ordered. 				
Planned action for December <ul style="list-style-type: none"> What will be achieved? 	<ul style="list-style-type: none"> All new lighting installation Completion 				
Risks <ul style="list-style-type: none"> Issues that may affect agreed project timeline. 	<ul style="list-style-type: none"> Light pole footing cages are ordered however awaiting delivery. 				

Bridgetown Sports Ground Project Stage 1 + Sealed Carpark - \$220,494.00

Project Title	Bridgetown Sports Ground Upgrade				
Completion Status	0-10%	10 - 25%	25 - 50%	50 - 75%	75 - 100%
Last Month (November) <ul style="list-style-type: none"> • What was achieved? 	<ul style="list-style-type: none"> • Subsoil drainage installation completed. • Electrical infrastructure for lights – completed. • Footing excavation and cage installation - completed • Concrete pour for light pole foundation - Friday 24 November • Oval irrigation installation has begun 				
Planned action for December. <ul style="list-style-type: none"> • What will be achieved? 	<ul style="list-style-type: none"> • Oval Irrigation Installation. • Pump house renewal. • Preparation for new dam and upgrade to original dam 				
Project risks <ul style="list-style-type: none"> • Issues that may affect agreed project timeline 	<ul style="list-style-type: none"> • Delivery of light poles is occurring in early January at which point, the poles will be stood and commissioned. • Commissioning of irrigation pump house and feeder dam will need to occur once dam works are complete in February / March 2024. 				







Project Title	Extend existing sealed car park and access roads and complete asphalt overlays (CANCELLED)				
Completion Status	0-10%	10 - 25%	25 - 50%	50 - 75%	75 - 100%
Last Month (October/November) <ul style="list-style-type: none"> What was achieved? 	<p>After discussion with Manager Works and Infrastructure it became apparent that the intention to extend the car park with \$50,000 would not go very far. The cost estimate for with job would be approximately \$500,000.</p> <p>Due to this and the need to cover a larger cost than anticipated for the Bridgetown Sports Ground dam and liner, these funds will be transferred from the Bridgetown Sports Ground carpark budget to the Bridgetown Sports Ground dam project.</p>				
Planned action for December. <ul style="list-style-type: none"> what is planned to occur ? 	<ul style="list-style-type: none"> Nil 				
Risks <ul style="list-style-type: none"> Issues that may affect agreed project timeline. 	<ul style="list-style-type: none"> Nil 				

Bridgetown Leisure Centre Activation Project - \$236,265

Project Title	Bridgetown Leisure Centre Pool Blankets				
Completion status	0-10%	10 - 25%	25 - 50%	50 - 75%	75 - 100%
Last Month (October/November)	<ul style="list-style-type: none"> Contract awarded. Infrastructure ordered. 				
Planned action for December.	<ul style="list-style-type: none"> Awaiting delivery & Installation 				
Risks	<ul style="list-style-type: none"> Awaiting pool blanket delivery with installation in January 				
<ul style="list-style-type: none"> What was achieved? 					
<ul style="list-style-type: none"> What will be achieved? 					
<ul style="list-style-type: none"> Issues that may affect agreed project timeline. 					

Project Title	Bridgetown Leisure Centre Fans				
Completion status	0-10%	10 - 25%	25 - 50%	50 - 75%	75 - 100%
Last Month (October/November)	<ul style="list-style-type: none"> Contract awarded Fans have been delivered to Bridgetown Leisure Centre 				
Planned action for December.	<ul style="list-style-type: none"> Fans installation Completion 				
Risks	<ul style="list-style-type: none"> Nil 				
<ul style="list-style-type: none"> What was achieved? 					
<ul style="list-style-type: none"> what is planned to occur? 					
<ul style="list-style-type: none"> Issues that may affect agreed project timeline. 					

Project Title	Bridgetown Leisure Centre Pool Inflatables				
Completion status	0-10%	10 - 25%	25 - 50%	50 - 75%	75 - 100%
Last Month (October/November)	<ul style="list-style-type: none"> Inflatables have been procured and delivered to Bridgetown leisure Centre. 				
Planned action for December.	<ul style="list-style-type: none"> Inflate for community use. Completion 				
Risks	<ul style="list-style-type: none"> Nil 				
<ul style="list-style-type: none"> What was achieved? 					
<ul style="list-style-type: none"> What is planned to occur? 					
<ul style="list-style-type: none"> Issues that may affect agreed project timeline. 					

Bridgetown Energy Sustainability Project (Planning) - \$40,000.00

Project Title	Stage 1 Bridgetown Energy Sustainability Project - Planning				
Completion status	0-10%	10 - 25%	25 - 50%	50 - 75%	75 - 100%
Last Month (October/November) <ul style="list-style-type: none"> What was achieved? 	<ul style="list-style-type: none"> 3 solar installers have provided designs for both grid feed back and battery/grid for Library, Civic Centre and Bridgetown Leisure Centre. Cost estimates received. 				
Planned action for December. <ul style="list-style-type: none"> What is planned to occur? 	<ul style="list-style-type: none"> Internal evaluation of design proposals Completion 				
Risks <ul style="list-style-type: none"> Issues that may affect agreed project timeline. 	<ul style="list-style-type: none"> Nil 				

Bridgetown-Greenbushes Audit Committee

Instrument Of Appointment & Delegation 2023-2025

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes *Audit Committee* (hereinafter called the "Committee").

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2 Name

The name of the Committee shall be the *Audit Committee*.

3 Objectives

The Objectives and role of the Committee are to:

- 3.1 Provide guidance and assistance to the local government in carrying out-
 - Its functions under Part 6 of the *Local Government Act 1995*
 - Its functions relating to other audits and other matters related to financial management
 - functions in relation to audits carried out under Part 7 of the *Local Government Act 1995*.
- 3.2 Review a report given to it by the CEO under regulation 17(3) of the *Local Government (Audit) Regulations 1996* and to –
 - report to Council the results of that review
 - give a copy of the CEO's report to Council.
- 3.3 Monitor and advise the CEO when the CEO is carrying out functions in relation to a review of-
 - systems and procedures in relation to risk management, internal control and legislative compliance in accordance with regulation 17(1) of the *Local Government (Audit) Regulations 1996*
 - the local governments financial management systems in accordance with the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c).

- 3.4 Support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the *Local Government Act 1995* in respect of the local government.
- 3.5 Oversee the implementation of any action that the local government -
- is required to take by section 7.12A(3) of the *Local Government Act 1995*
 - has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a) of the *Local Government Act 1995*
 - has accepted it should be taken following receipt of a report of a review conducted under regulation 17(1) of the *Local Government (Audit) Regulations 1996*
 - has accepted it should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c).

4 Membership

- 4.1 The Membership of the Committee shall consist of three (3) elected members.
- 4.2 Further, the Committee may call upon two independent (senior) consultants with expertise in financial and/or legal matters to provide independent external advice to the Committee. Appointments of external consultants shall be made by CEO following a decision of Council.
- 4.3 No member of staff including the CEO may be a member of the Committee.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

- 6.1 The Committee shall meet at least twice in a financial year.
- 6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting.
- 6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.
- 6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.
- 6.5 The Committee is to meet as soon as practicable after the annual interim audit report is received in order to address any issues raised by the Auditor.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee does not have delegated authority to make decisions on behalf of the Council.

9 Duties and Responsibilities

The duties and responsibilities of the Committee will be to:

- 9.1 Provide guidance and assistance to the Council as to the carrying out of functions of the local government in relation to audits.
- 9.2 Develop and recommend to Council:
 - a list of those matters to be audited
 - the scope of the audit to be undertaken.
- 9.3 Support the Auditor of the local government to conduct an audit and carry out other duties under the *Local Government Act 1995* and ensure that audits are conducted successfully and expeditiously.
- 9.4 Examine the reports of the Auditor after receiving a report from CEO, and invite the Auditor to attend a meeting to discuss audit results. Report to Council those matters raised that require action to be taken by the local government.
- 9.5 Critically appraise and report to Council on any internal or external audit report that raises high level risk management, internal control, financial reporting, and other relevant accountability or governance issues.
- 9.6 Monitor the risk exposure of the Council by determining if management has appropriate risk management processes and adequate management information systems.
- 9.7 Oversee the implementation of any action resulting from:
 - the Auditor's findings
 - a review of systems and procedures in relation to risk management, internal control and legislative compliance
 - a review of the appropriateness and effectiveness of the financial management systems and procedures of the local government.
- 9.8 Recommend to Council the adoption of the annual financial report.
- 9.9 Review issues relating to national competition policy and comparative performance indicators.
- 9.10 Monitor ethical standards and related party transactions by way of determining whether the systems of control are adequate.
- 9.11 Identify and refer specific projects or investigations deemed necessary through the CEO, the internal auditor and Council if appropriate. Oversee any subsequent investigations.
- 9.12 Monitor the progress of any major lawsuits facing the Council.
- 9.13 In the form of minutes or otherwise, report to Council after each meeting.

9 Termination of Membership

Termination of Committee membership shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

Bridgetown-Greenbushes Bush Fires Advisory Committee

Instrument Of Appointment & Delegation 2023-2025

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes *Bush Fires Advisory Committee* (hereinafter called the "Committee").

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2 Name

The name of the Committee shall be the *Bush Fires Advisory Committee*.

3 Objectives

The Objective of the Committee is to provide advice to the Council on all matters relating to bush fire control, prevention, and management. This includes, but is not limited to, recommendations on the annual firebreak requirements, capital (equipment) purchases, review of firefighting/prevention practices, firefighting training, etc.

4 Membership

- 4.1 Council will appoint up to (2) elected members as Council's representative(s) on the Committee.
- 4.2 The Chief Fire Control Officer, all Deputy Chief Bush Fire Control Officers, and the Fire Control Officer(s) (or nominated representative) from each of the Shire's bush fire brigades shall (by virtue of the office held) be appointed to the Committee.
- 4.3 A representative from the Bridgetown Volunteer Fire & Rescue Service shall (by virtue of the office held) be appointed to the Committee.
- 4.4 Other representatives from organisations or agencies may participate in meetings of the Committee as determined by an ordinary majority of the Committee. Such persons will not be classified as members and aren't entitled to vote on any matter brought before the Committee.

4.5 The CEO or a representative of the CEO may be a member of the committee under section 5.10(5) of the *Local Government Act 1995*.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

6.1 The Committee shall meet on at least four occasions per year.

6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting.

6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position of such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee's term of appointment.

6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.

6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

9 Termination of Committee

Termination of the Committee shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

Bridgetown-Greenbushes CEO Performance Review Committee

Instrument Of Appointment & Delegation 2023-2025

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes *CEO Performance Review Committee* (hereinafter called the "Committee").

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2 Name

The name of the Committee shall be the *CEO Performance Review Committee*.

3 Objectives

The Objective of the performance appraisal is not only to measure and improve performance against specific and agreed goals / targets, but also to increase future potential and value to Council and Shire, as well as using the system to recognise and potentially reward achievement.

4 Membership

The Membership of the Committee shall consist of a minimum of three (3) elected members.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member shall be an elected member of Council. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

Meetings of the Committee shall be held as required or determined by the Committee Members.

6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting.

6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.

6.5 All members of the Committee shall have one vote and shall vote.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council. As a minimum, the Committee will report to Council twice each year.

