

POLICY NO.	TP.20
POLICY SUBJECT	Home Occupation & Cottage Industry Policy
ADOPTION DATE	29 July 2004 (C.28/0704)
REVIEW DATE	31 August 2006 (C.22/0806)
REVIEW DATE	29 November 2007 (C.16/1107)
REVIEW DATE	27 November 2008 (C.22/1108)
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REVIEW DATE	24 November 2011 (C.14/1111)
REVIEW DATE	29 November 2012 (C.17/1112)
REVIEW DATE	28 November 2013 (C.18/1113)
REVIEW DATE	27 November 2014 (C.13/1114)
REVIEW DATE	26 November 2015 (C.15/1115)

The purpose of this policy is to provide guidance to the community on the restrictions applying to the establishment and operation of a home based business.

The objective of this policy is to promote the economic and lifestyle importance of home based businesses to the Shire of Bridgetown-Greenbushes, whilst protecting the residential amenity of areas.

Under the Shire's Town Planning Schemes 3 & 4 there are two forms of home based business being "Home Occupation" and "Cottage Industry".

The major restrictions of each under these definitions are:

Home Occupation

- It does not occupy an area greater than 20 square metres.
- It is restricted in advertisement to a sign not exceeding 0.2 square metres in area.
- It does not require the provision of any essential service main of a greater capacity than normally required in the zone in which it is located.
- It does not prejudicially affect the amenity of the neighbourhood.
- It does not entail the employment of any person not a member of the occupier's family, except in the case of a professional person.

Cottage Industry

- It is restricted to an industry that produces art and craft goods.
- It does not occupy an area greater than 55 square metres.
- It is restricted in advertisement to a sign not exceeding 0.2 square metres in area.
- It does not require the provision of any essential service main of a greater capacity than normally required in the zone in which it is located.
- It does not prejudicially affect the amenity of the neighbourhood.
- It does not entail the employment of any person not a member of the occupier's family.

It is important for proponents of a home occupation or cottage industry proposal to understand that activities under these classifications are not permitted to the same extent as commercial activities in the Commercial, Industrial, Light Industrial, etc, zones. Hence the definitions of each in the Town Planning Scheme imposes

restrictions such as maximum floor space, restrictions on employees, maximum advertising signage, etc.

The carrying out of retail activities is not permitted under either classification. Retailing generally falls under the use class "Shop", however exceptions do exist under the Town Planning Schemes for specific uses such as art & craft centre, winery, wayside stall, etc.

Carrying out home based office duties with a mobile business such as an electrician, plumber, builder, etc is not classified as a home occupation, as long as no signage is erected for the business, and there is no effect on the amenity of adjoining residents.

In addition to the restrictions imposed in the Town Planning Scheme definitions of 'Home Occupation' and 'Cottage Industry', the following restrictions apply:

Home Occupation

- All of the business-related activities are to be accommodated in the maximum 20m² floor area permitted. Under no circumstances can an extension of floor area for business use be permitted.
- The 20m² can be within the residential dwelling or within a shed adjacent to the dwelling. Sheds more than 20 metres from the dwelling cannot be used for the home occupation use.
- No on-site retailing or hiring of products is permitted. Mail order retailing is permitted.
- Service businesses such as a hairdresser or beautician are permitted subject to customers being served by appointment only. Retailing of associated products is not permitted.
- Traffic associated with the business is restricted to domestic sized vehicles only (Class 3 vehicles or less).
- In the event of valid complaints being received about noise and other nuisances generated by the business, the Shire reserves the right to withdraw the Planning Approval or review the Planning Approval and impose revised or additional conditions.

Cottage Industry

- All of the business-related activities are to be accommodated in the maximum 55m² floor area permitted. Under no circumstances can an extension of floor area for business use be permitted.
- The 55m² can be within the residential dwelling or within a shed adjacent to the dwelling.
- The business is restricted to production of 'arts and crafts' only and does not include uses of a "general industrial" nature.
- No on-site retailing or hiring of products is permitted. Mail order retailing is permitted.
- Traffic associated with the business is restricted to domestic sized vehicles only (Class 3 vehicles or less).
- In the event of valid complaints being received about noise and other nuisances generated by the business, the Shire reserves the right to withdraw the Planning

Approval or review the Planning Approval and impose revised or additional conditions.

POLICY NO.	TP.20
POLICY SUBJECT	Home Based Business Policy
ADOPTION DATE	TBA

1.0 Introduction

Home based businesses are becoming more popular across Western Australia, particularly due to strong service sector employment growth, advancements in telecommunications technology and the desire for more flexible lifestyles. Home based employment can provide a convenient and cost effective way to establish and operate a small business, and also provide the local community with easy access to a diverse mix of local products and services.

