

Council Minutes – 28 March 2024

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MINUTES

For an Ordinary Meeting of Council to be held in Council Chambers on 28 March 2024, commencing at 5.30pm.

Opening of Meeting

Meeting was opened by the Presiding Member at 5:30pm.

Acknowledgment of Country

We acknowledge the cultural custodians of the land on which we gather. 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
- M Christensen
- M Fletcher
- T Lansdell
- L Pearce
- A Pratico
- R Redman

Officers - N Gibbs, Chief Executive Officer
- S Pande, Executive Manager, Corporate Services
- M Gillham, Principal Project Manager
- L Taramoeroa, Executive Assistant

Apologies - S Mahoney (Deputy) – Leave of Absence

- M Richards, Executive Manager, Community & Economic Development
- S Alexander, Executive Manager, Infrastructure
- L Guthridge, Executive Manager, Planning & Development

Attendance of Gallery

L Roberts, C Sousa, S Carstairs, D Hocking, B Bebbington

Responses to Previous Questions Taken on Notice

The response to previous public questions on notice are found in the Updated Minutes – Electors Meeting – 22 February 2024. They will also be included in the 18 April 2024 Ordinary Council Meeting Agenda.

Public Question Time

S Carstairs

Question

When deliberating on item C.05/0324 in today's agenda, would Council consider retaining policy P 4 - Staff appointments - Council requirements, in an amended form? The policy affords the CEO discretion to apply probationary periods to

appointed employees in accordance with clause 11(1) of the *Local Government Officers Western Australian Award 2021* and requires our CEO to document the reasons whenever they decide to not apply probationary periods in staff appointments.

CEO Response – Advised that the reason the Policy was subject to repeal was because the Award provided for probation terms and conditions.

Shire President – Advised it would be considered once the Item itself was considered later in the meeting.

B Bebbington

Question

Just regarding the statement you made at the start of the meeting about the responses to the questions at the Electors Meeting being in the Minutes tonight,

Shire President – Corrected the statement and advised that they will be included in April Ordinary Council Meeting Agenda.

Petitions/Deputations/Presentations

Comments on Agenda Items by Parties with an Interest

C Sousa – C.08/0324 – WA Volunteer Bush Fire Brigades Historical Group lease for the Bush Fire Brigade Museum.

Spoke in support of the Officer's recommendation.

Applications for Leave of Absence

Confirmation of Minutes

C.01/0324 Ordinary Council Meeting held 29 February 2024

That the Minutes of the Ordinary Meeting of Council held 29 February 2024 be confirmed as a true and correct record.

**Council Decision Moved Cr Lansdell, Seconded Cr Pratico
C.01/0324 That the Minutes of the Ordinary Meeting of Council held
29 February 2024 be confirmed as a true and correct record.**

Carried 8/0

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

Announcements by the Presiding Member Without Discussion

C.03/0324 – Adopt P 1 – Bullying, Harassment and Diversity Policy

The draft amended P 1 – Bullying, Harassment and Diversity Policy be amended as follows and be reflected in the Minutes.

3.7 Misconduct

Remove the words:

“Behaviour by a worker that serves the relationship between the worker and the organisation and merits instant dismissal without notice or pay in lieu of notice or termination of the volunteer position.”

Insert the words:

‘Fair Work Regulation 1.07 defines serious misconduct.

- Serious misconduct is conduct that is willful or deliberate and that is inconsistent with the continuation of the employment contract.
- It is also conduct that causes serious and imminent risk to the health and safety of a person or to the reputation, viability or profitability of the employer's business.
- Serious misconduct includes theft, fraud, assault, sexual harassment, intoxication at work and the refusal to carry out lawful and reasonable instructions consistent with the employment contract.
- Where serious misconduct is alleged the test for a valid reason for dismissal does not change. The test remains whether the reason was 'sound, defensible or well founded'.
- A valid reason for dismissal does not require conduct amounting to a repudiation of the contract of employment.
- Where an employee has been dismissed without notice (summary dismissal) for serious misconduct the Commission may find that, although there was a valid reason for the dismissal, the dismissal was harsh because summary dismissal was a disproportionate response.’

C.08/0324 – WA Volunteer Bush Fire Brigades Historical Group lease for the Bush Fire Brigade Museum

Corrected the name of the Bushfire Heritage Group to the WA Bush Fire Museum and Heritage Group Incorporated.

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. | C.02/0324 | FILE REF. | 203 |
| SUBJECT | Review of Policy RM 1 – Risk Management | | |
| OFFICER | Manager Governance & Risk | | |
| DATE OF REPORT | 6 March 2024 | | |

Attachment 2 Draft amended RM 1 – Risk Management Policy

Attachment 3 Current RM 1 – Risk Management Policy

OFFICER RECOMMENDATION

That Council adopt Draft amended RM 1 – Risk Management Policy, as shown in Attachment 2.

Summary/Purpose

This agenda paper is being re-presented to Council following its decision to defer the item, pending the inclusion of additional definitions.

A review of Policy RM 1 Risk Management has been undertaken as part of the ongoing review of all policies and a previous commitment to Council for this to be reviewed.

The policy has been amended to reflect the new definition and is presented to Council for consideration.

Background

Council at its meeting on 30/06/2022 resolved in part (C.09/0622):

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

...5. Note that separate reviews of the following policies is to occur:

- *Policy F.7 (Reporting Forecast Budget Variations Policy)*
- *Policy F.15 (Asset Management)*
- *Policy F.18 (Self-Supporting Loans to Shire Community/Sporting Groups)*
- *Policy F.19 (Assets Financing and Borrowings)*
- *Policy F.21 (Risk Management)”*

Council at its meeting on 29/06/2023 resolved (C.09/0623c):

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

Council at its meeting on 29/02/2024 resolved to defer this matter pending the inclusion of a definition of ‘significant’.

Recommendation 1 of the Audit Regulation 17 review report states that the Risk Management Policy be reviewed, adopted and promoted to staff.

Officer Comment

The intent of this Policy is to create an environment where Council, management and staff accept direct responsibility for risk management, through development, implementation and improvement of effective risk management practices.

This policy forms an essential part of the risk management framework and has been reviewed to ensure it meets current requirements and standards.

The policy was adopted on 17/12/2015 and although it has been reviewed every year since, there have been no amendments.

This review is proposing substantial amendments, with the proposed and as such a track changed version has not been provided. Changes from the current policy are detailed as follows:

Objectives (Clause 1)

Clear objectives of the policy have been included.

Scope (Clause 2)

A scope has been added to the policy.

Definitions (Clause 3)

These have been updated to reflect current Australian Standards. Additional definitions for ‘significant’ and ‘substantial’ have been included.

Policy (Clause 4)

Removed the objectives from this clause and subsequently reworded.

Roles and Responsibilities (Clause 4.1)

Substantially expanded the roles and responsibilities to make it clear who is responsible for what.

Risk appetite (Clause 4.2)

Reworded to provide that the Shire will take a conservative approach to risk and to identify what risks will not be acceptable.

Quantified Risk Assessment and Acceptance Criteria (Clause 4.3)

New clause to promote that the criteria have been developed to align with the conservative risk appetite and to ensure that all organisational risks are assessed using these criteria.

Recording and Reporting (Clause 4.4)

Reworded.

Measures of Consequence (Appendix A)

Minor increase to financial values to align lower limits to the purchasing policy thresholds.

Statutory Environment

Local Government Act 1995

s 2.7(2)(b)

“Without limiting subsection (1), the council is to —
(b) determine the local government’s policies.”

s 5.41 – Functions of CEO

The CEO’s functions are to —

- (a) *advise the council in relation to the functions of a local government under this Act and other written laws; and*
- (b) *ensure that advice and information is available to the council so that informed decisions can be made; and*
- (c) *cause council decisions to be implemented; and (d) manage the day to day operations of the local government; and*
- (d) *liaise with the mayor or president on the local government’s affairs and the performance of the local government’s functions; and*
- (e) *speak on behalf of the local government if the mayor or president agrees; and*
- (f) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior*
- (g) *employees); and*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

Local Government (Audit) Regulations 1996

r.17 – CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to —*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

Integrated Planning

- Strategic Community Plan
- Outcome 13 - Proactive, visionary leaders who respond to community needs

Objective 13.2 -Embrace innovation and a 'can do' culture

Outcome 14 - Effective governance and financial management

Objective 14.1 - Achieve excellence in organisational performance and service delivery

- Corporate Business Plan
Objective 14.1 - Achieve excellence in organisational performance and service delivery
Action 14.1.3 - Provide a quarterly review each year of the Shire's risk profile
- Long Term Financial Plan – Nil
- Asset Management Plans – Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Policy Implications - Nil

Budget Implications – Nil

Whole of Life Accounting – N/A

Risk Management

The risk areas identified according to Policy RM 1 – Risk Management are Compliance, Financial Impact and Reputation.

A demonstrable commitment to sound risk management is one of the hallmarks of good governance and defensible integrity.

Risk is inherent in all Council services and activities. Inadequate attention to managing risks can result in unwanted exposure to the community, Council assets, and the environment in which the organisation operates.

To manage all the risks that the Shire is exposed to requires the development of a risk culture and supporting risk framework directed towards the effective management of risks and potential opportunities to ensure the interests of the community, staff, contractors, volunteers, services and assets are managed and developed through the application of appropriate risk management principles and practices.

This policy forms part of that risk framework.

The overall risk has been measured as High (Catastrophic/Unlikely).

| 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

Council Decision *Moved Cr Christensen, Seconded Cr Boyle*
C.02/0324 *That Council adopt Draft amended RM 1 – Risk Management Policy, as shown in Attachment 2.*

Carried 8/0

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

Against: Nil

| | | | |
|-----------------------|---|------------------|--|
| ITEM NO. | C.03/0324 | FILE REF. | |
| SUBJECT | Adopt P 1 - Bullying, Harassment & Diversity Policy | | |
| OFFICER | Chief Executive Officer | | |
| DATE OF REPORT | 26 February 2024 | | |

Attachment 4 Draft amended P 1 - Bullying, Harassment & Diversity Policy

Attachment 5 Current P 1 – Anti-Discrimination, Sexual Harassment and Bullying Policy

OFFICER RECOMMENDATION

That Council adopt the Draft amended P 1 - Bullying, Harassment & Diversity Policy as presented in Attachment 4.

Summary/Purpose

The "Bullying, Harassment & Diversity Policy" aims to establish clear guidelines and expectations regarding appropriate conduct within the Shire of Bridgetown-Greenbushes workplace. It enforces a zero-tolerance approach towards bullying,

harassment, and discrimination, emphasising the responsibility of all Councillors, employees, contractors, and customers to uphold a respectful and inclusive environment. The policy defines various forms of unacceptable behaviour, outlines procedures for reporting and addressing instances of misconduct, and underscores the organisation's commitment to diversity and inclusion.

