



MINUTES

Ordinary Council Meeting Thursday, 18 April 2024

Date: Thursday, 18 April 2024

Time: 5:30 PM

Location: Council Chambers

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SHIRE OF BRIDGETOWN GREENBUSHES

The Ordinary Council Meeting Minutes of Meeting held on 18th April 2024 commencing at 5:30 PM.

ITEM 1 OPENING OF MEETING

The Presiding Member opened the meeting at 5:31pm.

ITEM 2 ACKNOWLEDGEMENT 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.

ITEM 3 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Councillors

Councillor J Mountford Shire President
Councillor S Mahoney Deputy President
Councillor M Christensen
Councillor M Fletcher
Councillor T Lansdell
Councillor L Pearce
Councillor T Pratico
Councillor R Redman

Council Officers

Chief Executive Officer N Gibbs
Executive Manager, Infrastructure S Alexander
Principal Project Manager M Gillham
Executive Manager, Planning & Development L Guthridge
Executive Manager, Corporate Services S Pande
Executive Manager, Community & Economic Development M Richards
Executive Assistant L Taramoeroa

Apologies

Councillor J Boyle

Leave of Absence Previously Granted

Nil

ITEM 4 ATTENDANCE OF GALLERY

B Bebbington, M Sandberg

UNCONFIRMED

ITEM 5 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

No matters for consideration

UNCONFIRMED

ITEM 6 PUBLIC QUESTION TIME**M Sandberg**Question

Due to drought conditions, will the Shire consider opening the Bridgetown Leisure Centre for members of the community to use the shower facilities?

CEO Response – As this is an operational matter, the Executive Manager Community & Economic Development and I will ensure this happens as soon as possible.

Note: After investigating the matter, it has been revealed that the Shire does offer the showers to members of the public. Unfortunately, one new staff member was unaware of this. A campaign has now been enacted to inform both the staff and the public.

B BebbingtonQuestion

The item regarding works on the Winnejup bridge and the two-tonne weight limit assessment by Main Roads. Has there been any signage installed to inform the public about this weight limit on the bridge?

Executive Manager, Infrastructure – It is not yet limited to a two-tonne weight capacity. However, if no action is taken within a specific timeframe, it will be restricted to two tonnes. Main Roads has not provided any advice regarding this timeframe. As long as progress is being made, Main Roads is satisfied. Winnejup Bridge has not yet been load rated.

Question

Is it the Shire's intention to do a submission through the Legislative Council Select Committee's inquiry into regional telecommunications in Western Australia?

CEO Response – I will be recommending to the Shire President and Council that we make a submission.

Question

Will it be submitted by Friday next week?

CEO Response – Yes

Question

How much did the Shire receive from Insurers for the loss of the Shire depot buildings and is this money in reserves for replacement of the depot buildings?

CEO Response – \$650,000. We have drawn on that money for the concept drawings and the detailed architectural drawings for the replacement building. Other than that, what's left is still in the bank for the depot. The \$650,000 is a rounded figure.

Question

How much did the Shire receive from Insurers for the loss of the buildings and infrastructure at the tip and is this money in reserves for replacement of tip buildings?

Executive Manager, Infrastructure – I'm unaware of the exact amount received but the money is still sitting in the Reserve account, and it hasn't been touched.

Question

What is the name of that reserve?

Executive Manager, Community & Economic Development – These figures would have been in the 2023-24 budget. All the Reserve accounts are there including the amount which came from the insurance.

Question

At a recent meeting regarding funding of the rebuild of the Shire depot buildings and infrastructure was discussed. Can you advise the total cost to date, expected cost to completion and clarify this money will come from the land and building reserve?

CEO Response - The firm estimate for rebuilding the depot is around \$3 million. We are currently working with the respective State and the Commonwealth government agencies to expedite external funding for the build.

Question

Are there any other land acquisitions already approved by Council that will require funds from the land and building reserve?

Principal Project Manager –The process for acquiring Dumpling Dam involves excising land from the State forest to the Shire, including the Dumpling Dam, at no cost to the Shire due to an Act of parliament. The Shire will incur basic planning costs and fees, possibly in the low thousands. Development of the site after acquisition will rely on grant funding.

Executive Manager, Infrastructure – Negotiations for Nairnup Road Realignment Reserve are ongoing for the acquisition of a 400 square meter portion from a larger rural block. The cost is expected to be well under \$10,000 if the agreement with the landowner is successful. Delays have occurred due to the owner's lack of receptiveness to the plan.

Question

In relation to the permanent replacement of buildings at the tip, are the costs for planning, design and development of the land and buildings, coming from the land and building reserves? Do we know what the cost is likely to be for the tip?

CEO Response – Council is taking a holistic approach to managing the tip, including assessing how long the landfill site will last. Council is considering the cost and benefits of opening another cell, which is estimated to be at half a million dollars. Additionally, there's discussion about the community's desire for a tip shop, but because there's no designated funding to operate it, Council is considering seeking Expressions of Interest from community groups to run the shop and retain the profits. Talison has donated dongers for the tip shop structure.

Executive Manager, Infrastructure - The Building Manager is currently obtaining quotes for a roof to cover the structure and assessing the best way to utilise the dongas.

CEO Response – The estimated cost to close the landfill site is \$3 million. The State has acknowledged within the past decade that local governments cannot afford the cost of landfill closures and is contributing significantly to the construction of regional waste transfer stations. A working group in the Southwest is actively searching for another site inland (with the intention of replicating the Dardanup Transfer Station Model).

Question

Noting there is an NBN presentation tonight and as these questions also relate to the Legislative council enquiry, in light of the loss of communications during the 2022 fire, is there battery back-up or generators at all NBN co installations within the Shire, including the exchanges for the fibre network, fixed wireless towers, transmission to fixed wireless towers and what is the duration of the battery backup during peak load and the fuel exhaustion time for generators?

*Katina Bowie – The **NBN** fixed wireless infrastructure in the Shire includes three tower sites at Bridgetown South, Greenbushes, and Greenbushes North, each with a battery backup lasting about 6 to 8 hours. **NBN** also has a relationship with Kennards in Western Australia to procure generators when required. **NBN** has a Network Management Centre (NEM) in Melbourne which monitors all national network infrastructure 24/7 and provides real time updates during emergencies. If there's a potential impact on tower battery life, **NBN** will deploy gensets from its own reserves or from Kennards. During the 2022 Bridgetown fires fixed wireless coverage was maintained without interruption throughout the entire event. Specific details about the exchange, still Telstra-operated, should be referred to Telstra, however it's my understanding that all Telstra exchange facilities do have some form of battery back-up.*

*Tower batteries are proactively monitored and generators deployed where required. Challenges may arise during emergencies if accessing a site in the hotspot zone is inaccessible and deemed unsafe. However, during the Bridgetown bushfires, the fixed wireless network remained operational throughout. The network's resilience also depends on individual premises' power setups. **NBN** is a powered network and end user premises need to have power to access the **NBN** service. Some local residents lack power redundancy, but those with generators can still access the **NBN** network if it's operational in town. During the fires, those with generator power were still able to use their broadband and make calls over the service if they wi-fi enabled their phones. All local **NBN** network technologies were fully operational throughout the fire event – fixed line, fixed wireless and satellite but access would have depended on the power at the premises where the service was.*

Around a year and a half ago, a new type of hybrid battery was installed at the Greenbushes tower, offering an extended battery life of I think about ten hours. This was part of a network resiliency upgrade. I think this was the only Shire tower to receive this type of battery at this stage.

Question

Peak loading in the NBN fixed wireless network's design, which directs signals to specific locations at the receiving end in houses, provides greater resilience compared to mobile networks. Mobile towers have limited capacity to transmit, causing signal degradation during emergencies with numerous devices accessing the network simultaneously. Do you agree that's what your understanding of NBN transmission will be?

Katina Bowie – I can't talk to the technical aspects of your comparison between mobile and NBN broadband, however the NBN towers are not oversubscribed with local uptake of available connections at around 55% on Shire Fixed Wireless towers presently. NBN anticipates performance and reliability improvements on the service after the planned upgrades but would need to gather more specific data for a comprehensive assessment.

Question

Is Council prepared to give an extension?

Councillors – Yes

Shire President – Carry on Mr Bebbington.

Question

Do the fire brigade communications, including the radio network, relying on the NBN co network at any point, or the Telstra network? Or are they separate entirely from the phone providers? And what battery backup do we have on things like the fire brigade radios network?

CEO Response – As our tower was damaged in a fire, the Shire plans to include its replacement in their funding bid to NEMA. Alongside requesting funding for the construction of the depot, we will also be seeking funding for the replacement of the damaged tower from NEMA.

Principal Project Manager – The Shire's mast at the depot currently is home to St John Ambulance, DFES and our own Shire network radio. During the 2022 fires, the tower lost power as it was fed from the depot. The tower now has solar panels and batteries, making it standalone and functional throughout the week. We are planning to replace the mast, which is at the end of its life, with a proper freestanding tower.

Question

Do you know what that your backup life would be?

Principal Project Manager - It just runs day and day out by itself.

Question

Item C.17/0124 at the January Council meeting re: Capital project update referred to the detailed design documentation of the Shire depot being completed by mid-April 2024.

Is that how the Shire arrived at that \$3 million figure and that was supposed to be presented at this meeting? So, will that be presented at the next meeting?

CEO Response – At the March 2024 Concept Forum we advised Council that detailed drawings for the depot had been used by a surveyor to cost the build. The figure had come in at

approximately \$3M. As the Shire does not have \$3M in Reserves, we are seeking external funding from the State and the Commonwealth for this purpose.

Question

Item C.16/0124c stipulates the use of funds from reserves 109, 112 and 126. What reserve funds are these?

CEO Response – We are no longer requesting the funding from those Reserves.

*Executive Manager, Community & Economic Development –
Reserve 109: Recreation Centre Floor & Solar Reserve
Reserve 112: Refuse Site Post Closure Reserve
Reserve 126: Strategic Project Reserve*

Question

Is the council resolution for the purchase of the house through reserves 109, 112 and 126 being overridden tonight?

CEO Response - We will be requesting that Council repeal that Motion.

Question

Item 15.2 refers to the use of funds from the strategic projects reserve. What is the purpose of the strategic project reserve as determined by Council?

CEO Response – The Strategic Project as Determined by Council is to fund projects that Council considers to be strategic in nature.

Question

What have those funds been used for in the last five years, since July 2018, or since creation of the reserve, including items that were approved in budgets and variations of budgets, and also monies that were not spent?

Executive Manager, Corporate Services – The reserves in question, which are 109, 112, 126, have not been used for any specific purposes for which they were created. These reserves were used to transfer into other Reserves as and when required and then replenished back.

Question

After the Warrnambool exchange fire in Victoria, a 2015 investigation found that the loss of communications for the entire district was due to all inbound and outbound cables entering the Telstra exchange at the same point, leading to complete communication failure during the fire. Telstra's investigation deemed this setup inappropriate and planned to modify all exchanges to separate inbound and outbound connections to prevent complete communication loss in case of building damage. Do we know if that has been done in relation to the Bridgetown or Greenbushes exchanges.

CEO Response – No.

Question

What is the response time that NBN Co muster trucks in the event of communication loss in the Shire, both in summer during our fire season and winter during our flood season, when potentially equipment would be in the north of the state fire equipment?

Katina Bowie – We have one muster truck in the state, which is prioritized for deployment. Its deployment time is the duration it takes to drive from the Bentley tand to the required location – here in Bridgetown that would be around three to three and a half hours, depending on various factors including availability of personnel and traffic. During the Bridgetown fires when the ISG needed to move to Kirup, the muster truck was on the road before it was formally approved which was facilitated by proactive identification of need by an nbn person on the local incident support group. Additionally, we have flyaway kits, which are mobile satellite technology in suitcases, 2 sets of those in WA, providing additional mobile community wi-fi resources. The muster truck typically doesn't deploy further north than Geraldton but the fly away kits can be put on a plane or vehicle. We also have the ability to bring in resources from the Northern Territory or South Australia if needed. The intention would be to get support to a location as quickly as we can to help support the local community and response effort.

I would like to comment some of the answers I've got tonight from NBN Co are better than some of the answers I've been unable to get for the last ten years directly from NBN company. I hope that the information that has come out tonight will assist the Shire in its efforts to achieve better communications telecommunications for all residents of this Shire.

Question

The local government act stipulates that motions from annual electors meeting must be presented at the first available ordinary council meeting following the electors meeting. Why hasn't the motion been presented to council yet?

CEO Response – It was a simple mistake. We will bring it to the next Ordinary Council Meeting.

Question

Also, in relation to item 15.2, the purchase of the property in the officer report, you refer to the Shire only having two residential buildings. I've got documents on the Shire website which refer to the Shire having three residential buildings. Do we have three or do we have two?

CEO Response – We're not referring to the depot house (the house the depot operates out of) as a residential building anymore because it's being used for commercial/industrial purposes. Once the new depot is finished, the old depot is going to be demolished. The house is not appropriate for residential living anymore.

Question

The current motion on the agenda regarding the purchasing of the house specifies that it must be within the Bridgetown town site, potentially limiting options like purchasing property in areas such as Highlands or Kangaroo Gully or the church land on the other side of town. Is there a specific reason for the Shire's proposal to confine itself to the town site as per the definition in the town plan.

CEO Response – There are some concerns from some residents about noise and light pollution as the mine expands. Some residents in Highlands already hear noise at night, and there are some complaints about light visibility in Kangaroo Gully. The Shire believes it's a better investment to purchase properties subjected to anticipated lesser impacts by the mine because of the uncertainty.

Question

Isn't that the job of the shire to ensure planning conditions that would prevent light, overspill, noise?

CEO Response – No. We have very little authority over anything that happens within the mining envelope.

UNCONFIRMED

ITEM 7 PETITIONS/DEPUTATIONS/PRESENTATIONS

Katina Bowie – NBN Presentation

UNCONFIRMED

ITEM 8 COMMENTS ON AGENDA ITEMS BY PARTIES WITH AN INTEREST

Nil

UNCONFIRMED

ITEM 9 APPLICATION FOR LEAVE OF ABSENCE

No matters for consideration

UNCONFIRMED

ITEM 10 CONFIRMATION OF MINUTES**10.1 Confirmation of Minutes: Special Council Meeting – 8 February 2024****RESOLUTION: OCM 001-23/24**

Moved: Councillor R Redman

Seconded: Councillor M Christensen

That the Minutes of the Special Council Meeting held on the 8 February 2024 be confirmed as a true and accurate record.

FOR: Crs J Mountford, S Mahoney, M Christensen, M Fletcher, T Lansdell, L Pearce, T Pratico and R Redman

AGAINST: Nil

CARRIED 8/0**10.2 Confirmation of Minutes: Special Council Meeting – 14 March 2024****RESOLUTION: OCM 002-23/24**

Moved: Councillor M Christensen

Seconded: Councillor T Pratico

That the Minutes of the Special Council Meeting held on the 14 March 2024 be confirmed as a true and accurate record.

FOR: Crs J Mountford, S Mahoney, M Christensen, M Fletcher, T Lansdell, L Pearce, T Pratico and R Redman

AGAINST: Nil

CARRIED 8/0

10.3 Confirmation of Minutes: Ordinary Council Meeting – 28 March 2024

RESOLUTION: OCM 003-23/24

Moved: Councillor T Lansdell

Seconded: Councillor M Christensen

That the Minutes of the Ordinary Council Meeting held on the 28 March 2024 be confirmed as a true and accurate record.

FOR: Crs J Mountford, S Mahoney, M Christensen, M Fletcher, T Lansdell, L Pearce, T Pratico and R Redman

AGAINST: Nil

CARRIED 8/0

10.4 Confirmation of Minutes: Special Council Meeting – 11 April 2024

RESOLUTION: OCM 004-23/24

Moved: Councillor R Redman

Seconded: Councillor M Fletcher

That the Minutes of the Special Council Meeting held on the 11 April 2024 be confirmed as a true and accurate record.

FOR: Crs J Mountford, S Mahoney, M Christensen, M Fletcher, T Lansdell, L Pearce, T Pratico and R Redman

AGAINST: Nil

CARRIED 8/0

ITEM 11 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

At Item 24 - Notice of Motions for Consideration at the Next Meeting

Please note the minutes will be updated and will show that the next Shire of Bridgetown-Greenbushes Ordinary Council Meeting will take place on Thursday 30 May 2024 commencing at 5:30pm at the Greenbushes Community Resource Centre, not in Council Chambers.

UNCONFIRMED

ITEM 12 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.

UNCONFIRMED

ITEM 13 QUESTIONS ON AGENDA ITEMS BY ELECTED MEMBERS**Councillor Mahoney**Question

My general question for all reserves is that when a reserve is created, is a purpose stated at that time?

CEO Response - Yes, it is, but the strategic level of that purpose can shift.

Executive Manager, Community & Economic Development - The land and building reserve was created and there is a policy associated with that to say any land or asset that council sells, would go into that account for the purchase of other land and buildings.

Advice from the governance team at WALGA, those reserve accounts are aptly named and identified to fit the purpose of this agenda item. They are both able to be used for purchase of a property.

Councillor MahoneyQuestion

When the reserve was created, was a purpose written?

Executive Manager, Community & Economic Development – Strategic projects.

Councillor RedmanQuestion

Councillor Mahoney, are you aware that in the budget there's a list of reserve accounts, purposes and it reads, in accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows, so linked to council resolutions.