The Shire of Bridgetown-Greenbushes recognises the importance of diverse employment and lifestyle opportunities as key contributors to the economic growth and social sustainability of the local community. The Shire's Strategic Community Plan seeks to support existing industries and attract and promote new 'value adding' initiatives, particularly in the tourism, agriculture, art and cultural sectors.

This Policy seeks to support low-key home based business activities within the Shire, where residential amenity, the local environment and orderly and proper planning are not adversely affected. The purpose of this policy is to regulate the establishment and operation of a home based business across the Shire.

This Policy specifically supersedes the Home Occupation & Cottage Industry Town Planning Scheme Policy TP.20.

2.0 Aim

The aim of the Shire of Bridgetown-Greenbushes Home Based Business Policy:

"To enable low scale businesses the opportunity to be conducted from home without having a detrimental impact on the amenity of local area."

3.0 Policy Requirements

For the purpose of this policy a 'Home Based Business' means a small scale business operated incidental to the habitation of the primary residential dwelling, by the permanent resident(s) of the property. This policy applies to all home based business within the Shire.

There are five separate use classes for home based businesses that are supported in the Shire of Bridgetown-Greenbushes under Town Planning Scheme No. 3 and Town Planning Scheme No. 4, being Home Office, Home Occupation, Home Business, Cottage Industry or Rural Home Business. Each use is further described and criteria stipulated below. In all cases the business and any approvals shall be personal to the resident of the dwelling and neither run with the land nor be transferable or assignable to any other person or property.

It is important for proponents of a home based business to understand that activities under these classifications are not permitted to the same extent as commercial activities in the commercial and industrial zones. Hence the definitions of each use in the operative local planning scheme impose restrictions such as maximum floor space, restrictions on employees, maximum advertising signage, etc.

When determining the potential impacts of a home based business on the amenity of surrounding properties, consideration must be given to the nature of the business, noise, emissions, hours of operation, employees, visitors and traffic including deliveries.

This Policy does not apply to a 'hobby', being a regular activity or interest undertaken by a resident of the property, typically during the resident's leisure time, which is of an appropriate and low scale, incidental to the dwelling and does not constitute a commercial venture.

3.1 Home Office

The Shire considers that a 'Home Office' operated strictly within the criteria set out below will have negligible impact on local amenity and therefore development approval is exempt under the operative local planning scheme. A Home Office for example could be for plumber, online marketing consultant or book keeper.

In addition to the definition under the operative local planning scheme, a **Home Office** must meet all of the following requirements:

- be carried out within a maximum area of 20m² and solely from within the dwelling;
- be carried out by a permanent resident of the dwelling only;
- not cause injury to or adversely affect the amenity of the neighbourhood;
- not involve the retail sale, display or hire of goods of any nature;
- not involve clients or customers travelling to and from the dwelling,
- not increase the traffic volumes normally required for the dwelling; and
- not require any change to the external appearance of the dwelling, including the display of signage.

Where a home based business does not meet all of the above criteria, then development approval will be required as another type of business (defined below). It should be noted that an exemption from development approval does not mean the business is exempt from any approvals necessary under any other written law.

3.2 Home Occupation

The Shire considers that a 'Home Occupation' operated strictly within the criteria set out below will have minimal impact on local amenity, with development approval required prior to commencing business. A Home Occupation for example could be a solicitor, hairdresser or music teacher.

In addition to the definition under the operative local planning scheme, a **Home Occupation** must meet all of the following requirements:

- be carried out within a maximum area of 20m² only and under no circumstances can an extension of floor area for business use be permitted;
- be carried out within the principal dwelling or adjacent outbuilding where the outbuilding is no more than 20 metres distance from the dwelling;
- not involve the retail sale, display or hire of goods of any nature, unless conducted using telephone or online ordering and offsite delivery or postage;
- be carried out by permanent resident(s) of the dwelling only;
- not cause injury to or adversely affect the amenity of the neighbourhood;
- all customers must be by appointment only and timed to avoid more than one appointment being onsite at any one time;
- provision onsite of one customer parking bay, in addition to parking bays available for residents of the dwelling;
- does not require result in an increase in traffic volume in the neighbourhood;
- does not involve the display of a sign with an area exceeding 0.2m²;
- does not include provision for the fuelling, repair or maintenance of motor vehicles; and
- does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.

3.3 Home Business

The Shire considers that a 'Home Business' operated strictly within the criteria set out below will have an acceptable impact on local amenity, subject to neighbour consultation, with development approval required and any conditions met prior to commencing business. A Home Business for example could be a plant nursery, small accountancy practice or personal fitness training for individuals or small groups.