Background

The "Bullying, Harassment & Diversity Policy" sets forth comprehensive measures to address workplace misconduct and promote a culture of respect and equity within the Shire of Bridgetown-Greenbushes. It defines key terms such as bullying, harassment, discrimination, and diversity, providing clarity on acceptable and unacceptable behaviours. The policy outlines the responsibilities of the Council, CEO, Executive Management Team, managers, and all employees in upholding and enforcing the provisions of the policy.

In addition to the existing framework, it is essential to recognise both Commonwealth and Western Australian legislative provisions relevant to bullying, harassment, discrimination, and violence.

Commonwealth legislation includes:

- Disability Discrimination Act 1992
- Human Rights and Equal Opportunity Commission (HREOC) Act 1986
- Racial Discrimination Act 1975
- Racial Hatred Act 1995
- Sex Discrimination Act 1984.

The Attorney-General's Department provides information and access to various Commonwealth, State, and Territory Acts relating to human rights and anti-discrimination.

At State level, new stop bullying and sexual harassment provisions were introduced into the Western Australian state industrial relations system in 2022. These provisions allow individual public and private sector workers who reasonably believe they have been bullied or sexually harassed at work to make an application to the Western Australian Industrial Relations Commission (WAIRC) for a stop bullying or sexual harassment order. These changes were introduced by the Industrial Relations Legislation Amendment Act 2021 and amend the Industrial Relations Act 1979 (IR Act).

The stop bullying and sexual harassment provisions will provide the WAIRC with the power to address a worker's allegations of bullying directly and promptly and/or sexual harassment. By acknowledging and incorporating both Commonwealth and Western Australian legislation into our policy framework, the Shire of Bridgetown-Greenbushes reaffirms its commitment to ensuring a safe, respectful, and inclusive workplace environment for all stakeholders.

Officer Comment

That Council adopt the draft amended P 1 - Bullying, Harassment & Diversity Policy as presented in Attachment 4.

Statutory Environment

- s.2.7(2)(b) Local Government Act 1995 – The council is to determine the local government's policies
- Age Discrimination Act 2004 (Cth).
- Disability Discrimination Act 1992 (Cth).
- Racial Discrimination Act 1975(Cth) .
- Sex Discrimination Act 1984 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Equal Opportunity Act 1984.
- Work Health and Safety Act 2020
- Equal Opportunity Act 1984
- Workplace Relations Act 1996
- Work Health and Safety (General) Regulations 2022

Integrated Planning

- Strategic Community Plan
Outcome 13 Proactive, visionary leaders who respond to community needs.
Objective 13.1 Strengthen leadership and advocacy.
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/Strategic Implications

- P 5 – Equal Opportunity Employment
- G 10 – Code of Conduct for Council Members, Committee Members and Candidates
- G 25 – Code of Conduct Complaints Management
- IT 1 – Information Communication Technology use
- CUS 1 – Complaints
- Code of Conduct for Employees
- Shire of Bridgetown-Greenbushes (Administration Staff) Employee Collective Agreement 2020

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management

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

| 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

Moved Cr Lansdell, Seconded Cr Boyle
C.03/0324 That Council adopt the Draft amended P 1 - Bullying, Harassment & Diversity Policy as presented in Attachment 4.

Cr Pearce – Recommended the inclusion of the following in Section 3.1:

- Aggressive and intimidating conduct
- Belittling or humiliating comments
- Victimization, practical jokes, or initiation
- Unjustified criticism or complaints – definition of ‘unjustified’ where does this come from?

Cr Redman – Questioned why someone could not make a criticism of another staff member unless that criticism has been confirmed through due legal process.

Item (f) setting tasks that are unreasonably below or beyond a person's skill level, should probably read unreasonably low or be beyond the person's role.

CEO Response – I would support both of Cr Redman's comments.

Amendment Cr Pearce, Seconded Cr Redman
That we make an amendment to adjust 3.1 to read under Examples of workplace bullying behaviour includes

Remove the words:

(b) ‘Unjustified means the criticism or complaints have not been confirmed through due legal process’.

Include the words:

- (c) Aggressive and intimidating conduct.
- (d) Belittling or humiliating comments.
- (e) Victimization, practical jokes, or initiation.

Amend - was item (f) - now item (i)

remove the words 'skill level' and add the words 'position description' in its place.

Carried 8/0

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

Against: Nil

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

Council Decision Moved Cr Pearce, Seconded Cr Redman

C.03/0324a That Council adopt the Draft amended P 1 - Bullying, Harassment & Diversity Policy as presented in Attachment 4 to include all the changes listed above.

Carried 8/0

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

Against: Nil

| | | | |
|-----------------------|---|------------------|--|
| ITEM NO. | C.04/0324 | FILE REF. | |
| SUBJECT | Adopt P 9 – Responding to Emergency Services During Work Hours Policy | | |
| OFFICER | Chief Executive Officer | | |
| DATE OF REPORT | 14 March 2024 | | |

Attachment 6 Draft amended P 9 - Responding to Emergency Services During Work Hours Policy

Attachment 7 Current P 9 – Release to Staff to Assist Emergency Services

OFFICER RECOMMENDATION

That Council adopt Draft amended P 9 - Responding to Emergency Services During Work Hours Policy as shown in Attachment 6.

Summary/Purpose

This document formally requests the adoption of the recently reviewed policy titled "P9 - Responding to Emergency Services During Work Hours Policy" by Council. The revisions undertaken reflect the evolving needs of our community, legal compliance requirements, updated operational practices, and stakeholders' feedback. The adoption of this updated policy is necessary for ensuring that our operations remain effective, equitable, and aligned with our strategic goals. It embodies our commitment to transparency, accountability, and continuous improvement.

Background

The "P9 Responding to Emergency Services During Work Hours Policy" was first implemented to address the infrequent need for employees registered as an emergency services volunteer to assist with incidents during work hours. Since its

inception, the policy has guided employees on the conditions under which paid employees may assist with these emergencies.

The Policy is now due for review. The updated policy document has undergone only minor amendments, to align with legislative change in work health and safety, and to improve clarity. The changes are:

- Amending the title of the Policy; and
- Providing more clarity on the conditions under which a paid employee can attend an emergency incident during work hours.

Officer Comment

That Council adopt Draft amended P 9 - Responding to Emergency Services During Work Hours Policy as shown in Attachment 6.

Statutory Environment

s.2.7(2)(b) *Local Government Act 1995* – The council is to determine the local government's policies

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. |
| Objective 14.1 | Achieve excellence in organisational performance and service delivery. |

➤ Corporate Business Plan

- | | |
|------------------|--|
| Objective 13.1 | Strengthen leadership and advocacy |
| Objective 13.1.3 | Provide a biennial Councillor study tour to benchmark practices in leading Councils. |

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans - Nil

➤ Workforce Plan - Nil

➤ Other Integrated Planning - Nil

Policy/Strategic Implications - Nil

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management

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

| 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

Moved Cr Fletcher, Seconded Cr Pratico
C.04/0324 That Council adopt Draft amended P 9 - Responding to Emergency Services During Work Hours Policy as shown in Attachment 6.

Cr Pearce – Said that the NES allows community service leave for an employee and so questioned whether an employee having to seek approval for the leave was consistent with the NES. Also suggested that the provision in the Policy was inconsistent with the Award.

*CEO Response – Questioned which Award as the organisation operates under two Awards and questioned which provision within the Award.
(Cr Pearce was unsure so the CEO agreed to have the item deferred).*

Cr Fletcher - Scope needs to include Fire and Rescue under Definitions 3.2 Emergency Services.

CEO Response – Advised that this would have been a typo and agreed to insert the Fire and Rescue Service.

Council Decision **Moved Cr Pearce, Seconded Cr Fletcher**
C.04/0324a That in accordance with clause 11.1(b) of the Standing Orders Local Law, debate on item C.04/0324 – Draft amended P 9 - Responding to Emergency Services During Work Hours Policy as shown in Attachment 6, be adjourned to a future ordinary meeting of Council to allow for further information to be obtained.

Carried 8/0

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

| | | | |
|-----------------------|---|------------------|--|
| ITEM NO. | C.05/0324 | FILE REF. | |
| SUBJECT | Repeal – P 4 – Staff Appointments – Council Requirements Policy | | |
| OFFICER | Manager People & Culture | | |
| DATE OF REPORT | 7 March 2024 | | |

Attachment 8 P 4 – Staff Appointments – Council Requirements Policy

OFFICER RECOMMENDATION

That Council repeal the P 4 – Staff Appointments – Council Requirement Policy as shown in Attachment 8.

Summary/Purpose

It is proposed that Council repeal Policy P4 – Staff Appointments – Council Requirement. The rationale behind this recommendation is that the contents of the policy primarily concern operational aspects of recruitment, which are adequately addressed within the Offer of Employment letters and fall under the discretion of the Chief Executive Officer or their delegate.

Background

Policy P4 – Staff Appointments – Council Requirement outlines various conditions of employment at the Shire, including:

- Mandating a medical assessment, encompassing basic hearing and eyesight evaluations, at a cost exceeding \$250.
- Requiring a recent or new National Police Clearance (NPC) certificate, with the associated fee of \$40 covered by the Shire.
- Stipulating the creation of a Position Description for permanent and part-time positions.
- Imposing a six-month probation period for all appointments.

The requirement for an NPC and associated costs are customary components of recruitment and employment processes and do not necessitate policy delineation. Such functions are routinely managed without the need for explicit policy.

All permanent, part-time, and casual positions within the Shire are accompanied by dedicated Position Descriptions, which recruited staff must acknowledge as part of their employment terms. This procedural aspect does not warrant formal policy establishment.

The discretion granted to the CEO under section 11.1 of the *Local Government Officer (WA) Award 2021* regarding probation periods renders explicit policy unnecessary, as the CEO may adjust these periods based on recruitment circumstances and position responsibilities.

Officer Comment

That Council repeal the P 4 – Staff Appointments – Council Requirement Policy as shown in Attachment 8.

Statutory Environment

The considerations outlined within Policy P4 intersect with various statutory frameworks, including:

- *Shire of Bridgetown-Greenbushes Outside Works Staff Enterprise Bargaining Agreement 2023*
- *Local Government Officers' (Western Australia) Award 2021*
- *Industrial Relations Act 1979*
- *Local Government Act 1995*

Given the alignment of these statutory provisions with the operational practices outlined, the repeal of Policy P4 – Staff Appointments – Council Requirement is recommended.

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 - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy/Strategic Implications - Nil

Budget Implications

Budgetary saving of \$250 per new staff member.

Whole of Life Accounting - Nil

Risk Management

Moderate to low.

| 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 |

The risk area identified according to P4 – Staff Appointments – Council Requirement is minimal as the policy contains regular recruitment aspects.

The overall risk has been measured as Moderate.

Voting Requirements – Simple Majority

Moved Cr Fletcher, Seconded Cr Pratico
C.05/0324 That Council repeal the P 4 – Staff Appointments – Council Requirement Policy as shown in Attachment 8.