Councillor Mahoney – I wasn't aware.

Councillor MahoneyQuestion

I thought that we may be purchasing two blocks of land because there was one last council meeting when I wasn't here and that wasn't repealed in the original agenda, we had another one thinking we may be buying two, what is a major land transaction and what is the major trading undertaking? Can I ask that if you do that research that you put it in your officer comment?

Executive Manager, Community & Economic Development – Yes.

Councillor MahoneyQuestion

Is there a reason for limiting the residential property to a 4 bedroom 2 bathroom, or in the Bridgetown town site?

CEO Response – It's not necessary. We're looking to buy something with a return on investment. If council would like to take those parameters out of the motion, I'm comfortable with that.

Councillor PearceQuestion

Under the *Local Government Act 1995*, section 3.59 talks about land transactions. If the amount is 10% of \$2 million of our operating expenditure incurred by the local government from its municipal fund in the last completed financial year, are we required to conduct or prepare a business plan. under section 3.59(2)?

Councillor Mahoney – The section talks about the lesser of \$2 million or 10% of the lowest operating of the 10% of the operating expenditure from this municipal fund in last completely financial year. The operating expenditure was in the region of 14 million or so, which would mean the lesser of 2 million or 1.4 million, and this transaction is well under both.

UNCONFIRMED

ITEM 14 CONSIDERATIONS OF MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

No matters for consideration

UNCONFIRMED

REPORTS OF OFFICERS

Reports of Officers have been divided into Departments as follows:

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

ITEM 15 CEO’S OFFICE

15.1 Repeal – P 4 – Staff Appointments – Council Requirements Policy

File Ref

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Nicole Gibbs, Chief Executive Officer

Attachments 1. P 4 - Staff Appointments - Council Requirements [↓](#)

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

RESOLUTION: OCM 005-23/24

Moved: Councillor T Pratico
Seconded: Councillor R Redman

That Council repeal the P 4 – Staff Appointments – Council Requirement Policy.

FOR: Crs J Mountford, S Mahoney, M Christensen, M Fletcher, T Lansdell, L Pearce, T Pratico and R Redman

AGAINST: Nil

CARRIED 8/0

IN BRIEF

It is proposed that Council repeal “Policy P4 – Staff Appointments – Council Requirement” because staff appointments are not a Council function unless those appointments are specific to Senior Employees or the CEO.

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 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.

However, Section 5.41(g) of the *Local Government Act 1995* states that staff appointments are a function of the CEO, not Council:

5.41 Functions of CEO

The CEO's functions are to —

(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to [section 5.37\(2\)](#) in relation to senior employees)

In addition, 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.

This is an operational matter that should not be considered by Council. If Council wants to apply the above requirements to Senior Employees or the CEO, it is a simple inclusion in the respective employment contract.

In addition, the requirement for a police clearance 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.

Section 5.2 of the *Local Government Act 1995* states that the

...council of a local government is to ensure that there is an appropriate structure for administering the local government.

The CEO does not have the discretion to change the organisational structure without Council approval and so does not have the discretion to create new employment positions.

STATUTORY ENVIRONMENT

Local Government Act 1995

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

Local Government Officers' (Western Australia) Award 2021

Industrial Relations Act 1979

POLICY IMPLICATIONS

P 4 - Staff Appointments – Council Requirements

STRATEGIC COMMUNITY PLAN

14.1 Achieve excellence in organisational performance and service delivery.

14.2 Improve real and perceived value for money from Council rates.

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

FINANCIAL IMPLICATIONS

Budgetary saving of \$250 per new staff member.

WHOLE OF LIFE ACCOUNTING

Nil

RISK MANAGEMENT

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 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



Attachment 8 - P 4 - Staff Appointments - Council Requirements

P 4 – Staff Appointments – Council Requirements

1 Policy

It is Council policy that all staff appointments be subject to:

- (a) Medical Examinations
 - 1 Prior to a formal offer of employment being made the preferred candidate for appointment to a position is required to obtain a medical certificate to a format determined by the Chief Executive Officer (CEO) including a basic hearing and eyesight assessment.
 - 2 If the Medical Certificate is deemed to be satisfactory by the CEO, the offer of employment can be confirmed.
 - 3 The costs of the medical examination is to be met by Council. The Doctor or Medical Practice to be used can be selected by the preferred candidate.
 - 4 A Shire supplied medical form must be used.
- (b) A position description is to be prepared for all permanent or part-time positions within the organisation and prior to any appointments being made to the position.
- (c) A three (3) months probationary period to apply to all appointments. The probationary period may be extended at the discretion of the CEO other than casuals.
- (d) The CEO is authorised to only appoint people to those jobs which are funded in the Budget at the time the Budget is adopted, without further reference to Council.
 - 1 Prior to employment, potential new employees are required to obtain a National Police Clearance (NPC) certificate.
 - 2 If the NPC is deemed to be satisfactory by the CEO, the offer of employment can be confirmed. The cost of obtaining the Police clearance to be met by Council.

2 Applicable Legislation and Documents

Act	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.5.40 – Principles affecting employment by local governments s.5.41 – Functions of CEO <i>Equal Opportunity Act 1984</i> <i>Work Health and Safety Act 2020</i>
Regulation	N/A
Local Law	N/A
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A



3 Administration

Original Adoption Date	17 December 1998
Last Reviewed	27 February 2024
Scheduled Reviewed Date	27 February 2027

UNCONFIRMED

15.2 Public Notice Requirement for Council Resolution

File Ref	430
Responsible Officer	Nicole Gibbs, Chief Executive Officer
Reporting Officer	Nicole Gibbs, Chief Executive Officer
Attachments	Nil
Voting Requirements	Absolute Majority
Disclosure of Interest	Reporting Officer: Responsible Officer:

OFFICER RECOMMENDATION

That Council

1. Approve the use of funds in the reserve accounts outlined below to purpose a residential property to house Shire executive employees.
Reserve Accounts:
 - Land and Building Reserve - \$405,771 (Current Balance)
 - Strategic Projects Reserve- \$208,010 (Current Balance)
2. Authorise the CEO under s.5.41(C) to:
 - a. Identify a suitable 4x2 residential property and negotiate the purchase price up to a value of \$600,000 for the purpose of executive employee attraction and retention, located in the Bridgetown townsite, with a total purchase price inclusive of disbursements, taxes, duties and associated costs.
 - b. In accordance with Local Government Act s.9.49A(4), execute documentation required to give effect to the purchase of this property.

SUSPENSION OF STANDING ORDERS

RESOLUTION: OCM 006-23/24

Moved: Councillor T Pratico
Seconded: Councillor M Christensen

A motion was moved that Council suspend standing orders at 6:51pm.

FOR: Crs J Mountford, S Mahoney, M Christensen, M Fletcher, T Lansdell, L Pearce, T Pratico and R Redman

AGAINST: Nil

CARRIED 8/0

RESUMPTION OF STANDING ORDERS

RESOLUTION: OCM 007-23/24

Moved: Councillor T Lansdell

Seconded: Councillor R Redman

A motion was moved that Council resume standing orders at 6:59pm.

For: Crs J Mountford, S Mahoney, M Christensen, M Fletcher, T Lansdell, L Pearce, T Pratico and R Redman

Against: Nil

CARRIED 8/0

RESOLUTION: OCM 008-23/24**AMENDMENT**

Moved: Councillor T Pratico

Seconded: Councillor R Redman

That Council:

- Amend the original motion by adding new Officer Recommendation number 1 to read:
 - That Council
 - 1. Repeal council decision (from Ordinary Council Meeting on Thursday 28 March 2024) 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.
- Amend the original motion by adding new Officer Recommendation number 2 to read:
 - 2. Approve the transfer of \$200,000 from the Strategic Projects Reserve- \$208,010 (Current Balance \$208,010 and \$400,000 from the Land and Building Reserve (Current Balance \$405,771) into municipal account 1790040 – unclassified Purchase of Land.
- Amend the original motion by adding new Officer Recommendation number 3 to read:
 - 3. Authorise the CEO under s.5.41(C) to:
 - a. Identify a suitable residential property within the Bridgetown-Greenbushes Shire.
 - b. Complete a building and termite inspection of the property to ensure the buildings have been constructed in accordance with structural requirements and are in good condition.
 - c. If the building and termite inspections are favourable, negotiate the purchase price of the property up to a value of \$600,000, with a total purchase price inclusive of disbursements, taxes, duties and associated costs.
 - d. In accordance with Local Government Act s.9.49A(4), execute documentation required to give effect to the purchase of this property.

FOR: Crs J Mountford, S Mahoney, M Christensen, T Lansdell, T Pratico and R Redman

AGAINST: Crs M Fletcher and L Pearce

CARRIED BY ABSOLUTE MAJORITY 6/2

RESOLUTION: OCM 009a-23/24

THE AMENDMENT WAS INCORPORATED AND THE SUBSTANTIVE MOTION WAS PUT

Moved: Councillor T Pratico

Seconded: Councillor R Redman

That Council:

- 1 Repeal council decision (from Ordinary Council Meeting on Thursday 28 March 2024) 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.

FOR: Crs J Mountford, S Mahoney, M Christensen, T Lansdell, T Pratico and R Redman

AGAINST: Crs M Fletcher and L Pearce

CARRIED BY ABSOLUTE MAJORITY 6/2

RESOLUTION: OCM 010b-23/24

- 2 Approve the transfer of \$200,000 from the Strategic Projects Reserve (Current Balance \$208,010) and \$400,000 from the Land and Building Reserve (Current Balance \$405,771) into municipal account 1790040 – unclassified Purchase of Land.
- 3 Authorise the CEO under s.5.41(C) to:
 - a. Identify a suitable residential property within the Bridgetown-Greenbushes Shire.
 - b. Complete a building and termite inspection of the property to ensure the buildings have been constructed in accordance with structural requirements and are in good condition.
 - c. If the building and termite inspections are favourable, negotiate the purchase price of the property up to a value of \$600,000, with a total purchase price inclusive of disbursements, taxes, duties and associated costs.
 - d. In accordance with Local Government Act s.9.49A(4), execute documentation required to give effect to the purchase of this property.

FOR: Crs J Mountford, S Mahoney, M Christensen, T Lansdell, T Pratico and R Redman

AGAINST: Crs M Fletcher and L Pearce

CARRIED 6/2

IN BRIEF

The purposes of the Officer recommendations are:

- Purchase an investment property on a low-risk and high-return basis;
- Increase Council's asset base; and
- Attract and retain qualified executive staff by offering the house at a subsidised rental rate compared to current unmanageable market rental rates.

BACKGROUND

The Shire of Bridgetown – Greenbushes owns two residential properties being 144 and 146 Hampton Street, Bridgetown. Whilst these properties are suitable for short-term accommodation, they are not deemed suitable for executive staff accommodation due to their age, general condition, and the issue of considerable noise from Hampton Street.

During the CEO recruitment process, the incoming CEO was advised that she would be provided with a totally renovated small house (146 Hampton Street), complete with a new bathroom, toilet, and kitchen. However, this did not occur. The house was handed over needing major refurbishment. The wet areas had not been updated since the 1970s, including blocked drains, the floor of the entire house needed restumping (establishing trip hazards throughout the house), and the yard area, including the shed, was largely unusable. In addition to this, the bedrooms (all located at the front of the house) were subject to the noise of heavy haulage vehicles and people frequenting the hotel across the road.

The CEO has since sourced a reasonably priced alternate rental property in Bridgetown, leaving 146 Hampton Street vacant, and available for upgrades to the kitchen and bathroom.

The Shire has recently appointed an Executive Manager, Corporate Services. During the recruitment phase, the recommended applicant was advised that the Shire did not currently have accommodation to offer him and his family as part of his employment contract but that the CEO was proposing the purchase of one or more residential houses at the next Ordinary Council Meeting. If Council decided not to purchase the housing, the Shire would need to look at a rental option for the recommended applicant. Currently, the incumbent has been moved into a temporary single person flat until a permanent home is made available. In the meantime, the incumbent's family remain living in Perth which is far from ideal.

Six people formally applied for the Executive Manager Corporate Services position and two refrained from putting in applications when advised that housing had not been secured. Of the six applications, five had an expectation of accommodation.

It is essential that a person with a Certified Practising Accountant (CPA) qualification be engaged in the role of Executive Manager, Corporate Services. It is not good governance practice to have employees without financial qualifications managing and administering millions of dollars of income, expenditure and investment for an organisation. Even if employees without qualifications are high-performing employees, it is still considered high-risk financial management.

In addition, the Shire requires the Executive Manager, Corporate Services, to be experienced in a contemporary financial software environment, including having previous experience in transitioning the organisation into this environment. The current SynergySoft financial software will soon become redundant, and the Shire's financial systems will need to be rebuilt. The Officer leading this process will need to possess a detailed understanding of contemporary accounting practices and software systems. The current incumbent has this expertise and experience and is a qualified CPA.

If accommodation is not provided for Executive Officers at a subsidised rate, it is anticipated that the current incumbent will secure a role elsewhere, particularly given his high-level financial qualifications and experience, and given the total remuneration package will no longer be competitive when compared with other Councils if full rental prices are applied.

Although the possibility of finding a suitable and secure long-term rental in Bridgetown is unlikely, if Council did decide to consider this option the cost incurred by the Shire would be in the range of \$650-\$850 per week (as seen in recent advertisements) or an annual cost of \$33,800 - \$44,200. This cost is incurred without any investment to offset those costs.

The investigation into the purchase of housing for staff has been raised and supported as part of the Strategic Community Plan and included in the Corporate Business Plan.

Officer Comment

Regional Councils throughout Western Australia traditionally provide executive housing for their CEO and their Executive Team. This is because it is difficult to recruit the expertise required to operate a local government if this expertise does not exist in smaller Shires.

In addition, many Shires own significantly more residential property than two historic cottages for investment purposes. However, Bridgetown-Greenbushes sold most of their residential housing 20 years ago. There is a potentially significant investment opportunity that has been missed.

As a (random) comparison across the State:

- Quairading – 9 staff houses
- Boyup Brook – 3 staff houses, one rented out on private market
- Boddington – 6 staff houses owned by Shire plus currently lease 2 houses for staff
- Beverley – 9 staff houses
- York – 6 staff houses and 6 units (6 houses are for staff, 6 units are being rented out for income for the Shire)
- Merredin – 10 staff houses
- Cunderdin – 5 staff houses
- Pingelly – 2 staff houses and 2 units (2 houses are for staff, 2 units are being rented out for income for the Shire)
- Nannup – 3 staff houses
- Esperance – 3 staff houses (purchased 2 more houses this financial year due to the housing/rental situation to attract new staff). Also have a vacant block that the Shire owns where they will build 4 units for staff housing.
- Manjimup – currently in the process of purchasing a CEO house.
- Wyndam-East Kimberly – 24 (currently purchasing 4 more)

If Council chose to take a loan from Treasury to purchase one residential property to the value of \$600,000 this will have a direct impact on rate increases (approximately 1%). Officers do not recommend this option.

Officers instead propose taking the funds to purchase a property from the Reserves Accounts that were established for the outlined purpose; investing in land and building and investing in strategic projects that will improve the Shire's asset base and financial position. This proposition does not

require the 1-month public notice outlined in s.6.11 of the Local Government Act given the use of money is congruent with the intended purpose of the reserves. The use of the funds in the reserve accounts will be disclosed in the annual financial report for the year in which the purchase occurs as per the Local Government Act s 6.11.

The advantages of using funds from these Reserve Accounts will be:

1. High Return on Investment

According to REIWA.com, property prices in Bridgetown-Greenbushes have increased by 23.15% over the past year, the median sales price is \$520,000, rental growth is 33.3% and the median rental price is \$500 per week. Please note, these figures include Greenbushes, with many townsite houses being in the low socio-economic spectrum and so bring down median values.

According to Realestate.com, over the past 12 months, property prices in Bridgetown-Greenbushes have increased by 15.3% over the past year and the median sales price is \$536,000. Rental growth over 12 months was 47.5% and the median rental price is now \$450 per week. However, again, these figures include Greenbushes, with many townsite houses being in the low socio-economic spectrum so bring down the median values.

According to the South Western Times (ref: <https://www.swtimes.com.au/news/south-western-times/unprecedented-demand-driving-house-prices-through-the-roof-in-latest-report-c-12345092>), there is an unprecedented demand “driving house prices through the roof.

Suburbs in Bunbury and the Southwest have seen big increases in house prices in the past year with high demand and low availability keeping prices at an all-time high. According to data from Domain, 14 South West suburbs have seen house prices increase by more than 10 per cent in the past year.

In the Peel region, Waroona saw the Regions’ biggest house price boom with a whopping 27 per cent increase compared to last year. Collie, Bridgetown and Withers were the other suburbs to record 20 per cent home increases, with the median house in Bridgetown costing a cool \$520,000.”

According to the Manjimup-Bridgetown Times, the Shire of Bridgetown-Greenbushes is the rural area with the most significant 12-month gains in median house prices across Australia (ref: <https://www.mbtimes.com.au/news/manjimup-bridgetown-times/departments-of-communities-comments-on-median-house-price-increase-c-13433475>).

According to Propertyvalue.com.au (ref: <https://www.propertyvalue.com.au/suburb/bridgetown-6255-wa>), Bridgetown-Greenbushes Cash Flow Score is 4.8% against the National 4.2%.

