



**LOCAL LAWS, STRATEGY, POLICY & ORGANISATION DEVELOPMENT  
STANDING COMMITTEE  
[2017-2019]**

**INSTRUMENT OF APPOINTMENT & DELEGATION**

**1. Introduction**

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the "Council") hereby establishes a Committee under the powers given in Section 5.8 and 5.9(2)(a) of the Local Government Act 1995, such Committee to be known as the Local Laws, Strategy, Policy & Organisation Standing Committee (hereinafter called the "Committee").

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

**2. Name**

The name of the Committee shall be the *Local Laws, Strategy, Policy & Organisation Development Standing Committee*.

**3. Objectives**

- 3.1 To provide a forum for Councillors to discuss Council business directly relating to:
- Local Laws
  - Strategy
  - Policy
  - Organisation Development

Noting Council's Standing Orders, members shall retain the right to speak more than once on any Agenda item placed before them.

- 3.2 To provide Council with Recommendations relating to Local Laws, Strategy, Policy and Organisation Development issues.

**4. Membership**

All, and only, Councillors shall be members of this Committee. The CEO shall attend and cause other Officers to attend where their input is required.

Members are:

- |                                |               |
|--------------------------------|---------------|
| • Cr Pratico (President)       | • Cr Moore    |
| • Cr Wilson (Deputy President) | • Cr Nicholas |
| • Cr Bookless                  | • Cr Scallan  |
| • Cr Boyle                     | • Cr Wallace  |
| • Cr Mackman                   |               |

**5. Presiding Member**

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept

and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

#### 6. Meetings

The Committee shall meet monthly on the second Thursday of each month excepting December and January of each year (where no meetings are held) and October 2019 (due to Local Government elections), commencing at 5.30pm.

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 The Presiding Member shall ensure that minutes of all meetings are kept and shall, not later than 10 days after each meeting, provide Council with a copy of such minutes.
- 6.3 All members of the Committee shall have one vote. If the vote of the members present are equally divided, the person presiding can cast a second vote.

#### 7. Quorum

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

#### 8. Delegated Powers

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

#### 9. Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995 (i.e.; 19 October 2019); or
- b) At the direction of Council

#### 10. Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council (on the recommendation of the Committee).

<b>POLICY NO.</b>	M.13
<b>POLICY SUBJECT</b>	Anti-Discrimination, Sexual Harassment and Bullying Policy
<b>ADOPTION DATE</b>	17 <sup>th</sup> December 1998
<b>VARIATION DATE</b>	25 <sup>th</sup> November 2004 (C.25/1103)
<b>REVIEW DATE</b>	29 <sup>th</sup> June 2006 (C.22/0606)
<b>REVIEW DATE</b>	29 <sup>th</sup> November 2007 (C.16/11/07)
<b>REVIEW DATE</b>	27 November 2008 (C.22/1108)
<b>REVIEW DATE</b>	30 September 2010 (C.25/0910)
<b>REVIEW DATE</b>	24 November 2011 (C.14/1111)
<b>REVIEW DATE</b>	29 November 2012 (C.17/1112)
<b>REVIEW DATE</b>	28 November 2013 (C.18/1113)
<b>VARIATION DATE</b>	27 November 2014 (C.13/1114)
<b>REVIEW DATE</b>	26 November 2015 (C.15/1115)
<b>REVIEW DATE</b>	24 November 2016 (C.09/1116)

### 1 Overview

Council strongly supports the concept that every employee, elected member and member of the public employed by or engaged in business with the Shire of Bridgetown-Greenbushes has a right to do so in an environment where every employee is treated equally, fairly and without prejudice, free from discrimination, sexual harassment and bullying. Council is committed to providing such an environment.

For the purposes of this policy the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Bridgetown-Greenbushes in any capacity.

### 2 Purpose

The purpose of this policy is to provide a definition and a framework of what constitutes discrimination, harassment or bullying in the workplace.

### 3 Links to Other Policies

- Complaints/Grievance
- Code of Conduct
- Information, Communication Technology Use

### 4 Statutory Environment

#### Federal Legislation

- Age Discrimination Act 2004.
- Disability Discrimination Act 1992.
- Racial Discrimination Act 1975.
- Sex Discrimination Act 1984 (Cth)

#### State Legislation

- Western Australia – Equal Opportunity Act 1984.
- Occupational Safety and Health Act 1984 (WA)
- Occupational Safety and Health Regulations 1996 (WA).

## 5 Unlawful Discrimination

An employee is directly discriminated against if they are treated less favourably than another person in the same or similar circumstance, because of any one of the grounds of discrimination outlined below.

Council and the Chief Executive Officer acknowledge its responsibilities and obligations pursuant to State and Federal equal opportunity and anti-discrimination laws.

The following is a non-exhaustive list of the grounds of discrimination for which it is unlawful to discriminate against an individual:

- Age;
- Family responsibility or status;
- Race or colour;
- Sex including gender identity, sexual orientation and intersex status;
- Physical or mental disability;
- Marital status;
- Political or religious conviction;
- Pregnancy;
- Criminal record;
- Breastfeeding;
- Gender history;
- Impairment;
- National extraction or social origin; and
- Trade union activity

## 6 Sexual Harassment

The Equal Opportunity Act 1984 (WA) and the Sex Discrimination Act 1984 (Cth) provide that it is unlawful to engage in sexual harassment. Sexual harassment can be defined as any unwelcome conduct of a sexual nature, such as an unwelcome sexual advance or an unwelcome request for sexual favours, in circumstances in which a reasonable person would anticipate that the person harassed would be offended, humiliated or intimidated.

Some examples of sexual harassment include, but are not limited to:

- Physical contact (touching, rubbing, patting, embracing, brushing up against etc.);
- Gestures of a sexual nature;
- Leering or staring;
- Offensive telephone calls, emails, text messages or notes;
- Sexual suggestive jokes or comments;
- Tales of sexual exploits;
- Repeated requests for a date;
- Unwelcome comments or questions about a person's sex life, appearance or dress;
- Sexually graphic material (poster, calendars, cartoons, graffiti, messages, emails,).

## 7 Bullying

Bullying is defined as repeated and unreasonable behaviour directed towards an employee or a group of employees that creates a risk to health and safety. Unreasonable behaviour amounts to behaviour that a reasonable person in the circumstances would see as unreasonable including behaviour that is victimising, humiliating, intimidating or threatening.

Some examples of bullying include, but are not limited to:

- Loud, abusive or offensive language or comments;
- Yelling and screaming;
- Unjustified criticism and insults;
- Unjustified threats of dismissal or other disciplinary action;
- Acts of sabotaging another's work by withholding information which is required to fulfil tasks;
- Spreading malicious rumours or misinformation;
- Inappropriate comments about an employee's appearance, lifestyle of family;
- Deliberately excluding an employee from workplace meetings or activities;
- Hiding documents or equipment or withholding vital information required for effective work performance;
- Constantly changing targets or work guidelines;
- Overloading an employee with work and impossible deadlines;
- Setting tasks that are unreasonably below or beyond an employee's level of skill;
- Threats of assault or violence or actual violence;
- Teasing and practical jokes; and
- Isolating or ignoring an employee on a constant basis.

Where an employee makes a threat of violence or assaults another employee, the police should be called.

## 8 The Employer

The Shire recognises that discrimination, sexual harassment and bullying can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment. Council, via its Chief Executive Officer is therefore committed to any action which ensures the absence of sexual harassment in the workplace including general training of the workforce and specific training for officers identified to deal with complaints, where required. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct.

Council, via its Chief Executive Officer will endeavour to ensure the work environment is conducive to encouraging employees to report discrimination, sexual harassment or workplace bullying. Managers and supervisors must ensure employees who make complaints, or witness any inappropriate workplace behaviour are not victimised.

Council, via its Chief Executive Officer will ensure all workers are educated as to the nature, effects and possible consequences of unlawful discrimination.

The Shire of Bridgetown-Greenbushes will endeavour to:

- Provide all workplace participants with a workplace free from discrimination, sexual harassment and bullying;
- Provide and maintain safe systems of work;
- Provide a fair and effective procedure to investigate and resolve complaints of sexual harassment, discrimination and bullying;
- Treat all employees fairly; and
- Take suitable disciplinary action against any employee who is found to have sexually harassed, discriminated, bullied or victimised another employee.

## 9 Employees

Employees are required to:

- Report any incidents of sexual harassment, discrimination or bullying they may see happening around them to an appropriate manager or supervisor;
- Follow all Shire policies and procedures;
- Ensure they do not victimise any person making a complaint of sexual harassment, discrimination or bullying; and
- Treat all employees fairly and with respect.

## 10 Consequences of Breaching This Policy

Any breach of this policy, may result in disciplinary action up to and including termination of employment.

An employee whose health or work performance has been affected by sexual harassment or workplace bullying will not have their employment status or conditions disadvantaged in any way.

Council has grievance and investigation procedures to deal with discrimination, sexual harassment and bullying. Any reports will be treated seriously and investigated promptly, confidentially and impartially.

## 11. Complaints/grievance Procedure

All complaints of discrimination, sexual harassment and bullying will be treated confidentially and resolved promptly.

Wherever possible the handling of complaints and resolution of such will be at the workplace where they occurred. Care will be taken throughout the investigation to ensure that neither the complainant nor the alleged harasser are victimised.

It is recognised that cases of sexual harassment may occur between supervisor and employee and as such, alternative methods of raising complaints are provided for by this procedure.

### Procedure

- A. A complaint of sexual harassment may be lodged with any of the following:
- Immediate Supervisor/Manager (except where this person is the alleged harasser)
  - Departmental Manager (if applicable - except where this person is the alleged harasser)
  - Human Resources Officer (except where this person is the alleged harasser)

- Chief Executive Officer (if the alleged harasser is a Departmental Manager or Shire President)
  - Shire President (only if the alleged harasser is the Chief Executive Officer or a Councillor)
- B. A person receiving a complaint of sexual harassment will:
- Decide, in consultation with the complainant, whether the matter can be resolved at this level or whether it should be referred to a more senior level of management.
  - Assure the complainant that all details of the complaint will be treated confidentially and allow the person to decide on procedure.
  - Prepare a confidential report for the Chief Executive Officer on the nature of the complaint and ensure follow-up reports are provided until the matter is resolved.
  - Ensure no information regarding the complaint is discussed outside this procedure.
  - In a case where a union shop steward receives the complaint, the divisional manager and/or grievance officer is to be advised of the details of the complaint.
- C. The person handling the complaint, whether it is the person who received the complaint or a more senior person, will, with the approval of the complainant:
- As soon as possible, advise the alleged harasser of the nature of the complaint and provide an opportunity for that person to comment. Where appropriate the alleged harasser should be invited to discontinue any perceived unwelcome behaviour.
  - Advise the alleged harasser of the right to contact their Union for advice and representation.
  - Advise the alleged harasser that no disciplinary action will be taken without the person being given the opportunity to be heard.
  - Keep simple, brief notes of the facts of the interviews held with both the complainant and alleged harasser.
- D. If it is not possible to resolve the complaint through simple mediation between the complainant and the alleged harasser:
- The matter will be independently investigated (by a person selected by the Chief Executive Officer unless in cases where the alleged harasser is the Chief Executive Officer in which case the Shire President will liaise with the Human Resources Officer to select an appropriate person) and where the complainant or the alleged harasser is a member of a Union, the Union will be offered the opportunity to be a party to the investigation.
  - All documentation relating to the complaint will remain confidential and will not be produced or made available for inspection, except by a decision of the Chief Executive Officer or a request from the Commissioner of Equal Opportunity.
- E. Where an investigation occurs as per Sub-section D - during the period of the investigation of a case of sexual harassment:

- The investigation is to be conducted in a manner that is fair to all parties and all parties are to be given a fair and reasonable opportunity to put their case, to have witnesses in attendance and to respond to any proposed adverse findings that may be made against them.
  - If requested by either party or by management, alternative working arrangements or a change to work schedule may be made.
  - Any reasonable request by either party for legal or union representation shall not be denied.
- F. If, following investigation and resolution, a complaint is judged to have been proven remedial action will be taken.
- G. If, following investigation, a complaint is judged to have been unproven:
- The complainant will be counselled and if it is considered that the complaint was made frivolously or maliciously, disciplinary action may be taken against the complainant.
  - Continued reference to a complaint and its aftermath could be considered as either a continuing or new incident of harassment.
- H. While it is Council's wish to define a process to deal with complaints of harassment internally, no employee will be penalised for bringing a complaint to any appropriate external statutory body unless that complaint is ultimately proven to be made frivolously or maliciously.



<b>POLICY NO.</b>	A.13
<b>POLICY SUBJECT</b>	Information Communication Technology Use Policy
<b>ADOPTION DATE</b>	25 <sup>th</sup> January 2001
<b>VARIATION DATE</b>	27 <sup>th</sup> November 2003 (C.12/1103)
<b>REVIEW DATE</b>	27 <sup>th</sup> April 2006 (C.14/0406)
<b>REVIEW DATE</b>	29 <sup>th</sup> November 2007 (C.16/1107)
<b>REVIEW DATE</b>	27 November 2008 (C.22/1108)
<b>VARIATION DATE</b>	24 June 2010 (C.19/0610)
<b>REVIEW DATE</b>	24 November 2011 (C.14/1111)
<b>REVIEW DATE</b>	29 November 2012 (C.17/1112)
<b>REVIEW DATE</b>	28 November 2013 (C.18/1113)
<b>REVIEW DATE</b>	27 November 2014 (C.13/1114)
<b>REVIEW DATE</b>	26 November 2015 (C.15/1115)
<b>REVIEW DATE</b>	24 November 2016 (C.09/1116)

### 1. Overview

Effective security is a team effort involving the participation and support of every Shire employee who deals with information and/or information systems and devices.

The Shire of Bridgetown-Greenbushes' information and/or information systems and devices are a corporate resource and are to be used for corporate business as a vehicle for business to business and business to customer transactions. Personal usage should be kept to a minimum.

Every digital device user must understand this policy and carry out their use of digital devices in accordance with this policy. For the purposes of this policy the term "employee/s" shall extend to cover contractors, volunteers and any person performing work for or with the Shire in any capacity.

### 2. Objectives of Policy

- To ensure that the Shire's investment in information and/or information systems and devices is used in the most productive and appropriate manner to the greatest possible benefit of the Shire of Bridgetown-Greenbushes.
- To ensure that all the organisation's digital information is preserved and available as corporate knowledge.
- To uphold the reputation of the Shire in all digital and information based transactions.

### 3 Links to Other Policies

- Code of Conduct
- Anti-Discrimination, Sexual Harassment and Bullying
- Social Media

### 4 Statutory Environment

State Government

- Information and Communication Technology Framework
- Freedom of Information Act 1992

Federal Government

- The Privacy Act 1988 (Fed)

## 5. Use of Information and/or Information Systems and Devices

### 5.1 Security and Proprietary Information

All information stored on the Shire's corporate systems should be regarded as confidential and care must be exercised before sharing or distributing any information. If there is any uncertainty regarding the level of confidentiality involved then employees should consult their supervisor or manager for guidance.

Passwords should be kept secure and accounts must not be shared. Authorised users are responsible for the security of their passwords and accounts. Passwords should be changed regularly.

All devices connected to the Shire's computing systems/networks, regardless of ownership, must be running approved and up to date virus-scanning software.

People must use caution when opening files received from unknown senders.

All corporate information which is owned (created or received) by the organisation are records under the State records Act and may have any or all of the following attributes:

- Information which is of administrative, legal, fiscal, evidential or historical value and is not recorded elsewhere on the public record.
- Formal communication and/or a transaction between officers (for example – memorandum, report or submission) or between an officer and another party; or
- It may document the rationale behind agency policy, decisions or directives.

### 5.2 Personal Use of ICT Equipment

While the Shire's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remain the property of the Shire. Because of the need to protect Shire's network, the confidentiality of personal (non-work-related) information stored on any network device belonging to Shire cannot be guaranteed.

A degree of personal use is allowed on the Shire's equipment/devices/systems. Employees should exercise conservative judgment regarding the reasonableness of personal use but should be guided by the following principles:

- Personal use should be conducted either before or after contracted hours of work or authorised breaks;
- Personal use should be limited and brief, avoiding excessive download or transmission. An example of acceptable personal use would be conducting brief transactions through internet banking;
- Personal use should not breach anything in this policy, particularly relating to the downloading of offensive or copyrighted materials;

- Managers will determine the specific acceptable personal use for their respective business areas as this will differ according to the needs of each group; and
- If there is any uncertainty regarding acceptable personal use then employees should consult their supervisor or manager for guidance.

For security and network maintenance purposes, authorised individuals within the Shire may monitor equipment, systems and network traffic at any time, according to the specific nature and requirements of their roles.

The Shire reserves the right to audit networks and systems on a periodic basis to ensure system integrity and compliance with this policy.

### 5.3 System and Network Activities

The following activities are not permitted:

- Violations of the rights of any person or company/organisation protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the duplication, installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Shire or the end user.
- Unauthorised copying or digitising of copyrighted material and the installation of any copyrighted software for which the Shire or the end user does not have an active license.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The CEO or appropriate Executive Manager should be consulted prior to export of any material where status is in unclear;
- Introduction of malicious programs or code into the network or onto devices connected to the network;
- Revealing an account password to others or allowing use of an employee's account by others.
- The Shire's equipment is not be used for the downloading or distribution of any material that could be considered as offensive. If a user receives such material they should notify their manager.
- Making fraudulent offers of products, items, or services, or running private business interests via any Shire equipment, device or account.
- Undertaking private work.

The following activities are not permitted unless they are within the scope of regular responsibilities for an expressly authorised role/position:

- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorised to access;
- Executing any form of network monitoring which will intercept data not intended for the user's host;
- Attempting to avoid or bypass Shire's network security measures;
- Interfering with any other user's account, by whatever means; and

- Using the system in a way that could damage or affect the performance of the network in any way.

#### 5.4 Email and Communication Activities

- All corporate emails sent or received via the Shire's email are the property of the Shire of Bridgetown-Greenbushes and thus form part of the organisation's record keeping system
- All corporate emails (incoming and outgoing) are to be downloaded and registered through the Inward/Outward Mail registers including appropriate File Numbers allocated by the receiver/author.
- Attachments should not be opened or stored unless the employee can positively identify the sender. This is to ensure no virus is released into the Shire's computer system.

The following activities are not permitted:

- Except in the course of normal business notifications, sending or forwarding unsolicited electronic messages, including the sending of "junk mail" or other advertising material, jokes, or chain communication to individuals who did not specifically request such material;
- Any form of harassment via electronic/ICT means;
- Unauthorised use, or forging, of email header information;
- Sending or distributing emails containing pornographic or derogatory content.
- Any employee receiving questionable material (as outlined in this policy) should immediately report the incident to their supervisor for appropriate action.
- Creating or forwarding "chain letters" or "pyramid" schemes of any type;
- Using of any of the Shire's network or systems for the purpose of generating unsolicited communications;
- All staff are required to protect the confidentiality provisions of the Shire, exercise due care and adhere to confidentiality agreements when handling data or information on/from the Shire's computer system. This includes providing information about, or lists of the Shire's employees to parties outside the organization or to personal email addresses;
- Communicating in a manner that could adversely affect the reputation or public image of the Shire; and
- Communicating in a manner that could be construed as making statements or representations on behalf of the Shire without the Shire's express permission to do so;

#### 5.5 Remote Access

Users with remote access should be reminded that, when they are connected to the Shire's network their machines are an extension of that network, and as such are subject to the same rules and regulations that apply to the Shire's corporate equipment and systems. That is, their machines need to connect and communicate reliably with the Shire's network and servers to ensure the security and integrity of data and records.

Users are reminded of the following conditions relating to remote access to the Shire's system:

- Family members must not violate any of the Shire's policies, perform illegal activities, or use the access for outside business interests;
- The device that is connected remotely to the Shire's corporate network should be secure from access by external non-Shire parties and should be under the complete control of the user;
- The use of non-Shire email accounts (e.g. Yahoo, Hotmail, Gmail etc.) or other external resources is not permitted for the conduct of Shire business, thereby ensuring official business is not confused with personal business; and
- All devices (whether personal or corporate) connected to the Shire's networks via remote access technologies should have up-to-date anti-malicious-code software.

#### 5.6 Provision and Use of Mobile Phones and Information/ Communication Devices

Some employees will be supplied with a mobile phone and/or other mobile computing devices if it is deemed necessary to their position. All mobile/portable devices supplied remain the property of the Shire and users must not change service providers unless permitted to do so.

Where a mobile phone or device provides an email service, all emails sent or received or otherwise processed via the mobile device that are classified as a record of the Shire should be through the Shire's server, to ensure the integrity of the recordkeeping system.

Where the device includes a digital camera, users are to operate the technology in a sensible manner. A failure to do so may lead to disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

It is unlawful for drivers to operate a mobile phone and/or other mobile computing device whilst driving. Phone calls may otherwise be made or received providing the device is accessible while mounted/fixed to the vehicle or does not need to be touched by the user. An employee who operates a mobile phone and/or other mobile computing device whilst driving may face disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

#### 6 Consequences of Breaching this Policy

Any employee found to have breached this policy may be subject to disciplinary action including possible termination of employment. The Shire may also be obligated to refer any breach of this policy to an external agency where an employee may be held criminally liable for their actions.

Private/personal or unauthorised use of corporate ICT systems and/or devices may result in the user being obligated to pay any extra costs incurred. The CEO will determine breaches for staff the Council will determine breaches for the CEO.



## **DELEGATION REGISTER**

# **Council to Chief Executive Officer**

Reviewed on 29 November 2007  
Amended on 28 February 2008  
Amended on 26 June 2008  
Reviewed & Amended on 25 September 2008  
Reviewed & Amended on 24 September 2009  
Reviewed & Amended on 25 November 2010  
Reviewed on 24 November 2011  
Amended on 29 March 2012  
Amended 25 October 2012  
Reviewed on 29 November 2012  
Reviewed on 28 November 2013  
Reviewed & Amended on 27 November 2014  
Reviewed & Amended on 26 November 2015  
Reviewed November 2016

## Shire of Bridgetown-Greenbushes

### Delegation Register

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## ADMINISTRATION

<b>DELEGATION NUMBER</b>	A.1
<b>LEGISLATIVE POWER</b>	Local Government Act 1995 (Section 5.42)
<b>DELEGATION SUBJECT</b>	Acting Chief Executive officer
<b>DELEGATE</b>	Chief Executive Officer
<b>VARIATION DATE</b>	14 July 2004 (SpC.1/0704)
<b>VARIATION DATE</b>	24 September 2009 (C.28/0909)
<b>VARIATION DATE</b>	25 November 2010 (C.19/1110)
<b>VARIATION DATE</b>	27 November 2014 (C.12/114)

The CEO is delegated authority 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 10 consecutive working days in length. Appointment of an Acting CEO for a period greater than 10 consecutive working days will require a Council decision.

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 delegated authority to appoint an Executive Manager as Acting CEO for a period of up to 20 consecutive working days.

<b>DELEGATION NUMBER</b>	A.2
<b>LEGISLATIVE POWER</b>	Various
<b>DELEGATION SUBJECT</b>	Authorisation of Officers
<b>DELEGATE</b>	Chief Executive Officer
<b>VARIATION DATE</b>	25 <sup>th</sup> November 2004 (C.26/1104)
<b>VARIATION DATE</b>	28 November 2013 (C.16/1113)

The CEO is delegated authority to appoint authorised persons to carry out functions of authorised persons under the following Acts/Legislation:

- Local Government Act 1995 & associated Regulations
- Local Government (Miscellaneous Provisions) Act 1960
- Dog Act 1976 & Regulations
- Control of Vehicles (Off Road Areas) Act 1978 & Regulations
- Litter Act 1979 & Regulations
- Bush Fires Act 1954 & Regulations
- Caravan Parks & Camping Grounds Act 1995 & Regulations
- Cemeteries Act 1986 & Regulations
- Local Government Local Laws
- Shire of Bridgetown-Greenbushes Town Planning Schemes
- Environmental Protection Act 1986 – Noise
- Cat Act 2011 & Regulations
- Building Act 2011 & Regulations

<b>DELEGATION NUMBER</b>	A.3
<b>LEGISLATIVE POWER</b>	Land Administration Act
<b>DELEGATION SUBJECT</b>	Transfer of Land Documentation
<b>DELEGATE</b>	Chief Executive Officer

Where a Council resolution has occurred for the purchase of land, the CEO is authorised to endorse transfer of land documentation.

<b>DELEGATION NUMBER</b>	A.4
<b>LEGISLATIVE POWER</b>	Local Government Act 1995
<b>DELEGATION SUBJECT</b>	Exercising Powers of the Local Government
<b>DELEGATE</b>	Chief Executive Officer
<b>VARIATION DATE</b>	25 November 2010 (C.19/1110)
<b>VARIATION DATE</b>	26 November 2015 (C.16/1115)

The CEO is expressly authorised to exercise powers of the Local Government under the provisions of the Local Government Act 1995 (and its associated Regulations), the Local Government (Miscellaneous Provisions) Act, all other Acts under which a local government may exercise its power, and all Shire of Bridgetown-Greenbushes Local Laws under which the local government is to or may exercise a power.

<b>DELEGATION NUMBER</b>	A.5
<b>LEGISLATIVE POWER</b>	Local Government Act 1995
<b>DELEGATION SUBJECT</b>	Execution of Contracts
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	27 November 2014 (C.12/114)

The CEO is delegated authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for execution of contract documents including affixing of the Seal without further reference to Council, where:

- (a) Council has authorised entering into a formal contract; or
- (b) A formal contract is authorised under a delegated authority from Council; or
- (c) A formal contract is considered necessary by the Chief Executive Officer as part of the day-to-day operations of the Council.

<b>DELEGATION NUMBER</b>	A.6
<b>LEGISLATIVE POWER</b>	Public Interest Disclosure Act 2003
<b>DELEGATION SUBJECT</b>	Appointment of PID Officer
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	27 November 2014 (C.12/114)

Under Section 23(1)(a) of the Public Interest Disclosure Act 2003, the CEO is authorised to appoint a Public Interest Disclosure Officer for receiving and responding to disclosures of public interest information.

<b>DELEGATION NUMBER</b>	A.7
<b>LEGISLATIVE POWER</b>	Equal Opportunity Act 1984
<b>DELEGATION SUBJECT</b>	EEO Implementation Officer
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	27 November 2014 (C.12/114)

Under section 145(2)(h) of the Equal Opportunity Act 1984 the CEO is authorised to appoint an officer to have responsibility for implementing the provisions of the Equal Opportunity Act 1984 and Council's Equal Opportunity Employment Policy.

## ELECTED MEMBERS

<b>DELEGATION NUMBER</b>	E.1
<b>LEGISLATIVE POWER</b>	Local Government Act 1995 (Section 5.120(1))
<b>DELEGATION SUBJECT</b>	Code of Conduct – Complaints Officer
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	27 November 2014 (C.12/1114)

The CEO is designated as the Council's Complaints Officer for receiving, investigation and, if deemed valid, registering and reporting Elected Member breaches or Alleged breaches of the Council's Code of Conduct or Rules of Conduct.

<b>DELEGATION NUMBER</b>	E.2
<b>LEGISLATIVE POWER</b>	Standing Orders Local Law (Clause 8.5)
<b>DELEGATION SUBJECT</b>	Recording of Procedures
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	27 November 2014 (C.12/1114)
<b>VARIATION DATE</b>	26 November 2015 (C.16/1115)

The CEO is delegated the power to grant approval in writing, if the CEO considers it appropriate, for persons to use any electronic, visual or vocal recording device or instrument to record the proceedings of any Council or Committee meeting, or any part of a Council or Committee meeting (refer Standing Orders clause 8.5).

Before exercising this delegated authority the CEO shall consult with the Shire President and will only exercise the delegated authority if the Shire President agrees.

This delegation is for applications received prior to a Council or Committee meeting. If permission is requested at or during a Council or Committee meeting, the approval is to be considered by Council.

## FINANCE

<b>DELEGATION NUMBER</b>	F.1
<b>LEGISLATIVE POWER</b>	Clause 12, Local Government (Financial Management) Regulations
<b>DELEGATION SUBJECT</b>	Payments from Municipal Fund and Trust Fund
<b>DELEGATE</b>	Chief Executive Officer
<b>VARIATION DATE</b>	27 November 2014 (C.12/1114)

The CEO is delegated authority to make payments from the Municipal Fund, Reserve or Trust Fund on the basis that all payments are made under two signatures as determined by the CEO.

*The CEO has assigned this Delegation to the Executive Manager Corporate Services & Senior Finance Officer*

<b>DELEGATION NUMBER</b>	F.2
<b>LEGISLATIVE POWER</b>	Local Government Act 1995 (Section 5.42)
<b>DELEGATION SUBJECT</b>	Donations
<b>DELEGATE</b>	Chief Executive Officer

The Chief Executive Officer is delegated authority to determine requests for donation of monies up to the value of \$400 when a group or individual can demonstrate:

1. Significant direct benefit to the local community.
2. That the group is a community group or non profit making organisation or running a non profit activity.
3. That the group's financial status is such as to justify a donation from Council.
4. Special circumstances or needs exist in the opinion of the Chief Executive Officer to warrant a donation, eg; support of needy groups and individuals who bring credit to the municipality by achieving state or national

representation or awards, which sees them requiring financial assistance for travelling, accommodation or other incidental expenses.

5. That available funding exists in Council's budget.

<b>DELEGATION NUMBER</b>	F.3
<b>LEGISLATIVE POWER</b>	Local Government Act 1995, Section 6.12
<b>DELEGATION SUBJECT</b>	Write Off of Money Owing to the Local Government
<b>DELEGATE</b>	Chief Executive Officer
<b>VARIATION DATE</b>	27 November 2014 (C.12/1114)

The CEO is delegated authority to write off any amount of money which is owed to the local government up to a limit of \$500 in any one instance. In exercising this delegated authority the CEO shall:

1. Provide for appropriate internal controls
2. Ensure all statutory requirements are met
3. Ensure all Council Policies are observed.

<b>DELEGATION NUMBER</b>	F.4
<b>LEGISLATIVE POWER</b>	Local Government Act 1995 (Section 5.42)
<b>DELEGATION SUBJECT</b>	Contract Variations
<b>DELEGATE</b>	Chief Executive Officer
<b>VARIATION DATE</b>	25 <sup>th</sup> November 2004 (C.26/1104)

The Chief Executive Officer is delegated authority to approve minor variations to contracts entered into by Council where the variation is equal to or less than 5% with a ceiling of \$5,000.

<b>DELEGATION NUMBER</b>	F.5
<b>LEGISLATIVE POWER</b>	Local Government Act 1995 (Section 5.42)
<b>DELEGATION SUBJECT</b>	Tenders for Providing Goods & Services
<b>DELEGATE</b>	Chief Executive Officer
<b>VARIATION DATE</b>	27 November 2014 (C.12/114)
<b>VARIATION DATE</b>	26 November 2015 (C.16/1115)

In respect to part 4 of the Local Government (Functions and General) Regulations 1996, the CEO is delegated authority to perform the following:

1. Publicly invite tenders for the supply of goods and services expected to be worth more than \$150,000. *(Reference: Regulations 11(1), 12 and 13).*
2. Determine, in writing, the criteria for deciding which tenders should be accepted and give Statewide public notice in accordance with Regulation 14.
3. Give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted. *(Reference: Regulation 19).*

NB: The decision to select a successful tender is still one for Council to determine.

*The CEO in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the relevant Executive Manager for the supply of goods and services within that Officers area of responsibility.*

<b>DELEGATION NUMBER</b>	F.6
<b>LEGISLATIVE POWER</b>	Local Government Act 1995 (Sections 5.42)
<b>DELEGATION SUBJECT</b>	Recreation Centre Fees
<b>DELEGATE</b>	Chief Executive Officer

The Chief Executive Officer is delegated authority to approve a reduction in Recreation Centre fees of no more than 50% for the purpose of providing one-off opportunities to encourage participation in Recreation Centre activities during promotional campaigns.



<b>DELEGATION NUMBER</b>	F.7
<b>LEGISLATIVE POWER</b>	Local Government Act 1995 (Sections 5.42 and 6.14), and Local Government (Financial Management) Regulations 1996 (Regulation 19)
<b>DELEGATION SUBJECT</b>	Authority to Invest Surplus Funds
<b>DELEGATE</b>	Chief Executive Officer

The Chief Executive Officer is delegated authority and power to invest money held in the Municipal (including funds held in Reserve Accounts) or Trust Funds, that is not required for the time being for any purpose, in accordance with Part III of the Trustees Act 1962, or in an investment approved by the Minister, subject to the following conditions-

1. The establishment of documented internal control procedures to be followed to ensure control over the investments;
2. Compliance with Regulation 19(2) of the Financial Management Regulations; and
3. Compliance with Council Finance Policy F.3 – Investments.

<b>DELEGATION NUMBER</b>	F.8
<b>LEGISLATIVE POWER</b>	Local Government Act 1995
<b>DELEGATION SUBJECT</b>	Budget Expenditure
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	27 November 2014 (C.12/1114)

The CEO is delegated authority to approve expenditure on goods and/or services and programs/projects for which funds have been provided in the Annual Budget without further reference to Council. In exercising this delegated authority the CEO shall:

1. Provide for appropriate internal control over all expenditure.
2. Ensure all statutory requirements are met.
3. Ensure all Council policies are observed.
4. Ensure adequate budgetary provisions relate.

<b>DELEGATION NUMBER</b>	F.9
<b>LEGISLATIVE POWER</b>	Local Government Act 1995 (Sections 3.57 & 3.58 and 5.42 & 5.43(b))
<b>DELEGATION SUBJECT</b>	Acceptance of Tenders
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	27 November 2014 (C.12/1114)
<b>VARIATION DATE</b>	26 November 2015 (C.16/1115)

Unless otherwise specified, the CEO is delegated authority to accept a tender when the consideration involved does not exceed \$150,000 provided that appropriate provision is made in Council's Budget.

<b>DELEGATION NUMBER</b>	F.10
<b>LEGISLATIVE POWER</b>	Local Government Act 1995 (Section 3.58 and 5.42)
<b>DELEGATION SUBJECT</b>	Disposal of Surplus Equipment, Materials, Tools, Etc
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	27 November 2014 (C.12/1114)

The CEO is delegated authority to sell, by calling for expressions of interest, auction, or any other fair means, items of surplus equipment, materials, tools, etc., which are no longer required, or are no longer serviceable. This delegation applies only to items with an estimated value of less than \$2,000.

## WORKS & SERVICES

<b>DELEGATION NUMBER</b>	WS.1
<b>LEGISLATIVE POWER</b>	Local Government Act 1995 (Section 5.42)
<b>DELEGATION SUBJECT</b>	Multi Combination Vehicles
<b>DELEGATE</b>	Chief Executive Officer
<b>VARIATION DATE</b>	27 November 2014 (C.12/1114)

The CEO is delegated authority to set conditions for the use of Multi Combination Vehicles for an interim period until Council finalises this issue.

*The CEO has assigned this Delegation to the Executive Manager Works & Services, Senior Engineering Technical Officer and the General Operations Coordinator.*

<b>DELEGATION NUMBER</b>	WS.2
<b>LEGISLATIVE POWER</b>	Road Traffic (Events on Roads) Regulations 1991 (Regulation 4)
<b>DELEGATION SUBJECT</b>	Events on Roads
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	27 November 2014 (C.12/1114)

The CEO is delegated authority to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulations 1991 and applicable Council Policy. The CEO shall have regard to Section 3.50 of the Local Government Act 1995.

*The CEO has assigned this Delegation to the Executive Manager Works & Services and Senior Engineering Technical Officer*

## PLANNING

<b>DELEGATION NUMBER</b>	P.1
<b>LEGISLATIVE POWER</b>	Town Planning Scheme
<b>DELEGATION SUBJECT</b>	Development Applications – Extension of Time
<b>DELEGATE</b>	Chief Executive Officer

The Chief Executive Officer is delegated authority to approve applications for extension of time in respect to development applications previously approved by Council or approved under delegated authority.

<b>DELEGATION NUMBER</b>	P.2
<b>LEGISLATIVE POWER</b>	Town Planning Scheme
<b>DELEGATION SUBJECT</b>	Setback Variations
<b>DELEGATE</b>	Chief Executive Officer
<b>VARIATION DATE</b>	30 <sup>th</sup> March 2006 (C.13/0306a)
<b>VARIATION DATE</b>	28 November 2013 (C.16/1113)

Notwithstanding the provisions of the Council's Town Planning Scheme, the CEO is delegated authority to vary any setback provision for any development where such is considered appropriate due to design considerations or where the requirement to comply is considered unreasonable or undesirable due to the shape or geographical conditions of the land provided that the owners of any neighbouring properties likely to be detrimentally affected have been consulted and have signified no objections. Maximum variation allowed is 75%.

*Explanatory Note: The 75% variation to setbacks in the Rural Zone of Town Planning Scheme No. 3 is to be taken from the 7.5 metre setback.*

*The CEO has assigned this Delegation to the Manager Planning*

<b>DELEGATION NUMBER</b>	P.3
<b>LEGISLATIVE POWER</b>	Town Planning Scheme
<b>DELEGATION SUBJECT</b>	Subdivisions
<b>DELEGATE</b>	Chief Executive Officer
<b>VARIATION DATE</b>	27 November 2014 (C.12/1114)

Where applications/proposals comply in all respect with the operative Town Planning Scheme, policies and other regulatory controls, the Chief Executive Officer is delegated authority to provide the following:

1. Support subdivision proposals restricted to applications of not more than four (4) allotments in the absence of an adopted Subdivision Guide Plan or Structure Plan.
2. Support unrestricted subdivision proposals when they are within an approved Subdivision Guide Plan or Structure Plan.
3. Support applications for the amalgamation of lots.
4. Support applications for minor boundary adjustments.
5. Not support any subdivision or amalgamation proposal that is not in conformity with the operative Town Planning Scheme, policies or any Subdivision Guide Plan or Structure Plan.

This delegation is to be interpreted as permitting recommendations to be lodged with the Western Australian Planning Commission for approval or refusal as appropriate.

*The CEO has assigned this Delegation to the Manager Planning*

<b>DELEGATION NUMBER</b>	P.4
<b>LEGISLATIVE POWER</b>	Town Planning Scheme
<b>DELEGATION SUBJECT</b>	Development Applications
<b>DELEGATE</b>	Chief Executive Officer
<b>VARIATION DATE</b>	15 <sup>th</sup> December 2005 (C.4/1205)
<b>VARIATION DATE</b>	25 <sup>th</sup> September 2008 (C.22/0908)
<b>VARIATION DATE</b>	27 November 2014 (C.08/1114) & (C.12/1114)

The CEO is delegated authority to –

- i) Approve all development applications for AA uses under the operative Town Planning Scheme except where:
  - An advertised or referred development application has received a submission by way of objection, other than an objection which can be satisfied by conditions of consent;
  - The proposed development, although not advertised, is considered by the CEO to be of a contentious nature;
- ii) Approve all development applications and building envelope relocations complying to Council Policies, Guidelines or Codes.
- iii) Approve development applications and building envelope relocations where such applications vary only to a minor extent from Council's Policies, Guidelines or Codes.
- iv) Refuse development applications and building envelope relocations which do not comply with Council Policies.
- v) Approve development applications for "P" or "IP" uses (incidental to the predominant use).
- vi) Approve development applications on Reserves where the proposed use is consistent with the purpose of the Reserve.
- vii) Support minor variations to Section 20 Signage of the Bridgetown Special Design Heritage Precinct – Statement of Planning Policy and associated Bridgetown Heritage Precinct: development Guidelines for obscure window signage or treatment only for shop fronts where goods are not displayed.