Cr Christensen - The policy has a mandatory three-month probationary period. It's quite a sensible approach because it does provide a legal framework with which the CEO can deal with a staff member who doesn't perform well during the probationary period.

Section 11.3 of the Award only provides for the requirement to give one week's notice during the probationary period. Shouldn't there be a discretionary clause in a revised policy which would allow for a longer notice time, for example, for executive positions where you might not want to give just a week's notice.

Given those two items, and also the items that Mr Carstairs came up with, rather than repealing the policy, to review and update it, to remove the extraneous stuff like the police clearance records and all that, which is standard policy, but keep in some of those other items which might be useful.

CEO Response – Reminded everyone that the policy can't override the Award. The Award is legally binding, and you can't make it more onerous than what has been agreed to in the Award. Advised that the Policy could be deferred until the following month to all for further investigation.

Cr Redman - It mentions one of the things to be repealed as a condition of employment is mandating a medical assessment. It refers to basic hearing and eyesight evaluations that have a cost of \$250. I see that there would be a cost saving in that, however, was the intention of repealing that element of the policy is that those medical assessments would no longer be required, or if they may be required for certain roles, or if the candidate would be required to wear the cost. There's a lot of studies that show that having medical assessments before commencing employment reduce the likelihood and disability of at work injuries. We should also consider the merits of getting rid of that element of the policy.

CEO Response – There is some discrepancy as to whether we can demand that incoming employees arrange a medical and that we're given that highly confidential information. Mining companies and private industry make it part of the employment contract. We are part of an Award system that does not provide for medicals.

Cr Fletcher – In that policy you could attain a medical certificate to a format determined by the CEO. I assume it's going to be totally repealed.

CEO Response – Yes most definitely.

**Council Decision Moved Cr Christensen, Seconded Cr Fletcher
C.05/0324a That in accordance with clause 11.1(b) of the Standing Orders Local Law, debate on item C.05/0324 – Repeal – P 4 – Staff Appointments – Council Requirements Policy as shown in Attachment 8, be adjourned to a future ordinary meeting of Council to allow for further information to be obtained.**

Carried 8/0

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

Against: Nil

| | | | |
|-----------------------|---|------------------|--|
| ITEM NO. | C.06/0324 | FILE REF. | |
| SUBJECT | Repeal – P 12 – Injury Management & Rehabilitation Policy | | |
| OFFICER | Chief Executive Officer | | |
| DATE OF REPORT | 11 March 2024 | | |

Attachment 9 P 12 – Injury Management & Rehabilitation Policy

OFFICER RECOMMENDATION

That Council repeal P 12 – Injury Management & Rehabilitation Policy as shown in Attachment 9.

Summary/Purpose

This agenda paper proposes the repeal the P 12 – Injury Management & Rehabilitation Policy. The policy, currently in place, replicates information readily available on the WorkCover website, without adding any substantial value as a policy document. Instead, we suggest implementing simple signage around the building detailing the procedures, as we are legally obligated to follow WorkCover procedures. The proposed repeal aims to streamline processes and ensure compliance while eliminating redundant documentation.

Background

Policy P12 – Injury Management & Rehabilitation outlines provisions for the injury management and rehabilitation of workers who have sustained compensable work-related illnesses, injuries, or disabilities. It encompasses the treatment of workers with dignity and respect, confidentiality of information, and the commitment to return injured workers to gainful employment. However, the policy largely replicates information from the WorkCover WA website, including key principles of injury management, steps for making a compensation claim, and requirements for rehabilitation programs.

WorkCover WA is the government agency responsible for regulating and administering the workers' compensation scheme in Western Australia under the Workers' Compensation and Injury Management Act 1981. This scheme ensures workers who suffer a work-related injury or illness are compensated for lost earnings, medical expenses, and other associated costs, and assists injured workers to achieve a safe and sustained return to work.

Maintaining Policy P12 as a separate document presents challenges, particularly concerning legislative and procedural changes. When the legislation or WorkCover procedures change, the policy document would require frequent updates. This not only adds administrative burden but also risks inconsistencies between policy and legal requirements. Therefore, the proposed repeal of Policy P12 and the implementation of simple signage around the premises detailing the necessary procedures offer a more flexible and efficient approach. This ensures clarity, compliance, and adaptability to changes in legislation and procedures while reducing administrative overhead.

Officer Comment

That Council repeal P 12 – Injury Management & Rehabilitation Policy as shown in Attachment 9.

Statutory Environment

- *Work Health & Safety Act 2020*
- *Local Government Act 1995*
- *Work Cover Western Australia*
- *Any applicable Awards.*

Integrated Planning

- Strategic Community Plan
Objective 14.1 Achieve excellence in organisational performance and service delivery.
- Corporate Business Plan
Objective 13.1 Strengthen leadership and advocacy
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy/Strategic Implications

- Code of Conduct
- Work Health & Safety Policy
- WHS Management Plan

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management

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

| 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

**Council Decision Moved Cr Fletcher, Seconded Cr Redman
C.06/0324 That Council repeal P 12 – Injury Management & Rehabilitation Policy as shown in Attachment 9.**

Carried 8/0

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

Against: Nil

Cr Pearce – Stated that the regulator has a guide for injury management describing legal obligations, including the establishment of an injury management system.

The wording in the agenda item suggested that a lot of the injury management practices were going to come from the website and documentation available on there, rather than drafting an injury management and rehabilitation policy.

Is there a policy or procedure that I'm not aware of that would still be in effect if this policy were to be got rid of?

CEO Response – Advised that there were two separate issues. The document in question was not an Injury Management Policy, it is a cut and paste from a section of the regulator's website. Therefore, repealing the Policy will have nil impact on injury management.

The organisation now operates an Injury Management System using Skytrust. James Guy, Work Health and Safety Officer has input and uploaded data and commenced training with our outside crew.

Cr Fletcher – There's a comment in the policy that referred to and talks about signage. My question is, when will the signage be updated and where will the signage be located?

CEO Response – The signage has been ordered and it's going to be in every area of the organisation. You'll see it here, you'll see it downstairs, you'll see it everywhere. It's just a matter of waiting for it to arrive.

| | | | |
|-----------------------|--------------------------------------|------------------|--|
| ITEM NO. | C.07/0324 | FILE REF. | |
| SUBJECT | 154 Hampton Street – Charge Up Grant | | |
| OFFICER | Principal Project Manager | | |
| DATE OF REPORT | 21 March 2024 | | |

OFFICER RECOMMENDATION

That Council instruct the CEO to develop a grant submission to the Department of Mines, Industry Regulation and Safety (DMIRS) for a Charge Up Grant to facilitate the installation of a DC Fast Charger at 154 Hampton Street, Bridgetown.

Summary/Purpose

This proposal will support the Bridgetown-Greenbushes Tourism Association (BGTA) in their endeavour to have an electric vehicle DC Fast Charger installed into the forecourt of 154 Hampton Street, Bridgetown.

Background

The BGTA has been working on a proposal to have an electric vehicle DC Fast Charger installed into the forecourt of 154 Hampton Street, Bridgetown.

This work has involved strong collaboration with the DMIRS Charge Up grants team (<https://www.wa.gov.au/ev-charging-grants>), whom have been supportive and have advised the BGTA that the application for 154 Hampton Street is likely to be the only application they receive.

It was assumed that the BGTA were eligible to apply, however, as of the week of 18 March, it has become apparent that the BGTA are not eligible without ACNC registration as a Charitable Organisation, which they are not and are not intending to be.

The BGTA have therefore requested that the Shire act as the Grant applicant, which seems reasonable as the equipment will be installed at a Shire asset.

By way of further background, Talison Lithium Australia have tentatively committed to fund the additional 50% of the cost of the equipment, as well as the cost of a large photovoltaic array on the building; both pending a favourable outcome of the 'Discovery Phase' that will determine the suitability of the facility to accept the equipment. The discovery phase of \$40,000, is also fully funded by Talison.

Whilst DMIRS are happy to receive the application on the assumption of Talison funding being forthcoming, the actual awarding of the grant moneys from Charge Up will be conditional on Talison funding to the BGTA for match funding of the installation the Fast Charger.

Officer Comment

This proposal poses no risk to the Shire and is recommended by officers for endorsement by Council.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
 - 2.4 Build community capacity by supporting community organisations and volunteers.
 - 12.1 Reposition Bridgetown as a major tourist destination.
 - 12.2 Improve tourism infrastructure and services.
- Corporate Business Plan - NA
- Long Term Financial Plan - NA
- Asset Management Plans

The fast charger infrastructure will be added to the Shires Asset Management Plan for depreciation purposes, however actual maintenance will not be undertaken by the Shire.
- Workforce Plan - NA
- Other Integrated Planning - NA

Policy/Strategic Implications

This proposal would require a deviation from Policy and the Local Government Act in that once Talison contribution is confirmed, and the BGTA has received those moneys, the Shire would be required to invoice the BGTA for the other 50% contribution. The Shire would then be required to engage the nominated supplier (ELANGA), without a tender process as the Grant conditions are that a single supplier must be nominated from DMIRS list of approved suppliers.

Budget Implications

The Shire had no budget allocated for this project however it would be fully funded by DMIRS and Talison Lithium Australia.

Whole of Life Accounting

The Fast Charger infrastructure would become the property of the Shire and would be depreciated accordingly.

Management and maintenance of the infrastructure would be the responsibility of the BGTA under licence to the manufacturer.

Risk Management

There are no perceived actual risks to the Shire with this proposal.

| 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

Council Decision Moved Cr Christensen, Seconded Cr Boyle

C.07/0324 That Council instruct the CEO to develop a grant submission to the Department of Mines, Industry Regulation and Safety (DMIRS) for a Charge Up Grant to facilitate the installation of a DC Fast Charger at 154 Hampton Street, Bridgetown.

Carried 8/0

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

Against: Nil

Cr Christensen – The tourism association has called a special meeting for the 16 April to approve the creation of a not-for-profit charitable organisation, which is going to be called the Bridgetown Jigsaw Gallery. It won't be in time for the grant application, unfortunately, but we are in the process of creating a charitable organization.

| | |
|--------------------|---|
| Name | Cr Lyndon Pearce |
| Type of Interest | Impartial |
| Item No. | C.08/0324 - WA Volunteer Bush Fire Brigades Historical Group lease for the Bush Fire Brigade Museum |
| Nature of Interest | I am a member of the group |

| |
|-----------------------------------|
| Cr Pearce left the room at 6.11pm |
|-----------------------------------|

| | | | |
|-----------------------|---|------------------|--|
| ITEM NO. | C.08/0324 | FILE REF. | |
| SUBJECT | WA Bush Fire Museum and Heritage Group Inc lease for the Bush Fire Brigade Museum | | |
| OFFICER | Chief Executive Officer | | |
| DATE OF REPORT | 20 March 2024 | | |

Attachment 10 2024 - WA Bush Fire Museum and Heritage Group Inc Lease

OFFICER RECOMMENDATION

That Council approve the Shire President and CEO signing the WA Bush Fire Museum and Heritage Group Inc lease for the Bush Fire Brigade Museum, as per Attachment 10.

