

POLICY NO.	A.14
POLICY SUBJECT	Motor Vehicles Provided as Part of Salary Package
ADOPTION DATE	25 th January 2001
VARIATION DATE	24 th April 2003
VARIATION DATE	27 th November 2003 (C.12/1103)
VARIATION DATE	25 th November 2004 (C.25/1104)
VARIATION DATE	27 th April 2006 (C.14/0406)
REVIEW DATE	29 th November 2007 (C.16/1107)
REVIEW DATE	27 November 2008 (C.22/1108)
VARIATION DATE	24 June 2010 (c.19/0610)
REVIEW DATE	24 November 2011 (C.14/1111)
REVIEW DATE	29 November 2012 (C.17/1112)
REVIEW DATE	27 November 2014 (C.13/1114)
VARIATION DATE	26 November 2015 (C.14/1115)
REVIEW DATE	24 November 2016 (C.09/1116)

The purpose of this policy is:

1. To provide details of the Councils requirements when providing vehicles for use by employees for both business and private use.
2. To ensure there is consistency in the basis for sharing costs and equality for all employees and the Council.

When negotiating contracts with employees the CEO is to comply with the following requirements in relation to the provision of motor vehicles that have both Shire business and private use. Whilst it is acknowledged that the Council of the day has the right to determine the basis for the provision of a motor vehicle for the CEO and other senior officers as a part of any negotiated salary/package, it is recommended that in the interest of equality the type of vehicle be guided by a Council Policy.

Maximum Capital Outlay and Vehicle Type

Maximum capital outlay is to include the purchase of the vehicle and all standard inclusions.

Where a current contract of employment (including a renewal of an existing contract) stipulates a specific type of vehicle the terms of the contract are to have priority over the terms of this policy. In circumstances where contract staff depart the organisation the CEO is to ensure that any new contract factors in the contents of this policy.

Position	Maximum Capital Outlay for Vehicle (Ex-GST)	Vehicle Type
Chief Executive Officer	\$56,000	Executive Sedan or Executive SUV
Executive Manager Works & Services	\$50,000	Standard SUV
Other Executive Managers	\$40,000	Midsize SUV or Sedan

Manager and Other Staff	\$36,500	Midsize SUV, Sedan or Ute
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The Executive Manager Works & Services vehicle is specified separate to the other Executive Managers due to that officer requiring a vehicle suitable for off-road use and transport of large equipment (ie; survey equipment) necessary for the job.

Vehicle Selection

The overriding principal in the selection of vehicles for purchase is “fit for purpose”. The light vehicle fleet should be functional and versatile with vehicles tailored to the needs of specific positions where required. After considering “fit for purpose”, specific vehicle selections should have regard for the following:

Cost of ownership

Determined through consideration of purchase price and likely disposal price, running costs (maintenance and fuel) and cost of required accessories. Importantly, cost of ownership, and particularly purchase price, should be on the basis of like-for-like in terms of required minimum features (e.g. ABS brakes or dual airbags). In determining the cost of ownership, regard should be had for the benefits of standardising a vehicle fleet as far as practical, in order to permit vehicle rotation, decrease servicing times and to reduce part holding costs. Cost of ownership should also consider the financial attractiveness of vehicles that can be warranty serviced within the district and this is allowed for in the ‘Buy Local Purchasing’ Policy.

Safety

Setting a minimum standard for vehicle safety is considered appropriate on the basis of organisational risk management as well as corporate responsibility (minimum safety standards address pedestrian safety and also ensure safe cars are available to the community on disposal by the Shire). As a minimum, all sedans and wagons within the fleet are to be fitted with Antilock Braking Systems (ABS), Electronic Stability Control (ESC) and dual airbags. In the case of four wheel drive utility vehicles, they should be fitted with ABS and dual airbags, with preference for utilities with ESC. All vehicles within the light vehicle fleet should have a minimum Australian New Car Assessment Program (ANCAP) rating of four stars.

Environmental Impact

Within budget constraints, emphasis will be placed on best performing vehicles, for their classification, in terms of fuel economy, carbon emissions and air pollution for travelled kilometre. Except where a specialised vehicle is required or contractual obligations exist, vehicles should have an overall star rating of no less than 2.5 stars (as specified in the Green Vehicle Guide – www.greenvehicleguide.gov.au) for four-wheel-drive vehicles and 3 stars (as specified in the Green Vehicle Guide – www.greenvehicleguide.gov.au) for non-four-wheel-drive vehicles.

Contractual Requirements and Attraction and Retention of Staff

In determining vehicles for inclusion in the light vehicle fleet, regard should be had for contractual obligations to individual staff, as well as industry standards for individual positions and the level of positions.

Standardisation of Vehicles

Where possible the purchase of new vehicles should be standardised across the organisation including the general use of base model vehicles with similar features in accordance with this policy.

Standard Inclusions

Laminated tinted windows, factory air conditioning, mud flaps, compact disc player, lockable fuel cap, electric windows, cruise control, floor mats, tow bar and ball with 6 pin electrical plug. Lockable canopy covers for a tray back utility can be included as a standard inclusion where large size work tools need to be securely stored.

Non-Standard Inclusions

Roo or Bull Bar for CEO and Executive Manager Works & Services vehicles due to number of night meetings attended (CEO) and after hours call-outs (EMWS). The cost of non-standard inclusions is not included in the maximum capital outlay ceiling specified elsewhere in this policy.

Bi-Annual Review

Due to the capital cost of vehicles appreciating there will be a need to review this policy on at least a bi-annual basis to ensure that the maximum capital outlays for vehicles remains accurate.

Novated Leases

Under the current policy novated lease arrangements will not be entered into for Council vehicles. This is due to the problems caused to the organisation in having to purchase a vehicle on short notice when a staff member with a novated leased vehicle departs the employment of the Shire.

Council however is aware the novated lease vehicles may become an attractive benefit for staff attraction and retention and will consider the need to review this matter upon receipt of specific information.

Fringe Benefit Tax

Council is responsible for all fringe benefit tax associated with private use of the Council vehicle and these costs are reflected in the value placed on private use of the vehicle in the remuneration packages of relevant officers.

The Chief Executive Officer reserves the right to rotate vehicles to ensure maximum utilisation and a reduction of Fringe Benefit Tax liability to the Council.

Value of Vehicle Private Use component in Employee Remuneration Package

The value of the private use component of the vehicle is as shown in individual contracts of employment or in the case of uncontracted staff in specific agreements or letters of appointment.

Obligations of Employees

Employees with private use entitlements of a Council vehicle are to ensure the following:

- That the vehicle is to be kept in a clean condition, both externally and internally. It is recognised that vehicles can get dirty through normal usage and it is the responsibility of the employee to ensure that when this occurs the vehicle should be cleaned as soon as practically possible.
- In the event of an accident or other damage to the vehicle the Shire's insurer and Police are to be informed by the next working day. A copy of the report issued to Police is to be submitted to the Chief Executive Officer the next working day.

Existing Policy

POLICY NO.	M.23
POLICY SUBJECT	Passenger Vehicle Use & Acquisition Policy
ADOPTION DATE	30 th March 2000
VARIATION DATE	27 th November 2003 (C.12/1103)
VARIATION DATE	29 th June 2006 (C.22/0606)
REVIEW DATE	29 th November 2007 (C.16/11/07)
REVIEW DATE	27 November 2008 (C.22/1108)
REVIEW DATE	30 September 2010 (C.25/0910)
REVIEW DATE	24 November 2011 (C.14/1111)
VARIATION 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)
VARIATION DATE	24 November 2016 (C.09/1116)

There is to be No Smoking in any Shire vehicle

Vehicle Acquisition

Factors to be taken into consideration to:

- ◆ Lease costs versus depreciation (change-over cost) to be assessed in a business case
- ◆ Purpose of vehicle and the type of other in the pool
- ◆ Funds within budget

Shire owned passenger vehicles will ordinarily be a Holden Commodore standard or similar unless otherwise provided in individual employee contracts. However, it may be appropriate to own a different type of vehicle to cover other purposes that arise from time to time (eg; a vehicle with a capacity to carry more than 5 people).