*The CEO has assigned this Delegation to the Manager Planning*

<b>DELEGATION NUMBER</b>	P.5
<b>LEGISLATIVE POWER</b>	Land Administration Act
<b>DELEGATION SUBJECT</b>	Road Closures
<b>DELEGATE</b>	Chief Executive Officer
<b>VARIATION DATE</b>	27 November 2014 (C.12/1114)

Where an application is received for the closure of any road in the district, the Chief Executive Officer is delegated authority to initiate the process by seeking comment from affected landowners, service authorities, etc and advertising the proposal for public comment. All notices and advertisements are to clearly demonstrate Council is not committed to the closure proposal but is simply wanting comment to assist in determining whether to proceed further with the closure, or not.

When all responses are received and the advertising period has expired, the Chief Executive Officer is to submit details to Council for formal consideration.

Nothing precludes the CEO from presenting a road closure application to Council for consideration prior to commencing advertising.

*The CEO has assigned this Delegation to the Manager Planning*

<b>DELEGATION NUMBER</b>	P.6
<b>LEGISLATIVE POWER</b>	Subdivisional Road Names
<b>DELEGATION SUBJECT</b>	Subdivisional Road Names
<b>DELEGATE</b>	Chief Executive Officer

The CEO is delegated authority to approve subdivisional road names for presentation to the Geographic Names Committee.

*The CEO has assigned this Delegation to the Manager Planning*

<b>DELEGATION NUMBER</b>	P.7
<b>LEGISLATIVE POWER</b>	Planning & Development Act 2005
<b>DELEGATION SUBJECT</b>	Subdivision Clearance
<b>DELEGATE</b>	Chief Executive Officer
<b>VARIATION DATE</b>	27 November 2014 (C.12/1114)

The CEO is delegated authority to issue subdivision clearance to approved subdivisions where relevant conditions have been fully complied with in accordance with the approval issued by the Western Australian Planning Commission.

This delegation also includes clearance of survey strata lots and strata title applications including buildings fully compliant with the necessary approvals.

*The CEO has assigned this Delegation to the Manager Planning*

<b>DELEGATION NUMBER</b>	P.8
<b>LEGISLATIVE POWER</b>	Local Government Act 1995
<b>DELEGATION SUBJECT</b>	Directional Signs
<b>DELEGATE</b>	Chief Executive Officer

The CEO is delegated authority to approve applications for directional signs where such applications are in accordance with Council Policy.

*The CEO has assigned this Delegation to the Manager Planning*



<b>DELEGATION NUMBER</b>	P.9
<b>LEGISLATIVE POWER</b>	Planning & Development Act 2005
<b>DELEGATION SUBJECT</b>	Provision of Streets in Subdivisions under the Planning & Development Act 2005
<b>DELEGATE</b>	Chief Executive Officer
<b>VARIATION DATE</b>	29 <sup>th</sup> November 2007 (C.14/1107)
<b>VARIATION DATE</b>	28 <sup>th</sup> February 2008 (C.17/0208)

The CEO is delegated authority to approve subdivisional and street construction drawings in accordance with Section 170 of the Planning and Development Act 2005, where drawings comply with Council's policy E5 - Provision of Subdivisional Roads and Streets, and good engineering practice.

*Extract from the Planning and Development Act:*

**170. Local government to be provided with specifications for roads and waterways**

- (1) Before a person who is subdividing land commences to construct and drain roads or construct artificial waterways shown in the diagram or plan of survey, that person is to give to the local government —
  - (a) drawings showing longitudinal and cross sections of the proposed road or artificial waterway;
  - (b) specifications of the proposed road or artificial waterway; and
  - (c) such other information including information relating to levels, drainage, nature of soil, and physical features as the local government requires.
- (2) A person who does not comply with subsection (1) commits an offence.
- (3) The local government may by written notice require the person subdividing the land —
  - (a) to amend the drawings or specifications or both; and
  - (b) to comply with such further conditions as the local government thinks fit to impose in respect of the proposed road or waterway,for the purpose of ensuring that the construction and drainage of the road or construction of the artificial waterway is consistent with the approval of the Commission.
- (4) Without limiting the powers conferred on a local government by subsection (3), where —
  - (a) a person delivers drawings and specifications of a proposed road or artificial waterway to a local government under subsection (1); and

- (b) the proposed road or artificial waterway, if constructed in accordance with those plans and specifications, would not satisfy the minimum standards fixed under section 169 applicable to the proposed road or artificial waterway,

the local government is to by written notice require the person to so amend the drawing or specifications, or both, as to cause the proposed road or artificial waterway to satisfy those minimum standards.

- (5) A person who is aggrieved by a requirement of the local government made under subsection (3) may apply to the State Administrative Tribunal for a review, in accordance with Part 14, of the responsible authority's decision.
- (6) A person who does not comply with a requirement of a local government made by written notice given to that person under subsection (3) commits an offence.

*The CEO has assigned this Delegation to the Executive Manager Works & Services*

<b>DELEGATION NUMBER</b>	P.10
<b>LEGISLATIVE POWER</b>	Town Planning Scheme Activities in Thoroughfares & Trading in Thoroughfares and Public Places Local Law
<b>DELEGATION SUBJECT</b>	Signs and Hoardings
<b>DELEGATE</b>	Chief Executive Officer
<b>VARIATIOND DATE</b>	27 November 2014 (C.12/1114)

The CEO is delegated authority to approve the erection and where appropriate, the licensing of signs and hoardings that comply with the Town Planning Scheme Policies and the Local Laws of the Council, and where an application does not comply with the Council Policies or the Local Laws, the application is to be refused.

*The CEO has assigned this Delegation to the Manager Planning*

## BUILDING

<b>DELEGATION NUMBER</b>	B.1
<b>LEGISLATIVE POWER</b>	Building Act 2011
<b>DELEGATION SUBJECT</b>	Powers and Duties
<b>DELEGATE</b>	Chief Executive Officer
<b>VARIATION DATE</b>	28 November 2013 (C.16/1113)

Council delegates its authority and powers to the Chief Executive Officer the capacity to exercise and discharge all or any of the powers and functions of the permit authority in regard to the following sections of the Building Act:

Section 96	Designation authorised person and authority to appoint authorised persons
Section 100	Authority to enter buildings or properties for compliance purposes
Section 101	Authority to carry out inspection for compliance purposes
Section 102	Authority to obtain information and records for compliance purposes
Section 103	Authority to use assistance and force when exercising a power under the Act
Section 106	Authority to apply to a Justice of the Peace (JP) for an entry warrant
Section 109	Authority to execute a warrant
Section 110	Authority to issue Building Orders
Section 117	Authority to revoke Building Orders
Section 139	Authority to commence prosecution

<b>DELEGATION NUMBER</b>	B.2
<b>LEGISLATIVE POWER</b>	Building Act 2011
<b>DELEGATION SUBJECT</b>	Powers and Duties
<b>DELEGATE</b>	Principal Building Surveyors
<b>VARIATION DATE</b>	28 November 2013 (C.16/1113)

Council delegates its authority and powers to the Council’s Registered Building Surveyors the capacity to exercise and discharge all or any of the powers and functions of the permit authority in regard to the following sections of the Building Act:

Section 20	Authority to grant or refuse to grant building permits
Section 21	Authority to grant or refuse to grant demolition permits
Section 22	Authority to refuse to grant building permits or demolition permits if: <ol style="list-style-type: none"> <li>1. There appears to be an error in the information provided for the application or in a document that accompanied the application; or</li> <li>2. If an application is inconsistent with: <ol style="list-style-type: none"> <li>(a) A function that the Permit Authority has under written law; or</li> <li>(b) An agreement between the Permit Authority and the applicant.</li> </ol> </li> </ol>
Section 32	Extend the time during which permit has effect
Section 58	Authority to grant, modify or refuse to grant Occupancy Permits or Building Approval Certificates
Section 65	Authority to extend the period in which the Occupancy Permit or modification or the Building Approval Certificate has effect.
Section 96	Designated authorised person in relation to buildings and incidental structures
Section 100	Entry Powers for compliance purposes
Section 101	Powers after entry for compliance purposes
Section 102	Obtaining information and documents for compliance purposes
Section 103	Use of force and assistance that is reasonably necessary in the circumstances when exercising a power under the Act
Section 106	Authorisation to apply to a JP for an entry warrant for compliance purposes
Section 109	Execution of warrant
Section 110	Authority to issue Building Orders
Section 117	Authority to revoke Building Orders

## OTHER

<b>DELEGATION NUMBER</b>	O.1
<b>LEGISLATIVE POWER</b>	Bush Fires Act
<b>DELEGATION SUBJECT</b>	Firebreak Order – Variation
<b>DELEGATE</b>	Chief Executive Officer

That pursuant to the provisions of Council's Firebreak Order and the Bush Fires Act, the Chief Executive Officer is delegated authority to approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to provide alternative fire protection measures on land subject to relevant FCO endorsement of application.

<b>DELEGATION NUMBER</b>	O.2
<b>LEGISLATIVE POWER</b>	Dog & Cat Acts
<b>DELEGATION SUBJECT</b>	Proceedings Under Dog & Cat Acts
<b>DELEGATE</b>	Chief Executive Officer
<b>VARIATION DATE</b>	28 November 2013 (C.16/1113)

In accordance with Section 44 of the Dog Act and Section 44 of the Cat Act, the Chief Executive Officer is authorised to institute and carry on proceedings in the name of the Shire in respect to offences alleged to have been committed within the district against the Dog and Cat Acts.

This delegation also enables the Chief Executive Officer to issue infringement notices pursuant to the provisions of Section 29 of the Dog Act and Section 27 of the Cat Act.

<b>DELEGATION NUMBER</b>	O.3
<b>LEGISLATIVE POWER</b>	Bush Fires Act 1954 (Section 33)
<b>DELEGATION SUBJECT</b>	General Orders
<b>DELEGATE</b>	Chief Executive Officer

The Chief Executive Officer is delegated authority to issue individual orders under Bush Fires Act, Section 33 where necessary to enforce general orders and be authorised to instruct Bush Fire Brigades to do the work if necessary, or employ Council staff to do the work if necessary, or employ contractors to do the work if necessary at the cost of the owners/occupiers.

*The CEO has assigned this Delegation to the Community Emergency Services Manager, Senior Ranger and Ranger*

<b>DELEGATION NUMBER</b>	O.4
<b>LEGISLATIVE POWER</b>	Bush Fires Act 1954 (Section 33)
<b>DELEGATION SUBJECT</b>	Removal of Hazards
<b>DELEGATE</b>	Chief Executive Officer

The Chief Executive Officer is delegated authority to issue individual orders under the Bush Fires Act Section 33 for the removal of hazards wherever a recommendation is made to him/her by the Fire Control Officer and in his/her discretion he/she considers it necessary, instruct Bush Fire Brigades to do the work necessary, or employ Council staff to do the work if necessary, or employ contractors to do the work if necessary, at the cost of the owners/occupiers.

*The CEO has assigned this Delegation to the Community Emergency Services Manager, Senior Ranger and Ranger*

<b>DELEGATION NUMBER</b>	O.5
<b>LEGISLATIVE POWER</b>	Bush Fires Act 1954 (Section 59(3))
<b>DELEGATION SUBJECT</b>	Offences – Bush Fires Act
<b>DELEGATE</b>	Chief Executive Officer

The Chief Executive Officer is delegated general authority to consider allegations of offences alleged to have been committed against the Bush Fires Act within the district, and if the Chief Executive Officer thinks fit, to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences. This delegation extends to the issue of infringement notices in accordance with the provisions of Section 59A of the Act.

<b>DELEGATION NUMBER</b>	O.6
<b>LEGISLATIVE POWER</b>	Planning & Development Act 2005; Building Regulations; Health Act
<b>DELEGATION SUBJECT</b>	Enforcement and Legal Proceedings
<b>DELEGATE</b>	Chief Executive Officer

The Chief Executive Officer is delegated authority to appoint persons to initiate prosecutions on behalf of Council under various legislation and Council's Local Laws. Further, the Chief Executive Officer is delegated authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions as specified by the Chief Executive Officer. The appointments being those referred to in Section 9.10 of the Local Government Act.

<b>DELEGATION NUMBER</b>	O.7
<b>LEGISLATIVE POWER</b>	Bush Fires Act 1954
<b>DELEGATION SUBJECT</b>	Harvesting Bans
<b>DELEGATE</b>	Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer, Chief Executive Officer
<b>VARIATION DATE</b>	28 November 2013 (C.16/1113)

The Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer are delegated authority to assess and impose Harvesting Bans during December and January. In the absence of the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer, the Chief Executive Officer is delegated authority to assess and impose Harvesting Bans.

This delegation does not apply to the imposition of Harvest Bans required to be imposed under regulation 24C(2) of the Bush Fires Act.

A fire control officer must impose a Harvest Ban during a declared Total Fire Ban when the fire danger index hits 35 or above. This is generally monitored by the CISM, Shire Rangers or local FCO and is based on localised conditions as per the intent of the Act.

<b>DELEGATION NUMBER</b>	O.8
<b>LEGISLATIVE POWER</b>	Water & Rivers Commission
<b>DELEGATION SUBJECT</b>	Use of Blackwood River for Active Recreation
<b>DELEGATE</b>	Chief Executive Officer

The CEO is delegated authority to approve all recreational usage within the Blackwood River, with the exception being that within the Bridgetown Townsite the approval of power dinghy races is restricted to the three established events (Blackwood Classic, Sunnyside Down and the “River Race”) and no practicing by power boats is endorsed.



<b>DELEGATION NUMBER</b>	O.9
<b>LEGISLATIVE POWER</b>	Local Government Act 1995
<b>DELEGATION SUBJECT</b>	Use of Shire Reserves for Camping
<b>DELEGATE</b>	Chief Executive Officer
<b>VARIATION DATE</b>	25 November 2010 (C.19/1110)

The CEO is delegated authority to approve all applications for the Greater Sportsground or any other area he sees fit for such use as a camping area.

<b>DELEGATION NUMBER</b>	O.10
<b>LEGISLATIVE POWER</b>	
<b>DELEGATION SUBJECT</b>	Fire Management Plan
<b>DELEGATE</b>	Chief Executive Officer
<b>VARIATION DATE</b>	29 <sup>th</sup> November 2007 (C.14/1107)

The CEO is delegated authority to:

1. Implement the Shire of Bridgetown-Greenbushes Fire Management Plan as adopted by Council and within annual budgetary constraints.
2. Undertake those actions necessary to implement the Shire Policy in regard to Fire Prevention.

*The CEO has assigned this Delegation to the Community Emergency Services Manager, Senior Ranger and Ranger*

**PROPOSED NEW COUNCIL TO CEO DELEGATIONS  
NOVEMBER 2017**

<b>DELEGATION NUMBER</b>	A.8
<b>LEGISLATIVE POWER</b>	Local Government Act 1995
<b>DELEGATION SUBJECT</b>	Determining Applications Under Local Laws and Enforcement of Local Law Provisions
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	

The CEO is delegated to exercise all the powers and discharge all the duties provided for in any Shire local law made in accordance with Part 3 of the *Local Government Act 1995*.

For the purpose of this delegation related documents include:

Activities on Thoroughfares and Public Places and Trading Local Law  
 Bush Fire Brigades Local Law  
 Local Law Relating to Fencing  
 Keeping and Welfare of Cats Local Law  
 Cemeteries Local Law  
 Dogs Local Law  
 Health Local Laws  
 Local Government Property Local Law  
 Parking & Parking Facilities Local Law  
 Pest Plants Local Law  
 Standing Orders Local Law

<b>DELEGATION NUMBER</b>	A.9
<b>LEGISLATIVE POWER</b>	Local Government Act 1995 (Sections 3.25, 3.26 and 3.27)
<b>DELEGATION SUBJECT</b>	Notices Requiring Certain Things to be Done by Owner or Occupier of land and Additional Powers When Notice is Given
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	

The CEO is delegated authority to exercise and discharge the duties of the local government under Sections 3.25, 3.26 and 3.27 of the Local Government Act 1995, specifically to give notice to a person who is the owner or occupier of land requiring them to take any action specified in Schedule 3.1 and/or Schedule 3.2 of the Local Government Act 1995

In the event that such notice isn't complied with the CEO is also delegated authority to:

- Take such legislative action as to achieve, as far as practicable, the purpose for which the notice is given; and
- Recover the costs of any action taken in this regard as a debt from the party that failed to comply with the notice.

<b>DELEGATION NUMBER</b>	A.10
<b>LEGISLATIVE POWER</b>	Local Government Act 1995 (Sections 5.42 and 5.44) Local Government (Administration) Regulations 1996 (Regulation 32)
<b>DELEGATION SUBJECT</b>	Conferences, Seminars, Meetings and Training Courses – Reimbursement of Councillor Expenses
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	

The CEO is delegated authority to reimburse all reasonable expenses to councillors incurred whilst attending authorised conferences, seminars, meetings and training courses.

Reimbursements to occur in accordance with Local Government Act 1995 (Sections 5.42 and 5.44), Local Government (Administration) Regulations 1996 (Regulation 32) and Council Policy M.3 – Conference Attendance & Training.

<b>DELEGATION NUMBER</b>	A.11
<b>LEGISLATIVE POWER</b>	Local Government Act 1995 (Section 9.49A)
<b>DELEGATION SUBJECT</b>	Authorising and Affixing of the Common Seal
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	

The CEO is delegated authority to authorise the affixing of the Common Seal of the Shire of Bridgetown-Greenbushes to a document that requires the Common Seal to be legally effective. Documents are to be in one or more of the following categories:

1. Documents required to satisfy conditions of subdivision and/or development approval;
2. Documents required to effect the transfer of land;

3. Documents required to secure the repayment of a loan granted by the Shire, a loan granted to the Shire by a third party and/or to secure the pre-funding of infrastructure works by the Shire;
4. Documents required to effect the grant of leasehold interests in the land either by the Shire to a third party or by a third party to the Shire;
5. Documents required to effect the grant of a licence either by the Shire to a third party or by a third party to the Shire;
6. Documents required to effect the subdivision of land, including the strata titling of land;
7. Documents which are capable of registration and/or lodgement at Landgate (WA Land Titles office); and
8. Documents necessary or appropriate to enable the CEO to carry out his functions under any written law.

The document must not be inconsistent with a Council policy or resolution.

<b>DELEGATION NUMBER</b>	O.11
<b>LEGISLATIVE POWER</b>	Dog Act 1976 [Sections 10AA and 26(3)] Dog Local Law Clause 3.2
<b>DELEGATION SUBJECT</b>	Applications for Exemptions to Keep More than Prescribed Number of Dogs
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	

The CEO is delegated to determine (approve or refuse) any application to keep more than the prescribed number of dogs as stipulated at Clause 3.2 of the Dog Local Law.

<b>DELEGATION NUMBER</b>	O.12
<b>LEGISLATIVE POWER</b>	Cat Act 2011 (Section 44)
<b>DELEGATION SUBJECT</b>	Administration of the Cat Act
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	

The CEO is delegated authority to exercise the functions in relation to the administration of the Cat Act 2011 and associated regulations.

<b>DELEGATION NUMBER</b>	O.13
<b>LEGISLATIVE POWER</b>	Dog Act (Section 10AA)
<b>DELEGATION SUBJECT</b>	Administration of the Dog Act
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	

The CEO is delegated authority to exercise the functions in relation to the administration of the Dog Act 1976 and associated regulations.

<b>DELEGATION NUMBER</b>	O.14
<b>LEGISLATIVE POWER</b>	Liquor Control Act 1988
<b>DELEGATION SUBJECT</b>	Section 39 and Section 40 Certificates
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	

The CEO is delegated authority to issue certificates of compliance under Sections 39 (certificate of local government as to whether premises comply with laws) and Section 40 (certificate of planning authority as to whether use of premises complies with planning laws) of the Liquor Control Act 1988.

<b>DELEGATION NUMBER</b>	O.15
<b>LEGISLATIVE POWER</b>	Local Government Act (Division 3, Subdivision 4)
<b>DELEGATION SUBJECT</b>	Impounding of Goods Including Abandoned Vehicles
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	

The CEO is delegated authority to impound any goods, vehicles or other items in accordance with Sections 3.37 to 3.48 of the Local Government Act 1995.

<b>DELEGATION NUMBER</b>	O.16
<b>LEGISLATIVE POWER</b>	Temporary Accommodation Policy (Policy H.5)
<b>DELEGATION SUBJECT</b>	Temporary Accommodation Applications
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	

The CEO is delegated authority to determine applications for temporary accommodation with respect to Council's Policy H.5 – Temporary Accommodation.

<b>DELEGATION NUMBER</b>	O.17
<b>LEGISLATIVE POWER</b>	Food Act 2008
<b>DELEGATION SUBJECT</b>	Administration of the Food Act
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	

The CEO is delegated authority to exercise the functions of the “enforcement agency” in relation to the administration of the Food Act 2008 and associated regulations.

Note Section 8 of the Food Act 2008 defines an “enforcement agency” as meaning –

- (a) the CEO of the department of the Public Service principally assisting in the administration of this Act; or
- (b) a local government; or
- (c) a person or body, or a person or body within a class of persons or bodies, prescribed by the regulations for the purposes of this definition;

<b>DELEGATION NUMBER</b>	O.18
<b>LEGISLATIVE POWER</b>	Local Government Act
<b>DELEGATION SUBJECT</b>	Administration of the Local Government (Uniform Local Provisions) Regulations
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	

The CEO is delegated authority to exercise the functions in relation to the administration of the Local Government (Uniform Local Provisions) Regulations including but not limited to administering applications for or breaches of –

- Disturbing local government land or anything on it;
- Obstructing public thoroughfare;
- Encroaching on a public thoroughfare;
- Separating land from public thoroughfare;
- Gate across a public thoroughfare;
- Dangerous excavation in or near public thoroughfare;
- Crossing from public thoroughfare to private land or private thoroughfare;
- Requirement to construct or repair crossing;
- Contribution to cost of crossing;
- Private works on, over or under public places;
- Protection of watercourses, drains, tunnels and bridges;
- Protection of thoroughfares from water damage; and
- Wind erosion and sand drifts.

<b>DELEGATION NUMBER</b>	F.11
<b>LEGISLATIVE POWER</b>	Local Government Act 1995 Sections 6.39(2), 6.40, 6.49, 6.50(1), 6.56, 6.60(2), 6.76(4)
<b>DELEGATION SUBJECT</b>	Rates and Service Charges
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	

The CEO is delegated authority to exercise the powers and discharge the duties of the local government under:

- Sections 6.39(2) – amending the rate record to ensure the information is current and correct including amending the rate record for the 5 years preceding the current financial year.

- Section 6.40 – amending the rate record as a result in a change in rateable value, rateability of or the rate imposed on land.
- Section 6.49 – entering into an agreement with a person for payment of rates and service charges.
- Section 6.50(1) – determining the time allowed for the payment of a rate before it is deemed to be in arrears.
- Section 6.56 – recovering unpaid rates in a court of competent jurisdiction.
- Section 6.60(2) – requiring a lessee to pay rent in satisfaction of rates or service charges that are due.
- Section 6.76(4) – granting an extension of time for a person seeking to make an objection to the rate record.
- Section 6.76(5) – considering any objection to the rate record and either disallow it or allow it, wholly or in part.
- Section 6.76(6) – serving written notice of any decision made under Section 6.76(5).

<b>DELEGATION NUMBER</b>	WS.3
<b>LEGISLATIVE POWER</b>	Local Government Act (Section 3.50 and Section 3.50A)
<b>DELEGATION SUBJECT</b>	Temporary Closure of Thoroughfares
<b>DELEGATE</b>	Chief Executive Officer
<b>ADOPTION DATE</b>	

The CEO is delegated authority to approve the temporary closure, either wholly or partially, of any thoroughfare managed by the Shire of Bridgetown-Greenbushes where such closure is necessary for road safety purposes, road works or any other cause that would pose risks to road users.

Note applications for temporary road closures to accommodate events on a road will be considered under Delegation WS.2.



<b>POLICY NO.</b>	A.17
<b>POLICY SUBJECT</b>	Library Member and Loan
<b>ADOPTION DATE</b>	
<b>VARIATION DATE</b>	

### Introduction

The Shire of Bridgetown-Greenbushes Public Library is a member of the South West Library Consortia (SWLC). The SWLC is a group of Western Australian Local Governments who entered into a Participation Agreement around a common set of resourcing sharing goals. The SWLC provides a One-Card library service to residents by way of a fully shared single database Library Management System (LMS) and standardised policies.

### Policy

The majority of physical and electronic collections in SWLC libraries are considered to be State Government assets. Therefore (under the provisions of the Library Board Regulations 1985) any person who lives in Western Australia should be able to use those assets. If the person has the pre-requisite Proof of Identity and Address and is reasonably contactable via mail, telephone or email then there is no barrier to membership.

Residents of the Shire of Bridgetown-Greenbushes are entitled to enrol for membership of the Bridgetown-Greenbushes Library. In addition (under the provisions of the SWLC partnership agreement) members of other SWLC libraries are entitled to use the Bridgetown-Greenbushes Library services.

Members are to adhere to the Shire of Bridgetown-Greenbushes Member Code of Conduct and Borrowing Guidelines. The proof of identity, membership types, membership conditions and the loan of resources are determined by the Shire of Bridgetown's Public Library Participation Agreement and reflected in this Policy, the Member Code of Conduct and Borrowing Guidelines.

#### **1. Proof of Identity**

Any person wishing to register as a member of the Shire of Bridgetown-Greenbushes Library must complete a Library Membership Application Form and provide proof of identity (1) from the following list:

- A valid Driver's License or Proof of Age Card
  - Passport
  - Birth certificate
  - A Pension or Concession Card
  - Other proof of identification
- In addition, proof of current address is required. If located on primary identification such as a Driver's License, this is sufficient. If address is not on the Proof of Identity then a current utilities bill or bank statement in the name of the applicant or similar can be used as proof of address.

- People who have no fixed address may join the library at the discretion of the Library Services Co-ordinator, if they have adequate Proof of Identity and can give evidence of the address and contact details of an agent or case worker or other responsible person who may be contacted to confirm they have regular contact with the applicant.
- People under 18 years of age are required to have a parent or guardian as guarantor for the account activities of the minor in their care, including any penalties incurred for overdue or lost/damaged items and must be informed of this on joining.
- Parents and guardians must provide Proof of Identity and Address as outlined for themselves and it is preferred that they provide some evidence of the identity of the underage applicant such as a Medicare Card with the name of the Parent/Guardian and the applicant or a birth certificate.
- Library staff must be satisfied that the identity and address of the applicant is correct before providing active membership.
- Library managers may exercise some discretion in special circumstances to either allow or disallow membership applications.

## 2. Membership Options

Membership options are discussed by Library staff with potential members on enquiry. Membership options include:

- Full User           Adult, Junior, Student, Young Adult
- Now 18             Join Online, Now 18, Online
- Outreach           College Staff, Home Delivery, Outreach
- Temporary         Adult, Junior, Young Adult
- Lite                 Adult, Junior, Young Adult
- Book Club

Membership options and number of loan items (borrowing limits) relevant to each membership option are listed in the following table:

<i>FULL USER</i>	<i>NOW 18</i>	<i>OUTREACH</i>	<i>TEMPORARY</i>	<i>LITE</i>	<i>BOOK CLUB</i>
<b>Borrowing Limits:</b> <b>30 items across the consortia (limit to 10 DVD's)</b>	Borrowing Limits:  None – until ID is sighted and membership is updated to full user	Borrowing Limits:  50 items across the consortia (limit to 10 DVD's)	Borrowing Limits:  5 items across the consortia	Borrowing Limits:  2 items across the consortia	Borrowing Limits:  2 sets across the consortia
<b>Lending Period:</b> <b>21 Days</b>	Lending Period:  N/A	Lending Period:  42 Days	Lending Period:  21 Days	Lending Period:  21 Days	Lending Period:
<b>Renewals:</b> <b>1 unsighted renewal</b>	Renewals:  N/A	Renewals:  1 unsighted renewal	Renewals:  1 unsighted renewal	Renewals:  1 sighted renewal	Renewals:
<b>Intra-Library Loans Limits:</b> <b>20 items</b>	Intra-Library Loans Limits:  N/A	Intra-Library Loans Limits:  20 items	Intra-Library Loans Limits:  2 items from lending library	Intra-Library Loans Limits:  Not permitted	Intra-Library Loans Limits:
<b>Inter-Library Loans Limits:</b> <b>4 items</b>	Inter-Library Loans Limits:  N/A	Inter-Library Loans Limits:  Not Permitted	Inter-Library Loans Limits:  Not Permitted	Inter-Library Loans Limits:  Not Permitted	Inter-Library Loans Limits:

### 3. Membership Status

A library member will have a 'user status' which will carry into all libraries in the consortium. If the status restricts use at one library it will be enforced in all libraries until the member issues are resolved and then the status will be updated.

The status categories are:

OK – this indicates that the member is in good standing with no outstanding items.

OVERDUE – this indicates the member has overdue items; the member may still borrow subject to the renewal of the overdue items.

RESTRICTED – this indicates the member may only use online services until the issues are resolved.

BANNED – this indicates the member is prohibited from using all services until issues are resolved.

#### **4. Membership Expiry**

Membership records require review and updating every 12 months. This will ensure member's details remain current throughout the consortia.

The membership will automatically expire 24 months after registration. The membership record is retained an additional 12 months past the expiry date. Should the member present to use the library service during that 12 month period their membership can be reinstated if their ID and address can be confirmed.

If a membership is not reinstated, and if there are no outstanding fees or issues, it will be purged from the system 36 months after the initial registration. If a member has outstanding fees, issues, or other obligations, the home library may decide to retain or discard the user record subject to local rules.

#### **5. Loan of Items/Resources**

- Most, but not all, items in the collection will be available for loan by members.
- Reference items and special collections deemed "not for loan" are to be used in the library only.
- Age restrictions will apply to the borrowing of DVDs rated MA15+ and R Restricted
- Members may borrow items at any library within the consortium.
- Members may return items to any participating library in the consortium.
- The total number of items borrowed by users can comprise a variety of formats.
- Users must present their library cards to borrow from any library within the consortium.

#### **6. Renewal of Loans**

- Renewal period begins from the original due date.
- Items are eligible for renewal one week prior to the due date.
- Requests for renewals may be made by telephone, e-mail, on-line or by coming into the library.
- Items on hold for other library users may not be renewed.

#### **7. Hold of Items/Resources**

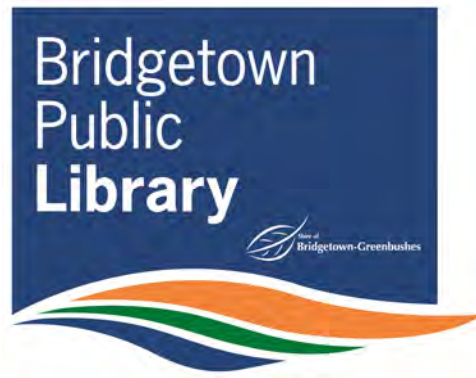
- Items on loan, housed at a different location, or specified as display may be placed on hold by readers who will be notified when they become available.
- Items can be placed on hold by:
  - Accessing the online catalogue link
  - Completing hold slips available at the issue desk
- When available, the item will be placed on the hold shelf and kept there for a period of 14 days.  
If the item is not collected within the 14 day period, it will be returned to general circulation

## **8. Overdue Items/Resources**

- Item(s) not returned or renewed by the end of the loan period become overdue.
- Automated overdue notices will be delivered from the lending library via the Library Management System in text or email format to the borrower.
- Overdue notices for members who do not have text or email receiver capacity are printed and posted by the Library to the borrower.
- All overdue Automated Notices will be sent from the lending library via the Library Management System at intervals of 7 and 14 days after the due date in text or email format to the borrower.
- Overdue Notices for members who do not have text or email receiver capacity are printed and posted by the Library to the borrower.
- After 21 days of item/s being overdue they are deemed lost and an invoice is issued by the lending Library in printed form and posted. The invoice contains the purchase price of the item/s as entered into the Library Management System by the purchasing Library to cover replacement cost. The invoice details are automatically entered into the member's financial records on the Library Management System.
- If the items are returned to the Library, this amount is automatically removed from the member's records.
- If items are not returned to the Library, borrowing privileges are then suspended until the items are returned or all outstanding issues resolved. Members may continue to use the libraries facilities during this time with the exception of borrowing privileges.

## **9. Inter-Library Loans**

Inter-library loans for items not held by SWLC libraries are sourced via the State Library of Western Australia's Lending Service with all conditions, fees, lending periods and other stipulations identified by the State Library of Western Australia.



## BORROWING GUIDELINES

### 1. PROOF OF IDENTITY

Any person wishing to register as a member of the Shire of Bridgetown-Greenbushes Library must complete a Library Membership Application Form and provide proof of identity (1) from the following list:

- A valid Driver's License or Proof of Age Card
  - Passport
  - Birth certificate
  - A Pension or Concession Card
  - Other proof of identification
- In addition, proof of current address is required. If located on primary identification such as a Driver's License, this is sufficient. If address is not on the Proof of Identity then a current utilities bill or bank statement in the name of the applicant or similar can be used as proof of address.
  - People who have no fixed address may join the library at the discretion of the Library Services Co-ordinator, if they have adequate Proof of Identity and can give evidence of the address and contact details of an agent or case worker or other responsible person who may be contacted to confirm they have regular contact with the applicant.
  - People under 18 years of age are required to have a parent or guardian as guarantor for the account activities of the minor in their care, including any penalties incurred for overdue or lost/damaged items and must be informed of this on joining.
  - Parents and guardians must provide Proof of Identity and Address as outlined for themselves and it is preferred that they provide some evidence of the identity of the underage applicant such as a Medicare Card with the name of the Parent/Guardian and the applicant or a birth certificate.
  - Library staff must be satisfied that the identity and address of the applicant is correct before providing active membership.
  - Library managers may exercise some discretion in special circumstances to either allow or disallow membership applications.

## 2. MEMBERSHIP

### 2.1 Membership Options

Membership options include:

- Full User Adult, Junior, Student, Young Adult
- Now 18 Join Online, Now 18, Online
- Outreach College Staff, Home Delivery, Outreach
- Temporary Adult, Junior, Young Adult
- Lite Adult, Junior, Young Adult
- Book Club

Membership options are detailed in the following table:

<i>FULL USER</i>	<i>NOW 18</i>	<i>OUTREACH</i>	<i>TEMPORARY</i>	<i>LITE</i>	<i>BOOK CLUB</i>
<b>Borrowing Limits:</b> <b>30 items across the consortia (limit to 10 DVD's)</b>	Borrowing Limits:  None – until ID is sighted and membership is updated to full user	Borrowing Limits:  50 items across the consortia (limit to 10 DVD's)	Borrowing Limits:  5 items across the consortia	Borrowing Limits:  2 items across the consortia	Borrowing Limits:  2 sets across the consortia
<b>Lending Period:</b> <b>21 Days</b>	Lending Period:  N/A	Lending Period:  42 Days	Lending Period:  21 Days	Lending Period:  21 Days	Lending Period:
<b>Renewals:</b> <b>1 unsighted renewal</b>	Renewals:  N/A	Renewals:  1 unsighted renewal	Renewals:  1 unsighted renewal	Renewals:  1 sighted renewal	Renewals:
<b>Intra-Library Loans Limits:</b> <b>20 items</b>	Intra-Library Loans Limits:  N/A	Intra-Library Loans Limits:  20 items	Intra-Library Loans Limits:  2 items from lending library	Intra-Library Loans Limits:  Not permitted	Intra-Library Loans Limits:
<b>Inter-Library Loans Limits:</b> <b>4 items</b>	Inter-Library Loans Limits:  N/A	Inter-Library Loans Limits:  Not Permitted	Inter-Library Loans Limits:  Not Permitted	Inter-Library Loans Limits:  Not Permitted	Inter-Library Loans Limits:

### 2.2 Membership Status

A library member will have a 'user status' which will carry into all libraries in the consortium. If the status restricts use at one library it will be enforced in all libraries until the member issues are resolved and then the status will be updated.

The status categories are:

OK – this indicates that the member is in good standing with no outstanding items.

OVERDUE – this indicates the member has overdue items; the member may still borrow subject to the renewal of the overdue items.

RESTRICTED – this indicates the member may only use online services until the issues are resolved.

BANNED – this indicates the member is prohibited from using all services until issues are resolved.

### **2.3 Membership Expiry**

Membership records require review and updating every 12 months. This will ensure member's details remain current throughout the consortia.

The membership will automatically expire 24 months after registration. The membership record is retained an additional 12 months past the expiry date. Should the member present to use the library service during that 12 month period their membership can be reinstated if their ID and address can be confirmed.

If a membership is not reinstated, and if there are no outstanding fees or issues, it will be purged from the system 36 months after the initial registration. If a member has outstanding fees, issues, or other obligations, the home library may decide to retain or discard the user record subject to local rules.

## **3. LOAN OF ITEMS/RESOURCES**

- Most, but not all, items in the collection will be available for loan by members.
- Reference items and special collections deemed “not for loan” are to be used in the library only.
- Age restrictions will apply to the borrowing of DVDs rated MA15+ and R Restricted
- Members may borrow items at any library within the consortium.
- Members may return items to any participating library in the consortium.
- The total number of items borrowed by users can comprise a variety of formats.
- Users must present their library cards to borrow from any library within the consortium.

## **4. RENEWAL OF LOANS**

- Renewal period begins from the original due date.
- Items are eligible for renewal one week prior to the due date.
- Requests for renewals may be made by telephone, e-mail, on-line or by coming into the library.
- Items on hold for other library users may not be renewed.



## **5. HOLD OF ITEMS/RESOURCES**

- Items on loan, housed at a different location, or specified as display may be placed on hold by readers who will be notified when they become available.
- Items can be placed on hold by:
  - Accessing the online catalogue link
  - Completing hold slips available at the issue desk
- When available, the item will be placed on the hold shelf and kept there for a period of 14 days.  
If the item is not collected within the 14 day period, it will be returned to general circulation

## **6. OVERDUE ITEMS/RESOURCES**

- Item(s) not returned or renewed by the end of the loan period become overdue.
- Automated overdue notices will be delivered from the lending library via the Library Management System in text or email format to the borrower.
- Overdue notices for members who do not have text or email receiver capacity are printed and posted by the Library to the borrower.
- All overdue Automated Notices will be sent from the lending library via the Library Management System at intervals of 7 and 14 days after the due date in text or email format to the borrower.
- Overdue Notices for members who do not have text or email receiver capacity are printed and posted by the Library to the borrower.
- After 21 days of item/s being overdue they are deemed lost and an invoice is issued by the lending Library in printed form and posted. The invoice contains the purchase price of the item/s as entered into the Library Management System by the purchasing Library to cover replacement cost. The invoice details are automatically entered into the member's financial records on the Library Management System.
- If the items are returned to the Library, this amount is automatically removed from the member's records.
- If items are not returned to the Library, borrowing privileges are then suspended until the items are returned or all outstanding issues resolved. Members may continue to use the libraries facilities during this time with the exception of borrowing privileges.