Summary/Purpose

The WA Volunteer Bush Fire Brigades Historical Group (WABFMHG), formerly known as the WA Bush Fire Museum and Heritage Group Inc., has been pursuing the establishment of a WA Bush Fire Brigade Museum. Following various resolutions and investigations by Council, including consideration of different sites, the WABFMHG has proposed Lot 7800, Reserve 14889 South Western Highway, Yornup, as the location for the Museum. Council has historically been supportive of this proposal, and the necessary amendments to the Reserve Management Order have been made, enabling Council to lease the land for up to 21 years. The Yornup Hall Committee and the Yornup Bush Fire Brigade have expressed their support in writing for the museum being built at this location. Additionally, Ben Armstrong, Community Emergency Services Manager (CESM), has confirmed that the Museum's construction and operation will not impede emergency services operations or emergency management arrangements.

Background

May 30, 2019: Council approved in principal the construction of a workshop and storage area for the WA Volunteer Bush Fire Brigades Historical Group at Lot 926 Les Woodhead Ave Bridgetown.

November 25, 2021: Council resolved to investigate purchasing the former Kordics car yard on Hampton Street Bridgetown for the establishment of the WA Bush Fire Museum.

January 27, 2022: Council discounted the idea of purchasing the old Kordics car yard and approved seeking changes to the Management Order for Lot 7960, Reserve 24611 South Western Highway, Yornup, for the construction of the WA Bush Fire Museum.

July 28, 2022: The WABFMHG requested consideration of Lot 7800, Reserve 14889 South Western Highway, Yornup, instead of Lot 7960, due to the latter being identified for transfer to the Noongar Land Estate.

February 2023: Council resolved to request an amendment to the Reserve Management Order, potentially allowing for the power to lease.

November 30, 2023: New Management Order issued by Landgate for the purposes of Museum and Recreation, with the power to lease for up to 21 years. The former CEO informed the WABFMHG that once the Management Order was amended, subject to Council approval, the lease that could be executed.

To date, this has been a six-year process that all operational parties are eager to finalise. Note that the CESM has now formally advised the WABFMHG must remove their museum memorabilia from the Incident Control Centre as the historical vehicles pose a risk to operations.

Officer Comment

That Council approve the Shire President and CEO signing the WA Volunteer Bush Fire Brigades Historical Group lease for the Bush Fire Brigade Museum, as per Attachment 10.

Statutory Environment

Local Government Act 1995

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 - Low

| 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

**Council Decision Moved Cr Redman, Seconded Cr Pratico
C.08/0324 That Council approve the Shire President and CEO signing the WA Bush Fire Museum and Heritage Group Inc lease for the Bush Fire Brigade Museum, as per Attachment 10.**

Carried 7/0

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

Shire President – It will be lovely to see this moving forward.

| |
|--|
| Cr Pearce returned to the room at 6.13pm |
|--|

Corporate Services

| | | | |
|-----------------------|---|------------------|-----|
| ITEM NO. | C.09/0324 | FILE REF. | 131 |
| SUBJECT | February Financial Activity Statements and List of Accounts Paid in February 2024 | | |
| OFFICER | Manager Finance | | |
| DATE OF REPORT | 19 March 2024 | | |

Attachment 11 February 2024 Financial Activity Statements

Attachment 12 List of Accounts Paid in February 2024

OFFICER RECOMMENDATION

That council receive the:

1. *That Council receives the February 2024 Financial Activity Statements as presented in Attachment 11.*

2. *That Council receives the List of Accounts Paid in February 2024 as presented in Attachment 12.*

Summary/Purpose

Regulation 34 of the Local Government (*Financial Management*) Regulations 1996 (the Regulations) requires a local government to prepare each month a statement of financial activity reporting on the sources and applications of its funds. The regulations also require that where a local government has delegated to the Chief Executive

Officer the exercise of its power to make payments from the municipal and trust funds, a list of those accounts paid in a month are to be presented to the council at the next ordinary meeting (Regulation 13).

Background

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

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

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

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

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

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

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

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

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

The list of accounts is to be:

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

Statutory Environment

Section 6.4 (Financial Report) and Section 6.8 (Expenditure from municipal fund not included in annual budget) of the Local Government Act 1995, and Regulations 13

(List of Accounts) and 34 (Financial activity statement report) of the Local Government (*Financial Management*) Regulations 1996 apply.

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

“C.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.6. 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 February 2024 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

Council Decision Moved Cr Pratico, Seconded Cr Boyle

C.09/0324 That Council:

- 1. Receives the February 2024 Financial Activity Statements as presented in Attachment 11.**

- 2. Receives the List of Accounts Paid in February 2024 as presented in Attachment 12.**

Carried 8/0

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

Against: Nil

Development, Community and Infrastructure

| | | | |
|-----------------------|---|------------------|---------|
| ITEM NO. | C.10/0324 | FILE REF. | 451.2.4 |
| SUBJECT | Bridgetown Leisure Centre Assets Upgrades | | |
| OFFICER | Coordinator Bridgetown Leisure Centre | | |
| DATE OF REPORT | 21 March 2024 | | |

OFFICER RECOMMENDATION

That Council:

- 1. Approve the transfer of;**
 - a. the sum of \$35,000 from the Bridgetown Leisure Centre Reserve (current balance \$35,241.82) o GL 1346640.11 Other Recreation and Sport Equipment (current balance \$1,117)**

- b. *the sum of \$2856 from GL 1346120.11 Minor Equipment Purchases (Current balance \$7,065) to GL 1346640.11 Other Recreation and Sport Equipment to cover the cost of purchasing and installing new scoreboards for each of the three courts and a sound system to be installed in the Mezzanine fitness room.*
2. *Note that in approving the recommendation above the budget amendment will increase the 'materials and contracts' allocation for to GL 1346640.11 Other Recreation and Sport Equipment from \$1,117 to \$38,973 and reduce the Bridgetown Leisure Centre Reserve to \$241.82 and GL 1346120.11 Minor Equipment Purchases to \$4,209.*

Summary/Purpose

These recommendations seek to progress the purchase of the score boards and Mezzanine fitness room sound system for the Bridgetown Leisure Centre by recording the correct reserve and GL account for capital expenditure as part of the Council decision in the minutes.

Background

Cr Mountford advised the following at the beginning of the February Ordinary Council Meeting - *Agenda Item C.24/0224 - Bridgetown Leisure Centre Assets Upgrades, purchase of new equipment for the Bridgetown Leisure Centre contained an administrative error. The Reserve name should have been the Bridgetown Leisure Centre Reserve rather than the Bridgetown Leisure Centre Floor Replacement and Solar Reserve. In addition, incorrect job numbers had been referenced for RE22 Dry Area Programs and RE23 Wet Area Programs – the correct GL Code is 1346640.11.*

However, the minutes did not reflect the correct changes with reference to the Reserve Account in Council minutes, decision (C.24/0224);

1. *Approve the replacement of the Bridgetown Leisure Centre (BLC) Court Scoreboards at a cost of \$36,940 (excl GST)*
2. *Approve the replacement of the Swimming pool and Mezzanine Sound Systems for Group Fitness Classes and Community Events at a cost of \$17792 (excl GST)*
3. *Transfer the sum of \$47,202 (\$36,940 + \$10,262) **from the Recreation Centre Floor & Solar Reserve (\$260,892)** to Bridgetown Leisure Centre GL Code 1346640.11 to cover the cost of purchasing and install new scoreboards and the Mezzanine Sound System.*
4. *Transfer the sum of \$7530 from the **Recreation Centre Floor & Solar Reserve (\$260,892)** to Bridgetown Leisure Centre Programs RE23 Wet Area Programs to cover the cost of purchasing a new swimming pool sound system.*
5. *Note that in approving recommendation 1-4 the budget amendment will increase the 'materials and contracts' allocation for Account GL Code 1346640.11 increases from \$20,000 to \$74,732.00.*

The opening balance of the Bridgetown Leisure Centre Reserve was also incorrectly quoted as \$57,705 however the current balance is \$35,241. This has been amended in the current recommendations and the purchases reconsidered to fit the 2023/24 financial year's budget and reserve allocation.

Officer Comment

Officers are unable to action the previous decision (C24/0224) and transfer funds given the amendments to the agenda report, outlined at the beginning of the February Ordinary Council meeting, were not reflected in the minuted decision and the incorrect balance of the reserve account was included.

To use a reserve account for any activity unrelated to its stated purpose the Shire is required to advertise this use of funds for 1-month as a public notice before funds can be transferred. Officers would need to advertise the use of the Recreation Centre Floor & Solar Reserve for a month before being able to transfer the money and purchase the equipment. As the Bridgetown Leisure Centre Reserve is specifically used for the replacement of damaged or broken equipment and assets at of Bridgetown Leisure Centre, officers will be able to purchase the equipment immediately if Council approve the officer recommendation.

Officers have also found a more cost-effective product that will provide the same outcome including the level of technology to allow for user friendly digital scoring for basketball and netball, the cost of which has been included in this report's recommendations.

The BLC Coordinator has worked closely with the user groups and fitness instructors (internal and external) to try and mitigate the impacts of the facility functioning with equipment that is no longer fit for purpose or broken, however, as the BLC continues to grow its attracts an increased number of participants, members and external venue hires and the importance of offering equipment that is fit for purpose, user friendly and functional becomes a priority.

Failure to replace the scoreboards may also result in Basketball WA and Netball WA not being able to host major events at the Bridgetown Leisure Centre. Each year these major events draw about 500 to 600 visitors to the shire which will lead to lost revenue for the Shire and local businesses in the town.

The current sound system in the Mezzanine is not fit for purpose, continuing to fail during classes. As a result, the fitness instructors must raise their voices to instruct classes. Having instructors continue in this manner is not sustainable for the fitness instructors and does not provide good service delivery to class participants.

Fitness Instructors are also having to provide their own portable sound systems from home to play music for classes as the current sound system, when operating, does not allow for music and voice to be broadcast simultaneously. This impacts the private fitness instructors that hire the facility to run their own classes. This situation has been an ongoing problem for several years with only one working sound system in the whole facility and now this sound system is very unpredictable when operating for classes.

The activation of the BLC is successful and the number of patrons, programs and community user groups is constantly increasing at the BLC. This puts added this

added pressure on BLC assets and increases the expectation of the community regarding the quality of the equipment available for use.. The assets mentioned in the recommendations are in dire need of replacement.

The cost of the sound system for the Aquatics facility is no longer included in this agenda report as it is not required for the remainder of this financial year as the pool season is almost at an end (1 April 2024). The cost of this equipment will be included in the 2024/25 budget.