Pool Vehicle

A vehicle will be allocated for Elected Member use in the following priority order (and within each point, in order of when the booking was made):

1. As a Shire of Bridgetown-Greenbushes delegate at a meeting, seminar, workshop or other function authorised by Council.
2. As a WALGA delegate.

The pool vehicle is for Elected Member use, which can be used by staff however, the priority will be for Elected Member use.

Bookings of pool vehicles to be coordinated by the Customer Service Officer.

General

- ◆ The vehicle used by Elected Members or Staff is to be left as found (ie; all rubbish to be removed at journey end) including having a reasonable amount of fuel to ensure the next user (who may be using the vehicle before petrol station opening times) has adequate fuel to reach his/her destination.
- ◆ The Fuel Card is to be left in the glove box at all times. The Pin number for the Fuel Card may be obtained from the Customer Service Officer. All fuel card

receipts are to be handed to the Customer service Officer at the end of each journey.

- ◆ Any application for use of the Pool vehicle for more than 3 consecutive days will only be considered by the CEO after an assessment of the impact on the use on the availability of other vehicles for the use by the organisation. Other alternatives may have to be implemented.
- ◆ As the Shire has a 'duty of care' in ensuring elected members or officers do not drive tired, if the partner of an elected member or officer is accompanying the elected member or officer, this person is authorized to drive the vehicle subject to the elected member or officer being in the vehicle. If during possession of the pool vehicle an elected member or officer has a need or desire for another person to drive the pool vehicle, this is permitted subject to the relevance to the elected member/officer being in the vehicle.

If no organisation vehicles are available the CEO is authorised to approve use of private vehicles with reimbursement being as per the Award. It should not be assumed approval will automatically be granted.

Existing Policy

POLICY NO.	A.14
POLICY SUBJECT	Light Fleet Vehicle Purchasing

Policy Objective

The purpose of this policy is to provide details of the Council's requirements when providing vehicles for use by employees for both business and private use. The policy ensures that the Shire's fleet meets the highest standards practicable in relation to safety, the environment, cost and staffing requirements.

Vehicle Selection

Vehicle selection shall be based on 5 criteria:

No.	Criteria	Description
1	Fit for Purpose	The light vehicle fleet should be functional and versatile with vehicles tailored to the needs of specific positions where required.
2	Service Support	The vehicle must have a minimum 5 year/120,000km standard or extended warranty and service support must be available within the South-West Region.
3	Safety	Setting a minimum standard for vehicle safety is considered appropriate on the basis of organisational risk management as well as corporate responsibility. Safety is assessed by Australian New Car Assessment Program (ANCAP) ratings on a scale of 1-5. These ratings are a guide of the potential injury risk if involved in an accident. All vehicles within the light vehicle fleet should have a minimum Australian New Car Assessment Program (ANCAP) rating of four stars.
4	Environment	Within budget constraints, emphasis will be placed on best performing vehicles, for their classification, in terms of fuel economy, carbon emissions and air pollution for travelled kilometre. Except where a specialised vehicle is required or contractual obligations exist, vehicles should have an overall star rating of no less than 2.5 stars (as specified in the Green Vehicle Guide – www.greenvehicleguide.gov.au) for four-wheel-drive vehicles and 3 stars (as specified in the Green Vehicle Guide – www.greenvehicleguide.gov.au) for non-four-wheel-drive vehicles.
5	Economic	Average annual whole of life costs based on 20,000km shall be used to provide a cost comparison between vehicles that meet the fit for purpose requirements for the position.

Purchasing Process

With a motor vehicle dealer based in Bridgetown it is noted that the contents of Council's 'Buy Local Purchasing' Policy will have effect, noting however that not all light fleet may necessarily be suitable from that particular dealer.

The purchasing process is to be guided by a weighted assessment of all quotes, taking into account safety, environment and economic criteria. The weightings are:

Criteria	Weighting (%)
Annual Whole of Life Costs (including fuel consumption and FBT)	70
Safety	15
Environment	15

Optimum Replacement/Changeover Timing

The optimum replacement timing for light fleet changeover is 5 years/120,000km whichever occurs first.

Vehicle Disposal

Options for disposal include:

- Trade-in to dealer supplying the new vehicle
- Disposal by public auction through a reputable auction facility; or
- Tender

The most cost effective method of disposal for each vehicle shall be based on the trade offer compared to the likely return at public auction or tender.

Specific Requirements for Vehicles and Maximum Capital Outlay

The vehicle requirements of staff are based on their work duties including types of areas and terrain to be accessed, passenger requirements, type of driving (frequency, darkness, etc.).

Maximum capital outlay is to include the purchase of the vehicle and all standard inclusions but doesn't include licensing and/or stamp duty.

The following table briefly summarises the requirements for specific positions or levels of position:

Vehicle/Position	General Requirements	Maximum Capital Outlay (Ex-GST)
Pool Vehicle	Standard 2WD or AWD suitable for accommodating 4 persons to attend meetings. Significant night time driving, including long journeys, required for meeting attendance	\$32,000
CEO	Luxury sedan or 4WD/AWD SUV suitable for accommodating 4 persons to attend meetings. Significant night time driving, including long journeys, required for meeting attendance	\$56,000
EMWS	Executive 4WD/AWD SUV suitable to access works sites. Vehicle to accommodate 4 persons to attend	\$45,000

	meetings. Also suitable storage space for specific equipment such as survey tools	
EMCOR, EMCS	Executive 2WD/AWD sedan suitable for accommodating 4 persons.	\$36,000
MP, MEH, PBS, SETO	Standard 2WD/AWD sedan suitable for accommodating 4 persons. If off-road use to a development site requires use of a 4WD use of CEO or EMWS vehicle to be arranged	\$32,000
Works Supervisor	4WD utility suitable to access works sites. Crew Cab preferred to enable transport of other workers to job sites	\$38,000
Parks Supervisor	4WD utility suitable to access works sites and/or reserves. Crew Cab preferred to enable transport of other workers	\$38,000
Other Parks	2WD utility (no space or crew cab)	\$25,000
Waste	2WD utility (no space or crew cab)	\$25,000
Mechanic	2WD utility. Space cab preferred to allow for storage of items	\$27,000
Rangers	4WD utility due to need to access fire grounds. Space cab preferred to allow for storage of administrative items	\$34,000
General Operations Coordinator	2WD utility with canopy for storage of road classifier equipment and other equipment	\$28,000
Depot Store	2WD utility. Space cab preferred to allow for storage of items	\$27,000
Building Maintenance	2WD utility with tray suitable for storage units	\$25,000
Grader	2WD utility (no space or crew cab)	\$25,000
Fast Attack Fire Fighting	4WD utility (no space or crew cab)	\$32,000
Bushfire Support	4WD utility (no space or crew cab)	\$32,000
Bushfire Logistics	2WD/AWD SUV or station wagon suitable for transporting up to 7 persons on long journeys for fire attendance, crew changeover	\$38,000

Where a current contract of employment (including a renewal of an existing contract) stipulates a specific type of vehicle the terms of the contract are to have priority over the terms of this policy. In circumstances where contract staff depart the organisation the CEO is to ensure that any new contract factors in the contents of this policy.