In addition to the definition under the operative local planning scheme, a **Home Business** must meet all of the following requirements:

- be carried out within a maximum area of 50m² only and under no circumstances can an extension of floor area for business use be permitted;
- be carried out within the principal dwelling or adjacent outbuilding where the outbuilding is no more than 20 metres distance from the dwelling;
- be carried out by a permanent resident of the dwelling and a maximum of two employees only who are not members of the occupier's household;
- not involve the retail sale, display or hire of goods of any nature, unless conducted using telephone or online ordering and offsite delivery or postage;
- all customers must be by appointment only and timed to avoid more than one appointment being onsite at any one time;
- provision onsite of sufficient car parking for any customers and employees, in addition to parking bays available for residents of the dwelling;
- does not cause injury to or prejudicially affect the amenity of the neighbourhood including (but without limiting the generality of the foregoing) injury, or prejudicial affection due to the emission of light, noise, vibration, steam, soot, ash, dust, grit, oil, liquid wastes or waste products;

- does not involve the display of a sign with an area exceeding 0.2m²;
- does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight;
- does not include provision for the fuelling, repair or maintenance of motor vehicles; and
- does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.

3.4 Cottage Industry

The Shire considers that a 'Cottage Industry' operated strictly within the criteria set out below will have an acceptable impact on local amenity, be subject to neighbour consultation, with development approval required and any conditions met prior to commencing business. A Cottage Industry is limited to production of arts and crafts goods only such as making furniture, toys, pottery, etc.

In addition to the definition under the operative local planning scheme, a **Cottage Industry** must meet all of the following requirements:

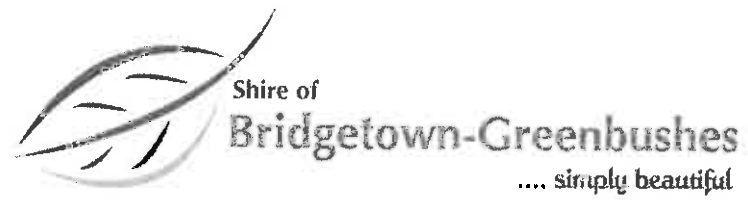
- be restricted to production of 'arts and crafts' goods only and does not include uses of a 'general industrial' nature;
- be carried out within a maximum area of 55m² only and under no circumstances can an extension of floor area for business use be permitted;
- be carried out within the dwelling or outbuilding where the outbuilding is no more than 20 metres distance from the dwelling;
- be carried out by permanent resident(s) of the dwelling only;
- not involve the retail sale, display or hire of goods of any nature, unless conducted using telephone or online ordering and offsite delivery or postage;
- all customers must be by appointment only and timed to avoid more than one appointment being onsite at any one time;
- provision onsite of one car parking bay per external employee and one customer parking bay, in addition to parking bays available for residents of the dwelling;
- does not cause injury to or prejudicially affect the amenity of the neighbourhood including (but without limiting the generality of the foregoing) injury, or prejudicial affection due to the emission of light, noise, vibration, steam, soot, ash, dust, grit, oil, liquid wastes or waste products;
- does not involve the display of a sign with an area exceeding 0.2m²;
- does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight;
- does not include provision for the fuelling, repair or maintenance of motor vehicles; and
- does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.

3.5 Rural Home Business

The Shire considers that a 'Rural Home Business' operated strictly within the criteria set out below will have an acceptable impact on local amenity, be subject to neighbour consultation, with development approval required and any conditions met prior to commencing business. A Rural Home Business allows a variety of uses such as wholesale bakery, contractor's depot or rural supply yard.

In addition to the definition under the operative local planning scheme, a **Rural Home Business** must meet all of the following requirements:

- be carried out within a maximum area of 200m² only and under no circumstances can an extension of the business area be permitted;
- be carried out within an outbuilding or designated yard separated by no more than 20 metres from the principal dwelling;
- be carried out by permanent resident(s) of the dwelling plus a maximum of two people who are not members of the occupier's household;
- not involve the retail sale, display or hire of goods of any nature, unless conducted using telephone or online ordering and offsite delivery or postage;
- does not cause injury to or prejudicially affect the amenity of the neighbourhood including (but without limiting the generality of the foregoing) injury, or prejudicial affection due to the emission of light, noise, vibration, steam, soot, ash, dust, grit, oil, liquid wastes or waste products;
- does not involve the display of a sign with an area exceeding 0.2m²;
- does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood;
- does not involve the presence, use or calling of more than 3 vehicles at any one time or of a vehicle of more than 30 tonnes gross weight.
- does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.