Statutory Environment

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

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 —*
- (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) *is authorised in advance by resolution*;* or
 - (c) *is authorised in advance by the mayor or president in an emergency.*

* *Absolute majority required.*

Section 6.11 of the Local Government Act

6.11 Reserve accounts

- (2) *Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.*
- (3) *Subject to subsection (3), before a local government —*
- (a) *changes* the purpose of a reserve account; or*
 - (b) *uses* the money in a reserve account for another purpose, it must give one month's local public notice of the proposed change of purpose or proposed use.*

* *Absolute majority required.*

Integrated Planning

- Strategic Community Plan
 - Outcome 2 Good Health and community wellbeing
 - Objective 2.2 Provide quality sport, leisure and recreation services
 - Objective 2.4 Build community capacity by supporting community organisations and volunteers

- Corporate Business Plan
 - Outcome 2 Good health and community wellbeing
 - Objective 2.2 Provide quality sport, leisure and recreation services.
 - Action 2.2.4 Provide and expanded range of activities at Bridgetown Leisure Centre.

- Long Term Financial Plan - Nil

- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications

N/A

Budget Implications

The total cost of replacing Scoreboards and Mezzanine Group Fitness Sound System at the BLC is \$38,973. If Council endorse the officer recommendations the 2023-24 budget will reflect the transfer of funds from the Bridgetown Leisure Centre Reserve of \$35,000 and \$2856 from GL 1346120.11 Minor Equipment Purchases (current balance \$7,065) to GL 1346640.11 Other Recreation and Sport Equipment Other Recreation and Sport Equipment increasing the amount of \$38,973.

Whole of Life Accounting

The principles of Whole of Life Accounting are met by providing updated assets that will enable whole of life cycle accounting considerations to be assessed thus allowing for capital and maintenance costs to be identified during planning and implementation.

Risk Management

The current recommendations address the following Risk Management Priority area identified according to Policy RM 1 – Financial, Reputational External and Internal.

Financial Risk – the financial risk is High given the potential for loss of user groups, larger regional competitions, facility hire and community participants if the facility does not have available and in use, equipment that is functional and fit for purpose.

Reputational Risk (External)– the reputational risk is High due to the raised awareness of the issues caused by the dysfunctional/broken equipment and community frustration at not receiving reasonable and expected service provision in relation to facility use.

Reputations Risk (Internal) – the reputational risk is high given the stress felt by staff associated with trying to explain to community why the equipment does not work and attempting to mitigate any negative impacts on customer experience, resulting in low staff confidence and morale.

| 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

**Council Decision Moved Cr Fletcher, Seconded Cr Pratico
C.10/0324 That Council:**

1. **Approve the transfer of;**
 - a. **the sum of \$35,000 from the Bridgetown Leisure Centre Reserve (current balance \$35,241.82) to GL 1346640.11 Other Recreation and Sport Equipment (current balance \$1,117)**
 - b. **the sum of \$2,856 from GL 1346120.11 Minor Equipment Purchases (Current balance \$7,065) to GL 1346640.11 Other Recreation and Sport Equipment**

to cover the cost of purchasing and installing new scoreboards for each of the three courts and a sound system to be installed in the Mezzanine fitness room.

2. **Note that in approving the recommendation above the budget amendment will increase the ‘materials and contracts’ allocation for GL 1346640.11 Other Recreation and Sport Equipment from \$1,117 to \$38,973 and reduce the Bridgetown Leisure Centre Reserve to \$241.82 and GL 1346120.11 Minor Equipment Purchases to \$4,209.**

Carried 8/0

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

Against: Nil

| | | | |
|-----------------------|---|------------------|--|
| ITEM NO. | C.11/0324 | FILE REF. | |
| SUBJECT | Repeal CP 4 – Extension of Facility Membership in the Event of Access Being Prohibited by Government Mandate Policy | | |
| OFFICER | Executive Manager, Community & Economic Development | | |
| DATE OF REPORT | 07 March 2024 | | |

Attachment 13

CP 4 – Extension of Facility Memberships in the Event of Access Being Prohibited by Government Mandate

OFFICER RECOMMENDATION

That Council repeal CP 4 – Extension of Facility Membership in the Event of Access Being Prohibited by Government Mandate Policy as shown in Attachment 13.

Summary/Purpose

This recommendation seeks to repeal the policy (above) relating to the extension of facility memberships in the event of access being given the operational nature of the subject matter which it contains.

Background

Council adopted the CP 4 - Extension of Facility Membership in the Event of Access Being Prohibited by Government Mandate in January 2022 as a response to mandated facility lock-down due to the Covid-19 pandemic.

Repealing this policy will allow more flexibility so that in service provision during times of crisis and can be more effectively implemented through delegation, given that the topic of this policy is dealing with extending memberships to cover lost time of facility operation (shutdown over a period), not waiving a fee or giving customer discounts, which are elements of fees and charges that require a Council decision.

Officer Comment

The day-to-day administration of facilities and memberships are already managed by facility staff who are well-equipped to handle these tasks efficiently and work closely with the CEO in times of crisis or need to implement membership extensions. Removing formal policy requirements can provide administrators with the flexibility to adapt membership management to meet changing needs and circumstances promptly through the CEO rather than formally through council.

Statutory Environment

s.2.7 (2)(b) Local Government Act 1995 – The council is to determine the local government's policies

Integrated Planning

- Strategic Community Plan
 - Outcome 13 – Proactive, visionary leaders who respond to community needs.
 - Objective 15 – A well informed and engaged community.
- Corporate Business Plan – Nil
- Long Term Financial Plan – Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Policy/Strategic Implications – Nil

Budget Implications – Nil

Whole of Life Accounting – Nil

Risk Management - Nil

| 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

**Council Decision Moved Cr Redman, Seconded Cr Christensen
C.11/0324 That Council repeal CP 4 – Extension of Facility Membership in the Event of Access Being Prohibited by Government Mandate Policy as shown in Attachment 13.**

Carried 8/0

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

Against: Nil

Cr Christensen – In the discussion on the item, it discusses the delegation of these decisions for the CEO, which I do think is very sensible. I can't recall seeing that delegation. Do we have to, as council, provide that delegation to the CEO?

CEO Response – I believe it's in the delegations register. It's not an unusual delegation. It's not outside or specific to this issue.

| | | | |
|-----------------------|--|------------------|--|
| ITEM NO. | C.12/0324 | FILE REF. | |
| SUBJECT | Bridgetown Leisure Centre Assets Upgrades | | |
| OFFICER | Executive Manager Community & Economic Development | | |
| DATE OF REPORT | 19 March 2024 | | |

OFFICER RECOMMENDATION
That Council

1. *Approve the transfer of savings in the following accounts to cover the overspend in Bridgetown Leisure Centre wages:*
 - a. *\$30,000 from PJ130 Reconciliation Action Plan,*
 - b. *\$5,000 from PJ149 Heritage Trail Sign Audit*
 - c. *\$302 from PJ96 Aquatics Complex Infrastructure Renewal Plan*

2. *Increase the 2023/24 budget allocations for wages at the Bridgetown Leisure Centre by \$35,302 in the accounts below to support the continued operation of the Bridgetown Leisure Centre until the end of the 2023/24 financial year.*
 - a. *Bridgetown Leisure Centre Administration GL Code: 1340320.01 - \$2,208*
 - b. *Recreation Officers GL Code 1349120.01 - \$16,899*
 - c. *Aquatic Co-Ordinator & Life Guards GL 1342920.01 - \$734*
 - d. *Health and Fitness Programs GL 1349820.01 - \$15,461*

Summary/Purpose

To provide continued operation of the Bridgetown Leisure Centre from February 22 2024 until the end of this financial year based on the predicted and costed rostering.

Background

In August and September 2022 officers presented the Bridgetown Leisure Centre Activation Plan to councillors to request direction as to whether the Mezzanine should be rented out to a fitness provider or if Councillors would like to consider working toward activating the centre in-house. Councillors agreed to the proposal to activate the centre.

The stated goals at the time of the presentation were to;

- Provide a space for community to participate in indoor sport and recreation activities
- Reduce the gap between expenditure and revenue for the BLC
- Become a social hub for the community
- Expand on current programs to meet community need and expectation
- Engage with and provide programs that target:
 - Seniors
 - Youth
 - Families

This was going to be achieved through;

- The Mezzanine reactivation (improved fitness programs at cost cover)
- Increasing facility staffing to provide a level of customer service
- Pool Development including
 - Water Polo Club
 - Water Basketball
 - Water Volleyball
 - Inflatables
 - Organized Birthday parties
- Court Based Growth
 - Indoor Soccer
 - Indoor Cricket

To support the Activation Plan for the Bridgetown Leisure Centre, Council (C.14/0922) increased the 2022/23 budget allocation of account 1349120 "Recreation Officers" by \$18,820 from \$54,587 to \$73,407 to enable an increase in staff hours at the Bridgetown Leisure Centre to cover current operational costs of the court and mezzanine. This decision stopped user groups and community members accessing the centre with their own keys and provided recreation officers during open hours to ensure patrons would receive customer service and support and paid for the services in which they were engaging.

In December 2022, Council (C.10/1222) also approved a new weekly (7 day) gym membership fee of \$20.00 to be introduced in the 2022/23 fees and charges. This fee often supports tourists, people wanting to trial the gym and drive in drive out workers that want to work out while they are in town.

In July 2023 (C.10/0723) Council amended the 2023/24 Fees and Charges by increasing the fee for Fit 4 Life Group Fitness – Casual classes at the Bridgetown Leisure Centre by \$2.00 from \$12.00 to \$14.00. This decision supported the break-even costing associated with facilitating fitness classes and began to bring the fees required to participate at the Bridgetown Leisure Centre fitness classes in line with similar regional facilities.

In November 2023 (Ca.17/1123) 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.

Officer Comment

The saving outlined in the budget include a consultants fee for completing the reflect Reconciliation Plan, however this has been completed in house with the support of Reconciliation Australia and council's cultural Inclusion Advisory Committee and currently sits with Reconciliation Australia for Review. Once approved by Reconciliation Australia the Reconciliation Action Plan will be offered for community comment, provided to the appropriate Aboriginal Corporations for feedback and brought to Council for adoption for a term of 12 months.

The 10 Year Renewal Plan was completed with savings and the Heritage Trail Audit was completed with external funding for Bridgetown.

The proposed rosters reflect the bare minimum staffing required to accommodate the increased usage of the facility, with an average of 1 customer every 1.5 minutes during summer and 1 customer every 4 minutes in winter (based on winter 2023 statistics). To ensure community and Council expectations of customer service are met there is a requirement for a staff member to be in attendance at the front counter. With the reduction in the proposed roster other duties such as cleaning and membership

engagement will be reduced thus effect customer service and the potential for an increase in customer complaints.

The areas of overspend and the justification for this overspend are outlined below;

Administration, the cost of the Coordinator of Recreation & Leisure will increase by \$2,208, this can be attributed to an increase in wages from level 7.1 to 8.1. This increase in the roles and responsibilities of the Coordinator and increased the remuneration for this role to bring it in line with similar roles in similar sized regional facilities.