9 Termination of Membership

Termination of Committee membership shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee. Alterations shall not contravene the contract of employment.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

Bridgetown-Greenbushes Local Emergency Management Committee

Instrument Of Appointment & Delegation 2023-2025

1 Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the “Council”) hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes *Local Emergency Management Committee* (hereinafter called the “Committee”).

The Council appoints to the Committee those persons/organisations whose names appear in section 4 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire’s local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for an on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policy of the Shire of Bridgetown-Greenbushes (the Shire) and this Instrument.

2 Name

The name of the Committee shall be the *Local Emergency Management Committee*.

3 Objectives

The Objectives and role of the Committee are:

- 3.1 Identify and advise on emergency risks and hazards within the Shire of Bridgetown-Greenbushes.
- 3.2 Ensure that effective local emergency management arrangements are prepared and maintained.
- 3.3 Assist in the management of the recovery process following an emergency affecting the Shire of Bridgetown-Greenbushes.
- 3.4 Carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC) or prescribed in the Emergency Management Regulations 2006.

4 Membership

- 4.1 Committee membership shall consist of:
 - A maximum of three (3) elected members as Council’s representative(s)
 - The Shire’s Recovery Coordinator and Deputy Recovery Coordinator
 - The Shire’s Chief Bush Fire Control Officer

- One (1) representative from each of the following agencies:
 - Police Force WA (Deputy Presiding Member)
 - State Emergency Services
 - Bridgetown Volunteer Fire & Rescue
 - St John Ambulance WA
 - St John Ambulance WA Regional Community Paramedic
 - Bridgetown Hospital
 - Department of Fire & Emergency Services
 - Department of Biodiversity Conservation and Attractions
 - Talison Lithium
 - Red Cross
 - Department of Communities
 - Water Corporation
 - Western Power
 - Department of Education
 - Department of Primary Industries & Regional Development
- The District Emergency Management Advisor – South West (as an ex-officio member).

4.2 Other representatives from organisations or agencies may participate in meetings of the Committee as determined by an ordinary majority of the Committee. Such persons will not be classified as members and aren't entitled to vote on any matter brought before the Committee.

4.3 The CEO or a representative of the CEO may be a member of the committee under section 5.10(5) of the *Local Government Act 1995*.

5 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The presiding member shall be an elected member of Council and the deputy presiding member shall be the Bridgetown Police Officer in Charge. The presiding member ensures that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6 Meetings

6.1 The Committee shall meet on at least four occasions per year.

6.2 Notice of meetings shall be given to members at least 1 week prior to each meeting, excepting circumstances following an incident in the Shire requiring recovery management.

6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position of such Committee. The Council shall be informed, and will appoint a replacement for the balance of the Committee's term of appointment.

6.4 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 14 days after each meeting, provide Council with a copy of such minutes.

6.5 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

7 Quorum

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not.

8 Delegated Powers

The Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

9 Termination of Membership

Termination of Committee membership shall be as at 18 October 2025 or as otherwise specified in the *Local Government Act 1995*.

10 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11 Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.



SHIRE OF BRIDGETOWN-GREENBUSHES

MONTHLY FINANCIAL REPORT

For the Period Ended 31 October 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Detailed account schedules will be provided with financial reports to be presented at the

September 2023

December 2023

March 2024 (Budget Review)

June 2024

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2023

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	* Var.
		\$	\$	\$	\$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	5,735,031	5,677,690	5,687,402	9,712	0.17%	
Grants, subsidies and contributions		1,580,220	309,206	328,533	19,327	6.25%	▲
Fees and charges		2,345,731	1,662,641	1,683,853	21,212	1.28%	
Interest revenue		353,000	98,293	104,495	6,202	6.31%	
Other revenue		275,604	77,038	73,176	(3,862)	(5.01%)	
Profit on asset disposals	7	55,001	5,314	9,074	3,760	70.76%	
		10,344,587	7,830,182	7,886,532			
Expenditure from operating activities							
Employee costs		(6,324,422)	(2,008,589)	(2,015,721)	(7,132)	(0.36%)	
Materials and contracts		(4,488,655)	(941,665)	(927,970)	13,695	1.45%	
Utility charges		(299,456)	(71,209)	(53,607)	17,602	24.72%	▲
Depreciation		(3,759,377)	(1,253,061)	(1,676,218)	(423,157)	(33.77%)	▼
Finance costs		(63,715)	(1,252)	(480)	772	61.65%	
Insurance		(380,176)	(380,132)	(373,983)	6,149	1.62%	
Other expenditure		(325,972)	(157,708)	(151,351)	6,357	4.03%	
Loss on asset disposals	7	(5,450)	(176)	(2,508)	(2,332)	(1324.98%)	
		(15,647,223)	(4,813,792)	(5,201,839)			
Non-cash amounts excluded from operating activities	1(a)	3,715,452	1,247,923	1,670,973			
Amount attributable to operating activities		(1,587,184)	4,264,313	4,355,667			
INVESTING ACTIVITIES							
Inflows from investing activities							
Capital grants, subsidies and contributions		7,644,627	255,919	265,966	10,047	3.93%	
Proceeds from disposal of assets	7	444,001	30,000	32,727	2,727	9.09%	
		8,088,628	285,919	298,694			
Outflows from investing activities							
Purchase of property, plant and equipment	8	(7,552,606)	(855,148)	(406,525)	448,623	52.46%	▲
Purchase and construction of infrastructure	8	(5,428,809)	(645,754)	(558,981)	86,773	13.44%	▲
		(12,981,415)	(1,500,902)	(965,505)			
Amount attributable to investing activities		(4,892,787)	(1,214,983)	(666,812)			
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from borrowings	9	0	0	0	0		
Transfers from reserve accounts	5	2,526,586	0	0	0		
		2,526,586	0	0			
Outflows from financing activities							
Repayment of borrowings	9	(153,248.00)	0	0	0		
Payments for principal portion of lease liabilities	9	(64,218.00)	(25,431)	(25,431)	0	0.00%	
Transfers to reserve accounts	5	(852,137.00)	(29,362)	(29,362)	0	0.00%	
		(1,069,603)	(54,793)	(54,793)			
Amount attributable to financing activities		1,456,983	(54,793)	(54,793)			

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2023

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	* Var.
	\$	\$	\$	\$	%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	5,006,329	5,006,329	5,032,107	25,778	0.51%	
Amount attributable to operating activities	(1,587,184)	4,264,313	4,355,667			
Amount attributable to investing activities	(4,892,787)	(1,214,983)	(666,812)			
Amount attributable to financing activities	1,456,983	(54,793)	(54,793)			
Surplus or deficit after imposition of general rates	(16,659)	8,000,866	8,666,168	665,303		
1(b)						

* Council for the financial year ending 30 June 2024 adopted a percentage of plus or minus 5% at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. The exception being that material variances of \$10,000 or less are non-reportable. Refer to Note 2 for explanation of material variances.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF BRIDGETOWN-GREENBUSHES
STATEMENT OF FINANCIAL POSITION
For the Period Ended 31 October 2023

	Note	31-Oct-2023	Last Period	30-Jun-23
		\$	\$	\$
Current Assets				
Cash and cash equivalents	4	13,571,137	10,265,500	11,307,415
Trade and other receivables		3,751,342	6,994,452	1,505,902
Inventories		33,347	28,905	26,085
Other assets		0	0	0
TOTAL CURRENT ASSETS		17,355,826	17,288,857	12,839,402
Non-Current Assets				
Trade and other receivables		163,073	163,073	163,073
Other financial assets		81,490	81,490	81,490
Property, plant and equipment		41,076,571	41,073,796	41,042,703
Infrastructure		213,321,413	213,508,043	214,073,122
Right-of-use assets		76,388	25,671	33,659
TOTAL NON-CURRENT ASSETS		254,718,935	254,852,073	255,394,047
TOTAL ASSETS		272,074,761	272,140,930	268,233,449
Current Liabilities				
Trade and other payables		1,076,769	951,711	1,371,178
Other liabilities		2,420,759	1,473,523	1,272,029
Lease liabilities	9	25,853	23,791	32,182
Borrowings	9	153,248	153,248	153,248
Employee related provisions		738,063	738,063	738,063
TOTAL CURRENT LIABILITIES		4,414,692	3,340,336	3,566,700
Non-Current Liabilities				
Lease liabilities	9	45,741	3,081	3,081
Borrowings	9	1,542,165	1,542,165	1,542,165
Employee related provisions		60,378	60,378	60,378
TOTAL NON-CURRENT LIABILITIES		1,648,284	1,605,624	1,605,624
TOTAL LIABILITIES		6,062,976	4,945,960	5,172,324
NET ASSETS		266,011,785	267,194,970	263,061,125
Equity				
Retained surplus		120,447,121	121,630,306	117,525,824
Reserves accounts	5	4,649,012	4,649,012	4,619,649
Revaluation surplus		140,915,652	140,915,652	140,915,652
TOTAL EQUITY		266,011,785	267,194,970	263,061,125

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2023

Note 1: DETERMINATION OF SURPLUS OR DEFICIT (NET CURRENT ASSETS)

(a) Non-cash amounts excluded from operating activities

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Note	YTD 31 Oct 2023	Last Period	Actual 30 June 2023
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(9,074)	(5,314)	(75,306)
Add: Loss on disposal of assets	7	2,508	0	4,173
Add: Depreciation on assets		1,676,218	1,241,911	3,634,894
Movement in non-current pensioner deferred rates		0	0	(4,677)
Movement in non-current employee provisions		0	0	6,106
Movement in current employee provisions associated with restricted cash		1,321	1,321	597
Non cash amounts excluded from operating activities		1,670,973	1,237,919	3,565,787

(b) Surplus or deficit after imposition of general rates

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with Financial Management Regulation 32 to agree to the surplus/(deficit) after imposition of general rates.

	Note	YTD 31 Oct 2023	Last Period	Actual 30 June 2023
		\$	\$	\$
Adjustments to net current assets				
Less: Cash - restricted reserves	5	(4,649,012)	(4,649,012)	(4,619,649)
Add: Current portion of borrowings		153,248	153,248	153,248
Add: Current portion of lease liabilities		25,853	23,791	32,182
Add: Current portion of employee benefit provisions	5	194,945	194,945	193,624
Total adjustments to net current assets		(4,274,966)	(4,277,028)	(4,240,595)
Net current assets used in the Statement of Financial Activity				
Total current assets		17,355,825	17,288,856	12,839,402
Less: Total current liabilities		(4,414,691)	(3,340,335)	(3,566,700)
Less: Total adjustments to net current assets		(4,274,966)	(4,277,028)	(4,240,595)
Surplus or deficit after imposition of general rates		8,666,168	9,671,493	5,032,107

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2023

Note 2: EXPLANATION OF MATERIAL VARIANCES

Nature of Income/Expenditure	Variance \$	Variance %	Var.	Reason	Explanation of Variance
OPERATING ACTIVITIES					
Revenue from operating activities					
Operating grants, subsidies and contributions	19,327	6.25%	▲	Permanent	Additional Federal assistance grant \$22,885 received for 2023-24, will be adjusted at budget review.
Expenditure from operating activities					
Utility charges	17,602	24.72%	▲	Timing	Utility accounts for various shire buildings and reserves are less than estimated at this time.
Depreciation	(423,157)	(33.77%)	▼	Permanent	Variance due to updated fair values on property, plant and equipment and infrastructure assets being greater than estimated. Non-cash adjustment to be made at budget review.
INVESTING ACTIVITIES					
Purchase of property, plant and equipment	448,623	52.46%	▲	Timing	Expenditure in the following areas are less than estimated: Building renewals \$171,495 Plant and equipment \$277,128 Please refer to note 8 for more details.
Purchase and construction of infrastructure	86,773	13.44%	▲	Timing	Expenditure in the following areas are less than estimated: Drainage construction program \$29,963 Parks & Ovals infrastructure \$122,810 Expenditure in the following areas are greater than estimated: Roads \$76,727 Please refer to note 8 for more details.