POLICY MANUAL
Please see attached CD



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

Shire of Bridgetown-Greenbushes

Delegation Register

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ADMINISTRATION

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

DELEGATION NUMBER	A.2
LEGISLATIVE POWER	Various
DELEGATION SUBJECT	Authorisation of Officers
DELEGATE	Chief Executive Officer
VARIATION DATE	25 th November 2004 (C.26/1104)
VARIATION DATE	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

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

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

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

DELEGATION NUMBER	A.5
LEGISLATIVE POWER	Local Government Act 1995
DELEGATION SUBJECT	Execution of Contracts
DELEGATE	Chief Executive Officer
ADOPTION DATE	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.

DELEGATION NUMBER	A.6
LEGISLATIVE POWER	Public Interest Disclosure Act 2003
DELEGATION SUBJECT	Appointment of PID Officer
DELEGATE	Chief Executive Officer
ADOPTION DATE	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.

DELEGATION NUMBER	A.7
LEGISLATIVE POWER	Equal Opportunity Act 1984
DELEGATION SUBJECT	EEO Implementation Officer
DELEGATE	Chief Executive Officer
ADOPTION DATE	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

DELEGATION NUMBER	E.1
LEGISLATIVE POWER	Local Government Act 1995 (Section 5.120(1))
DELEGATION SUBJECT	Code of Conduct – Complaints Officer
DELEGATE	Chief Executive Officer
ADOPTION DATE	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.

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

DELEGATION NUMBER	F.1
LEGISLATIVE POWER	Clause 12, Local Government (Financial Management) Regulations
DELEGATION SUBJECT	Payments from Municipal Fund and Trust Fund
DELEGATE	Chief Executive Officer
VARIATION DATE	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

DELEGATION NUMBER	F.2
LEGISLATIVE POWER	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	Donations
DELEGATE	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.

DELEGATION NUMBER	F.3
LEGISLATIVE POWER	Local Government Act 1995, Section 6.12
DELEGATION SUBJECT	Write Off of Money Owing to the Local Government
DELEGATE	Chief Executive Officer
VARIATION DATE	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.

DELEGATION NUMBER	F.4
LEGISLATIVE POWER	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	Contract Variations
DELEGATE	Chief Executive Officer
VARIATION DATE	25 th 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.

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

DELEGATION NUMBER	F.6
LEGISLATIVE POWER	Local Government Act 1995 (Sections 5.42)
DELEGATION SUBJECT	Recreation Centre Fees
DELEGATE	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.

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

DELEGATION NUMBER	F.8
LEGISLATIVE POWER	Local Government Act 1995
DELEGATION SUBJECT	Budget Expenditure
DELEGATE	Chief Executive Officer
ADOPTION DATE	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.

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

DELEGATION NUMBER	F.10
LEGISLATIVE POWER	Local Government Act 1995 (Section 3.58 and 5.42)
DELEGATION SUBJECT	Disposal of Surplus Equipment, Materials, Tools, Etc
DELEGATE	Chief Executive Officer
ADOPTION DATE	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

DELEGATION NUMBER	WS.1
LEGISLATIVE POWER	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	Multi Combination Vehicles
DELEGATE	Chief Executive Officer
VARIATION DATE	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.

DELEGATION NUMBER	WS.2
LEGISLATIVE POWER	Road Traffic (Events on Roads) Regulations 1991 (Regulation 4)
DELEGATION SUBJECT	Events on Roads
DELEGATE	Chief Executive Officer
ADOPTION DATE	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

DELEGATION NUMBER	P.1
LEGISLATIVE POWER	Town Planning Scheme
DELEGATION SUBJECT	Development Applications – Extension of Time
DELEGATE	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.

DELEGATION NUMBER	P.2
LEGISLATIVE POWER	Town Planning Scheme
DELEGATION SUBJECT	Setback Variations
DELEGATE	Chief Executive Officer
VARIATION DATE	30 th March 2006 (C.13/0306a)
VARIATION DATE	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

DELEGATION NUMBER	P.3
LEGISLATIVE POWER	Town Planning Scheme
DELEGATION SUBJECT	Subdivisions
DELEGATE	Chief Executive Officer
VARIATION DATE	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

DELEGATION NUMBER	P.4
LEGISLATIVE POWER	Town Planning Scheme
DELEGATION SUBJECT	Development Applications
DELEGATE	Chief Executive Officer
VARIATION DATE	15 th December 2005 (C.4/1205)
VARIATION DATE	25 th September 2008 (C.22/0908)
VARIATION DATE	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

DELEGATION NUMBER	P.5
LEGISLATIVE POWER	Land Administration Act
DELEGATION SUBJECT	Road Closures
DELEGATE	Chief Executive Officer
VARIATION DATE	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

