



Notice of an Ordinary Meeting of Council

Dear Council Member

The next Ordinary Meeting of Shire of Bridgetown-Greenbushes will be held on **Thursday, 18 April 2024** in Council Chambers, commencing at 5:30 PM

AGENDA

Ordinary Council Meeting Thursday, 18 April 2024

A handwritten signature in black ink, appearing to read 'Nicole Gibbs', is positioned above the printed name.

Nicole Gibbs

Chief Executive Officer

Date: 12 April 2024

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SHIRE OF BRIDGETOWN GREENBUSHES

ITEM 1 OPENING OF MEETING

Meeting to be opened by the Presiding Member.

ITEM 2 ACKNOWLEDGEMENT OF COUNTRY

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

ITEM 3 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Councillors

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

Council Officers

Nicole Gibbs	Chief Executive Officer
Megan Richards	Executive Manager, Community & Economic Development
Leigh Guthridge	Executive Manager, Planning & Development
Steele Alexander	Executive Manager, Infrastructure
Santosh Pande	Executive Manager, Corporate Services
Morgan Gillham	Principal Project Manager
Pauline Pietersen	Senior Project Officer
Lynell Taramoeroa	Executive Assistant

Observers/Visitor

Nil

Apologies

Nil

Leave of Absence Previously Granted

Nil

ITEM 4 ATTENDANCE OF GALLERY

ITEM 5 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**B Bebbington**Question

“Page 42 – Under governance, disclosure of annual salaries, refers to the section about disclosure of certain levels above \$130,000, disclosing to and yet then outlines the CEO salary, including the whole package. Is it correct that the regulation only

has the cash component of the salary? That appears to be all that's been disclosed since one is. The CEO salary is purported to be under \$190,000 but then declares being \$198,000. Is there an explanation?”

Executive Manager, Corporate Services – The previous CEO received a cash component of \$188,915 and salary sacrificed \$9,943 towards his personal super contribution which equates to \$198,858; however, when reporting in annual financial statements, this doesn't get reported due to his personal contribution and falls within the band range of \$180,000 – \$190,000.

Question

“New parcel lockers at the post office, bright red on the side of the building, which appear to be inconsistent with section 75 of the Town Planning Scheme and land use policy 10. It is listed as a heritage building that needs specific approval. Was it done as a building approval or a planning approval?”

Executive Manager, Planning & Development – A Development Approval (DA) P046/2023 was issued to the owner of the post office for a new outbuilding, post office boxes and SPL lockers. Advice from the Heritage Council was sought prior to the DA being issued and the Heritage Council did not oppose the development.

“At the November Ordinary Council Meeting in Greenbushes regarding the \$250,000 for developer contributions? Have they been paid? Would building a park be a requirement for the developer or the Shire?”

CEO Response – Originally there was going to be a \$30,000 contribution from the developer, however, the developer is not required to pay this until the end of the development. Unfortunately, \$30,000 won't buy much playground equipment so we will have to source funds elsewhere.

“Can we extend that to a review of all the subdivisions to ensure that if there was a requirement that the Shire can get that done as quickly as possible?”

CEO Response – That is what we’re intending to do.

“Steere St, Steward Lane, Civic Lane Carpark and the Newsagent ACROD parking – considering the change in circumstances when Tourist Bureau turns into the Railway Station – will it be appropriate to review lack of ACROD bay and traffic flow?”

CEO Response – We are about to commence significant review of the Town Plan Scheme and will bring an Urban Planner and a Town Planner into that conversation. It is a significant issue we want addressed as early as possible, but we are only in the early stages of planning. This project is a 2024/2025.

Executive Manager, Economic & Community Development – We do have some plans to include another ACROD parking bay in front of Westpac – we do have 2 ACROD bays in the Railway Carparking there.

CEO Response – Executive Manager, Infrastructure has sought a technical solution that he believes will work whilst liaising with businesses involved.

“Pathway to access the visitor’s centre and across the town. If someone was to trip over and hurt themselves, is it the Shire’s responsibility or the landowner?”

Executive Manager, Planning & Development – This would become a matter to be decided by the insurer due to the mixed tenure of the land involved.

‘Would a motion from this meeting representing the electors asking for crossover point to be installed, would that be of assistance to the Shire's endeavours?’

CEO Response - Yes

A Motion asks that Council is to investigate improved access and crossover of the railway line, specifically for access to the old railway station and from the car park to the CBD.

***Moved Cr Mountford, Seconded Cr Pratico
That Council is to investigate improved access and crossover of the railway line,
specifically for access to the old railway station and from the car park to the CBD.***

Carried

“Stanifer Street and Grey’s Road – Speed changes. How can we improve the responsiveness or the time it’s taking in relation to these matters with Main Roads?”

Shire President – We have sent a letter to the Minister, asking the Minister to intervene.

CEO Response – Since then, we have received advice from Main Roads who have agreed to reducing the limit on Stanifer Road to 40km. However, they also want to apply the 40km limit to the whole townsite. As the whole townsite was not in the original request, we are doing a mail out to all the people living in the townsite, asking whether they are agreeable to Main Roads preference.

ITEM 6 PUBLIC QUESTION TIME

ITEM 7 PETITIONS/DEPUTATIONS/PRESENTATIONS

K Bowie – NBN Presentation

ITEM 8 COMMENTS ON AGENDA ITEMS BY PARTIES WITH AN INTEREST

ITEM 9 APPLICATION FOR LEAVE OF ABSENCE

No matters for consideration

ITEM 10 CONFIRMATION OF MINUTES**10.1 Confirmation of Minutes: Special Council Meeting – 8 February 2024**

OFFICER RECOMMENDATION

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

10.2 Confirmation of Minutes: Special Council Meeting – 14 March 2024

OFFICER RECOMMENDATION

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

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

OFFICER RECOMMENDATION

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

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

OFFICER RECOMMENDATION

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

Special Council Meeting Minutes 8 February 2024

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Minutes of the Special Meeting of Council to be held in the Council Chambers on **Thursday 8 February 2024** commencing at 5.30pm, called to consider selection of a Consultant to Facilitate the CEO Performance Review Process.

Opening of Meeting

The Presiding Member opened the meeting at 5.30pm

Acknowledgment of Country

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

Attendance & Apologies

President - Cr J Mountford

Councillors - S Mahoney (Deputy) via Zoom

- J Boyle

- M Christensen

- M Fletcher

- T Lansdell

- A Pratico

- R Redman

Apologies - L Pearce

Officers - N Gibbs, Chief Executive Officer

- N Thompson, Infrastructure Services Administration Officer

Attendance of Gallery - Nil

Public Question Time - Nil

Petitions/Deputations/Presentations - Nil

Comments on Agenda Items by Parties with an Interest - Nil

Notification of Disclosures of Interest

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.

Nil

Business Items

ITEM NO.	SpC.01/0224	FILE REF.	221.1
SUBJECT	Selection of Consultant to Facilitate CEO Performance Review Process		
PROPONENT	Council		
OFFICER	Admin Support Officer		
DATE OF REPORT	2 February 2024		

OFFICER RECOMMENDATION

That David Kerr be appointed to facilitate the CEO performance review process for the CEO 6 Month Performance Review and set KPIs for the CEO Annual Review.

Summary/Purpose

The CEO Performance Review Committee has conducted a process in which it sought proposals/quotes from four shortlisted consultants that carry out facilitation of local government CEO performance reviews. After assessing the proposals, the Committee has recommended the appointment of David Kerr.

Background

The CEO Performance Review Committee has met on two occasions to discuss options for facilitation of the next performance review process. Initially the Committee made the determination to seek written proposals/quotes from 4 shortlisted consultants that have experience in conducting local government CEO performance reviews. At the second meeting the 4 proposals were assessed with the Committee recommending the appointment of David Kerr.