The Aquatics and Lifeguards will increase by \$734; this can be attributed to the additional staff requirements for the Pool Inflatable. Some of this expenditure will be counted by the increased income associated with fees associated with participating on the inflatables.

Recreation Officers is the area that requires the largest increase of \$16,899. This increase can be attributed to additional programs, and the increased use by user groups that was not predicted in the forecasting for the 2023/24 budget due to the success of the BLC Activation Plan. The inclusion of a Recreation Supervisor has also impacted the budget, with the position being partly responsible for the success of the implementation of the Activation Plan.

Table 1 Budgetted vs Additional Hours Summer

| Day | Budgeted Hours | New Hours | Increase/week |
|-----------|------------------|------------------|---------------|
| Monday | 6:30am – 6:30pm | 5:30am - 7:30pm | 2 |
| Tuesday | 6:30am to 8:30pm | 6:30am to 9:30pm | 1 |
| Wednesday | 6:30am to 8:30pm | 6:30am to 9:30pm | 1 |
| Thursday | 6:30am to 8:30pm | 6:30am to 9:30pm | 1 |
| Friday | 6:30am to 6:30pm | 6:30am to 7:30pm | 1 |
| Saturday | 7:30am to 6:30pm | No Change | |
| Sunday | 7:30am to 6:30pm | No change | |
| Total | | | 6 |

Additional per week unbudgeted hours (6) 6 weeks = 36 Additional Hours

Table 2 Budgetted vs Additional Hours Winter

| Day | Budgeted Hours | New Hours | Increase/week |
|-----------|------------------|------------------|---------------|
| Monday | 8:00am – 6:30pm | 5:30am - 7:30pm | 3.5 |
| Tuesday | 8:00am to 8:30pm | 8:00am to 9:00pm | 0.5 |
| Wednesday | 8:00am to 8:30pm | 5:30am to 8:30pm | 2.5 |
| Thursday | 8:00am to 8:30pm | 8:00am to 9:30pm | 1 |
| Friday | 8:00am to 6:30pm | 8:00am to 7:30pm | 1 |
| Saturday | 3 hour average | No Change | |
| Sunday | 3 hour Average | No change | |
| Total | | | 8.5/week |

Additional per week unbudgeted hours (8.5) 13 weeks = 78 Additional Hours

An additional 3 hours per day is required for the recreation officers to clean the courts and the gymnasium and set up and pack down equipment in between user groups, with an additional 2 hours/week during term to cover the café when the high school attend the centre for the in-school sports. This will equate to an additional 195 hours for the remainder of the year.

Health & Fitness classes have increased from the budgeted 10 classes per week to 17 classes per week. The January and February classes have met the Council approved Break-Even threshold with an average of 6.5 attendees across all classes (the increase in income should cover the cost of all classes). This is an additional 7 classes per week which equates to an additional 189 hours until the end of the financial year.

The number of Appraisal and Personal Training has increased 342% per month from the budgeted (and predicted) 3.5 per week to 15.5 per week. This is an additional 216 hours until the end of June. The cost of this increase is covered under the fees and charges associated with this service.

In summary the requested adjustment for the remainder of the budget from 22 February to 30 June is predicted to run at an additional \$35,302. Extending the total overrun to \$89,058 for the entire financial year.

The budget that has been put forward for the remainder of this financial year is costed on a reduced service level roster in an attempt to reduce Council's subsidy. The reduced roster will see a drop in some of the services provided at the Leisure Centre, however, BLC staff will do everything that is reasonably achievable to ensure that the facility maintains the highest of standards in this period to 30 June 2024.

Statutory Environment

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

Integrated Planning

- Strategic Community Plan
 - Outcome 2 Good Health and community wellbeing
 - Objective 2.2 Provide quality sport, leisure and recreation services
 - Objective 2.4 Build community capacity by supporting community organisations and volunteers

- Corporate Business Plan
 - Outcome 2 Good health and community wellbeing
 - Objective 2.2 Provide quality sport, leisure and recreation services.
 - Action 2.2.4 Provide and expanded range of activities at Bridgetown Leisure Centre.

- Long Term Financial Plan - Nil

- Asset Management Plans - Nil

- Workforce Plan - Nil

- Other Integrated Planning - Nil

Policy Implications

N/A

Budget Implications

If council approve the 2023/24 budget will reflect the changes identified in the officer recommendations in this report.

Whole of Life Accounting - Nil

Risk Management

The current recommendations address the following Risk Management Priority area identified according to Policy RM 1 – Financial, Reputational External and Internal.

Financial Risk – the financial risk is High given the potential for loss of user groups, larger regional competitions, facility hire and community participants if the facility is unable to operate.

Reputational Risk (External)– the reputational risk is High due to the reduced service if the facility is to operate at any less than the reduced hours costed in this report.

Reputations Risk (Internal) – the reputational risk is high given the stress felt by staff associated with the disparity between the community’s expectation of service levels and reduced hours. This increases the negative impacts on customer experience, resulting in low staff confidence and morale.

| 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

**Council Decision Moved Cr Redman, Seconded Cr Fletcher
C.12/0324 That Council:**

1. **Approve the transfer of savings in the following accounts to cover the overspend in Bridgetown Leisure Centre wages:**
 - a. **\$30,000 from PJ130 Reconciliation Action Plan,**
 - b. **\$5,000 from PJ149 Heritage Trail Sign Audit**
 - c. **\$302 from PJ96 Aquatics Complex Infrastructure Renewal Plan**

2. **Increase the 2023/24 budget allocations for wages at the Bridgetown Leisure Centre by \$35,302 in the accounts below to support the continued operation of the Bridgetown Leisure Centre until the end of the 2023/24 financial year.**
 - a. **Bridgetown Leisure Centre Administration GL Code: 1340320.01 - \$2,208**
 - b. **Recreation Officers GL Code 1349120.01 - \$16,899**
 - c. **Aquatic Co-Ordinator & Life Guards GL 1342920.01 - \$734**
 - d. **Health and Fitness Programs GL 1349820.01 - \$15,461**

Carried 8/0

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

Cr Lansdell – At the end of the officer comment it just says that there's going to be a reduced roster and the leisure centre will do everything reasonable to ensure that the facility maintains high standards. Can you just clarify what that means?

CEO Response – I believe that the reduced roster is because of the pool's closing. There's going to be reduced number of staff because of the pool closing on the 1st April 2024.

Cr Christensen – There's a position of recreation supervisor which I haven't seen before and I'm just curious to know what they do.

CEO Response – Shane Ellis is the Recreation Coordinator. There is a Supervisor under Shane to manage the Recreation Centre and the Swimming Pool when he is not on shift (under a rostered system).

| | | | |
|-----------------------|-------------------------------|------------------|-------|
| ITEM NO. | C.13/0324 | FILE REF. | 904.2 |
| SUBJECT | CSRFF Grant – Pool Heat Pumps | | |
| OFFICER | Recreation Coordinator | | |
| DATE OF REPORT | 22 March 2024 | | |

OFFICER RECOMMENDATION

That Council

1. **Approve the submission of the Community Sport and Recreation Facilities Fund (CSRFF) grant application for the installation of Heat Pumps at the Bridgetown Aquatics Centre.**

2. *Advise the Department of Local Government, Sport and Cultural Industries that Council ranks this application as Priority 1 of 1 for the current funding round for this Shire.*

Summary/Purpose

As part of the process for the Department of Local Government, Sport and Cultural Industries' Community Sport and Recreation Facilities Fund (CSRFF) the applicable local government is asked to Prioritise all applications received for its district before they are lodged. Only one application exists for the 2024/25 CSRFF Small Grants funding round, being the installation of heat pumps at the Bridgetown Aquatics Centre.

Background

The Department of Local Government, Sport and Cultural Industries provides funding to local governments and community sporting groups to assist in the construction of sport and recreation infrastructure through CSRFF.

The Department of Local Government, Sport and Cultural Industries will provide a maximum of one half of the total project costs up to \$200,000. It is the applicant's responsibility to then obtain the remaining one half of the total funding required to implement the project.

The Department of Local Government, Sport, and Cultural Industries, as part of their application and assessment process, seek input from local government authorities in this process, via a request to prioritise projects for 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 local government to prioritise the projects in line with their strategic objectives.

Only one CSRFF application exists for the 2024/25 funding round, being the Shire of Bridgetown-Greenbushes' proposal for the installation of heat pumps at the Bridgetown Aquatics Centre. This negates the need for Council to prioritise applications as the application will automatically be ranked 1 of 1.

Officer Comment

The Shire of Bridgetown-Greenbushes application is seeking to install pool heat pumps to replace the outdated current solar heating. The current heating system was installed in 2010 and is now at the end of its life span and is in need of replacement. The current solar heated system only warms up the pool water when the sun and ambient temperatures are warm, but the systems does not function when the ambient temperatures are cooler, thus dropping pool temperatures and making it uncomfortable for patrons. The system has also leaked for a number of years, and although attempts have been made to fix the leaking each year a different section of the system breaks down.

The Bridgetown Aquatics Centre is the one of the most utilised venues within the shire with a predicted 20,000 attending the pool in the 2023/24 pool season, and the biggest barrier to increasing pool attendance is the pool temperatures. The pool is only at a comfortable pool temperature for approximately 3 ½ months a year. The installation of pool heat pumps will increase attendance rates during the cooler months of the current 5 month season. The installation of heat pumps would also allow Council to consider extending the pool season.

The Bridgetown Swim Club currently operate for 5 months of the year and struggle to maintain numbers each year as a seasonal club when the months are cooler. The installation of heat pumps will provide the opportunity for the Swim Club to also extend its season and increase participation numbers.

The scope of works for the installation of pool heat pumps at the Bridgetown Aquatics Centre include;

| | |
|---|------------------------------|
| Supply only of two Evo Heat CSi250-SS304 (Variable Speed) commercial heat pump systems | \$196,500.00 |
| Plumbing and connection to existing flow and return systems | \$ 22,350.00 |
| Electrical – Labour and components from heat pumps back to a standard industrial type switchboard | \$ 14,450.00 |
| Freight and unloading onsite | \$ 2,500.00 |
| Total | \$235,800.00 (ex GST) |

This application does require a commitment from council to fund up to \$200,000 CSRFF Grant does not support the full 50% of project costs.

The submission and ranking of the CSRFF application will reflect Council's commitment to improving community health and wellbeing by providing facilities that have the potential to attract new members and increase physical activity levels across the community.

The shire is also sourcing potential funding options via a federal grant through the Community Energy Upgrade Fund to fund up to \$117,800 of the project cost to cover Councils contribution.

The potential funding models include 1 – 4 below;

Model 1

| <u>Project Partners</u> | <u>Amount</u> |
|-------------------------|------------------|
| Council | \$117,800 |
| CSRFF | \$117,900 |
| Total | \$235,800 |

Model 2

| <u>Project Partners</u> | <u>Amount</u> |
|-------------------------|------------------|
| CEUF | \$117,800 |
| CSRFF | \$117,900 |
| Total | \$235,800 |

Model 3

| <u>Project Partners</u> | <u>Amount</u> |
|-------------------------|------------------|
| Council | \$200,000 |
| CSRFF | \$ 35,800 |
| Total | \$235,800 |

Model 4

| <u>Amount</u> |
|---------------|
|---------------|

Project Partners

| | |
|---------|-----------|
| CEUF | \$117,900 |
| CSRFF | \$ 35,800 |
| Council | \$ 82,100 |
| <hr/> | |
| Total | \$235,800 |

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.