DELEGATION NUMBER	P.6
LEGISLATIVE POWER	Subdivisional Road Names
DELEGATION SUBJECT	Subdivisional Road Names
DELEGATE	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

DELEGATION NUMBER	P.7
LEGISLATIVE POWER	Planning & Development Act 2005
DELEGATION SUBJECT	Subdivision Clearance
DELEGATE	Chief Executive Officer
VARIATION DATE	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

DELEGATION NUMBER	P.8
LEGISLATIVE POWER	Local Government Act 1995
DELEGATION SUBJECT	Directional Signs
DELEGATE	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

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

DELEGATION NUMBER	P.10
LEGISLATIVE POWER	Town Planning Scheme Activities in Thoroughfares & Trading in Thoroughfares and Public Places Local Law
DELEGATION SUBJECT	Signs and Hoardings
DELEGATE	Chief Executive Officer
VARIATIOND DATE	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

DELEGATION NUMBER	B.1
LEGISLATIVE POWER	Building Act 2011
DELEGATION SUBJECT	Powers and Duties
DELEGATE	Chief Executive Officer
VARIATION DATE	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

DELEGATION NUMBER	B.2
LEGISLATIVE POWER	Building Act 2011
DELEGATION SUBJECT	Powers and Duties
DELEGATE	Principal Building Surveyors
VARIATION DATE	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"> 1. There appears to be an error in the information provided for the application or in a document that accompanied the application; or 2. If an application is inconsistent with: <ol style="list-style-type: none"> (a) A function that the Permit Authority has under written law; or (b) An agreement between the Permit Authority and the applicant.
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

DELEGATION NUMBER	O.1
LEGISLATIVE POWER	Bush Fires Act
DELEGATION SUBJECT	Firebreak Order – Variation
DELEGATE	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.

DELEGATION NUMBER	O.2
LEGISLATIVE POWER	Dog & Cat Acts
DELEGATION SUBJECT	Proceedings Under Dog & Cat Acts
DELEGATE	Chief Executive Officer
VARIATION DATE	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.

DELEGATION NUMBER	O.3
LEGISLATIVE POWER	Bush Fires Act 1954 (Section 33)
DELEGATION SUBJECT	General Orders
DELEGATE	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

DELEGATION NUMBER	O.4
LEGISLATIVE POWER	Bush Fires Act 1954 (Section 33)
DELEGATION SUBJECT	Removal of Hazards
DELEGATE	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

DELEGATION NUMBER	O.5
LEGISLATIVE POWER	Bush Fires Act 1954 (Section 59(3))
DELEGATION SUBJECT	Offences – Bush Fires Act
DELEGATE	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.

DELEGATION NUMBER	O.6
LEGISLATIVE POWER	Planning & Development Act 2005; Building Regulations; Health Act
DELEGATION SUBJECT	Enforcement and Legal Proceedings
DELEGATE	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.

DELEGATION NUMBER	O.7
LEGISLATIVE POWER	Bush Fires Act 1954
DELEGATION SUBJECT	Harvesting Bans
DELEGATE	Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer, Chief Executive Officer
VARIATION DATE	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 CESM, Shire Rangers or local FCO and is based on localised conditions as per the intent of the Act.

DELEGATION NUMBER	O.8
LEGISLATIVE POWER	Water & Rivers Commission
DELEGATION SUBJECT	Use of Blackwood River for Active Recreation
DELEGATE	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.

DELEGATION NUMBER	O.9
LEGISLATIVE POWER	Local Government Act 1995
DELEGATION SUBJECT	Use of Shire Reserves for Camping
DELEGATE	Chief Executive Officer
VARIATION DATE	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.

DELEGATION NUMBER	O.10
LEGISLATIVE POWER	
DELEGATION SUBJECT	Fire Management Plan
DELEGATE	Chief Executive Officer
VARIATION DATE	29 th 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



ROLLING ACTION SHEET

ROLLING ACTION SHEET
November 2016 (encompassing Council Resolutions up to Council Meeting held 29 September 2016)

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"> 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. 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. 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. 	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 Geegulup 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 Clynh	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).	
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 Clynh 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	That Council: 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.	S Donaldson	1. Noted. Advertising period closed on 22 October 2009. Additional nominations and comments still being received. Research ongoing.	