The proposed methodology of the performance review process will be:

PART 1 – PERFORMANCE REVIEW – COMPLETION

- a) Work with the Performance Review Committee (PRC) to review the performance of the shire CEO against key criteria from her contract.
 - Consultant will work with the Shire President and Cr Christensen to choose relevant criteria to present to the PRC for approval - Completion by 23 Feb 2024.

b) Conduct performance review with PRC:

- Review and send out spreadsheet for members to score performance and then collate results.
- Seek CEO feedback on collated results.
- Finalise review and prepare report to submit to Council with recommendations for CEO Contract Renewal by Thursday 21 March 2024 for inclusion in the March Ordinary Council Meeting Agenda scheduled for Thursday 28 March 2024.

PART 2 – DEVELOPING KPIs FOR ANNUAL PERFORMANCE REVIEWS

a) Work with PRC to develop KPIs for annual review (April 2024 – Mar 2025).

- Cr Christensen to prepare first draft, consultant to continue.
- KPIs to be approved by PRC first, then CEO, with consensus to be reached between both parties.
- Finalise KPIs to submit to Council for approval by Thursday 21 March 2024 for inclusion in the March Ordinary Council Meeting Agenda scheduled for Thursday 28 March 2024.

Officer Comment*Local Government Act 1995*

Clause 5.38(1) requires an annual performance assessment to be undertaken.

Local Government (Administration) Regulations 1996

Division 3 - Standards for review of performance of CEO's.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

(a) the results of the review; and

(b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Integrated Planning

➤ Strategic Community Plan

Outcome 13 Proactive, visionary leaders who respond to community needs

- Objective 13.1 Strengthen leadership and advocacy

Outcome 14 Effective governance and financial management

- Objective 14.1 Achieve excellence in organisational performance and service delivery

Outcome 16 An engaged and effective workforce

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

➤ Corporate Business Plan

Although the Corporate Business Plan contains many actions that are relevant to the annual performance review of the CEO none are specific to the review process itself.

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans – Not Applicable

➤ Workforce Plan - Nil

➤ Other Integrated Planning - Nil

Budget Implications

The cost of engaging the consultant will be approximately \$4,920 (inc GST).

Whole of Life Accounting - Nil

Risk Management

The CEO is the only employee the Council is able to direct. Therefore the review of the performance of that employee is of critical importance to the performance and direction of the whole organisation. Not using an external facilitator could place a significant administrative burden on Committee Members, delay completion of the performance review and remove access to independent advice and guidance.

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

Voting Requirements – Simple Majority

Council Decision Moved Cr Pratico, Seconded Cr Boyle

SpC.01/0224 That David Kerr be appointed to facilitate the CEO performance review process for the CEO 6 Month Performance Review and set KPIs for the CEO Annual Review.

Carried 8/0

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

Against: Nil

Closure

The Presiding Member closed the meeting at 5.32pm

List of Attachments – Nil

Minute Papers prepared and recommended by N Thompson, Infrastructure Services Administration Officer

Nicole Thompson

DATE 14 Feb 2024

Minutes Papers authorised by N Gibbs, CEO

DATE 14 Feb 2024

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MINUTES

Minutes of the Special Meeting of Council held in the Council Chambers on **Thursday 14 March 2024** commencing at 5.30pm, called to consider the Reveal of the Talison Community Investment Program Grant Funding 'Partnering for The Future 2024' and Associated Budget Amendment.

Opening of Meeting

The Presiding Member opened the meeting at 5.30pm

Acknowledgment of Country

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

Attendance & Apologies

President - Cr J Mountford

Councillors - S Mahoney (Deputy)

- J Boyle
- M Christensen
- M Fletcher (via Online Teams)
- T Lansdell
- L Pearce
- A Pratico
- R Redman

Officers - N Gibbs, Chief Executive Officer
- M Richards, Executive Manager, Community & Economic Development
- S Pande, Executive Manager, Corporate Services
- L Guthridge, Executive Manager, Planning & Development
- M Gillham, Principal Project Manager
- P Pietersen, Senior Project Officer
- L Taramoeroa, Executive Assistant

Attendance of Gallery

D Walsh, L Roberts, A Richardson

Public Question Time - Nil

Petitions/Deputations/Presentations - Nil

Comments on Agenda Items by Parties with an Interest – Nil

Notification of Disclosures of Interest

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

Name	Cr Lyndon Pearce
Type of Interest	Financial
Item No.	SpC.01/0324 - Receival of Talison Community Investment Program Grant Funding 'Partnering For The Future 2024' and Associated Budget Amendment
Nature of Interest	I am an employee of Talison

Cr Pearce left the room at 5.31pm

Business Items

ITEM NO.	SpC.01/0324	FILE REF.	123.350
SUBJECT	Receival of Talison Community Investment Program Grant Funding 'Partnering For The Future 2024' and Associated Budget Amendment		
OFFICER	Principal Project Manager		
DATE OF REPORT	08 March 2024		

OFFICER RECOMMENDATON

1. That Council acknowledge and thank Talison Lithium Australia for its generous 'Partnering for the Future 2024' grant funding as set out in the table below to a total of \$2,254,000.00 plus GST; and
2. Approve a 2023/24 financial year budget amendment to receive the income and expenditure for \$2,254,000.00 plus GST as listed in the table below in this agenda item and adjust the 2023/24 financial year budget accordingly.

Summary/Purpose

This paper is seeking a 2023/24 budget amendment to allow for the expenditure of the Talison Partnering for the Future 2024 grant monies on the projects listed below.

Background

In October 2023, the Shire provided a list of projects to Talison Lithium Australia, seeking a funding investment for the 2024 calendar year.

In March 2024 the Shire received the Talison Partnering for the Future 2024 agreement with a total of \$2,254,000.00 plus GST, over 19 projects.

Officer Comment

The below table sets out the funded projects with their applicable project management costs.

Project Name	Element	Delivery + Contingency	Project Management	Total
Greenbushes Transformation Stage 2	Greenbushes Drainage Plan	\$30,000.00	\$0.00	\$40,000
	Jephson Street Streetscape Plan	\$30,000.00	\$0.00	\$30,000
	Blackwood Road Toilets	\$118,800.00	\$13,200.00	\$132,000
	Greenbushes Pump Track	\$176,400.00	\$21,600.00	\$198,000
	Footpaths Blackwood Road - Stanifer to Primary School	\$165,000.00	\$15,000.00	\$180,000.00
	Footpaths Blackwood Road - Stanifer to Tourmaline	\$154,000.00	\$14,000.00	\$168,000.00
	Footpaths Blackwood Road - Tourmaline to Galena	\$71,500.00	\$6,500.00	\$78,000.00
	Footpaths Blackwood Road - Galena to Spring Gully	\$71,500.00	\$6,500.00	\$78,000.00
	New Footpath - Spring Gully Road	\$11,000.00	\$1,000.00	\$12,000.00
	Footpaths Blackwood Road - Telluride to Sports Ground	\$22,000.00	\$2,000.00	\$24,000.00
	Re-asphalt – Woodward Street	\$25,000.00	\$1,250.00	\$26,250.00
	Re-asphalt – George St 150m to Tourmaline	\$50,000.00	\$2,500.00	\$52,500.00
	Re-asphalt – Diorite to Galena	\$50,000.00	\$2,500.00	\$52,500.00
	Re-asphalt – Widen Cul-de-sac head on Diorite	\$60,000.00	\$3,000.00	\$63,000.00
	Installation of 1000m of kerbing to local roads	\$50,000.00	\$2,500.00	\$52,500.00
	Resurface and fencing of hardcourts	\$78,400.00	\$9,600.00	\$88,000.00

Project Name	Element	Delivery + Contingency	Project Management	Total
Bridgetown Revitalisation	Bridgetown Energy Sustainability Project Stage 2	\$480,750.00	\$60,000.00	\$540,750.00
	Bridgetown Visitor Centre fit out	\$103,000.00	\$12,000.00	\$115,000
	Bridgetown Town Hall – Airconditioning & Audio Visual	\$298,700.00	\$34,800.00	\$333,500.00
TOTALS		\$2,046,050.00	\$207,950.00	\$2,254,000.00

Statutory Environment

A budget amendment is required to incorporate these funds into the 2023/24 financial year budget.