Objective 1.2 Understand and meet the needs of an ageing population.

Objectives 1.3 – Improve access and inclusion across all services and facilities.

Outcome 2 – Good Health and community wellbeing

Objective 2.2 – Provide quality sport, leisure, and recreation services.

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

Objective 12.2 Improve tourism infrastructure and services.

➤ Corporate Business Plan

Outcome 2 – Good health and community wellbeing

Objectives 2.1 – Advocate for quality health and community services

Action 2.1.5 – Facilitate the promotion of community health and wellbeing programs that are provided by government and local service providers.

Objective 2.2 – Provide quality sport, leisure and recreation services.

Action 2.2.7 – Provide extended range of activities at the Bridgetown Leisure Centre

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans

Infrastructure upgrades on Shire assets will be included in Council's Property Infrastructure Asset Management Plan once the installation is complete.

➤ Workforce Plan - Nil

➤ Other Integrated Planning - Nil

Policy Implications - Nil

Budget Implications

Should council endorse the officer recommendation and the funding application is successful, the 2024/25 budget would reflect the income of \$117,800 from the CSRFF grant and shire expenditure of up to \$200,000 to cover the cost of the installation of pool heat pumps at the Bridgetown Aquatics Centre.

Whole of Life Accounting

Whole of life accounting principles are achieved through completing a detailed renewal and planning processes for shire assets and infrastructure developments. This

enables whole of life cycle accounting considerations to be assessed allowing for capital and maintenance costs to be identified during planning and implementation.

Risk Management

The current recommendations address the following Risk Management Priority area identified according to Policy RM 1 – Financial, Reputational External and Internal.

Financial Risk – the financial risk is moderate as there is a substantial cost for the purchase of the pool heat pumps to community however the benefits of the heat pumps to the community could be seen to offset this cost by increasing patronage of the facility due to increased water temperatures being maintained throughout the season.

Reputational Risk (External)– the reputational risk is High due to the raised awareness of the issues of reduced water temperatures in the colder months of November and March. Community continues to boycott the facility when water temperatures are reduced below 25 degrees.

Reputational Risk (Internal) – the reputational risk is high given the stress felt by staff associated with trying to explain to community why the current heating system is broken and not operating. And having to justify why, when overcast or ambient temperatures are low, the pool dips below an acceptable level for all users of the facility feeling comfortable in the pool.

| 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

**Council Decision Moved Cr Lansdell, Seconded Cr Pratico
C.13/0324 That Council:**

- 1. Approve the submission of the Community Sport and Recreation Facilities Fund (CSRFF) grant application for the installation of Heat Pumps at the Bridgetown Aquatics Centre.**
- 2. Advise the Department of Local Government, Sport and Cultural Industries that Council ranks this application as Priority 1 of 1 for the current funding round for this Shire.**

Carried 8/0

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

Against: Nil

Cr Christensen – This item could commit the shire to funding of up to \$117,800 if we go ahead with it, which is a fairly large sum of the money. Would it be possible to see a more comprehensive plan as to how we would fund that, because I don't think it's in the budget now and that would worry me because it is a large sum of money.

CEO Response – The intention is to leverage off other external funding streams as well. Until we get Council endorsement to apply for this funding round, we can't do this. Unfortunately, this grant has a critical time limit.

Cr Fletcher – The extra solar panels are going to keep the heat pumps going. Why are the existing solar roof pumps falling into disrepair. Why haven't they been repaired in the interim while we're waiting for all of these grants?

CEO Response – The infrastructure only has a ten-year lifespan, and we're over ten years now. We're at the end of the asset life cycle.

Cr Redman – Questioned whether there would be an increase in the running costs of these new types of pumps.

The wording in the motion states the application does require commitment from Council to fund up to \$200,000. Questioned whether costs would increase if the CSRFF grant did not support the full 50% of project costs.

CEO Response – We can put the application in, but that doesn't mean when the offer's made that we have to accept the offer. That would not be our preferred operation. We need the pool heated, so I would see it as our job as the Executive Team to find that money.

Principal Project Manager – The solar is only working during the daytime. The operating manuals for these giant heat pumps suggest that you need to run them starting in early morning or nighttime to be able to get a cool temperature up to a warmer temperature first thing in the morning.

Even with a massive half a million-dollar battery, it would only run the operation for an hour. There will be an operating cost of around \$30,000 to \$40,000 a year. But then we've got the cost savings from the other facilities that will be using the energy. We are going to put the heat pump into the Recreation Centre itself, because it has significant roof space.

Cr Redman – When you refer to savings from other facilities, is that based on installation of solar and other renewables at those facilities?

Principal Project Manager – That's correct. That's looking at the Talison sustainability fund – and that's going to be looking at the Shire Administration Building, the library, the pool and the Recreation Centre as well.

Cr Boyle – Is that going to be a massive force of energy? Is it feasible?

Principal Project Manager – In the background, there's the opening hours that are at a play as well. Extended opening hours and extended pool period as well. Not just day and nighttime, but extended period as well. There's a balance there between additional wages associated with that and then how much more patronage you'll get.

| | | | |
|-----------------------|------------------------------------|------------------|--|
| ITEM NO. | C.14/0324 | FILE REF. | |
| SUBJECT | Update on Works & Services Program | | |
| OFFICER | Executive Manager Infrastructure | | |
| DATE OF REPORT | 21 March 2024 | | |

OFFICER RECOMMENDATION

That Council note the status of the Works & Services program for the month of March 2024.

Summary/Purpose

To provide a monthly Infrastructure & Works project status report to Council.

PROJECT UPDATES

Construction:

In the next couple of weeks, we will be commencing gravel sheeting works on Catterick Road, Connell Road and Tweed Road.

Planning is also being undertaken to commence the drainage works on Lakeview Crescent. A cable locator will be engaged for this job as there is fibre optic services underground in the location of these works.

Maintenance:

Grading

Maintenance grading of Peninsula Road, Cooyarup Road, Trott Road, Daniels Road, Hester Cascades Road, Dalmore Road and Wheatley Giblett Road has been completed.

Currently only one grader is in operation due to staffing issues. One of our Parks crew (experienced grader operator) is still temporarily carrying out grader road maintenance and basic construction works when required. Recruiting of an experienced grader driver had been undertaken however the candidate withdrew and we have had to readvertise the position. A preferred candidate has been selected and barring anything

unforeseen should join the team in a few weeks. Due to our reduced capacity we are prioritising school bus routes and capital works which means not all roads in particular areas are being graded at the moment. By the end of April we should be back to full capacity and making good progress on the backlog of roads needing grading.

General

Drain cleaning and pothole patching is ongoing. Drainage works on Elphick Fleeton Road (headwalls rebuilt and road re-instated after storm damage) and Klause Road (new culvert pipes installed) are complete.



Parks & Gardens

Winter plantings are currently being planned. Since many garden beds in the Bridgetown and Greenbushes CBD require hand watering, we are looking at native species to allow for more sustainable gardens and a reduction in water use. We have requested quotes and availability of flowering natives for winter planting. Garden beds where the existing plants are struggling will be the main focus.

Maintenance of parks and mowing has been on schedule this month.

The Land behind the old ~~railway station~~ courthouse at the end of Blackwood Rd in Greenbushes has been added to the Parks & Gardens maintenance schedule. This land is a reserve under Shire management however an adjacent resident had kindly been maintaining it for many years. The Parks & Gardens team had not been aware that the land was the Shires responsibility and as such, a process of identifying and reviewing all Shire owned or managed land is underway.

Bunbury Prison Work Release Team will be helping with maintenance of cemeteries and walk trails which will be of great assistance. Dates are yet to be confirmed.

The water level of the Shire dam above the Cidery has been a concern due to the increased irrigation of the sports oval. Agreement has been reached with an adjoining property owner for additional water, and this has secured supply to continue with the rehabilitation of the grounds.

Storms

Various cleanup works are still being undertaken from the last storm. Although we haven't had a severe storm event since, due to the extremely dry conditions this year trees are still impacting on roads and we are attending to as required.

Bridges

Level 1 inspections of all Shire bridges are currently underway. In addition to undertaking prescribed maintenance activities, this is a compliance requirement to pass the annual MRWA bridge audit, undertaken at the end of April. Passing the audit is a condition of the State Road Funds to Local Government Agreement to be eligible for bridge project funding.

Bridge 3332

Main Roads WA have recently completed a scheduled detailed inspection of bridge 3332 on Old Bridgetown Road. This inspection has identified some minor emergency works that need to be undertaken. Quotes are currently being sought.



Bridge 3316

Main Roads WA recently notified the shire that a structural capacity assessment of bridge 3316 over the Blackwood River on Winnejup Road had identified urgent repairs needed to avoid severe load restrictions being placed on the bridge. The loading scenarios outlined by MRWA are as follows:

| Works | Load Capacity |
|-----------------------------------|---------------|
| none | 2 tonne |
| Pile banding to compromised piles | 16 tonne |

Pile banding and full repair to pier 3 pile 3

Full (with regular monitoring)

Quotes are currently being sought for the works. Pile banding is relatively quick and inexpensive so it is expected that this can be undertaken soon and avoid a 2 tonne load limit. The Pile repair will be significantly more expensive and likely result in the Shire applying for emergency bridge funding from MRWA (noting there is no guarantee this funding will be approved).



Pile band example:



| Job | Description | Budget | Forecast | YTD Actual | Order Value | Total Actual | Variance |
|------|----------------------------|--------------|-------------|------------|-------------|--------------|-------------|
| BM01 | General Bridge Maintenance | \$106,757.00 | \$76,353.58 | \$4,790.00 | \$- | \$81,143.58 | \$25,613.42 |

Other:

The Shire has taken delivery of two Courtesy Speed Display Signs (CSDS) on loan for for 6 weeks through the WALGA RoadWise program. The signs will be installed at various locations around the Shire for periods of 1-2 weeks. Locations have been

selected primarily where there has been ongoing community concern about vehicle speed.



Statutory Environment
Local Government Act 1995

Integrated Planning

➤ Strategic Community Plan

- | | |
|---------------|--|
| Outcome 6 | A sustainable, low-waste, circular economy. |
| Objective 6.1 | Provide sustainable, cost effective waste management infrastructure and services |
| Outcome 9 | Safe, Affordable and efficient movement of people and vehicles. |
| Objective 9.1 | Improve road safety and connectivity. |

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

Policy/Strategic Implications– N/A

Budget Implications – Nil

Whole of Life Accounting – N/A

Risk Management – N/A

| 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

Council Decision Moved Cr Fletcher, Seconded Cr Christensen
C.14/0324 That Council note the status of the Works & Services program for the month of March 2024.