	<p>2. Notes the content of the 'Municipal Inventory Review – Information Sheet' as per Attachment 19.</p> <p>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.</p>		<p>2. Noted.</p> <p>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.</p>	
<p>C.14/0310 Preliminary Report – Plantation Exclusion Zones</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Agrees that any consideration of plantation exclusion zones should also address the Greenbushes, North Greenbushes and Hester townships, the Yornup township and existing or proposed local development areas throughout the Shire municipality. 2. Directs the Chief Executive Officer to prepare preliminary documentation and present a report to a future meeting 	S Donaldson	<p>1. Noted.</p> <p>2. Presented to Council in August 2011 for initial adoption. Advertising period closed on 8 December</p>	

	<p>of Council to initiate a scheme amendment to Town Planning Scheme No. 3 seeking to modify Table 1 to prohibit 'Afforestation' within the Rural zone of the scheme area.</p> <p>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.</p> <p>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.</p> <p>5. Directs the Chief Executive Officer to commence a comprehensive review of the Shire's Plantation Applications Policy to address the following issues:</p> <ul style="list-style-type: none"> a) Definition of woodlots and shelter belts and list of acceptable locally native tree species. b) Location of surrounding development and adequate bush fire risk assessment and management, with reference to FESA Guidelines for Plantation Fire Protection. c) Other natural resource management issues identified in the Shire's Managing the Natural Environment Policy and Natural Environment Strategy. <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>2011. Amendment adopted by Council on 25 January 2012 and forwarded to WAPC for final approval. Amendment gazetted 8 June 2012.</p> <p>3. Noted.</p> <p>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.</p> <p>5. Commenced but little progress to date, pending adoption of Bushfire Hazard Strategy. No further action progressed.</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>
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C.02/0611 Planning for Possible Road Link Between Forest Park Road and Maranup Ford Road	That a report be submitted to Council investigating the pros and cons of planning and creation of a link road between Forest Park Road and Maranup Ford Road, the creation of which would provide for an approximate 10km saving in travel distance for emergency services.	T Clynh	<p>Correspondence sent to the Department of Environment and Conservation on 25 August 2011 as any road link will have to be through State Forest. Response received from DEC on 3 October 2011 suggesting alternative route. Further investigation has commenced and preliminary view is that the DEC proposal is more difficult to achieve.</p> <p>This road proposal was raised at a fire brigades debrief and it was agreed by those in attendance that a road would greatly assist in fire response to the Maranup locality.</p> <p>No action has occurred on this item for a considerable time so the matter will be reactivated with DPAW (February 2015).</p>
C.16/0812 Pedestrian Crossing on Hampton Street	That the Shire seek the views of Main Roads for the creation of a 40km p/h speed limit on Hampton Street between Stewart Street and Lockley Avenue.	L Crooks	<p>Letter sent to Main Roads Western Australia.</p> <p>MRWA contacted again 18/4/2013 and 23/4/2013 – they are still looking at options.</p> <p>Verbal advice received recently from MRWA is that this is an issue being raised throughout the Region and they are considering the matter at a regional level and not at an individual town level (June 2014).</p> <p>No further progress as yet.</p> <p>Reminder correspondence forwarded to MRWA (June 2016).</p>
C.09/1112 Draft Shire of Bridgetown-Greenbushes Local Planning Strategy and Technical Appendix	<p>That Council:</p> <ol style="list-style-type: none"> 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. Directs the Chief Executive Officer to forward the draft Shire of Bridgetown-Greenbushes Local Planning Strategy and Technical Appendix to the Western Australian Planning 	S Donaldson	<ol style="list-style-type: none"> Noted. Final Strategy and Technical Appendix forwarded to the Department of Planning, feedback pending.

<p>C.16/0513 Greenbushes Overnight Stay</p>	<p>Commission for consent to commence formal public advertising, pursuant to regulation 12A(1)(b) of the Town Planning Regulations 1967.</p> <p>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.</p> <p>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 Chief Executive Officer.</p>	<p>R Weston</p>	<p>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.</p> <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 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).</p> <p>An application has been submitted to the Department of Local Government (October 2013).</p>
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Facility	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.		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).	
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).	
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	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 adjacent land if required when acquirable by the Shire of Bridgetown-Greenbushes.		with WAPC (August 2016). Plan of subdivision being finalised to be lodged with WAPC (November 2016).	
C.02/0515 Amendment to Town Planning Scheme No 4 to Introduce a New Use of "Home Business"	<p>That:</p> <ol style="list-style-type: none"> 1. The CEO present a report back to Council on the possible amendment to Town Planning Scheme No. 4, to introduce into a new use of "Home Business" with 'AA' use applicability in the Rural zones of the Scheme. 2. The report to Council also address allowing uses already listed in the zoning table to be approved as a Home Business subject to such businesses meeting the restrictions (floor area, restriction on employees, etc.) of a home business. 3. A review of the Home Occupation Cottage Industry Policy be undertaken in conjunction with the above report to Council. 	T Clynch S Donaldson	<ol style="list-style-type: none"> 1. Noted. Action not progressed (June 2015). Preliminary investigations commenced (February 2016). 2. Noted. Action not progressed (June 2015). Preliminary investigations commenced (February 2016). 3. Noted. Action not progressed (June 2015). Preliminary investigations continuing (October 2016). Report to be presented to Council in November 2016. 	
C.03/0714 Proposed Terrace Walls Memorial Park	That Council approve in principle the construction of three limestone block walls above the existing terraced seating in Memorial Park and authorise the CEO to grant final approval for the works upon submittal by Blues at Bridgetown of acceptable plans and specifications.	T Clynch	Meeting held with Chair of Blues at Bridgetown. Due to short timeframe to Blues Festival Blues at Bridgetown is unlikely to undertake the works until early 2016. Final plans have been submitted for the proposed walls and these are currently being assessed (September 2015). Works have commenced April 2016. Weather has delayed completion of project by Blues volunteers (August 2016). Work in progress (October 2016) Work completed (November 2016) AGM held 4 February.	√
C.02/1215 Annual Report & Annual Financial Report 2014/15	<p>That Council:</p> <ol style="list-style-type: none"> 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. 2. Schedules the Annual General meeting of Electors to be held on Thursday, 4 February 2016 in the Council Chambers, commencing at 5.30pm. 3. Note Administration's comments in relation to the matters 	T Clynch	Report on ratios not commenced (February 2016).	