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

Integrated Planning

- Strategic Community Plan

Item 2 - Good health and community wellbeing

- Corporate Business Plan

Item 2.2 Provide quality sport, leisure and recreation services.

- Long Term Financial Plan - NA

- Asset Management Plans

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

- Workforce Plan

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

- Other Integrated Planning - NA

Policy/Strategic Implications - NA

Budget Implications - Nil

Whole of Life Accounting - No impact

Risk Management - No identifiable risks

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

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

Voting Requirements - Absolute Majority

Council Decision *Moved Cr Pratico, Seconded Cr Mahoney*
SpC.01/0324

- 1. That Council acknowledge and thank Talison Lithium Australia for its generous 'Partnering for the Future 2024' grant funding as set out in the table below to a total of \$2,254,000.00 plus GST; and**
- 2. Approve a 2023/24 financial year budget amendment to receive the income and expenditure for \$2,254,000.00 plus GST as listed in the table below in this agenda item and adjust the 2023/24 financial year budget accordingly.**

Carried by Absolute Majority 8/0

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

Against: Nil

Cr Pratico – I am extremely pleased that a mining company in our region who employs a large percentage of workers from our region, has donated a sum of money like this to the community via the Shire.

Shire President – Well said.

Cr Mahoney – I second Cr Pratico’s statement.

Closure

The Presiding Member closed the meeting at 5.34pm

It is noted that Cr Pearce did not return to the room prior to the closure of the meeting.

List of Attachments – Nil

Minute Papers prepared and recommended by L Taramoeroa, Executive Assistant



Date: 20 Mar 24

Minutes Papers authorised by N Gibbs, CEO



Date: 20 Mar 24

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MINUTES

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

Opening of Meeting

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

Acknowledgment of Country

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

Attendance, Apologies and Leave of Absence

President - Cr J Mountford

Councillors - J Boyle

- M Christensen

- M Fletcher

- T Lansdell

- L Pearce

- A Pratico

- R Redman

Officers - N Gibbs, Chief Executive Officer

- S Pande, Executive Manager, Corporate Services

- M Gillham, Principal Project Manager

- L Taramoeroa, Executive Assistant

Apologies - S Mahoney (Deputy) – Leave of Absence

- M Richards, Executive Manager, Community & Economic Development

- S Alexander, Executive Manager, Infrastructure

- L Guthridge, Executive Manager, Planning & Development

Attendance of Gallery

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

Responses to Previous Questions Taken on Notice

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

Public Question Time**S Carstairs****Question**

When deliberating on item C.05/0324 in today's agenda, would Council consider retaining policy P 4 - Staff appointments - Council requirements, in an amended form? The policy affords the CEO discretion to apply probationary periods to appointed employees in accordance with clause 11(1) of the *Local Government Officers Western Australian Award 2021* and requires our CEO to document the reasons whenever they decide to not apply probationary periods in staff appointments.

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

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

B Bebbington**Question**

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

Minutes tonight,

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

Petitions/Deputations/Presentations

Nil

Comments on Agenda Items by Parties with an Interest

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

Spoke in support of the Officer's recommendation.

Applications for Leave of Absence**Confirmation of Minutes**

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

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

Council Decision Moved Cr Lansdell, Seconded Cr Pratico

C.01/0324 That the Minutes of the Ordinary Meeting of Council held 29 February 2024 be confirmed as a true and correct record.

Carried 8/0

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

Against: Nil

Announcements by the Presiding Member Without Discussion**C.03/0324 – Adopt P 1 – Bullying, Harassment and Diversity Policy**

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

3.7 Misconduct

Remove the words:

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

Insert the words:

‘Fair Work Regulation 1.07 defines serious misconduct.

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

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

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

Notification of Disclosure of Interest

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

Questions on Agenda Items by Elected Members

Consideration of Motions of which Previous Notice has been Given

Reports of Officers

Reports of Officers have been divided into Departments as follows:

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

CEO’s Office

ITEM NO.	C.02/0324	FILE REF.	203
SUBJECT	Review of Policy RM 1 – Risk Management		
OFFICER	Manager Governance & Risk		
DATE OF REPORT	6 March 2024		

Attachment 2 Draft amended RM 1 – Risk Management Policy

Attachment 3 Current RM 1 – Risk Management Policy

OFFICER RECOMMENDATION

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

Summary/Purpose

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

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

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

Background

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

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

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

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

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

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

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

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

Officer Comment

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

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

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

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

Objectives (Clause 1)

Clear objectives of the policy have been included.

Scope (Clause 2)

A scope has been added to the policy.

Definitions (Clause 3)

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

Policy (Clause 4)

Removed the objectives from this clause and subsequently reworded.

Roles and Responsibilities (Clause 4.1)

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

Risk appetite (Clause 4.2)

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

Quantified Risk Assessment and Acceptance Criteria (Clause 4.3)

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

Recording and Reporting (Clause 4.4)

Reworded.

Measures of Consequence (Appendix A)

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

Statutory Environment**Local Government Act 1995****s 2.7(2)(b)**

"Without limiting subsection (1), the council is to —
(b) determine the local government's policies."

s 5.41 – Functions of CEO

The CEO's functions are to —

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

- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

Local Government (Audit) Regulations 1996

r.17 – CEO to review certain systems and procedures

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

Integrated Planning

- Strategic Community Plan
 - Outcome 13 - Proactive, visionary leaders who respond to community needs
 - Objective 13.2 -Embrace innovation and a ‘can do’ culture
 - Outcome 14 - Effective governance and financial management
 - Objective 14.1 - Achieve excellence in organisational performance and service delivery
- Corporate Business Plan
 - Objective 14.1 - Achieve excellence in organisational performance and service delivery
 - Action 14.1.3 - Provide a quarterly review each year of the Shire’s risk profile
- Long Term Financial Plan – Nil
- Asset Management Plans – Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Policy Implications - Nil

Budget Implications – Nil

Whole of Life Accounting – N/A

Risk Management

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

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

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

To manage all the risks that the Shire is exposed to requires the development of a risk culture and supporting risk framework directed towards the effective management of risks and potential

opportunities to ensure the interests of the community, staff, contractors, volunteers, services and assets are managed and developed through the application of appropriate risk management principles and practices.

This policy forms part of that risk framework.

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

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

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

Voting Requirements – Simple Majority

Council Decision Moved Cr Christensen, Seconded Cr Boyle

C.02/0324 That Council adopt Draft amended RM 1 – Risk Management Policy, as shown in Attachment 2.

Carried 8/0

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

Against: Nil

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

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

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

OFFICER RECOMMENDATION

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

Summary/Purpose

The "Bullying, Harassment & Diversity Policy" aims to establish clear guidelines and expectations regarding appropriate conduct within the Shire of Bridgetown-Greenbushes workplace. It enforces a zero-tolerance approach towards bullying, harassment, and discrimination, emphasising the responsibility of all Councillors, employees, contractors, and customers to uphold a respectful and inclusive environment. The policy defines various forms of unacceptable behaviour, outlines procedures for reporting and addressing instances of misconduct, and underscores the organisation's commitment to diversity and inclusion.