## **9. INTER-LIBRARY LOANS**

Inter-library loans for items not held by SWLC libraries are sourced via the State Library of Western Australia's Lending Service with all conditions, fees, lending periods and other stipulations identified by the State Library of Western Australia.

<b>POLICY NO.</b>	A.17
<b>POLICY SUBJECT</b>	Library Membership
<b>ADOPTION DATE</b>	28 <sup>th</sup> November 2002
<b>REVIEW DATE</b>	27 <sup>th</sup> April 2006 (C.14/0406)
<b>REVIEW DATE</b>	29 <sup>th</sup> November 2007 (C.16/1107)
<b>REVIEW DATE</b>	27 November 2008 (C.22/1108)
<b>VARIATION DATE</b>	24 June 2010 (C.19/0610)
<b>REVIEW DATE</b>	24 November 2011 (C.14/1111)
<b>REVIEW DATE</b>	29 November 2012 (C.17/1112)
<b>VARIATION DATE</b>	28 November 2013 (C.18/1113)
<b>REVIEW DATE</b>	27 November 2014 (C.13/1114)
<b>REVIEW DATE</b>	26 November 2015 (C.15/1115)
<b>VARIATION DATE</b>	24 November 2016 (C.09/1116)

### Introduction

The Shire of Bridgetown-Greenbushes Public Library offers an array of resources for the education and enjoyment of its members. Resources available at the Library include:

- Adult & Junior Fiction Books
- Adult Large Print Books
- Magazines
- DVDs and CD-Roms
- Internet access
- Reference Material
- Inter-Library loan service
- Adult & Junior Non-Fiction Books
- Audio Books
- Jigsaw Puzzles and Games
- Mobile “Homebound” service
- Multi Language Resource
- Local History
- E-resources

### Policy

Residents of the Shire of Bridgetown-Greenbushes are entitled to enrol for membership of the Shire of Bridgetown-Greenbushes Library, subject to the provisions of this Policy. In addition (under the provisions of the Library Board Regulations 1985), members of other local authority libraries are entitled to enrol for membership of the Shire of Bridgetown-Greenbushes Library subject to the provisions of this Policy.

#### 1) Proof of Identity

Any person wishing to register as a member of the Shire of Bridgetown-Greenbushes Library must complete a Library Membership Application Form and provide proof of identity (1) from the following list:

- A valid Driver’s Licence or Proof of Age Card
- Passport
- Birth certificate
- A Pension or Concession Card
- Other proof of identification

#### 2) Current Address

In addition, proof of current address is required. If located on primary identification such as a Driver’s License, this is sufficient. If address is not on the

proof of identity then a current utilities bill or bank statement in the name of the applicant or similar can be used as proof of address.

People who have no fixed address may join the library at the discretion of the Library Services Coordinator, if they have adequate proof of identity and can give evidence of the address and contact details of an agent or case worker or other responsible person who may be contacted to confirm they have regular contact with the applicant.

3) People Under 18

People under 18 years of age are required to have a parent or guardian as guarantor for the account activities of the minor in their care, including any penalties incurred for overdue or lost/damaged items and must be informed of this on joining.

Parents and guardians must provide proof of identity and address as outlined, for themselves and it is preferred that they provide some evidence of the identity of the underage applicant such as a Medicare Card with the name of the parent/guardian and the applicant or a birth certificate.

Library staff must be satisfied that the identity and address of the applicant is correct before providing active membership.

4) Emergency Contact

Applicants must also provide the name and contact details of an emergency contact person(s) not residing at the same address as the applicant.

5) Temporary Resident

Any person who is a temporary resident (eg; residing in a caravan park, hotel, motel or similar accommodation, or visiting relatives or friends) who cannot give satisfactory evidence of residence will be permitted to register only on a payment of a temporary membership fee determined by Council and ratified by the Library Board of Western Australia.

*The temporary membership fee is refundable when membership ceases, all items have been returned and no monies are outstanding from fines or other fees."*

Suspension from Membership

Temporary suspension of up to three months may apply to any library member who retains Library materials or seriously misuses the Library or its equipment. Reasons for temporary suspension from the Library are as follows:

- (a) The retention of library items, and/or non-payment of an account 30 working days after the date on which the account was raised.
- (b) Serious misuse of the Library or its equipment, abuse of staff or any other misdemeanour involving damage or serious annoyance to other members (subject to the right of appeal to the CEO).

Permanent suspension may be applied to a member who:

- (a) Seriously misuses the Library under the terms of this Policy.

- (b) Fails to return library items and/or non-payment of accounts relating to the outstanding items 90 working days after the date on which the accounts were raised.

Permanent suspension will be reviewed at two yearly intervals or at the time the member's registration is due for renewal.

*In all cases where temporary or permanent suspension is to be considered, the Library Officers will issue a report to the CEO who will make the determination.*

<b>POLICY NO.</b>	A.20
<b>POLICY SUBJECT</b>	Library Loans
<b>ADOPTION DATE</b>	30 <sup>th</sup> September 2004 (C.23/0904)
<b>VARIATION DATE</b>	27 <sup>th</sup> April 2006 (C.14/0406)
<b>REVIEW DATE</b>	29 <sup>th</sup> November 2007 (C.16/1107)
<b>REVIEW DATE</b>	27 November 2008 (C.22/1108)
<b>VARIATION DATE</b>	24 June 2010 (C.19/0610)
<b>REVIEW DATE</b>	24 November 2011 (C.14/1111)
<b>REVIEW DATE</b>	29 November 2012 (C.17/1112)
<b>REVIEW DATE</b>	26 September 2013 (C.24/0913)
<b>REVIEW DATE</b>	28 November 2013 (C.18/1113)
<b>REVIEW DATE</b>	27 November 2014 (C.13/1114)
<b>REVIEW DATE</b>	26 November 2015 (C.15/1115)
<b>VARIATION DATE</b>	24 November 2016 (C.09/1116)

### Library Loans

- Readers may borrow a maximum of ten (10) items from the library for a period of three weeks.
- The ten items may be made up of books, video recordings, sound recordings, journals, pamphlets and electronic resources.
- If an item is in heavy demand the loan period may be varied at the discretion of the Library Services Coordinator.
- Unaccompanied children under the age of 12 years will only be permitted to borrow items classified as 'adult' if a letter of permission is received from a parent or guardian.

### Reservations

- Items on loan or specified as display may be reserved by readers and will be issued to them when they are returned to the library or the display period ends.
- Reservation slips are available at the issue desk.
- Readers will be notified when the item is available.
- The item will be placed on the reservation shelf and kept there for a period of two weeks.
- If the item is not collected within the two-week period, it will be returned to general circulation.

### Overdue Items

- Items not returned by the due date are classed as overdue.
- When items are overdue by a week an overdue reminder notice is sent. This is followed by contact with the borrower by phone or email after the item has been overdue for two weeks. After two (2) attempts to recover the item(s) or more than six (6) weeks – 42 days overdue, the item(s) are deemed lost and the library will generate an invoice, adding an administration fee as per the Fees and Charges schedule.
- Borrowing privileges are then suspended until the items are returned and all outstanding fees are paid. Members may continue to use the libraries facilities during this time with the exception of borrowing privileges.

### **Renewals**

- Items may be renewed at the end of any three-week period as long as no one else has reserved the item. Requests for renewals may be made by telephone, e-mail, fax, on-line or by coming into the library.
- A maximum of one renewal is allowed for any item after which the item must be returned to the library and sighted by the library staff. The item may then be borrowed again (at the discretion of library staff).

### **Inter-Library Loans**

- Borrowers may request up to ten items to be obtained by inter-library loan from other libraries at any one time.
- The borrowing period for inter-library loans is at the discretion of the lending library.
- Readers may request renewals of inter-library loans but there is no guarantee that the lending library will grant their request.
- Lending libraries reserve the right to specify whether the item they are lending may be lent to the reader or may only be viewed in the library.
- The loan of items requested from the State Library may be refused.
- Items requested from the State Library may not be renewable.

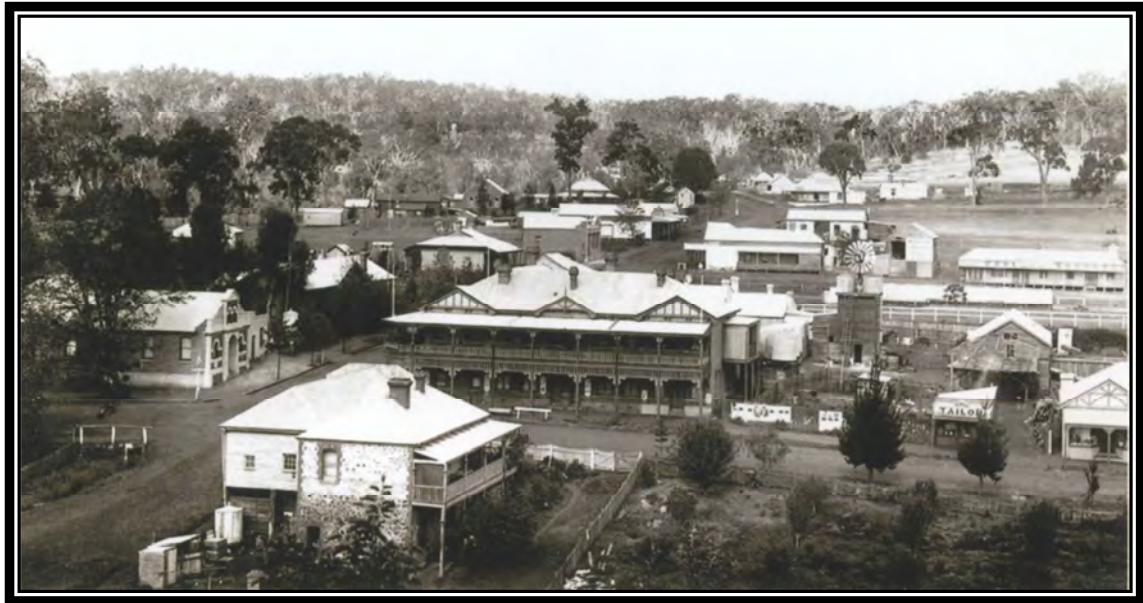
## SCHEDULE 4 - PLACES OF NATURAL BEAUTY, HISTORIC BUILDINGS AND OBJECTS OF HISTORIC OR SCIENTIFIC INTEREST

	PLACE	LOCATION	DESCRIPTION
1.	St Brigid's Catholic Church, Convent & School	Location 95 Roe Street	C.1903
2.	Packing Shed	Lot 1 Hampton Street	C.1936
3.	Old Gaol	Lot 896 Hampton Street	C.1889
4.	Bridgetown Terminus	Lot 961 Steere Street	formerly Terminus Hotel
5.	Railway Station	Railway Reserve, Bridgetown	C.1898
6.	Uniting Church	Lot 115 Roe Street	C.1898
7.	Bridgetown Motel	Lot 14 Hampton Street	C.1890
8.	St Paul's Anglican Church & Hall	Lot 1 Phillips Street	C.1911
9.	'Bridgedale', The Blechynden House	Part Lot 12 of Location 12 Hampton Street	C.1862 Vested by National Trust
10.	Railway Barrack	Lot 178 Phillips Street	C.1936
11.	Camp School	Reserve 5830 Blechynden Street	C.1899
12.	Tennis Pavilion	Reserve 3449 Nelson Street	C.1930 Approx
13.	Old Court House	Lot 897 Hampton Street	
14.	Civic & Community Centre	Lot 888 Hampton Street	Library C. 1887 Town Hall C.1936
15.	Freemasons Hotel	Lot 20 Hampton Street	C.1904
16.	Scotts Tavern	Lot 2 of Location 23 Hampton Street	C.1876
17.	Post Office	Lot 39 Hampton Street	C.1886
18.	Masonic Lodge	Lot 1 of Location 23 Hampton Street	C.1910
19.	Old National Bank	Lot 1 of Location 17 Hampton Street	
20.	Westpac Bank	Lot 9 of Location 21 Hampton Street	C.1938
21.	Police Quarters	Lot 896 Hampton Street	C.1907
22.	Bridgetown Hotel	Location 40 Hampton Street	C.1920's
23.	Country Roses Cafe & Hairdressers	Lot 10 of Location 21 Hampton Street	C.1900
24.	Accountants Office	Lot 10 of Location 21 Hampton Street	C.1909
25.	Butcher Shop	Lot 8 of Location 18 Hampton Street	C.1879
26.	Bridgetown Pottery	Lot 20 of Location 16 Hampton Street	C.1870
27.	Lawyer's Office	Lot 28 of Location 17 Hampton Street	C.1908
28.	General Store	Lot 2 of Location 20 Hampton Street	C.1904
29.	Cafe	Lot 8 of Location 21 Hampton Street	C.1908 Original Capricorn Tearooms
30.	Bridgetown Primary School (Old Section)	Reserve 15529 Roe Street	
31.	Old Shire Office	Lot 21 Steere Street	Existing Chiropractor Clinic



# MUNICIPAL HERITAGE INVENTORY

(DRAFT REVIEW 2017)





Reviewed by Shire of Bridgetown-Greenbushes with assistance from Annette Green of Greenward Consulting.

**Cover Illustration: Image 1 - Hampton Street, Bridgetown (c.1910)**

Unknown Source

**Image 2 – Blackwood Road, Greenbushes (c.1922)**

Courtesy State Library of Western Australia (008622PD)

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## 1.0 INTRODUCTION

Heritage places are important to the community for the way in which they illustrate local history and contribute to a sense of local identity. For the purpose of this report, places of cultural heritage significance include buildings, structures, historic landscapes, cemeteries and archaeological or historic sites that can individually or collectively tell us about the history of the local area, and in some cases, about the broader community.

The preparation and four yearly review of a Municipal Heritage Inventory is a requirement of the Heritage of Western Australia Act 1990, whereby *'a local government shall compile and maintain an inventory of buildings [and sites] within its district which in its opinion are, or may become, of cultural heritage significance'*.

The original Shire of Bridgetown-Greenbushes Municipal Inventory included 99 places and was prepared in 1995 by consultants Heritage and Conservation Professionals, as a joint local government project commissioned by the South West Development Commission (SWDC) and the (former) Ministry for Planning. An 'in-house' review was undertaken by Shire staff and adopted by Council in June 2001, affirming each place as being of historical significance.

The Shire's Assessment Cultural Heritage Significance Policy was adopted by Council in August 2016 to guide the Shire and landowners in assessing the cultural heritage significance of places and allocate appropriate management categories. The Policy also assists the identification, conservation and protection of selected heritage places by recommended inclusion on a statutory 'Local Heritage List'.

A comprehensive review of the current MHI has now been completed incorporating as much history, physical detailing and assessment methodology as possible, with reference to the Shire's Assessment of Cultural Heritage Significance Policy to assign recommended Management Categories.

The MHI is to be used as a 'live' document, enabling Shire staff to periodically make minor modifications to add or correct information or photos, at the discretion of the Chief Executive Officer. Changes to approved management categories, substantial changes to existing place records or adoption of new places however will require Council approval.

## 2.0 STUDY AREA

The MHI records places of cultural heritage significance within the municipal boundaries of the Shire of Bridgetown-Greenbushes (Figure 1 below).

In understanding the development of the area through its Thematic History it is important however to also acknowledge/understand the relationship between the current Shire boundaries, the numerous indigenous (Noongar) boundaries of the South West (Figure 3, Section 4.1), and the early Nelson Location (District) boundaries (Figure 4, Section 4.4).



Figure 1: Shire of Bridgetown-Greenbushes

## 3.0 METHODOLOGY

### 3.1 Aim of the Municipal Heritage Inventory

A Municipal Heritage Inventory (MHI) is a database that records documentary and physical evidence, provides a statement of significance and considers the level of significance of places that, in the opinion of the local government, are of cultural heritage significance for the local government area. The MHI must also include an historic framework for identifying and assessing local heritage places and values in relation to various themes.

In terms of form and substance, the inventories can therefore be best described as 'local heritage surveys'. As such, they are common practice in WA and throughout Australia, as a means of recording local heritage places and providing a foundation for sound local heritage planning.<sup>1</sup>

Inventory reviews are intended to:<sup>2</sup>

- Ensure that the existing inventory meets the current minimum standards, and to bring the findings into line with the standards if deficient.
- Review changes in the local heritage in the preceding period such as demolitions of places, changes in their condition, or the availability of other new information.

This review process has been undertaken according to the Heritage Council Western Australia (HCWA) publication 'Criteria for the Assessment of Local Government Places'. The review aims to:

- Ensure that the MHI is comprehensive, up to date and reflective of the community views and values.
- Ensure that the MHI is consistent with the current common standards for inventories as recommended by the HCWA.
- Assist the Shire's Planning Development Officer(s) and Council in considering development approvals, through the process of assessing nominations for entry on the MHI and assessing the Level of Significance.

The MHI should not be regarded as a closed document. Additional sites may be added (with Council approval) as information becomes available. Sites however should not be removed from the inventory without an appropriate assessment procedure.

---

<sup>1</sup> *Basic Principles for Local Government Inventories*, Heritage Council of Western Australia, 2012.

<sup>2</sup> *Ibid.*



### 3.2 Municipal Heritage Inventory Review

The original Shire of Bridgetown-Greenbushes Municipal Inventory was adopted in 1995, whereby 99 Place Records were created. This review has retained all 99 places, with particular changes/corrections to four records, (discussed below), reaffirming the cultural heritage significance of each place.

As background, the original inventory was prepared in 1995 by consultants Heritage and Conservation Professionals, as a joint project between the shires of Bridgetown-Greenbushes, Boyup Brook, Manjimup and Nannup, commissioned by the South West Development Commission (SWDC) and (former) Ministry for Planning.

The original inventory was compiled from a number of sources including Shire schedules, the Heritage Council database and National Trust records. Heritage sites nominated during a program conducted by the South West Heritage Taskforce in 1990 and obtained from the SWDC were also incorporated into the original inventory. Additional sites were also nominated through the community consultation process, with a total of 99 places included across three divisions of Bridgetown, Greenbushes and Rural areas.

An 'in-house' review was undertaken by Shire staff and adopted by Council in June 2001, affirming each place as being of historical significance. A subsequent review commenced in 2009 following Council's adoption of the revised nomination forms at the July 2009 meeting, where Council also resolved that 'trees of significance' shall only be registered where they are associated with an historic place or building. New nominations for 'places of significance' were sought and received from the community as part of this process, however due to a lack of available staff the review was not progressed.

Shire staff commenced the current review in late 2015, to primarily to update the thematic framework and to update and amend existing place records, with reference to the Heritage Council's 'Guidelines for the Assessment of Local Heritage Places'. A preliminary report was presented to Council in April 2016 to note the appointment of Annette Green of Greenward Consulting to assist with the review and related heritage policies; to note the new place record format; to rename the document as the Municipal Heritage Inventory; and to support the draft Assessment of Cultural Heritage Significance Policy.

The Assessment Cultural Heritage Significance Policy was adopted by Council in August 2016 incorporating modifications suggested by the State Heritage Office. The Policy was prepared to guide the Shire and landowners in assessing the cultural heritage significance of places and to allocate appropriate management categories. The Policy also assists the identification, conservation and protection of selected heritage places by recommending inclusion on a statutory 'Local Heritage List' and the contribution of individual places to a Heritage Area.



Review of the original MHI has now been completed and is ultimately to be adopted by Council as a 'live' document, enabling Shire staff to periodically make minor modifications to add or correct information or photos, at the discretion of the Chief Executive Officer. Changes to approved management categories, substantial changes to existing place records or adoption of new places will still require Council approval.

The MHI document is the culmination of the review process and consists of the following key elements:

- Review and update of the Methodology including management tools and practices.
- Review and update of the Thematic History (previously named Thematic Framework).
- Review of the documentary and physical evidence for current places, including re-assessment of the Level of Significance and Management Category.

The current review has been very comprehensive, incorporating as much history, physical detailing and assessment methodology as possible, with oversight from heritage consultant Annette Green of Greenward Consulting. The review was done with the help of current/previous owners and interested community members, as well as the use of online sources such as old newspapers ([www.trove.nla.gov.au](http://www.trove.nla.gov.au)), Census and Voting data ([www.ancestry.com.au](http://www.ancestry.com.au)) and the State Library of Western Australia online collections.

The Place Records should be read in conjunction with the Thematic History (where applicable), which provides a summary outline of the development of the Shire of Bridgetown-Greenbushes (and Nelson District) through time and across a number of themes, in accordance with the Heritage Council's guidelines:

- **Demographic settlement and mobility:** *why people settled; why they moved away; the things they left behind*
- **Transport and communications:** *how people and goods moved; how people communicated and exchanged information*
- **Occupations:** *what people did for sustenance or to add quality to life; paid and unpaid labour*
- **Social and civic activities:** *what people did together as a community; the issues that divided them; the structures they created to serve civic needs*
- **Outside influences :** *events, decisions or changes which affected the community, but were beyond its control*
- **People:** *women and men from all walks of life who left their mark on the history of the community*

The original inventory included six time periods between 1829 and 1995, with the Thematic History now substantially reviewed, two additional time periods added. The timeline now commences with a new section 4.1 Pre-European Settlement recognising the Pibelmen and Kanneang Noongar people as the original inhabitants of the lands in this district.

Given twenty two years have now passed since adoption of the original inventory, a new time period of 1995 to 2017 has been added to recognise important aspects of the district up to the present day.

The second time period section 4.2 now commences at 1826 instead of 1829, recognising the founding in 1826 of the first European settlement in Western Australia (later named Albany), rather than settlement in 1829 of the Swan Colony (later named Perth). Various sub-sections have been renamed or added to better recognise the changing aspects of settlement in Bridgetown and the district, including the relationship between local Aboriginal people and early European settlers.

The following time periods are therefore used for the Thematic History:

- Pre-European Settlement
- 1826 - 1850
- 1850 - 1885
- 1885 - 1914
- 1914 - 1945
- 1945 - 1975
- 1975 - 1994
- 1994 - 2017

The MHI review has focused on the 99 places in the original MHI, all retained in three divisions of Bridgetown, Greenbushes and Rural areas. Assessment of new nominations has not yet commenced, with follow up reports to be presented to Council in 2018 for further updating of the MHI.

The MHI review now includes a detailed assessment of all 99 places, with specific corrections/changes to place records B33, B34, B35, B46 and R25, discussed below.

The original inventory place record B46 states 'Haberdashery Shop on Lot 1 Loc. 25 Hampton Street, Bridgetown' and displays a photo of 'Henry's House', which until recently was also Lot 1 Loc. 25 Hampton Street, Bridgetown. After further research it is now understood that B46 relates to the house located at Lot 1 (30) Hampton Street, Bridgetown, which until recently was the Horti Towers Café. The photo for place B46 has now been updated to recognise the Haberdashery Shop, with further research still to be undertaken.

'Henry's House' is located on Lot 1 (29) Hampton Street, Bridgetown, however was not included in the original inventory due to limited information at that time. Place Record 'B33 Wheelwright's Cooling Pool' relates to this property, and is also the site of the original blacksmith and wheelwright's shop. Henry's House was built in 1890 and lived in by the second blacksmith on this site, Mr John Moriarty. Place Record B33 has therefore been renamed as 'Henry's House', to recognise the in situ historic building, with the sites of the former wheelwright's cooling pool and blacksmith/wheelwright's shop also recognised in the place record.

Place record 'B35 Site of Alty Blechynden's House' as noted in the original inventory is located on the current Bridgetown Primary School sports oval (corner of Roe Street and Dean Street), however this site (Alty Blechynden's House) is considered to be of low significance with no physical evidence in situ. Importantly, the Bridgetown Primary School has operated from this property since 1914, with original buildings still in use today. The Bridgetown Primary School (old section) is included as Place No. 30 in TPS3 Schedule 4 and is obviously of high significance, however was not recognised in the original inventory. Place Record B35 has therefore been renamed as 'Bridgetown Primary School', while also acknowledging the site of Alty Blechynden's house.

Geegelup homestead, located at Lot 761 (RSN 24025) South Western Highway, Bridgetown was incorrectly numbered as B25 (instead of R25) in the original inventory within the Rural division, and also listed incorrectly as B34 in the contents page under the Bridgetown division. A detailed assessment of the Geegelup General Store, located at Lot 20 (126) Hampton Street, Bridgetown (now known as the Geegelup Health Food Store) was included in the original inventory, however the place was omitted from the Bridgetown division with B34 Geegelup (homestead) included in error. The MHI has now been corrected to include B34 Geegelup General Store and R25 Geegelup (homestead), including updated information and photographs.

### 3.3 Levels of Significance & Management Categories

A detailed assessment of each Place Record has been carried out in accordance with the Heritage Council guidelines and the Shire's Assessment of Cultural Heritage Significance Policy. The framework below ascribes the recommendations for management for each of the 'Levels of Significance'. Management and implementation is the responsibility of the Shire of Bridgetown-Greenbushes in consultation with the owners of the sites.

Level of Significance	Description	Management Category and Desired Outcome
Exceptional Significance	<p>Very high contribution to the heritage of the locality.</p> <p>High level of aesthetic, historic, research and / or social value.</p> <p>A rare or outstanding example of its type, typically with a high degree of authenticity.</p>	<p><b>Management Category A</b> – Conservation of the place is essential. If not already, to be included on the Local Heritage List and recommended for assessment for entry into the State Register of Heritage Places (RHP). Development proposals to be assessed pursuant to SPP 3.5 Historic Heritage Conservation; a Conservation Management Plan (if one exists); and to reinforce the significance of the place. Places entered on the RHP are protected under the <i>Heritage of Western Australia Act 1990</i>. Development applications will require referral to the State Heritage Office, unless exempt.</p>

High Significance	<p>Important contribution to the heritage of the locality.</p> <p>High level of aesthetic, historic, research and / or social value.</p> <p>A rare or key representative example of its type, typically with a moderate to high degree of authenticity.</p>	<p><b>Management Category B</b> – Conservation of the place is highly desirable.</p> <p>If not already, to be included on the Local Heritage List.</p> <p>Development proposals to be assessed pursuant to State Planning Policy 3.5 Historic Heritage Conservation; a Conservation Management Plan (if one exists); and to reinforce the significance of the place.</p> <p>Record prior to redevelopment, recognise and interpret if possible.</p>
Medium Significance	<p>Moderate contribution to the heritage of the locality.</p> <p>The built fabric helps to illustrate an important aspect of the area's history, but it is not a rare or key representative example of its type.</p>	<p><b>Management Category C</b> - Conservation of the place is desirable but not essential.</p> <p>Development proposals should reinforce the significance of the place, and original fabric should be retained wherever feasible. Record important elements prior to redevelopment or demolition, recognise and interpret if possible.</p>
Low Significance	<p>Makes some contribution to the heritage of the locality, however (for example):</p> <ul style="list-style-type: none"> <li>• Has undergone major alterations over time, which has diminished its authenticity/integrity.</li> <li>• Is an historic site with little or no apparent physical evidence of its former use.</li> </ul>	<p><b>Management Category D</b> – Conservation of the place is not essential.</p> <p>Record any elements prior to redevelopment or demolition, recognise and interpret if possible.</p> <p>Archaeological investigation of historic sites may be prudent (if possible) if the place is believed to have important potential research value for the community.</p>

### 3.4 Local Heritage List and Heritage Areas

An MHI simply provides recognition of a place's importance for the local community. The heritage values of these places identified in the MHI do not have any legal or statutory protection unless they are also listed or specifically referenced in a 'Local Heritage List' or within a 'Heritage Area' (or precinct) adopted under a Local Planning Scheme, and/or have been separately entered in the State Register of Heritage Places under the Heritage of Western Australia Act 1990.

The Shire's current statutory 'Heritage List' includes 31 places (only within the Bridgetown townsite) listed in 'Schedule 4 – Places of Natural Beauty, Historic Buildings and Objects of Historic or Scientific Interest' under Town Planning Scheme No. 3 (TPS3). These places are recognised as being worthy of conservation and protection under provisions of Part VII of TPS3. Interestingly, there is no 'Heritage List' included in Town Planning Scheme No. 4 (TPS4) for land outside of the Bridgetown townsite.

All places listed in TPS 3 Schedule 4 are currently included in the MHI, except for No. 23 Country Roses Café & Hairdresser, No. 25 Butcher Shop and No. 30. Bridgetown Primary School (Old Section).

Further research shows that No. 23 is the former Western Australia Bank located at Lot 3 (122-124) Hampton Street, Bridgetown, currently occupied by three retail outlets. No. 25 is the Blechynden Butcher Shop (circa 1879) located at Lot 10 (121) Hampton Street, Bridgetown and still used today as a butcher shop. Both of these sites clearly have cultural heritage value and potential inclusion in the MHI, with a subsequent report to be presented to Council following further research. No. 30 being the Bridgetown Primary School has been included as B35 in the MHI review, as discussed in Section 3.2 above.

Places with Exceptional or High Significance are to be listed under recommended Management Categories A and B (as outlined in the table in Section 3.3 above) are to form the new Shire's 'Local Heritage List' and to be referenced in both TPS3 and TPS4, thereby superseding the Schedule 4 'Local Heritage List' under TPS3.

Scheme amendments are therefore to be actioned in time to formally remove Schedule 4 from TPS3, with new provisions included in both TPS3 and TPS4 to reference the 'Local Heritage List' and provide statutory protection to places assigned a Management Category A or B under the MHI.

The Bridgetown Special Design Heritage Precinct contains numerous commercial and civic buildings generally along Hampton Street, Steere Street and Stewart Street, Bridgetown (see Figure 2 below). The Precinct has been formally adopted under Part VII of TPS3, with development control provisions in place to control development and to protect the cultural heritage values of the precinct as a whole and individual places of significance.

The current Bridgetown Special Design Heritage Precinct – Statement of Planning Policy and Development Guidelines, adopted under TPS3 as a local planning policy, further recognises the contribution that each place makes to the values of the precinct and includes more specific development controls.

The MHI also recognises the Bridgetown Special Design Heritage Precinct adopted under TPS3 as the primary main street 'Heritage Area' within Bridgetown and the broader district. The MHI also recognises the potential significance of Blackwood Road, Greenbushes as another 'Heritage Area' however more detailed assessment is still required, having regard to the values of individual places pursuant to the criteria in the Assessment of Cultural Heritage Significance Policy.



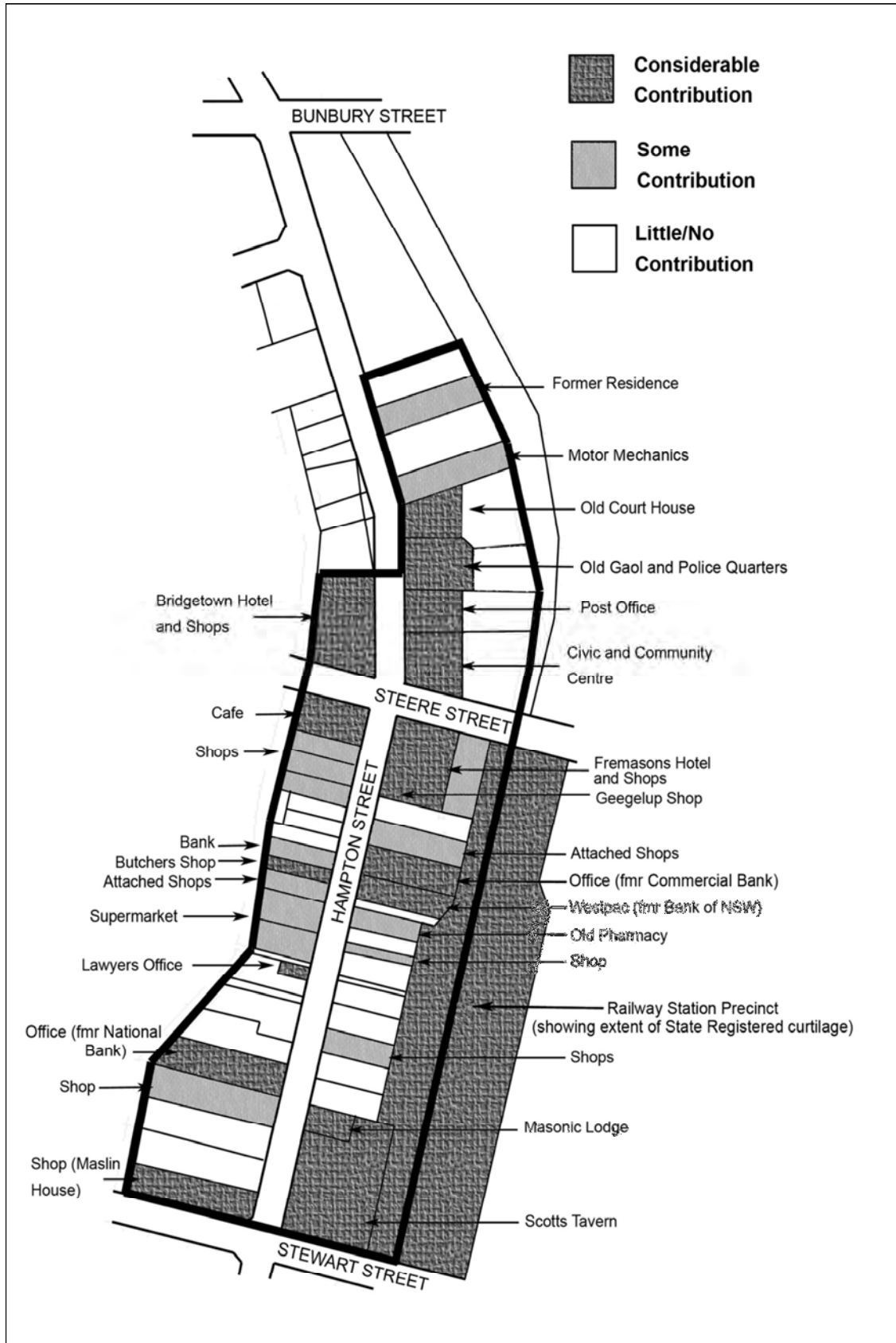


Figure 2: Bridgetown Special Design Heritage Precinct and Graded Levels of Contribution (Source: Bridgetown Special Design Heritage Precinct Statement of Planning Policy and Development Guidelines)

### 3.5 State Register of Heritage Places

The Shire of Bridgetown-Greenbushes contains the following nine places already included in the State Register of Heritage Places, with two additional places being the Bridgetown Roads Board Office (former) and Wesfarmers Building (former) currently being assessed for registration.

Place Details	Historic Theme	Registration
<b>Bridgedale - The Blechynden House, 1862</b> (Heritage Place #241) Including Blue Atlas Cedar c.1862 (Heritage Place #4351)	Demographic settlement and mobility; People	21 January 1997
<b>Bridgetown Post Office, 1886, 1895 and 1912</b> (Heritage Place #240)	Social and Civic Activities	2 February 1997
<b>Bridgetown Police Station (fmr) and Police Quarters (fmr) 1907</b> (Heritage Place #254)	Social and Civic Activities	2 February 1997
<b>Bridgetown Railway Station and Goods Shed) (fmr), 1898</b> (Heritage Place #256)	Demographic settlement and Mobility; Communication & Transport	29 May 2001
<b>Bridgetown Civic &amp; Community Centre, 1936</b> (Heritage Place #249)	Social and Civic Activities	19 March 2004
<b>Paterson and Co. Fruit Packing Shed Complex, 1936/1937</b> (Heritage Place #3220)	Occupations	12 August 2005
<b>Freemason's Hotel, 1904</b> (Heritage Place #248) Including Geegelup General Store (Heritage Place #2996)	Social and Civic Activities	4 November 2005
<b>Brooklyn School 1918</b> (Heritage Place #4036)	Social and Civic Activities	28 January 2011
<b>Bridgetown Trainmen's Barracks (fmr) 1950</b> (Heritage Place #250)	Demographic settlement and Mobility; Communication & Transport	17 January 2012

## 4.0 THEMATIC HISTORY

### 4.1 Pre European Settlement

Noongar people's country covers the entire South-Western Region of Western Australia. Archaeological evidence establishes that the Noongar people have lived in the area and had possession of tracts of land on their country for at least 45,000 years.<sup>3</sup>

#### 4.1.1 Language Groups of the Upper Blackwood area <sup>4</sup>

"The Bibbulmun Nyungar people share a common language with 13 local dialect variations and inhabit the area to the west of a line drawn roughly from Jurien Bay in the north to Esperance in the south east.

Tindale's (1974) research identified three language groups occupying the upper Blackwood area at Bridgetown. The group to the north and the east were identified as the *Kaneang*. This group occupied the upper Blackwood area including the headwaters of the Warren and Frankland rivers, with the northern boundaries running approximately from Collie to Katanning, and the southern boundary passing from Nannup through Mandurah and eventually to Cranbrook. The name may have been taken from a term for 'west' (kunniung) and therefore simply means 'western people' (Bates 1985).

The group south of the Blackwood River were identified as the *Pibelmen*. The name of this group has been recorded in various sources as '*Peopelman, Pibelmen, Bibbulmun*' or similar linguistic variants (Tindale 1974). The area inhabited by the *Pibelmen* is described as the Lower Blackwood River; chiefly on the hills in country between the Blackwood and Warren Rivers, East to Gardner River and Broke Inlet; on the Scott River; inland to Manjimup and Bridgetown (Tindale 1974:255). The third group north of the Blackwood River towards to coast to the west was identified as the *Wardandi*. Tindale (1974) describes the Wardandi territory as being from Bunbury to Cape Leeuwin, chiefly along the coast at Geographe Bay to Capel in the north in the vicinity of Nannup following the Blackwood River to Bridgetown."

The Blackwood River and its tributaries are sacred to local indigenous culture, and camps and seasonal movement were closely tied to them.

#### 4.1.2 Places

The Shire of Bridgetown-Greenbushes contains a number of places of Aboriginal heritage significance. Sites of Aboriginal heritage significance are not included in the MHI as they are listed and protected separately under the *Aboriginal Heritage Act 1972*. Further information can be obtained from the

<sup>3</sup> South West Aboriginal Land and Sea Council. (<https://www.noongarculture.org.au/>).