	raised in Appendix 1 of the Auditor's Management Report.			
	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.			
C.03/0116 Request for Installation of Street Lighting – Pioneer Road	<p>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.</p> <p>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.</p> <p>3. That the Shire's portion of this cost be funded in the 2016/17 budget.</p> <p>4. That the project be abandoned should the support funding from both Bridgetown Agricultural Society and Blues at Bridgetown be refused.</p> <p>5. That Council also investigate the option of installation of pedestrian solar lighting.</p>	T Clynych	<p>Application being prepared for Western Power.</p> <p>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>That Council, in relation to the proposed closure of the two Rights-of-Way adjoining Barlee Street, Bridgetown, as per Attachment 6:</p> <p>1. Notes the public submissions received, as per Attachment 8, and the Shire staff responses in the Schedule of Submissions, as per Attachment 9.</p> <p>2. Supports the proposed closure of ROW West (being Lot 66 on Diagram 4315) for ceding to the Crown for action as follows: a) Dedication of the 65 metre east-west portion of ROW</p>	S Donaldson	<p>1. Noted.</p> <p>2. Noted.</p>	

<p>C.07/0116 Town Planning Scheme No 4 – Amendment No. 69</p>	<p>West as a public road pursuant to s.52 and s.58 of the Land Administration Act 1997; and</p> <p>b) Amalgamation of the 82 metre north-south portion of ROW West with adjoining properties where practical.</p> <p>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.</p> <p>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.</p>	<p>3. Noted.</p> <p>4. Correspondence sent to DoP and DoL on 4 February 2016. Responses pending (March 2016).</p>	<p>S Donaldson</p> <p>1. Noted.</p> <p>2. Amendment documents signed and forwarded to the</p>	<p>✓</p>
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	2 Authorises the Shire President and Chief Executive Officer to sign and seal the amendment documents and modified structure plan and forward the documents to the Western Australian Planning Commission for final approval.		WAPC on 16 February 2016 for final approval. Response pending (March 2016). Final modified documents sent to WAPC on 29 August 2016 for final approval of the Minister for Planning. Final approval granted on 27 September 2016.	
C.06/0416 Bridgetown Railside Landscaping Project	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.	T Clynych	Discussions being held with Terry Redman's office on best way to progress this matter (June 2016). 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)	
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 Clynych S Donaldson	Correspondence sent to landowner on 22 August 2016. Meeting arranged for mid September 2016. Waiting for further contact from landowner (October 2016).	
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 Clynych	'Major Projects Evaluation' Policy yet to be commenced (July 2016)	