Council for the financial year ending 30 June 2024 adopted a percentage of plus or minus 5% at nature classification level to be used for reporting material variances of actual revenue and expenditure in the monthly financial reports. The exception being that material variances of \$10,000 or less are non-reportable.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2023

Note 3: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	(Decrease) in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Closing Surplus				0
	Permanent Changes						
ZA02	Routine road maintenance	C.18/0623	Operating Expenses			(12,500)	(12,500)
PJ157	Community events banners	C.02/0923	Operating Expenses			(10,000)	(22,500)
Res126	Strategic projects reserve	C.02/0923	Reserve Transfer		10,000		(12,500)
CP05	Greenbushes CBD parking & safety enhancement	C.08/0923	Capital Expenses		166,606		154,106
41413.64	Car park contributions - capital grants	C.08/0923	Operating Revenue			(149,862)	4,244
Res126	Strategic projects reserve	C.08/0923	Reserve Transfer			(16,744)	(12,500)
CP05	Greenbushes CBD parking & safety enhancement	C.08/0923	Capital Expenses			(33,499)	(45,999)
41413.92	Car park contributions - capital contributions	C.08/0923	Operating Revenue		33,499		(12,500)
22IN	Greenbushes youth precinct - stage 1	C.08/0923	Capital Expenses			(19,711)	(32,211)
16IN	Bridgetown youth precinct - stage 2	C.08/0923	Capital Expenses		14,000		(18,211)
02IM	Greenbushes skate park infrastructure maintenance	C.08/0923	Operating Expenses		5,711		(12,500)
PJ95	Bridgetown CBP water restoration project - concept stage	C.08/0923	Operating Expenses			(65,000)	(77,500)
PJ127	Bridgetown CBP water restoration project - detail design	C.08/0923	Operating Expenses		40,000		(37,500)
Res126	Strategic projects reserve	C.08/0923	Reserve Transfer		25,000		(12,500)
GS73	Crowd Wheatley Road	SpCa.02/1023	Capital Expenses			(107,500)	(120,000)
GS74	Klause Road	SpCa.02/1023	Capital Expenses			(90,000)	(210,000)
GS75	Walter Willis Road	SpCa.02/1023	Capital Expenses			(52,500)	(262,500)
Res126	Strategic projects reserve	SpCa.02/1023	Reserve Transfer		250,000		(12,500)
34292.07	Aquatic Co-ordinators training	C.12/1123	Operating Expenses			(4,159)	(16,659)
				0	544,816	(561,475)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2023

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Maturity Date
		\$	\$	\$	\$	\$		
(a) Cash deposits								
Municipal bank account	Nil	1,217,073				1,217,073	Westpac	At Call
Municipal funds on call	4.05%	312,636				312,636	WATC	At Call
Trust bank account	Nil			231		231	Westpac	At Call
Visitor Centre trust account	Nil			13,351		13,351	Westpac	At Call
Cash on hand	Nil	3,850				3,850	N/A	On Hand
Term deposits								
(b) Municipal funds								
Municipal funds	4.95%	513,332				513,332	NAB	07-Nov-23
Municipal funds	4.95%	517,752				517,752	NAB	13-Nov-23
Municipal funds	3.95%	500,000				500,000	NAB	22-Nov-23
Municipal funds	4.25%	500,000				500,000	NAB	11-Dec-23
Municipal funds	4.85%	403,730				403,730	NAB	15-Dec-23
Municipal funds	4.90%	600,000				600,000	NAB	19-Dec-23
Municipal funds	4.90%	518,710				518,710	NAB	27-Dec-23
Municipal funds	4.90%	521,532				521,532	NAB	02-Jan-24
Municipal funds	4.90%	521,176				521,176	NAB	02-Jan-24
Municipal funds	4.85%	500,000				500,000	NAB	03-Jan-24
Municipal funds	4.85%	521,161				521,161	NAB	08-Jan-24
Municipal funds	4.85%	521,172				521,172	NAB	08-Jan-24
Municipal funds	4.85%	750,000				750,000	NAB	10-Jan-24
Municipal funds	4.85%	500,000				500,000	NAB	15-Jan-24
Reserve funds	4.10%		4,649,012			4,649,012	NAB	23-Nov-23
Total		8,922,125	4,649,012	13,582	0	13,584,719		

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2023

Note 5: CASH BACKED RESERVE

2023-24										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$		\$	\$	\$
	Restricted by Legislation/Agreement									
106	Subdivision reserve	224,056	6,510	1,529	10,000				240,566	225,585
121	Car park reserve	1,008	29	7	0				1,037	1,015
201	Unspent grants & loans reserve	317,455	0	0	0		(317,455)		(1)	317,455
	Restricted by Council									
101	Leave reserve	193,624	5,626	1,321	0				199,250	194,945
102	Plant reserve	763,951	22,198	5,214	300,000		(931,816)		154,333	769,165
103	Land and building reserve	589,080	17,116	4,020	0		(267,500)		338,696	593,100
104	Bush fire reserve	50,156	1,457	342	10,000				61,613	50,498
105	Maintenance and renewal of mine heavy haulage roads reserve	82,334	2,392	562	79,573				164,299	82,896
107	Sanitation reserve	296,229	8,607	2,022	60,000		(279,417)		85,419	298,251
109	Recreation centre floor and solar reserve	243,808	7,084	1,664	10,000				260,892	245,472
112	Refuse site post closure reserve	253,468	7,364	1,730	5,000		(30,000)		235,832	255,198
113	Drainage reserve	80,620	2,342	550	10,000		(16,326)		76,636	81,171
114	Community bus reserve	74,296	2,159	507	5,000				81,455	74,803
115	SBS & communications tower reserve	63,577	1,847	434					65,424	64,011
118	Playground equipment reserve	46,455	1,350	317					47,805	46,772
125	Building maintenance reserve	232,900	6,767	1,590			(103,135)		136,532	234,489
126	Strategic projects reserve	292,757	8,506	1,998	47,564		(143,120)		205,707	294,755
127	Matched grants reserve	77,797	2,260	531	10,000				90,057	78,328
128	Aged care infrastructure reserve	59,556	1,730	406					61,286	59,962
129	Equipment reserve	6,389	186	44					6,575	6,433
130	Assets and GRV valuation reserve	124,319	3,612	848			(70,226)		57,705	125,168

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2023

Note 5: CASH BACKED RESERVE

2023-24										
Res No.	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$		\$	\$	\$
131	Bridgetown Leisure Centre reserve	34,131	992	233			(5,000)		30,123	34,364
132	Trails reserve	42,790	1,243	292	5,000		(27,500)		21,533	43,083
133	Light fleet vehicle reserve	292,144	8,488	1,994	120,000		(330,091)		90,541	294,138
135	Blackspot reserve	11,749	341	80	10,000				22,090	11,829
136	Project management reserve	165,000	4,794	1,126					169,794	166,126
137	Sustainability reserve	0	0		15,000		(5,000)		10,000	0
138	CCTV infrastructure	0	0		30,000				30,000	0
		4,619,649	125,000	29,362	727,137	0	(2,526,586)	0	2,905,200	4,649,012

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2023

Note 6: RECEIVABLES

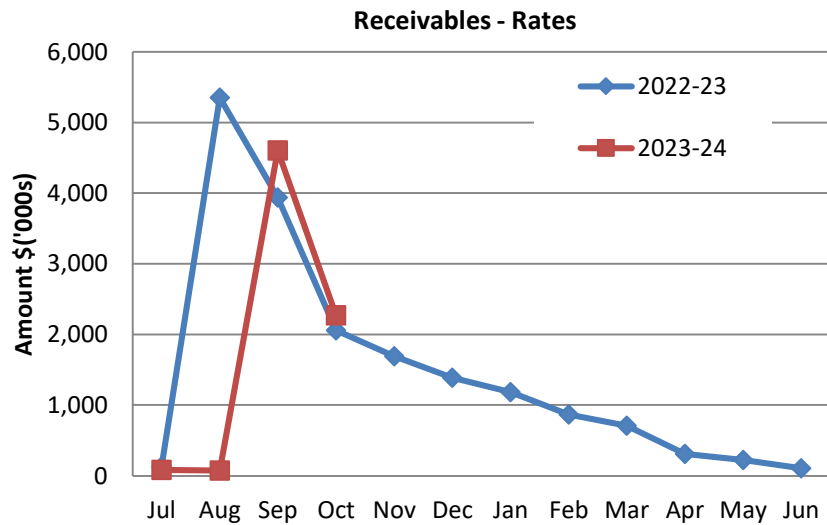
Receivables - Rates

Opening arrears previous years
 Levied this year
 Less Collections to date
 Equals Current outstanding

	YTD 31 Oct 2023	30 June 2023
	\$	\$
Opening arrears previous years	105,326	147,038
Levied this year	5,687,402	5,343,483
Less Collections to date	(3,524,299)	(5,385,195)
Equals Current outstanding	2,268,429	105,326
Net Rates Collectable	2,268,429	105,326
% Collected	60.84%	98.08%

Net Rates Collectable

% Collected



Receivables - Sundry Debtors

Receivables - Sundry debtors

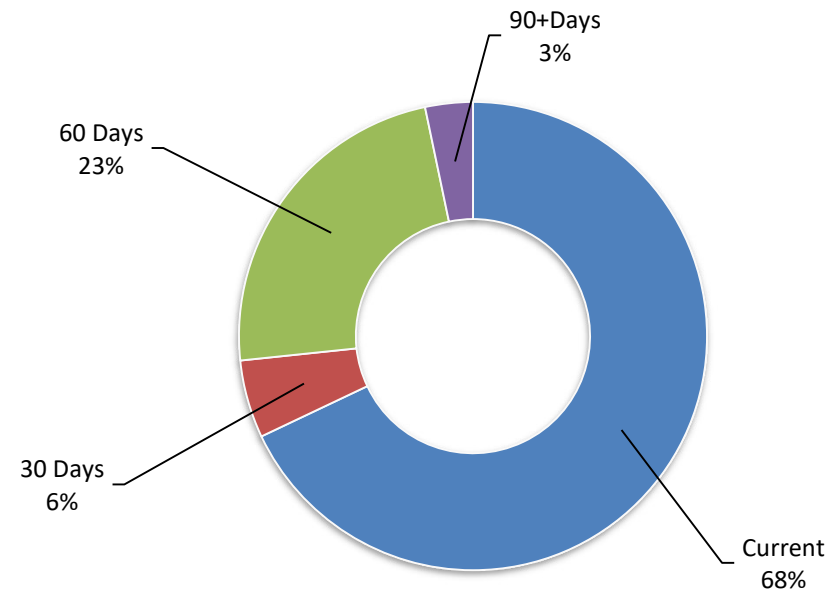
	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - Sundry debtors	151,589	12,025	52,134	7,331

Total Sundry Debtor Receivables Outstanding

223,079

Amounts shown above include GST (where applicable)