<sup>4</sup> Brad Goode & Associates, *Report of An Aboriginal Heritage Survey of 'The Proposed Bridgetown Library and The Rocky Bluff Canoe Launch Facility In The Shire of Bridgetown, Western Australia, September 2011.*



Department of Planning, Lands & Heritage (Aboriginal Affairs) on 9235 800 or via the website [www.dplh.wa.gov.au](http://www.dplh.wa.gov.au)

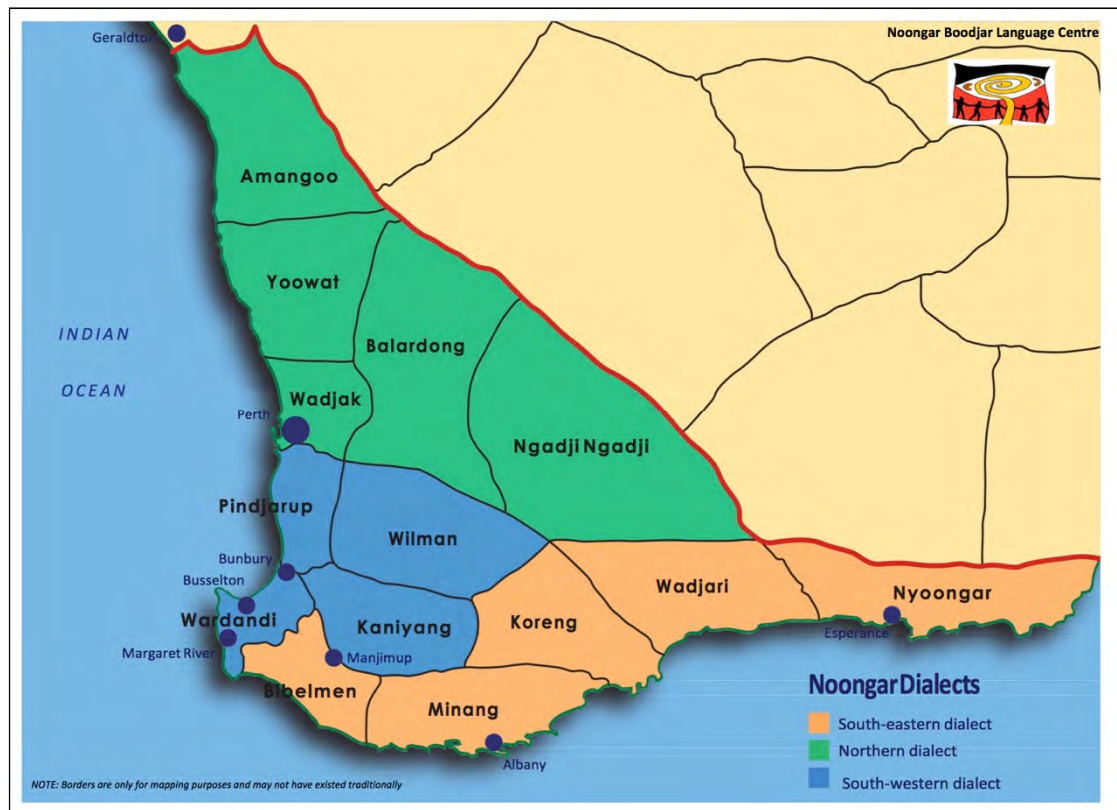


Figure 3: Aboriginal (Noongar) Groups of the South West of Western Australia (NB Boundaries are indicative only)

## 4.2 1826 - 1850

### 4.2.1 European Exploration of the Blackwood District

In 1826 Major Edmund Lockyer sailed from Sydney, arriving in King George Sound aboard the Brig Amity, to establish the first European settlement in Western Australia. On 27 January 1827 a ceremony was held celebrating the founding of the settlement, which was later named Albany.

Captain James Stirling explored the Swan River in March 1827 and the first fleet of settlers arrived in June in 1829 to establish the Swan River colony, later named Perth.

In 1830 a townsite was established at Augusta and exploration by European settlers of the rivers of the Nelson District, which broadly covered the areas between the Warren and Blackwood Rivers, commenced. Although exploration continued, the area remained substantially unsettled throughout this period.

The earliest recorded European exploration of the Blackwood district was in 1834 when a small party headed by Thomas Turner set out from Augusta to trace the Blackwood River upstream to its source.<sup>5</sup>

#### 4.2.2 People

The following person was prominent in the study area during this period:

- Thomas Turner - Believed to have led the first European exploration of the Blackwood district.

#### 4.2.3 Places

No places have been identified which directly illustrate the impact of the exploration period on the district.

### 4.3 1850 - 1885

#### 4.3.1 Initial European Settlement of the Bridgetown Area

Prior to 1850 all land was disposed of by sale. However in 1850 legislation was passed which made provision for pastoral leases on land more than two miles from the coast, occupied townships or principal rivers. Leases cost 10 shillings per 1,000 acres for an eight year period with the prospect of renewal at the end of that period<sup>6</sup>. As a direct result settlers began moving into the timber country of the south-west.

In 1852 Assistant Surveyor Augustus Charles Gregory explored extensively through the Nelson District and undertook the first official survey of the area. A second survey was undertaken at around the same period by Robert Austin.<sup>7</sup>

The first settlers in the Bridgetown area were Edward Godfrey Hester and John Blechynden, who arrived in 1857. Both men were separately led to the area by Aboriginal guides. In 1862 John Allnutt settled seven miles to the south-west of Bridgetown and established the Nelson Grange.

Over the next fifteen years the densely bushed and wooded district was gradually settled by other pioneers and their families.

#### 4.3.2 Relationships between Local Aboriginal People and Early European Settlers

There are accounts of both positive and negative interactions between early local indigenous groups and early European settlers:

<sup>5</sup> Schorer, A, *History of the Upper Blackwood*, South West Printing & Publishing Co Ltd, Bunbury, 1968, p 12.

<sup>6</sup> Gaines C. *Bridgetown: one hundred years of history*, 1970.

<sup>7</sup> Gaines C., op cit.

*During the 1860's, 'the natives were very troublesome, calling at the houses of settlers to ask for tea, flour and tobacco, travelling as a tribe and accompanied by a great many dogs the settlers were often scared of the local Aborigines' (McAlinden 1952). As the settlers expanded their farming operations and took up more and more land, the pressure on the Nyungar people increased as the two lifestyles met. The settler's valuable cattle were speared, and vegetable gardens, pastures and crops were burnt by the Nyungar people as they carried on their traditional 'fire stick farming'. Food and other items were stolen and some settlers were attacked. One European item that the Nyungar people saw as desirable were horses tails for use in their corroborees.*

*..on one occasion cut the hair off the tails of Mr John Blechynden's horses. They were arrested by Constable Moulton and taken to Jayes, the home of James Lee Steere, J.P., where First Constable McAlinden was. They were given twelve months at Rottnest. [Penal establishment for Aboriginal People] (McAlinden 1952:93).*

*Massacres are known to have occurred at Vasse, and there is an account of a massacre taking place during the 1860's at the Eight Mile Well on the Bridgetown Boyup Brook Road (Hadley 1995, McDonald Hales and Associates 1995). This attack reportedly took place prior to any police being stationed in Bridgetown and was carried out by a group of settlers.<sup>8</sup>*

And

*"As Noongar land became more populated by Europeans and their stock, conflict arose over access to country. Noongar people stayed on country but went to work for farmers, keeping traditional Noongar ways but accommodating new European ones. Noongar workers were not paid much, and often, not at all. This is known as Stolen Wages. The lack of wages, along with disruption to our traditional practices, resulted in Noongar people having to rely on rations, such as tea, sugar and flour.<sup>9</sup>*

And

*Noongar people made do with what was available, existing on thin stews, lamb's tail and rabbit. We also gathered whatever bush foods we could; these would supplement any rations with low nutritional value.<sup>10</sup>*

A number of female settlers were well known for their midwifery skills. Nurse McAlinden was particularly noted for helping Aboriginal women who came to the (Geegelup) Brook in Bridgetown to give birth.

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<sup>8</sup> Brad Goode & Associates, *Report of An Aboriginal Heritage Survey of 'The Proposed Bridgetown Library and The Rocky Bluff Canoe Launch Facility In The Shire of Bridgetown, Western Australia, September 2011.*

<sup>9</sup> Hallam, S., *Fire and Hearth: a study of Aboriginal usage and European usurpation in south- western Australia, Australian Institute of Aboriginal Studies, Canberra, 1975*

<sup>10</sup> Haebich, A., *Broken Circles, Fremantle Arts Centre Press, 2000, p.234*

### 4.3.3 Transport and Communications

The early settlers arrived by bullock dray along bush tracks. In 1861 a road was constructed with convict labour from (Minninup) Donnybrook to the Blackwood River at a point which later became the site of Bridgetown. In 1862 a bridge across the Blackwood at Austin Ford was constructed, but was swept away before it was completed.<sup>11</sup>

During this period there were few roads in the area and those that existed were rough and poorly made, however these formed the basis for the road network in the area today. Rivers in the area were generally not suitable for use as major transport routes.

The first post office in the district was established by 1864 and known as 'Geegelup' Post Office at the Police Station at the south end of the Blackwood Bridge.<sup>12</sup>

### 4.3.4 Establishment of Bridgetown

During 1868 a further survey of the Blackwood area was conducted by T. Campbell Carey with John Forrest as assistant surveyor. On 11 February 1868, Carey wrote to the Surveyor General to seek authority to lay out town lots in the settlement then known as Geegelup:

*Many of the settlers on the Blackwood are anxious that a few small lot should be laid out on Geegelup townsite, to induce some four tradesmen — carpenter, blacksmith, wheelwright and shoemaker — who have been there for some time, to finally settle on the place and induce others to follow. Should you think it advisable to have this work done will you please be good enough to let me know.<sup>13</sup>*

John Blechynden's land on the northern side of the Blackwood River was acquired by the government and the town of Bridgetown (previously known as Geegelup) was gazetted in mid-1868.

The town grew steadily throughout the 1870s and by 1879 the town could boast several stores and public houses, with the Mechanics Institute being built in 1877.<sup>14</sup>

### 4.3.5 Occupations

The main occupations of the early pioneers were sheep and cattle raising on the pastoral leases, catching wild horses, and timber cutting, both to clear the land for grazing and for the growing timber industry. The timber trade was buoyant with markets for Jarrah railway sleepers in Eastern Australia and India and for telegraph poles in South Australia.

<sup>11</sup> Gaines C., op cit.

<sup>12</sup> Taylor F., *Bridgetown The Early Years*, Pg 13.

<sup>13</sup> *The Blackwood Times*, 4 June 1948 p 4, quoting correspondence written by Assistant Surveyor T Campbell Carey in February to May 1868.

<sup>14</sup> Gaines C., op cit.

From the 1870s there was also growing demand for railway sleepers in Western Australia. The construction industry was also important as the settlement of the area progressed. In the 1860s Joseph Smith was a prominent carpenter/builder in the Bridgetown area.

From the 1870s fruit growing began to develop as an important industry especially in the area around Bridgetown. John Allnutt is credited with the first realisation of the potential of the area for fruit growing. He was planting apple trees commercially in 1862 and by 1870 was growing a range of fruit including pears, apples, plums and numerous varieties of fruit and nut trees.

The first steam powered flour mill in the district was established in 1864 by Edward Godfrey Hester at his Blackwood Park property.

#### **4.3.6 Social and Civic Life**

There were few community facilities and family and neighbours had to rely on each other in times of need and for social interaction. Community life was centred on the home. Visits between neighbours, visits from outsiders to the district, church services and occasional picnics were the main social activities.

There were few towns in the area, the most substantial being Bridgetown with a few shops and public houses. In 1862 the first school in the area was established in a room in John Blechynden's house, Bridgedale. He also ran a non-denominational church service from his home for some time. In 1870 Bridgetown (town) school was built in Steere Street.

#### **4.3.7 Outside Influences**

The introduction of convict transportation in 1850 had a major impact on the Swan River Colony and Western Australia. The effect on the Blackwood region was twofold. Firstly convicts provided the much needed labour source to undertake public works programs. Their major contribution was the formation and upgrading of the road between Donnybrook and Bridgetown. Secondly, the arrival of convicts boosted the local economy through government supply contracts to provide food and materials to the convict work gangs. When convict transportation ceased in 1868 there was a general slowing down of the economy with the British government no longer buying farm produce.

"Ticket of Leave was granted to convicts or transported men, for many reasons apart from having served the regulated time. Some of these reasons were: acceptance of transportation to Western Australia from England, or there being not enough room at the Convict Establishment particularly in the early period of transportation".<sup>15</sup>

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<sup>15</sup> *Convict Records of Western Australia, A research guide*, Friends of the Battye Library 2016



A number of early Blackwood and Warren District settlers were 'Ticket of Leave' men whose skills in building, farming and other essential occupations, helped to establish the communities within the Nelson District. A number of these men became highly respected members of the community.

The start of railway construction in Eastern Australia also had an effect on the region through the establishment of the timber industry in the South West, to meet the demands of the country. The South West of WA was the only source of *Eucalyptus marginata* (Jarrah) in the world and was also exported for the construction of the London Underground c.1860's onwards.

#### 4.3.8 People

The following is a list of some of the people who were prominent residents of the study area during this period:

- Edward Godfrey Hester - Early settler who made a significant contribution to the early development of the Bridgetown district.
- John Blechynden - Early settler who made a significant contribution to the early development of the Bridgetown district.
- John Allnutt - Early settler who made a significant contribution to the early development of the Bridgetown district.
- Joseph Smith - Ex-convict and pioneer of Bridgetown. As a builder and carpenter, prior to becoming a shopkeeper, Smith constructed several local buildings.
- Abraham W Moulton - Second Mounted Constable of Bridgetown, then storekeeper.

#### 4.3.9 Places

The following is a list of some of the significance places that were associated with the development of the study area during this period:

Historical areas:

- The layout of Bridgetown as originally surveyed

Civic and commercial buildings:

- Scott's Tavern; circa 1876
- Mechanics Institute; 1877 (demolished 1935)
- Bridgetown Hotel; circa 1880
- Bridgetown Police Station & Lockup 1880, and Quarters; 1907
- Post Office (original timber building); 1886

Pioneer homesteads and cottages:

- Blackwood Park (no construction extant); 1857
- Nelson Grange; 1859/60
- Forrest Homestead; circa 1860

- Bridgedale, the Blechynden house; 1862
- Geegelup Homestead; circa 1880s
- May Cottage; circa 1880s

#### 4.4 1885 - 1914

##### 4.4.1 Increased Settlement

The period 1885 to 1914 was one of considerable increased settlement in the region. Factors affecting the pattern of settlement included the development of transport systems, roads and railway systems in particular, and the general growth and prosperity of the state related to the Gold Rush. The development of the railway system led to an increased demand for hardwood and for jarrah, in particular for railway sleepers. There was a general movement of labour to the area to work in the timber industry and for the construction of railways. There was also encouragement for those wishing to settle on the land with grants created by the Land Act 1898.

As the region was opened up small towns developed and with them opportunities for business. Many of them developed in association with timber mills (eg. Yornup) and other industries, the largest of which was associated with tin mining at Greenbushes.

A small community centre began to develop in the agricultural area of Yornup. A recreation reserve was established here in c.1909<sup>16</sup> and the Yornup Railway Siding was in operation by c.1911. In early 1913 an Agricultural Hall was built at the recreation ground, proving a local venue for community dances and other events.<sup>17</sup>

##### 4.4.2 Transport and Communications

Increasing demand for fresh produce and timber as well as the discovery of tin at Greenbushes in the late 1880s boosted the growth of Bridgetown and led to the need for better transport.

The development of the railways was the most significant factor affecting transport in the region during this period. The South-Western Railway gradually extended into the region, to Bunbury by 1893 and to Bridgetown by 1898.<sup>18</sup>

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<sup>16</sup> *The Blackwood Times* 10 January 1947 p 2

<sup>17</sup> *The Blackwood Times* 24 January 1913 p 5.

<sup>18</sup> Gaines C., op cit.

The arrival of the railway in Bridgetown heralded a period of growth in exporting the region's agricultural and timber industries. Transportation problems to Bunbury were now eased, and the new railway provided access between Bridgetown and the Goldfields, where large shipments of the town's produce were being sent by 1905. Two trains ran per week, one carrying mail to Bridgetown for the entire district.<sup>19</sup> Bridgetown remained the terminus of the line until 1911, when it was extended from Bridgetown to Jardee, south of Manjimup.

Road transport also improved during this period, with the construction of roads between the various small towns and settlements of the wider district, and the first motor vehicles appeared in the area.

In Bridgetown the arrival of the railway and the increase in road transport reinforced Hampton Street as the main street to the detriment of Roe Street as originally planned.<sup>20</sup>

Postal services developed to meet the demands of the increasing local population, and new post offices were constructed in both Bridgetown (1886 and 1912) and Greenbushes (1907).

#### 4.4.3 Occupations

During this period the settlers in the region were involved in a diverse range of occupations including commercial businesses, cattle and sheep farming, mixed farming and fruit growing. There was also extensive employment in the timber industry, both in the early mills and in the forestry industry, as well as at the tin mines in the Greenbushes area.

Tin had been discovered by D. W. Stinton in 1888, 14.5 km (nine miles) to the north of Bridgetown. The town of Greenbushes, originally known as Tinfields, developed in the area and became a thriving tin mining centre by the early 1900s.

Fruit became an important export crop in the area with developing markets both in Western Australia and overseas. There was extensive planting of apple trees in the 1890s with the first significant export crop ready in 1905. The fruit growing industry tended to centre on Bridgetown, which was recognised as an important fruit growing region by 1891.<sup>21</sup>

The whole family was often involved with farming activities and with the business of survival in what was still a remote part of the country. Women were called upon for support in the community in areas such as midwifery and general nursing, as there were few doctors in the area. The first hospital was constructed in Bridgetown in 1899.<sup>22</sup>

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<sup>19</sup> Greenward Consulting, *Conservation Management Plan for the Bridgetown Railway Precinct* prepared for the Shire of Bridgetown-Greenbushes, 2012.

<sup>20</sup> Curtin University; *Bridgetown, a Selection of Historical Buildings*, 1989.

<sup>21</sup> Gaines C., op cit.

<sup>22</sup> Gaines C., op cit.



#### 4.4.4 Social and Civic Life

The period 1885 to 1914 saw the development of the system of local administration in the region. In 1887 the Nelson Road Board was established in Bridgetown and this covered a large part of the State's Lower South West Region, inclusive of the townsites of Bridgetown, Greenbushes, Boyup Brook, Manjimup, Pemberton, Northcliffe and Nannup as well as Point D'Entrecasteaux and, at its far south-eastern corner, Walpole. Further division of administrative control occurred as the regional population increased.

Small towns developed throughout the region, providing services to the rural districts and increasing the local opportunities to engage with other communities.

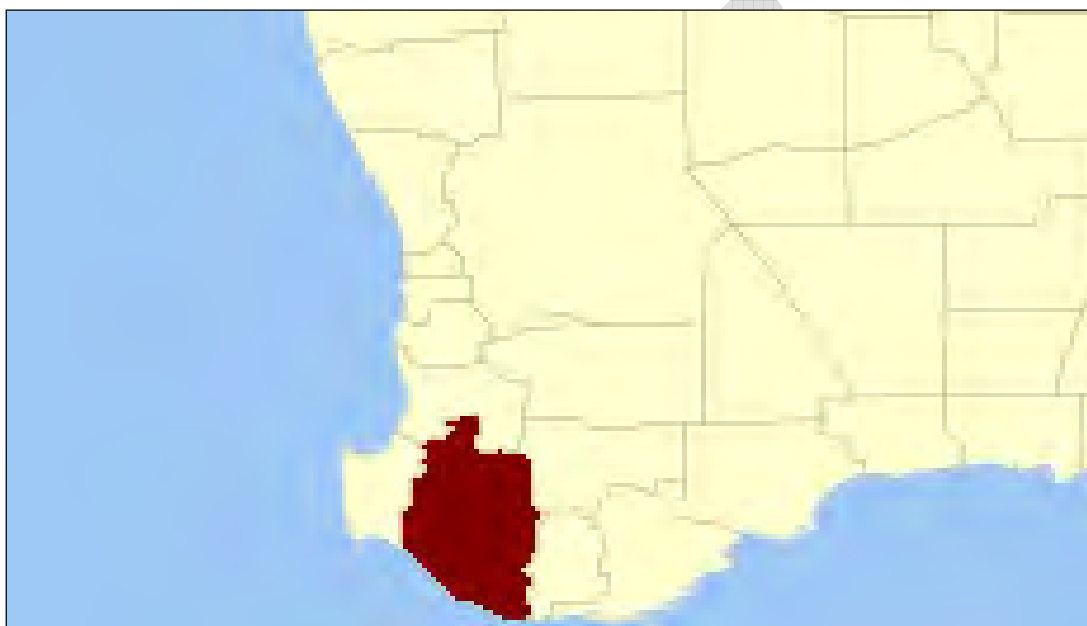


Figure 4: Nelson District Boundaries

The role of the Agricultural Society was established at the beginning of this period, with the first meeting being held in early 1885, at which time it was known as the Central Southern Districts Agricultural Society. The annual Agricultural Society Show quickly developed as a highlight of Bridgetown's social calendar, with other events taking advantage of the influx of, sometimes high profile, visitors:

*"Bridgetown has been more or less en fête since Monday, when the people from the surrounding districts began to gather in anticipation of the show. On Tuesday Mr. Waiter, R.M., gave a most enjoyable fancy dress ball at Scott's Hotel, to which a large number of guests were invited. Sir James and Lady Steere were present, and between sixty and seventy other ladies and gentleman, many of whom appeared in brilliant and diversified fancy costumes .... Minor festivities have been occurring since of a popular kind .... The Premier [Sir John Forrest], Mr. Venn and Mr. Marmion arrived this morning from Perth, and attended the show."*<sup>23</sup>

<sup>23</sup> *The West Australian*, 24 November 1893.

Sporting activities were also popular, including football, cricket, tennis, rifle shooting, golf, wood chopping, and picnic race meetings. Town bands, both secular and non-secular, performed at social functions and live music was a strong factor in social events.

Churches played an important role in the community and a number of denominations including the Anglicans, Methodists and Roman Catholics built churches in Bridgetown and Greenbushes around the turn of the twentieth century and by 1909 both Greenbushes and Bridgetown had a convent school.

#### 4.4.5 Outside Influences

In 1886 gold was discovered in the Kimberley region of Western Australia. Although these finds proved to be disappointing they were the catalyst for increased migration particularly from the eastern states which were experiencing a period of economic depression following the end of their gold boom. In 1892 major finds of gold were recorded at Coolgardie 500 km to the east of Perth and the following decade saw the rapid expansion of the Eastern Goldfields centred on Coolgardie and Kalgoorlie.

Between 1885 and 1895 the population of Western Australia increased from 35,000 to 82,000.<sup>24</sup> Increased prosperity and population led to development including the construction of numerous public buildings and public facilities including the railways. After the gold boom numerous fortune seekers stayed on, settling in various parts of the state and seeking employment in numerous developing industries.

In 1898 the Land Act was passed which offered miners the opportunity to settle on the land. Settlers were offered 160 acres on surveyed land, or more in unsurveyed areas as an incentive to settle the rural areas. The government issued *The Settlers Guide* and local committees were set up to advise and assist new comers.<sup>25</sup>

Australian Federation in 1901 had an effect on the state as a whole. The greatest effect of this was probably not felt until 1914 when Australia as a whole participated in World War I.

#### 4.4.6 People

The following is a list of some of the people who were prominent residents of the study area during this period:

- John Allnutt - First Chairman of Nelson Roads Board, 1887.
- David William Stinton - Responsible for the discovery of tin at what became Greenbushes in 1888.
- George Maunder Williams - Local JP, storekeeper and mine owner of Greenbushes.

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<sup>24</sup> Gaines C., op cit.

<sup>25</sup> Gaines C., op cit.

- Jack Walter - Successful local farmer of the Peninsular at Hester Brook, who for 6 years (1895 - c.1901) was awarded the best farm in the district. He was also a local businessman and in 1904 established 'JR Walter and Co.', Auctioneers, Land Stock and Commission Agents, in Bridgetown and later Greenbushes.
- William Ardagh Gardner Walter - Prominent resident of Bridgetown. First Magistrate in the South-West and the Mining Registrar during the tin boom in Greenbushes.

#### 4.4.7 Places

The following is a list of some of the significant places that were associated with the development of the study area during this period:

Historical areas:

- Townsite of Hester; gazetted 1899;
- Townsite adjacent to the Greenbushes Railway Station (later named North Greenbushes); surveyed c.1899
- Tin mining areas around Greenbushes;
- Timber mill sites.

Civic and commercial buildings:

Bridgetown:

- Bridgetown Railway Institute; 1897
- Railway Station; 1898
- Bridgetown Methodist Church; circa 1898
- St Brigid's Roman Catholic Church; 1903 and Convent; 1904
- Freemasons Hotel; circa 1905
- Police Station Lockup and Quarters; 1907
- Bridgetown Roads Board Building; 1908
- Masonic Lodge; circa 1910
- St Paul's Anglican Church; 1911

Greenbushes:

- Shire Hall (Miners Institute); circa 1897
- Greenbushes railway Station; 1898
- St Barnabas Anglican Church; 1899
- Old Courthouse & Gaol; 1899 & 1906
- Greenbushes Post Office; 1907
- Shamrock Hotel; circa 1900
- Road Board Office; 1907
- Exchange Hotel; 1907

## Yornup

- Yornup Agricultural Hall; 1913

## Homesteads and cottages:

- Roebank; 1891
- Ford House, 1896
- Astley Park; 1907

## Industrial buildings:

- Fruit packing sheds (various)

## 4.5 1914 - 1945

### 4.5.1 Settlement

The period 1914 to 1945 was characterised by various attempts to encourage settlement of the south west of Western Australia. The most significant of these was the Group Settlement Scheme of the 1920s devised by Premier James Mitchell, as a means of assisting Britain by providing a livelihood for migrants in the period following World War I.

The scheme was agreed to at a meeting held in Bridgetown in 1921, attended by Premier Mitchell, Prime Minister W.M. Hughes and Senators Lynch and Gregory. In 1923 the first 'group settlers' began to arrive in the area between Bridgetown and Manjimup, and in the following few years further groups arrived and numerous settlements developed in the region.

Despite the large numbers of settlers involved, the Group Settlement Scheme was largely a failure. The settlers were inexperienced in agriculture and ill-equipped for the hardships of first clearing bush and then cultivating the land. By the 1930s large numbers of them had abandoned their bush blocks and resettled in Perth or regional townsites.

During this period there was also considerable migration from southern Europe, in particular, Italy. These migrants tended to be more successful and often took up the land abandoned by the group settlers and established farms and businesses.

During the 1930s the region felt the effects of the Depression when world prices for primary produce collapsed and many struggling settlers were forced off their land. Others survived this period by diversifying their farms or businesses. Men looking for work flocked from the city to regional areas, many camping along the Blackwood River.

The town of Bridgetown developed gradually during this period. In 1917 the Public Works Department provided scheme water for the town using water from the Hester Dam, constructed in 1916 primarily for railway use. The dam's resources proved inadequate however and the town suffered water restrictions for a number of years. Electricity was supplied to Bridgetown in 1924 and to Greenbushes in 1933.<sup>26</sup>

At Greenbushes, the prosperity felt during the first two decades of the century came to an end when tin prices dropped in 1921-22.

#### 4.5.2 Transport and Communications

Railways remained the main means of transport throughout the period. There was also considerable road construction and upgrading during the period, with a gradual increase in private vehicle ownership and bus services.

The first aeroplane landed at Bridgetown in 1920, although the area was generally considered unsuitable for aviation because of the dense forest areas and rolling topography. However a number of farm airstrips were in use for many years by small aircraft which were contracted for crop spraying.

#### 4.5.3 Occupations

There was a wide variety of occupations in the region during the period, including mining, mill work, forestry, road and railway construction, grazing and mixed farming, including dairying, pig farming and orcharding. Trapping possums became illegal in 1920, but had previously been a lucrative fur export trade.

A new timber mill was established by Lewis and Reid at Yornup in late 1922 (taken over by Bunning Brothers in 1923), while timber milling continued in the North Greenbushes area.

The continued importance of the local fruit industry as Australia emerged from depression, saw the construction of Paterson & Co Fruit Packing Shed in c.1936. This industrial shed (used for fruit sorting, packing and loading) was innovative for its time, due to the scale of the shed, the construction techniques used, and the installation of the most modern grading machinery available in Australia at the time.

During World War II the State Government instituted the Acquisition Scheme for the purchase of primary produce and an apple dehydration plant was constructed at Bridgetown, at the Wesfarmers Packing Sheds (former) on Steere Street, now Blackwood Rural, which had been the first large central fruit packing shed constructed in the State (1923) (currently being assessed for listing in the State Register of Heritage Places, yet to be assessed for inclusion in the Shire's MHI).

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<sup>26</sup> Gaines C., op cit.

#### 4.5.4 Social and Civic Life

The period 1914 to 1945 was characterised by an increase in community awareness with the establishment of many service organisations and clubs. This was partly a response to the major world issues of the period including two world wars and the Great Depression of the 1930s. It was also a response to the increases in local population. Examples include the Red Cross branches, which developed around World War I; Returned Services League (previously known by many other names) which developed following WWI; Country Women's Association (CWA) in 1936; and various co-operative societies. The Bridgetown Red Cross was established in 1915, the Bridgetown Girl Guides and Boy Scouts troops were being formed in 1915, and the St John Ambulance was established in Bridgetown in 1933.

Sports continued to play an important part in the community, with popular activities in this area including tennis, golf, bowls, cricket, football, rifle shooting and log-chopping. Trotting was also popular and the Bridgetown Trotting Club was founded in 1927, with horse racing tracks active in both Yornup and North Greenbushes around this time.

There were also numerous non-sporting recreational activities including amateur dramatics and social dances, with Bridgetown Repertory Company founded in 1932.<sup>27</sup>

During this period moving pictures also became popular. With most country towns on a circuit with the movie operators moving from town to town to show films. Bridgetown Town Hall and Greenbushes District Hall were both modified during this period for this purpose, and it was not uncommon for the latest reels to be raced by horseback or vehicle from Greenbushes to Bridgetown (or vice versa) in the middle of the evening on a Saturday night, to meet the demands of the eager viewers.

#### 4.5.5 Outside Influences

The major outside events impacting on the development of the area during this period were two World Wars and the economic (Great) Depression of the 1930s. The end of World War I brought the introduction of new ideas and technology, and significant post war immigration initially from the United Kingdom and later from southern Europe.

The period was characterised by the increased provision of services including electric lighting, telephone and radio and the rise in popularity of moving pictures. The Depression years of the early 1930s saw increased diversification of farms, however some farmers were forced to abandon the land and move to the townsites or Perth. During World War II the rural sector experienced considerable prosperity with markets requiring products for the war effort and the government instituting schemes to provide for these requirements. The role of women became prominent in the economy as men were required for the war effort.

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<sup>27</sup> Gaines C., op cit.



#### 4.5.6 People

The following is a list of some of the people who were prominent residents of the study area during this period:

- Gordon Holdsworth - Renowned Bridgetown artist, who worked in several artistic mediums, from landscape paintings to metallic sculptures. Holdsworth created many religious pieces for the Anglican Church of Western Australia, and a brass, silver and gold lectern made for St Paul's Anglican Church, Bridgetown, won a medal at the 1924 British Empire Exhibition in Wembley.<sup>28</sup> Holdsworth was also the designer and manufacturer of the Memorial Gates at the Bridgetown Pioneer Cemetery.
- Gerald Randell - Electrical Engineer who developed the first electricity supply for Bridgetown.
- John James Cochran Farquhar - Local farmer and prominent member of the Yornup community from c.1905 until his death in 1951. During that time he was honorary secretary for almost all organisations associated with the district, and also served as the Yornup Post Master for 24 years.

#### 4.5.7 Places

The following is a list of some of the places that were associated with the development of the study area during this period:

Civic and commercial places and buildings:

- Bridgetown Primary School; 1914
- Brooklyn School; 1918
- St Brigid's Roman Catholic Church School (hall); 1925
- Bridgetown Tennis Pavilion; circa 1927
- Bridgetown Town Hall; 1935
- Westpac Bank building; circa 1938
- Memorial Park; 1944

Homesteads and cottages

- Peninsula House; 1920
- Moyola; 1930
- Greystones; circa 1930
- Blackwood House; circa 1930
- Hill Farm; 1935

Industrial Buildings

- Bridgetown Power Station (corner Steere and Roe Streets); 1923
- Wesfarmers Packing Shed; 1923
- Paterson and Co. Fruit Packing Shed; circa 1936/7

<sup>28</sup> Description of the Gordon Holdsworth Collection  
(<http://trove.nla.gov.au/work/157667355?q&versionId=171859708>)

## **4.6 1945 - 1975**

### **4.6.1 Settlement**

The post World War II period was characterised by increased settlement in the area due to prosperity in the rural sector and to the government assisted migration programs from Britain and post war resettlement from Europe. European migrants were attracted to the area because of the existing migrant community, familiar languages and farming opportunities. British migrants were attracted to the temperate climate of the South West and to the various employment opportunities in the local industries of the area.

In 1945 the War Service Land Settlement Scheme was established by the Australian Government to enable the rehabilitation of ex-servicemen. Settlers in some cases took up farms abandoned earlier and established dairy and mixed farming enterprises. The town of Bridgetown continued to develop and prosper during this period as the main service centre for the surrounding rural area.

### **4.6.2 Transport and Communications**

Railways continued to be important both for passengers and conveyance of produce, although this declined towards the end of this period as motor transport became increasingly important. Roads improved and there was a large increase in private ownership of cars, increasing the accessibility of the area.

In 1973 the Bridgetown Railway marshalling yards closed for steam engines and in 1975 they were relocated to Manjimup.

### **4.6.3 Occupations**

Fruit growing, especially apples continued to be the main agricultural occupation. There was also continuation of mixed farming and dairying, and tree farming was established. As the population increased and technology advanced, the use of machinery in farming and other industries increased, and service businesses also increased to meet these needs in the district.

The increased accessibility of the area through private car ownership led to the development of the area as a popular tourist destination. Diversification of the mining industry from tin occurred throughout this period with tantalum mining commencing in 1945.

### **4.6.4 Social and Civic Life**

New arrivals to the district joined an established community with a strong sense of identity. Many of the newcomers came from a range of different cultural backgrounds. Over time this cultural diversity enriched the community with the introduction of new skills, sporting and cultural activities. Self help community co-operation were features of the newcomers efforts to establish themselves.



Community groups developed and were an important feature of the period. For example the Bridgetown Policy Pool was formed in 1944 with the objective of establishing a central park in Hampton Street, Bridgetown. The park was administered by various community groups until the Bridgetown Shire took over the responsibility in 1965.

Following a steady growth of senior students at the Bridgetown School, the State Government finally agreed to build a High School in Bridgetown, which was completed and opened in 1954.

Church, social and sporting groups remained important in the community life of the area. Sporting activities also remained important, and in 1966 the Bridgetown Centenary Pool was constructed. In 1968 Bridgetown celebrated its centenary year with various civic and social activities. The community purchased the historic Blechynden homestead, 'Bridgedale' and then later donated it to the National Trust of Australia.

In 1971 amalgamation of the Bridgetown and Greenbushes Shires occurred, with the administrative centre of the Shire of Bridgetown-Greenbushes being established in Bridgetown.

#### **4.6.5 Outside Influences**

After World War II the Australian government's immigration policy led to a large influx of migrants from the United Kingdom and Europe. The post war period was also characterised by programs to assist the resettlement of returned service men and the settlement of the new immigrant population.

Immigration, combined with the natural increase in population in the baby boom years of the 1950s, led to a need for housing in the 1950s and 1960s, with the State Housing Commission playing a prominent role. The period was generally one of prosperity for the rural sector with increases in population and the growth of community life.

#### **4.6.6 People**

The following person was a prominent resident of the study area during this period:

- Horace Mabey - Shire Councillor; Bridgetown Centenary Pool Committee

#### **4.6.7 Places**

The following is a list of some of the places that were associated with the development of the study area during this period:

- Bridgetown Trainmen's Barracks; 1949
- Bridgetown Memorial Park; 1954
- Bridgetown High School; 1954
- Bridgetown Centenary Pool; 1966

## **4.7 1975 - 1995**

### **4.7.1 Settlement**

The period 1975 to 1995 was characterised by decline in some sectors and development in other sectors of the region. Generally, there was a trend towards corporate ownership of some rural industries and the decline of smaller operations. There was an increase in the service sector with the gradual growth of Bridgetown. The era saw the first development of lifestyle hobby farms in the district and the arrival of new residents seeking to escape the pressures of city life in favour of a rural lifestyle.

### **4.7.2 Transport and Communications**

The period 1975 to 1995 was characterised by the decline of the once comprehensive railway service. The railway passenger services to Bridgetown ceased in the mid 1990's. With this change, South West Coachlines provided passenger bus service via Bridgetown five times a week from Albany to Perth, with the route meeting the Australind (train) passenger service in Bunbury.

The increase in car ownership for personal transport reduced the emphasis on public transport services. The South Western Highway which runs directly through Bridgetown remains the most important transport route through the district. The most recent road bridge over the Blackwood River at Bridgetown was constructed in 1981.

The development of electronic communications technology has facilitated transfer of information and provided benefits of time and efficiency for both local business and government activities.

### **4.7.3 Occupations**

Mixed farming remained an important industry throughout the period however fruit growing and dairying declined. The local orchard industry suffered a heavy blow in 1993 as codling moth infestations caused a massive Government encouraged "Tree Pull". Private tree farming became more prominent throughout the district, particularly the planting of *Eucalyptus globulus* (Tasmanian Blue Gum) trees.

Economic stability largely resulted from the breadth of the economic base of the area generally. There was an increase in the service and professional sectors largely focused upon Bridgetown and including services provided through the local authority. The tourism and the hospitality industry became important areas of employment, with an increase in the local arts and crafts industries also.

At Greenbushes, industry continued to be dominated by mining (Gwalia, ex Greenbushes Tin) with further diversification with the investigation into Lithium mining being carried out in the 1980's. Timber milling at Whittakers continued to provide substantial employment also.

#### 4.7.4 Social and Civic Life

The Bridgetown-Greenbushes Shire continued to offer and expand a wide range of civic and recreational services including libraries, child health clinic, senior citizens activities and recreational facilities.

The district also continued to maintain a range of sports grounds and cultural facilities and there were a good number of community and sporting organisations. Church and social gatherings still play an important role in community life. The last of the small schools (Yornup) closed in 1984 with one of its school houses being relocated to Bridgetown Primary School, which was further expanded in 1989.

#### 4.7.5 Outside Influences

Outside influences during this period are mainly related to the general growth and development of Western Australia. Generally the period was marked by the prosperity of the mineral boom of the 1970s, corporate ventures of the 1980s, followed by a period of comparative economic decline in the late 1980s and early 1990s. There has been decline in some aspects of the rural sector, but an increase in tourism and the service sector during this period.

#### 4.7.6 People

The following is a list of some of the people who were prominent residents of the study area during this period:

- Dr Nigel Jones MD - Significant financial and occupational contribution to medical practices in Bridgetown and Greenbushes; Citizen of the Year 2002
- Dr Michael Dewing MD - Significant financial and occupational contribution to medical practices in Bridgetown and Greenbushes
- Harold Rowan-Robinson - Tidy Towns Committee; Shire Councillor, Vice President; Agricultural Society Committee Member & Farmers Federation. Order of Australia; Citizen of the Year 1985
- Robert Wardell-Johnson - Shire President 1983 - 1986; Landcare Projects; Farmers Federation; Agricultural Society Committee; Citizen of the Year.
- Phil O'Reilly - St John Ambulance; Order of Australia; Citizen of the Year 1984

#### 4.7.7 Places

The following place is associated with the development of the study area during this period:

- Bridgetown Road Bridge, 1981

## **4.8 1995 - 2017**

### **4.8.1 Settlement**

The period 1995 to 2017 was characterised by a greater diversity of workers settling in the district. There has been a further state trend of 'tree change' movement in population distribution, particularly with the continued strong growth and spread of the Perth Metropolitan area. Continued mining opportunities in the north of the state (despite times of downturn) has seen a large number of 'fly-in, fly-out' workers choosing to settle their families in the district, then travel to the regional sites for work.