Background

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

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

Commonwealth legislation includes:

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

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

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

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

Officer Comment

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

Statutory Environment

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

Integrated Planning

- Strategic Community Plan
 - Outcome 13 Proactive, visionary leaders who respond to community needs.
 - Objective 13.1 Strengthen leadership and advocacy.
 - Objective 14.1 Achieve excellence in organisational performance and service delivery.
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy/Strategic Implications

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

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management

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

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

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

Voting Requirements – Simple Majority

Moved Cr Lansdell, Seconded Cr Boyle

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

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

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

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

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

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

Amendment Cr Pearce, Seconded Cr Redman

That we make an amendment to adjust 3.1 to read under Examples of workplace bullying behaviour includes

Remove the words:

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

Include the words:

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

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

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

Carried 8/0

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

Against: Nil

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

Council Decision Moved Cr Pearce, Seconded Cr Redman

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

Carried 8/0

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

Against: Nil

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

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

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

OFFICER RECOMMENDATION

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

Summary/Purpose

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

Background

The "P9 Responding to Emergency Services During Work Hours Policy" was first implemented to address the infrequent need for employees registered as an emergency services volunteer to assist with incidents during work hours. Since its inception, the policy has guided employees on the conditions under which paid employees may assist with these emergencies.

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

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

Officer Comment

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

Statutory Environment

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

Integrated Planning

➤ Strategic Community Plan

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

Objective 13.1 Strengthen leadership and advocacy.

Outcome 14 Effective governance and financial management.

Objective 14.1 Achieve excellence in organisational performance and service delivery.

➤ Corporate Business Plan

Objective 13.1 Strengthen leadership and advocacy

Objective 13.1.3 Provide a biennial Councillor study tour to benchmark practices in leading Councils.

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans - Nil

➤ Workforce Plan - Nil

➤ Other Integrated Planning - Nil

Policy/Strategic Implications - Nil

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management

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

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

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

Voting Requirements – Simple Majority

Moved Cr Fletcher, Seconded Cr Pratico

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

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

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

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

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

Council Decision Moved Cr Pearce, Seconded Cr Fletcher

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

Carried 8/0

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

Against: Nil

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

Attachment 8 P 4 – Staff Appointments – Council Requirements Policy

OFFICER RECOMMENDATION

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

Summary/Purpose

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

Background

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

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

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

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

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

Officer Comment

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

Statutory Environment

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

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

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

Integrated Planning

- Strategic Community Plan
Outcome 14 Effective governance and financial management

- Corporate Business Plan
Objective 16.1 Attract, train, develop and retain a skilled and effective workforce

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

Policy/Strategic Implications - Nil

Budget Implications

Budgetary saving of \$250 per new staff member.

Whole of Life Accounting - Nil

Risk Management

Moderate to low.

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

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

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

The overall risk has been measured as Moderate.

Voting Requirements – Simple Majority

Moved Cr Fletcher, Seconded Cr Pratico

C.05/0324 That Council repeal the P 4 – Staff Appointments – Council Requirement Policy as shown in Attachment 8.

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

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

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

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

Cr Redman - It mentions one of the things to be repealed as a condition of employment is mandating a medical assessment. It refers to basic hearing and eyesight evaluations that have a cost of \$250. I see that there would be a cost saving in that, however, was the intention of repealing that element of the policy is that those medical assessments would no longer be required, or if they may be required for certain roles, or if the candidate would be required to wear the cost.

There's a lot of studies that show that having medical assessments before commencing employment reduce the likelihood and disability of at work injuries. We should also consider the merits of getting rid of that element of the policy.

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

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

CEO Response – Yes most definitely.

Council Decision Moved Cr Christensen, Seconded Cr Fletcher

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

Carried 8/0

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

Against: Nil

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

Attachment 9 P 12 – Injury Management & Rehabilitation Policy

OFFICER RECOMMENDATION

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

Summary/Purpose

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

Background

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

WorkCover WA is the government agency responsible for regulating and administering the workers’ compensation scheme in Western Australia under the Workers’ Compensation and Injury Management Act 1981. This scheme ensures workers who suffer a work-related injury or illness are

compensated for lost earnings, medical expenses, and other associated costs, and assists injured workers to achieve a safe and sustained return to work.

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

Officer Comment

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

Statutory Environment

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

Integrated Planning

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

Policy/Strategic Implications

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

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management

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

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

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

Voting Requirements – Simple Majority

Council Decision Moved Cr Fletcher, Seconded Cr Redman

C.06/0324 That Council repeal P 12 – Injury Management & Rehabilitation Policy as shown in Attachment 9.

Carried 8/0

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

Against: Nil

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

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

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

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

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

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

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

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

OFFICER RECOMMENDATION

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

Summary/Purpose

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

Background

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

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

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

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

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

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

Officer Comment

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

Statutory Environment - Nil

Integrated Planning

➤ Strategic Community Plan

- 2.4 Build community capacity by supporting community organisations and volunteers.
- 12.1 Reposition Bridgetown as a major tourist destination.
- 12.2 Improve tourism infrastructure and services.

➤ Corporate Business Plan - NA

➤ Long Term Financial Plan - NA

➤ Asset Management Plans

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

➤ Workforce Plan - NA

➤ Other Integrated Planning - NA

Policy/Strategic Implications

This proposal would require a deviation from Policy and the Local Government Act in that once Talison contribution is confirmed, and the BGTA has received those moneys, the Shire would be required to invoice the BGTA for the other 50% contribution.

The Shire would then be required to engage the nominated supplier (ELANGA), without a tender process as the Grant conditions are that a single supplier must be nominated from DMIRS list of approved suppliers.

Budget Implications

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

Whole of Life Accounting

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

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

Risk Management

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

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

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

Voting requirements - Simple Majority

Council Decision Moved Cr Christensen, Seconded Cr Boyle

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

Carried 8/0

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

Against: Nil

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

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

Cr Pearce left the room at 6.11pm

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

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

OFFICER RECOMMENDATION

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

Summary/Purpose

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

Background

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

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

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

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

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

November 30, 2023: New Management Order issued by Landgate for the purposes of Museum and Recreation, with the power to lease for up to 21 years.

The former CEO informed the WABFMHG that once the Management Order was amended, subject to Council approval, the lease that could be executed.

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

Officer Comment

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

Statutory Environment

Local Government Act 1995

Integrated Planning

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

Policy/Strategic Implications

Budget Implications

Whole of Life Accounting

Risk Management - Low

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

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

Voting Requirements – Simple Majority

Council Decision Moved Cr Redman, Seconded Cr Pratico

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

Carried 7/0

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

Against: Nil

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

Cr Pearce returned to the room at 6.13pm

Corporate Services

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

Attachment 11 February 2024 Financial Activity Statements

Attachment 12 List of Accounts Paid in February 2024

OFFICER RECOMMENDATION

That council receive the:

1. That Council receives the February 2024 Financial Activity Statements as presented in Attachment 11.
2. That Council receives the List of Accounts Paid in February 2024 as presented in Attachment 12.

Summary/Purpose

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

Background

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

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

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

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

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

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

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

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

- (a) the payee's name; and

- (b) the amount of the payment; and
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

The list of accounts is to be:

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

Statutory Environment

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

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

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

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

Integrated Planning

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

Policy Implications

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

Budget Implications

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

Whole of Life Accounting – Not applicable

Risk Management

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

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

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

Voting Requirements – Simple Majority

Council Decision Moved Cr Pratico, Seconded Cr Boyle

C.09/0324 That Council:

- 1. Receives the February 2024 Financial Activity Statements as presented in Attachment 11.**
- 2. Receives the List of Accounts Paid in February 2024 as presented in Attachment 12.**

Carried 8/0

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

Against: Nil

Development, Community and Infrastructure

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

OFFICER RECOMMENDATION

That Council:

1. Approve the transfer of;
 - a. the sum of \$35,000 from the Bridgetown Leisure Centre Reserve (current balance \$35,241.82) to GL 1346640.11 Other Recreation and Sport Equipment (current balance \$1,117)
 - b. the sum of \$2856 from GL 1346120.11 Minor Equipment Purchases (Current balance \$7,065) to GL 1346640.11 Other Recreation and Sport Equipment to cover the cost of purchasing and installing new scoreboards for each of the three courts and a sound system to be installed in the Mezzanine fitness room.
2. Note that in approving the recommendation above the budget amendment will increase the 'materials and contracts' allocation for to GL 1346640.11 Other Recreation and Sport Equipment from \$1,117 to \$38,973 and reduce the Bridgetown Leisure Centre Reserve to \$241.82 and GL 1346120.11 Minor Equipment Purchases to \$4,209.