Receivables - Sundry Debtors



SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2023

Note 7: FIXED ASSET DISPOSALS

YTD Actual Replacement				Disposals	Amended Current Budget		
Net Book Value	Proceeds	Profit (Loss)	P&L Variance		Net Book Value	Proceeds	Profit (Loss)
\$	\$	\$	\$		\$	\$	\$
				Plant and Equipment			
				P3020 2018 Mitsubishi Outlander (Pool)	6,800	15,000	8,200
				P3070 2020 Toyota Prado (CEO)	33,790	35,000	1,210
				P3085 2020 Toyota RAV4 (EMCS)	24,500	25,000	500
				P4200 2017 Mitsubishi Triton (Bushfire Brigade)	11,680	12,000	320
				P4190 2008 Ford Ranger (Bushfire Brigade)	6,200	5,000	(1,200)
				P4225 2018 Toyota Hilux (Bridgetown Logistics)	10,070	13,000	2,930
				P4095 2007 Isuzu Fire Truck (Yornup BFB)	70,920	76,000	5,080
				P2051 2019 Mitsubishi Triton (Senior Ranger)	15,180	18,000	2,820
				P2082 2006 CAT Track Loader (Waste Site)	62,000	65,000	3,000
				P2285 2009 Bomag Refuse Compactor	33,720	30,000	(3,720)
8,967	12,727	3,760	(390)	P3010 2018 Nissan Xtrail (MDS)	5,850	10,000	4,150
				P2073 2015 CAT 432F Backhoe Loader	70,530	70,000	(530)
				P2111 2013 Tennant Footpath Sweeper	8,000	11,364	3,364
				P2076 2000 JCB Robot Skid Steer Loader	5,000	5,000	0
				P2045 2018 Nissan Navara (Works Coordinator)	12,560	20,000	7,440
14,686	20,000	5,314	(2,250)	P2220 2018 Mitsubishi Triton (Plant Mechanic)	8,850	17,273	8,423
2,508	0	(2,508)	(2,508)	P2270 2018 Mitsubishi Triton (Parks Crew)	8,800	16,364	7,564
				54607 Howard pro cut mower (P&G)	0	0	0
26,161	32,727	6,566	(5,148)		394,450	444,001	49,551

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2023

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings						
Governance						
Shire Administration Building	07BU	47,855	7,233	6,725	(508)	
Law, Order and Public Safety						
Greenbushes Bushfire Brigade	09BN	322,600	0	0	0	
Wandillup Bushfire Brigade	10BN	351,100	0	0	0	
Kangaroo Gully Bushfire Station	12BN	625	625	0	(625)	
Housing						
144 Hampton Street	38BU	40,000	40,000	24,098	(15,903)	Job continuing
146 Hampton Street	26BU	10,000	10,000	2,145	(7,855)	Job continuing
Community Amenities						
Waste Site Recycle Shed	62BU	118,522	29,630	0	(29,630)	Job not yet commenced
Recreation and Culture						
Yornup Hall	01BU	10,000	0	0	0	
Bridgetown Civic Centre Revitalisation	02BU	998,073	110,896	78,344	(32,552)	Job continuing
Bridgetown Leisure Centre	16BU	76,536	0	0	0	
Greenbushes Hall	20BU	164,027	0	0	0	
Greenbushes Golf Club	39BU	225,000	0	0	0	
Bridgetown Sportsground horse stalls	56BU	4,978	0	0	0	
Bridgetown Lesser Hall	61BU	15,537	15,537	15,537	0	Job not yet commenced
Bridgetown Civic Centre wet areas and foyer	63BU	150,000	0	0	0	
Greenbushes Office toilets	TF02	145,200	0	0	0	
BLC court fans	TF07	106,140	66,862	66,862	0	
Bridgetown Regional Library	60BU	54,300	25,720	4,000	(21,720)	Job continuing
Bridgetown Railway Station restoration	57BU	103,135	103,135	78,432	(24,703)	Job continuing

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2023

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Land and Buildings (Continued)						
Recreation and Culture (Continued)						
Greenbushes Old Court House	TF12	330,000	0	0	0	
Transport						
Shire Depot Rebuild	08BU	661,796	0	0	0	
Economic Services						
154 Hampton Street	59BU	40,000	0	0	0	
Bridgetown Visitor Centre fit out	64BU	114,000	38,000	0	(38,000)	Purchase order raised for IT components
Other Property and Services						
Purchase of Land	1790040	17,500	0	0	0	
Land and Buildings Total		4,106,924	447,638	276,143	(171,495)	
Roads						
Transport						
Winnejup Road Regional Road Group 23/24	RR17	375,000	0	78,811	78,811	Job commenced sooner than estimated
Winnejup Road Regional Road Group 22/23	RR21	174,697	0	5,427	5,427	Job commenced sooner than estimated
Kerbing	KB01	10,000	5,250	5,238	(12)	
Eedle terrace	RC01	40,000	0	0	0	
Phillips Street	RC05	35,000	0	0	0	
Apex Grove	RC15	14,138	0	0	0	
Improvements Steere Street Intersections	RC52	22,500	0	0	0	
Emergency Works	RC53	30,000	7,499	0	(7,499)	No emergency works identified to date
Hester Cascades Road	RC55	49,426	0	0	0	
Blechynden Street	RC63	80,000	0	0	0	
Hackett Street	RC64	115,265	0	0	0	
Geegelup View	RC65	15,000	0	0	0	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2023

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Roads (Continued)						
Transport (Continued)						
Peninsula Road	RC66	29,425	0	0	0	
Mount Street	RC67	15,000	0	0	0	
Lakeview Crescent	RC68	140,000	0	0	0	
Somme Street	RC69	10,000	0	0	0	
Mirimiri Street	RC70	14,000	0	0	0	
Riverview Close	RC71	11,500	0	0	0	
Carnegie Close	RC72	11,000	0	0	0	
Blechynden Street/Roe Street	RC73	30,000	0	0	0	
Catterick Road	GS32	70,000	0	0	0	
Tweed Road	GS71	120,000	0	0	0	
Connell Road	GS72	85,000	0	0	0	
Donnelly Mill Road	GS22	145,000	0	0	0	
Crowd Wheatley Road	GS73	107,500	0	0	0	
Klause Road	GS74	90,000	0	0	0	
Walter Willis Road	GS75	52,500	0	0	0	
Collins Road	TF13	38,500	0	0	0	
Spring Gully Rod	TF14	308,000	0	0	0	
Telluride Street	TF15	308,000	0	0	0	
Galena Road section 1	TF16	33,000	0	0	0	
Galena Road section 2	TF17	33,000	0	0	0	
Diorite Street	TF18	82,500	0	0	0	
Tourmaline Street section 1	TF19	33,000	0	0	0	
Tourmaline Street section 2	TF20	44,000	0	0	0	
Tourmaline Street section 3	TF21	44,000	0	0	0	
Roads Total		2,815,951	12,749	89,476	76,727	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2023

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Footpaths						
Transport						
Footpaths Accessibility Access	FP28	19,495	19,495	19,610	115	
Allnutt Street	FP38	14,040	0	0	0	
Footpaths Total		33,535	19,495	19,610	115	
Drainage						
Community Amenities						
Four Season Estate	DR24	4,652	0	0	0	
Peninsula Road	DR37	5,000	0	0	0	
Dairy Lane	DR38	46,307	46,307	16,344	(29,963)	Job continuing
Drainage Total		55,959	46,307	16,344	(29,963)	
Parks and Ovals						
Community Amenities						
Bridgetown Cemetery	01IN	20,000	0	0	0	
Recreation and Culture						
Four Seasons Estate POS Reserve	03IN	81,686	0	0	0	
Somme Park Fitness Trail Equipment	05IU	5,617	0	0	0	
Bridgetown Youth Precinct Development	16IN	161,000	0	31,879	31,879	Job commenced sooner than estimated
Bridgetown Leisure Centre Wet Area	18IN	8,840	0	0	0	
Greenbushes Youth Precinct Development	22IN	417,041	397,329	241,551	(155,778)	Job continuing
Bridgetown Sportsground Water Supply	23IN	85,000	0	0	0	
Bridgetown Sportsground Cricket Training Nets	24IN	55,618	55,617	56,365	748	Job completed
Bridgetown Sportsground	25IN	511,482	0	342	342	
Greenbushes Youth Precinct stage 2	26IN	160,000	0	0	0	
Greenbushes sportsground hard courts stage 1	TF08	164,700	0	0	0	
Greenbushes sportsground hard courts stage 2	TF09	244,000	0	0	0	
Highland Bridgetown Estate	TF10	235,000	0	0	0	
Parks and Ovals Total		2,149,984	452,946	330,136	(122,810)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2023

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Bridges						
Transport						
Maranup Ford Road Bridge 3318A	BR06	110,000	0	0	0	
Bridges Total		110,000	0	0	0	
Infrastructure Other						
Other Governance						
Records Facility	20IU	6,732	0	0	0	
Housing						
144-146 Hampton Street fencing	19IU	40,000	2,148	2,147	(1)	
Community Amenities						
Bridgetown Landfill Liquid Waste Facility	WA01	69,953	39,976	39,876	(100)	
Recreation and Culture						
Bridgetown Sportsground car park	TF11	55,000	0	0	0	
Transport						
Greenbushes CBD Parking	CP05	72,133	72,133	61,392	(10,741)	Job continuing
ACROD Parking Bay Hampton Street	CP06	19,562	0	0	0	
Infrastructure Other Total		263,380	114,257	103,415	(10,842)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2023

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
Plant and Equipment						
Governance						
Director Corporate Services vehicle	1055440	128,000	0	0	0	
Law, Order and Public Safety						
Fire Fighting Equipment (Brigades Funded)	1065540	5,000	0	0	0	
Vehicles for Brigades	1065940	894,225	43,291	43,291	0	
Ranger vehicle	1070140	48,900	0	0	0	
CCTV Bridgetown Railway Station Carpark	1080340	98,349	0	0	0	
Community Amenities						
Tracked Loader	PL14	412,280	0	0	0	
Waste compactor	PL10	400,000	0	0	0	
Manager of Development Services vehicle	1305640	31,000	31,000	29,400	(1,600)	
Recreation and Culture						
Indoor vertical lift	1346640	20,000	20,000	0	(20,000)	Job not yet commenced
BLC pool inflatable	TF04	16,125	16,125	15,497	(628)	Job completed, some savings made
BLC pool blankets	TF05	114,000	114,000	0	(114,000)	Purchase order raised
Solar panels and batteries	TF06	660,000	0	0	0	
Transport						
Backhoe Loader	PL02	200,000	0	0	0	
Footpath Sweeper	PL06	140,900	140,900	0	(140,900)	Purchase order raised
Skid Steer Loader	PL22	110,000	0	0	0	
Sundry Equipment	1403740	5,000	0	0	0	
Works and Services Fleet	1405040	146,903	42,194	42,194	0	
Plant and Equipment Total		3,430,682	407,510	130,382	(277,128)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2023

Note 8: FIXED ASSET ACQUISITIONS

Assets	General Ledger/Job No.	Amended Annual Budget	YTD 31 Oct 2023			Comment
			Amended YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
<i>Furniture and Equipment</i>						
Other Governance						
IT and Communication equipment	1055140	15,000	0	0	0	
Furniture and Equipment Total		15,000	0	0	0	
Capital Expenditure Total		12,981,415	1,500,902	965,505	(535,397)	

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2023

Note 9: INFORMATION ON BORROWINGS AND LEASES

(a) Borrowing Repayments

Particulars	Principal 1/07/2023	New Loans	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$
Community Amenities									
Loan 115 Landfill Cell Extension	20,647				20,647	20,647	0		250
Loan 116 Liquid Waste Facility	62,324				9,887	62,324	52,437		1,173
Recreation and Culture									
Loan 112 Bridgetown Swimming Pool	1,183,783				78,419	1,183,783	1,105,364		47,041
Loan 117 Youth Precinct Redevelopment	153,819				18,242	153,819	135,577		2,227
Loan 118 Bridgetown Civic Centre Revitalisation	99,840				11,841	99,840	87,999		1,445
Loan 119 Youth Precinct Redevelopment (Stage 2)	175,000				14,212	175,000	160,788		7,706
	1,695,413	0	0	0	153,248	1,695,413	1,542,165	0	59,842

(b) New Borrowings

The Shire does not intend to undertake any new borrowings for the year ended 30th June 2024.