Standard Inclusions

Laminated tinted windows, factory air conditioning, mud flaps, lockable fuel cap, electric windows, cruise control, floor mats, tow bar and ball with electrical plug.

Non-Standard Inclusions

Roo or Bull Bar for CEO, Executive Manager Works & Services, Rangers, Works Supervisor and Pool vehicles due to number of night meetings attended and after hours call-outs.

Lockable canopy covers for a tray back utility can be included as a standard inclusion where large size work tools need to be securely stored. Currently under this policy this only applies to the General Operations Coordinator.

The cost of non-standard inclusions is not included in the maximum capital outlay ceiling specified elsewhere in this policy.

Novated Leases

Under the current policy novated lease arrangements will not be entered into for Council vehicles. This is due to the problems caused to the organisation in having to purchase a vehicle on short notice when a staff member with a novated leased vehicle departs the employment of the Shire.

Council however is aware the novated lease vehicles may become an attractive benefit for staff attraction and retention and will consider the need to review this matter upon receipt of specific information.

Fringe Benefit Tax

Council is responsible for all fringe benefit tax associated with private use of the Council vehicle and these costs are reflected in the value placed on private use of the vehicle in the remuneration packages of relevant officers.

The Chief Executive Officer reserves the right to rotate vehicles to ensure maximum utilisation and a reduction of Fringe Benefit Tax liability to the Council.

Value of Vehicle Private Use component in Employee Remuneration Package

The value of the private use component of the vehicle is as shown in individual contracts of employment or in the case of uncontracted staff in specific agreements or letters of appointment.

POLICY NO.	M.23
POLICY SUBJECT	Use of Pool Vehicle

There is to be No Smoking in any Shire vehicle

Pool Vehicle

A vehicle will be allocated for Elected Member use in the following priority order (and within each point, in order of when the booking was made):

1. As a Shire of Bridgetown-Greenbushes delegate at a meeting, seminar, workshop or other function authorised by Council.
2. As a WALGA delegate.

The pool vehicle is for Elected Member use, which can be used by staff however, the priority will be for Elected Member use.

Bookings of pool vehicles to be coordinated by the Customer Service Officer.

General

- ◆ The vehicle used by Elected Members or Staff is to be left as found (ie; all rubbish to be removed at journey end) including having a reasonable amount of fuel to ensure the next user (who may be using the vehicle before petrol station opening times) has adequate fuel to reach his/her destination.
- ◆ The Fuel Card is to be left in the glove box at all times. The Pin number for the Fuel Card may be obtained from the Customer Service Officer. All fuel card receipts are to be handed to the Customer service Officer at the end of each journey.
- ◆ Any application for use of the Pool vehicle for more than 3 consecutive days will only be considered by the CEO after an assessment of the impact on the use on the availability or other vehicles for the use by the organisation. Other alternatives may have to be implemented.
- ◆ As the Shire has a 'duty of care' in ensuring elected members or officers do not drive tired, if the partner of an elected member or officer is accompanying the elected member or officer, this person is authorized to drive the vehicle subject to the elected member or officer being in the vehicle. If during possession of the pool vehicle an elected member or officer has a need or desire for another person to drive the pool vehicle, this is permitted subject to the relevance to the elected member/officer being in the vehicle.

If no organisation vehicles are available the CEO is authorised to approve use of private vehicles with reimbursement being as per the Award. It should not be assumed approval will automatically be granted.

Warren Blackwood Stock Route

Memorandum of Understanding

This document represents an agreement between

The Warren Blackwood Alliance of Councils

and

The Department of Parks and Wildlife

and

The Shires of Bridgetown-Greenbushes, Manjimup and Nannup

Description of the collaborating organisations

The Department of Parks and Wildlife (the Department) is the agency responsible for the management of state forest, national parks and other reserves through which the majority of Warren Blackwood Stock Route (WBSR) traverses.

The Warren Blackwood Alliance of Councils (WBAC) is a Voluntary Regional Organisation of Councils representing the Shires of Bridgetown-Greenbushes, Manjimup and Nannup, supporting partnership development, relationship building and progressing regionally significant projects.

The Shires of Bridgetown-Greenbushes, Manjimup and Nannup (the Shires) are the individual Local Government Authorities through which the trail traverses.

Objectives and Scope

The primary objective of this tripartite Memorandum of Understanding (MOU) is to express the willingness of the parties to collaborate with the planning, development, maintenance and management of the Warren Blackwood Stock Route (WBSR).

Rationale for the MOU

The MOU seeks to establish the highest standards of cooperation and understanding between the collaborating parties described above for the planning, construction and maintenance of the WBSR. In particular it defines the functions and responsibilities of the Department, the Shires and the WBAC.

The MOU is intended to be an administrative document which seeks to ensure mutually beneficial working arrangements, and to clarify the relationship between all parties.

The nature of the collaboration

This tripartite relationship acknowledges the value of having a joint vision and supportive approach to funding as well as volunteer and in-kind contributions.

Each party has access to resources, skills and equipment that will be crucial to the development and ongoing management and maintenance of the WBSR. The Shires and the Department have statutory management responsibility for land managed by each party. The WBAC has a mandate to deliver unique regional trails experiences and perpetuate the legacy and history of stock droving as a unique feature of agriculture in the region.

Terms of the agreement

This MOU relates only to the WBSR and covers roles and responsibilities of all parties in this regard. Access and use of the Department land for construction, management and maintenance of the WBSR will need to be addressed by way of a *Regulation 4 Lawful Authority* or a licence.

The MOU constitutes an agreement between the parties. This MOU may be modified, altered, revised, extended or renewed at any time by mutual written consent of all parties. Amendments must be signed and dated by all parties.

The MOU cannot restrict any party or any other in the performance of their statutory functions or the execution of its statutory powers.

During the first five years, including the planning, construction and operation phase, an annual review of the MOU is undertaken, commencing (insert date).

Functions of the MOU

This MOU acknowledges that:

- (a) the Shires and the Department agree in principle to provide access to lands for the WBSR to the other parties, its officers, employees, contractors, Department of Corrective Services work crews and maintenance volunteers for purposes of development, construction, management and maintenance of the WBSR, subject to formally granting access through a *Lawful Authority* or licence for the Department's lands and achievement of all necessary approvals;
- (b) the Shires and the Department agree to grant access to these lands to the general public for the purposes of the WBSR, subject to the Department formally granting access through a *Lawful Authority* or licence for the Department's lands and achievement to all necessary approvals;
- (c) in all respects, other than those roles and responsibilities identified in this MOU, responsibility for the administration and management of land

remains with the relevant manager, who has lawful responsibility for these functions under the *Local Government Act 1995 (WA)*, *Land Administration Act 1997 (WA)* or *Conservation and Land Management Act (WA) 1984*; and

- (d) the legal rights, duties and powers of the Shires, Department or WBAC cannot be fettered by the terms of this MOU.

Roles and responsibilities of the parties

Joint

- (a) Sharing information and collaborating regarding the WBSR and associated lands.
- (b) To keep an open dialogue between the partners, so as to maximise the opportunity to develop and maintain the WBSR through strategic and collaborative means.
- (c) To work collaboratively towards the development of the WBSR.