Summary/Purpose

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

Background

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

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

1. Approve the replacement of the Bridgetown Leisure Centre (BLC) Court Scoreboards at a cost of \$36,940 (excl GST)
2. Approve the replacement of the Swimming pool and Mezzanine Sound Systems for Group Fitness Classes and Community Events at a cost of \$17792 (excl GST)
3. Transfer the sum of \$47,202 (\$36,940 + \$10,262) **from the Recreation Centre Floor & Solar Reserve (\$260,892)** to Bridgetown Leisure Centre GL Code 1346640.11 to cover the cost of purchasing and install new scoreboards and the Mezzanine Sound System.
4. Transfer the sum of \$7530 from the **Recreation Centre Floor & Solar Reserve (\$260,892)** to Bridgetown Leisure Centre Programs RE23 Wet Area Programs to cover the cost of purchasing a new swimming pool sound system.

5. *Note that in approving recommendation 1-4 the budget amendment will increase the 'materials and contracts' allocation for Account GL Code 1346640.11 increases from \$20,000 to \$74,732.00.*

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

Officer Comment

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

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

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

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

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

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

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

The activation of the BLC is successful and the number of patrons, programs and community user groups is constantly increasing at the BLC. This puts added this added pressure on BLC assets and increases the expectation of the community regarding the quality of the equipment available for use.. The assets mentioned in the recommendations are in dire need of replacement.

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

Statutory Environment

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

6.8 Expenditure from municipal fund not included in annual budget

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) *is authorised in advance by resolution*; or*
 - (c) *is authorised in advance by the mayor or president in an emergency.*

** Absolute majority required.*

Section 6.11 of the Local Government Act

6.11 Reserve accounts

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

** Absolute majority required.*

Integrated Planning

- Strategic Community Plan
 - Outcome 2 Good Health and community wellbeing

Objective 2.2 Provide quality sport, leisure and recreation services

Objective 2.4 Build community capacity by supporting community organisations and volunteers

- Corporate Business Plan
- Outcome 2 Good health and community wellbeing

Objective 2.2 Provide quality sport, leisure and recreation services.

Action 2.2.4 Provide and expanded range of activities at Bridgetown Leisure Centre.

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

Policy Implications

N/A

Budget Implications

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

Whole of Life Accounting

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

Risk Management

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

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

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

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

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

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

Voting Requirements – Absolute Majority

Council Decision Moved Cr Fletcher, Seconded Cr Pratico

C.10/0324 That Council:

1. **Approve the transfer of;**
 - a. **the sum of \$35,000 from the Bridgetown Leisure Centre Reserve (current balance \$35,241.82) to GL 1346640.11 Other Recreation and Sport Equipment (current balance \$1,117)**
 - b. **the sum of \$2,856 from GL 1346120.11 Minor Equipment Purchases (Current balance \$7,065) to GL 1346640.11 Other Recreation and Sport Equipment to cover the cost of purchasing and installing new scoreboards for each of the three courts and a sound system to be installed in the Mezzanine fitness room.**
2. **Note that in approving the recommendation above the budget amendment will increase the ‘materials and contracts’ allocation for GL 1346640.11 Other Recreation and Sport Equipment from \$1,117 to \$38,973 and reduce the Bridgetown Leisure Centre Reserve to \$241.82 and GL 1346120.11 Minor Equipment Purchases to \$4,209.**

Carried 8/0

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

Against: Nil

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

Attachment 13 CP 4 – Extension of Facility Memberships in the Event of Access Being Prohibited by Government Mandate

OFFICER RECOMMENDATION

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

Summary/Purpose

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

Background

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

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

Officer Comment

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

Statutory Environment

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

Integrated Planning

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

Policy/Strategic Implications – Nil

Budget Implications – Nil

Whole of Life Accounting – Nil

Risk Management - Nil

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

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

Voting Requirements –Simple Majority

Council Decision Moved Cr Redman, Seconded Cr Christensen

C.11/0324 That Council repeal CP 4 – Extension of Facility Membership in the Event of Access Being Prohibited by Government Mandate Policy as shown in Attachment 13.

Carried 8/0

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

Against: Nil

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

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

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

OFFICER RECOMMENDATION

That Council

1. *Approve the transfer of savings in the following accounts to cover the overspend in Bridgetown Leisure Centre wages:*
 - a. *\$30,000 from PJ130 Reconciliation Action Plan,*
 - b. *\$5,000 from PJ149 Heritage Trail Sign Audit*
 - c. *\$302 from PJ96 Aquatics Complex Infrastructure Renewal Plan*
2. *Increase the 2023/24 budget allocations for wages at the Bridgetown Leisure Centre by \$35,302 in the accounts below to support the continued operation of the Bridgetown Leisure Centre until the end of the 2023/24 financial year.*
 - a. *Bridgetown Leisure Centre Administration GL Code: 1340320.01 - \$2,208*
 - b. *Recreation Officers GL Code 1349120.01 - \$16,899*
 - c. *Aquatic Co-Ordinator & Life Guards GL 1342920.01 - \$734*
 - d. *Health and Fitness Programs GL 1349820.01 - \$15,461*

Summary/Purpose

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

Background

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

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

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

This was going to be achieved through;

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

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

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

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

In November 2023 (Ca.17/1123) Council;

1. Approve a new hire fee of \$140.00 per hour (minimum 2 Hours) for the private hire/use of the inflatable to be introduced in the current 2023/24 fees and charges.
2. Approve a new Inflatable Obstacle Course entry fee of \$5.00 to be included in the current 2023/24 fees and charges.
3. Approve unbudgeted income of approximately \$8,431 received from the payment of fees and hire of the inflatable to be reflected in the 2023-24 budget.
4. Approve the extension of the current 50% discount on gym memberships for Emergency Services volunteers to include 50% discount on Pool and Pool & Gymnasium Memberships.

Officer Comment

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

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

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

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

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

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

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

Table 1 Budgetted vs Additional Hours Summer

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

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

Table 2 Budgetted vs Additional Hours Winter

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

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

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

Health & Fitness classes have increased from the budgeted 10 classes per week to 17 classes per week. The January and February classes have met the Council approved Break-Even threshold with an average of 6.5 attendees across all classes (the increase in income should cover the cost of all

classes). This is an additional 7 classes per week which equates to an additional 189 hours until the end of the financial year.