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2023

Note 9: INFORMATION ON BORROWINGS AND LEASES

(c) Lease Liabilities

Particulars	Principal 1/07/2023	New Leases Actual	New Leases Budget	Principal Repayments		Principal Outstanding		Interest Repayments	
		\$	\$	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
003 Gym Equipment	19,997		0	13,324	19,997	6,674	0	172	229
007 Gym Equipment	0		111,781		6,456	0	105,325		1,116
Other Property and Services									
001 CESM Vehicle	471	3,838	2,344	2,180	3,296	2,129	0	47	46
002 Photocopies and printers	6,455		0	5,170	6,455	1,285	0	66	81
004 EHO Vehicle	8,340		0	1,750	5,259	6,589	3,081	10	24
005 2022 Toyota Hilux (CESM)	0	57,924	58,235	3,007	13,879	54,917	44,356	425	1,639
006 New Mitigation Vehicle	0		21,847		8,876	0	12,971		638
	35,263	61,762	194,207	25,431	64,218	71,594	165,733	721	3,773

(d) New Leases

Particulars	New Leases	New Leases	New Leases
	Term	Amended Budget	Actual
		\$	\$
Other Properties			
001 CESM Vehicle	6 months	2,344	3,838
005 2022 Toyota Hilux (CESM)	36 months	58,235	57924
006 New Mitigation Vehicle	24 months	21,847	
007 Gym Equipment	48 months	111,781	
		194,207	61,762

SHIRE OF BRIDGETOWN-GREENBUSHES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2023

Note 10: RATING INFORMATION

RATE TYPE	Rate in Dollar	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Total Revenue	Amended Budget Rate Revenue	Amended Budget Interim Rate	Amended Budget Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$
Differential general rates or general rates									
Shire GRV	0.102727	1,840	28,708,192	2,949,107	15,103	2,964,210	2,949,107	67,000	3,016,107
Mining GRV	0.199767	1	820,000	163,809		163,809	163,809		163,809
Shire Rural UV	0.005187	465	258,884,000	1,342,832	2,183	1,345,014	1,342,831		1,342,831
Mining UV	0.068900	22	1,274,801	87,834	1,129	88,963	87,834		87,834
Sub-Totals		2,328	289,686,993	4,543,581	18,415	4,561,996	4,543,581	67,000	4,610,581
Minimum payments	Minimum \$								
Shire GRV	1,112.00	665	3,671,960	739,480	6,088	745,568	739,480		739,480
Mining GRV	1,112.00	0	0	0		0	0		0
Shire Rural UV	1,378.00	276	50,549,200	380,328	(5,132)	375,196	380,328		380,328
Mining UV	211.00	22	31,460	4,642		4,642	4,642		4,642
Sub-Totals		963	54,252,620	1,124,450	955	1,125,405	1,124,450	0	1,124,450
Total general rates and minimum payments						5,687,402			5,735,031

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
<u>MUNICIPAL FUND</u>				
DIRECT DEBITS				
DD17061.1	04/10/2023	AWARE SUPER	PAYROLL DEDUCTIONS	14,255.46
DD17061.2	04/10/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	695.95
DD17061.3	04/10/2023	CARE SUPER	PAYROLL DEDUCTIONS	752.07
DD17061.4	04/10/2023	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	384.26
DD17061.5	04/10/2023	REST SUPER - ACUMEN	SUPERANNUATION CONTRIBUTIONS	203.32
DD17061.6	04/10/2023	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	24.51
DD17061.7	04/10/2023	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	702.80
DD17061.8	04/10/2023	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	790.97
DD17061.9	04/10/2023	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	354.03
DD17061.10	04/10/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	281.46
DD17061.11	04/10/2023	ONEANSWER FRONTIER SUPER	SUPERANNUATION CONTRIBUTIONS	281.46
DD17061.12	04/10/2023	GUILD SUPER	PAYROLL DEDUCTIONS	556.35
DD17061.13	04/10/2023	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	295.68
DD17061.14	04/10/2023	DAHM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	60.95
DD17061.15	04/10/2023	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	676.83
DD17061.16	04/10/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	778.73
DD17061.17	04/10/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2,708.75
DD17061.18	04/10/2023	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	213.83
DD17061.19	04/10/2023	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	386.79
DD17061.20	04/10/2023	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	347.15
DD17061.21	04/10/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	279.10
DD17062.1	01/10/2023	MAIA FINANCIAL PTY LTD	QUARTERLY PHOTOCOPIER LEASE PAYMENT FOR 01/10/2023 - 31/12/2023	2,879.96
DD17062.2	15/10/2023	SG FLEET AUSTRALIA PTY LTD	MONTHLY LEASE FOR SHARED ENVIRONMENTAL HEALTH OFFICER	484.22
DD17062.3	07/10/2023	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL FOR THE MONTH OF SEPTEMBER	4,748.18
DD17062.4	02/10/2023	GO GO MEDIA	MONTHLY ON HOLD MESSAGE SERVICE FOR OCTOBER	75.90
DD17079.1	18/10/2023	AWARE SUPER	PAYROLL DEDUCTIONS	14,856.19
DD17079.2	18/10/2023	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	695.95
DD17079.3	18/10/2023	CARE SUPER	PAYROLL DEDUCTIONS	744.27

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
DD17079.4	18/10/2023	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	384.26
DD17079.5	18/10/2023	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	26.96
DD17079.6	18/10/2023	REST SUPER - ACUMEN	SUPERANNUATION CONTRIBUTIONS	180.83
DD17079.7	18/10/2023	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	14.01
DD17079.8	18/10/2023	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	702.80
DD17079.9	18/10/2023	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	790.97
DD17079.10	18/10/2023	TWU SUPER	SUPERANNUATION CONTRIBUTIONS	354.03
DD17079.11	18/10/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	281.46
DD17079.12	18/10/2023	GUILD SUPER	PAYROLL DEDUCTIONS	565.44
DD17079.13	18/10/2023	ONEANSWER FRONTIER SUPER	SUPERANNUATION CONTRIBUTIONS	281.46
DD17079.14	18/10/2023	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	328.54
DD17079.15	18/10/2023	DAHM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	295.68
DD17079.16	18/10/2023	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	597.67
DD17079.17	18/10/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	778.73
DD17079.18	18/10/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2,862.53
DD17079.19	18/10/2023	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	213.83
DD17079.20	18/10/2023	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	390.44
DD17079.21	18/10/2023	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	334.91
DD17079.22	18/10/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	296.44
B/S	02/10/2023	WESTPAC BANK	MERCHANT FEES	624.16
B/S	02/10/2023	WESTPAC BANK	MONTHLY BANK ACCOUNT FEES	1,681.28
B/S	04/10/2023	WESTPAC BANK	TOTAL WAGES FOR 21/09/2023 TO 04/10/2023	136,453.48
B/S	18/10/2023	WESTPAC BANK	TOTAL WAGES FOR 05/10/2023 TO 18/10/2023	143,729.51
WESTPAC CORPORATE CREDIT CARD - CEO				
B/S	01/09/2023	BRIDGETOWN HOTEL	CORPORATE SERVICES LUNCHEON TO RECOGNISE OAG TOP 20 AWARD	118.00
B/S	01/09/2023	BRIDGETOWN HOTEL	REFRESHMENTS FOR DEPOT CEO FAREWELL FUNCTION	51.99
B/S	02/10/2023	WESTPAC	MONTHLY CARD FEE	10.00
WESTPAC CORPORATE CREDIT CARD - DCS				
B/S	04/09/2023	BRIDGETOWN HOTEL	FAREWELL LUNCH FOR CEO	27.00
B/S	08/09/2023	DEPARTMENT OF TRANSPORT	REGISTRATION FOR LIGHT FLEET VEHICLE	457.10

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
B/S	10/09/2023	MAILCHIMP	MONTHLY SUBSCRIPTION TO MAILCHIMP NEWSLETTER DISTRIBUTOR	42.87
B/S	13/09/2023	WIRTGEN AUSTRALIA	PARTS FOR HAMM ROAD ROLLER	110.63
B/S	16/09/2023	WOOLWORTHS	VARIOUS GROCERIES	16.00
B/S	24/09/2023	MONDAY.COM	12 MONTHS SUBSCRIPTION TO MONDAY.COM PLANNING SOFTWARE	1,425.60
B/S	28/09/2023	DEPARTMENT OF TRANSPORT	PLATE AND REGISTRATION COSTS FOR LIGHT FLEET VEHICLES	160.00
B/S	28/09/2023	DEPARTMENT OF TRANSPORT	PLATE AND REGISTRATION COSTS FOR LIGHT FLEET VEHICLES	130.50
B/S	02/10/2023	WESTPAC	MONTHLY CARD FEE	10.00
BPAY				
18102023	18/10/2023	TELSTRA	TELEPHONE & INTERNET CHARGES FOR SEPTEMBER	2,245.28
31102023	31/10/2023	TELSTRA	TELEPHONE & INTERNET CHARGES FOR OCTOBER	1,171.13
ELECTRONIC PAYMENTS				
EFT37733	03/10/2023	MANJIMUP TOYOTA & MITSUBISHI	PURCHASE OF 2023 MITSUBISHI TRITON FOR BUSHFIRE SUPPORT VEHICLE	47,598.80
EFT37734	03/10/2023	SYNERGY	ELECTRICITY CHARGES	543.58
EFT37735	12/10/2023	2R ELECTRICAL	SUPPLY & FIT ELECTRIC OUTLET AT BLC	890.00
EFT37736	12/10/2023	ABCO PRODUCTS PTY LTD	CLEANING SUPPLIES	355.31
EFT37737	12/10/2023	ACORN PROJECTS PTY LTD	CURTAINS, BLINDS AND BATHROOM FIXTURES FOR SHIRE HOUSE	6,646.00
EFT37738	12/10/2023	ALL-START ELECTRICAL	REPLACE INTERCOM SYSTEM IN ADMIN BUILDING LIFT	2,970.00
EFT37739	12/10/2023	AMITY SIGNS	SIGNAGE FOR ROAD WORKS	702.90
EFT37740	12/10/2023	APV VALUERS AND ASSET MANAGEMENT	PROVISION OF LAND AND BUILDING FAIR VALUES AS AT 30 JUNE 2023	1,060.13
EFT37741	12/10/2023	ARTEIL (WA) PTY LTD	SAPPHIRE HIGHBACK EXECUTIVE LARGE CHAIR	768.90
EFT37742	12/10/2023	AUSTRALIA POST	POSTAGE FOR THE MONTH OF SEPTEMBER	3,636.13
EFT37743	12/10/2023	SUSAN MARGARET BERGHUIS-GARDE	RATES REFUND	623.25
EFT37744	12/10/2023	BETTER TELCO SOLUTIONS PTY LTD	MONTHLY TELEPHONE CHARGES FOR FCC, DEPOT & FLEET FOR SEPTEMBER	447.14
EFT37745	12/10/2023	BLACKWOOD ENVIRONMENT SOCIETY	COMMUNITY LANDCARE SERVICE 01/07/23 - 31/12/23	25,029.40
EFT37746	12/10/2023	BLACKWOODS	PPE & EQUIPMENT FOR WORKS CREW	147.21
EFT37747	12/10/2023	BLACKWOOD HEAVY TILT	TOW ABANDONED VEHICLE TO ICC	220.00
EFT37748	12/10/2023	BLACKWOOD VALLEY BUILDING	PATCH CEILING VENTS FOR 144 HAMPTON STREET	825.00
EFT37749	12/10/2023	BLACKWOOD PLANT HIRE	REFUND OF STANDPIPE CARD BOND AND REMAINING CREDIT	300.00
EFT37750	12/10/2023	BRIDGETOWN MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL ASSESSMENT	135.00
EFT37751	12/10/2023	BRIDGETOWN TIMBER SALES	FENCING, HAMMER DRILL DRIVER AND MINOR MAINTENANCE ITEMS	1,039.30