WBAC (or nominated representative)

- (a) Is the lead organisation in the development of the WBSR.
- (b) The preparation and the annual and post five year review of the MOU.
- (c) Seek all necessary approvals including application for access and use of Parks and Wildlife Managed Lands.
- (d) Preparation and submission of grant applications for the construction and any future improvements to trails infrastructure.
- (e) Administering successful grants to acquittal.
- (f) Collection and reporting on usage of the trail to assist with management decisions.
- (g) Investigate revenue generation options and the creation and administration of a trust fund as part of an overall operational business plan.
- (h) Manage and support the volunteers, including training and insurance protection.
- (i) Central point of reporting and disseminating maintenance requirements and coordinating volunteers.
- (j) Be the first point of contact for maintenance with appropriately trained and skilled volunteers being the first responders. Fund and coordinate staff resources for more advanced tasks. Other parties may assist with

tasks that are considered beyond the capacity of volunteers but this will dependent on works program capacity and risk assessment.

- (k) Coordinate the development and construction of the approved camp sites and trail facility in collaboration with the relevant land manager. Ensure that any operators or contractors hold sufficient public liability insurance.
- (l) Liaise with neighbours of the WBSR and camp sites on land managed by the Department where applicable.
- (m) All structures built on Department managed land for the WBSR will be owned and managed by the WBAC, including for liability and for insurance purposes.
- (n) Coordinate the maintenance program of the WBSR on department and shire lands, including the camp sites and trail.
- (o) The collection and storage of information and correspondence in relation to the WBSR.
- (p) Coordinating the interpretive planning for the camp sites and trail. Signage and trail marking needs to meet the Department's standards.

Shires of Bridgetown-Greenbushes, Manjimup and Nannup

- (a) The regular maintenance of existing public roads and infrastructure, under management of the Shire that form part of the WBSR.
- (b) The WBSR will be incorporated into each of the shire's infrastructure maintenance and management program for the camp sites and trail.
- (c) Managing fire and associated risk pertinent to the WBSR and camp sites and trail located on Shire managed land.
- (d) Annual assessment of visitor risk for roads and facilities that are part of the WBSR on Shire managed lands.
- (e) Report to Friends of Group/WBAC any maintenance/risk issues.
- (f) Public liability cover for visitors on Shire managed land.
- (g) Liaising with neighbours of the WBSR and camp sites where applicable.
- (h) Assist where appropriate and within available resources with promotion and marketing of the WBSR.
- (i) Assisting with the coordination of volunteer activities on the trail.

- (j) Support and assist with grant applications.
- (k) Where applicable seek funding for infrastructure on Department managed land.
- (l) Develop and coordinate the Friend of group for the Warren Blackwood Stock Route, similar to the Munda Biddi Foundation and the Bibbulmun Track Foundation. The group will be an incorporated, not-for-profit organisation established to provide support for the management, maintenance and marketing of the WBSR and once established will absorb a number of the duties listed under each stakeholder.
- (m) Support and expedite the development of each camp site on Shire managed land.

Department of Parks and Wildlife

- (a) The regular maintenance of existing public roads and infrastructure, under management of the Department that form part of the WBSR, excluding those constructed specifically for the WBSR.
- (b) Manage fire and associated risk pertinent to the WBSR and camp sites and trail located on Department managed land.
- (c) Annual assessment of visitor risk for roads and facilities that are part of the WBSR on Department managed lands.
- (d) Report to Friends of Group/WBAC any maintenance/risk issues.
- (e) Public liability cover for visitors on Department managed land.
- (f) Assist where appropriate and within available resources with promotion and marketing of the WBSR.
- (a) Seek clarification of requirement to designate for horse use as part of the WBSR route and camp sites.
- (b) Providing volunteer personal accident insurance protection for those volunteers registered by the Department and undertaking approved work on Department managed land and under its authority.

Intellectual Property

The Department and the Shires will respect the intellectual property of the WBAC with respect to the original concept of the WBSR and will acknowledge this where appropriate, particularly in grant submissions, promotion, marketing and interpretation. The Department and each Shire retains the right to make any final decision if needed on the content and placement of information and interpretation and the overall management and development of the sections of the WBSR traversing land managed by each party.

Promotion of the WBSR

Once developed the WBSR will be promoted via the Trails WA website and app.

Disputes

Each of the parties agrees to use its best efforts to resolve disputes. Any disputes that arise in relation to implementation and operation of the MOU and its activities will be reported to the MOU principal parties, who will attempt to resolve the problem.

If the MOU principal parties cannot resolve a dispute, each party will advise the other of the nature and substance of the issue in dispute. The parties agree to then attempt to resolve the dispute through negotiation between appropriate officers, key managers or Directors/CEOs.

If the parties are still unable to resolve the dispute, each party agrees that the dispute must be referred for mediation, at the request of either party, to:

- (a) a mediator agreed by the parties; or
- (b) if the parties are unable to agree on a mediator within 7 days after acknowledging that a mediator is needed, a mediator nominated by the then current Chairman of the Institute of Arbitrators and Mediators Australia, Western Australian Chapter or the Chairman's nominee.

Each party must bear its own costs of complying with this clause and the parties must bear equally the costs of any mediator engaged. If in relation to a dispute a party breaches any provision of this clause, the other party need not comply with this clause in relation to that dispute.

Termination of Agreement

This MOU may be terminated at any point in time if there are reasonable grounds to do so. It is expected that all parties will make every effort within reason to assist in the successful implementation of the MOU. However if an impasse arises, any party reserves the right to withdraw from the MOU.

This MOU is not intended as a legal document but as an agreed working arrangement.

This agreement is endorsed on behalf of:

Warren Blackwood Alliance of Councils

Chair

On _____

Department of Parks and Wildlife (Blackwood & Donnelly Districts)

Blackwood District Manager

On _____

Donnelly District Manager

On _____

Shire of Bridgetown-Greenbushes, Manjimup and Nannup

Chief Executive Officer
Shire of Bridgetown-Greenbushes

On _____

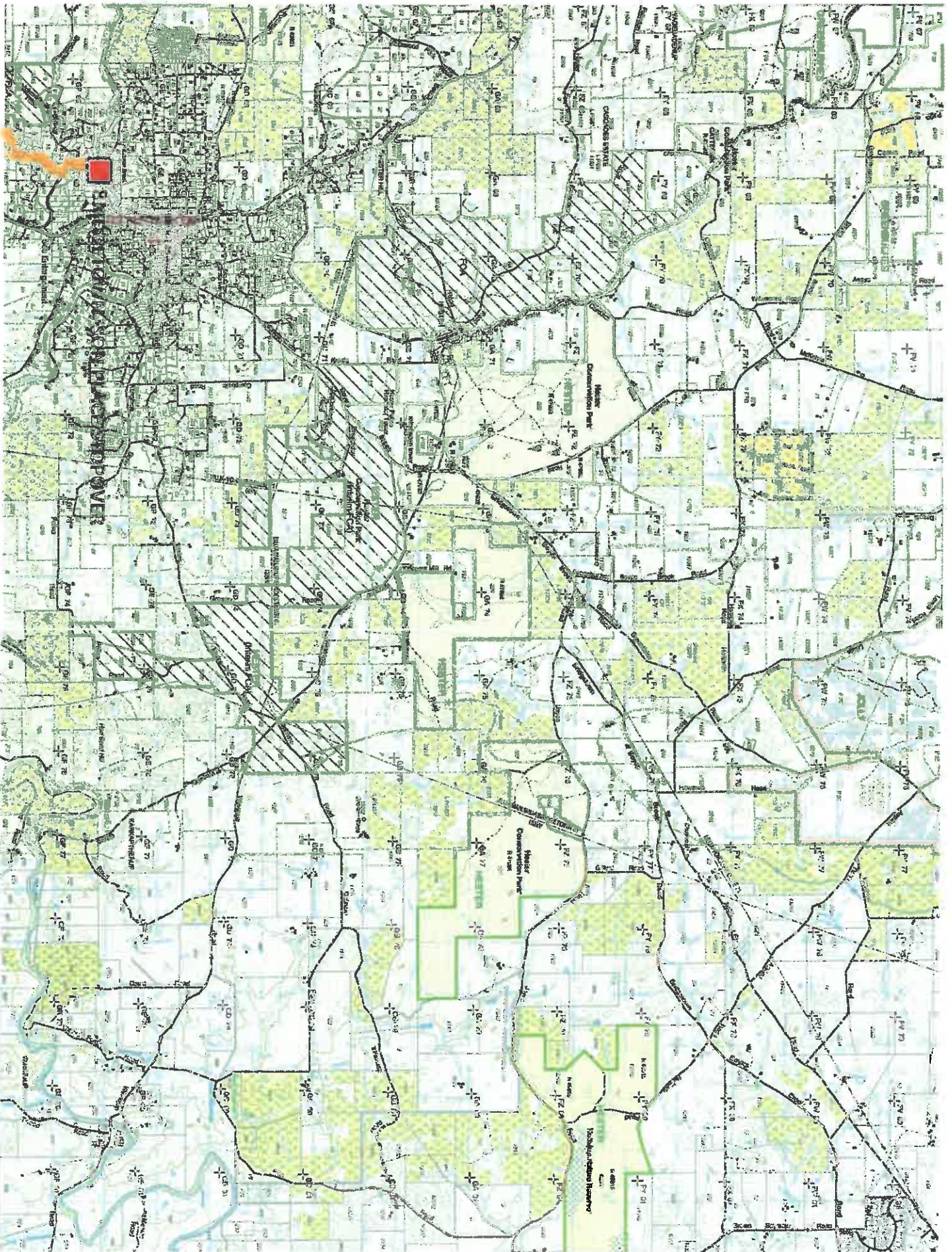
Chief Executive Officer
Shire of Manjimup