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

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

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

Statutory Environment

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

Integrated Planning

- Strategic Community Plan
 - Outcome 2 Good Health and community wellbeing
 - Objective 2.2 Provide quality sport, leisure and recreation services
 - Objective 2.4 Build community capacity by supporting community organisations and volunteers
- Corporate Business Plan
 - Outcome 2 Good health and community wellbeing
 - Objective 2.2 Provide quality sport, leisure and recreation services.
 - Action 2.2.4 Provide and expanded range of activities at Bridgetown Leisure Centre.
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy Implications

N/A

Budget Implications

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

Whole of Life Accounting - Nil

Risk Management

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

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

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

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

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

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

Voting Requirements – Absolute Majority

Council Decision Moved Cr Redman, Seconded Cr Fletcher

C.12/0324 That Council:

- 1. Approve the transfer of savings in the following accounts to cover the overspend in Bridgetown Leisure Centre wages:**
 - a. \$30,000 from PJ130 Reconciliation Action Plan,**
 - b. \$5,000 from PJ149 Heritage Trail Sign Audit**
 - c. \$302 from PJ96 Aquatics Complex Infrastructure Renewal Plan**
- 2. Increase the 2023/24 budget allocations for wages at the Bridgetown Leisure Centre by \$35,302 in the accounts below to support the continued operation of the Bridgetown Leisure Centre until the end of the 2023/24 financial year.**
 - a. Bridgetown Leisure Centre Administration GL Code: 1340320.01 - \$2,208**
 - b. Recreation Officers GL Code 1349120.01 - \$16,899**
 - c. Aquatic Co-Ordinator & Life Guards GL 1342920.01 - \$734**
 - d. Health and Fitness Programs GL 1349820.01 - \$15,461**

Carried 8/0

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

Against: Nil

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

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

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

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

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

OFFICER RECOMMENDATION

That Council

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

Summary/Purpose

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

Background

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

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

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

This is considered beneficial as a method of informing local government authorities about infrastructure development proposals within the area and as a means for the local government to prioritise the projects in line with their strategic objectives.

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

Officer Comment

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

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

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

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

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

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

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

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

The potential funding models include 1 – 4 below;

Model 1

Project Partners	Amount
Council	\$117,800

CSRFF	\$117,900
<hr/>	
Total	\$235,800

Model 2

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

Model 3

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

Model 4

<u>Project Partners</u>	<u>Amount</u>
CEUF	\$117,900
CSRFF	\$ 35,800
Council	\$ 82,100
<hr/>	
Total	\$235,800

Statutory Environment - Nil

Integrated Planning

➤ Strategic Community Plan

Outcome 1 - A growing community that is diverse, welcoming and inclusive.

Objective 1.1 – Improve family and youth services and facilities to attract and retain families.

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

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

Outcome 2 – Good Health and community wellbeing

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

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

Objective 12.2 Improve tourism infrastructure and services.

➤ Corporate Business Plan

Outcome 2 – Good health and community wellbeing

Objectives 2.1 – Advocate for quality health and community services

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

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

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

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans

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

➤ Workforce Plan - Nil

➤ Other Integrated Planning - Nil

Policy Implications - Nil

Budget Implications

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

Whole of Life Accounting

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

Risk Management

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

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

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

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

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
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Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements - Simple majority

Council Decision Moved Cr Lansdell, Seconded Cr Pratico

C.13/0324 That Council:

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

Carried 8/0

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

Against: Nil

Cr Christensen – This item could commit the shire to funding of up to \$117,800 if we go ahead with it, which is a fairly large sum of the money. Would it be possible to see a more comprehensive plan

as to how we would fund that, because I don't think it's in the budget now and that would worry me because it is a large sum of money.

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

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

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

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

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

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

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

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

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

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

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

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

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

OFFICER RECOMMENDATION

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

Summary/Purpose

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

PROJECT UPDATES

Construction:

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

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

Maintenance:

Grading

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

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

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

General

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



Parks & Gardens

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

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

The Land behind the old railway station courthouse at the end of Blackwood Rd in Greenbushes has been added to the Parks & Gardens maintenance schedule. This land is a reserve under Shire management however an adjacent resident had kindly been maintaining it for many years. The Parks

& Gardens team had not been aware that the land was the Shires responsibility and as such, a process of identifying and reviewing all Shire owned or managed land is underway.

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

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

Storms

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

Bridges

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

Bridge 3332

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



Bridge 3316

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

Works	Load Capacity
none	2 tonne
Pile banding to compromised piles	16 tonne
Pile banding and full repair to pier 3 pile 3	Full (with regular monitoring)

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



Pile band example:



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

Other:

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



Statutory Environment

Local Government Act 1995

Integrated Planning

➤ Strategic Community Plan

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

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

Outcome 9 Safe, Affordable and efficient movement of people and vehicles.

Objective 9.1 Improve road safety and connectivity.

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

Policy/Strategic Implications– N/A

Budget Implications – Nil

Whole of Life Accounting – N/A

Risk Management – N/A

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

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

Voting Requirements - Simple Majority

Council Decision Moved Cr Fletcher, Seconded Cr Christensen

C.14/0324 That Council note the status of the Works & Services program for the month of March 2024.

Carried 8/0

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

Against: Nil

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

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

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

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

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

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

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

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

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

Cr Redman left the room at 6.33pm

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

OFFICER RECOMMENDATION

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

Summary/Purpose

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

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

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

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

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

- Architectural and Structural Engineers drawings for Building Approval
- Electrical Supply and Mains Water Supply to the building
- Site excavation to remove organic material
- Treated Pine subfloor framing on treated pine stumps
- Structural treated chipboard flooring
- Treated timber stud wall framing
- CCA pine pole posts and timber roof framing
- 1 x accessible solid double entry door
- 2 x sliding windows and screen
- 4 x 'turret' highlight windows
- Colorbond roof sheeting, gutters, flashings & downpipes
- Timber flooring to verandah area
- Accessibility compliant ramp

- Supply & fit 1 x internal light, 2 x external lights, 1 x double GPO
- Gyprock lining to ceilings
- Supply & lay commercial vinyl to floors internally
- External Cladding, insulation and internal lining.
- Internal fit-out as required
- Internal & External sealing, painting and finishing

Background

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

Officer Comment

This proposal was only put the CEO by the Directors of Hemp Squared on Friday 22 March 2024. However, due to the bespoke nature of the funding opportunity attached to the proposal, and the critical deadline, the CEO proposes support in principal only until the detail in the proposal is developed and submitted.

Statutory Environment

Integrated Planning

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

Policy/Strategic Implications – Nil

Budget Implications – Nil

Whole of Life Accounting – Nil

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

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
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Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Voting Requirements –Simple Majority

Council Decision Moved Cr Christensen, Seconded Cr Boyle

C.15/0324 That Council provide “in principal” support for the construction of a multi-use hemp building at River Park.

Lost 2/5

For: Crs Boyle and Christensen

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

Cr Fletcher – Firstly, I cannot see anything that shows the actual size. The diagram is just a diagram in the attachment. I'd like to know what space it's going to take up.

The second question relates to the position around the toilet block, to complement the existing placebo. I'm not sure if that's a healthy option. We need to further investigate these issues.

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

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

Cr Redman returned to the room at 6.38pm

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

Receival of Minutes from Management Committees

Nil

Urgent Business Approved by Decision

Nil

Responses to Elected Member Questions Taken on Notice

Nil

Elected Members Questions With Notice

Nil

Notice of Motions for Consideration at the Next Meeting

Nil

Matters Behind Closed Doors (Confidential Items)

Council Decision Moved Cr Lansdell, Seconded Cr Pratico

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

Carried 8/0

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

Against: Nil

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

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

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

ITEM NO.	C.16/0324	FILE REF.	
SUBJECT	Purchase of one residential house to support incoming executive staff and increase asset base		
OFFICER	Chief Executive Officer		
DATE OF REPORT	21 March 2024		

Council Decision Moved Cr Pratico, Seconded Cr Christensen

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

Carried 8/0

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

Against: Nil

Council Decision Moved Cr Lansdell, Seconded Cr Boyle

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

Carried 8/0

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

Against: Nil

Council Decision Moved Cr Redman, Seconded Cr Christensen

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

Carried 5/3

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

Against: Crs Fletcher, Pearce and Pratico

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

Council Decision Moved Cr Redman, Seconded Cr Fletcher

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

Carried 8/0

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

Against: Nil

Council Decision Moved Cr Redman, Seconded Cr Boyle

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

Carried 8/0

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

Against: Nil

At 7:29pm Council opened the doors to the meeting. It is noted that no members of the public returned to the meeting.

Closure

The Presiding Member closed the meeting at 7:30pm.