Carried 8/0

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

Against: Nil

Cr Lansdell – I think it might just be an error in the minutes. Are we talking about the land behind the old railway station at the end of Blackwood Road in Greenbushes.

Do we mean the old courthouse? Right at the end of the school? Right at the very end where the fence is to the mine.

Principal Project Manager – Yes, we will amend it from the old railway station to the old courthouse.

Cr Christensen – Suggest Steele to contact Jenny Dewing at the community landcare nursery here concerning native plants, because she has an incredible knowledge of that in terms of getting the right native plants that he was looking for, they might be able to supply them as well.

Cr Lansdell – I had that same question about the costs of whether we were actually going with locals and not going to Bunbury for plants.

CEO Response – Steele and Damien have been talking to local providers.

Just wanted to thank the CEO and officers who prepared this statement for concise information. There was a lot of information that I didn't understand before that I understand now about bridges. It's extremely helpful, when residents ask us about these things, to have this level of knowledge about what's going on. Thank you.

CEO Response – I'll pass that on to Steele.

| | |
|--------------------|--|
| Name | Cr Rebecca Redman |
| Type of Interest | Impartial |
| Item No. | C.15/0324 - Proposed multi-use Hemp Building at River Park |
| Nature of Interest | I am one of the Directors at Hemp Squared |

Cr Redman left the room at 6.33pm

| | | | |
|-----------------------|--|------------------|--|
| ITEM NO. | C.15/0324 | FILE REF. | |
| SUBJECT | Proposed multi-use Hemp Building at River Park | | |
| OFFICER | Chief Executive Officer | | |
| DATE OF REPORT | 24 March 2024 | | |

Attachment 14 Concept Plan for Multi-Use Hemp Building at River Park

OFFICER RECOMMENDATION

That Council provide "in principal" support for the construction of a multi-use hemp building at River Park.

Summary/Purpose

Bridgetown-based startup Hemp Squared has proposed the development of a hemp building situated at River Park. A funding application will be made to the State government's Native Forest Transition Funding scheme. This motion seeks "in principal" support from Council to allow pursuit of grant funding and take the project to the next phase of development. This motion does not seek unconditional support for the project.

The building would seek to complement the Visitor Centre and other Shire facilities with a distinctive and functional building at River Park, near to the

existing toilet block. The building would have an internal space and an undercover deck area, with an accessibility ramp. The octagonal shape would speak to the existing gazebo. Poster and brochure holders would allow a place to have Art Trail and Walk Trail booklets available at the “opposite end” of the Art Trail, as well as promotion of Shire events.

This building would contribute to the work to activate the River Park area. Once complete, the building would be a Shire asset and could produce income, i.e. from hire fees. Suggested uses include:

- To accommodate artists-in-residence at one of Bridgetown’s most picturesque locations, where local or visiting artists could work and market their artwork for short periods
- Usage by community groups for fundraising activities, especially on market or event weekends
- Other uses as seen fit

The building will be ready to use upon completion, with the scope of works including:

- Architectural and Structural Engineers drawings for Building Approval
- Electrical Supply and Mains Water Supply to the building
- Site excavation to remove organic material
- Treated Pine subfloor framing on treated pine stumps
- Structural treated chipboard flooring
- Treated timber stud wall framing
- CCA pine pole posts and timber roof framing
- 1 x accessible solid double entry door
- 2 x sliding windows and screen
- 4 x 'turret' highlight windows
- Colorbond roof sheeting, gutters, flashings & downpipes
- Timber flooring to verandah area
- Accessibility compliant ramp
- Supply & fit 1 x internal light, 2 x external lights, 1 x double GPO
- Gyprock lining to ceilings
- Supply & lay commercial vinyl to floors internally
- External Cladding, insulation and internal lining.
- Internal fit-out as required
- Internal & External sealing, painting and finishing

Background

Hemp Squared is a Bridgetown-based startup producing sustainable hemp-lime blocks, suitable for many applications but primarily aimed at energy-efficient, environmentally friendly housing. The project would be completed by Hemp Squared in collaboration with a registered builder. In addition to the usability of the building, the project will showcase hemp and the sustainable manufacturing industry in the region.

Officer Comment

This proposal was only put the CEO by the Directors of Hemp Squared on Friday 22 March 2024. However, due to the bespoke nature of the funding opportunity

attached to the proposal, and the critical deadline, the CEO proposes support in principal only until the detail in the proposal is developed and submitted.

Statutory Environment

Integrated Planning

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

Policy/Strategic Implications – Nil

Budget Implications – Nil

Whole of Life Accounting – Nil

Risk Management – Nil. Council is being asked to provide in principal support only. Development approval would be required before construction commences

| 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

**Council Decision Moved Cr Christensen, Seconded Cr Boyle
C.15/0324 That Council provide “in principal” support for the construction of
a multi-use hemp building at River Park..**

Lost 2/5

For: Crs Boyle and Christensen

Against: Crs Fletcher, Lansdell, Mountford, Pearce and Pratico

Cr Fletcher – Firstly, I cannot see anything that shows the actual size. The diagram is just a diagram in the attachment. I'd like to know what space it's going to take up. The second question relates to the position around the toilet block, to complement the existing gazebo. I'm not sure if that's a healthy option. We need to further investigate these issues.

CEO Response – Councillor Redmond and her business partner came to me on Friday. I did explain that we are only seeking approval in principal. I haven't had enough time myself to assess the project. The first step would be that the proprietors would need to put in a development approval. There'd be terms and conditions attached to that approval. At that point, we'd have to go out for community consultation. There may be other community interest or private business interest in the location in that lovely space. We would need to look at things like sewer and power. We would need to look at the proposed use of the building. My understanding is they're hoping to get the approval because they want to apply for the Transition Fund. That's why it's become time clinical.

Cr Lansdell – I also have a concern about how small the park is. I can see where they're suggesting it would go but again, without having any drawings of the size - it was a little bit hard to envisage. It's going to be taking up lovely space for markets and family picnics. I'm not necessarily comfortable with a permanent building that is permanently advertising a business.

| |
|--|
| Cr Redman returned to the room at 6.38pm |
|--|

| |
|---|
| Cr Pearce questioned why Item C.17/0324 needs to go behind closed doors. CEO advised that it may disclose employee information at a public forum. |
|---|

Receival of Minutes from Management Committees

Nil

Urgent Business Approved by Decision

Responses to Elected Member Questions Taken on Notice

Elected Members Questions With Notice

Notice of Motions for Consideration at the Next Meeting

Matters Behind Closed Doors (Confidential Items)

Council Decision Moved Cr Lansdell, Seconded Cr Pratico

C.16/0324 That Council go behind closed doors at 6:40pm to consider items C.16/0324 and C.17/0324.

Carried 8/0

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

Against: Nil

In accordance with Section 5.23(2) of the Local Government Act the CEO has recommended Item C.16/0324 and Item C.17/0324 be considered behind closed doors as the subject matter relates to the following matters prescribed by Section 5.23(2):

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting

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.16/0324 | FILE REF. | |
| SUBJECT | Purchase of one residential house to support incoming executive staff and increase asset base | | |
| OFFICER | Chief Executive Officer | | |
| DATE OF REPORT | 21 March 2024 | | |

Council Decision Moved Cr Pratico, Seconded Cr Christensen

C.16/0324a That Council invoke clause 18.1 of the Standing Orders at 6:43pm to allow for informal discussion.

Carried 8/0

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

Against: Nil

Council Decision Moved Cr Lansdell, Seconded Cr Boyle

C.16/0324b That application of clause 18.1 of the Standing Orders cease at 7:19pm.

Carried 8/0

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

Against: Nil

Council Decision Moved Cr Redman, Seconded Cr Christensen

C.16/0324c That Council delegate to the CEO the authority to purchase one residential house for a maximum amount of \$700,000.00 using the Reserve Funds contained within Reserve Numbers 109, 112 and 126.

Carried 5/3

For: Crs Boyle, Christensen, Lansdell, Mountford and Redman.

Against: Crs Fletcher, Pearce and Pratico

| | | | |
|-----------------------|--|------------------|--|
| ITEM NO. | C.17/0324 | FILE REF. | |
| SUBJECT | Statutory Financial Assistance from external consultant: Bob Waddell & Associates | | |
| OFFICER | Executive Manager Corporate Services | | |
| DATE OF REPORT | 25 March 2024 | | |

Council Decision Moved Cr Redman, Seconded Cr Fletcher

C.17/0324 That Council approve the transfer of \$30,000 from GL1050060 to GL1056120.

Carried 8/0

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

Against: Nil

Council Decision Moved Cr Redman, Seconded Cr Boyle

C.17/0324a That Council come out from behind closed doors at 7:29pm.

Carried 8/0

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

Against: Nil

At 7:29pm 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 7:30pm.

List of Attachments

| Attachment | Item No. | Details |
|-------------------|-----------------|---|
| 1 | C.01/0324 | Ordinary Council Minutes – 29 February 2024 |
| 2 | C.02/0324 | Draft amended Policy RM 1 – Risk Management |
| 3 | C.02/0324 | Current Policy RM 1 – Risk Management |
| 4 | C.03/0324 | Draft amended P 1 – Bullying, Harassment & Diversity Policy |
| 5 | C.03/0324 | Current P 1 – Anti-Discrimination, Sexual Harassment and Bullying Policy |
| 6 | C.04/0324 | Draft amended P 9 - Responding to Emergency Services During Work Hours Policy |
| 7 | C.04/0324 | Current P 9 – Release to Staff to Assist Emergency Services |
| 8 | C.05/0324 | P 4 – Staff Appointments – Council Requirements |
| 9 | C.06/0324 | P 12 – Injury Management & Rehabilitation Policy |
| 10 | C.08/0324 | 2024 - WA Bush Fire Museum and Heritage Group Inc Lease |

| | | |
|----|-----------|--|
| 11 | C.09/0324 | February 2024 Financial Activity Statements |
| 12 | C.09/0324 | List of Accounts Paid in February 2024 |
| 13 | C.11/0324 | CP4 – Extension of Facility Memberships in the Event of Access Being Prohibited by Government Mandate Policy |
| 14 | C.15/0324 | Concept Plan for Multi-Use Hemp Building at River Park - Octagon Hemple |

Agenda Papers prepared and recommended by L Taramoeroa, Executive Assistant



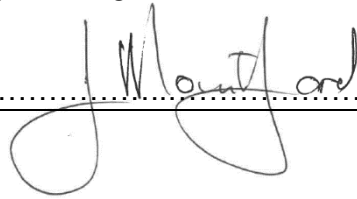
DATE 03 Apr 24

Agenda Papers authorised by N Gibbs, CEO



DATE 03 Apr 24

As Presiding Member, I certify that the Minutes of the Ordinary Council Meeting held 28 March 2024 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on 18 April 2024.



18 April 2024