On _____

Chief Executive Officer
Shire of Nannup

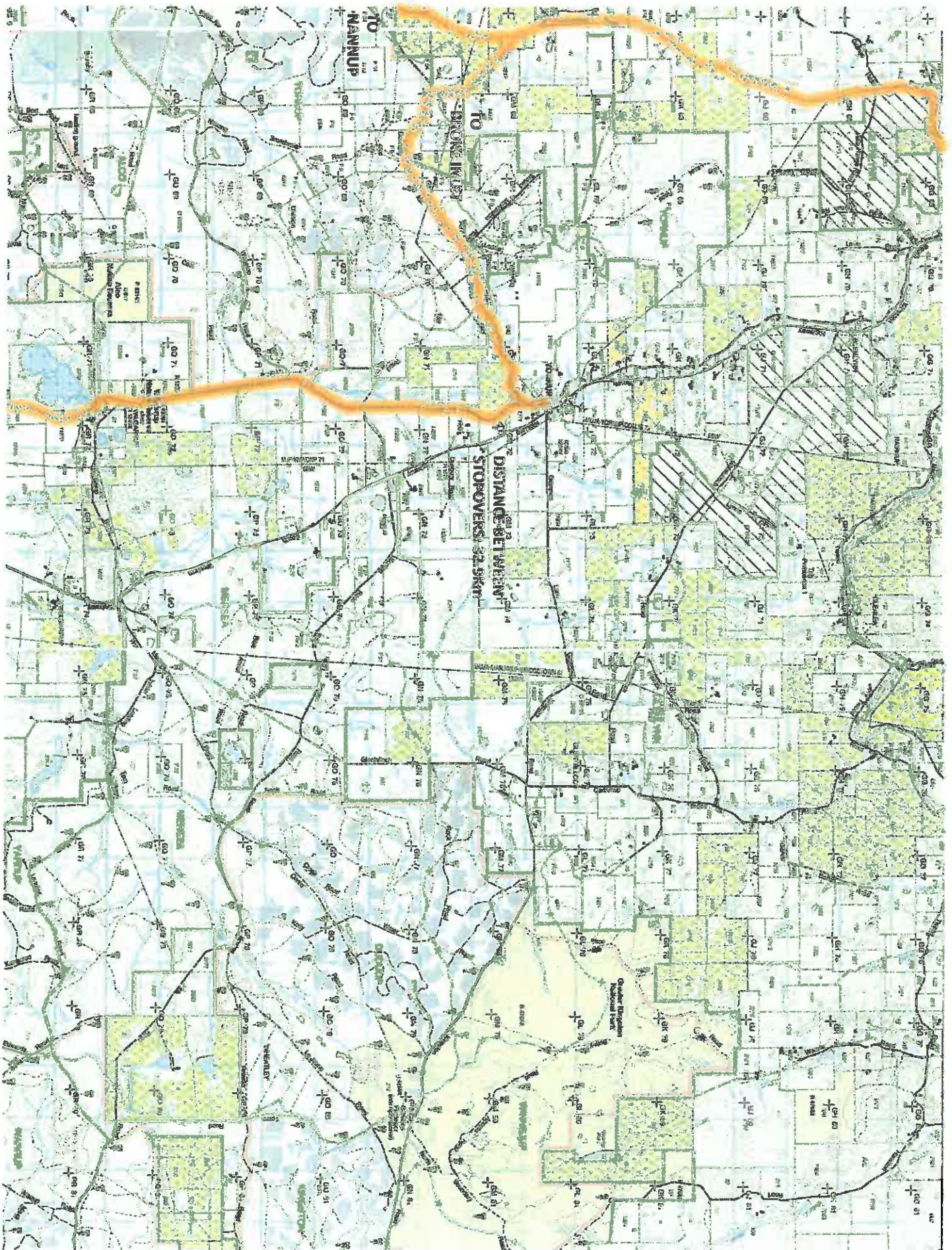
On _____

TMS1: TRAIL ALIGNMENT SECTION 1
BRIDGETOWN TO BROKE INLET / BRIDGETOWN TO NANNUP BRIDLE TRAIL



TMS2: TRAIL ALIGNMENT SECTION 2