The suburb Cash Flow Score is simply the average of all the individual Cash Flow Scores for each property in that suburb. A higher score indicates the suburb is more likely to contain properties that deliver an above average gross yield.

The Capital Growth Score (broken down) is:

- Change in Median Price (one year) is 23.5% against 4.3% National
- Average Days on Market is 60 against 77 National
- Average Vendor Discounting is - 4.8% against - 6.6%

The suburb Capital Growth Score is simply the average of all the individual Capital Growth Scores for each property in that suburb. A higher score indicates the suburb has recently experienced significant capital growth and the short term outlook for further growth is likely to be good given strong market health indicators.

2. Low Risk Investment

This is a low risk investment. If Council ever needs the funds returned, the property can be sold with a high return on investment.

3. Asset Base

Relative to many other local governments, the Shire has a relatively low asset base, in terms of residential housing, commercial property and community buildings. It is important that the Shire takes steps to reverse this position and engaging in low risk and high return investment practices is a solid means of commencing the process.

4. Beneficial to operations

This paper has already discussed the imperative need to attract high-performing and qualified staff to manage, administer and invest the organisation's income.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Local Government Act s 6.11 Reserve Accounts I

Local Government Act s 3.59 Commercial enterprises by local governments

Local Government (Functions and General) Regulations 1996 - REG 8A

Amount prescribed for major land transactions; exempt land transactions prescribed (Act s. 3.59)

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

If Council support the officer recommendations, the changes to balances of each of the reserve accounts effected by the recommendations in this report will be reflected in the 2023-24 budget (if the property purchase is made prior to the end of this financial year) and reported in the Annual Financial Statement 2023-24.

STRATEGIC COMMUNITY PLAN

- 7.1 Plan for a diverse range of land, housing and development opportunities to meet current and future needs.
- 14.2 Improve real and perceived value for money from Council rates.
- 16.1 Attract, train, develop and retain an effective workforce.

CORPORATE BUSINESS PLAN

16.15 - Provide investigation of additional staff housing to assist with recruitment of key staff.

LONG TERM FINANCIAL PLAN

The impact of property purchase will be an increase in Non-Current Assets and a healthier balance sheet including improving Council's equity.

Whole of life cycle accounting will be included in the Maintenance Schedule, Asset Management Plan and Workforce Plan to ensure ongoing costs are allocated and the maintenance of the property is preserved.

ASSET MANAGEMENT PLANS

All assets owned by Council are included on the annual asset management register for maintenance and whole of life cycle purposes.

WORKFORCE PLAN

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 property prices will continue to escalate in Bridgetown and the Shire risks being priced out of the market.

Reputational Risk (External) – the reputational risk is High due to adding to the community perception that there is a low rate of staff attraction and retention if Council do not find housing for new staff members.

Reputations Risk (Internal) – the reputational risk is high given the stress felt by staff associated with the potential upheaval associated with having an unqualified or experienced Executive Manager, increasing 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

15.3 Adopt amended P 3 - Appointment of an Acting CEO and Senior Employees Policy

File Ref

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Nicole Gibbs, Chief Executive Officer

Attachments

1. Draft Amended P 3 - Appointment of an Acting CEO/Senior Employees Policy [↓](#)
2. Current P 3 - Appointment of an Acting CEO [↓](#)
3. P 2 - Senior Employees [↓](#)

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer:
Responsible Officer:

RESOLUTION: OCM 011-23/24

Moved: Councillor R Redman

Seconded: Councillor T Pratico

That Council

1. Adopt the reviewed P3 – Appointment of an Acting CEO/Senior Employees Policy; and
2. Repeal P2 – Senior Employees Policy

FOR: Crs J Mountford, S Mahoney, M Christensen, M Fletcher, T Lansdell, L Pearce, T Pratico and R Redman

AGAINST: Nil

CARRIED 8/0

IN BRIEF

The purpose of this agenda paper is to propose the combination of two existing policies: P3 – Appointment of an Acting CEO/Senior Employees Policy and the P2 – Senior Employees Policy. By merging these two policies into a single comprehensive policy, we aim to streamline operations, simplify processes, and enhance transparency in our organisation.

BACKGROUND

P3 – Appointment of an Acting CEO/Senior Employees Policy. The intent of the newly reviewed policy is to:

- Ensure that the organisation has a competent CEO operating at all times.
- Ensure that senior employees eligible to perform in this role on a temporary basis are identified and managed accordingly.
- Outline the process for the appointment of an Acting CEO, delegation of authority, notification to Council, and related procedures.

The reasons for combining policies are:

Efficiency and Clarity:

Combining these policies will eliminate redundancy and provide a single, clear reference for appointment procedures and the definition of senior employees.

Improved Governance:

A consolidated policy will make it easier for Council members and senior management to understand and adhere to the policies, ensuring better governance (rather than having to refer to two documents).

Enhanced Accountability:

A unified policy will make it easier to track compliance and accountability for appointments and senior employee designations.

Alignment with Legislation:

Combining these policies will allow us to ensure that our policies align seamlessly with the Local Government Act 1995. There is no legal reason as to why the policies can't be combined.

The proposed changes are:

Policy Title:

The combined policy will be titled 'Appointment of an Acting CEO/Senior Employees Policy.'

Objectives:

Retain the objectives of both policies to ensure competence in leadership and identify senior employees.

Scope:

Clarify that the policy applies to the appointment of senior employees, including Acting CEOs.

Policy Content:

Merge the content of both policies to provide a comprehensive framework. Retain the existing sections regarding appointment procedures and delegation of authority. Include the definition of senior employees within this policy.

Compliance:

Ensures that our policies remain compliant with the Local Government Act 1995.

Efficiency:

Streamlines processes and reduces the administrative burden of managing two separate policies.

STATUTORY ENVIRONMENT

Local Government Act 1995

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

s.5.37 – Senior Employees

s.5.39C – Policy for temporary employment or appointment of CEO

POLICY IMPLICATIONS

P 3 - Appointment of an Acting CEO

P 2 - Senior Employees

FINANCIAL IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

13.1 Strengthen leadership and advocacy.

CORPORATE BUSINESS PLAN

Nil

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

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



P 3 – Appointment of an Acting CEO/Senior Employees

1 Objectives

- To ensure the organisation has a competent and lawfully appointed Chief Executive Officer (CEO) at all times.
- To ensure senior employees are identified to Council and notified if/when there are significant issues related to that employee (e.g. appointment, termination or misconduct).

2 Scope

This policy applies to senior employees, the CEO and Council.

3 Policy

- (a) Section 5.39C of the *Local Government Act 1995* (the Act) requires the adoption of a policy regarding the employment of an Acting Chief Executive Officer (CEO).
- (b) Section 5.37 of the Act enables Council to designate senior employees. For this purpose, senior employees are designated as the Executive Managers in the organisation. Specifically:
 - I. Executive Manager, Corporate Services
 - II. Executive Manager, Infrastructure
 - III. Executive Manager, Economic & Community Development
 - IV. Executive Manager, Planning & Development
- (c) Council delegates (Delegation A.1) to the CEO when the CEO is on periods of annual leave, personal leave or long-service leave for a duration of no greater than 25 consecutive working days in length.
- (d) This policy is written in line with the current delegation.

Under this Policy:

- (a) The CEO is authorised to appoint an Executive Manager as Acting CEO when the CEO is on periods of annual leave, personal leave or long-service leave for a duration of no greater than 25 consecutive working days in length. The appointment of an Acting CEO for a period greater than 25 consecutive working days will require a Council decision.
- (b) The CEO is authorised to pay the Acting CEO 'higher duties' remuneration (with the amount of higher duties being within the current remuneration levels) of the CEO at the time of making the appointment.
- (c) The CEO is to advise all Councillors of the appointment of the Acting CEO immediately after the appointment is made.
- (d) The CEO will report to Council any proposal to fill an Acting CEO role over 25 consecutive working days with as much advanced notice as possible.
- (e) If the CEO position becomes vacant, all Acting arrangements are to be determined by the Council.



Note: Section 5.39C of the *Local Government Act 1995* prevents the appointment of an Acting CEO for a period greater than 12 months.

4 Risk Management

The risks of non-compliance with this policy are:

- Breach of Sections 5.39C and 5.37 of the Act.
- Unlawful appointment of an Acting CEO.
- Lack of professional development opportunities for senior employees.
- Less than competent employee performing in the CEO role.

5 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.5.37 – Senior Employees s.5.39C – Policy for temporary employment or appointment of CEO
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

6 Administration

Original Adoption Date	25 November 2021
Last Variation Date	
Last Reviewed	28 April 2022
Scheduled Reviewed Date	27 April 2023



P 3 – Appointment of an Acting CEO

1 Objectives

To ensure compliance with Local Government Act 1995 s5.39C by having a policy regarding the employment of an acting Chief Executive Officer.

2 Scope

To provide a framework and guidelines for the employment of an Acting CEO.

3 Policy

Section 5.39C of the Local Government Act requires the adoption of a policy regarding the employment of an acting Chief Executive Officer (CEO).

Council delegates (Delegation A.1) to the CEO, appointment of an executive manager as Acting CEO when the CEO is on periods of annual leave or long service leave of duration of no greater than 25 consecutive working days in length. The delegation also allows the CEO to appoint an executive manager as Acting CEO when the CEO is on sick leave and deems there is a need to appoint an Acting CEO.

Again this delegation limits the duration of the appointment to no greater than 25 consecutive working days in length.

This policy is written in line with the current delegation.

Under this Policy:

- 1 The CEO is authorised to appoint an Executive Manager as Acting CEO when the CEO is on periods of annual leave or long service leave of duration no greater than 25 consecutive working days in length. Appointment of an Acting CEO for a period greater than 25 consecutive working days will require a Council decision.
- 2 Where the CEO is on sick leave for a period which in the opinion of the CEO requires appointment of an Acting CEO, the CEO is authorised to appoint an Executive Manager as Acting CEO for a period of up to 25 consecutive working days.
- 3 The CEO is authorized to pay the Acting CEO “higher duties” remuneration with the amount of higher duties being within the current remuneration levels of the CEO at the time of making the appointment.
- 4 The CEO is to advise all councillors of the appointment of the Acting CEO immediately after the appointment is made.
- 5 The CEO shall report to Council any proposal to fill an Acting CEO role over 25 consecutive working days with as much advanced notice as possible.
- 6 If the CEO position becomes vacant, all acting arrangements are to be determined by the Council.

Note: Section 5.39C of the Local Government Act 1995 prevents the appointment of an Acting CEO for a period greater than 12 months.



4 Applicable Legislation and Documents

Act	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.5.39C – Policy for temporary employment or appointment of CEO
Regulation	N/A
Local Law	N/A
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

5 Administration

Original Adoption Date	25 November 2021
Last Reviewed	28 April 2022
Scheduled Reviewed Date	27 April 2023



P 2 – Senior Employees

1 Policy

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

- Executive Manager Corporate Services
- Executive Manager Development & Infrastructure

2 Applicable Legislation and Documents

Act	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.5.37 <i>Local Government Act 1995</i> – Senior employees
Regulation	N/A
Local Law	N/A
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	17 December 1998
Last Reviewed	30 June 2022
Scheduled Reviewed Date	27 April 2023

15.4 Adopt the proposed P 20 - Professional Development & Performance Review Policy

File Ref

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Nicole Gibbs, Chief Executive Officer

Attachments 1. P 20 - Professional Development and Performance Review [↓](#)
 2. P 6 - Staff - Tertiary Study [↓](#)

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer:
 Responsible Officer:

RESOLUTION: OCM 012-23/24

Moved: Councillor M Christensen

Seconded: Councillor T Lansdell

That Council

1. Adopt the proposed P 20 –Professional Development & Performance Review Policy; and
2. Repeal policy P 6 – Staff – Tertiary Study

FOR: Crs J Mountford, S Mahoney, M Christensen, M Fletcher, T Lansdell, L Pearce, T Pratico and R Redman

AGAINST: Nil

CARRIED 8/0

IN BRIEF

The proposed Professional Development & Performance Review Policy aims to establish a structured framework for fostering the continuous growth and development of our employees. This policy outlines the mechanisms through which employees can access various training, educational opportunities, and professional development resources within the constraints of our resources and capacity.

MATTER FOR CONSIDERATION

In today's rapidly evolving work environment, investing in the professional development of our employees is crucial for maintaining a skilled and motivated workforce. A well-defined professional

development policy not only benefits individual employees but also contributes to the overall success and sustainability of our organisation.

BACKGROUND

Considering our status as a Band 3 local government organisation, it's important to introduce provisions that align with our financial and operational constraints.

Resource Allocation: While we aspire to provide comprehensive support for employee development, we must acknowledge our limited financial resources. The policy outlines parameters for allocating funds towards professional development initiatives, ensuring responsible and equitable distribution within our means.

Time Off Considerations: Recognising the importance of balancing operational demands with employee development needs, the policy establishes guidelines for granting time off for training and educational purposes. This will be done with careful consideration of staffing requirements and operational continuity, aiming to minimise disruptions while supporting employee growth.

Exploration of Cost-Effective Solutions: In light of our budgetary constraints, the policy will encourage exploring cost-effective alternatives for professional development, such as online courses, webinars, and in-house training programs. Leveraging these resources will enable us to maximise the impact of our investments in employee development while staying within our financial limitations.

Performance-Based Opportunities: To optimise the utilisation of available resources, the policy will prioritise professional development opportunities based on performance and potential impact on organisational goals. This strategic approach will ensure that our investments align with our priorities and yield the greatest return on investment.

By incorporating these considerations into the Employee Professional Development Policy, we demonstrate a commitment to supporting our employees' growth and development within the confines of our organisational capacity.

As a part of the development of the Professional Development & Performance Review Policy, Officers recommend repealing P6 – Staff – Tertiary Study, which:

- Conflicts in part with the new Professional Development Policy;
- Does not provide for a system and process that would be considered objective, transparent, tangible or equitable; and
- Is dependent on the CEO's discretion.

Legislative Provisions

The Professional Development & Performance Review Policy is compliant with the organisation's legal obligations under:

- Employment Contracts
- *Equal Opportunity Act 1984*
- *Local Government Act 1995*
- *Local Government Officers' (Western Australia) Award 2021*

- *Municipal Employees (Western Australia) Award 2021*
- *Work Health & Safety Act 2020*

The Policy is also congruous with our commitments of a professional, competent, effective and responsive workforce under:

- Customer Service Charter
- Corporate Business Plan 2023 - 2027
- Strategic Community Plan 2023 - 2033

STATUTORY ENVIRONMENT

Local Government Act 1995

Equal Opportunity Act 1984

Local Government Officers' (Western Australia) Award 2021

Municipal Employees (Western Australia) Award 2021

Work Health & Safety Act 2020

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

- 1.4 Grow recognition and respect for all cultures
- 13.1 Strengthen leadership and advocacy.
- 13.2 Embrace innovation and a 'can do' culture.
- 14.1 Achieve excellence in organisational performance and service delivery.

CORPORATE BUSINESS PLAN

Nil

LONG TERM FINANCIAL PLAN

Nil

RISK MANAGEMENT

The risk areas identified according to Policy RM 1 – Risk Management are Reputational (External).

The overall risk has been measured as 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

UNCONFIDENTIAL



P 20 – Professional Development and Performance Review

1 Objectives

The Shire of Bridgetown-Greenbushes (the Shire) recognises the importance of having a skilled workforce that is competent and capable of responding to the needs and expectations of the community. The Shire will endeavour to always appoint to its positions those persons who are best qualified and/or experienced to carry out the duties expected of the position and acknowledges that employees require ongoing training to meet these expectations.

2 Scope

This Policy applies to all fulltime and part-time employees, apprentices and trainees. This Policy does not apply to the Executive Management positions employed under contract, casual staff members, other contract employees or employees on leave without pay.

The Policy covers external short courses (online or on location) and extends to tertiary or post graduate studies only in terms of provisions for study leave. Attendance at conferences is not covered by this Policy.

3 Definitions

3.1 Councillor

Councillors are members of an elected body that makes decisions on behalf of a local government through a formal meeting process. Generally, local government council members, who include the Mayor or President and Councillors, do not have any authority to act or make decisions as individuals.

3.2 Employee

An employee is a person engaged to provide a service to a company either on a full-time, part-time or casual basis in exchange for payment. Also known as staff.

3.3 Professional development

Professional development is gaining new skills through continuing education and career training after entering the workforce. It can include taking classes or workshops, attending professional or industry conferences, or earning a certificate to expand knowledge in a chosen field.

Some organisations offer in-house opportunities for professional development, such as training sessions or mentoring programs, but many professional development programs are done independently.

3.4 Worker

A worker is any person who carries out work for a Person Conducting a Business or Undertaking (PCBU), including (but not limited to) work as an employee, Councillor, outworker, apprentice or trainee, work experience student, placed with a 'host employer' and volunteers.

4 Accountabilities & Responsibilities

Council is accountable for:

- a) Ensuring the organisation has in place a lawful, transparent, and accountable policy



framework, supported by a suite of compliant and appropriate policies and procedures.

- b) Endorsing (or not) each organisational policy document in a timely and effective manner.
- c) Delegating implementation of each policy document to the CEO.

The CEO is accountable for ensuring the development, implementation, monitoring and review of this policy document, in accord with governing legislation and Council directives.

The Executive Management Team and Managers are responsible for:

- a) Ensuring that all employees under their direction comply with this policy document.
- b) Enacting process to redress non-compliance with this policy document.