<p>C.04/0716</p> <p>Proposed Road Renaming – Dairy lane and Parish Lane, Bridgetown</p>	<p>That Council</p> <ol style="list-style-type: none"> 1. Noting the four submissions of support received from affected landowners, as per Attachment 4, pursuant to section 26 of the Land Administration Act 1997 supports the naming of both Dairy Lane and Parish Lane, Bridgetown, with additional support for the alternative names of Ashley Lane and Tracey Lane respectively, as per Attachment 5. 2. Directs the Chief Executive Officer to seek support from Landgate's Geographic Names Committee in relation to Point 1. above. 	<p>S Donaldson</p>	<ol style="list-style-type: none"> 1. Noted. 2. Separate online applications lodged with Landgate on 8 August 2016 and 9 August 2016.
<p>C.07/0816</p> <p>Review of Bridgetown Gardens Estate Survey Strata Management Statement</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the proposed modifications to Management Plans Parts 1 to 7 only, as per Attachment 5, of the Bridgetown Gardens Survey Strata Scheme Management Statement, subject to the following changes: <ol style="list-style-type: none"> a) For Part 1 Management of Common Property, 'Section 1.5.3 Telephone system', retain third paragraph to read "The strata company is responsible for maintenance of any of the internal phone reticulation using approved contractors." b) For Part 2 Managing for Public Safety, 'Section 2 Natural Hazards', delete the final sentence that reads "Children must be supervised by an adult at all times when in the vicinity of water bodies." c) For Part 3 Building and Fencing, 'Section 2 Strata company approval' delete second paragraph that currently reads "Under the provisions of the Management Statement approval in writing from the strata company will be required by the Shire before Planning Approval is given." d) For Part 3 Building and Fencing, 'Section 2 Strata company approval', third paragraph change the term 'planning approval' to 'development approval'. 	<p>S Donaldson</p>	<ol style="list-style-type: none"> 1. Noted. Correspondence sent to Bridgetown Gardens Strata Council on 2 September 2016. Awaiting final copies of Management Plans Part 1 to 7 (October 2016).

	<p>e) For Part 3 Building and Fencing, 'Section 3 Design Requirements', delete clauses (3) and (4) and re-number all remaining clauses, and remove proposed Section 7 Construction Check List.</p> <p>f) For Part 4 Community Centre and Recreational Facilities, 'Section 2.3 Operation as reception centre' reword the first sentence to read "The Function Centre building is defined as a 'reception centre' pursuant to the Shire of Bridgetown-Greenbushes operative local planning scheme."</p> <p>g) For Part 5 Rural Pursuits and Enterprises, retain current 'Section 7 Animal Husbandry' and 'Section 8 Reduction in Stocking Rates', updating reference to the Department of Agriculture and Food WA in place of Agriculture Western Australia, with all sections re-numbered as required.</p> <p>h) For Part 6 Estate Management, re-number all retained sections as required from new Section 4 onwards.</p> <p>i) For Part 7 Landscape Management, 'Section 3.3 Existing arboretum planting' include an opening sentence to read "The original arboretum planting will be maintained by."</p> <p>j) For Part 7 Landscape Management, 'Section 5.1 Kangaroo Gully Road Frontage' the second sentence is re-worded as "Approval from the Shire of Bridgetown-Greenbushes will be required for any proposed activities in the Kangaroo Gully Road or Claret Ash Rise road reserves.</p> <p>k) For Part 7 Landscape Management, re-number all retained sections from new Section 5.3 onwards, including 'Tree Groves -- Cascades Area' as Section 5.6.1.</p> <p>l) For Part 7 Landscape Management, rename and re-number the final paragraph as Section 6 Vineyard and Olives.</p> <p>2. Invite the Bridgetown Gardens Strata Council to undertake a</p>		2. Noted. Correspondence sent to Bridgetown
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C.06/0916 Proposed Use Not Listed – Plant Nursery	full review of Part 8 Fire Prevention and Management including Annexures A, B and C, for presentation to Council at a future meeting.		Gardens Strata Council on 2 September 2016. Awaiting draft copy of Management Plan Part 8 and Annexures.	
	That Council: 1. Determines that the proposed 'Use Not Listed – Plant Nursery' at Lot 3 (79) Blechynden Street, Bridgetown is consistent with the objective of the 'Rural' zone under Clause 4.5 and may be considered for development approval pursuant to Clause 3.3.3 of Town Planning Scheme No. 3. 2. Directs the Chief Executive Officer to undertake necessary public consultation in relation to Point 1. above, and grants delegated authority to the Chief Executive Officer to determine the development application subject to necessary conditions should no objections be received.	S Donaldson	1. Noted. 2. Advertising completed 31 October 2016, no submissions received. Development approval to be granted subject to conditions.	✓
C.10/0916 Infirm Parking and Membership of Access and Inclusion Committee	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 Rehabilitating of Disabled (ACROD) parking bays in the Bridgetown Post Office car park and on the southern side of Howard Evans Legal Office. 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. 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. 4. That Council accepts the verbal resignation of Dyan Dent (Geegelup Village), Helen Gales (Red Cross) and Peter Seaward (Enable Representative). 5. That Council endorses the appointment of Jesse Donovan	M Richards L Crooks	1. Correspondence has been issued, waiting approval/response. 2. Pending approval at point 1 these works will be completed in conjunction with proposed works at point 1 3. These bays will be phased out once the proposed new (3) ACROD bays are installed. 4. Completed 5. Completed	

	(Community Member) to the Access and Inclusion Advisory Committee.				
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