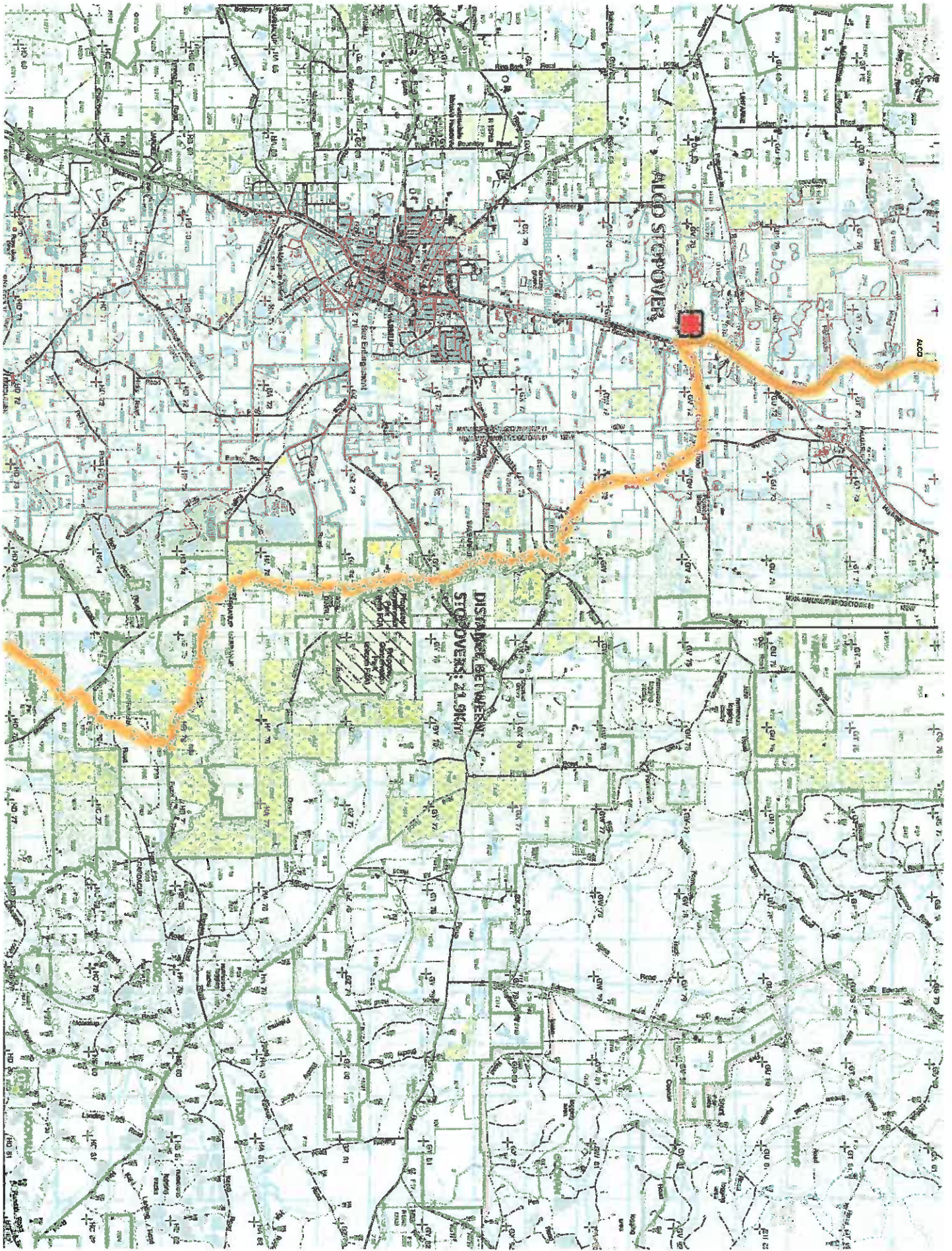
BRIDGETOWN TO BROKE INLET / BRIDGETOWN TO NANNUP BRIDLE TRAIL



5km

5km

TMS3: TRAIL ALIGNMENT SECTION 3 BRIDGETOWN TO BROKE INLET BRIDLE TRAIL



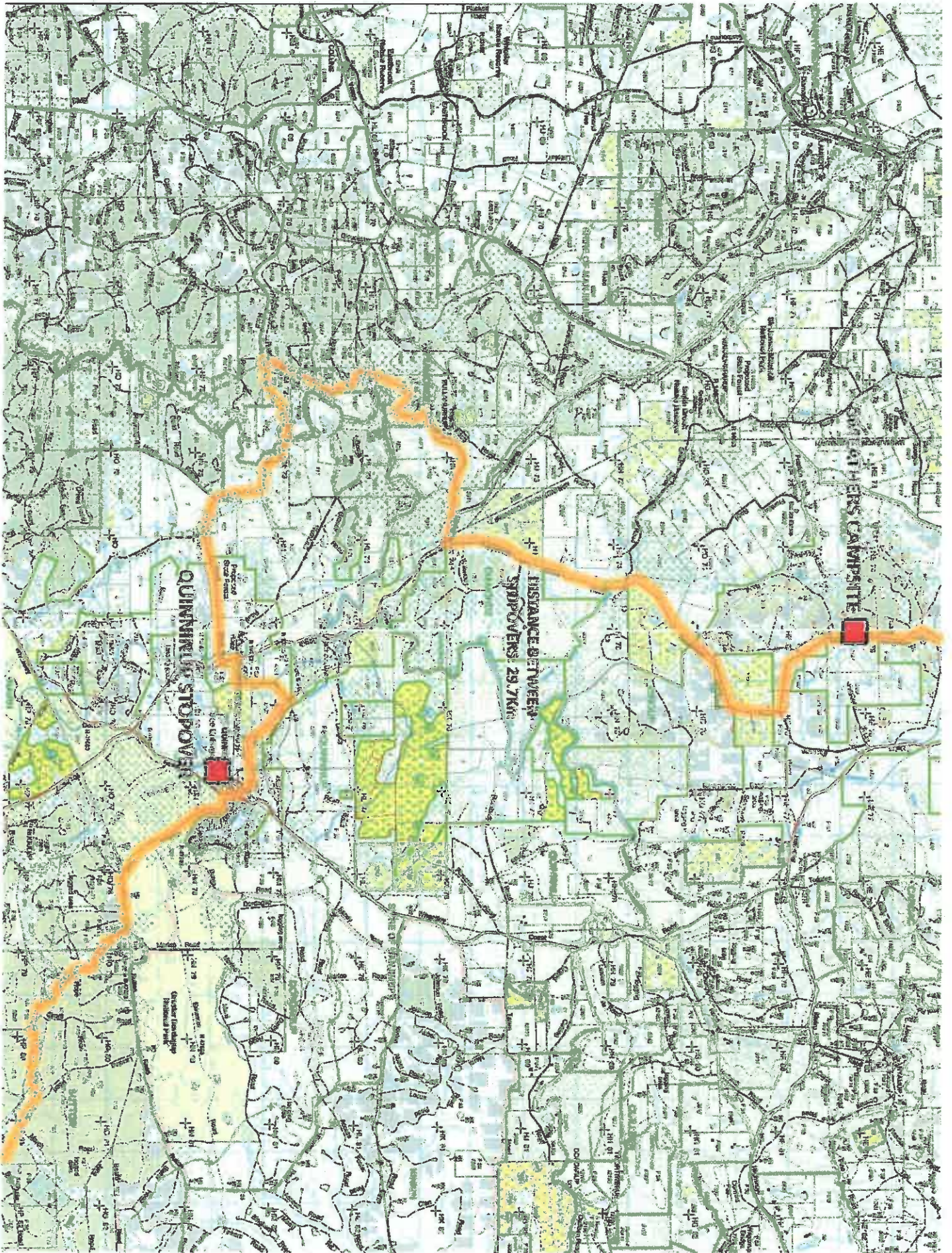