Hobby farms have remained of interest and subdivision estates created on the outskirts of Bridgetown have created a number of 1/2 acre to 5 acre lifestyle lots, both of which have assisted in small but steady population growth.

### **4.8.2 Transport and Communications**

In 2003 use of the Bunbury to Bridgetown Railway for freight ceased entirely. This increased the amount of heavy haulage traffic using South Western Highway, including Hampton Street, the main street of Bridgetown. Despite numerous proposals for a bypass/heavy haulage deviation this has not been implemented. Regional bus services continue to run between Perth and Albany, via Bridgetown and Greenbushes.

The digital age is transforming life in regional Australia, from the way people access health, education and government services, to the way they live and work. The availability of high-speed broadband in regional areas including Bridgetown, has allowed many people to either move to or remain in the district, supported by digital access to employment or education.

### **4.8.3 Occupations**

Mixed farming has remained an important industry throughout the period, however less hands are generally required to farm certain produce, due to technological advances in machinery. This has assisted farmers as the market value of produce has not been particularly strong in recent years. Farmers in the district however have been fortunate not to have suffered the effects of drought or rain as much as the east of the country during this period. Tree farming, particularly of Eucalyptus Globulus has continued in the district, although it has declined in recent years.

Economic stability has largely continued due to the economic diversity of the area. There was an increase in the service and professional sectors largely focussed upon Bridgetown including Local Government services.

Tourism and the hospitality industry have become further important areas of employment and there remains a focus on the local arts and crafts industries.

At Greenbushes, industry has continued to be dominated by mining (Talison Lithium and Global Advanced Metals). Talison Lithium are in the process of increasing their plant operations, which will lead to greater employment in the local mining industry.

Changes to the State Government Forest Management Plan (2013) and consequently permitted logging volumes, directly resulted in the closure of the former Whittakers Timber Mill in Greenbushes in 2014. Gunns Timber also closed their Dean Mill operations and Manjimup processing plant around 2011/12, also impacting jobs in the region. However, Auswest Timbers moved their operations from Manjimup to the (former) Whittakers Mill in early 2016, continuing to employ residents from the district.

#### **4.8.4 Social and Civic Life**

The Bridgetown-Greenbushes Shire has rationalised land parcels bound broadly by Barlee Street, Steere Street, Gifford Road and Molyneux Way, over the last 15 years, to create a social and recreational hub for Bridgetown. A Recreation Centre was built in 2002 alongside the old Bridgetown Centenary Pool, on the corner of Steere Street and Gifford Road, replacing the old Netball Courts. Somme Creek Parkland sits through these land parcels and in 2007/2008, a revegetation program was undertaken, and a Skate Park built. A new Bridgetown Public Library was built alongside the creek and Skate Park in 2012/13. The library offers a large, well lit and climate controlled modern space for the community, including a youth room and an exhibition space.

In addition to the previously built Recreation Centre, a new 25m outdoor pool was built in 2015/16, with the complex becoming the Bridgetown Leisure Centre. This area incorporates the large carpark between the pool and Library, also bordered by the skate park and surrounded by Somme Creek Parkland, which has been further enhanced by statues, monuments and outdoor exercise equipment.

Both the Bridgetown and Greenbushes sports grounds have continued to be used by local and surrounding sporting groups. Old time dancing continues to be run by a number of local groups, predominantly in the Yornup Hall.

#### **4.8.5 Outside Influences**

Outside influences during this period are mainly related to the sharp rise in electronic communications, which has allowed and/or encouraged many people to make the move to rural areas and work via digital link to their clients or employer.

Technological advances in farm machinery has meant that often less labourers are needed to run a farm. There has been decline in some aspects of the rural sector, but an increase in tourism and the service sector.

#### 4.8.6 People

The following is a list of some of the people who were prominent residents of the study area during this period:

- Robyn McSweeney, MLC - Liberal Party South West Region 2001 – 2017
- Noel Holdsworth - Significant Entrepreneur; Community Member-Bridgetown and Yornup; Rotary Member and Philanthropist; Senior Citizen of the Year 2017
- Maureen Flemming - Business Owner, Founding Member Blackwood Women; Bridgetown Chamber of Commerce; Senior Citizen of the Year 2013

#### 4.8.7 Places

The following is a list of some of the places that were associated with the development of the study area during this period:

- Bridgetown Leisure Centre (95 Steere Street)
- Bridgetown Skate Park (Steere Street)
- Bridgetown Swimming Pool (Leisure Centre, 95 Steere Street)
- Bridgetown Public Library (75 Steere Street)



## 4.9 BIBLIOGRAPHY

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## 5.0 LISTS OF PLACES WITH MANAGEMENT CATEGORIES

### 5.1 Bridgetown

Place No.	Name	Management Category
B1	<b>Moyola; 1930</b> Lot 6 (41) Turner Road, Bridgetown	B
B2	<b>Packing Shed (Armstrong);</b> (date unknown) Lot 3391 (56) Roe Street, Bridgetown	C
B3	<b>Packing Shed;</b> (unknown) Lot 414 (21) Greys Hill Road, Bridgetown	B
B4	<b>Bridgetown Railway Station and Goods Shed (fmr); c.1898</b> 11 Stewart Street, Bridgetown, Railway Reserve	A
B5	<b>Paterson &amp; Co Fruit Packing Shed (fmr); 1936/7</b> Lot 1 (166) Hampton Street, Bridgetown	A
B6	<b>Ford House; 1896</b> Lot 14 (1) and Lot 56 (3) Eedle Terrace, Bridgetown	B
B7	<b>Windsor; c.1910</b> Lot 54 (7) Eedle Terrace, Bridgetown	C
B8	<b>Greystones; c.1930</b> Lot 100 (RSN 25) Brockman Highway, Bridgetown	C
B9	<b>Freemasons Hotel (Bridgetown); c.1904, 1939</b> Lot 20 (2) Steere Street, Bridgetown	A
B10	<b>Bridgetown Hotel; c.1870, 1911/1912, 1939</b> Lots 40 (155-165) Hampton Street, Bridgetown	B
B11	<b>Scott's Tavern; c.1876</b> Lot 2 (78) Hampton Street, Bridgetown	B
B12	<b>Bridgetown Post Office; c.1912</b> Lot 50 (142) Hampton Street, Bridgetown	A
B13	<b>Bridgedale – The Blechynden House; 1862</b> Lots 6, 8, 9 & 12 (RSN 80) South Western Highway, Bridgetown	A
B14	<b>Nelson's Pharmacy (fmr); c.1908</b> Lot 202 (110) Hampton Street, Bridgetown	B
B15	<b>Westpac Bank; c.1938</b> Lot 9 (112) Hampton Street, Bridgetown	B
B16	<b>Bridgetown Masonic Lodge; c.1910</b> Lot 1 (82) Hampton Street, Bridgetown	B
B17	<b>Commercial Bank of Australia (fmr) Bridgetown; c.1909</b> Lot 10 (116) Hampton Street, Bridgetown	B
B18	<b>Bridgetown Police Station &amp; Policy Quarters (fmr), 1880 &amp; 1907</b> Lot 896 (144, 146 & 148 ) Hampton Street, Bridgetown	A
B19	<b>Lawyer's Office; c.1900</b> Lot 1 (107) Hampton Street, Bridgetown	B
B20	<b>Old Court House, Bridgetown; c.1880s and 1950</b> Lot 897 (150) Hampton Street, Bridgetown	B
B21	<b>St Paul's Anglican Church and Hall; 1911 &amp; 1954</b> Lot 1 (36) Phillips Street, Bridgetown	B
B22	<b>Bridgetown Civic and Community Centre; 1935/1936</b> Lot 2 (1) Steere Street, Bridgetown	A
B23	<b>The Core Complex; c.1900</b> Lot 1 (145) Hampton Street, Bridgetown	B
B24	<b>May Cottage; 1880</b> Lot 441 (100) Turner Road, Bridgetown	B
B25	<b>Bridgetown Pioneer Cemetery; c.1878</b> Lot 870 (10) Nelson Street, Bridgetown	B



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# Trails Plan 2017-2022

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Shire of Bridgetown-  
Greenbushes

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# Vision

Trails in the Shire of Bridgetown-Greenbushes will cater for local people and visitors. Our focus will be on quality trails that are well maintained and promoted to enrich the users' experience and knowledge of the natural beauty and the rich history of the shire. This focus will deliver economic, health, well-being and other benefits to the local community.

## To achieve this vision the following objectives have been adopted:

- **Availability and coverage** – the Shire of Bridgetown-Greenbushes network will include a diversity of trails in appropriate locations, thereby providing opportunities for local people and visitors to discover the unique features and history of the Shire.
- **Quality rather than quantity** – the emphasis will be on the development of a range of recognised trails, even if that means fewer trails, therefore providing trail users a quality experience.
- **Accessible to all** – where practical and appropriate, trails will be developed so as to enable access by people with mobility difficulties and people in wheelchairs.
- **Providing enhanced recreational opportunities** – the trails network will be promoted as an additional component to the range of local passive and adventure based recreational opportunities within the Shire.
- **Providing access to the natural attributes of the Shire** - The Shire of Bridgetown-Greenbushes has a diverse and exceptional range of physical attributes and trails will enable greater opportunities to access these natural features.
- **Providing an enhanced understanding of the history of the Shire** – The Shire of Bridgetown-Greenbushes has a rich heritage which can be discovered and experienced through quality trail development and interpretive information.
- **Promotion** – The Shire will prioritize the promotion of existing recognised trails.
- **Effective and ongoing maintenance** – all existing trails within the Shire will be subject to regular inspection, ensuring that all maintenance requirements along each trail receive quick attention, thereby keeping the trails up to the requisite standard and quality to provide the optimum trails experience to trail users both local and visitors.
- **Construction** – new trails will be built to appropriate standards thereby minimising the need for maintenance and giving users a quality experience.
- **Information** – including brochures and mapping – all existing and new trails will have detailed on-trail information as well as professionally produced and widely available trail brochures and maps
- **Outstanding interpretative information** – trails will have either on-trail interpretive material or it will be included within trail brochures providing trail users with greater appreciation of the more interesting features to be found along the trail.
- **Consistency and uniformity** – signage is recognised as an essential element of recognised trails and all signage erected at trailheads and along trails will conform to accepted standards and will maintain consistent themes across the Shire.
- **Adhere to recognised standards** – trail construction, signage and trail makers, and trail classification will comply with recognised Australian Standards, thereby ensuring a quality experience across all trails in the Shire.

# 1. Executive Summary

## 1.1. Introduction

Located approximately 300km south of Perth, Bridgetown is known for its lifestyle opportunities, with beautiful landscapes, heritage architecture, a strong sense of community and access to a wide range of services. All services expected of a small community are present - police, hospital, medical centre, dental clinic, chemist, three banks, two primary schools, district high school, accommodation including caravan parks, B&B's and chalets, service stations/mechanics, supermarkets, gift shops, recreation facilities, real estate, hotels, tavern, restaurants and Cafes, news agency, post office, bakery, numerous specialty stores including a sport and bike retailer and galleries. Rural based wineries and cideries add to the culinary attractions of the district.

The majority of the Shire lies within the Blackwood catchment area. The Blackwood River and its tributaries remain a highlight of the shire surrounded by the undulating landscape which provides a picturesque backdrop to the town of Bridgetown and Blackwood River. The many hectares of national park and state forest surrounding Bridgetown and its townships provide the perfect environment for a variety of nature based activities such as walking, canoeing, swimming, mountain bike riding, bird watching, horse riding and camping along with simply exploring the magnificent forest areas.

The community values the benefits of trails and the opportunities that develop as a consequence of providing well planned and promoted, multidiscipline trails networks. Increased visitor numbers to the Shire of Bridgetown-Greenbushes would be increased, by being able to offer a unique experience having a network of multi-disciplinary, multi-faceted trails is seen as one way of attracting additional visitors to the shire, keeping visitors longer and ensuring return visits.

## 1.2. Definition of Trails

For the purpose of this plan and to accurately reflect the variety of trails already in existence, currently being developed or planned within the shire, drawing a line between formal pathways and trails, (as is generally the case in Australia) the definition used throughout this plan is;

*“A recreation trail is any corridor, route or pathway for recreational purposes such as walking, mountain biking, canoeing, horse riding and driving– and which passes through or has a strong connection with the natural environment, open space and cultural heritage.”*

## 1.3. Purpose of this plan

Trails' planning does not exist in isolation. This Local Trails Plan is part of a broader approach by Council to provide growth that meets community, environmental and economic goals and encourages a strong, diverse economy that supports local employment and enhances the quality of life for residents of the Shire.

Recreational trails are not an isolated product – they link with a whole range of other planning processes – tourism, open space planning, economic development and natural resource management planning. Trails need to be placed in a wider context of other issues.

This plan has been developed to investigate opportunities to increase and enhance trails and trail based activities (namely walking, mountain biking, canoeing, horse riding and driving) throughout the shire in a considered an sustainable way. This document will allow Council to formally plan trail development and maintenance to ensure resources are available and appropriately allocated to ensure the trails networks remain safe and user friendly.

### **1.4. Underlying Values of the plan**

Constructing and maintaining trails requires the allocation of resources. The history of the development of trails in WA has demonstrated that there are limited funds available for the construction of trails, however, very few - if any - funding programs provide money for the maintenance of trails.

Ongoing maintenance of trails throughout WA has been an issue and there is a need to ensure all trails that are developed and promoted can be adequately maintained for the safety of the user and the benefit of the community. Often trails maintenance has been left solely in the hands of willing, enthusiastic and capable volunteer group, but total reliance of volunteer groups is not always sustainable in the long term as community group focus changes and enthusiasm can wane. Partnership with and support of volunteer community groups by local and state government is an appropriate model to ensure the sustainability of maintaining the trails. This is reflected in the maintenance guideline for the Wandoo Walk and Old Abattoir Walk (Appendix 6 & Appendix 7) and should be generalised to other trails.

It is imperative that the ongoing development of trails projects are sustainable in terms of resources required to plan, develop and maintain. It is vastly more beneficial to focus resources on a few quality trails/tails networks, rather than a large number of poorly constructed, poorly maintained and under-utilized trails.

## **2. The role and benefits of trails**

Studies have shown that there is an increased demand for non-organised recreation activities, passive recreation, as well as people seeking outdoor rather than indoor recreation opportunities. While these trends are certainly positive for the health and wellbeing of communities, the increase in demand for outdoor spaces can put pressure on these natural areas (and ultimately resulting environmental degradation). Trail activities and infrastructure therefore need to be managed carefully to ensure that the natural area can sustain the demand.

Trails have much to offer a local government area such as the Shire of Bridgetown-Greenbushes. Across Australia the many benefits of well-planned and promoted trails are being recognised by a range of agencies from the Department of Parks and Wildlife to tourism agencies/departments, from local government authorities to a host of health organisations. It is now well recognised that recreation trails perform a number of highly beneficial roles in the broader community:

- They provide opportunities for low-key unstructured passive recreation for local residents and visitors.
- They enable users to gain fitness and foster general well-being
- They are a valuable tourist attraction, especially when marked and promoted
- They can help instil a conservation ethic amongst users



- They can be a means of education users about the attributes of an area, especially when good interpretation is a feature of the trail

This Trails Plan considers opportunities to develop and enhance trails and trail-based activities (namely walking, horse riding, canoeing and mountain bike riding) within the shire for both local community members and tourists. Provision of quality trails, trails networks and trails facilities provides a number of benefits within the shire including economic, health and wellbeing education, liveability, environmental and cultural benefits.

There is growing evidence that recreation trails provide significant benefits, both to trail users and the host communities. Western Australian Trails Strategy states;

- *Trail users identify numerous benefits from the use of trails, including the sense of well-being unwinding and relaxing, closeness to nature and ability to both spend time with family and friends and time on their own. (Market Equity Trails Research, 2004).*
- *Trails provide economic benefits through trail construction and user spending. These benefits are often enjoyed in regional areas.*
- *Trails provide an avenue for community development and an opportunity to leverage the enthusiasm of volunteers. Volunteerism is a significant input into the Australian economy.*

Trails are considered a unique community asset, creating economic, social and environmental value for individuals, local communities, Western Australia and Australia.

## 2.1. Trends in Trail Use and Demand

Given the vast distances and large land parcels associated with trail use, it is often difficult to monitor the types of outdoor activities and the number of people participating in natural area settings. However there has been sufficient evidence to indicate that there is an increased demand for more non-organised recreation activities.

Furthermore, the types of activities sought in natural areas continue to change. Understanding these changes in trends is crucial to understanding current participation trends and demand in trail based activities and consider their future provision. Drivers of trail based activities include:

- **Population growth:**  
A growing population means that the number of people seeking outdoor recreation opportunities will increase and if not managed properly can lead to the degradation of protected land and inappropriate use of natural areas.
- **Changing population:**  
The region is aging and the older generation prefers more passive activities such as bushwalking and nature appreciation. However, population increased (yet not population cohort proportions) will continue for young people who are likely to seek more adventurous and active types of activities

such as mountain. Lifestyle changes in all cohorts of the population supports non-organised/flexible recreation activities.

- **Increased health and environmental awareness:**

People are becoming increasingly aware of their health, with conditions such as obesity and stress on the rise. This, combined with society's growing awareness of the environment and its problems, has facilitated a growth in visitation to natural areas. Returning to nature is a term now used where people feel the desire to become reconnected to their natural environments from which they can escape their modern lives.

- **Increased affluence and expectations of recreation:**

As individuals become more affluent the proportion of income spent on goods and leisure increases. As people spend more money on outdoor recreation and associated equipment an increase in outdoor recreation activities previously offered by commercial operations has been observed. As such a diversification for natural areas offering unique experiences and higher levels of infrastructure are often in demand.

- **Technological advances:**

Significant technological advances in equipment design and function have created new forms of outdoor activities and extended the scope and levels of participation for the general population.

With the pervasive influence of the internet and smart phones and apps, people are able to obtain information, communicate with each other very quickly and provide feedback on their recreation experience at any time. Many outdoor recreation participants make their decisions on where to recreate based on the information available via the internet, blogs, forums and social media.

Changes in technology for recreation are also bringing about an increasing divergence of outdoor recreation activities. Participants are able to map, record, their times and upload digital images of their experience allowing them to compete and compare results with past and future users. Growth in these activities has encouraged research into more refined technologies to encourage wider participation such as geocaching and mountain biking.

In general people are making increased lifestyle choices that are associated with greater access and contact with the natural environment. Furthermore, findings from the Exercise, Recreation and Sport Survey (ERSS 2010) report show that:

- Walking is the most popular form of activity and has been since 2001 (increasing by 44%). This percentage has been consistent since 2001 and will likely remain the most popular activity as the population ages.
- Cycling is the fourth most popular form of activity. Cycling has been amongst the top five activities during the ten year period of the annual ERSS 2001 – 2010 and has increased by 45% in that time. The findings in this study do not differentiate between mountain biking and cycling.
- Bushwalking is the 8<sup>th</sup> most popular form of activity nationally and 14<sup>th</sup> in this state.
- Canoeing/kayaking is the 26<sup>th</sup> most popular recreation/sport activity nationally and 23<sup>rd</sup> most popular in WA.

- Horse riding is ranked 31st most popular activity nationally and 32nd in WA. Equestrian activities are more than 3.7 times higher in areas outside major cities ((Australian Social Trends June 2011 Sport and Physical Recreation; [www.abs.gov.au/socialtrends](http://www.abs.gov.au/socialtrends)).
- An estimated 6.7 million persons aged 15 years and over participated at least three times per week in non-organised physical activity which includes walking, cycling and bushwalking

## 2.2. Walking Trends

Distinguishing between 'walking' and 'bushwalking' is an interesting task. Trails are now seen to be a resource for walkers as well as the smaller, more traditional bushwalking community.

Studies have found a clear preference for shorter walks (up to 6km and taking between 30 minutes and two hours to walk). The success of the Great Short Walks of Tasmania program is testimony to the fact that there is a significant market for these walking distances. This does not discount the fact that there remains a demand for walks up to 4 hours as well as for day walks. However, while a trail network should cater for a range of trail users it should focus on those areas of most demand.

There is limited research on the demand for long walk trails. There are long walk trails in Australia aimed to cater for those seeking such an experience. In the case of the Bibbulmun Track (WA), many users access the track for short to medium walks (2 hours up to a weekend), rather than attempts to walk the entire trail (some 7-8 weeks). Long walk trails need significant investment and often cross local government boundaries and, thus, require significant coordination between land managers.

## 2.3. Horse Riding Trends

Horse riding is an activity undertaken by a relatively small number of participants (approximately 166,900 people nationally and 14,500 in WA) ERSS, 2010.

Horse riding demand can also be highly localised. For example, rural residential areas often attract horse enthusiasts likely to seek areas for riding.

Though there is limited background research of how long horse riders seek to ride for, industry knowledge indicates that horse riders are generally looking for loop rides of approximately 3-4 hours in addition to short afternoon rides.

## 2.4. Cycling Trends

Off road cycle touring and mountain biking is a rapidly growing pursuit in Australia. There is a growing trend toward seeking non-urban areas for this activity.

Cycle tourism is a growing market within the Australian tourism sector, particularly within the nature based tourism segment.

New Zealand Cycleway Market Research (2009) found that, in general, international cycle tourists want easy multi-day trips with good supporting services or events. The holidays can also be location-based and utilise nearby trail networks. Domestic cycle tourist and recreational riders are not primarily focused on cycling but on the broader experience. This group is likely to be older or consist of families rather than

single visitors or couples. Both markets are looking for easy access to safe and traffic free trails. Trail gradient is critical factor in successfully designing a trail for a specific market or type of rider. For a large portion of the location based cycling and cycling holiday market average trail gradients of 2-3 degrees are required (this market explains the popularity of rail trails).

Mountain biking has been a boom recreational pastime of the last decade and is creating an ever growing demand for off-road cycle trails. Over the past decade much of the trail planning and building activity across Australia has focused on mountain bike trails, either within reserves or in specifically prepared mountain bike parks.

## **2.5. Trails and nature based tourism**

It is estimated that the market for nature-based tourism is increasing at six times the rate of tourism overall (World Tourism Organisation, 2006). Some of the factors that have contributed to this growing trend in nature based tourism are that people are looking for new experiences, adding diversity to their experiences , combining business travel with holidays, and looking to “get back to nature”.

Research undertaken by Tourism Research Australia indicated the number of nature visitors in Australia in 2009 totalled 28.31 million people; made up of 3.3 million international visitors, 12.46 domestic overnight visitors and 12.55 million domestic day visitors. Tourism Research Australia estimates that 48% of domestic over-night nature based visitors take part in bush walking whilst 36 % of domestic day visitors and 38% of international visitors enjoy this type of activity. Users are attracted to developed trails that are both known or advertised in some way and offer a range of facilities such as signage and interpretation, parking, toilets and water.

Based on the WBAC Visitor Servicing Business Plan, tourism across the three LGA's of the Warren Blackwood (Manjimup, Nannup and Bridgetown-Greenbushes) is primarily distributed amongst:

- Nature/recreation, which accounts for 30% of product,
- Water activities, which comprise 12% of product; and
- Museum/historical, comprising 12% of product.

It is critical to consider the needs of visitors as they provide much of the economic benefits associated with trail development. Recreation trails provide an important piece of tourism infrastructure and provide experiences in the eco-tourism market.

Visitors are interested in what is local and authentic. Successful tourism destinations are built on factors that give a place its own distinctive character. These factors are lifestyle, heritage, cultural activities landscape, flora, fauna; characteristics of the basic tourism product of a destination. Recreational trails provide opportunities to highlight many of these characteristics.

## 3. Trail User Groups

### 3.1. The Trails Development Advisory Committee

The Shire of Bridgetown-Greenbushes Trails Development Advisory Committee (the Committee) was established in 2011 under the powers given in Section 5.8, 5.9(2) (c) and 5.17(c) of the Local Government Act 1995.

The official Instrument of Appointment for this Committee identifies that the purpose of the Committee is to provide advice to Council on 4 key objectives relevant to trails development:-

1. Implement Council's economic strategies via identified and proposed tasks.
2. The development of mountain bike trails tourism and a concept plan.
3. Adding value to existing canoe/kayak, walk, cycle and bridle trails including the Warren Blackwood Strategic Alliance's Regional Trails master plan project.
4. Identifying trail based tourism opportunities.

The Trails Development Advisory Committee (TDAC) is an advisory committee to Council working on the identification and development of trails, locally and regionally over the last 4 years. The committee of volunteers consist of members with varied trail focused interests including walking, mountain biking, horse riding and canoeing.

The committee works closely with the Department of Parks and Wildlife to undertake the detailed and involved process of developing "approved and recognised" local walk, mountain bike, canoe and bridle trails. A number of walk and mountain bike trails have been identified. Each trail will be systematically upgraded to include adequate signs, directional posts, maintenance and structural development where needed.

Regionally, the committee completed a detailed and current map of the Blackwood River from Boyup Brook to Nannup as part of the completion of a regional project that began in 2009 with funding from the Department of Sport and Recreation and undertaken by Canoeing WA. This project was highlighted as a high priority in the Warren Blackwood Regional Trails Master Plan.

A long distance regional bridle trail based on the stock routes used by farmers from the late 1800's through to the middle of the 1900's is in the development process of planning and design. The trail will traverse three Shires, beginning in Bridgetown through to Broke Inlet in the south and Nannup in the west. The planned bridle trail covers approximately 300km and was also highlighted as a high priority in the Warren Blackwood Regional Trails Master Plan. These projects were supported by the Warren Blackwood Alliance of Councils.

A regional trails website was established to promote regional trails to trail enthusiasts locally, nationally and internationally: [www.totaltrails.com.au](http://www.totaltrails.com.au)

### **3.2. The Walking Group**

The Walking Group is an informal group of local walking enthusiasts that meet every Thursday morning. The group consists of up to 40 walkers of all age groups and walking capabilities. They generally use a “buddy-up” system to ensure no-one is left behind. The group meets in a central location to select a walk trail. The group set off for between 1-2 hours. Once completed, they share morning tea and social networking.

The Trails Development Advisory Committee and has been instrumental in developing and mapping out some great walk trails around the Shire. Walking is one of the most enjoyed forms of recreation as it is free and can be done at individual pace and provides a sense of belonging and improves mental health.

### **3.3. Mountain Bike Riding Group**

There is an incorporated group of Mountain Bike riders called the Blackwood Mountain Bike Club, participating in mountain bike riding locally and regionally. The members of the mountain bike club are passionate and focused on the development of mountain bike trails and a potential pump track to encourage the development of skills and new mountain bike enthusiasts within the shire.

### **3.4. Running Groups**

The local sports store “Lifesports” and the Bridgetown Primary School are providing opportunities for students to increase their fitness through participation in a running club. The club meets 3 times per week, once before school, once during and once on Sunday afternoon. Parent and children are invited and there can be anywhere between 20 and 50 participants.

The Greenbushes after school program running program was conducted in 2014 by a small group of motivated and qualified people. The participation rate was excellent and funding will be pursued again for 2015. The children were aged 4 to 12 and they participated in Tennis, Soccer, Squash and Gym. Like the group from Lifesports and local primary schools these groups exist and are keen to encourage outdoor play with primary aged children to increase social and physical participation rates and to reduce the rise of obesity and diabetes in our society. Plus the children benefit socially from the programs as well as improve physical fitness.

### **3.5. Motor-Cross/Off Road Motor Cycling**

There is a strong local group of enthusiasts with an interest in motocross and trail bike riding activity. Over the past 3 years there has been a motorcycling event in September that attracts people from all around the state to compete in racing on a track set up on private property. The event targets all age groups and people camp on site and enjoy a weekend of riding and competing.

There is a proposed Off Road Vehicle Area that has been under consideration as a possible site for a motocross practice track since 2006. The site is located near Greenbushes parallel to the South West Highway. The Trails Development Advisory Committee is working with the relevant stakeholders to continue to progress this development. The Department for Sport and Recreation representatives expressed support for developing this concept in a meeting with Trails Development Advisory



Committee members in December 2014. However, until such time as the Off Road Vehicle Areas Act is reviewed by the State Government (currently pending) it is unlikely that State funding will be made available to develop this type of project.

### **3.6. Horse Riding Groups**

Bridgetown Equine Inc. was established in 2014 to encourage the development of horse related recreational activities within the Shire. This group are mainly concerned with the development of bridle trails and events. The committee facilitate the annual Golden Horse Shoe endurance ride.

There is also the Blackwood Horse and Pony Club. The Pony Club facilitates bi-monthly rallies for young people interested in developing their horse riding skills. This is held at the Bridgetown Pony Club Grounds on the Bridgetown-Boyup Brook Road.

## **4. Achieved Outcomes 2012-2017**

### **2012**

- Ongoing allocation in Councils annual budget
- Attendance of Committee members to trail conferences
- Template of trail head signage in partnership with Department of Parks and Wildlife for ongoing use across trails traversing land managed by different government bodies.
- Marked Old Abattoir Walk – trail markers
- Marked River Walk – trail markers

### **2013**

- Regional trail website launch
- Canoe signage complete;
  - Winnejump
  - Sunnyside
  - Maranup Ford
  - Rocky Bluff
  - Evans Bridge
  - River Park
- Regional Canoe Map complete
- Support for the incorporation of the local horse riding club – Bridgetown Equine Inc.
- Revival of the Golden Horse Shoe annual endurance ride

### **2014**

- Warren Blackwood Stock Route – Regional Bridle Trail Feasibility Study presented to Warren Blackwood Alliance of Councils
- Installation of Heritage Trail Walk plaques
- Golden Horse Shoe endurance ride
- Collection of farming families oral histories of stock droving in the region complete

### **2015**

- Completion of the Old Abattoir Walk including;
  - Shelter
  - Trail head signage
  - Interpretative signage
  - VRM
  - Trail markers
- Ocean to Ocean MTB race complete

## 2016

- Wandoo Walk complete
- Golden Horse Shoe endurance Ride
- Maintenance Guidelines for the Old Abattoir and Wandoo Walks between Department of Park and Wildlife and Shire of Bridgetown-Greenbushes
- Little Schools Trail – Map and official opening
- Support for the local Mountain Bike riding club – Blackwood Mountain Bike Club Inc.
- Trail Locator signage installed
- Consultation with local aboriginal consultant regarding the potential naming of the Mountain Bike Trails Network – Geegelup Mountain Trail Network, with the first trail being called the Yonga trail.
- River Walk trail head and interpretive signage installed
- Second stage planning for the Warren Blackwood Stock Route Bridge Trail complete
- Trail counter installed at the Old Abattoir Walk

## 2017

- Greenie Loop trail markers replaced
- Geegelup Mountain Bike Trail Network GPS complete
- Jarrah Park trail loops cleared
- Little Schools Trail included on Shire maintenance schedule
- Funding for the construction of Regional Stock Route approved
- Sub-committee for development of Mountain Bike Network

## 5. Scope and Methodology

This plan is focused on existing and future provision of recreation trails that are:

- Located within the Shire of Bridgetown-Greenbushes boundary
- Located within government owned/managed natural recreation areas, namely, National Parks and State Forests as well as natural areas owned by the Shire of Bridgetown-Greenbushes Council
- Utilised for nature-based recreation activities.

### 5.1. Methodology

#### a) Background research and desktop analysis

- Review Documentation
- Desktop assessment of existing natural areas and trails
- Trails use assessment

#### b) Site Audits and trail mapping

- Site audits and analysis of the existing trail network
- Mapping
- Community/stakeholder consultation

#### c) Consultation

- Community trails interest groups
- Stakeholders
- Council

#### d) Local Trails plan

- Collating and documenting draft plan:
  - Refining and summarising the findings



- Setting the direction for the future planning of trails
- Develop promotions initiatives
- Staging and prioritizing of proposed trail development

**e) Endorsement**

- Finalize the draft plan
- Council endorsement of draft plan for community comment
- Community comment
- Amendment of plan based on community comment
- Adoption of plan by Council

## **5.2. Supporting Documentation**

State Government and Council have developed a number of documents and plans that have been considered when making recommendations on current and future development of trails in this shire.

The relevant documents of interest;

- The Shire of Bridgetown-Greenbushes Strategic Community Plan
- The Shire of Bridgetown-Greenbushes Corporate Business Plan
- The Shire of Bridgetown-Greenbushes Sport and Recreation Plan
- The Shire of Bridgetown-Greenbushes Public Art Strategy
- The Shire of Bridgetown-Greenbushes Age Friendly Community Plan
- The Shire of Bridgetown-Greenbushes Youth Plan
- The Shire of Bridgetown-Greenbushes Disability Access and Inclusion Plan
- The Warren Blackwood Trails Master Plan
- The Western Australian Trails Strategy
- The Western Australian Mountain Bike Strategy
- The South West Mountain Bike Strategy
- The Western Australian Recreational Horse Trail Strategy
- The Bridgetown to Broke Inlet Bridle Trail Feasibility Study

## **6. Existing Trails**

This section of the plan assesses the location, extent and provision of the existing trails networks within the Shire of Bridgetown-Greenbushes including the type, length and difficulty of each of the existing formal trails. It also provides information on the availability of information pertaining to these trails.

### **6.1. Trail Audit**

Annual detailed site audits have been undertaken by TDAC and DPaW to document and identify the formal trail routes that exist within the Shire boundary since 2011. Only recognised trails have been included in the trail audit. "Recognised" means that the trail has some or all of the following characteristics:

- They are recognised by the land manager (DPaW, Shire of Bridgetown-Greenbushes, Brookfield Rail, the Water Corp)
- They have sign posting (trail directional markers, trailhead signage, interpretive signage)
- There is available information or mapping pertaining to the trail (Map contained in a brochure)

The table below lists the existing "recognised" trails within the Shire of Bridgetown-Greenbushes. The table also describes each trail type as well as providing relevant

information pertaining to that particular trail. Only trails that are regarded as being recognised are included in the table.

**Table 1. Trail Audit**

Trail Name	Location	User Group	Land Tenure	Trail Manager	Comments/condition	Length	Difficulty
<b>Greenbushes Loop Walk</b>	Heritage Park, Blackwood Road, Greenbushes	Walker	Shire / DPaW	Greenbushes Discovery Centre, Talison and DPaW	Interpretive signage and trail markers, Discovery Centre Walk Trail Map. Joins the Bibbulmun Track	15km	4
<b>Greenbushes Pool Boardwalk</b>	Spring Gully Road, Greenbushes	Walker/ Canoe	Shire	Greenbushes Discovery Centre, Talison and DPaW	Interpretive signage and Trail markers. Toilets, picnic, BBQ and short term camping facilities	513m	1
<b>Mine Heritage Walk</b>	Heritage Park, Blackwood River Road	Walker/ Cycle	DPaW	Greenbushes Discovery Centre, Talison and DPaW	Interpretive signage and trail indicator markers. Trail brochure at Discovery Centre and Bridgetown Visitor Centre.	3km	2
<b>New Zealand Gully Walk</b>	Heritage Park Blackwood Park Road	Walker/ Cycle	DPaW	Greenbushes Discovery Centre, Talison and DPaW	Interpretive signage and trail indicator markers. Trail brochure at Discovery Centre and Bridgetown Visitor Centre.	7km	3
<b>The Waterbird (Schwenke's Dam) Walking Trail</b>	Spring Gully Road, Greenbushes	Walker	DPaW	Grow Greenbushes Talison and DPaW	Interpretive signage and trail indicator markers. Trail brochure at Discovery Centre and Bridgetown Visitor Centre.	3.5km	2
<b>Greenbushes Heritage Amble</b>	Town Centre, Greenbushes	Walk	Shire	Grow Greenbushes, Shire, Discovery Centre	Interpretive signage at each historic location and trail map. Trail brochure at Discovery Centre and Bridgetown Visitor Centre.	2km	1
<b>Blackwood River Walk</b>	River Park, Bridgetown	Walker/ Cycle/ Horse	Shire	TDAC/Shire	Site interpretive signage, Trail head signage, trail markers, map	2.5km – 5.7km	3
<b>Old Rectory Walk</b>	Timber bridge Bridgetown	Walker/ Horse	Shire	TDAC/Shire	Trail markers	1.7km	2
<b>Somme Creek Fitness Trail</b>	Somme Creek Bridgetown	Walker	Shire	Shire	Cement path, flat, outdoor gym equipment along walk, map, site interpretive	500m	1
<b>Bridgetown Heritage Walk</b>	Town Centre, Bridgetown	Walker	Shire	Shire	Information booklet at Visitors Centre, interpretive plaques at each stop	2km	1
<b>Bridgetown Jarrah Park</b>	20km from Bridgetown along Brockman Highway	Walk	DPaW	TDAC/Shire /DPaW	Currently working on upgrade, choice of 4 trails, trail head and interpretive signage, trail markers	~7km with shorter options available	3
<b>Wandoo Valley</b>	Power line off	Walk	DPaW	TDAC/Shire/DP	Choice of two trails,	3.7km	2

<b>Walk</b>	Winnejump Road, 8.2km from Bridgetown			aW	trail head signage, interpretive signage, trail markers, map	with shorter options available	
<b>Old Abattoir Walk</b>	Boyup Brook Road (1km past Krsuls Road), 5.4km from Bridgetown	Walk	DPaW	TDAC/ Shire/ DPaW	Picnic area and shelter at trail head - signage, trail markers, interpretive signage, Choice of 2 trails	3.1km with shorter options available	2-3
<b>Blackwood River Canoe Trail</b>	Trigwell Bridge Shire of Boyup Brook – Bridgetown, Bridgetown – Nannup, Nannup-Sues Bridge Shire of Nannup	Canoe/ Kayak	Dept of Water	Shire – access points	Map identifies access points and difficulty rating along the river.	Various	Seasonal flatwater, Class 1 to Class 4 depending on rains and water flows.
<b>Little Schools Trail</b>	240km drive trail including 23 little school sites.	Drive	Shire/ Main Roads	Shire	Map identifies each site including GPS, interpretive and photos. Plaque indicates each site	240km	2

## 6.2. Condition of Existing Trails

There has been a targeted system of trail upgrades over the past 6 years driven by members of TDAC. Due to their hard work the recognised walk and canoe trails within the Shire of Bridgetown Greenbushes are all in relatively good condition and attract a reasonable amount of use. The trails are subject to an annual inspection and formal audit process based on DPaW risk management practises either through the Shire or DPaW. Any identified issues are then passed onto the appropriate party via the TDAC shire representative and onto the project partner responsible for addressing any maintenance/safety issues; as per the Walk Trail Maintenance Guideline.

Directional signage that conforms to Australian Standards has been installed along all of the recognised walk trails. Trail head and interpretative signage has also been included to meet DPaW standards. This template is used for all trail signage throughout the Shire on public land managed by the Shire and DPaW, to ensure continuity and branding of trail networks. The trail head signage includes length of trail, duration, difficulty level, points of interest, local access points and connections, safety information and code of conduct for trail user groups.