List of Attachments

Attachment	Item No.	Details
1	C.01/0324	Ordinary Council Minutes – 29 February 2024
2	C.02/0324	Draft amended Policy RM 1 – Risk Management
3	C.02/0324	Current Policy RM 1 – Risk Management
4	C.03/0324	Draft amended P 1 – Bullying, Harassment & Diversity Policy

5	C.03/0324	Current P 1 – Anti-Discrimination, Sexual Harassment and Bullying Policy
6	C.04/0324	Draft amended P 9 - Responding to Emergency Services During Work Hours Policy
7	C.04/0324	Current P 9 – Release to Staff to Assist Emergency Services
8	C.05/0324	P 4 – Staff Appointments – Council Requirements
9	C.06/0324	P 12 – Injury Management & Rehabilitation Policy
10	C.08/0324	2024 - WA Bush Fire Museum and Heritage Group Inc Lease
11	C.09/0324	February 2024 Financial Activity Statements
12	C.09/0324	List of Accounts Paid in February 2024
13	C.11/0324	CP4 – Extension of Facility Memberships in the Event of Access Being Prohibited by Government Mandate Policy
14	C.15/0324	Concept Plan for Multi-Use Hemp Building at River Park - Octagon Hemple

Agenda Papers prepared and recommended by L Taramoeroa, Executive Assistant



DATE 03 Apr 24

Agenda Papers authorised by N Gibbs, CEO



DATE 03 Apr 24

Special Council Minutes 11 April 2024

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	SpC.01/0424 ADOPTION OF THE 2023/2024 BUDGET REVIEW.....	Error! Bookmark not defined.
	RESOLUTION: SCM 001-23/24	99
	<u>CONFIDENTIAL ITEMS</u>	
	SpC.02/0424 Approve receipt of the CEO Performance Review Report and approve adoption of the Performance Agreement	
ITEM 11	QUESTIONS ON AGENDA ITEMS BY ELECTED MEMBERS	ERROR! BOOKMARK NOT DEFINED.
ITEM 12	NOTICE OF MOTIONS FOR CONSIDERATION AT THE NEXT MEETING	ERROR! BOOKMARK NOT DEFINED.
ITEM 13	CLOSURE	105

The Special Council Meeting Minutes of Meeting held on 11th April 2024 commencing at 5:30 PM.

ITEM 11 OPENING OF MEETING

The Presiding Member opened the meeting at 5:32 pm.

ITEM 12 ACKNOWLEDGEMENT OF COUNTRY

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

ITEM 13 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Councillors

President - Cr J Mountford

Councillors - S Mahoney (Deputy)

- J Boyle
- M Christensen
- M Fletcher (via Online Teams)
- T Lansdell
- L Pearce
- A Pratico
- R Redman

Council Officers

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

Observers/Visitor

Nil

Apologies

Nil

Leave of Absence Previously Granted

Nil

ITEM 14 ATTENDANCE OF GALLERY

ITEM 15 PUBLIC QUESTION TIME

ITEM 16 PETITIONS/DEPUTATIONS/PRESENTATIONS

ITEM 17 COMMENTS ON AGENDA ITEMS BY PARTIES WITH AN INTEREST

ITEM 18 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

ITEM 19 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.

ITEM 20 BUSINESS ITEMS

ITEM NO.	SpC.01/0424	FILE REF.	133
SUBJECT	Adoption of the 2023/2024 Budget Review		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	09 April 2024		

Attachment 1 2023/2024 Budget Review

RESOLUTION: SCM 001-23/24

Moved: Councillor S Mahoney

Seconded: Councillor T Pratico

That the Council:

1. *Adopt the budget review with the variations detailed at Note 5 of the Budget Review document as shown in Attachment 1 for the period 1 July 2023 to 31 January 2024 and amend the budget accordingly.*
2. *Note the budget review for the period 1 July 2023 to 31 January generates a budgeted surplus of \$143,565.*
3. *Transfer the surplus of \$143,565 to:*
 - *\$25,000 – PJ158 144 Hampton Road.*
 - *\$23,628.91 – Recreation Officer Salaries - Account 1349120.01.*
 - *\$42,870.02 – Aquatic coordinator and Lifeguard Salaries -Account 1342920.01.*
 - *\$8,371.27-Health and Fitness Programs Salaries-Account 1349820.01.*
 - *\$10,000 unbudgeted expenditure for a contractor to undertake electrical testing and tagging.*
 - *\$33,694.80 –will remain in the municipal account to be allocated toward the Financial Assistance Grant Overpayment*

CARRIED 9/0Summary/Purpose

Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for the year in accordance with Regulation 33A of the Local Government (*Financial Management*) Regulations 1996. The intention of the legislation is to ensure that the local government's conduct at least one budget review between six and nine months into the financial year.

Background

The budget review 2023/24 has been undertaken in accordance with Regulation 33A of the Local Government (*Financial Management*) Regulations 1996. The budget review was presented to the Audit committee on 21 March 2024 for review. A summary of the main findings of the budget review is provided in this report.

The mid-year budget review was considered by the Audit Committee (AC.02.0324) at its meeting held on 21 March 2024 where the following proposed recommendations were carried and reflected in the unconfirmed minutes;

1. *Endorse the budget review for the period 1 July 2023 to 31 January 2024 as presented in the committee agenda, noting the year-to-date actual figures as of 31 January 2024 has been taken into account to be included in the Council report.*
2. *Note the budget review for the period 1 July 2023 to 31 January 2024 generates a budgeted surplus of \$155,823*
3. *The surplus of \$155,823 is to be allocated to:*
\$25,000 – towards furnishing staff housing; 144 Hampton Road to be set aside in PJ158.

*\$57,640– amount overspent on Salary and Wages at Bridgetown Leisure Centre
\$73,183 – to be set aside for building surplus to make a provision for Financial Assistance Grant Overpayment.*

The reported surplus at the meeting was \$155,823 whereas the actual surplus is \$143,565 leaving a difference of \$12,258. This was due to an officer error that overlooked budget amendments and adjustments within a number of accounts including the Reserves Transfer, Fees & Charges, Employee Costs and Materials & Contracts that resulted in a net adjustment of \$12,258.

The minutes of the Audit committee will be changed to reflect the accurate figures before confirmation at the next committee meeting.

There have been a number of similar oversights that have been identified recently. An example of the mistakes made prior to the review of budget documents by the incoming Executive Manager Corporate Services included the reversal of a Council decision (C.14/0224) February that Council transfer \$30,000 from 07BU to 38BU for the refurbishment of the bathroom and toilet in 144 Hampton Street Bridgetown.

The incorrect amendment was made by increasing 07BU and decreasing 38BU by \$30,000 which was the opposite to the Officer Recommendation. In addition to this, the transaction was processed and posted in finance system before the transaction was reviewed and approved.

Once these issues were identified, and an in-depth review of all budget review documents was undertaken by the Executive Manager Corporate Services, these discrepancies were corrected. With the department being understaffed until recently, this took some time. For this reason, there has been a delay in presenting the Mid-year Budget review before 31st March 2024.

According to the Acting Director Financial Reporting from the Department of Local Government Sports and Culture (DLGSC), the report can be presented to Council in a Special Council Meeting without any negative consequences for the organisation. An email has been sent to the DLGSC to confirm the delay in reporting.

Officer Comment

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. A budget review is a detailed comparison of the year-to-date (January 2024) actual results with the adopted budget. The review process establishes whether a Local Government expects to meet its budget commitments i.e. if the Council is in receipt of income and incurs expenditure in accordance with the adopted budget.

Councils adopted '*F.23 - Budget Management Policy*' sets a minimum reportable variance of \$1,000. In determining items to be included in the budget review this limit has been used as a general guide.

As a result of the proposed adjustments presented in the Budget Review document the estimated closing funds have increased from \$0 to \$143,565.