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT37752	12/10/2023	BTOWN FAMILY & COMMUNITY CENTRE	23/24 SERVICE AGREEMENT	8,800.00
EFT37753	12/10/2023	BRIDGETOWN MITRE 10 & RETRAVISION	GAS BOTTLE FOR THOMSON PARK AND MINOR MAINTENANCE ITEMS	147.20
EFT37754	12/10/2023	BRIDGETOWN NEWSAGENCY	MONTHLY NEWSPAPER CHARGES FOR SEPTEMBER	124.70
EFT37755	12/10/2023	BRIDGETOWN CLEANING SERVICE	CARPET CLEANING AT 144 HAMPTON STREET	330.00
EFT37756	12/10/2023	BUNNINGS TRADE	POTTED COLOUR FOR STREETSCAPING	285.44
EFT37757	12/10/2023	CHRISTIE PARKSAFE	INDUSTRIAL STRENGTH WASTE BAGS FOR SHIRE PUBLIC BARBECUES	431.20
EFT37758	12/10/2023	CITY AND REGIONAL FUELS	BULK FUEL SUPPLIES FOR SHIRE DEPOT	16,575.72
EFT37759	12/10/2023	CUSTOM SERVICE LEASING LTD	MONTHLY VEHICLE LEASING FOR CESM VEHICLE SEPTEMBER	612.63
EFT37760	12/10/2023	DATA#3	OFFICE 365 BUSINESS LICENSES FOR SEPTEMBER	1,808.71
EFT37761	12/10/2023	DAVMECH	SERVICE ON VOLVO LOADER	1,505.60
EFT37762	12/10/2023	DAVRIC AUSTRALIA PTY LTD	MERCHANDISE FOR VISITOR CENTRE STOCK	315.26
EFT37763	12/10/2023	DOMESTIC MAINTENANCE SW	RELOCATE GLASS PARTITIONS AT BRIDGETOWN LEISURE CENTRE	482.00
EFT37764	12/10/2023	DORMAKABA AUSTRALIA PTY LTD	AUTOMATIC DOOR SERVICING	605.00
EFT37765	12/10/2023	ROSEMARY JACQUELINE DUDFIELD	REFUND OF DEVELOPMENT APPLICATION PAYMENT DEEMED NOT REQUIRED	208.00
EFT37766	12/10/2023	EATS	WATER TESTING & REPORTING	2,436.50
EFT37767	12/10/2023	FAIRTEL PTY LTD	MONTHLY TELEPHONE & NBN CHARGES FOR SES FOR SEPTEMBER	164.00
EFT37768	12/10/2023	FISHERS TYRE CENTRE	TYRES FOR HEAVY FLEET VEHICLE	740.00
EFT37769	12/10/2023	GARVS AUTO ELECTRICS PTY LTD	SUPPLY, FIT AND WIRE CELL-FI GO TO BRIDGETOWN BFB 12:2 TANKER	1,400.00
EFT37770	12/10/2023	GE & CJ GIBLETT	MANUFACTURE AND INSTALL WINCH POST FOR RIDE ON MOWER TRAILER	250.00
EFT37771	12/10/2023	GRAFFITI GONE WA	ANTI-GRAFFITI TREATMENT FOR BRIDGETOWN & GREENBUSHES SKATE PARKS	16,456.00
EFT37772	12/10/2023	HARMONIC ENTERPRISES PTY LTD	NETCOMM N300 MODEM ROUTER	165.00
EFT37773	12/10/2023	H C JONES & CO	DISABLED SHOWER RAIL	410.00
EFT37774	12/10/2023	HILLVIEW ELECTRICAL SERVICE	MINOR ELECTRICAL WORKS TO SHIRE BUILDINGS	1,061.50
EFT37775	12/10/2023	INSTANT WEIGHING	CALIBRATION OF COMPULOAD SYSTEM FOR VOLVO WHEEL LOADER	1,969.31
EFT37776	12/10/2023	INTERPHONE	MONTHLY INTERNET CHARGES FOR ADMIN OFFICE FOR OCTOBER	130.90
EFT37777	12/10/2023	INTERFIRE AGENCIES PTY LTD	PPE HELMETS FOR BUSHFIRE BRIGADE	2,129.60
EFT37778	12/10/2023	JTAGZ	ANIMAL REGISTRATION TAGS	188.10
EFT37779	12/10/2023	LANDGATE	LAND VALUATION ENQUIRY CHARGES	325.10
EFT37780	12/10/2023	MANJIMUP FREIGHT DISTRIBUTORS	FREIGHT	33.00
EFT37781	12/10/2023	MAYA MAYA AT MANDOON ESTATE	RANGERS CONFERENCE ACCOMMODATION AND MEALS	469.50

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT37782	12/10/2023	MOBILE MOUSE	VIRTUAL EXCEL ESSENTIALS TRAINING FOR 8 X STAFF MEMBERS	2,040.00
EFT37783	12/10/2023	NEXTMEDIA PTY LTD	1 YEAR PRINT SUBSCRIPTION TO ABC ORGANIC GARDENER FOR LIBRARY	54.00
EFT37784	12/10/2023	OFFICEWORKS LTD	4 X PHONES AND MINOR IT DEVICES FOR SHIRE ADMIN AND BFB	3,765.85
EFT37785	12/10/2023	OLD DOG DIRT AND DIESEL	SERVICE FOR ISUZU MAINTENANCE TRUCK	1,104.20
EFT37786	12/10/2023	QUALITY SHOP	PRINTING OF PERFORATED TAX INVOICES	456.00
EFT37787	12/10/2023	REPCO	WINCH FOR RIDE ON MOWER TRAILER	161.70
EFT37788	12/10/2023	MEGAN RICHARDS	REIMBURSEMENT FOR REFRESHMENTS PURCHASED FOR MEETING	74.50
EFT37789	12/10/2023	RICHFEEDS AND RURAL SUPPLIERS	PPE FOR BUSHFIRE BRIGADE	344.00
EFT37790	12/10/2023	ROTARY CLUB OF BRIDGETOWN	23/24 COMMUNITY GRANT	5,000.00
EFT37791	12/10/2023	THE ROYAL LIFE SAVING SOCIETY WA INC	POOL LIFEGUARD LICENCE RENEWALS	338.00
EFT37792	12/10/2023	SCHWEPES AUSTRALIA PTY LTD	VARIOUS DRINKS FOR RESALE AT THE BLC CAFÉ	520.13
EFT37793	12/10/2023	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING AND PRINTING CHARGES - SEPTEMBER	1,091.74
EFT37794	12/10/2023	SEEK LIMITED	RECRUITMENT ADVERTISING	495.00
EFT37795	12/10/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	2023/24 SHIRE RATES PAYMENTS	10,169.33
EFT37796	12/10/2023	SOUWEST GLASS SERVICE	REPLACE BROKEN WINDOW PANES AT SHIRE BUILDINGS	720.50
EFT37797	12/10/2023	SOUTH-WEST MONUMENTAL	12 X BRIDGETOWN HERITAGE TRAIL BRONZE PLAQUES WITH INSCRIPTIONS	5,439.50
EFT37798	12/10/2023	STEWART & HEATON CLOTHING CO	DFES PPE	142.45
EFT37799	12/10/2023	SW HART & CO	DISPOSABLE AC UNIT FILTERS	387.20
EFT37800	12/10/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	526.31
EFT37801	12/10/2023	THE STABLES IGA	VARIOUS GROCERY SUPPLIES	19.65
EFT37802	12/10/2023	TOTAL TOOLS BUNBURY	WET/DRY VACUUM AND BATTERY FOR WORKSHOP	668.00
EFT37803	12/10/2023	TUCK'S GARDEN SERVICES	RURAL ROAD VERGE & BRIDGE SPRAYING FOR SEASONAL WEED CONTROL	8,910.00
EFT37804	12/10/2023	VISIT BRANDS PTY LTD	MERCHANDISE FOR VISITOR CENTRE STOCK	648.12
EFT37805	12/10/2023	WA NATURALLY PUBLICATIONS	BOOKS AND MAPS FOR STOCK FOR VISITOR CENTRE STOCK	312.75
EFT37806	12/10/2023	WESTRAC PTY LTD	SERVICE ON HAMM ROAD ROLLER & MINOR REPAIRS TO HEAVY FLEET	946.05
EFT37807	12/10/2023	WINC AUSTRALIA PTY LTD	OFFICE FURNITURE, SIT STAND DESK & BULK CLEANING SUPPLIES	5,972.51
EFT37814	20/10/2023	AUSTRALIAN TAXATION OFFICE	BAS FOR SEPTEMBER 2023	111,417.00
EFT37815	26/10/2023	ACORN PROJECTS PTY LTD	SQUARE TABLETOPS FOR BLC	594.00
EFT37816	26/10/2023	AMITY SIGNS	RURAL STREET NUMBERING SIGNS	138.60
EFT37817	26/10/2023	ARROW BRONZE	CEMETERY & MEMORIAL PLAQUES	1,232.57