Attention to trail surfaces, structures (steps, culverts etc.) and trail infrastructure has been an integral component of the trail upgrade program undertaken by TDAC and have included shelters, seating, trail modification and culverts.

## 6.3. Trail Maps

The following trail maps are available at Appendices 1 - 14

- Blackwood River Walk
- Old Rectory Walk
- Somme Creek Fitness Trail
- Bridgetown Town Heritage Walk
- Wandoo Valley Walk
- Old Abattoir Walk

- Blackwood River Canoe Trail
- Little Schools Trail
- Greenbushes Loop trail
- New Zealand Gully Walk I
- Mining Heritage Walk
- The Waterbird (Schwenke's Dam) Walk
- Greenbushes Pool Walk
- Greenbushes Heritage Amble

\* Bridgetown Jarrah Park map is currently being reproduced with current GPS technology and is unavailable for reproduction in this document.

Most of the trails information and maps are also available on the Total Trails website: <http://www.totaltrails.com.au/>

## 7. The Trails Development Process

It is important to develop the right trails in the right places in the right way and for the right reasons. This ensures that trails are sustainable and an asset to landowners and managers, trail users and the community rather than a liability (WA Mountain Bike Management Guidelines).

Trails, like any other facility development, should be subject to an approval process. Trails development on DPaW's managed land requires a standardised development process as a method of staged approval. This to ensure conservation and sustainability are considered and the quality of trails development is consistent across the state. The TDAC use this process for all trails development across local government and state government managed land.

The trails development process involves eight stages and encompasses a constant evaluation, review and improvement process as trails are being extended or revised. Refer to table for a condensed summary of DPaW's trail development process.

**Table 2. Trail Development Process**

Stage	Outcome
<b>1. Proposal</b>	The proposed area is either supported in principle for trail development or is not supported due to environmental, social or cultural constraints. Or proposal to identify suitable areas.
<b>2. Framework</b>	A project outline developed by project steering group (stakeholders) including: project objectives, project management model, stakeholder roles, target market requirements, standards, execution and ongoing trail management model.
<b>3. Site Assessment</b>	Undertake a broad scale study of the area and identify constraints, soil types, vegetation etc.
<b>4. Concept Planning</b>	Identify opportunities and conceptual trail plan including infrastructure requirements produced. Broad trail corridors are physically flagged in the field.
<b>5. Corridor Evaluation</b>	Detailed assessment of corridor.
<b>6. Detailed Design</b>	Detailed design produced and physically flagged in the field, including; trials classifications, technical trail features (TTFs),

	construction types and specifications.
<b>7. Construction</b>	Trail is constructed in line with the detailed design.
<b>8. Management</b>	Management plan implemented detailing maintenance and monitoring requirements.

## 8. Priority Trails Projects 2017-2022

### 8.1. Geegelup Mountain Bike Trail Network

The Shire of Bridgetown-Greenbushes is in a position to take advantage of a unique opportunity. This community is experiencing a rapid increase in interest in mountain biking, along with many sectors of the national and international communities. An increase of trail users and the success of local trails development over the past 5 years (mainly walk trails) has created a demand for the development of mountain bike trails as the lack of approved and promoted mountain bike trails has become more apparent.

The Shire of Bridgetown-Greenbushes has many unique natural features that will provide a beautiful, challenging and distinctive trails experience. The proposed trail network will create many healthy, educational and economic advantages for the shire, for minimal cost compared to other municipal projects. The trails network will be a small investment project with long term community benefits.

There are a number of unapproved mountain bike trails mapped and used by local riders over the last 10 years within the Hester block, however, the popularity of these trails has increased and the condition of the trails a Many trails are currently being used by local residents and tourists regardless of whether they are sanction. The consequences of using unsanctioned trails are three-fold.

Firstly, unsanctioned trails have not been signed or assessed for safety and therefore hold an inherent risk associated with their use (safety and orientation). Sanctioned trails ensure the safety and conservation of the environment and the safety of the user. A sanctioned walk trail includes regular assessment of the trail, inspection of trees in close proximity to the trail, header signs, trail markers and trail classification.

Secondly, the Shire is unable to ensure the quality of the experience for the rider including trail and obstacle construction, location, accessibility, difficulty, length and the presence of a trail head. The importance of an established trail head that includes parking, infrastructure and conveniences will be considered and will greatly improve the experience for riders, both local and visiting.

Thirdly, the Shire is unable to promote or market unapproved trails. Trails tourism offers a significant economic development opportunity for this Shire given the unique natural environment. The potential flow-on effect of an active approach to the promotion of trails tourism for the local economy has been recognized by Council in various strategic plans. Once approved, the mountain bike trail network (Geegelup Trail Network) can be broadly advertised through the regional and state websites, mountain bike clubs and WAMBA. Support materials can be developed based on IMBA guidelines such as detailed maps and difficulty ratings. These factors will to work together to encourage trails based tourism. The well-established economic benefits of trails tourism will only increase as approved trails development continues.

To promote trails tourism on an ongoing basis it is important to ensure the trails continue to be safe, well maintained and accessible. The Trails Maintenance Guidelines provides direction for ongoing maintenance and a breakdown of maintenance responsibilities, responsible parties and division of labour to facilitate the continued use of the sanctioned walk trails.

The proposed Geegelup Mountain Bike Trail Network comprises the following trails:

Hester State Forest (HSF):

- Three Loops
  - Yonga (Grey Kangaroo) Trail - 12km – Rating Blue/Intermediate
  - Koolbardi (Magpie) Trail – 11.7km – Rating Green/Easy
  - Wejt (Emu) Trail – 12.08km – Rating Green/Easy

Leda Reserve (LR):

- Two Loops
  - Wardang (Crow) Trail – 7km – Rating Green/Easy
  - Kwoora (Wallaby) Trail – 5km Single Track – Rating Blue/Intermediate.  
Down Hill Section – 700m – Rating Black/Difficult

Currently both the Leda Reserve and Hester State Forest contain unapproved, user created trails lacking intentional thoughtful design. Until now, the “Trail Systems” have been fragmented and for the most part, unsustainable. These factors discourage current use and are harmful to the surrounding environment. The definition of sustainable trail construction and use could be described as;

- Supporting current and future use with minimal impact to the area's natural systems
- Produces negligible soil loss or movement while allowing vegetation to inhabit the area
- Recognises that pruning or removal of certain plants may be necessary for proper maintenance
- Does not adversely affect the area's animal life
- Requires minimal rerouting and minimal long term maintenance

The proposed trail mountain bike trail network design will be based on Department of Biodiversity, Conservation and Attractions requirements and International Mountain Bicycling Association's (IMBA) trail construction guidelines. These guidelines have been time tested and a proven way to build sustainable trails.

The finished trail network will consist of well-defined loops. Looped trails are valued by users because they begin and end at the same point. There is no need to travel from one end to another. Loops also reduce the possibility for collision whereas random, fragmented trails introduce potentially hazardous intersections of traffic. Looped trails also discourage users to make their own, unsound or fragment trails by guiding the user through different terrain and a range of trail types and difficulty levels.

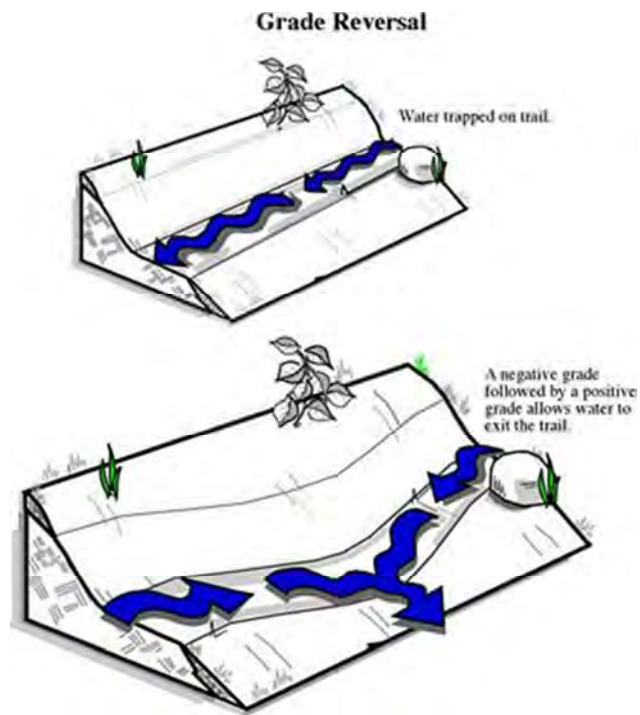
The Geegelup Trail Network HSF plan includes two potential entrance points or trail heads, one at the Bridgetown Golf Club and the other at the Bridgetown Sports Ground with access to each loop.

The trail network is already established however consideration will be given to areas where the trails need upgrading to ensure its longevity. An example of this would be



where the trail follows the fall line e.g. near the water catchment area. This term is used to describe trails that follow the shortest path down a hill. The shortest route downhill is also the direction that water travels, gaining gravity assisted speed along the trail surface while removing soil along the entire length of the downhill section. The solution to trail degradation due to water line run off is grade reversal.

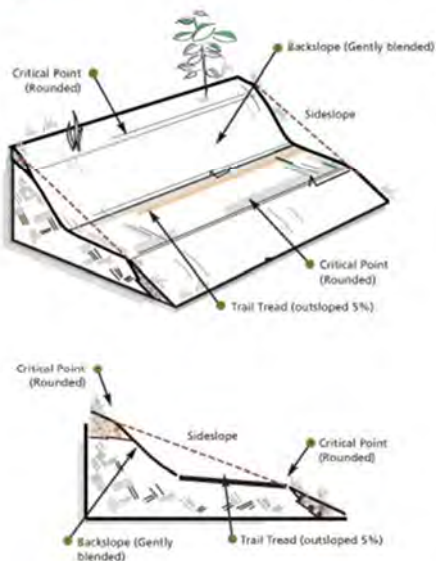
**Figure 1. Grade Reversal**



Due to the topography of Bridgetown contour trails will be utilized where possible. A contour trail is a path that traverses a hill or side slope distinguished by gentle grade undulations called grade reversals and a trail tread that usually tilts or out slopes slightly toward the downhill edge. These features minimize trail erosion allowing water to drain in a gentle, non-erosive manner called sheet flow.

**Figure 2. Contour Trail**

**Full Bench Trail**



In order to accomplish the stream-lined 3 loops trail system at HSF and the Two Loops in LR that make up the Geegilup Trail Network some of the existing – unapproved – trails will not be included in trail marking or promotional material to discourage use due to their inconsistency with the designed loop system and/or inappropriate to use as they present drainage and sustainability issues.

Figure 3. Geegilup Trail Network - HSF Three Loop Map

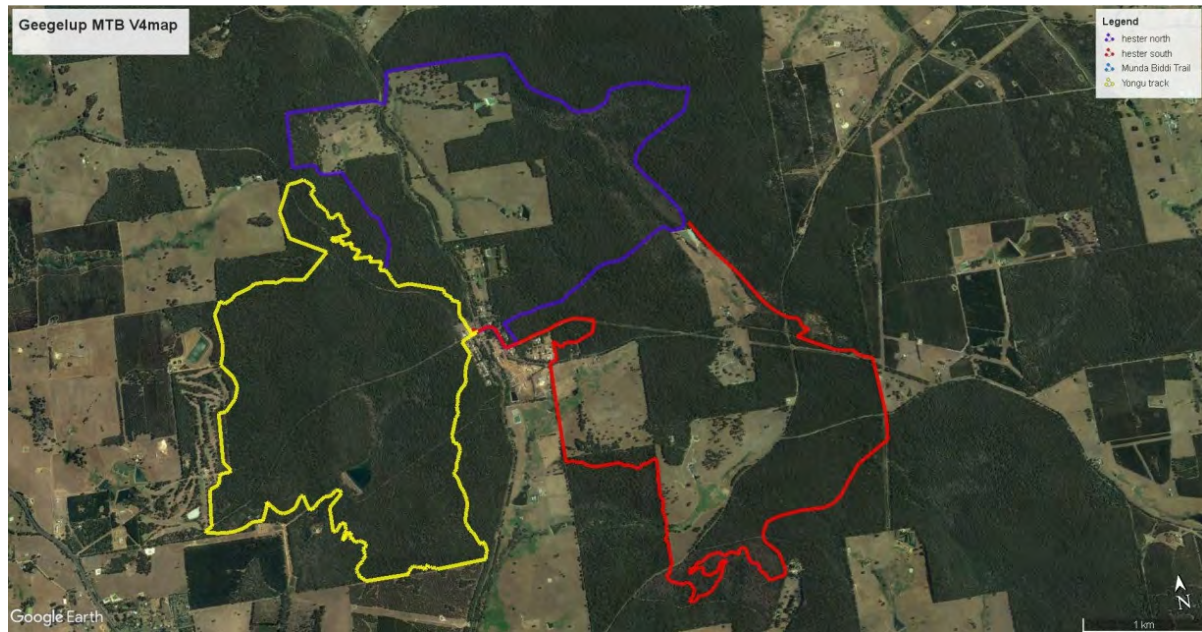
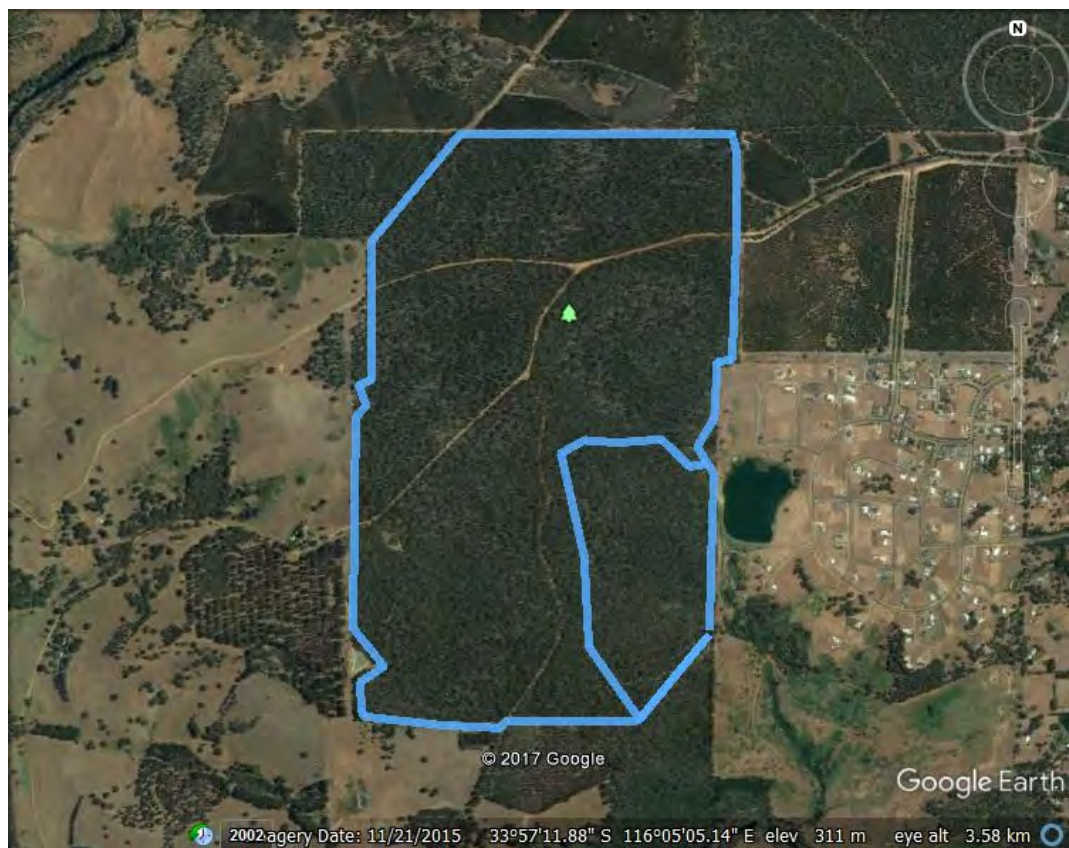


Figure 4. Geegilup Trails Network - Leda Two Loop Map





### 8.1.1. Benefits

#### **Local Community**

There are many ways that the Shire of Bridgetown-Greenbushes and its residents will benefit from the trail network. The positive effects of outdoor physical activity on public health are well documented. Many individuals find that time spent outdoors mountain biking with family and friends enhances their quality of life. Trails provide these opportunities. It follows that more accessible and widely used trail system will encourage a healthier community.

Establishing a streamlined and sustainable trails system that offers a variety of experiences and difficulty levels encourages a wide range of community members the opportunity to become involved in mountain biking.

#### **Tourism and local economy**

There are a number of attractions the Shire of Bridgetown-Greenbushes has to offer regional tourists and local businesses can benefit from the enhanced viability from the tourist dollar. Residents of other regional communities surrounding the shire can also benefit from the trail network by offering more options and attraction to tourist considering visiting the region.

Mountain biking has been a tourist sport almost since its beginnings. Not all regions of the state have the environment or resources to provide good quality trails network and a unique mountain biking experience. Mountain bikers have been identified as a group that is particularly willing to travel in search of new experiences and trail variety. New tourist dollars can be tapped among those who may not yet consider this Shire as a destination for mountain biking.

A travelling mountain bike rider visiting the Shire of Bridgetown-Greenbushes for trail experiences will seek out local fare including dining establishments, hotels, accommodation, local shops and retail outlets and refuelling. Given Mountain biking tends to be a social sport, these tourists often travel in groups, multiplying the local economic benefit.

### 8.1.2. Construction

As the new advocacy group for mountain biking in the Blackwood region and with the support and assistance of the Trails Development Advisory Committee, the Blackwood Mountain Bike Club Inc. has chosen to accept trail building responsibilities. The vast majority of the trail is already in place and only small sections of the trail and a few unsafe obstacles need upgrading.

The collective passion for mountain biking and providing a high quality trail experience through implementing proper trail building techniques and providing a ready-to-go volunteer work force places Blackwood Mountain Bike Club in the perfect position to drive the Geegelup Trail Network trail approval.

The planning, building, signing and marking of the Geegelup Trails Network will be undertaken by the Blackwood Mountain Bike Club in partnership with the Trails Development Advisory Committee, Council and Department of Biodiversity, conservation and Attractions (DBCA) to ensure the trails loops are approved through DBCA.

### 8.1.3. Management

Management of the trail and its users is critical to its longevity of use, satisfactory experiences and community support. The overall goal of management is to provide as many users as possible with a great trail experience. To ensure this is sustainable a collaborative approach to ongoing management of the trail is imperative.

One of the first steps after trail approval might be to consider a joint MOU or guideline that outlines the goals and delineates responsibilities related to the Geegelup Trails Network. Although not legally binding, the MOU would ensure that everyone involved in the project shares a common vision.

#### **Volunteers**

The majority of the management concerning the trail will most likely focus on maintenance duties. Clearing fallen branches and vegetation growth from obstructing the trail corridor, and addressing problems associated with natural and engineered structures in nature will be the most common issues.

Regular maintenance schedules will help keep these issues in check. Setting aside a specific day of the week, month or year for certain trail maintenance duties will help to keep numerous volunteers interested and available for such work. Generating organised trail project information sheets and retaining records will also assist in efficient and quick execution of these duties.

The structure for this organised work will be focused around trail community volunteers organised by the Blackwood Mountain Bike Club. All volunteers will register with DBCA to mitigate risk and cover for public liability.

#### **DBCA**

The department will still be responsible for removal of large trees, the completion of an annual VRM and general care of the Department's infrastructure.

#### **The Shire of Bridgetown Greenbushes**

The Shire is perfectly situated to act as a conduit for information and reporting of issues on the trail, maintenance of Shire owned infrastructure on Department land and Shire owned access points to the trails network.

This is a collaborative project that fulfils the objectives of DBCA's support for developing trails within their managed land, Councils commitment to developing the Shire as a unique trails destination and the passion of the mountain bike sector of the community to develop a locally significant, planned and well-structured trails network within the Shire.

### 8.1.4. Timeline

The trails development process involves eight stages and encompasses a constant evaluation, review and improvement process as trails are being extended or revised. Refer to Table 2 for a condensed summary of DBCA trail development process.

This trail proposal is the first formal step in the development process, however, because much of the proposed trail includes existing non-approved trails there is very little construction to undertake. Once the corridor evaluation is complete the

detailed design, construction and management plan should be finalised relatively quickly.

Consultation with local aboriginal people has been undertaken and agreement on naming each of the loops after the aboriginal name for a locally native animal has been reached. This theme will also inform the design and content of the interpretive information on the signage.

The project should take approximately 12 months, depending on the length of time required for approval of route and design of signage. The route is mapped and ready for assessment and the Framework for the next stage of development will be completed by August 2017 for submission.

### **8.1.5. Cost**

The proposed trail network will be built and maintained mainly using volunteers, therefore, much of the costs are negated. There will be costs associated with materials including signage and trail markers. This can be covered by Councils annual trails development budget, however, if there are greater costs associated with construction of sections of the trail network, funding from external sources may need to sort. This will be undertaken by Blackwood Mountain Bike Club, with the support of the Trails Development Advisory Committee and shire staff.

## **8.2. The Blackwood River Foreshore Redevelopment**

The Blackwood River Foreshore, near Bridgetown River Park, is an extremely popular and scenic portion of the Blackwood River. This area of the foreshore is underutilized due to the inaccessibility of certain sections and poor quality of other sections that have been developed in the past. Council are planning to develop this area in an ecologically considered and sustainable way by including a walk trail, an art trail, seating, shelters and a canoe ramp.

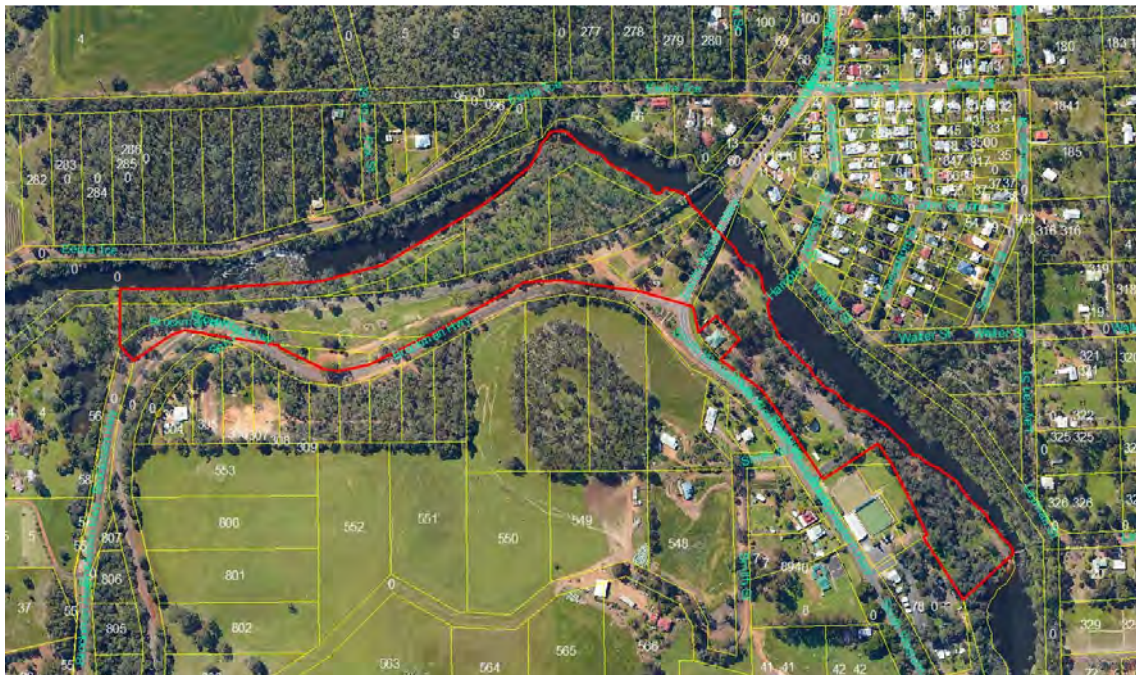
This proposal is focused on the planning stages of a Blackwood River foreshore upgrade which will include the development of an art trail, the upgrade of the Old Rectory Walk, canoe ramp, shelters, seating and interpretive information regarding the history of the Blackwood, both aboriginal and settler and native species of flora and fauna. Approximately 13 hectares (map attached) of land adjacent to the southern bank of the Blackwood River is being considered for upgrade and development.

Planning for the development will include costs associated with AHA section 18, consultant fees to provide conceptual designs for the foreshore art and walk trail, canoe ramp, shelters, Old Rectory Walk trail upgrade and extra seating along the foreshore. This will attract a great deal of interest for local community members and tourists alike.

An important and integral aspect of planning along the Blackwood River is the adherence to the Aboriginal Heritage Act 1972. The Blackwood River and its tributaries are registered aboriginal heritage sites and therefore consent from the minister is required, under section 18 of the act to impact the Site by giving notice to the Aboriginal Cultural Material Committee (ACMC) accompanied by the information as to the intended use of the land and Sites on the land.

The development of the Blackwood River Foreshore will be staged and a trails planning consultant will be contracted to complete a concept design for the 13 hectare area. The costs associated with detailed design to upgrade the Old Rectory Walk will also be included in the planning stage to ensure the development of that particular aspect of the project will be construction- ready by the end of stage 1 planning. The detailed design will include location and size of culverts, walk trail surface, seating and shelter.

Map, Blackwood River Foreshore Area



### 8.2.1 Benefits

Art and nature provide community with many benefits and when combined can offer the means to encourage a connected and vibrant community. Art trails also offer visitors an opportunity to gain a greater understanding of culture and place. Art can act as points of interest along a walk trail that allows the observer to appreciate not only art and nature but the visceral and complex relationship between the two. This relationship will be reflected in the pieces chosen to be included along the art trail that will meander along the foreshore of the Blackwood River.

The old Rectory Trail is culturally and historically significant. This is the trail Anglican Priests historically walked from the Rectory, along the Blackwood River, across the bridge to St Paul's Church. The walk trail is a popular attraction for locals and visitors and offers a "rugged" walk in close proximity to the amenities of Blackwood River Park. Adjacent to the walk trail is the site of one of the most significant pieces of public art in the shire, the sculpture "Life to Life" by Frederick White.

Plans to develop the Old Rectory Walk and surrounding area to provide linkages between the historical walk, public art, the Blackwood River, the park and the River Walk have long been considered by community as a high priority project. This is reflected in the community consultation undertaken to inform many of Councils strategic plans including the high priority objective in the Warren Blackwood



Regional Trails Master Plan - to upgrade the Old Rectory Walk. This project also fulfils objectives in the Strategic Community Plan, the Sport and Recreation Plan and the Public Art Strategy regarding the ongoing development of Trails (Canoe, Walk and Art). As well as progressing the feedback for recent community consultation for the review of the Strategic Community Plan requesting greater accessibility of the River.

### **8.2.2 Construction**

Thorough concept planning and detailed design of the Blackwood River Foreshore upgrade will ensure that the projects is well planned and the outcome of the upgrade is innovative and interesting, enables greater access to the river, is ecological and sustainable and celebrates the unique qualities of the local landscape.

Once the planning is complete the staged development of the foreshore will commence with the upgrade of the Old Rectory Walk. The trails construction and infrastructure installation will be undertaken by a combination of Shire staff, contractors and volunteers.

The foreshore upgrade will be complete in the following stages;

- Planning
  - Area Survey
  - AHA section 18
  - Concept design
  - Detailed Design
- Old Rectory Walk Upgrade
- Canoe Ramp
- Art Trails

### **8.2.3 Management**

The Old Rectory Walk and art trails, canoe ramp, shelters, seating and all other infrastructure will be included on the shires maintenance schedule to be routinely maintained throughout the year. The resources required to fulfil the annual scheduled maintenance will be included in the Work Force Plan, the Corporate Business Plan and the annual budget.

### **8.2.4 Timeline**

The time line for the construction of each stage of the Foreshore Redevelopment will depend on both the concept plan and detailed design.

The planning stage will be completed during the 2017-2018 financial year and has several steps including;

- Arial Survey – 2.5 days
- Concept and detailed design – 1 month
- Aboriginal Heritage Assessment – 3 months

## 8.2.5 Costs

Costs associated with the staged redevelopment will be covered through Councils budgeting process and external funding sources. Costs associated with planning the redevelopment are detailed in table 3 below.

**Table 3. Blackwood River Foreshore Development – Planning costs**

Item	Cost (excl. GST)	In-kind	Contributor
Aerial survey	6,910		Lotterywest
Section 18 survey	18,477		Lotterywest
Concept Design	16,800		Lotterywest
Shire project mgmt.	1,890		Shire
Shire planning	4,400		Shire
Volunteer time		1,875	Volunteers
<b>Total project cost</b>	<b>48,477</b>	<b>1,875</b>	
<b>Total Shire cash contribution</b>	<b>6,290</b>		
<b>Total Request to LW</b>	<b>42,187</b>		

## 9. Priority Local Trails Development

- Culinary trails
- Bridle trails
- Update Bridgetown Heritage Walk map
- Bird trails
- Geegelup Brook trail (Memorial Park to River Park)
- Jarrah Park Walks (upgrade signage)
- Pump Track
- Dorothy Scott Reserve (signage and picnic facilities)
- Winnejup walk (develop to an approved Shire/DPaW walk)
- Bike/Walk access trails:
  - Greenbushes to Balingup (along railway service road)
  - Greenbushes to Bridgetown (along railway service road)
  - Bridgetown/Greenbushes to Nannup

## 10. Glossary of Terms

<b>Adventure Tourism</b>	A type of tourism involving travel to remote or exotic locations in order to take part in physically challenging outdoor activities.
<b>Bridle Trail</b>	Designated and approved trail for horse riding.
<b>Department of Biodiversity, Conservation and Attractions</b>	Is the state government department responsible for protecting and conserving the State's natural environment on behalf of the people of Western Australia.
<b>Horse Riding</b>	Activities conducted on horseback including cross country, recreational, endurance and long distance horse riding.
<b>MTBA</b>	Mountain Bike Australia ( <a href="http://www.mtba.asn.au">www.mtba.asn.au</a> )
<b>Mountain bike riding</b>	While there are a range of forms of mountain bike riding, for the purpose of this document the term refers to endurance mountain bike riding, mountain bike touring
<b>National Park</b>	A national park is a relatively large area set aside by the state government for its predominantly unspoiled natural landscape, flora and fauna, permanently dedicated for public enjoyment, education and inspiration and protected from all interference other than essential management.
<b>Passive recreation</b>	Outdoor recreational activities, such as nature observation, hiking, and canoeing or kayaking, that require a minimum of facilities or development and that have minimal environmental impact on the recreational site. Read more at <a href="http://www.yourdictionary.com/passive-recreation">http://www.yourdictionary.com/passive-recreation</a> .
<b>State Forest</b>	Areas of natural bush land, managed for many purposes—timber, recreation, grazing, wildlife, fish and more.
<b>Tracks and Trails</b>	Any clearly defined tack, trail, corridor, route or path.
<b>Trails Development Advisory Committee - TDAC</b>	To provide advice to Council regarding trails and to implement Council's economic strategies via identified and proposed tasks, to progress the development of a mountain bike trail business and concept plan, add value to existing canoe/kayak, walk, cycle and bridle trails including the Warren Blackwood Alliance of Councils Regional Trails Master Plan projects and to identifying trail based tourism opportunities.
<b>Trailhead</b>	The point where a trail begins. Usually trail heads include information pertaining to the trail (maps, signage, regulatory considerations and other information) as well as other supporting facilities (such as car parking, toilets, seating, shelter, picnic facilities etc.)

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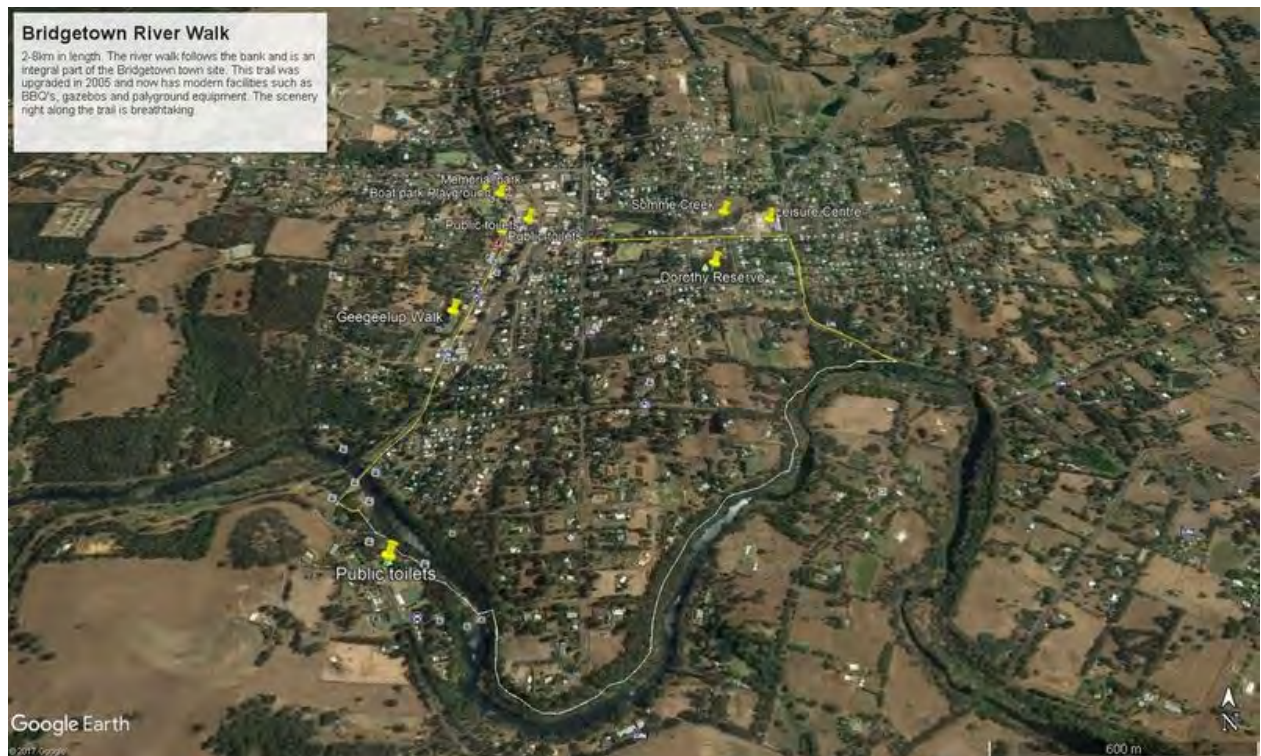
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## Appendices

- 1) Blackwood River Walk
- 2) Old Rectory Walk
- 3) Somme Creek Fitness Trail
- 4) Bridgetown Town Heritage Walk
- 5) Wandoo Valley Walk
- 6) Old Abattoir Walk
- 7) Blackwood River Canoe Trail
- 8) Little Schools Trail
- 9) Greenbushes Loop Trail
- 10) New Zealand Gully Walk I
- 11) Mining Heritage Walk
- 12) The Waterbird (Schwenke's Dam) Walk
- 13) Greenbushes Pool Walk
- 14) Greenbushes Heritage Amble