There was an overspend in wages at the Bridgetown Leisure Centre between July 1 to end of February. This was a direct result of staff shortages during the pool season, namely, a pool operator to operate the pool. The result of this shortage was that the Bridgetown Leisure Centre Coordinator was required to work full-time (on coordinator wages plus penalties) and the shire were required to pay a second pool operator a higher rate to gain his commitment to cover our pool for the 23/24 season.

The consequence of this was that there was an underspend of Coordinators wages in of \$17,230.75 (as the Coordinator was working as a Pool Operator) and an overspend in Aquatics Wages of \$42,870 due to the higher than budgeted hourly rates to cover the pool operators and the cost of the trainee pool operator to complete their on the job training under supervision.

The Coordinator was unable to perform their administrative duties during this time which increased to requirement for Recreation Officers to cover the gap in service provision in the dry area leading to an overspend of \$23,628.

A portion of the Bridgetown Leisure Centre wages overspend is also due to increased use of the Centre as a result of Council's Activation Plan. The area of health and Fitness has an overspend of \$8,371, however this overspend reflects the increased number of classes which are running at Councils agreed Break-Even point of 6.5 participants per class or more.

Bridgetown Leisure Centre Wages Summary (July 1 to Feb 28)

Coordinator Wage (Underspend)	\$17,230.75
Aquatics Wages (Overspend)	\$42,870.02
Rec Officers (Overspend)	\$23,628.91
Fitness Instructors (Overspend)	<u>\$ 8,371.27</u>
Total Overspend	\$57,639.45

Once Council adopts the budget review, a copy of the review and Council determination will be provided to the Department of Local Government, Sports and Cultural Industries within 14 days, as per the legislative requirements.

Statutory Environment

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires that:

(1) Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.

- (2A) *The review of an annual budget for a financial year must —*
- (a) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) consider the local government’s financial position as at the date of the review; and*
 - (c) review the outcomes for the end of that financial year that are forecast in the budget; and*

(2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.

(3) A council is to consider a review submitted to it and is to determine whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

(4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Integrated Planning

- Strategic Community Plan
 - Outcome 14 Effective governance and financial management
 - Objective 14.1 Achieve excellence in organisational performance and service delivery.

- Corporate Business Plan
 - Objective 14.1 Achieve excellence in organisational performance and service delivery.

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

Policy Implications – Not Applicable

Budget Implications – If Council support the recommendations proposed in this report, Council will allocate a surplus of \$143,565 and allocate the surplus to the accounts outlined in recommendation 3;

- \$25,000 – PJ158 144 Hampton Road.
- \$23,628.91 – Recreation Officer Salaries - Account 1349120.01.
- \$42,870.02 – Aquatic coordinator and Lifeguard Salaries -Account 1342920.01.
- \$8,371.27-Health and Fitness Programs Salaries-Account 1349820.01.
- \$10,000 unbudgeted expenditure for a contractor to undertake electrical testing and tagging.
- \$33,694.80 –will remain in the municipal account to be allocated toward the Financial Assistance Grant Overpayment

Comprehensive financial outcomes and the specific financial implications of the mid-year budget review are detailed in the budget review document (Attachment 1)

Whole of Life Accounting – Not Applicable

Risk Management – Not Applicable

The current recommendations address the following Risk Management Priority area identified according to Policy RM 1 – Financial.

Financial Risk – the financial risk is low given the guidance received by the Acting Director Financial Reporting from the Department of Local Government Sports and Culture (DLGSC), that there wouldn't be any negative consequences for the Shire given Council are provided the opportunity to formally consider the mid-year budget review at a Special Council Meeting.

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

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

Voting Requirements – Absolute Majority

Cr Lansdell – Furnishing of staff housing, is that furnishing or the refurbishment?

CEO Response – It is for both. House being used for temporary accommodation, once employee leaves in 6 months, it will be leased out as fully furnished short-term accommodation stay.

Cr Christensen – Is the \$10,000 for a contractor for undertake the electrical testing. Is that something that wasn't scheduled?

Cr Pearce – Is this the 3 monthly tag and testing? If it is, is there anything being done to make sure we don't have to pay this again in 3 months? Or is it in relation to repairs?

CEO Response – Take those two questions on notice.

Cr Christensen - Overspend on fitness instructors, if all costs were covered, why was there an overspend?

Executive Manager, Community & Economic Development – Our income and expenditure are separate. It is breakeven and we may not have to pay. Will know more once budget is finalised at the end of the year.

Council Decision Moved Cr Pratico, Seconded Cr Boyle

SpC.02/0424 That Council go behind closed doors at 5:37pm to consider item SpC.02/0424.

Carried 9/0

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

Against: Nil

ITEM NO.	SpC.02/0424	FILE REF.	133
SUBJECT	Approve receipt of the CEO Performance Review Report and approve adoption of the Performance Agreement		
PROPONENT	Performance Review Committee		
DATE OF REPORT	05 April 2024		

Council Decision Moved Cr Christensen, Seconded Cr Lansdell

SpC.02/0424 a That Council:

- 1. Approve receipt of the report as presented in Attachment 1 titled “CEO Performance Review Report” as a final, true and complete record of the performance review process facilitated and reported on by David Kerr; and***
- 2. Adopt the Performance Agreement as presented in Attachment 2, including the Key Performance Indicators for the next annual review of the CEO’s performance.***

Carried 9/0

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

Against: Nil

Council Decision Moved Cr Pratico, Seconded Cr Fletcher

SpC.02/0424 b That Council come out from behind closed doors at 5:39pm.

Carried 9/0

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

Against: Nil

Closure

The Presiding Member closed the meeting at 5:40pm

At 5:40pm Council opened the doors to the meeting. It is noted that no members of the public returned to the meeting.

ITEM 11 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

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.

ITEM 13 QUESTIONS ON AGENDA ITEMS BY ELECTED MEMBERS

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

No matters for consideration

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

OFFICER RECOMMENDATION

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

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

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.

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 Practicing 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/department-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:

OFFICER RECOMMENDATION

That Council

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

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:

OFFICER RECOMMENDATION

That Council

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

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



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:

OFFICER RECOMMENDATION

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

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

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:

OFFICER RECOMMENDATION

That Council repeal Policy R 11 – Street Lighting Overspill.

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



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

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:

OFFICER RECOMMENDATION

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

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


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

Cheque/ Voucher No.	Date of Payment	Payee	Payment Description	Payment Amount \$
<u>MUNICIPAL FUND</u>				
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 				
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	11BK177	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 TARPAULIN AT RECORDS FACILITY	1,235.00
EFT38659	14/03/2024	JL & VG EGERTON-WARBURTON	BOND & 6 WEEKLY RENTAL PAYMENTS FOR CEO FOR FEBRUARY & 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**

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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>1,815,343.67</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>330.00</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:

OFFICER RECOMMENDATION

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
- 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.

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.

If council approve the waiving of the first exhibition

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

ITEM 18 PLANNING AND DEVELOPMENT SERVICES

No matters for consideration

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:

OFFICER RECOMMENDATION

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

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
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Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

ITEM 20 RECEIVAL OF MINUTES FROM MANAGEMENT COMMITTEES

No matters for consideration

ITEM 21 URGENT BUSINESS APPROVED BY DECISION

ITEM 22 RESPONSES TO ELECTED MEMBERS QUESTIONS TAKEN ON NOTICE

No matters for consideration

ITEM 23 ELECTED MEMBERS QUESTIONS WITH NOTICE

ITEM 24 NOTICE OF MOTIONS FOR CONSIDERATION AT THE NEXT MEETING

ITEM 25 MATTERS BEHIND CLOSED DOORS (CONFIDENTIAL ITEMS)

No matters for consideration

ITEM 26 CLOSURE

The Presiding Member to close the meeting.