5km

5km

TMS4: TRAIL ALIGNMENT SECTION 4

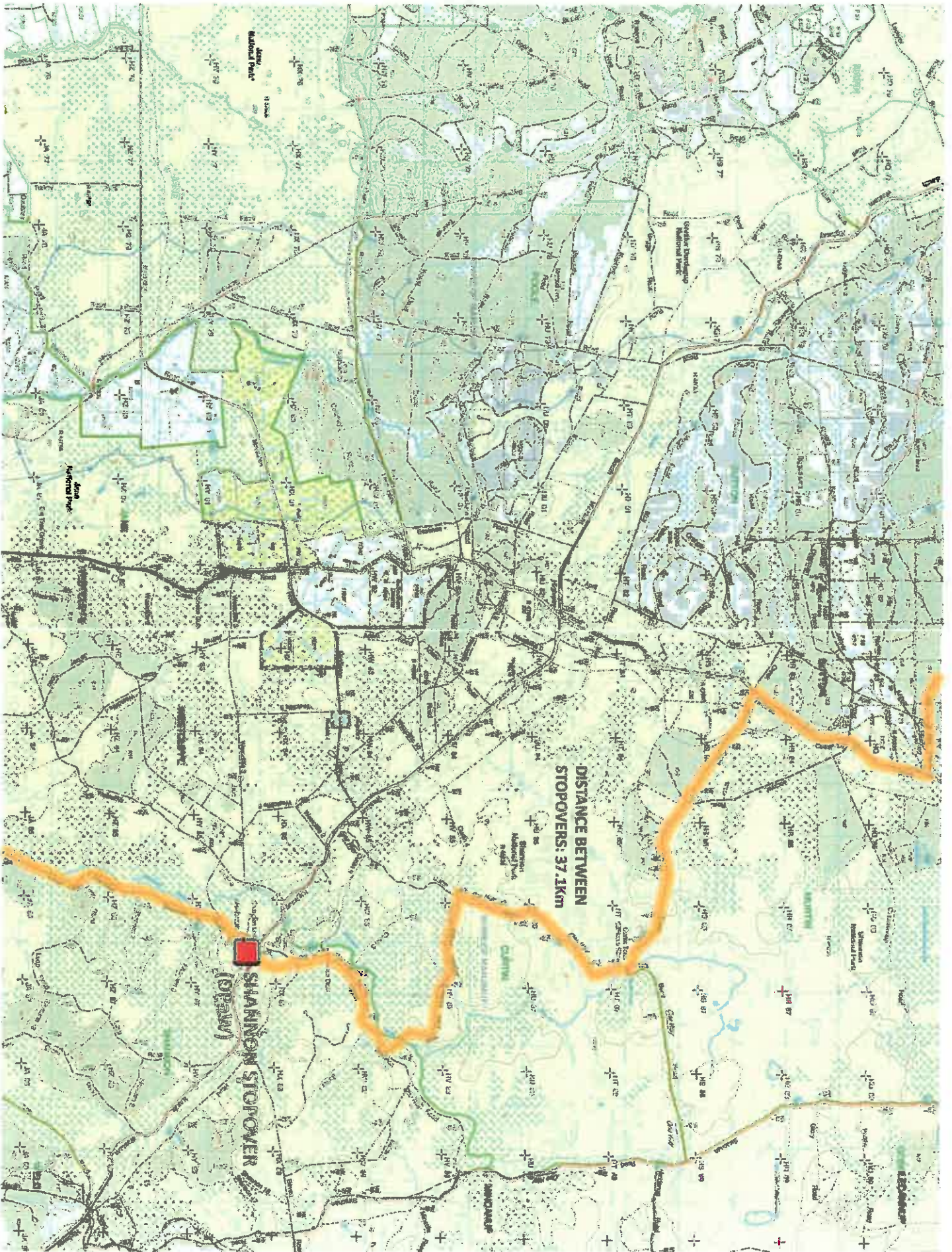
BRIDGETOWN TO BROKE INLET BRIDLE TRAIL

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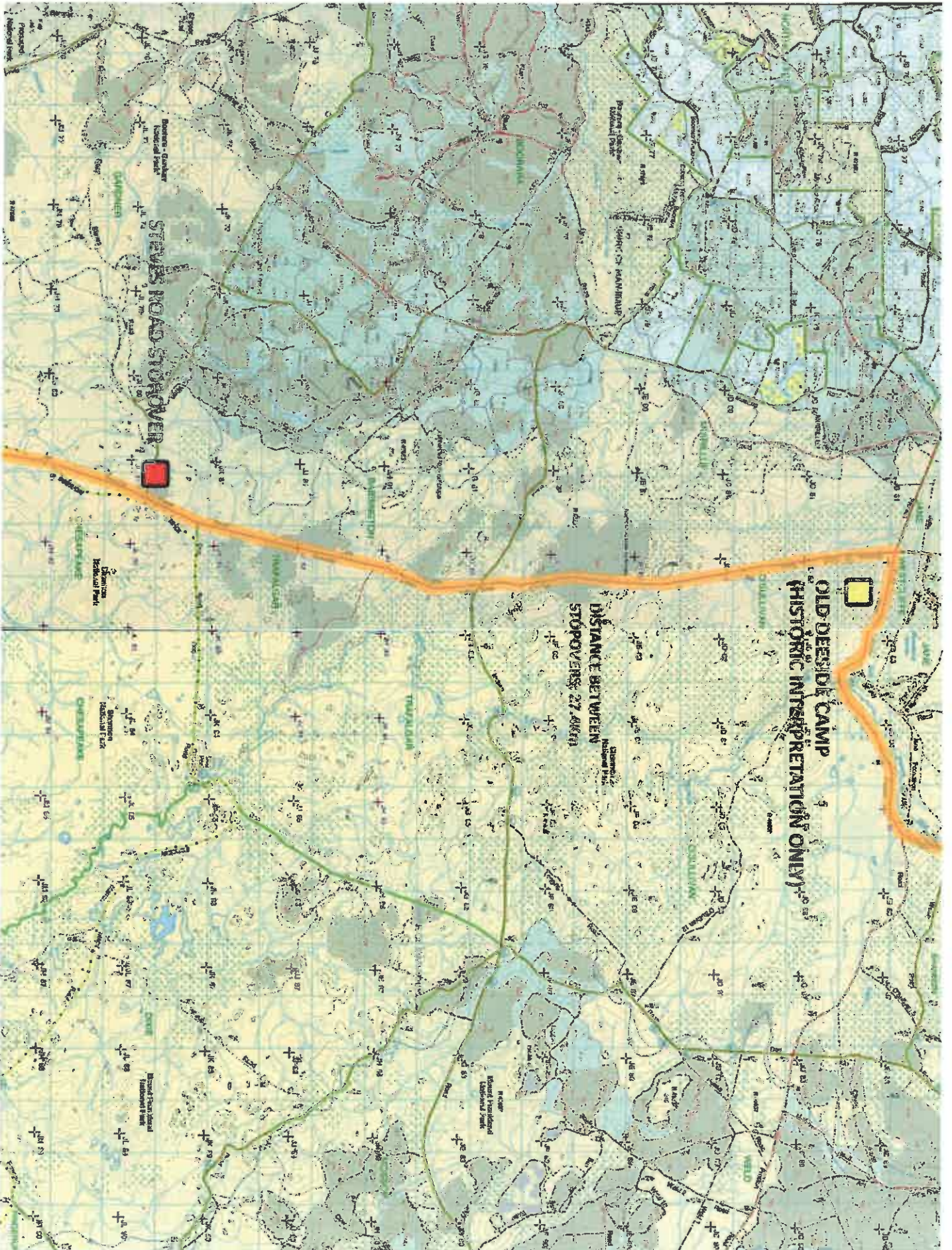