## Appendix 1



## Appendix 2



Old Rectory Walk

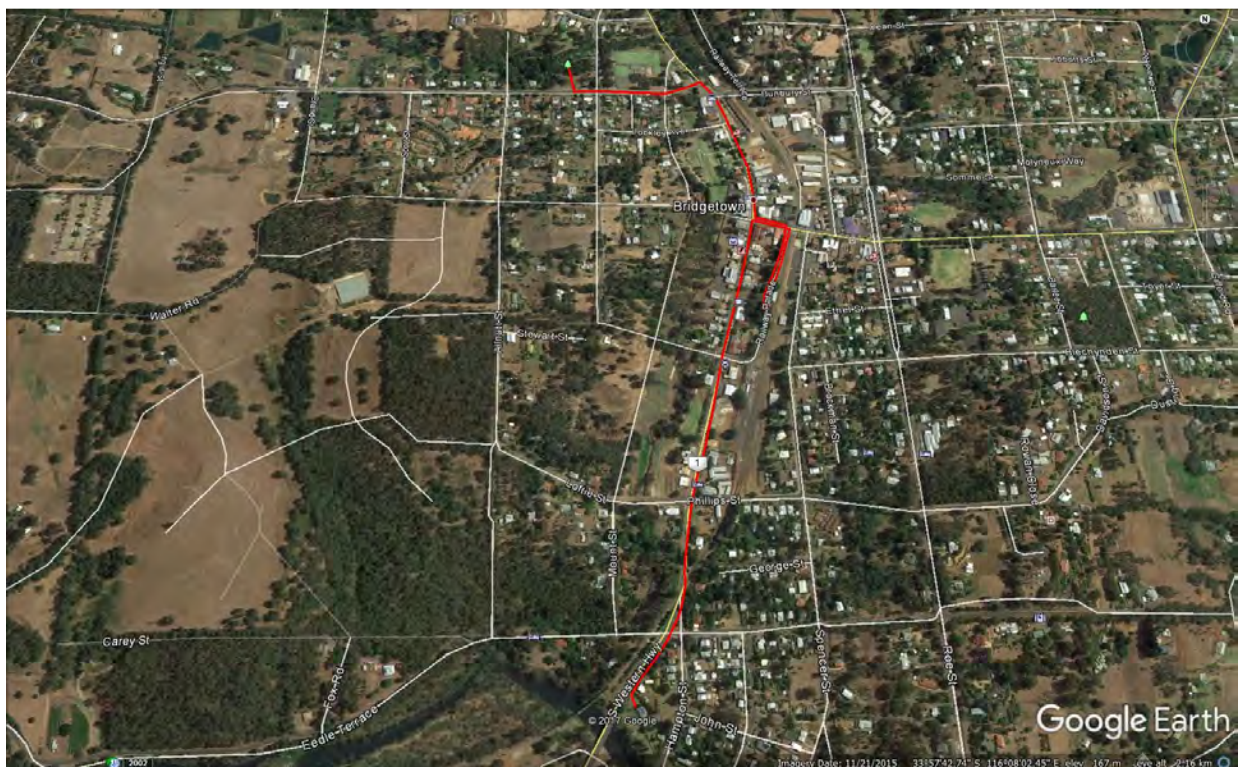


### Appendix 3



Somme Creek Fitness Trail

### Appendix 4



Bridgetown Town Heritage Walk



## Appendix 5



Wandoo Valley Walk

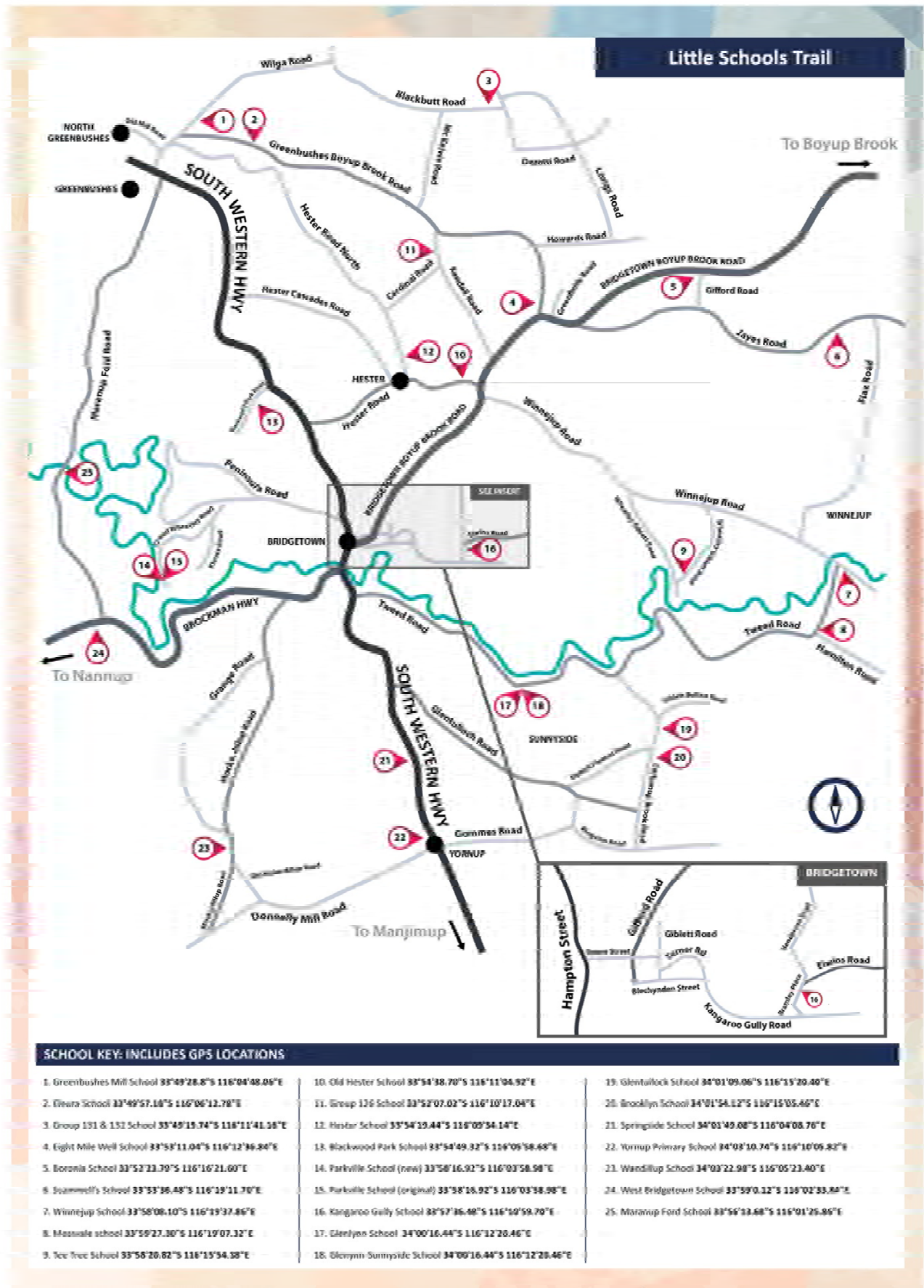
## Appendix 6



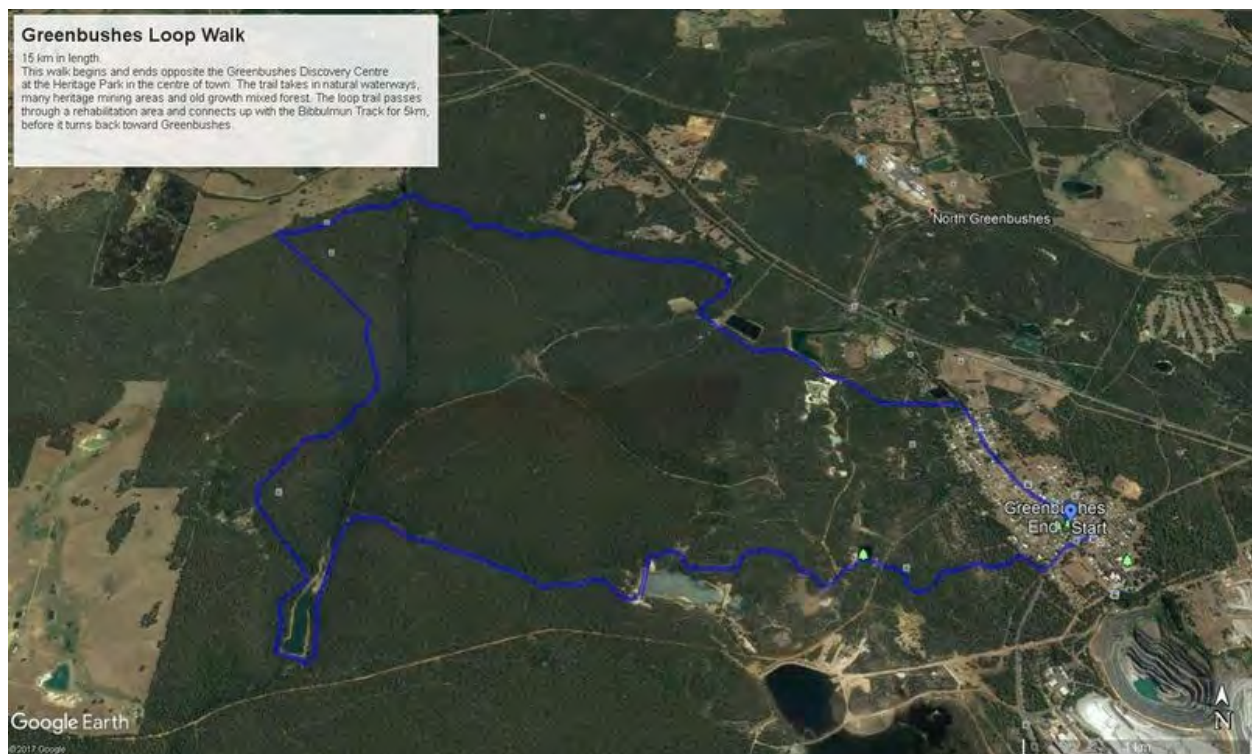




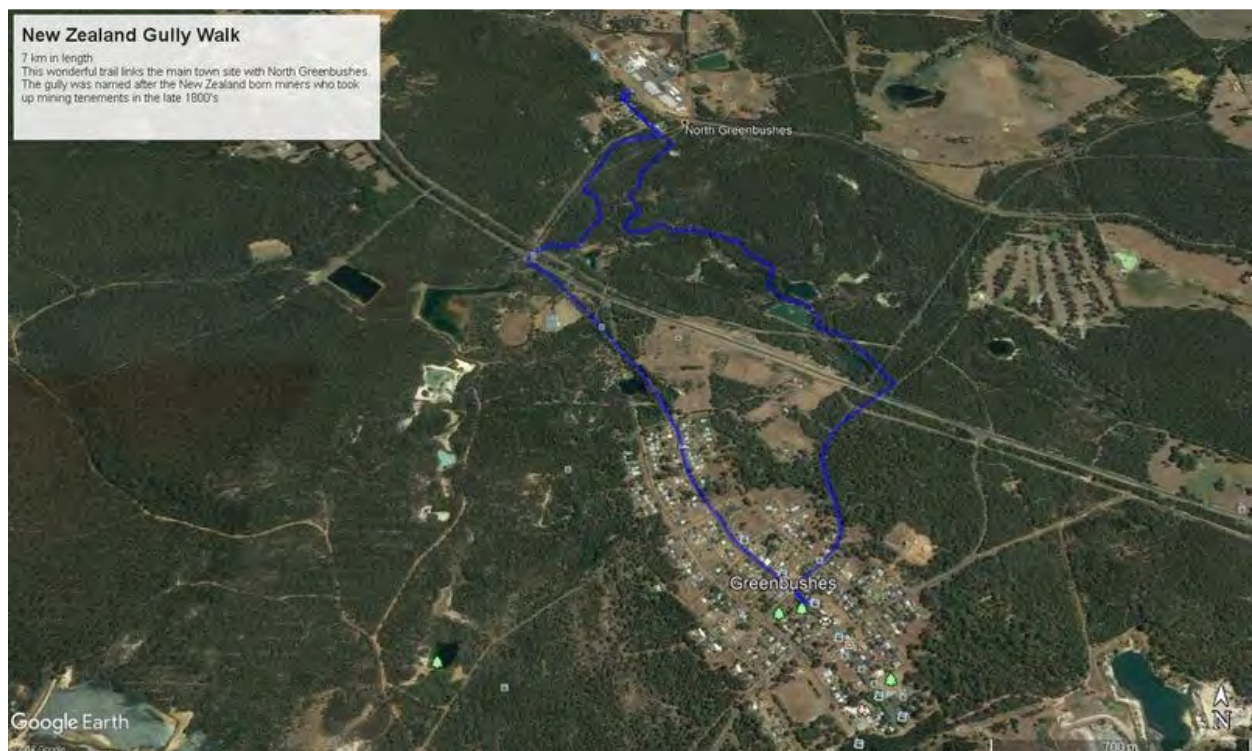
# Appendix 8



## Appendix 9

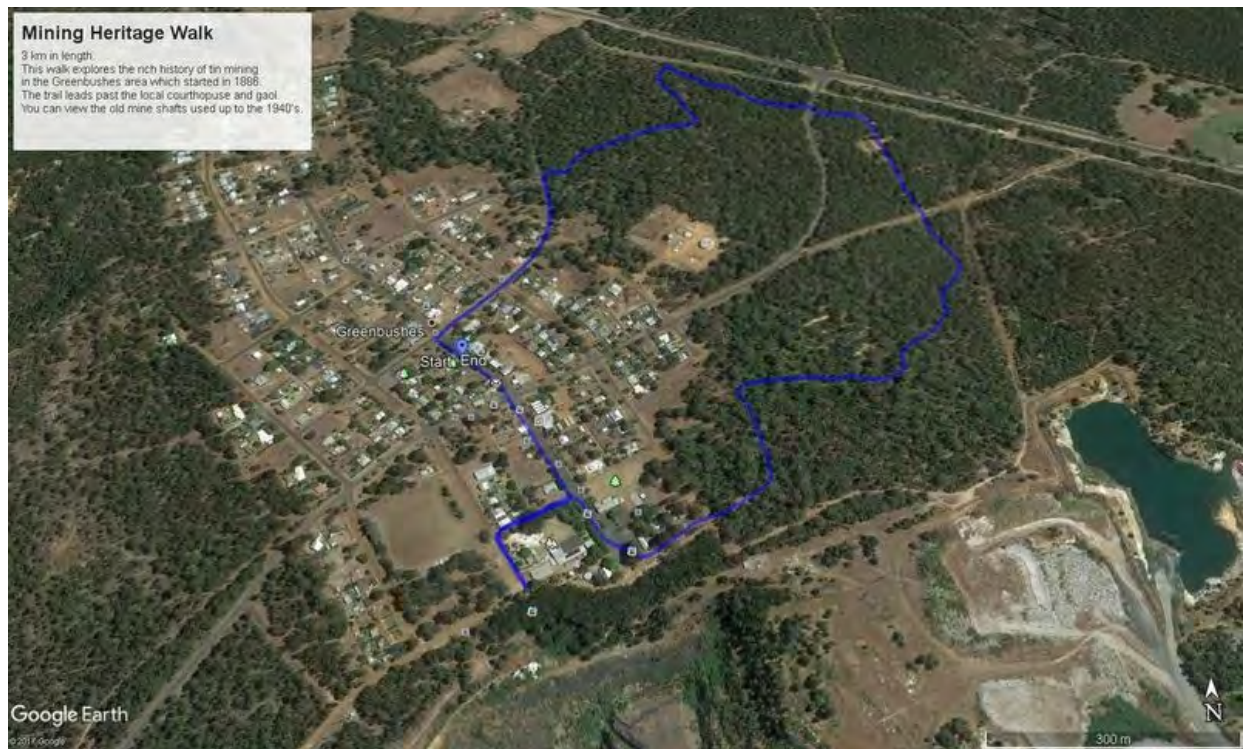


## Appendix 10

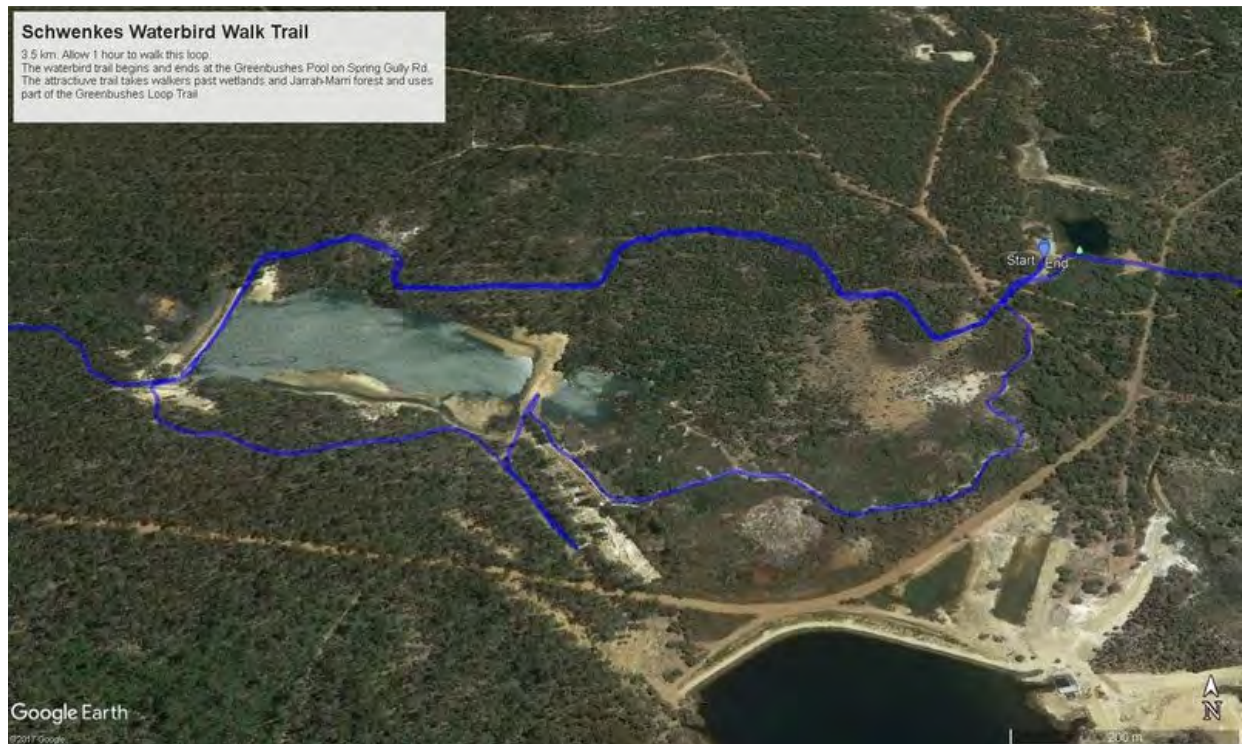




## Appendix 11

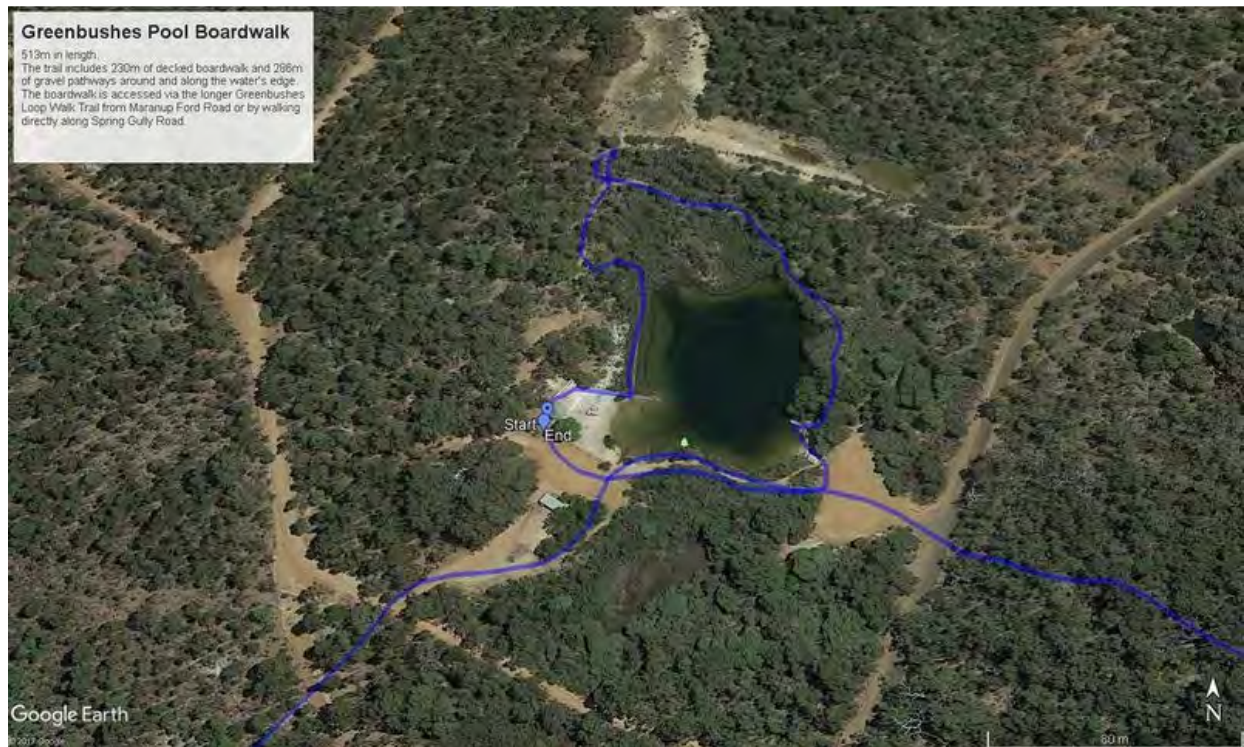


## Appendix 12





## Appendix 13







**AUDIT COMMITTEE**  
[2017-2019]

**INSTRUMENT OF APPOINTMENT & DELEGATION**

**1. INTRODUCTION**

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(a) and 5.16 of the *Local Government Act 1995* (the Act) and Section 7.1 A of the *Local Government Act 1995, Local Government Amendment Act 2004* and *Local Government (Audit) Regulations 1996* (Audit Regs), such committee to be known as the Audit Committee (hereinafter called the "Committee").

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

**2. NAME**

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

**3. OBJECTIVES OF THE COMMITTEE**

- 3.1 To provide guidance and assistance to the local government -
- a) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act;
  - b) as to the development of a process to be used to select and appoint a person to be an auditor;
  - c) as to matters to be audited and the scope of audits; and
  - d) as to its function under Part 6 – *Financial management* of the Act.
- Ref: Functions of Audit Committees (Audit Regs)
- 3.2 To review a report given to it by the CEO under regulation 17(3) *CEO to review certain systems and procedures*, and to –
- a) report to Council the results of that review; and
  - b) give a copy of the CEO's report to Council.
- Ref: Functions of Audit Committees (Audit Regs)
- 3.3 Review the annual Compliance Audit Return and report to the Council the results of that review.
- 3.4 Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance and report to the Council the results of those reviews.

#### 4. MEMBERSHIP

In accord with s.5.10(4) of the Act the President of the Shire of Bridgetown-Greenbushes may be a member of the committee, provided the President indicates an intention to be such a member at the time the committee is appointed.

- 4.1 Council will appoint four (4) elected members as Council's representatives on the Committee.
- 4.2 Further, the Committee may call upon two independent (senior) consultants with expertise in financial and/or legal matters to provide independent external advice to the Committee. Appointments of external consultants shall be made by CEO following a decision of Council and the allocation of sufficient funds in the budget as guided from professional fee schedules.
- 4.3 No member of staff including CEO may be a member of the Committee.

#### 5. PRESIDING MEMBER

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

The Presiding Member, if different from the President, is to refrain from speaking publically on behalf of the Committee or Council, or from issuing any form of written material purporting to speak on behalf of the Committee or Council without the prior approval of the President.

#### 6. MEETINGS

The Committee shall meet at least twice in a financial year. Note, legislation requires that the Committee shall meet with Council's external Auditor at least once during each year of the term of the Committee.

- 6.1 Notice of meetings shall be given to members at least 1 week prior to each meeting.
- 6.2 The Presiding Member shall ensure that minutes of agreed outcomes of all meetings are kept and shall, not later than 10 days after each meeting, ensure that all Councillors are provided with a copy of such minutes.
- 6.3 All members of the Committee shall have one vote and shall vote.
- 6.4 The Committee is to meet as soon as practicable after the annual interim audit report is received in order to address any issues raised by Council's Auditor.

#### 7. QUORUM

Quorum for a meeting shall be 2. A decision of the Committee does not have effect unless a simple majority has made it so.

#### 8. DELEGATED POWERS

The Committee is a formally appointed Committee of the Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility, and does not have delegated financial responsibility.

The Committee does not have any management functions, cannot involve itself in management processes or procedures, and is therefore independent of management.

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference. This is in order to facilitate informed decision-

making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

## 9. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Committee will be –

- 9.1 Provide guidance and assistance to Council as to the carrying out of functions of the local government in relation to audits.
- 9.2 Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's Auditor.
- 9.3 Develop and recommend to Council –
  - a list of those matters to be audited; and
  - the scope of the audit to be undertaken.
- 9.4 Recommend to Council the person or persons to be appointed as Auditor.
- 9.5 Develop and recommend to Council a written agreement for the appointment of the Auditor. The agreement is to include –
  - the objectives of the audit;
  - the scope of the audit;
  - a plan of the audit; and
  - details of the remuneration and expenses to be paid to the auditor.
- 9.6 Liaise with CEO to ensure that the local government does everything in its power to –
  - assist the Auditor to conduct the audit and carryout his/her duties under the *Local Government Act 1995*; and
  - ensure that audits are conducted successfully and expeditiously.
- 9.7 Examine the reports of the Auditor after receiving a report from CEO, and invite the Auditor to attend audit committee meetings to discuss audit results. Report to Council those matters raised that require action to be taken by the local government.
- 9.8 Monitor management responses to the Auditor's findings, and review progress by management in implementing audit recommendations.
- 9.9 Recommend to Council the adoption of the annual financial report.
- 9.10 Review issues relating to national competition policy, and comparative performance indicators.
- 9.11 Critically appraise and report to Council on any internal or external audit report that raises high level risk management, internal control, financial reporting, and other accountability or governance issues relevant under the Committee's terms of reference.
- 9.12 Monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems.
- 9.13 Monitor ethical standards and related party transactions by way of determining whether the systems of control are adequate.
- 9.14 Identify and refer specific projects or investigations deemed necessary through CEO, the internal auditor and Council if appropriate. Oversee any subsequent investigations.
- 9.15 Monitor the progress of any major lawsuits facing the council.

9.16 In the form of minutes or otherwise, report to Council after each meeting.

#### 10. TERMINATION OF COMMITTEE

Termination of the Committee shall be:

- a) in accordance with the Local Government Act 1995 (ie; 19 October 2019)
- b) at the direction of Council

#### 11. AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

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

#### 12. COMMITTEE DECISIONS

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

Reports and recommendations of each Committee meeting shall be presented to the next Ordinary Meeting of the Council.





**BUSH FIRES ADVISORY COMMITTEE  
(2017-2019)**

**INSTRUMENT OF APPOINTMENT & DELEGATION**

**1. Introduction**

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(1)(c) of the Local Government Act 1995, such committee to be known as the Bush Fires Advisory Committee (hereinafter called the "Committee").

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

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, relevant provisions of the Bush Fires Act 1954 local laws and policies of the Shire of Bridgetown-Greenbushes and this Instrument.

**2. Name**

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

**3. Objectives**

- 3.1 To provide advice to Council in regard to all matters relating to bush fire control, prevention and management including recommendations on the annual firebreak requirements, capital (equipment) purchase, review of fire fighting/prevention practices, fire fighting training, etc.

**4. Membership**

The President of the Shire of Bridgetown-Greenbushes may be a member of the committee under section 5.10(4) provided the President indicates an intention to be such a member at the time the committee is appointed.

The CEO or a representative of the CEO may be a member of the committee under section 5.10(5) provided the CEO indicates an intention to be such a member at the time the committee is appointed.

A maximum of two (2) Elected Members shall be appointed to the Committee.

The Chief Fire Control Officer and the Fire Control Officer (or his/her deputy) from each Bush Fire Brigade in the Shire shall (by virtue of the office held) be appointed to the Committee.

A representative from the Bridgetown Volunteer Fire & Rescue Service shall (by virtue of the office held) be appointed to the Committee.



Other persons (or representatives of organisations) may participate in meetings of the Committee (or any sub committees the Committee may establish) as determined by an ordinary majority of the Committee. Such persons will not be entitled to vote on any matter brought before the Committee.

The CEO will encourage the attendance of staff that have responsibility in the area of bush fire control to attend meetings of the Committee. The CEO and any other staff representative shall be an ex-officio member of the Committee and will not be permitted to vote on matters considered by the Committee.

#### 5. Presiding Member

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

#### 6. Meetings

The Committee shall meet at least three times per year.

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.
- 6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 10 days after each meeting, provide Council with a copy of such minutes.
- 6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding can cast a second vote.

#### 7. Quorum

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

#### 8. Delegated Powers

The Bush Fire Advisory Committee is established as an Advisory Committee only, and does not have delegated authority beyond the performance of the tasks allocated to it by Council.

As a minimum, the Committee will report to Council at least twice each year.

#### 9. Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995 (ie; 19 October 2019); or
- b) At the direction of Council

#### 10. Amendment to the Instrument of Appointment and Delegation

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

#### 11. Committee Decisions

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



**LOCAL EMERGENCY MANAGEMENT COMMITTEE  
(2017-2019)**

**INSTRUMENT OF APPOINTMENT & DELEGATION**

**1. Introduction**

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(1)(c) of the Local Government Act 1995, such committee to be known as the Local Emergency Management Committee (hereinafter called the "Committee").

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

**2. Name**

The name of the Committee shall be the *Local Emergency Management Committee*. Although this Committee is an Advisory Committee, the name of the Committee is in keeping with the names of similar Committees State-wide.

**3. Objectives**

- 3.1 To review and maintain the Community Emergency Management Arrangements.
- 3.2 To review and maintain the Community Evacuation Plan.
- 3.3 To review and maintain the Community Emergency Recovery Plan including documenting processes for the planning and management of recovery after a major disaster.
- 3.4 To comply with the Emergency Management Act 2005 in meeting the Business Reporting requirements of the State Emergency Management Committee (SEMC).

**4. Membership**

- Three (3) Elected Members, one being the President who will be Chairman of the Committee.
- The Shire's Recovery Coordinator and Deputy Recovery Coordinator.
- The Shire's Chief Bush Fire Control Officer.
- One (1) representative from each of the following agencies:
  - Police Department (Deputy Chairman)
  - State Emergency Service (SES)
  - Bridgetown Volunteer Fire & Rescue
  - St John Ambulance
  - St John Ambulance Regional Community Paramedic
  - Bridgetown Hospital
  - Department of Fire & Emergency Services (DFES)
  - Department of Biodiversity Conservation and Attractions (DBCA)

- Talison Lithium
- Red Cross
- Child Protection and Family Services
- Water Corporation
- Western Power
- Education Department
- Community Emergency Management Officer as an ex-officio member
- State Emergency Management Committee (SEMC) Officer as an ex-officio member
- Other persons (or representatives of organisations or Government agencies) may participate in meetings of the Committee (or any sub committees the Committee may establish) as determined by an ordinary majority of the Committee. Such persons will not be entitled to vote on any matter brought before the Committee.

#### 5. Presiding Member

Council shall appoint the President as the Presiding Member and the Officer-in-Charge of Bridgetown Police as the Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that Minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

#### 6. Meetings

The Committee shall meet in February, May August and November each year.

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.
- 6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 10 days after each meeting, provide Council with a copy of such minutes.
- 6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding can cast a second vote.

#### 7. Quorum

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

#### 8. Delegated Powers

The Committee is established as an Advisory Committee only, and does not have delegated authority beyond the performance of the tasks allocated to it by Council.

As a minimum, the Committee will report to Council at least four times each year.

#### 9. Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995 (ie; 19 October 2019); or
- b) At the direction of Council

#### 10. Amendment to the Instrument of Appointment and Delegation

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



**EMERGENCY PLANNING AND PREPAREDNESS ADVISORY COMMITTEE  
(2017-2019)**

**INSTRUMENT OF APPOINTMENT & DELEGATION**

**1. Introduction**

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(1)(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes Emergency Planning and Preparedness Advisory Committee (hereinafter called the "Committee").

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

**2. Name**

The name of the Committee shall be the *Bridgetown-Greenbushes Emergency Planning and Preparedness Advisory Committee*.

**3. Objectives**

- 3.1 To ensure the Shire as an organisation has the planning and processes in place that meet the Shire's obligations in the event of an emergency.
- 3.2 To document the Shire's role in the event of an emergency.
- 3.3 To act as a coordinated link between the Council and the Local Emergency Management Committee (LEMC).
- 3.4 To audit and test the Shire's preparedness to deal with emergencies.
- 3.5 To monitor the capacity of the Shire's resources (human & material) to respond to emergencies.

**4. Membership**

- 4.1 Council will appoint a maximum of four (4) elected members as Council's representatives on the Committee.
- 4.2 The CEO and Executive Manager Corporate Services (or a representative of the CEO or Executive Manager Corporate Services) shall be ex-officio members of the committee and will not be permitted to vote on matters considered by the Committee.

**5. Presiding Member**

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept

and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

#### 6. Meetings

The Committee shall meet on at least one occasion per annum and as required by the Presiding Member or Council.

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.
- 6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 10 days after each meeting, provide Council with a copy of such minutes.
- 6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding can cast a second vote.

#### 7. Quorum

Quorum for a meeting shall be at least 50% of the number of members appointed to the Committee by Council.

#### 8. Delegated Powers

The Bridgetown-Greenbushes Emergency Planning and Preparedness Advisory Committee is established as an Advisory Committee only and does not have delegated authority to make decisions on behalf of the Council.

As a minimum, the Committee will report to Council once per annum.

#### 9. Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995 (ie; 19 October 2019); or
- b) At the direction of Council

#### 10. Amendment to the Instrument of Appointment and Delegation

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



**ROADWISE ADVISORY COMMITTEE  
(2017-2019)**

**INSTRUMENT OF APPOINTMENT & DELEGATION**

**1. Introduction**

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

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

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

**2. Name**

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

**3. Objectives**

At the direction of Council;

- 3.1 Raise public awareness of road safety within the Shire.
- 3.2 Hosting of annual events such as 'Blessing of the Roads'; 'Mystery Tour of Life'; and 'Cop-it-Sweet Project'.

**4. Membership**

The President of the Shire of Bridgetown-Greenbushes shall be an ex-officio member of the committee under section 5.10(4) unless he indicates his intention not to be such a member.

The CEO or a representative of the CEO shall be an ex-officio member of the committee if he indicates to Council this intention under section 5.10(5) to be such a member.

- 4.1 Council will appoint three (3) elected members as Council's representatives on the Committee.
- 4.2 Council will appoint community representatives from the organisations listed below.

One representative each from the following organisations (representatives to be appointed by those organisations):

- Country Women's Association, Bridgetown
- Bridgetown Fire & Rescue Service
- Bridgetown Police
- St John Ambulance

- Community Representative
- One representative in total from the local schools in Bridgetown or Greenbushes.

Ex-officio Members:

- Roadwise Western Australia
- Main Roads Western Australia

#### 5. Presiding Member

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

#### 6. Meetings

The Committee shall meet on at least five occasions every year.

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.
- 6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 10 days after each meeting, provide Council with a copy of such minutes.
- 6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

#### 7. Quorum

Quorum for a meeting shall be at least 50% of the number of members, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

#### 8. Delegated Powers

The Roadwise Advisory Committee is established as an Advisory Committee only and does not have delegated authority beyond the performance of the tasks allocated to it by Council.

As a minimum, the Committee will report to Council every two months.

#### 9. Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995 (ie; 19 October 2019); or
- b) At the direction of Council

#### 10. Amendment to the Instrument of Appointment and Delegation

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

#### 11. Committee Decisions

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





**CEO PERFORMANCE REVIEW COMMITTEE  
(2017-2019)**

**INSTRUMENT OF APPOINTMENT & DELEGATION**

**1. Introduction**

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(a) and 5.16 of the Local Government Act 1995, such committee to be known as the CEO Performance Review Committee (hereinafter called the "Committee").

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

**2. Name**

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

**3. Objectives**

As directed by Council from time to time, use the performance appraisal system to ensure that its objectives are achieved in a timely and efficient manner and proposes to use the system to recognise and reward high achievement.

**4. Membership**

The Membership of the Committee shall consist of three (3) elected members including the President and Deputy President

**5. Presiding Member**

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

**6. Meetings**

The Committee shall meet twice yearly; April, and November.

- 6.1 Notice of meetings shall be given to members at least 1 week prior to each meeting.
- 6.2 The Presiding Member shall ensure that minutes of agreed outcomes of all meetings are kept and shall, not later than 10 days after each meeting, provide Council with a copy of such minutes.
- 6.3 All members of the Committee shall have one vote and shall vote.

**7. Quorum**

Quorum for a meeting shall be 3. A decision of the Committee does not have effect unless it has been made by an Absolute Majority.

8. Delegated Powers

The CEO Performance Review Committee has no delegated authority beyond the objectives outlined in clause 3 of this Instrument.

As a minimum, the Committee will report to Council twice each year.

9. Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995 (ie; 19 October 2019)
- b) At the direction of Council

10. Amendment to the Instrument of Appointment and Delegation

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

11. Committee Decisions

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



**BRIDGETOWN-GREENBUSHES ACCESS AND INCLUSION ADVISORY COMMITTEE  
(2017-2019)**

**INSTRUMENT OF APPOINTMENT & DELEGATION**

**1. Introduction**

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

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

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

**2. Name**

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

**3. Objectives**

The objectives and role of the Committee are:

- 3.1 To advise Council on the establishment of priorities and review of progress on the implementation of the strategies identified in the relevant Disability Access and Inclusion Plan and the Age Friendly Communities Plan.
- 3.2 To formally report to Council annually on the implementation of the Disability Access and Inclusion Plan and the Age Friendly Communities Plan.
- 3.3 To carry out consultation with the community as part of the annual review of the Disability Access and Inclusion Plan and Age Friendly Communities Plan.
- 3.4 To recommend to Council any changes to the priorities identified in the Disability Access and Inclusion Plan and Age Friendly Communities Plan either as part of the annual review process, or if necessary at other times of the year.

**4. Membership**

- 4.1 Council will appoint a minimum of one (1) elected member as Council's representative(s) on the Committee.
- 4.2 Council will appoint a maximum of 11 community/service agency representatives.

Appointed Members are:

- One (1) representative from Enable South West inc.
- One (1) representative from Geegeelup Village Inc.
- One (1) representative from Red Cross
- One (1) representative from Silver Chain
- Seven (7) Community representatives.

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

#### 5. Presiding Member

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

#### 6. Meetings

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

6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.

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

6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 10 days after each meeting, provide Council with a copy of such minutes.

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

#### 7. Quorum

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

#### 8. Delegated Powers

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

#### 9. Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995 (ie; 19 October 2019); or
- b) At the direction of Council

#### 10. Amendment to the Instrument of Appointment and Delegation

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

#### 11. Committee Decisions

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



**BRIDGETOWN-GREENBUSHES SUSTAINABILITY ADVISORY COMMITTEE  
(2017-2019)**

**INSTRUMENT OF APPOINTMENT & DELEGATION**

**1. Introduction**

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

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

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

**2. Name**

The name of the Committee shall be the *Bridgetown-Greenbushes Sustainability Advisory Committee*.

**3. Objectives**

The objectives and role of the Committee are:

- 3.1 To provide advice to the Council on sustainable natural environment, social and economic issues such as:
- Air Quality
  - Biodiversity
  - Land Degradation
  - The Built Environment
  - Water
  - Waste Management
  - Community Infrastructure
  - Community Engagement
- 3.2 To provide advice to Council on the possible introduction of incentives, initiatives and recommendations which can be introduced into the daily operations of the Shire, Policy setting process, Strategic Plans and Town Planning Schemes to :-
- Reduce the impacts on the natural environment
  - Reduce the impacts on the climate
  - Initiate sustainable management of resources

3.3 To identify for the consideration of Council strategies which increase real and sustainable behaviour change in residents, businesses and other members of the community (including tourists) in order to improve environmental outcomes.

#### 4. Membership

4.1 Council will appoint a minimum of two (2) elected members as Council's representatives on the Committee.

4.2 Council will appoint a maximum of seven (7) representatives from the community.

4.3 The CEO or a representative of the CEO shall be an ex-officio member of the Committee and will not be permitted to vote on matters considered by the Committee.

#### 5. Presiding Member

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

#### 6. Meetings

The Committee shall meet on at least one occasion every four months.

6.1 Notice of meetings shall be given to members at least 6 days prior to each meeting.

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

6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 10 days after each meeting, provide Council with a copy of such minutes.

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

#### 7. Quorum

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

#### 8. Delegated Powers

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

#### 9. Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995 (ie; 19 October 2019); or
- b) At the direction of Council

#### 10. Amendment to the Instrument of Appointment and Delegation

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



**TRAILS DEVELOPMENT ADVISORY COMMITTEE  
(2017-2019)**

**INSTRUMENT OF APPOINTMENT & DELEGATION**

**1. Introduction**

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

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

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

**2. Name**

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

**3. Objectives**

To provide advice to Council on:

- 3.1 Implement Council's economic strategies via identified and proposed tasks.
- 3.2 To advise council on the establishment of priorities and review of progress on the implementation of the strategies identified in the relevant Local Trails Plan.
- 3.3 To formally report to Council annually on the implementation of the Local Trails Plan.
- 3.4 To recommend to Council any changes to the priorities identified in the Local Trails Plan either as part of the annual review process, or if necessary at other times of the year.

**4. Membership**

The President of the Shire of Bridgetown-Greenbushes may be a member of the committee under section 5.10(4) provided the President indicates an intention to be such a member at the time the committee is appointed.

The CEO or a representative of the CEO may be a member of the committee under section 5.10(5) provided the CEO indicates an intention to be such a member at the time the committee is appointed.

- 4.1 A minimum of one (1) Elected Member shall be appointed to the Committee.



- 4.2 A minimum of one (1) representative of the Department of Biodiversity, Conservation and Attractions
- 4.3 A maximum of eight (8) Community Representatives.
- 4.4 A CEO appointed shire representative shall be an ex-officio member of the Committee and will not be permitted to vote on matters considered by the Committee.

#### 5. Presiding Member

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

#### 6. Meetings

The Committee shall meet at least bi-monthly.

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.
- 6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 10 days after each meeting, provide Council with a copy of such minutes.
- 6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding may cast a second vote.

#### 7. Quorum

Quorum for a meeting shall be at least 50% of the number of members, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

#### 8. Delegated Powers

The Trails Development Advisory Committee is established as an Advisory Committee only, and does not have delegated authority beyond the performance of the tasks allocated to it by Council.