All employees are individually responsible for complying with this policy document.

5 Policy

- a) The Shire will fund an annual training budget to provide regular opportunities for employees to upgrade and enhance their skills.
- b) Training needs will be determined through a skills review at the end of an employee's probationary period and the annual staff Performance Review including the creation of a Professional Development Plan in accordance with the appropriate Award. Professional Development Plans will be reviewed at least every twelve months in conjunction with regular performance reviews, but employees are encouraged to seek out development opportunities that are immediately relevant to their role within the Shire on an ad-hoc basis.
- c) Employees are required to request written approval from their department's Executive Manager for any external professional development opportunity using the Employee Course Request Form.
 - I. Costs stated in the Employee Course Request Form must be supported by written quotes.
 - II. Approval will not be given retrospectively and must be attained before applying for any development opportunity with the provider or booking any accommodation.
 - III. The employee is responsible for obtaining a purchase order prior to any booking made.
 - IV. All reasonable costs associated with the attendance of an approved short course for the purpose of professional development will be covered by the Shire.
- d) Accommodation and Travel
 - I. Where accommodation is required to attend a training opportunity, it is the employee's responsibility to determine the most reasonable option considering price and distance from training venue.
 - II. Where an employee travels to and from the training venue or accommodation using their own vehicle, the Shire of Bridgetown-Greenbushes will reimburse for kilometres travelled using the "Cents per Kilometre Method" with the rate being regularly reviewed by the Australian Taxation Office and listed in the appropriate Award.
 - III. Cost for public transport to and from the training venue or the accommodation will be reimbursed as it is incurred.
 - IV. Where food is not provided, the Shire of Bridgetown-Greenbushes will reimburse the employee for reasonably incurred costs upon presentation of receipts.
- e) Attendance



- I. Employees approved to attend short courses as part of their professional development will do so during work time.
 - II. If attendance is required on a day when the employee would normally be taking a “Roster Day Off” (RDO), staff will accrue the time and may elect to have the time paid out at normal (single time) rates.
 - III. Staff employed under a Hybrid Working From Home Agreement may attend online short courses from home.
- f) Responsibilities
- I. It is the Executive Manager’s responsibility to provide reasonable opportunity for professional development and to approve any request for training that is in line with an employee’s Professional Development Plan unless there is a legitimate reason to deny the request.
 - II. It is the employee's responsibility to attend training opportunities agreed upon during the skills review process and approved by the Executive Manager, and to provide the People & Culture department with documentation for the successful completion of any training undertaken as part of their professional development.
 - III. The People & Culture Department will keep a record any course completion documentation provided by an employee in accordance with the Shire’s Record Keeping Policy and to provide the Executive Manager with relevant information for the review of the employees Professional Development Plan. Work Health and Safety tickets and certificates will also be stored in Skytrust (Infrastructure Department).
- g) Failure to Comply
- Employees who, fail to complete a training course successfully, abandon a training course prior to completion or do not attend training paid for and organised by the Shire will reimburse the Shire all monies paid for course fees, accommodation, travel and meals or will repeat the training course at their own expense on a date determined by the Shire.
- h) Leave the Shire
- Employees who leave the Shires’ employment for any reason other than Redundancy or Termination less than 12 months after completion of a training course funded by the Shire will be asked to repay 100% if less than 6 months, 75% if between 6 and 12 months of the
- I. course fees,
 - II. accommodation,
 - III. meals,
 - IV. travel, and
 - V. wages
- paid by the Shire in relation to the employee’s participation in that and any other training course within those timeframes.
- i) Tertiary or Post Graduate Studies
- I. Fees
- Any employee entering into a Tertiary or Post Graduate Program that is not part of a training or employment contract with the Shire, will be entirely responsible for all associated course fees and other costs.



- II. Time
 - The Shire of Bridgetown-Greenbushes will provide a full-time employee with time off with pay (Study Leave) of up to a maximum of five (5) hours per week.
 - If an employee is studying online, Study Leave will be granted equivalent to (8)b.(i) as if the employee is attending campus.
 - Part time employees will receive pro-rata Study Leave.
 - Approved Study Leave must be taken in the employee’s usual hours of work, does not accrue from week to week and does not cover travel time.
- III. Block Leave
 - Courses requiring block participation instead of weekly attendance will receive an amount of leave based on a maximum of 5 hours of Study Leave per week (pro-rata for part time employees) over the course of the semester/trimester.
 - If the block participation period exceeds the amount of Study Leave allowed, employees will be required to take some other type of leave to make up the total absence.

Professional development provisions for the CEO and Executive Managers are provided for in the respective employment contracts, as negotiated and agreed.

6 Statutory Environment

The Employee Professional Development Policy is compliant with the organisation’s legal obligations as set out below.

7 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Officers’ (Western Australia) Award 2021</i> <i>Municipal Employees (Western Australia) Award 2021</i> <i>Industrial Relations Act 1979</i> <i>Local Government Act 1995</i> <i>Equal Opportunity Act 1984</i> <i>Work Health & Safety Act 2020</i>
Shire Policies	Employment Contracts
Related Documents	Corporate Business Plan
Related Procedure	N/A

8 Administration

Original Adoption Date	15 April 2024
Last Variation Date	
Last Reviewed	
Scheduled Reviewed Date	15 April 2027



P 6 – Staff – Tertiary Study

1 Policy

- 1 The Shire will provide assistance to staff who are studying towards a qualification considered to be appropriate to their duties, or, which will provide recognition towards further progression within Local Government.
- 2 Staff will initially seek clarification from the Chief Executive Officer as to the relevance of the proposed course. Assistance from the Shire will not be provided unless the course has been approved as being relevant, in writing, by the Chief Executive Officer and funds being available.
- 3 The Shire will reimburse each staff member for the costs incurred for each unit after the staff member has provided proof of passing, by the relevant institution, at the end of each semester.
- 4 Intensive courses will be considered by the Shire at the rate of not more than 1 per annum. This will be at the discretion of the Chief Executive Officer and will not necessarily be approved if workload is considered to be heavy.
- 5 Accommodation and meals will not be the responsibility of the Shire whilst undertaking an intensive course.
- 6 For approved courses of study the Shire will allow an employee to sit exams within ordinary working hours (without loss of pay) where the exam has been scheduled within such hours.
- 7 Applications by the CEO under the terms of this Policy will be determined by Council. Applications from any other staff member will be determined by the CEO.

2 Applicable Legislation and Documents

Act	s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government’s policies
Regulation	N/A
Local Law	N/A
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	17 December 1998
Last Reviewed	28 April 2022
Scheduled Reviewed Date	27 April 2023

15.5 Repeal Policy PH 2 - Handling of Asbestos Cement (AC) Building Products

File Ref

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Steele Alexander, Executive Manager, Infrastructure

Attachments 1. PH 2 - Handling of Asbestos Cement (AC) Building Products [↓](#)

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer:
Responsible Officer:

RESOLUTION: OCM 013-23/24

Moved: Councillor R Redman

Seconded: Councillor M Christensen

That Council repeal Policy PH 2 - Handling of Asbestos Cement (AC) Building Products.

FOR: Crs J Mountford, S Mahoney, M Christensen, M Fletcher, T Lansdell, L Pearce, T Pratico and R Redman

AGAINST: Nil

CARRIED 8/0

Councillor Pratico requested a Fact Sheet for the safe removal of asbestos.

Executive Manager, Infrastructure – The Shire will create a fact sheet showing that it's a requirement under regulation.

CEO Response – The new website will have Fact sheets readily available to the public, Council will commit to this fact sheet on there.

IN BRIEF

Council is asked to consider the repeal of Policy PH 2 - Handling of Asbestos Cement (AC) Building Products because:

- The policy is operational.
- Our Shire does not accept asbestos at the landfill site.
- The content is governed by *Health (Asbestos) Regulations 1992* and Chapter 8 of the *Work Health and Safety (General) Regulations 2022*.

MATTER FOR CONSIDERATION

The objective of this agenda paper is to propose the repeal of Policy PH 2 - Handling of Asbestos Cement (AC) Building Products, with the rationale that its provisions are operational in nature and are adequately covered by existing legislation.

BACKGROUND

The objective of this agenda paper is to propose the repeal of Policy PH 2 - Handling of Asbestos Cement (AC) Building Products, with the rationale that its provisions are operational in nature and are adequately covered by existing legislation.

The provisions outlined in Policy PH 2 overlap significantly with existing legislation, particularly the *Health (Asbestos) Regulations 1992* and Chapter 8 of the *Work Health and Safety (General) Regulations 2022*. This duplication creates unnecessary bureaucratic burden without providing additional safety benefits and creates the risk of the policy not being updated when legislation is amended.

The *Health (Asbestos) Regulations 1992* comprehensively control the handling and use of materials containing asbestos, ensuring public protection from the uncontrolled release of fibres into the environment. Additionally, Chapter 8 of the *Work Health and Safety (General) Regulations 2022* specifically addresses asbestos-related health and safety concerns, making the policy redundant.

Repealing Policy PH 2 will streamline administrative processes within the Council, eliminating the need for redundant policy enforcement and reducing administrative overheads associated with its implementation and monitoring.

Maintaining multiple sets of guidelines and regulations on asbestos handling can lead to confusion among stakeholders, including contractors, builders, and residents. Consolidating regulations under existing legislation will provide clarity and consistency in compliance requirements.

Under s.2.7(2)(b) of the *Local Government Act 1995*, Council is empowered to determine local government policies. However, this authority should be exercised judiciously to avoid redundant or conflicting regulations.

STATUTORY ENVIRONMENT

Local Government Act 1995

Under s.2.7(2)(b) of the *Local Government Act 1995*, Council is empowered to determine local government policies.

Health (Asbestos) Regulations 1992

Chapter 8 Work Health and Safety (General) Regulations 2022 - Asbestos

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

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

RISK MANAGEMENT

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

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



PH 2 – Handling of Asbestos Cement (AC) Building Products

1 Objectives

To establish a safe protocol for dealing with asbestos cement material within the community.

2 History of Asbestos Cement Products

Asbestos was commonly used in building materials due to its durability, fire resistance and insulation properties and there are a great many developed centres like Bridgetown and Greenbushes that have a considerable volume of asbestos fibre, in the form of asbestos cement products, such as roof sheeting, wall cladding, ceiling material, fencing material, etc.

Asbestos cement products typically contain 10 – 15 percent asbestos fibre by weight, and were commonly manufactured in WA from 1921 to 1987.

The use of crocidolite (blue asbestos), ceased in 1966, use of amosite (brown asbestos) ceased in May 1984 and the use of chrysotile (white asbestos) was phased out between 1981 and 1987.

Manufacturing of all asbestos products ceased in 1987.

3 Health Effects Caused by Exposure to Asbestos Cement Products

While in its raw form, asbestos is well known to cause health effects in humans, the Department of Health maintain undisturbed asbestos cement products do not pose a health risk, as the fibres are bound together in a solid cement matrix.

The natural ageing, weathering and minor damaging or disturbance of asbestos cement roofs may release a very small number of fibres into the air over time, they are unlikely to pose a risk to health.

Asbestos cement buildings do not present a health hazard in most cases, where the materials are in good condition and are not disturbed, disturbing the material (eg. By removal) may create a health hazard where none previously existed.

4 Health (Asbestos) Regulations 1992

The Health (Asbestos) Regulations 1992 controls the handling and use of materials containing asbestos, to protect the public from the uncontrolled release of fibres into the environment.

The regulations also make it an offence to sell, give away or supply second-hand asbestos material.

5 Policy

5.1 Demolition License for Removal of Asbestos Cement Products

All work to remove Asbestos Cement Products must comply with the requirements of the Occupational Safety and Health Act 1984 and Regulations and the safety procedure established the WorkSafe Division of the Department of Consumer and Employment Protection.

Special precautions should be taken when renovating buildings containing asbestos cement products, to prevent fibres entering the atmosphere. As far as practicable, asbestos cement material must not be broken, abraded or otherwise disturbed.



Every reasonable measure must be taken to ensure asbestos fibres are not released into the air.

5.2 Disposal of Asbestos Cement Products to Landfill

Asbestos disposal within the Shire will be undertaken in accordance with the provision of the Department of Environment & Conservation’s operation licencing conditions, and the ability to effectively manage the waste and disposal requirements.

Asbestos up to a maximum load of 0.2m3 will be received at the Bridgetown Waste Disposal Site subject to it being wrapped in plastic or packaged and sealed to prevent asbestos fibres entering the atmosphere. Any material not wrapped to the satisfaction of the site attendant will not be permitted to be unloaded from the vehicle. Asbestos received at the Bridgetown Waste Disposal Site will be stored on a pallet(s) until such time it is transferred to the Manjimup Waste Disposal Site for burying. Asbestos greater in size than 0.2m3 will not be accepted and persons will have to make arrangements to transport that product to the Manjimup Waste Disposal Site.

- 1 As a condition of the ‘Demolition Licence’ a person engaged in the removal of asbestos cement product will be instructed in the safe handling and transportation procedure.
- 2 Person or persons wishing to dispose of Asbestos Cement Product generated within the Shire are required to notify the appropriate Shire (Bridgetown-Greenbushes if size is less than 0.2m3 or Shire of Manjimup if greater than 0.2m³ load prior to delivery to or disposal at the waste disposal site.
- 3 Refuse site attendants will check if asbestos cement product has been wrapped in plastic or packaged and sealed to prevent asbestos fibres entering the atmosphere, prior to it being accepted.
- 4 Fees for the handling of AC products to be in accordance with Council’s Annual Schedule of Fees & Charges.

NOTE PENALTIES:

A person who commits an offence under these regulations is liable to penalties under the Act

6 Applicable Legislation and Documents

Act	s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government’s policies
Regulation	<i>Health (Asbestos) Regulations 1992</i> <i>Chapter 8 Work Health and Safety (General) Regulations 2022 - Asbestos</i>
Local Law	N/A
Shire Policies	FM 11 – Risk Management
Related Documents	N/A
Related Procedure	N/A

7 Administration

Original Adoption Date	17 December 1998
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Last Reviewed	28 April 2022
Scheduled Reviewed Date	27 April 2023

UNCONFIRMED

15.6 Repeal Policy R 11 - Street Lighting Overspill

File Ref

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Nicole Gibbs, Chief Executive Officer

Attachments 1. Policy R 11 - Street Lighting Overspill [↓](#)

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer:
Responsible Officer:

RESOLUTION: OCM 014-23/24

Moved: Councillor T Lansdell

Seconded: Councillor R Redman

That Council repeal Policy R 11 – Street Lighting Overspill.

FOR: Crs J Mountford, S Mahoney, M Christensen, M Fletcher, T Lansdell, L Pearce, T Pratico and R Redman

AGAINST: Nil

CARRIED 8/0

IN BRIEF

The Policy governing street lighting overspill, while well-intentioned, places undue burden on the Shire of Bridgetown-Greenbushes, oversteps the boundaries of operational responsibility, has no relevance to governance and is primarily a Western Power responsibility. In addition, the Shire does not have employees with expertise in street lighting. Repealing this Policy does not impede our ability to address residents' concerns but will enable employees to direct residents to an appropriate regulatory or other body if necessary.

BACKGROUND

Policy R 11 – Street Lighting Overspill was instituted to address complaints regarding obtrusive light from streetlights owned by Western Power within the Shire of Bridgetown-Greenbushes. While the intention was to balance amenity loss with public safety, the policy has proven to be burdensome and beyond the scope of the Shire's governance role.

The oversight of street lighting and its operational aspects predominantly falls under the purview of Western Power, not the Shire. The Policy's involvement in approving adjustments and bearing some associated costs oversteps the Shire's responsibility.

The responsibility for the installation, maintenance, and adjustment of street lighting lies predominantly with Western Power. The Shire lacks the expertise and authority to adequately address lighting issues, making it inappropriate for the Shire to take on such responsibilities.

Street lighting issues often stem from factors beyond the control of the Shire, such as changes in property ownership, modifications to residences, or construction activities. Expecting the Shire to rectify lighting problems caused by external factors is unreasonable.

The Shire does not employ personnel with expertise in lighting assessment or engineering. Assessing whether road works are causing lighting issues requires specialised knowledge that the Shire does not possess.

Repealing this policy does not preclude the Shire from considering and addressing residents' concerns regarding street lighting. The Shire can still assess requests for assistance and facilitate communication with Western Power where necessary.

STATUTORY ENVIRONMENT

Local Government Act 1995

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

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

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

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R 11 – Street Lighting Overspill

1 Scope

This Policy shall apply to streetlights owned by Western Power and located on roads within the Shire of Bridgetown-Greenbushes.

2 Definitions

2.1 Streetlight

means a raised electric light source located on the edge of a road within the Shire of Bridgetown-Greenbushes.

2.2 Streetlight Shading

means a shade installed on a streetlight by Western Power which takes the form of a metal deflector or painted-out section of lens.

3 Policy

3.1 Introduction

Public street lighting is primarily provided to assist in the safe movement at night of motor vehicles and pedestrians, while further providing the benefits of discouraging illegal and anti-social behaviour. While a majority of street lights installed in residential areas are accepted for their purpose, at times Council has received complaints about obtrusive light shining into residential properties from the street light fitting back spilling light.

There are a range of reasons for new obtrusive lighting complaints, including but not limited to, the change of ownership of the property, modifications to the residence, replacement of the light fitting and the construction of a new home or units on the site.