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT37818	26/10/2023	AUSTRALIAN WILDFLOWER SEEDS	MERCHANDISE FOR VISITOR CENTRE STOCK	382.00
EFT37819	26/10/2023	BELL FIRE EQUIPMENT CO PTY LTD	REPLACE/SERVICE PUMP & SERVICE SLIP ON UNITS FOR SHIRE LIGHT TANKERS	2,293.50
EFT37820	26/10/2023	PETER GRAEME BLECHYNDEN	REFUND OF BSL FOR REFUSED BUILDING APPLICATION	61.65
EFT37821	26/10/2023	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT37822	26/10/2023	BOYUP BROOK TYRE SERVICE	TYRES FOR JOHN DEERE TRACTOR	704.00
EFT37823	26/10/2023	BRIDGETOWN MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL ASSESSMENT	135.00
EFT37824	26/10/2023	BRIDGETOWN BOWLING CLUB	CEO DONATION FOR BRIDGETOWN BOWLING CLUB	250.00
EFT37825	26/10/2023	BRIDGETOWN SES	REIMBURSEMENT FOR MATERIALS PURCHASED FOR STATION UPGRADE	98.40
EFT37826	26/10/2023	BRIDGETOWN MITRE 10 & RETRAVISION	MINOR MAINTENANCE ITEMS	78.27
EFT37827	26/10/2023	BRIDGETOWN PAINT SALES	SPOT MARKING PAINT	243.00
EFT37828	26/10/2023	BRIDGETOWN CLEANING SERVICE	PRESSURE CLEANING OF SHIRE BUILDING	440.00
EFT37829	26/10/2023	BRIDGETOWN VIETNAMESE CAFE	CATERING FOR SEPTEMBER COUNCIL MEETING	240.50
EFT37830	26/10/2023	BRIDGETOWN TYRES	TYRES & BALANCE FOR COMMUNITY BUS	628.00
EFT37831	26/10/2023	BRISKLEEN SUPPLIES PTY LTD	BULK CLEANING SUPPLIES	674.52
EFT37832	26/10/2023	BTOWN BOARDING KENNELS & CATTERY	MONTHLY KENNEL AND CATTERY IMPOUND CHARGES - SEPTEMBER	280.50
EFT37833	26/10/2023	ELKE HELENE BROWNE	MONTHLY COUNCILLOR ALLOWANCE	695.37
EFT37834	26/10/2023	BCITF	BCITF LEVIES COLLECTED FOR SEPTEMBER 2023	825.00
EFT37835	26/10/2023	BUNNINGS TRADE	POTTED COLOUR FOR STREETScape	466.07
EFT37836	26/10/2023	MIKKEL SKOU CHRISTENSEN	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT37837	26/10/2023	CJD EQUIPMENT PTY LTD	REPLACEMENT TANK AND BULK COOLANT FOR WHEEL LOADER & GRADER	918.59
EFT37838	26/10/2023	CLEANAWAY PTY LTD	WASTE COLLECTION SERVICES FOR SEPTEMBER	54,807.96
EFT37839	26/10/2023	CLEANWAY XTRA CLEANING SERVICES	MONTHLY COURT CLEANING FOR BLC FOR SEPTEMBER	879.10
EFT37840	26/10/2023	C & D CUTRI	BRIDGE 3316 WINNEJUP RD REPAIRS	2,750.00
EFT37841	26/10/2023	DAVMECH	REPAIRS TO FLEET HEAVY VEHICLE	500.00
EFT37842	26/10/2023	ESPRESSO ESSENTIAL WA	REPLACE 3 WAY VALVE & LARGE PUCK ARM ON LIBRARY COFFEE MACHINE	77.17
EFT37843	26/10/2023	LGRCEU	PAYROLL DEDUCTIONS	132.00
EFT37844	26/10/2023	DAMIAN FRANKEN	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL ASSESSMENT	165.00
EFT37845	26/10/2023	GARVS AUTO ELECTRICS PTY LTD	REFIT OPERATION GEAR ON CESM VEHICLE & REPAIRS TO HEAVY VEHICLE	1,902.30
EFT37846	26/10/2023	NICOLE GIBBS	REIMBURSEMENT FOR REMOVALIST COSTS & FUEL EXPENSES	4,615.12
EFT37847	26/10/2023	GJ FREIGHT	FREIGHT	72.60

SHIRE OF BRIDGETOWN-GREENBUSHES
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Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT37848	26/10/2023	TRACEY EVELYN GRANT	REFUND OF STANDPIPE CARD BOND & REMAINING CREDIT	101.10
EFT37849	26/10/2023	GREENBUSHES MASONIC LODGE	HALL HIRE BOND REFUND	200.00
EFT37850	26/10/2023	LEIGH GUTHRIDGE	REIMBURSEMENT FOR FUEL EXPENSES	94.22
EFT37851	26/10/2023	H C JONES & CO	MINOR PLUMBING WORKS FOR SHIRE BUILDINGS	1,015.00
EFT37852	26/10/2023	HERSEYS SAFETY	ROTOSURE MEASURING WHEEL	374.00
EFT37853	26/10/2023	HIGHLAND BRIDGETOWN PTY LTD	REFUND OF SUBDIVISION BOND	20,000.00
EFT37854	26/10/2023	HILLVIEW ELECTRICAL SERVICE	REPLACE TOWN SQUARE POLE TOP LIGHT FITTINGS	1,320.00
EFT37855	26/10/2023	INTERFIRE AGENCIES PTY LTD	PPE FOR BUSHFIRE BRIGADE	795.36
EFT37856	26/10/2023	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL/SERVICE FEE FOR CHLORINE GAS CYLINDER - SEPTEMBER	168.63
EFT37857	26/10/2023	JAYBRO	DURAPOST STEEL GUIDE POSTS	4,493.50
EFT37858	26/10/2023	KESTRAL COMPUTING	PHOENIX SOFTWARE ANNUAL LICENCE AND SUPPORT FEES	8,476.00
EFT37859	26/10/2023	LANDGATE	LAND VALUATION ENQUIRY CHARGES	3,058.44
EFT37860	26/10/2023	TRACY LANSDELL	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT37861	26/10/2023	LOCAL GOVERNMENT INSURANCE WA	2023/24 INSURANCE PREMIUMS - 2ND INSTALMENT	297,373.68
EFT37862	26/10/2023	SEAN MICHAEL MAHONEY	MONTHLY COUNCILLOR ALLOWANCE	1,507.13
EFT37863	26/10/2023	MALATESTA ROAD PAVING & HOT MIX	SPRAY AND SPREAD INITIAL PRIMER SEAL ON DAIRY LANE	7,272.10
EFT37864	26/10/2023	MAMMOTH SECURITY PTY LTD	QUARTERLY ALARM MONITORING CHARGE	660.40
EFT37865	26/10/2023	MANJIMUP TOYOTA & MITSUBISHI	SERVICE ON LIGHT VEHICLE & SEAT COVERS	1,271.09
EFT37866	26/10/2023	MANJIMUP FREIGHT DISTRIBUTORS	FREIGHT	82.50
EFT37867	26/10/2023	MCLEODS	PROVIDE LEGAL ADVICE	2,669.15
EFT37868	26/10/2023	MJB INDUSTRIES	CONCRETE PIPES, HEADWALLS & SUPPLIES FOR WINNEJUP ROAD WORKS	10,302.64
EFT37869	26/10/2023	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	3,416.00
EFT37870	26/10/2023	OFFICEWORKS LTD	MOBILE PHONES FOR CEO AND CESM	2,476.90
EFT37871	26/10/2023	OMNICOM MEDIA GROUP AUSTRALIA	SHIRE ADVERTISING	979.66
EFT37872	26/10/2023	PIONEER WATER TANKS PTY LTD	SUPPLY AND INSTALLATION OF LIQUID HOLDING TANK TO WASTE FACILITY	21,220.99
EFT37873	26/10/2023	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT37874	26/10/2023	REPCO	JVC RADIO FOR VOLVO ROAD GRADER	129.00
EFT37875	26/10/2023	JANINE MAREE RICHARDSON	DONATION TOWARDS INSURANCE FOR BRIDGETOWN FREE XMAS EVENT	400.00
EFT37876	26/10/2023	DEREK ROBINSON	REFUND OF COMMUNITY STALL HIRE BOND	50.00
EFT37877	26/10/2023	SCAVENGER SUPPLIES PTY LTD	MONTHLY FIRE INDICATOR SERVICE AT BLC	126.50

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT37878	26/10/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION ON BCITF LEVIES COLLECTED FOR SEPTEMBER 2023	33.00
EFT37879	26/10/2023	SHIRE SOCIAL CLUB	PAYROLL DEDUCTIONS	160.00
EFT37880	26/10/2023	SHIRE OF MANJIMUP	7HRS WINDBLOWN WASTE COLLECTION AT THE WASTE FACILITY	945.00
EFT37881	26/10/2023	SOUTH WEST ISUZU	MINOR REPAIRS TO SHIRE FLEET VEHICLES	249.23
EFT37882	26/10/2023	SOUTHWEST HOIST & CRANE	INSPECTION AND CERTIFICATION FOR ISUZU TIP TRUCK WITH CRANE	1,188.00
EFT37883	26/10/2023	STATEWIDE CLEANING SUPPLIES PTY LTD	GYM WIPES FOR BLC GYM	196.90
EFT37884	26/10/2023	STANS MANJIMUP FARM MACHINERY	PART FOR LIGHT FLEET VEHICLE	109.75
EFT37885	26/10/2023	SYNERGY	ELECTRICITY CHARGES	5,322.97
EFT37886	26/10/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	522.64
EFT37887	26/10/2023	THE STABLES IGA	VARIOUS GROCERIES	15.70
EFT37888	26/10/2023	THE FACTORY	FREIGHT FOR CHRISTMAS DECORATIONS	467.50
EFT37889	26/10/2023	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGE FOR LIBRARY AND DEPOT FOR OCTOBER	290.40
EFT37890	26/10/2023	T-QUIP	REPLACEMENT PARTS FOR MOWER	408.00
EFT37891	26/10/2023	HUGH ROBERT WHEATLEY	REIMBURSEMENT FOR NATIONAL POLICE CLEARANCE CHECK	50.64
EFT37892	26/10/2023	DARREN A WILSON	REIMBURSEMENT FOR PURCHASE OF MOBILE PHONE & ACCESSORIES FOR CEO	2,997.00
EFT37893	26/10/2023	WINC AUSTRALIA PTY LTD	BULK CLEANING & STATIONERY SUPPLIES	496.45
EFT37894	31/10/2023	DMIRS	BSL'S COLLECTED FOR THE MONTH OF SEPTEMBER 2023	1,352.60
EFT37895	31/10/2023	DRAGLINES DAM-IT CONTRACTING	HIRE OF EXCAVATOR & BULLDOZER FOR CLEARING WORKS ON WINNEJUP RD	13,552.00
EFT37896	31/10/2023	MICHAEL JOHN FLETCHER	MONTHLY COUNCILLOR ALLOWANCE	364.25
EFT37897	31/10/2023	LYNDON GRAEME PEARCE	MONTHLY COUNCILLOR ALLOWANCE	364.25
EFT37898	31/10/2023	REBECCA REDMAN	MONTHLY COUNCILLOR ALLOWANCE	364.25
EFT37899	31/10/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSION ON BSL'S COLLECTED FOR SEPTEMBER 2023	35.00
DIRECT DEBITS - LICENSING				
27763	02/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 02/10/2023	6,294.60
27764	03/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 03/10/2023	5,114.15
27765	04/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 04/10/2023	4,600.25
27766	05/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 05/10/2023	4,794.90
27767	06/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 06/10/2023	3,980.65
27768	09/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 09/10/2023	2,143.00
27769	10/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 10/10/2023	5,290.20

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
27770	11/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 11/10/2023	4,347.45
27771	12/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 12/10/2023	1,484.85
27772	13/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 13/10/2023	2,485.60
27773	16/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 16/10/2023	4,204.45
27774	17/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 17/10/2023	4,572.00
27775	18/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 18/10/2023	1,585.60
27776	19/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 19/10/2023	3,523.45
27777	20/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 20/10/2023	10,586.45
27778	23/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 23/10/2023	3,864.30
27779	24/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 24/10/2023	6,878.90
27780	25/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 25/10/2023	5,937.80
27781	26/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 26/10/2023	1,996.50
27782	27/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 27/10/2023	4,032.55
27783	30/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 30/10/2023	2,952.20
27784	31/10/2023	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 31/10/2023	1,295.20
CHEQUES				
300264	12/10/2023	BGBTA	COMMUNITY CASH VOUCHERS FOR 2023/24 RATES INCENTIVE PRIZE	600.00
300265	12/10/2023	DEPARTMENT OF TRANSPORT	3 MONTHS VEHICLE REGISTRATION	67.80
300266	12/10/2023	WATER CORPORATION	WATER CHARGES	7,441.82
300267	26/10/2023	DEPARTMENT OF TRANSPORT	ANNUAL COMMUNITY JETTY RENEWAL FEE FOR BLACKWOOD RIVER PARK	45.10
300268	26/10/2023	WATER CORPORATION	WATER CHARGES	337.18
				1,265,246.41
CHEQUES - VISITOR CENTRE TRUST				
V300229	05/10/2023	WESTPAC	TOTAL ACCOMMODATION FOR THE MONTH OF SEPTEMBER 2023	2,125.36