#### 9. Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995 (ie; 19 October 2019); or
- b) At the direction of Council

#### 10. Amendment to the Instrument of Appointment and Delegation

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

#### 11. Committee Decisions

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



## **YOUTH SERVICES ADVISORY COMMITTEE**

### **INSTRUMENT OF APPOINTMENT & DELEGATION [2017-2019]**

#### 1. Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(1)(c) of the Local Government Act 1995, such committee to be known as the Bridgetown-Greenbushes Youth Services Advisory Committee (hereinafter called the "Committee").

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

#### 2. Name

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

#### 3. Objectives

The objectives and role of the committee are:

- 3.1 To advise Council on the establishment of priorities and review of progress on the implementation of the strategies identified in the relevant Youth Plan.
- 3.2 To formally report to Council annually on the implementation of the Youth Plan.
- 3.3 To recommend to Council any changes to the priorities identified in the Youth Plan either as part of the annual review process, or if necessary at other times of the year.

#### 4. Membership

- 4.1 Council will appoint a minimum of one (1) elected member as Council representative (s) on the Committee.
- 4.2 Council will appoint a maximum of 10 community/service agency representatives.  
Appointed members are:
  - One (1) representative from the Bridgetown High School
  - One (1) representative from Child Protection
  - One (1) representative from SW Mental Health
  - One (1) representative from Bridgetown Medical Centre/Health Professional
  - One (1) representative from Police
  - One (1) representative from Blackwood Youth Action Inc.
  - One (1) representative from Blackwood Parent Support

- Three (3) representative from youth community (preferably one from each age range; 12-15, 16 19, 20-24)
- At least 1 participant from the Youth Leadership Program.

4.2 A minimum of one (1) CEO appointed Shire representative shall be an ex-officio member of the committee and will not be permitted to vote on matters considered by the Committee.

#### 5. Presiding Member

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

#### 6. Meetings

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

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.
- 6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 10 days after each meeting, provide Council with a copy of such minutes.
- 6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding can cast a second vote.

#### 7. Quorum

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

#### 8. Delegated Powers

The Committee is established as an Advisory Committee only, and does not have delegated authority beyond the performance of the tasks allocated to it by Council.

#### 9. Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995; or
- b) At the direction of Council.

#### 10. Amendment to the Instrument of Appointment and Delegation

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

#### 11. Committee Decisions

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



# ROLLING ACTION SHEET

## ROLLING ACTION SHEET

November 2017 (encompassing Council Resolutions up to Council Meeting held 28 September 2017)

Comments in bold represent updated information from the last edition of the Rolling Action Sheet

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

Council Decision No.	Wording of Decision	Responsible Officer	Comments	√
C.28/1108 Public Access to Rear of Shops on Western Side of Hampton Street	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorse in-principle the proposal to obtain an easement in gross over private land at the rear of shops west of Hampton Street between Henry Street and the existing public accessway opposite the public car park in Hampton Street.</li> <li>2. That the CEO obtain the necessary legal advice to enable correspondence to be sent to affected property owners seeking their in-principle consent for the creation of an easement in gross for public access to the rear of their premises.</li> <li>3. That upon receipt of responses from affected property owners the matter be brought back to Council for final determination, including consideration of how the proposed public accessway could be designed to take into account risk management of flooding.</li> </ol>	T Clynch	<p>Work on developing a draft easement document has been delayed.</p> <p>A request was to be prepared to a local solicitor requesting preparation of a draft/template easement document. This will be funded from general legal expenses account. Since then the CEO has made the decision to defer the preparation of the document pending completion of the Geegilup Brook Flood Study in case there are implications regarding land acquisition/tenure/use arising from that Study. The Flood Study was endorsed by Council at its November 2014 meeting so the easement proposal will be re-actioned (February 2015).</p> <p>Discussions held with solicitor on best process to progress this matter. Property ownership details currently being compiled for forwarding to solicitor (September 2015)</p> <p>This matter was discussed at quarterly briefing session held on 4 February 2016 where it was agreed that the proposal should be extended to include the car parking areas within the proposed easement. This can happen under the current resolution C.28/1108. A plan of the proposed easement will be prepared and correspondence forwarded to affected property owners</p>	√

			(March 2016).  Progress of this matter has been deferred pending finalisation of the proposed land exchange and creation of easement for the property at 145 Hampton Street (corner Henry Street).
C.14/0209 Termination of Lease – Former Rubbish Disposal Site, Spring Gully Road, Greenbushes	That Council commence proceedings for termination of its lease of State Forest formerly used as the Greenbushes Rubbish Tip and assist Talison Minerals Pty Ltd in any rehabilitation requirements imposed by the Department of Environment and Conservation.	T Clynch	A meeting was held with DEC in February 2010 at which some minor rehabilitation requirements were identified – these are being undertaken by Talison. Email from DEC 15/3/2013 (I-EML201229622)- Further weed removal, rubbish removal and reinstatement of active planting required before lease can be terminated. Ongoing discussions being held with the Department of Parks and Wildlife regarding this (November 2013). A further meeting was held in January 2016 and some additional works identified (March 2016).  In 2016/2017 Talison Lithium placed gravel/Soft rock on various problem areas combined with ripping, planting of seedlings and seeding the area. The consequential weed generation will now be managed this winter (2017) while determining future works for 2017/2018. (March 2017).
C.16/0809a Development of Car Parking and Proposed Town Square in Railway Reserve	That Council formally request the Public Transport Authority to initiate the process to gazette the land known as Railway Parade to a public road.	T Clynch S Gannaway	A written request has been forwarded to PTA and Heritage Council of WA, with favourable support received. Formal gazettal process by State Land Services commenced. Final plan agreed to by PTA and Brookfield Rail, pending finalisation of survey plans and land transfer. This process is still ongoing. Pending 'in-principle' support from Landgate as Railway Parade not formally named and initial response unfavourable. Response pending. At its February 2014 meeting Council resolved to rename the road as an extension of Stewart Street and correspondence seeking approval for this has been forwarded to the Geographic Names Committee. Renaming as Stewart Street approved by Landgate in March 2014.

			Deposited Plan lodged with Landgate (March 2016).
C.13/0909 Interim Report - Municipal Inventory Review	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Notes that advertising of the Municipal Inventory Review commenced on Wednesday 9 September 2009 for a six week period with submissions invited by Thursday 22 October 2009.</li> <li>2. Notes the content of the 'Municipal Inventory Review – Information Sheet' as per Attachment 19.</li> <li>3. Request the Chief Executive Officer provide a report back to Council by no later than February 2010 on the Municipal Inventory Review, including feedback following public consultation as per Point 1. above, along with the merits of developing a Heritage Conservation Incentives Scheme, reviewing the current Bridgetown Special Heritage Design Policy and preparing a broader Heritage Conservation Policy for the Shire.</li> </ol>	S Donaldson	<ol style="list-style-type: none"> <li>1. Noted. Advertising period closed on 22 October 2009. Additional nominations and comments still being received. Research ongoing.</li> <li>2. Noted.</li> <li>3. Heritage Policy and Development Guidelines adopted by Council in December 2010. Numerous site inspections undertaken in October and November 2010 with Regional Heritage Advisor to consider new and additional nominations. Work continuing on inventory review and to be presented to Council by mid 2012 depending upon workload. Advisor unable to progress matter, with current RHA service to end on 30 June 2013. Internal or external appointment to be made to progress matter, pending budget considerations. Liaison with Office of Heritage continuing with a view to trialling a new online database. Investigation into Heritage Conservation Incentives Scheme not yet commenced. Council resolved in November 2011 not to adopt the Bridgetown Residential Character Area Policy in its current form. Review recommenced with preliminary report expected to be presented to Council late 2015. Update report and draft policy adopted by Council in April 2016. Draft policy being advertised with the submission period to end on 30 June 2016. Final report to be presented to Council in August 2016. Assessment of Cultural Heritage Significance Policy adopted by Council on 25 August 2016. Review progressing with report to be presented to Council in August or September 2017. Report to be presented to</li> </ol>



<p>C.14/0310 Preliminary Report – Plantation Exclusion Zones</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Agrees that any consideration of plantation exclusion zones should also address the Greenbushes, North Greenbushes and Hester townsites, the Yornup township and existing or proposed local development areas throughout the Shire municipality.</li> <li>2. Directs the Chief Executive Officer to prepare preliminary documentation and present a report to a future meeting of Council to initiate a scheme amendment to Town Planning Scheme No. 3 seeking to modify Table I to prohibit 'Afforestation' within the Rural zone of the scheme area.</li> <li>3. Directs the Chief Executive Officer to present all planning applications for 'Afforestation' for land within Town Planning Scheme No. 3 to Council for determination, until such time as the scheme amendment required by Point 2 above has been finalised.</li> <li>4. Directs the Chief Executive Officer to engage a suitably qualified consultant to undertake a Bush Fire Hazard Assessment of the Shire municipality, in consultation with FESA, and in accordance with the Planning for Bush Fire Protection document.</li> <li>5. Directs the Chief Executive Officer to commence a comprehensive review of the Shire's Plantation Applications Policy to address the following issues: <ol style="list-style-type: none"> <li>a) Definition of woodlots and shelter belts and list of acceptable locally native tree species.</li> <li>b) Location of surrounding development and adequate bush fire risk assessment and management, with reference to FESA Guidelines for Plantation Fire Protection.</li> </ol> </li> </ol>	<p>S Donaldson</p>	<p>Council in November 2017.</p> <ol style="list-style-type: none"> <li>1. Noted.</li> <li>2. Presented to Council in August 2011 for initial adoption. Advertising period closed on 8 December 2011. Amendment adopted by Council on 25 January 2012 and forwarded to WAPC for final approval. Amendment gazetted 8 June 2012.</li> <li>3. Noted.</li> <li>4. Funding application was successful – Council accepted funds at March 2011 meeting. Bushfire Hazard Strategy Consultant Brief finalised and tenders called for by 14 September 2011. Final report received and adopted by Council in August 2012 for purpose of future public consultation. Council in March 2016 resolved not to progress. See Point 6 below.</li> <li>5. Commenced but little progress to date, pending adoption of Bushfire Hazard Strategy. No further action progressed. New detailed Bushfire Hazard Level Assessment to be prepared for Local Planning Strategy, with recommendations for plantation exclusion (August 2017).</li> </ol>
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	<p>c) Other natural resource management issues identified in the Shire's Managing the Natural Environment Policy and Natural Environment Strategy.</p> <p>6. Following completion of Points 4 and 5 above, the Chief Executive Officer is to present a report to a future meeting of Council for further consideration.</p>		<p>6. Noted. Draft Bush Fire Hazard Strategy adopted by Council in August 2012 for the purpose of future public consultation along with scheme amendments. See Item C.19/0812 below. No further action to be taken with strategy as per C.18/0216. No further action on policy review (May 2016).</p>	
<p>C.09/1112 Draft Shire of Bridgetown-Greenbushes Local Planning Strategy and Technical Appendix</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Adopts the draft Shire of Bridgetown-Greenbushes Local Planning Strategy and Technical Appendix, as per Attachments 5 and 7, pursuant to regulation 12A(1)(a) of the Town Planning Regulations 1967.</li> <li>2. Directs the Chief Executive Officer to forward the draft Shire of Bridgetown-Greenbushes Local Planning Strategy and Technical Appendix to the Western Australian Planning Commission for consent to commence formal public advertising, pursuant to regulation 12A(1)(b) of the Town Planning Regulations 1967.</li> <li>3. Directs the Chief Executive Officer to forward the draft Shire of Bridgetown-Greenbushes Local Planning Strategy and Technical Appendix to the Environmental Protection Authority for comment prior to commencement of formal public advertising.</li> <li>4. Notes that should the Western Australian Planning Commission and/or Environmental Protection Authority require modification(s) to the draft Shire of Bridgetown-Greenbushes Local Planning Strategy and Technical Appendix, such modification(s) be presented to Council for consideration prior to commencement of formal public advertising, unless considered minor in the opinion of the</li> </ol>	<p>S Donaldson</p>	<ol style="list-style-type: none"> <li>1. Noted.</li> <li>2. Final Strategy and Technical Appendix forwarded to the Department of Planning, feedback pending.</li> <li>3. Final Strategy and Technical Appendix forwarded to the Environmental Protection Authority for comment. Response received authorising consultation subject to further information to be provided during preparation of the Local Planning Scheme with regard to priority agriculture and rural living areas.</li> </ol> <p>Preliminary feedback received from Department of Planning on 29 February 2013 requiring significant and minor modifications to Strategy and Plans. Modified LPS to be presented to Council in April or May 2013 for consideration of required modifications. DoP staff prepared replacement strategy plans. Meeting held</p>	<p>√</p>

	Chief Executive Officer.		with Department staff on Friday 7 June 2013 to work through required modifications to strategy and plans. Modified Strategy Plans now finalised, work progressing on strategy text document for consideration by WAPC by March 2014. WAPC has provided feedback and requested some modifications be done. Review of Bridgetown Town Centre Strategy component of the LPS to be discussed at councillor workshop in light of potential rezoning of P & Co Packing Shed site. Workshop held on 19 March 2015 with further work and liaison with Department of Planning continuing. Updated draft to be presented to Council for consideration by July or August (April 2015). Meeting with DoP staff held in Bridgetown on 30 April 2015 for further discussion. Further discussion with DoP staff on 24 June 2015, work progressing (July 2015). Discussion with Bushfire Consultant underway to prepare Bushfire Hazard Assessment (June 2017). <b>See Resolution C.08/0917 below.</b>
C.16/0513 Greenbushes Overnight Stay Facility	That Council: 1. Endorse the proposal to establish a short term caravan and camping transit park (6 sites) at the Greenbushes Sportsground, adjacent to the old cricket pavilion. 2. Endorse the proposal to redevelop the old cricket pavilion to a “camper’s bunkhouse” with 4 bunks being provided. 3. Seek the approval of the Minister for Local Government for approval of the transit park and bunkhouse 4. Consider allocation of a sum of \$6,000 in the 2013/14 budget for development of the transit park and hikers bunkhouse.	T Clynch	An application has been submitted to the Department of Local Government (October 2013).  Approval for the use of the land as a transient caravan park has been granted (subject to conditions) by the Department of Lands. The approval of the Minister for Local Government is now required and an application is being submitted (September 2014).  Concerns have been raised by Water Corporation due to proximity to Greenbushes water supply and it appears that until such time as the water supply dam is discontinued (as proposed under new integrated water supply project) the transit caravan park will be deferred (May 2015).  Progression of this proposal can be seen as a linkage to Council’s request for acquisition of the Dumping

			Gully Precinct – Resolution C.02/1216 (April 2017)
C.10/0315 Investigating the provision of an Organic Waste Collection Service	That Council investigate the possibility of introducing “Organic Waste” kerb side collection for the Shire.	L Crooks	A meeting has been held with the relevant officer at the Shire of Donnybrook-Balingup to discuss various aspects of its organic waste collection service. This will assist in preparing a report to Council (February 2016).  Processing of organic waste will be a consideration in the planning and eventual design of any regional waste site (March 2017).
C.15/0415a Proposed Land Purchase – Western Portions of Lot 20 (81) and Lot 21 (87) Hampton Street, Bridgetown	That Council: 1. Resolves to purchase the western portion of Lot 20 (81) Hampton Street, Bridgetown (currently on Diagram 14110 Volume/Folio 1130/54) for the sum of \$18,000 plus subdivision and legal costs. 2. Resolves to purchase the western portion of Lot 21 (87) Hampton Street, Bridgetown (currently on Diagram 14110 Volume/Folio 1550/177) for the sum of \$8,750 plus subdivision and legal costs. 3. That the unbudgeted expenditure of \$26,750 purchase price and estimated \$8000 subdivision and legal (transfer of land) costs be funded by withdrawal of an amount of up to \$34,750 from the Land & Buildings Reserve. 4. That the CEO be authorised to submit an application for to the Western Australian Planning Commission for the subdivision/amalgamation of the land, and amalgamation with adjacent land if required when acquirable by the Shire of Bridgetown-Greenbushes.	S Donaldson	1. Noted.  2. Noted.  3. Noted.  4. Noted. Subdivision plan prepared, pending finalisation of purchase of 97 and 99 Hampton Street, Bridgetown, before application is lodged with WAPC (August 2016). Plan of subdivision being finalised to be lodged with WAPC (November 2016). Application lodged with WAPC in December 2016. Approval granted 21 February 2017. Deposited Plan finalised and lodged with Department of Planning, Lands and Heritage for endorsement (July 2017). New titles prepared, with Shire’s solicitor finalising settlement and land

			transfer (September 2017).	
C.02/1215 Annual Report & Annual Financial Report 2014/15	That Council: <ol style="list-style-type: none"> <li>1. Accepts the Annual Report including the Annual Financial Report and Audit Report for the 2014/2015 financial year and gives local public notice of its availability.</li> <li>2. Schedules the Annual General meeting of Electors to be held on Thursday, 4 February 2016 in the Council Chambers, commencing at 5.30pm.</li> <li>3. Note Administration's comments in relation to the matters raised in Appendix 1 of the Auditor's Management Report.</li> <li>4. That a report be presented to Council on the effect of fair value and depreciation on the operating surplus ratio and asset sustainability ratio and meeting the current benchmark.</li> </ol>	T Clynch	AGM held 4 February.  Report to be presented to the next Audit Committee.	
C.03/0116 Request for Installation of Street Lighting – Pioneer Road	<ol style="list-style-type: none"> <li>1. That Council requests Western Power to prepare a design plan and estimate for lighting Pioneer Street between Nelson Street and Peninsula Road and that the costs of this be funded by council as unbudgeted expenditure.</li> <li>2. Prior to any action being taken at dot point 1, financial support be sought from the Bridgetown Agricultural Society and the Blues at Bridgetown to meet one third each of the cost of installation.</li> <li>3. That the Shire's portion of this cost be funded in the 2016/17 budget.</li> <li>4. That the project be abandoned should the support funding from both Bridgetown Agricultural Society and Blues at Bridgetown be refused.</li> <li>5. That Council also investigate the option of installation of pedestrian solar lighting.</li> </ol>	T Clynch	Application being prepared for Western Power.  Design and cost estimate obtained – correspondence to be forwarded to Blues at Bridgetown and Bridgetown Agricultural society enquiring about contributions to the project once a cost estimate for alternative solar lighting is obtained (June 2016).	

<p>C.06/0116 Proposed Closure of Rights-of-Way for Partial Dedication as Public Roads and Amalgamation – Adjoining Barlee Street, Bridgetown</p>	<p>That Council, in relation to the proposed closure of the two Rights-of-Way adjoining Barlee Street, Bridgetown, as per Attachment 6:</p> <ol style="list-style-type: none"> <li>1. Notes the public submissions received, as per Attachment 8, and the Shire staff responses in the Schedule of Submissions, as per Attachment 9.</li> <li>2. Supports the proposed closure of ROW West (being Lot 66 on Diagram 4315) for ceding to the Crown for action as follows: <ol style="list-style-type: none"> <li>a) Dedication of the 65 metre east-west portion of ROW West as a public road pursuant to s.52 and s.58 of the Land Administration Act 1997; and</li> <li>b) Amalgamation of the 82 metre north-south portion of ROW West with adjoining properties where practical.</li> </ol> </li> <li>3. Supports the proposed closure of 150 metre length of ROW East (being Lot 67 on Diagram 5653) for ceding to the Crown for dedication as a public road pursuant to s.52 and s.58 of the Land Administration Act 1997.</li> <li>4. Directs the Chief Executive Officer to forward relevant information to the Department of Planning and Department of Lands requesting approval in relation to Points 3. and 4. above.</li> </ol>	<p>S Donaldson</p>	<ol style="list-style-type: none"> <li>1. Noted.</li> <li>2. Noted.</li> <li>3. Noted.</li> <li>4. Correspondence sent to Department Planning, Lands and Heritage on 4 February 2016. Responses pending (March 2016).</li> </ol>	
<p>C.06/0416 Bridgetown Railside Landscaping Project</p>	<p>That Council seek a review of the decision by Brookfield Rail regarding the proposed Bridgetown Railside Landscaping Project and seeks the assistance of the Minister for Transport and Minister for Regional Development in facilitating this review.</p>	<p>T Clynch</p>	<p>Discussions being held with Terry Redman's office on best way to progress this matter (June 2016).</p> <p>Brookfield Rail has recently appointed a community liaison officer and it is intended to meet that person soon to discuss various issues, including this issue (September 2016).</p> <p>A meeting was held with Brookfield Rail on 29 November 2016 and this issue was raised. Brookfield</p>	

			indicated it would reconsider its position on the landscaping and requested that a formal request be submitted based on the landscaping being groundcover only. That application is currently being prepared (February 2017)
C.04/0516 Proposed Investigation of Strategic Purchase for Somme Creek Improvements	That Council considers investigating the potential strategic purchase of Lot 84 (42) Forrest Street with the possibility of purchasing a part thereof, which encompasses the Somme Creek creek line and associated riparian edges, to be incorporated into the Somme Creek Parklands project.	T Clynch S Donaldson	Correspondence sent to landowner on 22 August 2016. Meeting arranged for mid September 2016. Waiting for further contact from landowner (October 2016). Letter sent to Valuer General's Office on 17 November 2016, feedback pending (February 2017). Valuer General's Office feedback received. Follow up letter sent to landowner for further negotiation. Response received July 2017. Liaison with other landholders prior to further reporting to Council (August 2017).
SpC01/0516 Cost Overruns at Bridgetown Sportsground Change Rooms	That Council: 1. Amend its 2015/16 budget as follows: (i) Increase the 'materials & contracts' allocation for Job No. 17BU 'Bridgetown Sportsground Change Rooms' from \$316,864 to \$401,000. (ii) Decrease the 'materials & contracts' allocation for Job No. 08BU Shire Depot Building Renewals from \$48,735 to \$32,735. (iii) Decrease the 'materials & contracts' allocation for Job No 28BU '32 Gifford Road' from \$8,700 to \$3,500. (iv) Transfer an amount of \$62,936 from the Building Maintenance Reserve to Job No. 17BU 'Bridgetown Sportsground Change Rooms'  2. Request the CEO prepare a 'Major Projects Evaluation' Policy for consideration by Council.	T Clynch	'Major Projects Evaluation' Policy yet to be commenced (July 2016)  Draft policy has been prepared at officer level and is currently being assessed prior to presentation to Council (September 2017)
C.10/0916 Infirm Parking and Membership of	1. That Council directs the CEO to investigate and negotiate a lease agreement with 'Australia Post' and 'TGC and KPC Pty Ltd' for the purpose of installing Australian Council for	M Richards	1. Completed 2. <b>Pending outcome of item C.10/1017 all parking bays will be signed and marked concurrently.</b>



<p>Access and Inclusion Committee</p>	<p>Rehabilitating of Disabled (ACROD) parking bays in the Bridgetown Post Office car park and on the southern side of Howard Evans Legal Office.</p> <p>2. That Council directs the CEO to install an ACROD parking bay in the Shire Administration Building car park near the Lesser Hall external public toilet.</p> <p>3. That Council directs the CEO to revert all Infirm Parking Bays in the town centre - outside the Bridgetown Bakery, IGA, the Post Office - back to general use parking bays.</p> <p>4. That Council accepts the verbal resignation of Dyan Dent (Geegeelup Village), Helen Gales (Red Cross) and Peter Seaward (Enable Representative).</p> <p>5. That Council endorses the appointment of Jesse Donovan (Community Member) to the Access and Inclusion Advisory Committee.</p>		<p>3. <b>Progressed (1 sign remaining in situ; will be taken down once ACROD are instated)</b></p> <p>4. Completed</p> <p>5. Completed</p>	
<p>C.03/1116 RV Friendly Towns</p>	<p>That Council consider the registration and promotion of Bridgetown as an RV Friendly Town and Greenbushes as an RV Destination and request the CEO present a report back to Council on the requirements and implications of obtaining such registrations.</p>	<p>T Clynch</p>	<p>Assessment against guidelines of Campervan and Motorhome Club of Australia Limited (CMCA) has commenced (March 2017).</p> <p>The requirement for a dump point is a mandatory requirement for registration as a RV Friendly Town and assessment of options is currently occurring to enable a report back to Council (April 2017).</p> <p>A meeting has recently been held with representatives of the Bridgetown Agricultural Society regarding development of a dump point at the showgrounds (June 2017).</p>	
<p>C.02/1216 Acquisition of Dumpling Gully Precinct</p>	<p>That Council request the CEO to investigate the options of the Shire of Bridgetown-Greenbushes taking ownership of the Dumpling Gully Dams (and associated area) commonly called the Dumpling Gully Precinct to incorporate the area into a Shire Reserve which can be developed for both passive and active</p>	<p>T Clynch</p>	<p>Correspondence forwarded to Water Corporation on 23 December 2016. Response received 28 February 2017 indicating in-principle support to the proposal (April 2017).</p>	

	recreation activities for the community and to manage and protect the Wetlands and associated unique fauna and flora of the region.		A meeting was held with the Water Corporation and Talison Lithium on 19.6.17 to further discuss the processes for de-proclamation of the drinking water source and the need to engage with DPAW (July 2017).	
C.05/1216 Greenbushes Townsite Carpark	That Council: <ol style="list-style-type: none"> <li>1. Adopts in principle the proposed Greenbushes Town Centre Carpark and Access Concept Plan.</li> <li>2. Authorises the CEO to progress discussion with the landholders to acquire private property adjacent to the laneway at the rear of the shopping area on the corner of Blackwood Road and Stanifer Streets in Greenbushes for the purposes of creating a formalised car parking area.</li> <li>3. Requests the CEO to finalise the plan to include appropriate drainage, road access and parking and traffic ways.</li> <li>4. Requests the CEO to identify suitable funding opportunities for the project.</li> </ol>	T Clynch	Letters sent to affected property owners in order to commence consultation on possible ceding of private land for the project (March 2017).	
C.06/1216 Expanding the Gym Facilities at the Bridgetown Leisure Centre	That Council: <ol style="list-style-type: none"> <li>1. Commence the process of investigating the suitability and cost of extending the current gym facilities of the Bridgetown Leisure Centre.</li> <li>2. Approves unbudgeted expenditure of \$8,000 to enable appointment of an architect to prepare a scope of works and concept plans for the possible extension of the gym at the Bridgetown Leisure Centre with this expenditure to be funded by the transfer of \$8,000 from the Strategic Projects Reserve.</li> <li>3. That upon completion of the concept planning phase consider in its next review of the Corporate Business Plan the prioritisation and funding of proceeding to the detailed design phase of the project, including a review of the Bridgetown Leisure Centre Business Plan in order to fully cost the construction, fitout and operating costs of an enlarged gym facility.</li> </ol>	E Denniss	<ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Completed.</li> <li>3. <b>BLC Business Plan to be endorsed by Council September 2017.</b></li> </ol>	√
C.03/0217 Potential Outsourcing of	That the CEO report back to Council prior to or during the 2017/18 budget process on the implications and processes that would be required for Council to consider calling for expressions	T Clynch	Compilation of existing maintenance functions and associated resources currently occurring which is required for report to Council. Report being prepared	

Selected Park Maintenance Functions	of interest from suitable contractors to take over maintenance of a number of Shire parks including but not limited to Memorial Park, Blackwood River Park, Geegelup Park and Thompson Park.		for June meeting. Further reporting is to occur by the end of the year.	
C.05/0217 Registration as a "Waterwise Council"	That Council endorse the recommendation from its Sustainability Advisory Committee and direct the CEO to submit a request to the Water Corporation for commencement of the process to becoming a "Waterwise Council".	T Clynych	Request has been submitted (April 2017).  Process for preparation and signing of a Memorandum of Understanding has commenced (August 2017)	
C.03/0417 Green Roof at Library	That Council endorse the Sustainability Advisory Committee recommendation to remove the vegetation comprising the green roof and install roof matting.	L Crooks	The works will be programmed in 2017/18 (June 2017)	
C.07/0617 Future of Shire Owned Slip On Fire Units	That Council: 1. Endorse the recommendation from its Bush Fires Advisory Committee and instruct the CEO to recall all Shire owned slip on fire units currently in private possession in order to complete a condition audit of the units. The CEO is authorised to identify a sufficient number of these slip on units for retention in Shire ownership with the remainder of the units to be offered for sale to individual persons with the Bush Fire Brigades identifying the preferred persons for first offer of those units currently stored in their brigade area.  2. Transfer any proceeds from sale of surplus slip on fire units to the Bush Fire Reserve account.	C Sousa	Notification being given to holders of all Shire owned slip on units (August 2017).  <b>To date 12 slip on units have been disposed to individuals, 3 have been deemed as being well below suitable condition for fire fighting and have been scrapped and 4 units have been retained with brigades. 4 other units are installed on Shire vehicles.</b>	√
C.12/0617 Home Based Business Regulatory Review	That Council, in relation to the Home Based Business Regulatory Review: 1. Notes the four submissions received as per Attachment 13, and the staff responses in the Schedule of Submissions as per Attachment 14, in relation to both Town Planning Scheme No. 3 – Amendment No. 72 and Town Planning Scheme No. 4 – Amendment No. 70 and the draft Home Based Business Policy.  2. Pursuant to the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015, grants final adoption of Town Planning	S Donaldson	1. Noted.  2. Both amendments forwarded to WAPC on 7 August 2017 for support of the Minister for Planning. Liaison with staff continuing and final decision pending (September 2017).	

	<p>Scheme No. 3 – Amendment No. 72 as per Attachment 15, and Town Planning Scheme No. 4 – Amendment No. 70 as per Attachment 16, and authorises the Shire President and Chief Executive Officer to sign and seal the amendment documents and forward the amendments to the Western Australian Planning Commission for final approval by the Minister for Planning.</p> <p>3. Pursuant to Schedule 2, Part 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, Clause 6.7.3 of Town Planning Scheme No. 3 and Clause 7.6.3 of Town Planning Scheme No. 4, adopts the draft Home Based Business Policy, as per Attachment 17, to expressly supersede the current Home Occupation &amp; Occupation Town Planning Scheme Policy TP.20, including the following modifications to the Policy:</p> <p>a) New Clause 4.6.7 Waste Water Control to read as follows:</p> <p>“A home based business that produces an increase in waste water from the business activities, may be required to supply additional information to ensure that the receiving environments are not impact upon by the operation. Additional information may consist of but not limited to waste water management, treatment and disposal methods.”</p> <p>b) New Clause 4.6.8 Food Registration to read as follows:</p> <p>“A home based business that involves the preparation/production of food for sale may require separate environmental health approval and registration in accordance with relevant legislation, regulations, codes and guidelines.”</p>		<p>3. Policy finalised and notification published. Policy now in operation.</p>	
<p>C.16/0617 Infirm Parking</p>	<p>1. That Council notes the correspondence received from Maurice Owen, Director of The Stables IGA, Bridgetown</p>	<p>M Richards</p>	<p>1. Completed 2. <b>Pending outcome of item C.10/1017 so that</b></p>	<p>√</p>

	<p>on behalf of TGC and KPC PTY LTD.</p> <ol style="list-style-type: none"> <li>2. That Council directs the CEO to install an ACROD parking bay on the southern side of Howard Evans Legal Office in place of 2 existing car parking bays.</li> <li>3. That Council notes the loss of 2 parking bays currently servicing Stables IGA (one restricted) to be replaced by one restricted ACROD parking bay and this is taken into consideration when Council are assessing the number of parking bays/payment in lieu required for any future planning applications submitted by Stables IGA.</li> <li>4. That Council note the request by Maurice Owen to cover costs associated with the installation of kerbing at the location of the planned ACROD parking bay on the southern side of the building occupied by Howard Evans and authorize the CEO to approve a contribution towards this expense from the proposed budget allocation for the ACROD bays in the 2017/18 budget.</li> </ol>		<p><b>all parking bays will be signed and marked concurrently.</b></p> <ol style="list-style-type: none"> <li>3. Completed</li> <li>4. Completed</li> </ol>	
<p>C.07/0717 Proposed Use Not Listed – Transient Workforce Accommodation</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Pursuant to Clause 3.2.5 and Clause 4.3.3 of Town Planning Scheme No. 4, determines that the proposed 'Use Not Listed – Transient Workforce Accommodation' is consistent with the objectives and purposes of the 'Rural 2 – General Agriculture' zone and may be considered for development approval subject to public consultation and detailed assessment.</li> <li>2. Directs the Chief Executive Officer to undertake necessary public consultation in relation to Point 1 above.</li> </ol>	<p>S Donaldson</p>	<p>Advertising completed 31 August 2017. <b>Council resolved on 14 September 2017 to support the proposal and granted delegated authority to the CEO pending DFES endorsement of Bushfire Management Plan. Development approval granted on 18 October 2017.</b></p>	<p>√</p>
<p>C.11/0817 Road Safety – Steere Street</p>	<ol style="list-style-type: none"> <li>1. That Council direct the CEO to assess the safety of the intersection of Steere Street, the shire car park and Stewart Street.</li> <li>2. If the intersection requires modification to increase safe intersection sight distances, Council directs the CEO to</li> </ol>	<p>M Richards</p>	<ol style="list-style-type: none"> <li>1. <b>Assessment completed.</b></li> <li>2. <b>Plans forwarded to Main Roads for approval re: remedial works; once Main Roads response received solutions will be presented to Council.</b></li> </ol>	

	explore possible solutions and present them to Council for consideration at a future Council meeting.			
C.14/0817 Proposed Amendment to Keeping and Welfare of Cats Local Law	That Council: <ol style="list-style-type: none"> <li>Notes the contents of the single submission received and resolves not to proceed with the proposed "Keeping and Welfare of Cats Amendment Local Law 2016".</li> <li>Directs the CEO to develop a draft "Keeping and Welfare of Cats Local Law" for presentation to the October 2017 Meeting.</li> </ol>	G Norris	<b>The Senior Ranger has been liaising with other local governments who also had a Cat local law prior to the introduction of the Cat Act to determine how they have or intend to address the issues associated with their current local law duplicating or conflicting with state legislation. These investigations weren't completed prior to agenda deadline for November Standing Committee meeting and therefore a report will be presented to a later meeting (November 2017).</b>	
C.15/0817 Local Trails Plan	That Council notes the draft Local Trails Plan 2017-2022 (Attachment 5 of the Standing Committee Agenda) and determine to seek community comment on the document for a period of 6 weeks prior to formal endorsement.	M Richards	<b>Community consultation period closed 20<sup>th</sup> October; agenda report will be submitted to the Standing Committee in November 2017 to advise on community feedback and to finalize Draft Local Trails Plan 2017-2022.</b>	√
C.06/0917 Proposed Road Name Rationalisation – Unnamed Road (Evans Ford Road), Glenlynn and Suttons Road, Kangaroo Gully	That Council: <ol style="list-style-type: none"> <li>Notes the four public submissions received, as per Attachment 4, in relation to the proposed road name rationalisation as advertised for the unnamed Road (Evans Ford Road) and Suttons Road, as per Attachment 5.</li> <li>Pursuant to section 26 of the Land Administration Act 1997 gives support for the revised road name rationalisation plan for formal naming of the unnamed Road (Evans Ford Road) as Nairnup Road or alternatively as Bazeley Road; the un-naming of the central portion of Suttons Road; and the renaming of the eastern portion of Suttons Road as Everton Lane or alternatively as Curtze Lane, as per Attachment 6.</li> <li>Further to Point 2. above, directs the Chief Executive</li> </ol>	S Donaldson	<b>1. Noted.</b>  <b>2. Noted.</b>  <b>3. Advertising commenced 13 October 2017, comment period closes on 6 November 2017.</b>	

	Officer to undertake further consultation with affected landowners and submitters regarding the revised road name rationalisation plan, then subject to no objections being received, seek approval from the Minister for Lands through Landgate's Geographic Names Committee.		
C.07/0917 Proposed Road Rationalisation – Walter Street, Bridgetown	That Council notes the single submission received, as per Attachment 7, and pursuant to section 26 of the Land Administration Act 1997, supports the proposed road name rationalisation for Walter Street, Bridgetown to un-name the unconstructed central portion and to rename the eastern portion of Walter Street as Possum Close, with additional support for the alternative name of Firetail Close, as per Attachment 8, and directs the Chief Executive Officer to seek approval from Landgate's Geographic Names.	S Donaldson	<b>Preliminary support received, pending final decision.</b>
C.08/0917 Preparation of Shire of Bridgetown-Greenbushes Local Planning Strategy and Local Planning Scheme No 6	That Council: <ol style="list-style-type: none"> <li>1. Notes that the draft Local Planning Strategy adopted by Council in November 2012 has not been endorsed by the Western Australian Planning Commission for the purpose of advertising and will not be further progressed.</li> <li>2. Notes the appointment of Lush Fire &amp; Planning to prepare a Bushfire Hazard Level Assessment to guide preparation of a new Local Planning Strategy and Local Planning Scheme for the Shire of Bridgetown-Greenbushes.</li> <li>3. Pursuant to regulation 11 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to prepare a new Local Planning Strategy for all land within the Shire of Bridgetown-Greenbushes municipality, as per the Scheme Map Area marked in Attachment 9.</li> <li>4. Pursuant to section 72 of the Planning and Development Act 2005 and regulation 19 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to prepare a new Local Planning Scheme No. 6, for all land within the Shire of Bridgetown-</li> </ol>	S Donaldson	<p><b>1. Noted.</b></p> <p><b>2. Noted. Preliminary investigations completed, draft report expected by December 2017.</b></p> <p><b>3. Noted.</b></p> <p><b>4. Noted.</b></p>



	<p>Greenbushes municipality, as per the Scheme Map Area in Attachment 9, and upon gazettal will revoke Town Planning Scheme No. 3 and Town Planning Scheme No. 4.</p> <p>5. Pursuant to section 72 of the Planning and Development Act 2005 and regulation 20 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to forward to the Western Australian Planning Commission:</p> <p>a) A copy of Council's resolution deciding to prepare a new Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes; and</p> <p>b) A map marked Scheme Map Area signed by the Chief Executive Officer, on which is delineated the area of land proposed to be included in the Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes.</p> <p>6. Subject to receiving notification from the Western Australian Planning Commission pursuant to regulation 20 of the Planning and Development (Local Planning Schemes) Regulations 2015, directs the Chief Executive Officer to:</p> <p>a) publish a notice within a newspaper circulating in the Shire district of the passing of the resolution deciding to prepare a Local Planning Strategy and Local Planning Scheme No. 6 for the Shire of Bridgetown-Greenbushes.</p> <p>b) forward a copy of the notice to and seeking a memorandum in writing setting out any recommendations in respect of the resolution to:</p> <p>(i) the local government of each district that adjoins the local government district;</p> <p>(ii) each licensee under the Water Services Act 2012</p>		<p><b>5. Correspondence sent to WAPC on 26 October 2017, response pending.</b></p> <p><b>6. Noted. WAPC response pending.</b></p>	
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	<p>(iii) likely to be affected by the scheme; the Chief Executive Officer of the Department of Biodiversity, Conservation and Attractions assisting in the administration of the Conservation and Land Management Act 1984; and</p> <p>(iv) each public authority likely to be affected by the scheme, including the Department of Water and Environment Regulation pursuant to section 81 of the Planning and Development Act 2005.</p>			
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