3.2 Statement

Council acknowledges the loss of amenity associated with unwanted or unreasonable levels of light emitted from lighting infrastructure on public land that is adjacent to private residences.

The resident can make changes within their property to minimise the impact of light emissions, including the planting of landscaping, erection of fencing or the installation of heavier curtains or blinds.

Where resident initiated changes haven't solved the issue there may be external remedies to reduce the lights impact, depending on the location of the street light. These may include:

- Adjustments to the light fitting mounting
- Relocation of the light
- Replacement of the light fitting with an alternate type (limited)
- Removal and relocation of the light

All of the above remedies will require the approval of Western Power. If Western Power resolves to pass the cost of these remedies onto the Shire then these costs will have to be met by the applicant (property resident or owner). The applicant will be provided with a cost estimate of the work and



payment in full will be required before a work order is issued to Western Power or authorised contractor.

If the above remedies are not the solution then Council will consider the installation of street light shading.

In order to balance the issue of amenity loss with public safety and cost recovery, the Shire will consider requests for streetlight shading from residents in accordance with the criteria outlined below.

3.3 Details

3.3.1 Requests for Streetlight Shading:

- (a) Council will consider requests for streetlight shading where:
 - additional streetlights or streetlight fittings have been installed as a result of road or other works;
 - additional streetlights or streetlight fittings have caused a significant change to illumination levels;
 - Western Power has advised the City that streetlight shading is appropriate; and/or
 - a change to illumination levels is due to lamp replacement by Western Power.
- (b) Council will not consider requests for streetlight shading where:
 - carriageway, path and verge illumination or safety would be compromised;
 - amenity to neighbouring properties would be negatively affected; and/or
 - Western Power has advised the City that streetlight shading is inappropriate and/or cannot be installed.

3.3.2 Contribution to Cost of Streetlight Shading:

Where a decision has been made to request the installation of streetlight shading, the cost of installing the shading will be met by the applicant. The applicant will be provided with a cost estimate of the work and payment in full will be required before a work order is issued to Western Power or authorised contractor.

3.3.3 Delegated Authority

The administration of this Policy is delegated to the CEO.

4 Applicable Legislation and Documents

Act	s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government’s policies
Regulation	N/A
Local Law	N/A
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A



5 Administration

Original Adoption Date	27 August 2015
Last Reviewed	26 November 2020
Scheduled Reviewed Date	27 April 2023

UNCONFIRMED

ITEM 16 CORPORATE SERVICES

16.1 March 2024 List of Accounts

File Ref

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Santosh Pande, Executive Manager, Corporate Services

Attachments 1. March 2024 List of Accounts [↓](#)

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer:
Responsible Officer:

RESOLUTION: OCM 015-23/24

Moved: Councillor S Mahoney

Seconded: Councillor M Christensen

That Council receives the List of Accounts Paid in March 2024.

FOR: Crs J Mountford, S Mahoney, M Christensen, M Fletcher, T Lansdell, L Pearce, T Pratico and R Redman

AGAINST: Nil

CARRIED 8/0

IN BRIEF

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).
- 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).
- 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.
- 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.
- (b) Recorded in the minutes of that meeting.

STATUTORY ENVIRONMENT

Local Government Act 1995

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.

POLICY IMPLICATIONS

RM 1 - Risk Management

FM 4 – Purchasing Policy

FINANCIAL IMPLICATIONS

Expenditure incurred in February 2024 and presented in the list of accounts paid, was allocated in the 2023/24 Budget.

STRATEGIC COMMUNITY PLAN

14.1 Achieve excellence in organisational performance and service delivery.

14.2 Improve real and perceived value for money from Council rates.

CORPORATE BUSINESS PLAN

Nil

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

Nil

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

UNCONFIRMED

**SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN MARCH TO BE RECEIVED**

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
MUNICIPAL FUND				
DIRECT DEBITS				
DD17417.3	02/03/2024	GO GO MEDIA	MONTHLY ON HOLD MESSAGE SERVICE - MARCH	75.90
DD17395.1	06/03/2024	AWARE SUPER	PAYROLL DEDUCTIONS	13,526.25
DD17395.2	06/03/2024	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	708.13
DD17395.3	06/03/2024	CARE SUPER	PAYROLL DEDUCTIONS	744.27
DD17395.4	06/03/2024	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	23.11
DD17395.5	06/03/2024	REST SUPER - ACUMEN	SUPERANNUATION CONTRIBUTIONS	192.08
DD17395.6	06/03/2024	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	560.37
DD17395.7	06/03/2024	AIA AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	319.87
DD17395.8	06/03/2024	ALDRIDGE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	319.87
DD17395.9	06/03/2024	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	771.37
DD17395.10	06/03/2024	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	423.68
DD17395.11	06/03/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	281.46
DD17395.12	06/03/2024	GUILD SUPER	PAYROLL DEDUCTIONS	560.85
DD17395.13	06/03/2024	ONEANSWER FRONTIER SUPER	SUPERANNUATION CONTRIBUTIONS	281.46
DD17395.14	06/03/2024	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	295.68
DD17395.15	06/03/2024	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	297.01
DD17395.16	06/03/2024	UNISUPER	SUPERANNUATION CONTRIBUTIONS	730.49
DD17395.17	06/03/2024	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	3,909.16
DD17395.18	06/03/2024	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	229.83
DD17395.19	06/03/2024	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	409.98
DD17395.20	06/03/2024	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	327.91
DD17395.21	06/03/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	279.10
DD17417.2	15/03/2024	FLEET PARTNERS PTY LTD	MONTHLY LEASE FOR CESM & BRMO VEHICLES	3,000.23
DD17417.4	15/03/2024	SG FLEET AUSTRALIA PTY LTD	MONTHLY LEASE FOR SHARED ENVIRONMENTAL HEALTH OFFICER	484.22
DD17429.1	20/03/2024	AWARE SUPER	PAYROLL DEDUCTIONS	13,924.51
DD17429.2	20/03/2024	COLONIAL FIRST STATE SUPER	PAYROLL DEDUCTIONS	837.37
DD17429.3	20/03/2024	CARE SUPER	PAYROLL DEDUCTIONS	760.77
DD17429.4	20/03/2024	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	11.56

**SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN MARCH TO BE RECEIVED**

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
DD17429.5	20/03/2024	REST SUPER - ACUMEN	SUPERANNUATION CONTRIBUTIONS	189.48
DD17429.6	20/03/2024	AUSTRALIAN ETHICAL RETAIL SUPER	SUPERANNUATION CONTRIBUTIONS	831.89
DD17429.7	20/03/2024	ALDRIDGE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	319.87
DD17429.8	20/03/2024	WAIKAWA DREAMING SUPERANNUATION	PAYROLL DEDUCTIONS	757.65
DD17429.9	20/03/2024	PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	312.62
DD17429.10	20/03/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	281.46
DD17429.11	20/03/2024	ONEANSWER FRONTIER SUPER	SUPERANNUATION CONTRIBUTIONS	281.46
DD17429.12	20/03/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	290.60
DD17429.13	20/03/2024	TRUBUD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	295.68
DD17429.14	20/03/2024	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	295.72
DD17429.15	20/03/2024	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	589.05
DD17429.16	20/03/2024	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	392.16
DD17429.17	20/03/2024	UNISUPER	SUPERANNUATION CONTRIBUTIONS	634.10
DD17429.18	20/03/2024	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	4,301.93
DD17429.19	20/03/2024	HESTA SUPER	SUPERANNUATION CONTRIBUTIONS	245.82
DD17429.20	20/03/2024	ANZ CHOICE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	390.44
DD17429.21	20/03/2024	HOST PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	334.71
DD17465.1	28/03/2024	SHERIFFS OFFICE	FER UNPAID INFRINGEMENTS	918.50
B/S	01/03/2024	WESTPAC BANK	MERCHANT FEES	538.01
B/S	01/03/2024	WESTPAC BANK	MONTHLY BANK ACCOUNT FEES	1,359.14
B/S	06/03/2024	WESTPAC BANK	TOTAL WAGES FOR 22/02/2024 - 06/03/2024	182,863.33
B/S	20/03/2024	WESTPAC BANK	TOTAL WAGES FOR 07/03/2024 - 20/03/2024	175,411.87
WESTPAC CORPORATE CREDIT CARD - CEO				
B/S	05/02/2024	THE MULBERRY TREE	REFRESHMENTS FOR BLUES AT BRIDGETOWN MEETING	12.30
B/S	05/02/2024	HANSENS HOTBREAD SHOP	REFRESHMENTS FOR MEETING	8.50
B/S	06/02/2024	WATTLESEED CAFÉ	REFRESHMENTS FOR MEETING WITH COUNCILLOR	12.80
B/S	06/02/2024	BRIDGETOWN VIETNAMESE CAFÉ	REFRESHMENTS FOR SWDC MEETING	10.50
B/S	06/02/2024	BRIDGETOWN VIETNAMESE CAFÉ	REFRESHMENTS FOR TRAINING MEETING	14.50
B/S	07/02/2024	THE MULBERRY TREE	REFRESHMENTS FOR SWPC (EAP) MEETING	16.30
B/S	08/02/2024	ADOBE SYSTEMS	MONTHLY SUBSCRIPTION TO CREATIVE CLOUD	79.99

**SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN MARCH TO BE RECEIVED**

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
B/S	13/02/2024	FANTASTIC FURNITURE	DRAPER BENCH AND DELIVERY FOR CIVIC CENTRE	479.00
B/S	14/02/2024	BARKING COW	REFRESHMENTS FOR MEETING WITH HISTORIC SOCIETY	12.00
B/S	14/02/2024	TEAM GANTT	TEAM GANTT - MONTHLY GANTT SOFTWARE SUBSCRIPTION	310.86
B/S	16/02/2024	CLEVERBRIDGE	ANNUAL UPDATE & SERVICE FOR LICENSES TO MAIL STORE OPENTEXT	124.87
B/S	19/02/2024	BARKING COW	REFRESHMENTS FOR MEETING	25.10
B/S	22/02/2024	RECONCILIATION AUSTRALIA	RECONCILIATION ACTION PLAN DEVELOPMENT FEE	825.00
B/S	23/02/2024	TOWNHOUSE CAFÉ	REFRESHMENTS FOR SW STRATEGIC PLANNING FORUM MEETING	58.00
B/S	03/03/2024	WESTPAC	MONTHLY CARD FEE	10.00
WESTPAC CORPORATE CREDIT CARD - DCS <i>ene</i>				
B/S	07/02/2024	ESSENDEX	5000 SMS CREDITS FOR HARVEST AND MOVEMENT BANS	687.50
B/S	07/02/2024	DEPT MINES, INDUSTRY REGS & SAFETY	ANNUAL DMIRS DANGEROUS GOODS LICENCE FOR BLC	258.00
B/S	10/02/2024	MAILCHIMP	MONTHLY SUBSCRIPTION FOR VISITOR CENTRE NEWSLETTER DISTRIBUTION	41.11
B/S	03/03/2024	WESTPAC	MONTHLY CARD FEE	10.00
AMPOL FUEL CARD PURCHASES				
DD17417.1	07/03/2024	B031	PURCHASES ON FUEL CARDS FOR THE MONTH OF FEBRUARY	268.27
DD17417.1	07/03/2024	B8880	PURCHASES ON FUEL CARDS FOR THE MONTH OF FEBRUARY	492.66
DD17417.1	07/03/2024	1IBK177	PURCHASES ON FUEL CARDS FOR THE MONTH OF FEBRUARY	365.73
DD17417.1	07/03/2024	B8598	PURCHASES ON FUEL CARDS FOR THE MONTH OF FEBRUARY	549.33
DD17417.1	07/03/2024	B0111	PURCHASES ON FUEL CARDS FOR THE MONTH OF FEBRUARY	242.33
DD17417.1	07/03/2024	0B	PURCHASES ON FUEL CARDS FOR THE MONTH OF FEBRUARY	87.86
DD17417.1	07/03/2024	B0010	PURCHASES ON FUEL CARDS FOR THE MONTH OF FEBRUARY	92.77
DD17417.1	07/03/2024	B0100	PURCHASES ON FUEL CARDS FOR THE MONTH OF FEBRUARY	474.12
DD17417.1	07/03/2024	B1158	PURCHASES ON FUEL CARDS FOR THE MONTH OF FEBRUARY	130.08
DD17417.1	07/03/2024	B16240	PURCHASES ON FUEL CARDS FOR THE MONTH OF FEBRUARY	149.98
DD17417.1	07/03/2024	25OK	PURCHASES ON FUEL CARDS FOR THE MONTH OF FEBRUARY	167.73
DD17417.1	07/03/2024	B17187	PURCHASES ON FUEL CARDS FOR THE MONTH OF FEBRUARY	150.06
DD17417.1	07/03/2024	B8834	PURCHASES ON FUEL CARDS FOR THE MONTH OF FEBRUARY	82.46
DD17417.1	07/03/2024	1TKA760	PURCHASES ON FUEL CARDS FOR THE MONTH OF FEBRUARY	405.37
DD17417.1	07/03/2024	B17105	PURCHASES ON FUEL CARDS FOR THE MONTH OF FEBRUARY	430.88
DD17417.1	07/03/2024	B16182	PURCHASES ON FUEL CARDS FOR THE MONTH OF FEBRUARY	49.80

SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN MARCH TO BE RECEIVED

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
DD17417.1	07/03/2024	B7930	PURCHASES ON FUEL CARDS FOR THE MONTH OF FEBRUARY	377.26
DD17417.1	07/03/2024	122B	PURCHASES ON FUEL CARDS FOR THE MONTH OF FEBRUARY	170.65
DD17417.1	07/03/2024	1GPQ510	PURCHASES ON FUEL CARDS FOR THE MONTH OF FEBRUARY	129.03
BPAY				
22032024	22/03/2024	TELSTRA	TELEPHONE & INTERNET CHARGES FOR FEBRUARY	2,319.15
ELECTRONIC PAYMENTS				
EFT38629	14/03/2024	ABCO PRODUCTS PTY LTD	CARTON OF 250 X CLASSIC BLACK BIN LINER ROLLS	153.54
EFT38630	14/03/2024	ADAM JENKINS TREE SERVICES	REMOVAL OF 4 X HIGH RISK TREES	4,950.00 ✓
EFT38631	14/03/2024	AJB AUTOS	40L RED COOLANT CONCENTRATE FOR SHIRE MACHINERY	773.85
EFT38632	14/03/2024	ARBOR GUY	PART 1: URBAN STREET TREE PRUNING	44,352.00 ✓
EFT38633	14/03/2024	AUSTRALIA DAY COUNCIL OF WA	FREIGHT CHARGE	18.80
EFT38634	14/03/2024	AUSTRALIA POST	ANNUAL PO BOX RENTALS & POSTAGE FOR THE MONTH OF FEBRUARY	1,421.90
EFT38635	14/03/2024	B & B STREET SWEEPING PTY LTD	MONTHLY DRAINAGE MAINTENANCE - FEBRUARY	1,914.00
EFT38636	14/03/2024	BARNEY & FLEUR	GRATUITY GIFT FOR DEPARTING STAFF MEMBER AS PER COUNCIL POLICY	510.00
EFT38637	14/03/2024	BETTER TELCO SOLUTIONS PTY LTD	MONTHLY TELEPHONE CHARGES FOR FEBRUARY	442.52
EFT38638	14/03/2024	BEYOND FENCING SOLUTIONS	SUPPLY & INSTALL SECURITY FENCING TO BTOWN SPORTS GROUND DAM	33,308.00 ✓
EFT38639	14/03/2024	BOOEASY PTY LTD	BOOEASY MONTHLY FEE FOR VISITOR CENTRE - JANUARY	220.00
EFT38640	14/03/2024	BRAD GOODE AND ASSOCIATES PTY LTD	ABORIGINAL CULTURAL WORKSHOP	2,066.68
EFT38641	14/03/2024	BRC BUILDING SOLUTIONS PTY LTD	CIVIC CENTRE, GREENBUSHES & WANDILLUP STATIONS & FANS PROJECTS	104,206.68 ✓
EFT38642	14/03/2024	BRIDGETOWN LAWN TENNIS CLUB INC	2023/24 NON-CONTESTABLE GRANT	2,000.00
EFT38643	14/03/2024	BRIDGETOWN BULLDOZING PTY LTD	CONSTRUCTION OF A 1500M3 EARTH DAM FOR SPORTSGROUND	81,876.00 ✓
EFT38644	14/03/2024	BRIDGETOWN MITRE 10 & RETRAVISION	TOOL BOX FOR WORKS FLEET, 2 X 30M HOSES AND VARIOUS MINOR ITEMS	1,422.99
EFT38645	14/03/2024	BRIDGETOWN PAINT SALES	PAINT TO COVER PARKING BAY LINES	112.00
EFT38646	14/03/2024	BRIDGETOWN NEWSAGENCY	MONTHLY NEWSPAPER CHARGES FOR FEBRUARY	82.35
EFT38647	14/03/2024	BRIDGETOWN TYRES	SUPPLY AND FIT 1 X TYRE FOR BACKHOE LOADER	550.00
EFT38648	14/03/2024	BRIDGETOWN'S GRUMPY OLD MEN INC	PROVIDE SIGNAGE FOR BRIDGETOWN RAILWAY STATION VISITOR CENTRE	870.00
EFT38649	14/03/2024	BUSSELTON MOTORS PTY LTD	15,000KM SERVICE FOR FLEET LIGHT VEHICLE	399.00
EFT38650	14/03/2024	BUSHFIRE PRONE PLANNING	AMENDMENT TO BAL CONTOUR MAP FOR SHIRE DEPOT	231.00
EFT38651	14/03/2024	CHRONICLE RIP PTY LTD	LICENCE, DIGITAL MAPPING & DATABASE SOLUTION 50% PAYMENT	7,708.25
EFT38652	14/03/2024	CITY AND REGIONAL FUELS	BULK FUEL FOR DEPOT	24,456.73

**SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN MARCH TO BE RECEIVED**

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT38653	14/03/2024	CJD EQUIPMENT PTY LTD	AIR FILTERS FOR VOLVO WHEEL LOADER	205.36
EFT38654	14/03/2024	D & J COMMUNICATIONS	LABOUR & AERIALS TO INSTALL CEL-FI & RADIO FOR MITIGATION VEHICLE	1,705.00
EFT38655	14/03/2024	DATA#3	OFFICE 365 BUSINESS LICENSES FOR FEBRUARY	1,956.24
EFT38656	14/03/2024	DAVMECH	500HR SERVICE FOR WASTE FACILITY CAT LOADER	2,390.46
EFT38657	14/03/2024	DAVRIC AUSTRALIA PTY LTD	CLIP IN MAGNETS BRIDGETOWN FOR VISITOR CENTRE STOCK	386.10
EFT38658	14/03/2024	DOMESTIC MAINTENANCE SW	REMOVE & REPLACE DAMAGED TARPULIN AT RECORDS FACILITY	1,235.00
EFT38659	14/03/2024	JL & VG EGERTON-WARBURTON	BOND & 6 WEEKLY RENTAL PAYMENTS FOR CEO FOR FEBRARY & MARCH	5,260.00
EFT38660	14/03/2024	DFES WA	2023/24 3RD QUARTER ESL CONTRIBUTION	100,086.78✓
EFT38661	14/03/2024	FORD HOUSE	4 NIGHTS ACCOMMODATION FOR NEW MANAGER FINANCE	840.00
EFT38662	14/03/2024	FRESHWATER IRRIGATION	REPAIRS TO RETICULATION AT MEMORIAL PARK	274.86
EFT38663	14/03/2024	FULTON HOGAN INDUSTRIES PTY LTD	PRIMER SEAL FOR EEDLE TERRACE AND GEEGELUP VIEW	17,549.34✓
EFT38664	14/03/2024	GEOFABRICS	GEOFABRIC SUPPLIES FOR DRAINAGE AT LAKEVIEW CRESCENT	5,011.37
EFT38665	14/03/2024	GHOST GUM FARM	4 WEEKLY RENTAL PAYMENT FOR EMCS FOR MARCH	1,200.00
EFT38666	14/03/2024	GREENBUSHES ROADHOUSE	FUEL FOR GREENBUSHES BFB HEAVY VEHICLE	150.86
EFT38667	14/03/2024	HANSON CONSTRUCTION MATERIALS	SUPPLY AND DELIVER APPROX 48.45T OF 5MM SINGLE BASALT	3,112.43
EFT38668	14/03/2024	HARMONIC ENTERPRISES PTY LTD	MONTHLY MANAGED SERVICES FOR FEBRUARY	2,640.00
EFT38669	14/03/2024	H C JONES & CO	UNBLOCK UNISEX TOILET AT REAR OF CIVIC CENTRE	110.00
EFT38670	14/03/2024	HILLVIEW ELECTRICAL SERVICE	REPLACEMENT OF FAULTY KITCHEN RCD AT GREENBUSHES HALL	308.00
EFT38671	14/03/2024	INFOCOUNCIL PTY LTD	IMPLEMENTATION DEPOSIT INCLUDING 10% WALGA DISCOUNT	9,890.10✓
EFT38672	14/03/2024	JOHNSON'S FOOD SERVICES	FOOD ITEMS FOR RESALE AT THE BLC CAFE	774.68
EFT38673	14/03/2024	LANDGATE	LAND VALUATION ENQUIRY CHARGES RURAL UV'S CHARGEABLE	91.60
EFT38674	14/03/2024	LINFOX ARMAGUARD PTY LTD	MONTHLY CASH COLLECTION, CHANGE SUPPLY & PROCESSING FEE FOR FEB	413.21
EFT38675	14/03/2024	LITTLE HENRY'S DINER PTY LTD	CATERING PROVIDED AFTER THE ANNUAL GENERAL MEETING OF ELECTORS	168.60
EFT38676	14/03/2024	J.L & G.F MAY	GRAVE DIGGING	792.00
EFT38677	14/03/2024	MCLEODS	LEGAL ADVICE AND PROCEEDINGS	677.60
EFT38678	14/03/2024	NJ MECHANICAL	33,772KM SERVICE FOR FLEET LIGHT VEHICLE	365.53
EFT38679	14/03/2024	OFFICEWORKS LTD	VISITOR CHAIRS & STACKING CHAIRS FOR KANGAROO GULLY BFB STATION	1,929.95
EFT38680	14/03/2024	OLD DOG DIRT AND DIESEL	118792KM SERVICE FOR FUSO TIP TRUCK	1,389.65
EFT38681	14/03/2024	JENNI PATRICIA OLIVER	REIMBURSEMENT FOR SUPPLIES PURCHASED FOR SUMMER FILM FESTIVAL	51.88
EFT38682	14/03/2024	SANTOSH PANDE	REIMBURSE CPA RENEWAL, POLICE CLEARANCE & WORKSHOP COSTS	2,218.66

**SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN MARCH TO BE RECEIVED**

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT38683	14/03/2024	DARREN REEVES	DINGO HIRE FOR ROOFTOP SOIL REMOVAL AT LIBRARY	2,310.00
EFT38684	14/03/2024	SCOPE BUSINESS IMAGING	MONTHLY PHOTOCOPYING AND PRINTING CHARGES FOR FEBRUARY	1,475.48
EFT38685	14/03/2024	SHIRE OF MANJIMUP	2023/24 ANNUAL CONTRIBUTION TOWARDS MANJIMUP AIRFIELD	1,100.00
EFT38686	14/03/2024	SIGMA CHEMICALS	CHEMICALS FOR SWIMMING POOL	909.37
EFT38687	14/03/2024	SKATE SCULPTURE PTY LTD	GREENBUSHES YOUTH PRECINCT PRACTICAL COMPLETION	106,283.03 ✓
EFT38688	14/03/2024	STATEWIDE CLEANING SUPPLIES PTY LTD	GYM MAXX WIPES FOR BLC GYM	393.80
EFT38689	14/03/2024	SYNERGY	ELECTRICITY CHARGES	2,584.58
EFT38690	14/03/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	168.28
EFT38691	14/03/2024	THE STABLES IGA	MONTHLY GROCERIES & REFRESHMENTS FOR CITIZENSHIP CEREMONY	151.97
EFT38692	14/03/2024	TOTALLY WORKWEAR - BUNBURY	PPE WORKWEAR FOR SHIRE WORKS CREW	1,461.60
EFT38693	14/03/2024	TUTT BRYANT EQUIPMENT	PARTS FOR BOMAG COMPACTOR AT WASTE FACILITY	1,247.25
EFT38694	14/03/2024	TYRECYCLE PTY LTD	TYRE COLLECTION & RECYCLING FROM THE BRIDGETOWN WASTE FACILITY	715.56
EFT38695	14/03/2024	UDLA	PROVISION OF FOOTPATH MASTERPLAN TO THE GREENBUSHES TOWNSITE	2,750.00
EFT38696	14/03/2024	WA BUSH FIRE MUSEUM	2023/2024 SERVICE AGREEMENT & PROVISION OF SCANNING SERVICES	772.00
EFT38697	14/03/2024	WARREN ELECTRICAL SERVICE	GREENBUSHES HARD COURT LIGHTING - FINAL CLAIM	9,925.42
EFT38698	14/03/2024	WESTRAC PTY LTD	500HR SERVICE FOR CW34 ROLLER & INSPECT TRACK LOADER LEAK	1,377.15
EFT38699	14/03/2024	WALGA	5 X ELECTED MEMBER ESSENTIAL TRAINING COURSES	1,518.00
EFT38700	14/03/2024	WEST COAST LINING SYSTEMS	SUPPLY & INSTALL GEOFABRIC & DAM LINER TO SPORTS GROUND DAM	52,954.00
EFT38701	14/03/2024	WILLCOX & ASSOCIATES PTY LTD	DETAILED DESIGN AND CONTRACT SERVICES FOR NEW SHIRE DEPOT	41,525.00 ✓
EFT38702	14/03/2024	WINC AUSTRALIA PTY LTD	BULK CLEANING SUPPLIES & PROJECTOR FOR VISITOR CENTRE	2,860.57
EFT38703	14/03/2024	WISEMAN SIGNS	MAGNETIC IDENTIFICATION SIGNS FOR MITIGATION TRAILER	3,960.00
EFT38704	15/03/2024	AUSTRALIAN TAXATION OFFICE	BAS FOR FEBRUARY 2024	58,869.00 ✓
EFT38708	28/03/2024	BOB WADDELL & ASSOCIATES PTY LTD	2023-24 BUDGET REVIEW ASSISTANCE	1,196.25
EFT38709	28/03/2024	JULIA ANN BOYLE	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT38710	28/03/2024	BCITF	BCITF LEVIES COLLECTED FOR FEBRUARY 2024	4,874.49
EFT38711	28/03/2024	MIKKEL SKOU CHRISTENSEN	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT38712	28/03/2024	DEPT WATER & ENVIROMENTAL REGS	ANNUAL LICENCE FEE FOR BRIDGETOWN LANDFILL SITE	1,303.50
EFT38713	28/03/2024	DEPT MINES, INDUSTRY REGS & SAFETY	BSL'S COLLECTED FOR FEBRUARY 2024	5,871.65
EFT38714	28/03/2024	JL & VG EGERTON-WARBURTON	2 WEEKLY RENTAL PAYMENTS FOR CEO FOR APRIL	1,000.00
EFT38715	28/03/2024	MICHAEL JOHN FLETCHER	MONTHLY COUNCILLOR ALLOWANCE	1,026.50

**SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN MARCH TO BE RECEIVED**

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT38716	28/03/2024	GHOST GUM FARM	2 WEEKLY RENTAL PAYMENT FOR EMCS FOR MARCH AND APRIL	600.00
EFT38717	28/03/2024	TRACY LANSDELL	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT38718	28/03/2024	SEAN MICHAEL MAHONEY	MONTHLY COUNCILLOR ALLOWANCE	1,507.13
EFT38719	28/03/2024	MAIA FINANCIAL PTY LTD	PURCHASE OF ASSETS AT PHOTOCOPIER LEASE AGREEMENT CONCLUSION	7,810.00
EFT38720	28/03/2024	JENNIFER MARY MOUNTFORD	MONTHLY COUNCILLOR ALLOWANCE	3,416.00
EFT38721	28/03/2024	LYNDON GRAEME PEARCE	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT38722	28/03/2024	ANTONINO PRATICO	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT38723	28/03/2024	REBECCA REDMAN	MONTHLY COUNCILLOR ALLOWANCE	1,026.50
EFT38724	28/03/2024	SHIRE OF BRIDGETOWN-GREENBUSHES	BSL'S COLLECTED FOR FEBRUARY 2024	174.25
EFT38725	28/03/2024	SONOS AUSTRALIA PTY LTD	SONOS AUDIO SYSTEM FOR RAILWAY VISITOR CENTRE	4,013.00
EFT38726	28/03/2024	UNITED FORKLIFT & ACCESS SOLUTIONS	NEW 2024 HAULOTTE QUICK UP 12DC VERTICAL MAST LIFT FOR THE BLC	20,771.00 ✓
EFT38727	28/03/2024	WILLCOX & ASSOCIATES PTY LTD	DESIGN AND CONTRACT SERVICES FOR THE NEW SHIRE DEPOT - CLAIM 3	24,200.00 ✓
EFT38728	28/03/2024	2R ELECTRICAL	REPLACE ELECTRICAL SPIKE AFFECTED LIGHT FITTINGS AT MEMORIAL PARK	1,390.00
EFT38729	28/03/2024	AJB AUTOS	45K SERVICE AND WINDOW WASHER REPAIRS FOR FLEET LIGHT VEHICLE	622.93
EFT38730	28/03/2024	JASMINE ALEXANDER	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL	275.00
EFT38731	28/03/2024	ARBOR GUY	PART 2: WESTERN POWER NOTICES ACTION	56,034.00 ✓
EFT38732	28/03/2024	B & B STREET SWEEPING PTY LTD	MONTHLY DRAINAGE MAINTENANCE FOR- MARCH	1,914.00
EFT38733	28/03/2024	BELIA ENGINEERING	TRANSPORT OF MATTRESSES TO SOFT LANDING FOR RECYCLING	1,161.60
EFT38734	28/03/2024	BLACKWOOD FRESH	VARIOUS CLEANING SUPPLIES FOR SHIRE HOUSE FOR FURNISHED TENANCY	32.25
EFT38735	28/03/2024	BLACKWOOD KITCHEN	MATCH & COLOR SET OF 4 TUMBLERS FOR SHIRE HOUSE	95.90
EFT38736	28/03/2024	BRIDGETOWN POTTERY RESTAURANT	CATERING FOR COUNCIL MEETING	495.00
EFT38737	28/03/2024	BRIDGETOWN MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL ASSESSMENT FOR 2 X STAFF MEMBERS	500.00
EFT38738	28/03/2024	BRIDGETOWN CRC	SES POWER CONSUMPTION	343.71
EFT38739	28/03/2024	BRIDGETOWN HIGH SCHOOL	CHAPLAIN SERVICE SUPPORT FOR BRIDGETOWN HIGH SCHOOL	4,000.00
EFT38740	28/03/2024	BRIDGETOWN MITRE 10 & RETRAVISION	APPLIANCES & HOUSEHOLD SUPPLIES FOR SHIRE HOUSE & MINOR ITEMS	-4681.03
EFT38741	28/03/2024	BRIDGETOWN'S GRUMPY OLD MEN INC	PICNIC TABLES FOR PLATFORM AT RAILWAY STATION VISITOR CENTRE	4,265.20
EFT38742	28/03/2024	BTOWN BOARDING KENNELS & CATTERY	MONTHLY KENNEL AND CATTERY IMPOUND CHARGES FOR FEBRUARY	170.50
EFT38743	28/03/2024	BRIDGETOWN TIMBER & HARDWARE	200KG RAPID SET CONCRETE	103.00
EFT38744	28/03/2024	BROOKS HIRE SERVICE PTY LTD	EXCAVATOR & MULCHER HIRE FOR MAF PROGRAM	14,814.80
EFT38745	28/03/2024	BROCHURE DISPLAY SYSTEMS	BROCHURE DISPLAY WALL BRACKET AND HOLDERS FOR VISITORS CENTRE	649.55

**SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN MARCH TO BE RECEIVED**

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT38746	28/03/2024	BUNBURY CEMETERY BOARD	SMALL URNS FOR CEMETERY NICHE WALLS	330.00
EFT38747	28/03/2024	BUNBURY PLASTICS	WHITE OPAL PERSPEX SKYLIGHT FOR SHIRE HOUSE	108.00
EFT38748	28/03/2024	CAKES BY TASTY EDIBLES	REFRESHMENTS FOR MORNING TEA AT GREENBUSHES CRC	500.00
EFT38749	28/03/2024	CBRE (GWSLA) PTY LTD	6 MONTHLY SERVICING, SUPPLY & INSTALL FAN ASSEMBLY FOR LIBRARY	4,537.50
EFT38750	28/03/2024	CLEANAWAY PTY LTD	WASTE COLLECTION SERVICES FOR FEBRUARY	55,551.98 ✓
EFT38751	28/03/2024	CLEANWAY XTRA CLEANING SERVICES	MONTHLY COURT CLEANING FOR BLC FOR FEBRUARY	879.10
EFT38752	28/03/2024	CLEANAWAY SOLID WASTE PTY LTD	DISPOSAL OF PALLETS OF ASBESTOS FROM THE WASTE FACILITY	337.18
EFT38753	28/03/2024	COMMISSIONER OF POLICE	NATIONAL POLICE CHECK FOR 1 X LIBRARY VOLUNTEER STAFF	17.00
EFT38754	28/03/2024	CUTTS TRANSPORT PTY LTD	TRANSPORT 6 X WASTE FACILITY PALLETS & TIMBER FOR VISITOR CENTRE	979.00
EFT38755	28/03/2024	D.A. CHRISTIE PTY. LTD.	GREASE TRAP AND BAGS FOR 4 X SHIRE PARK BBQS	913.00
EFT38756	28/03/2024	DATA#3	OFFICE 365 BUSINESS LICENSES FOR MARCH	2,131.93
EFT38757	28/03/2024	DAVMECH	SERVICE & REPAIRS TO HEAVY FLEET VEHICLES & OIL FOR MAF MACHINERY	3,526.30
EFT38758	28/03/2024	DIVINE FRAMING	MOUNT AND FRAME SHIRE PICTURES	3,553.00
EFT38759	28/03/2024	EATS	WATER TESTING & REPORTING	1,199.00
EFT38760	28/03/2024	ESPRESSO ESSENTIAL WA	COFFEE MACHINE SUPPLIES FOR LIBRARY	537.23
EFT38761	28/03/2024	FAIRTEL PTY LTD	MONTHLY TELEPHONE & NBN CHARGES FOR SES FOR FEBRUARY	165.11
EFT38762	28/03/2024	FE TECHNOLOGIES PTY LTD	1000 X CREDIT CARD SIZED RFID TAGS FOR LIBRARY	246.40
EFT38763	28/03/2024	FONTY'S HIRE	PORTALOO HIRE & DELIVERY FOR GREENBUSHES GOLF CLUB - FEBRUARY	694.10
EFT38764	28/03/2024	NICOLE JULIA GIBBS	REIMBURSEMENT FOR PROFESSIONAL DEVELOPMENT PROGRAM	3,725.06
EFT38765	28/03/2024	GREENBUSHES CRC	LARGE MEETING ROOM HIRE FOR COMMUNITY CONSULTATION	160.00
EFT38766	28/03/2024	GREENBUSHES COMMUNITY SHED	PLANTER BOXES FOR THE BRIDGETOWN RAILWAY STATION	2,727.63
EFT38767	28/03/2024	HARMONIC ENTERPRISES PTY LTD	MONTHLY MANAGED SERVICES FOR MARCH	2,640.00
EFT38768	28/03/2024	INTERPHONE	MONTHLY INTERNET CHARGES FOR ADMIN OFFICE FOR MARCH	130.90
EFT38769	28/03/2024	INTERFIRE AGENCIES PTY LTD	BULK FIREFIGHTING FOAM & BFB PPE	2,892.62
EFT38770	28/03/2024	IXOM OPERATIONS PTY LTD	MONTHLY RENTAL FOR 920KG CHLORINE GAS CYLINDER FOR FEBRUARY	163.01
EFT38771	28/03/2024	JOHNSON'S FOOD SERVICES	FOOD ITEMS FOR RESALE AT THE BLC CAFE	768.47
EFT38772	28/03/2024	ADRIAN PAUL KNOX	REIMBURSEMENT FOR POLICE CLEARANCE CERTIFICATE	58.70
EFT38773	28/03/2024	LITTLE HENRY'S DINER PTY LTD	CATERING FOR PERFORMANCE REVIEW & CONCEPT FORUM	372.05
EFT38774	28/03/2024	JENNIFER ANNE LOVEROCK	REFUND OF SUB DIVISION BOND	1,524.00
EFT38775	28/03/2024	LOUIS MEAGHER	ACCOM ALLOWANCE & REIMBURSEMENT FOR TRAINING EXPENSES	554.23

**SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN MARCH TO BE RECEIVED**

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
EFT38776	28/03/2024	MIRACLE RECREATION EQUIPMENT	2 X BABY SWING SEATS FOR MEMORIAL PARK	264.00
EFT38777	28/03/2024	MODUS AUSTRALIA	BRIDGETOWN YOUTH PRECINCT ABLUTION BLOCK AND FOUNTAIN	43,927.62
EFT38778	28/03/2024	MOKOH DESIGN	BRIDGETOWN SOUVENIRS FOR VISITOR CENTRE STOCK	751.00
EFT38779	28/03/2024	MOORE AUSTRALIA AUDIT (WA)	ROADS TO RECOVERY ACQUITTAL & LOCAL ROADS PROGRAM	4,730.00
EFT38780	28/03/2024	ND ENGINEERING ENTERPRISES PTY LTD	CONSULTANCY SERVICES FOR AIR-CONDITIONING AT CIVIC CENTRE	1,892.00
EFT38781	28/03/2024	NELSONS OF BRIDGETOWN	VENUE HIRE FOR AGE FRIENDLY COMMUNITY COMMUNITY CONSULTATION	470.00
EFT38782	28/03/2024	NYLUND HOUSE TRANSPORTERS PTY LTD	GREENBUSHES RAILWAY STATION PROJECT - CLAIM 2	150,163.97 ✓
EFT38783	28/03/2024	OMNICOM MEDIA GROUP AUSTRALIA	SHIRE ADVERTISING	795.96
EFT38784	28/03/2024	PLAN-IT WA CONSULTING	AWARE PROJECT - LEMA REVIEW FOR DONNYBROOK	5,760.00
EFT38785	28/03/2024	PRIME GROUNDS	CONDUCT MECHANICAL BUSHFIRE MITIGATION	3,640.00
EFT38786	28/03/2024	QUALITY SHOP	HOUSEHOLD SUPPLIES FOR SHIRE HOUSE & SHIRE PRINTING & FRAMING	1,685.81
EFT38787	28/03/2024	RICHFEEDS AND RURAL SUPPLIERS	PEST CONTROL SUPPLIES, PPE FOR WORKS CREW & VARIOUS TOOLS	577.95
EFT38788	28/03/2024	SCAVENGER SUPPLIES PTY LTD	ANNUAL SERVICE ON SHIRE FIRE SYSTEMS	1,885.94
EFT38789	28/03/2024	SEEK LIMITED	RECRUITMENT ADVERTISING	781.00
EFT38790	28/03/2024	SHIRE OF MANJIMUP	WINDBLOWN LITTER COLLECTION FROM THE WASTE FACILITY	945.00
EFT38791	28/03/2024	SOUTHERN LOCK AND SECURITY	PADLOCK & KEYS CUT TO RESTRICTED SYSTEM	704.27
EFT38792	28/03/2024	SPENCER SIGNS	FREIGHT CHARGES	27.50
EFT38793	28/03/2024	SPRINT EXPRESS	FREIGHT CHARGES	33.00
EFT38794	28/03/2024	SYNERGY	ELECTRICITY CHARGES	24,842.14 ✓
EFT38795	28/03/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	180.94
EFT38796	28/03/2024	THE STABLES IGA	MONTHLY SHIRE GROCERIES & REFRESHMENTS FOR COUNCIL MEETING	345.21
EFT38797	28/03/2024	THE RIGHT STUFF FOR LANDHOLDERS	CUBCADET KIT, IRRIGATION SUPPLIES AND MINOR PARTS & REPAIRS	533.97
EFT38798	28/03/2024	TPG NETWORK PTY LTD	MONTHLY INTERNET CHARGE FOR LIBRARY & DEPOT FOR FEBRUARY	290.40
EFT38799	28/03/2024	VANGUARD PRESS	GOLDEN I BAGS FOR VISITOR CENTRE	193.95
EFT38800	28/03/2024	WA NATURALLY PUBLICATIONS	BOOK STOCK FOR THE VISITOR CENTRE	158.52
EFT38801	28/03/2024	WILSON YORNUP SERVICES PTY LTD	TRANSPORT SKID STEER	305.25
EFT38802	28/03/2024	WINC AUSTRALIA PTY LTD	BULK STATIONERY AND OFFICE SUPPLIES	1,018.42
DIRECT DEBITS - LICENSING				
27865	01/03/2024	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 01/03/2024	3,747.10
27866	05/03/2024	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 05/03/2024	8,580.90

**SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN MARCH TO BE RECEIVED**


Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
27867	06/03/2024	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 06/03/2024	6,141.80
27868	07/03/2024	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 07/03/2024	1,797.80
27869	08/03/2024	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 08/08/2024	7,163.80
27870	11/03/2024	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 11/03/2024	4,429.10
27871	12/03/2024	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 12/03/2024	2,332.80
27872	13/03/2024	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 13/03/2024	4,838.65
27873	14/03/2024	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 14/03/2024	3,099.25
27874	15/03/2024	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 15/03/2024	2,457.45
27875	18/03/2024	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 18/03/2024	6,984.25
27876	19/03/2024	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 19/03/2024	3,409.10
27877	20/03/2024	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 20/03/2024	10,340.10
27878	21/03/2024	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 21/03/2024	12,964.90
27879	22/03/2024	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 22/03/2024	6,044.90
27880	25/03/2024	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 25/03/2024	5,798.40
27881	26/03/2024	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 26/03/2024	5,131.55
27882	27/03/2024	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 27/03/2024	4,788.50
27883	28/03/2024	DEPARTMENT OF TRANSPORT	LICENSING PAYMENTS FOR 28/03/2024	5,484.60

**SHIRE OF BRIDGETOWN-GREENBUSHES
LIST OF ACCOUNTS PAID IN MARCH TO BE RECEIVED**

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
CHEQUES				
300277	28/03/2024	SHIRE OF DARDANUP	SHIRES CONTRIBUTION TO SIRSIDYNIX SOFTWARE FOR SW LIBRARY	139.00
300278	28/03/2024	WATER CORPORATION	WATER CHARGES	1,255.75
				<u><u>1,815,343.67</u></u>
ELECTRONIC PAYMENTS - VISITOR CENTRE TRUST				
EFT38705	22/03/2024	BRIDGETOWN HISTORICAL SOCIETY INC.	CONSIGNMENT STOCK SOLD FOR FEBRUARY 2024	56.25
EFT38706	22/03/2024	JENNIFER MARY MOUNTFORD	CONSIGNMENT STOCK SOLD FOR FEBRUARY 2025	11.25
EFT38707	22/03/2024	SHIRE OF BRIDGETOWN-GREENBUSHES	SHIRES COMMISSIONS FOR FEBRUARY 2024	52.50
V300234	11/03/2024	WESTPAC	TOTAL ACCOMODATION FOR THE MONTH OF FEBRUARY 2024	210.00
				<u><u>330.00</u></u>

This schedule of accounts paid for the Municipal Fund totalling \$1,815,343.67 and for the Trust Funds totalling \$330.00 which was submitted to each member of the Council on 18th April 2024 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and castings.

Total creditor accounts outstanding as at 31/03/2024 is \$1,347,039.77



CHIEF EXECUTIVE OFFICER

18th April 2024

ITEM 17 COMMUNITY AND ECONOMIC DEVELOPMENT

17.1 Bridgetown-Greenbushes Visitors Centre - New fees and charges

File Ref

Responsible Officer Nicole Gibbs, Chief Executive Officer
Reporting Officer Megan Richards, Executive Manager, Community & Economic Development
Attachments Nil
Voting Requirements Absolute Majority
Disclosure of Interest Reporting Officer:
 Responsible Officer:

RESOLUTION: OCM 016-23/24

Moved: Councillor M Christensen
 Seconded: Councillor T Pratico

That Council

- That Council approve the new fees and charges below to be included in the current 2023/24 schedule for the Bridgetown-Greenbushes Visitor Centre

Digital Screen Advertising – 3 months	\$90
Artwork Preparation Fee (Digital Advertising)	\$80
Weekly Art Exhibition Showing Fee (local artists – Shire of Bridgetown-Greenbushes) for the Goorbilyup Gallery	\$50
Weekly Art Exhibition Showing Fee (out of town) for the Goorbilyup Gallery	\$75
Venue Hire Fee Per Hour for the Goorbilyup Gallery and Railway Platform for Local Artists Exhibition Openings	\$55
Venue Hire Fee Per Hour for the Goorbilyup Gallery and Railway Platform for Out of Town Artists Exhibition Openings	\$70

- Approve unbudgeted income of approximately \$1015 received from the payment of fees, outline below, to be reflected in the 2023-24 budget.

Predicted income over the months of May and June 2024;

- \$600 for digital advertising
- \$160 for artwork Preparation
- \$200 Weekly Art Exhibition Fee
- \$ 55 Local Artists Exhibition Openings

3. Waive the fees for the total sum of \$335 for the first Goorbilyup exhibition (May) for Artwork Preparation \$80, Weekly Exhibition Fee \$200 (4 weeks) and Local artist Exhibition Opening \$55 as part of the opening celebration of the new Visitor Centre.

FOR: Crs J Mountford, S Mahoney, M Christensen, M Fletcher, T Lansdell, L Pearce, T Pratico and R Redman

AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 8/0

Councillor Fletcher

Question

Why would the first exhibition would be free of charge rather than spreading that across the other ones? It's for an opening, I understand, for the centre and the chances of the exhibits being sold would be pretty good. I wonder whether that instead of that fee being taken away, that this year makes the first four exhibits to encourage exhibitors to exhibit.

Executive Manager, Community & Economic Development – We invited local artists to exhibit their work because we currently lack exhibitors. We specifically reached out to local artists to contribute a few pieces from their collections related to the Blackwood River. The concern is that it would seem impolite to request artwork from these artists and then charge them for the opportunity. Instead, the organization proposes that while they won't charge the artists, they'll still retain 25% of any commission earned from sales of the exhibited artwork.

IN BRIEF

The Officer recommendation seeks to ensure that the operation of the new Visitor Centre, including income streams, can commence as soon as relocation has been completed and the Visitor Centre is open in May/June.

BACKGROUND

The current 2023/24 fees and charges advertised for the Bridgetown-Greenbushes Visitor Centre are reflective of the current location - 154 Hampton Street.

At the January 2023 Concept Forum Councillors expressed in-principle support to relocate the visitor centre to the Bridgetown Railway Station. A community consultation on the relocation occurred in May 2023 resulting in strong community support for the relocation.

In the May 2023 Council meeting (C.05/523) the following recommendations were approved;

1. Note the content of the Community Feedback Summary Report as contained in Attachment 7, in particular noting the strong support for the proposal to relocate the visitor centre to the Bridgetown Railway Station.
2. Endorse the 'Fitout and Interpretive Plans for Use of Bridgetown Railway Station as Visitor Centre' as contained in Attachment 6.
3. Endorse the relocation of the visitor centre to the Bridgetown Railway Station and set a target date of 1 November 2023 for this relocation to be completed.
4. Approve the transfer of up to \$67,500 from the Land and Buildings Reserve to fund fit-out and relocation costs of the visitor centre to the Bridgetown Railway Station.

5. Amend its 2022/23 budget by decreasing the allocation for Job No. 59BU ‘Bridgetown Visitor Centre’ from \$365,000 to \$132,500 noting that the amount of \$132,500 includes the transfer of \$67,500 from the Land and Buildings Reserve but also confirms that the proposed \$300,000 loan contained in the 2022/23 budget will no longer be drawn.
6. Approve in-principle the Bridgetown Greenbushes Business & Tourism Association (BGBTA) remaining in the current visitor centre building including extending into the existing visitor servicing space.

The plans for the fit-out include digital screen advertising, a community gallery space and, the recently named Goorbilyup Gallery that will be available for hire by local and out of town artists for their exhibitions, including opening functions.

The Goorbilyup Gallery is a space for local artists to exhibit their own works and artworks will be sold for 25% commission.

The first exhibition in the Goorbilyup Gallery will be a local artist as part of the opening celebrations of Railway Station Visitor Centre.

Officer Comment

The Bridgetown-Greenbushes Visitor Centre will move from 154 Hampton Street to the Bridgetown Railway Station in May 2024. Due to this, new fees and charges need to be introduced to reflect the new fee-for-service model proposed for the Visitor Centre. Digital advertising opportunities will be available for businesses, as well as the opportunity to hire the new Goorbilyup Gallery for the community and out-of-town artists.

These new fees and charges are reflective of the current market. An advertising prospectus for the visitor Centre and an expression of interest for exhibitions are being developed to be sent out during the months of May and June, therefore the new fees and charges outlined in this report are required to be adopted before the adoption of the 24/25 budget, to attract revenue and give officers time to plan the annual exhibition calendar.

Market research was undertaken to review the fee schedules of other Local Government and privately owned gallery spaces. The officer recommendations have been developed based on that research as outlined below;

Digital Screen Advertising

Fremantle Visitor Centre	3 months	\$90	Local Council Owned and Managed
Light Country Visitor Information Centre (SA)	3 months	\$90	Local Council Owned and Managed
Albany Visitor Centre	1 month	\$70	Local Council Owned and Managed

Many other Visitor Centres include screen advertising in their membership fee. Comparisons could only be taken from those centres that do not run on a membership model.

Artwork Setup Fee

Fremantle Visitor Centre	3 months	\$80	Local Council Owned and Managed
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Artwork Setup fee is provided if businesses are not able to place logos and text onto their image themselves.

Art Gallery Spaces for Hire

Manjimup Art Gallery (Local)	Per Week	\$125	Local Council Owned and Managed
Manjimup Art Gallery (Out of Town)	Per Week	\$185	Local Council Owned and Managed
Painted Tree Gallery – Northcliffe Visitor Centre (Community)	Per Week	\$100	Privately Managed
Painted Tree Gallery – Northcliffe Visitor Centre (Commercial)	Per Week	\$125	Privately Managed
Rabbit Hole Bridgetown Exhibition Space	Per month	\$150	Privately Managed
Zig Zag Gallery Kalamunda	Per Day	\$50	Local Council Owned and Managed
Collie Art Gallery	Per Week	\$300	Privately Managed
Katanning Public Art Gallery (local)	Per Week	\$100	Local Council Owned and Managed
Katanning Public Art Gallery (Out of Town)	Per Week	\$150	Local Council Owned and Managed

These galleries have a larger square meterage of exhibition space than the Goorbilyup Gallery space. Therefore, the amount that has been proposed per week for this gallery is less, but is higher than the local Bridgetown community gallery, The Rabbit Hole, which averages \$35 per week for exhibitions. We aim not to compete with local organisations and encourage local artists to support volunteer based spaces and are providing a different exhibition experience in the Goorbilyup Gallery to complement and expand the art offerings to visitors and locals.

Venue Hire Fee

Venue Hire has been calculated on cost recovery of operating the Visitor Centre with an officer present for all bookings, that will take place outside of Visitor Centre trading hours, and Monday to Friday only at this point. Visitor Centre Officer rate is \$30.980 per hour, averaged across 4 hours, which attracts time and a half and double time rates as \$54.25 per hour. We have proposed a fee of \$55 per hour for local artists to hire the venue and \$70 per hour for out of town venue hire. At this stage venue hire is for Exhibition Openings only.