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN OCTOBER TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST				
EFT37808	18/10/2023	BGBTA	CONSIGNMENT STOCK SOLD FOR SEPTEMBER 2023	6.75
EFT37809	18/10/2023	DJARLINY DESIGNS	CONSIGNMENT STOCK SOLD FOR SEPTEMBER 2023	98.25
EFT37810	18/10/2023	JENNIFER MARY MOUNTFORD	CONSIGNMENT STOCK SOLD FOR SEPTEMBER 2023	45.00
EFT37811	18/10/2023	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKETS SOLD FOR SEPTEMBER 2023	572.89
EFT37812	18/10/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	VISITOR CENTRE COMMISSIONS FOR SEPTEMBER 2023	470.06
EFT37813	18/10/2023	WA HOLIDAY GUIDE PTY LTD	COMMISSION ON ACCOMMODATION BOOKINGS FOR SEPTEMBER 2023	14.44
				<u><u>3,332.75</u></u>

This schedule of accounts paid for the Municipal Fund totalling \$1,265,246.41 and for the Trust Fund totalling \$3,332.75 which was submitted to each member of the Council on 30th November 2023 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and castings.

Total creditor accounts outstanding as at 31/10/2023 is \$554,520.60



CHIEF EXECUTIVE OFFICER

30th November 2023

**SHIRE OF BRIDGETOWN-GREENBUSHES
BUDGET MANAGEMENT REPORT - OCTOBER 2023**

In accordance with Council Policy 'FM 13 - Budget Management' the following budget adjustments are recommended.

Determined by the CEO and Subsequently Reported to Council

Budget overspends can be approved by the CEO at general ledger or job level for amounts up to \$20,000 or 20% whichever is the lesser with identified offset savings.

Budget overspends can be approved by the CEO at general ledger or job level for any amount subject to receipt of additional revenue directly linked to the expenditure item.

General Ledger/ Job Account	General Ledger/ Job Account Description	Nature of Expenditure or Income to be Amended	Current Budget	Overspend and Proposed Offset Amounts	New Budget	Budget Variation Explanation
1310920	Cemetery and Memorial Plaques	Materials & Contracts	\$4,750	\$5,000	\$9,750	Demand for purchase of cemetery plaques is greater than estimated at time of budget preparation.
1310930	Sale of Cemetery & Memorial Plaques	Fees & Charges	-\$5,000	-\$5,000	-\$10,000	Increased income to cover cost the increased in purchase of cemetery plaques.
		Totals	-\$250	\$0	-\$250	

Authorised by the Shire President

Section 6.8 (1)(c) of the Local Government Act 1995 provides for additional purpose expenditure when authorised in advance by the Shire President in an emergency.

General Ledger/ Job Account	General Ledger/ Job Account Description	Nature of Expenditure or Income to be Amended	Expenditure Amount	Emergency Expenditure Explanation
	Nil			
		Total	\$0	

**SHIRE OF BRIDGETOWN-GREENBUSHES
BUDGET MANAGEMENT REPORT - OCTOBER 2023**

Council Budget Amendments

Expenditure above the current budget and outside the parameters set in policy FM 13 - Budget Management, or any expenditure at all for an additional purpose, requires a variation to the budget to be decided by the Council before funds are committed.

General Ledger/ Job Account	General Ledger/ Job Account Description	Nature of Expenditure or Income to be Amended	Current Budget	Overspend and Proposed Offset Amounts	New Budget	Budget Amendment Request Explanation
1065320	Fire Prevention Unspent Grants	Other Minor Expenditure	\$0	\$2,815	\$2,815	Return of unspent grant funds following final acquittal of 2022/23 DFES grants. Items identified as not claimable under the grant guidelines.
1081120	SES Unspent Grants	Other Minor Expenditure	\$0	\$449	\$449	Return of unspent grant funds following final acquittal of 2022/23 DFES grants. Items identified as not claimable under the grant guidelines.
1065740	Fire Equipment Shire Funded	Materials & Contracts	\$0	\$15,000	\$15,000	Purchase of slip on unit to replace existing old and aging equipment for operational firefighting capabilities.
Reserve 104	Bush Fire Reserve	Reserve Transfer	\$61,613	-\$15,000	\$46,613	Transfer from reserve to fund purchase of slip on unit. Purchase conforms to the purpose of this reserve, being 'for the purchase of district fire fighting equipment, buildings and fire fighting plant'.
09BN	Greenbushes Fire Station	Materials & Contracts	\$322,600	\$307,234	\$629,834	Increase in budget requirements following tender process, to be funded by additional grant income.
10BN	Wandillup Fire Station	Materials & Contracts	\$351,100	\$379,444	\$730,544	Increase in budget requirements following tender process, to be funded by additional grant income.
1060070	DFES ESL Levy Non-Recurrent Grants	Capital Grants - State	-\$1,195,334	-\$686,678	-\$1,882,012	Additional DFES funding approved for the Greenbushes and Wandillup Fire Station projects.
GS73	Crowd Wheatley Road Gravel Sheeting Works	Materials & Contracts	\$107,500	\$27,751	\$135,251	Costs for traffic control and purchase of gravel associated with emergency works.
GS74	Klause Road Gravel Sheeting Works	Materials & Contracts	\$90,000	\$23,144	\$113,144	Costs for traffic control and purchase of gravel associated with emergency works.
GS75	Walter Willis Road Gravel Sheeting Works	Materials & Contracts	\$52,500	\$11,729	\$64,229	Costs for traffic control and purchase of gravel associated with emergency works.
BR06	Maranup Ford Road Bridge (3318A)	Materials & Contracts	\$110,000	-\$22,580	\$87,420	Savings in works anticipated, funds reallocated to above gravel sheeting jobs.
RC64	Hacket Street (Asphalt)	Materials & Contracts	\$115,265	-\$40,265	\$75,000	Reduction in scope of asphalt overlay from 800m to 520m, noting that 300m of the proposed works are considered a priority. Reduction in budget to be reallocated to above gravel sheeting jobs.
		Totals	\$15,244	\$3,043	\$18,287	

FM 6 – Buy Local Purchasing

1 Objectives

To stimulate economic activity and growth in the Shire by maximising the use of competitive local businesses in supplying goods, services and works purchased or contracted on behalf of the Shire of Bridgetown-Greenbushes.

Note this policy does not apply to purchasing via tender. The consideration of local suppliers in the tender process is address in Finance Policy F.5 – Regional Price Preference.

2 Purpose

The purpose of the Policy is to facilitate local economic development by encouraging the retention of Shire expenditure within the local economy. Increased circulation of Shire expenditure streams within the Shire district has a direct financial impact on the competitive businesses that are able to supply goods and services to Shire and also has a multiplier or ‘knock on’ effect to other businesses and the broader community. By minimising ‘economic leakages’ from the local economy Shire can make a tangible contribution to the economic property of its community.

3 Policy

3.1 Philosophy of Local Purchasing

Shire staff will have a philosophy of al all times seeking quotes from local suppliers. When seeking quotes from suppliers for the supply of goods or services staff will refer to the “data base of local suppliers and product”. Where a product(s) is not specifically referenced on the data base but there exists a logical assumption (ie – similar products are provided) that the business may have access to those product(s) it is the responsibility of the purchasing officer to submit an enquiry (either verbal or written) to the local supplier to determine if they are able to supply the product(s) in question.

Where a local supplier does provide a quote in competition to a non-local supplier then the purchasing officer is to make a determination on the selection of the supplier in accordance with Parts 5, 6 and 7 of this Policy.

3.2 Local Purchasing (Not Including Tenders)

A Price preference will apply to suppliers that are based in and operate within the district for the supply of goods and services. The preference enables businesses within the Shire to claim a price preference with their quote for the supply of goods or services.

The following price preference will be given to local suppliers submitting quotes for consideration of the Shire:

Stipulated Area

- 10% on Shire purchases of a value up to \$5000 to all suppliers located within the Shire of Bridgetown-Greenbushes.
- An amount of \$500 or 5% (whichever is the greater) on Shire purchases of a value between \$5,001 and \$25,000 to all suppliers located within the Shire of Bridgetown-Greenbushes.
- An amount of \$1,250 or 2.5% (whichever is the greater) on Shire purchases of a value between \$25,001 and \$249,999 to all suppliers located within the Shire Bridgetown-Greenbushes.

Note purchases of \$250,000 and over require the calling of tenders and are assessed in accordance with the Shire's Regional Price Preference Policy.

Located within the area stipulated is defined as a supplier having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods or services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the stipulated area but undertake the business from premises within the stipulated area. An example is a franchisee of a multi-national company.

Price is only one factor that the Shire considers when evaluating a quote. There is nothing contained within this policy that compels the Shire to accept the lowest quote or any quote based on price offered.

3.3 Value for Money Considerations

Value for money is a key policy objective. It ensures that the Shire achieves the best possible outcome for the amount of money spent. This does not necessarily mean selecting the bid that offers the lowest initial price.

Purchasing decisions will be assessed on a value for money basis, giving full consideration to:

1. The advantages of dealing with local businesses;
2. Local content;
3. The cost of transporting products from non-local suppliers (this is particularly important if assessing quotes for the same/similar product from local and nonlocal suppliers).
4. The purchase or contract whole-of-life costs;
5. Compliance with specifications, guidelines and requirements;
6. Knowledge of the specific brand, make or model of the good, in particular for items of plant and machinery. If appropriate where staff have a concern about an unknown brand, make or model enquiries will be made with the supplier on the availability of a similar model for a free trial for assessment prior to final assessment of all quotes and determination of the purchase.
7. Supplier capability to fulfil the specified requirements (ie; legal, financial, experience etc).
8. The supplier's commitment to supporting other local businesses through their subcontracting and supplier arrangements;
9. Net benefits to the Shire including maintaining an ongoing innovative and competitive local business environment; and
10. Job creation potential.

Overall, the value for money assessment must deliver quality outcomes at competitive prices, while recognising the impact of procurement decisions on the Shire's economic prosperity.

3.4 Decision Making Process When Local Quotes are Received

Where a quote has been received from a local supplier any decision to award to purchase to a non-local supplier will require the approval of the relevant senior officer.

3.5 Council Reporting

That an annual update be provided to Council on implementation of the Policy.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.3.57 – Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> Part A – Regional price preference
Shire Policies	FM 3 – Regional Price Preference FM 4 – Purchasing Policy
Related Documents	N/A
Related Procedure	N/A

5 Administration

Original Adoption Date	24 February 2011 (C.28/0211)
Last Variation Date	26 November 2020 (C.05/1120)
Last Reviewed	30 June 2022 (C.09/0622)
Scheduled Reviewed Date	30 November 2023