STATUTORY ENVIRONMENT

Local Government Act 1995

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

If council approve the officer recommendations, the related unbudgeted income associated with the new fees and charges will be reflected in the 2023-24 budget.

STRATEGIC COMMUNITY PLAN

- 2.3 Become a hub of excellence in art, culture and community events.
- 7.3 Create vibrant, attractive and welcoming towns.
- 8.1 Identify, preserve and showcase significant local history and heritage.
- 10.3 Support local business to thrive.
- 12.2 Improve tourism infrastructure and services.

CORPORATE BUSINESS PLAN

Action 2.3.3 – Provide a concept plan for the development of the Railway Goods Shed and surrounding railway land as an arts and culture precinct.

Action 8.1.2 – Provide implementation of the Bridgetown and Greenbushes Railway Stations Revitalisation Project

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Asset Management Plans – New and refurbished assets are included on the Asset register including projected maintenance and replacement costs

WORKFORCE PLAN

Nil

RISK MANAGEMENT

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

Financial – Financial risk is low by ensuring that the Visitor Centre is creating revenue and reducing Councils operational costs (subsidy) associated with the operations of the new building.

Reputational – Reputational risk - external is moderate if local artist are unable to access the new space because the administration associate with adopting fees and charges is not completed once the new building is operating.

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

UNCONFIRMED

ITEM 18 PLANNING AND DEVELOPMENT SERVICES

No matters for consideration

UNCONFIRMED

ITEM 19 INFRASTRUCTURE

19.1 Monthly Works Report

File Ref**Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Steele Alexander, Manager Infrastructure and Works**Attachments** Nil**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer:
Responsible Officer:**RESOLUTION: OCM 017-23/24**

Moved: Councillor T Lansdell

Seconded: Councillor T Pratico

That Council note the current status of the Works & Services programme for the month of April 2024.

FOR: Crs J Mountford, S Mahoney, M Christensen, M Fletcher, T Lansdell, L Pearce, T Pratico and R Redman

AGAINST: Nil

CARRIED 8/0**IN BRIEF**

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

MATTER FOR CONSIDERATION**PROJECT UPDATES****Construction:****Greenbushes Asphalt Works**

In addition to the previously completed asphalt overlay on Spring Gully Rd from Blackwood Rd to the Greenbushes Pool, the following roads have now had a 30mm asphalt overlay applied:

- Telluride St from Stanifer St to Blackwood Rd
- Galena St (all)
- Tourmaline St from Diorite St to Jephson St
- Diorite St from the Stanifer St to Galena St
- Collins St from Blackwood Rd to Jephson St

This process also involved profiling out severe defects in the old pavement, particularly at intersections, and has resulted in a very smooth and durable surface.



Gravel Sheeting

Water and gravel required for these projects has been secured however the works have been put on hold until the new grader driver commences. The position was re-advertised and a preferred candidate has been selected and will be set to join the team by the end of the month.

Lakeview Crescent Drainage

A cable locator was engaged and has completed the location of cables. This has resulted in a slight change of scope for the job. Work is now underway and is progressing well.

Bitumen Road Resealing

Planned 2nd coat (reseals) bitumen road seals have been completed on Peninsula Rd and Winnejup Rd. Reinstating te centerline on Peninsula Rd will be undertaken soon.

Reseal on Peninsula Road SLK 0.84 – 1.44 is complete.



Reseal on Winnejup Road SLK 8 – 10.3 is complete



Maintenance:

Grading

Over the last few months due to illness and resignation, the works crew has been without dedicated grader operators and this, with the very hot dry conditions, has had a noticeable impact on the condition of the Shires gravel roads. A member of the Parks & Gardens crew is an experienced operator and has been filling in as much as possible. We have now filled the role of Leading Hand Grader Operator with a highly skilled and experienced person and they are due to begin in late April. With the other staff member returning from extended leave, the team will soon be back at full capacity. Currently the maintenance grader is grading Kingston Road and we will continue to prioritise school bus routes and deteriorated roads.

General

Drain cleaning and pothole patching is ongoing.

Parks & Gardens

Seasonal maintenance of parks and mowing is on schedule this month.

The rubber softfall at Memorial Park is deteriorating and we will be cording off the area to ensure the safety of the community. We will include replacing the playground equipment for consideration in the 2024-25 Budget process. The sand softfall also requires topping up to meet Australian Standards which we will include in the 2024-25 budget as well. Spring/Summer is the ideal time to undertake this work. We will be engaging a contractor to undertake a detailed inspection and reporting on all the playgrounds in the Shire in 2024-25.

Reticulation repairs are ongoing as a usual maintenance activity. To repair the reticulation at the Library Grounds has been quoted at \$1800. There are also concerns regarding reticulation repair costs at the River Park due to vehicles driving into the park for the markets so the team will be investigating measures to address this.

Ongoing issues with water for the sportsground. We have secured additional supply from a landowner upstream to the supply dam however salinity is impacting turf growth. Without any other viable source we are hoping for some rain to come soon and fill the newly constructed dam next to the grounds.

In the previous report it was mentioned that the land behind the old railway station in Greenbushes has been added to the Parks & Gardens maintenance schedule. Clarifying that this is actually the vacant block behind the old Court House.

Bridges

Level 1 inspections of all Shire bridges are currently underway. Termite inspections and initial treatments will be completed prior to the end of April.



STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

6.1 Provide sustainable, cost effective waste management infrastructure and services.

9.1 Improve road safety and connectivity.

RISK MANAGEMENT

Not applicable

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

UNCONFIDENTIAL

Item - 19.2 Budget Amendment - Emergency Bridge Works - has been moved to ITEM 21 – URGENT BUSINESS APPROVED BY DECISION.

UNCONFIRMED

ITEM 20 RECEIVAL OF MINUTES FROM MANAGEMENT COMMITTEES

No matters for consideration

UNCONFIRMED

ITEM 21 URGENT BUSINESS APPROVED BY DECISION**RESOLUTION: OCM 018-23/24**

Moved: Councillor T Lansdell

Seconded: Councillor M Fletcher

That item 19.2 – Budget Amendment – Emergency Bridge Works be accepted as urgent business. The report was waiting on final works costings before actual budget amendment requirements could be determined.

FOR: Crs J Mountford, S Mahoney, M Christensen, M Fletcher, T Lansdell, L Pearce, T Pratico and R Redman

AGAINST: Nil

CARRIED 8/0

UNCONFIRMED

19.2 Budget Amendment - Emergency Bridge Works

File Ref

Responsible Officer Nicole Gibbs, Chief Executive Officer
Reporting Officer Steele Alexander, Executive Manager, Infrastructure
Attachments Nil
Voting Requirements Simple Majority
Disclosure of Interest Reporting Officer:
 Responsible Officer:

RESOLUTION: OCM 019-23/24

Moved: Councillor M Fletcher
 Seconded: Councillor T Pratico

That Council amend the 2023/24 budget as follows:

1. Decrease the Gravel Pit Rehabilitation budget, Job GR01, by \$10,000.
2. Decrease the Crossover Contributions budget, account number 1390520, by 1,500.
3. Increase the Bridge Construction Works budget, account number 1387740, by \$11,500.

FOR: Crs J Mountford, S Mahoney, M Christensen, M Fletcher, T Lansdell, L Pearce, T Pratico and R Redman

AGAINST: Nil

CARRIED 8/0

Councillor Pratico

Question

If we take \$10,000 out of that fund, does that leave us with any money in that fund?

Executive Manager, Infrastructure – Completely depletes that account. I have spoken to our Works Supervisor and he is happy that we don’t need any urgent rehabilitation done this financial year.

BRIEF

An unbudgeted materials & contracts amount of \$11,500 is required to undertake urgent unplanned bridge repair works.

BACKGROUND

Main Roads WA (MRWA) recently notified the Shire that urgent works were required to bridge 3332 on Old Bridgetown Road and bridge 3316 over the Blackwood River on Winnejup Road.

Bridge 3332: A recent level 2 bridge inspection by MRWA identified a stringer (part of the superstructure) was not adequately supported and requires propping.

Bridge 3316: A recent capacity assessment identified that due to segmenting of a number of bridge piles (part of the substructure) the load capacity of the bridge had been compromised and without works being undertaken should be limited to 2 tonnes. Undertaking pile banding to the affected piles would improve the load rating to 16 tonnes and full repair to pier 3 pile 3 would restore full load capacity.

COMMENT

In the short term only the stringer propping to bridge 3332 and the pile banding on bridge 3316 can be undertaken. Quotes to undertake this work have now been received and an unbudgeted materials & contracts amount of \$11,500 is required.

Technical investigations to determine the most appropriate repair method to pier 3 pile 3 are in progress however this work will significantly more expensive and can't be funded under the current budget. Once the scope and cost have been established then an appropriate funding source will be identified.

The \$11,500 required in the short term is proposed to be funded by using the unspent Gravel Pit Rehabilitation budget, Job GR01 of \$10,00 and \$1,500 of surplus budget from Crossover Contributions, account number 1390520. No urgent gravel pit rehabilitation works are needed and can be deferred until next financial year. So far only \$914.40 of crossover contributions have been made against a budget of \$5,000 so there is a clear surplus considering only 2 ½ months of the financial year remain.

STATUTORY ENVIRONMENT

Land Administration Act 1997

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

STRATEGIC COMMUNITY PLAN

9.1 Improve road safety and connectivity.

RISK MANAGEMENT

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

Health:

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

Financial Impact:

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

Extreme.

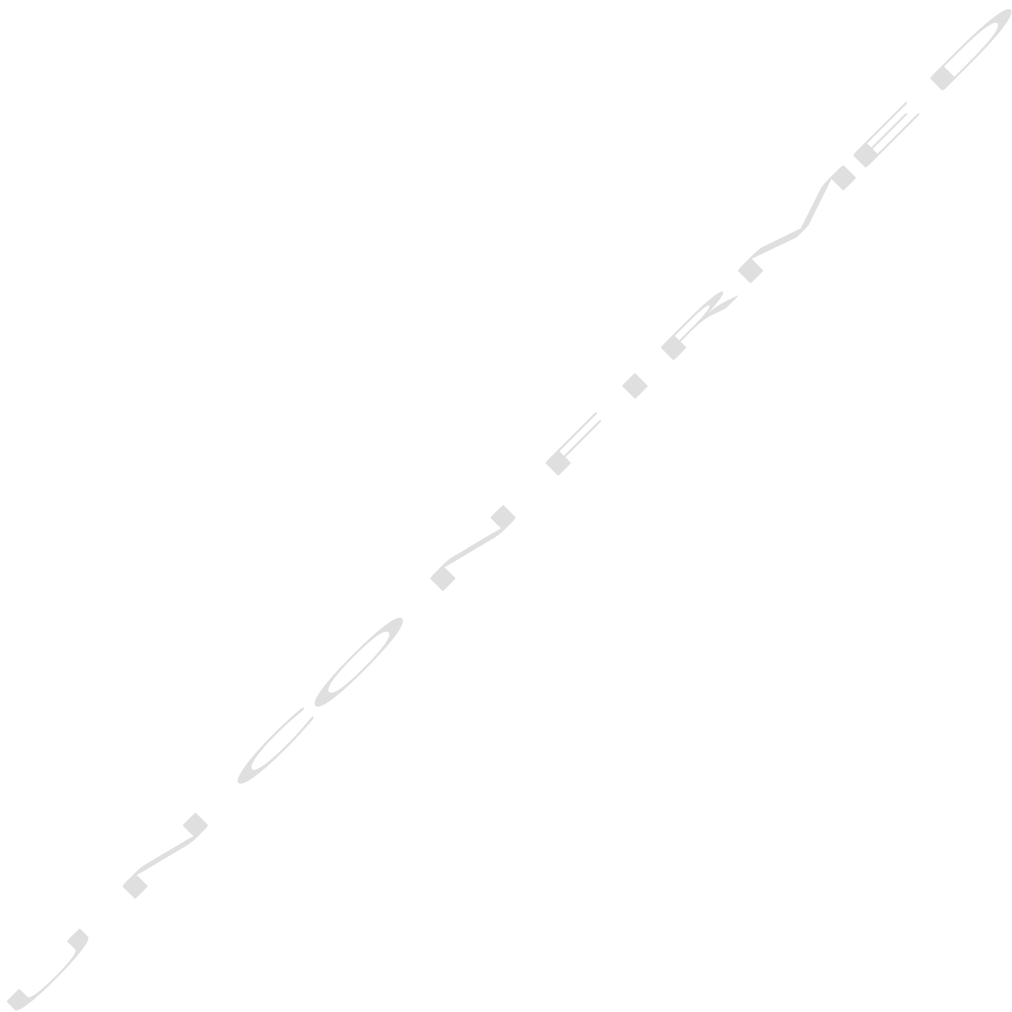
Reputational External:

Load limiting bridge 3316 to 2 tonnes would restrict any vehicle heavier than a light passenger vehicle from using a significant local road so there is a risk the issue will be escalated and therefore Reputational External is currently considered Moderate (substantiated, public embarrassment, moderate impact, moderate news profile, requires social media response and monitoring (e.g. State News story) with a likelihood measure being Likely, giving an overall risk rating of High. Obviously, if there is a serious accident or death on the road, this will shift to

Extreme.

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
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Risk Matrix					
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Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate



ITEM 22 RESPONSES TO ELECTED MEMBERS QUESTIONS TAKEN ON NOTICE

No matters for consideration

UNCONFIRMED

ITEM 23 ELECTED MEMBERS QUESTIONS WITH NOTICE

UNCONFIRMED

ITEM 24 NOTICE OF MOTIONS FOR CONSIDERATION AT THE NEXT MEETING

The next Ordinary Council Meeting is scheduled to take place on Thursday 30 May 2024 commencing at 5:30 PM at the Greenbushes Community Resource Centre.

UNCONFIRMED

ITEM 25 MATTERS BEHIND CLOSED DOORS (CONFIDENTIAL ITEMS)**MOTION****RESOLUTION: OCM 020-23/24**

Moved: Councillor M Christensen

Seconded: Councillor T Pratico

That item L.1 RFT 02-23/24 – Supply, install and Commissioning of Airconditioning – Bridgetown Town Hall Conservation and Adaptation Project, be accepted as urgent business.

Tender results were received after 3pm on 09 April 2024. Assessment from External Mechanical consultant was received 15 April 2024. Due diligence and evaluation was completed by Officers on 16 April 2024, including best practice process, based on information from WALGA. This was completed by 8.30am on 17 April 2024.

FOR: Crs J Mountford, S Mahoney, M Christensen, M Fletcher, T Lansdell, L Pearce, T Pratico and R Redman

AGAINST: Nil

CARRIED 8/0

MOTION**RESOLUTION: OCM 021-23/24**

Moved: Councillor T Lansdell

Seconded: Councillor T Pratico

That Council go behind closed doors at 7:13pm to consider item L.1 RFT 02-23/24 – Supply, install and Commissioning of Airconditioning – Bridgetown Town Hall Conservation and Adaptation Project.

FOR: Crs J Mountford, S Mahoney, M Christensen, M Fletcher, T Lansdell, L Pearce, T Pratico and R Redman

AGAINST: Nil

CARRIED 8/0

L.1 RFT 02–23/24 Supply, Install, and Commissioning of Airconditioning – Bridgetown Town Hall Conservation and Adaptation Project

File Ref TEN 511.72
Responsible Officer Nicole Gibbs, Chief Executive Officer
Reporting Officer Morgan Gillham, Principal Project Manager
Attachments 1. Variation Quotation Request 009
Voting Requirements Simple Majority
Disclosure of Interest Reporting Officer:
Responsible Officer:

The Council is satisfied that, pursuant to Section 5.23(2) of the *Local Government Act 1995*, the information to be received, discussed or considered in relation to this agenda item is:

- (b) the personal affairs of any person
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting
- (f) a matter that if disclosed, could be reasonably expected to –
 - (i) impair the effectiveness of any lawful method of procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government’s property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety.

RESOLUTION: OCM 022-23/24

Moved: Councillor T Lansdell

Seconded: Councillor T Pratico

That Council

1. For tender RFT 02–23/24, notes the tender submitted by Tender Respondent A for the Supply, Install, and Commissioning of Airconditioning – Bridgetown Town Hall Conservation and Adaptation Project.
2. Authorises the Chief Executive Officer to complete and sign the Minor Works Contract between the Shire of Bridgetown-Greenbushes and Tender Respondent A for the Supply, Install, and Commissioning of Airconditioning – Bridgetown Town Hall Conservation and Adaptation Project.

FOR: Crs J Mountford, S Mahoney, M Christensen, M Fletcher, T Lansdell, L Pearce, T Pratico and R Redman

AGAINST: Nil

CARRIED 8/0

MOTION

RESOLUTION: OCM 023-23/24

Moved: Councillor M Christensen

Seconded: Councillor T Lansdell

That Council come out from behind closed doors at 7:19pm.

FOR: Crs J Mountford, S Mahoney, M Christensen, M Fletcher, T Lansdell, L Pearce, T Pratico and R Redman

AGAINST: Nil

CARRIED 8/0

UNCONFIRMED

ITEM 26 CLOSURE

The Presiding Member closed the meeting at 7:20pm.

UNCONFIRMED