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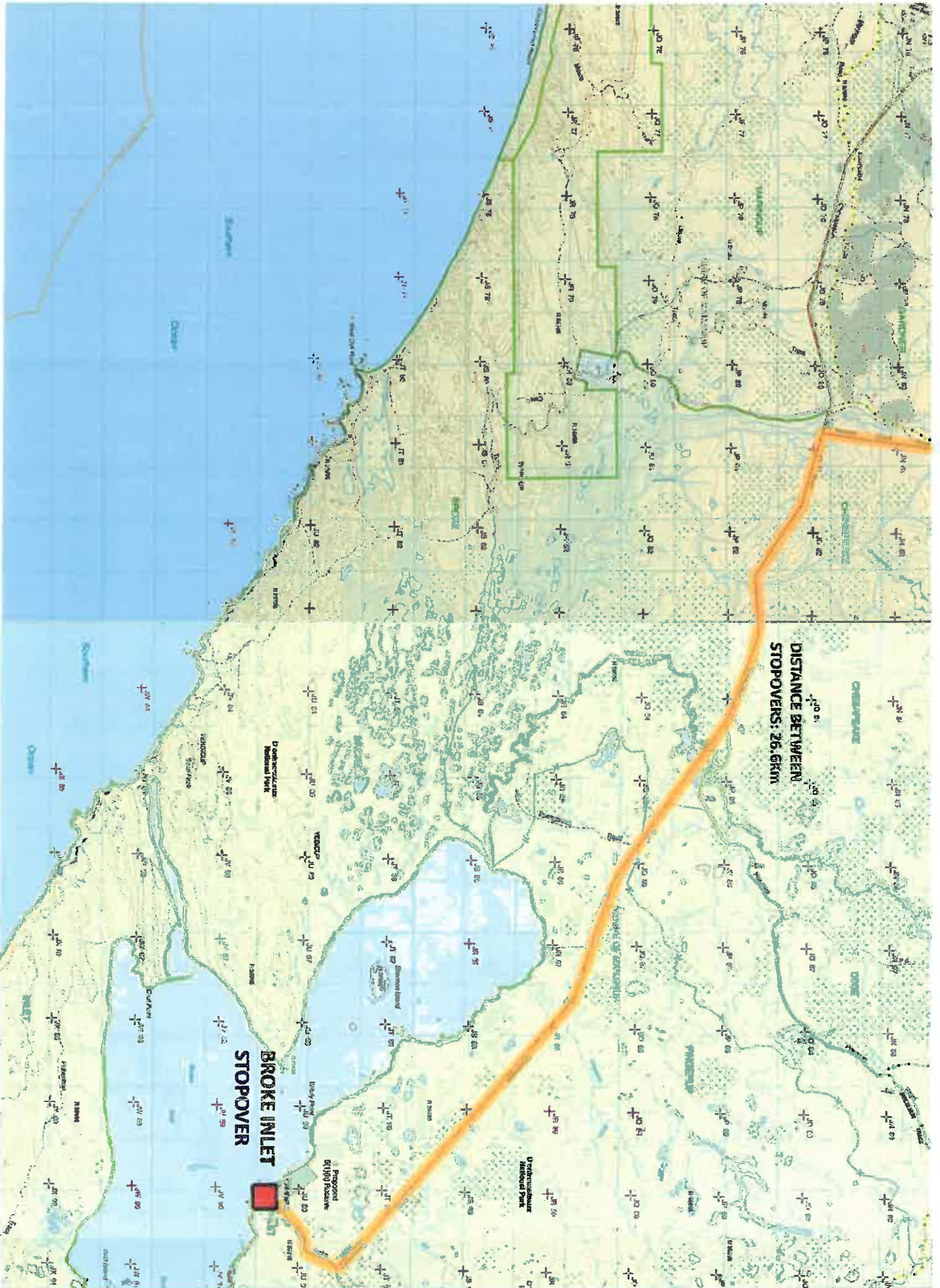


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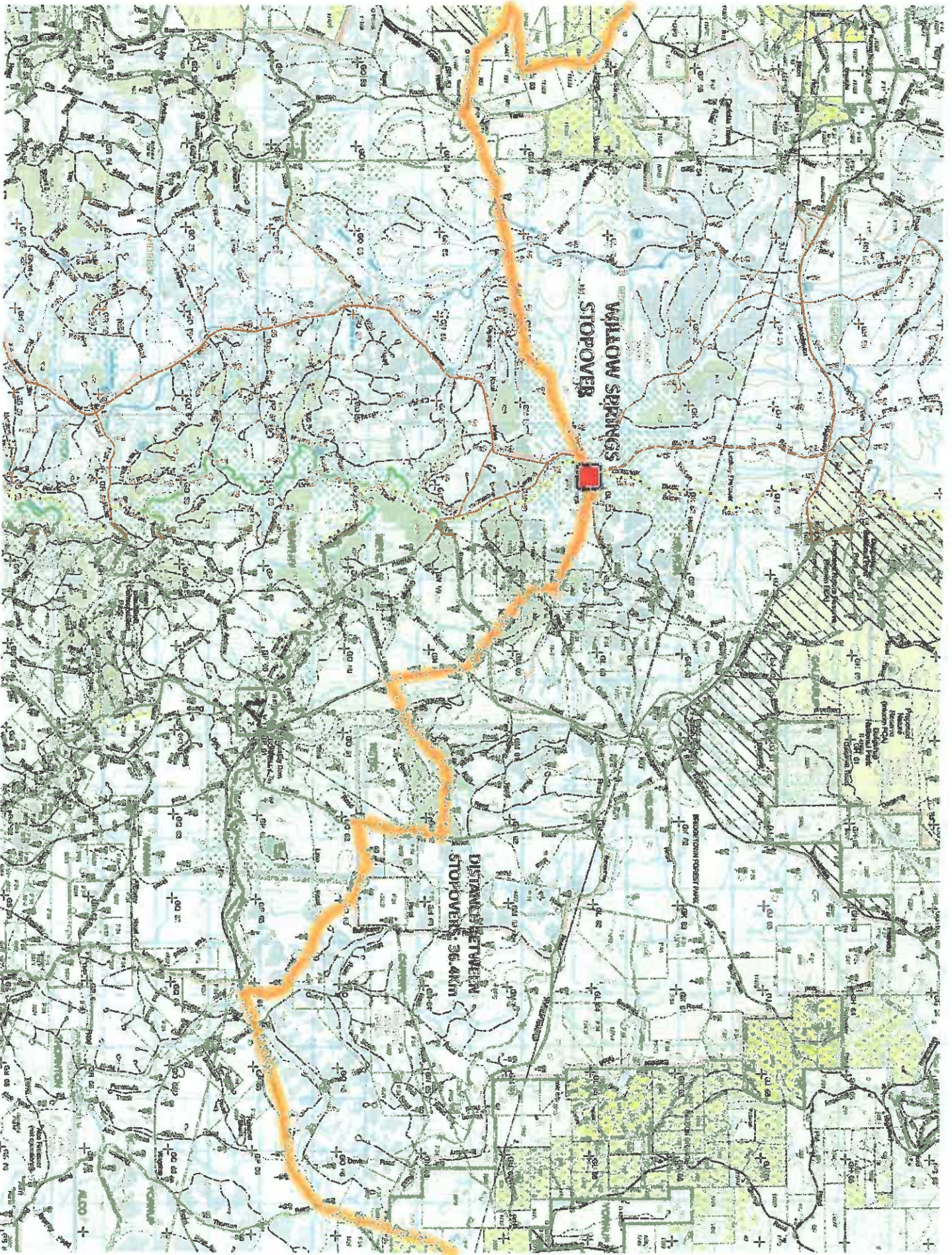
TMS7: TRAIL ALIGNMENT SECTION 7

BRIDGETOWN TO BROKE INLET BRIDLE TRAIL



TMS8: TRAIL ALIGNMENT SECTION 8

BRIDGETOWN TO NANNUP BRIDLE TRAIL



TMS9: TRAIL ALIGNMENT SECTION 9
NANNUP TO BRIDGETOWN / NANNUP TO SCOTT RIVER BRIDLE TRAIL



TMS11: TRAIL ALIGNMENT SECTION 11 NANNUP TO SCOTT RIVER BRIDLE TRAIL



WESTERN AUSTRALIA
SALARIES AND ALLOWANCES ACT 1975
DETERMINATION OF THE
SALARIES AND ALLOWANCES TRIBUNAL
FOR LOCAL GOVERNMENT
CHIEF EXECUTIVE OFFICERS AND ELECTED MEMBERS

Pursuant to Section 7A and 7B

11 April 2017

PREAMBLE

1. Section 7A of the *Salaries and Allowances Act 1975* ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') at intervals of not more than 12 months, to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".
2. Section 7B(2) of the SA Act requires the Tribunal, at intervals of not more than 12 months, to inquire into and determine the amount of:
 - fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* ('the LG Act') to elected council members for attendance at meetings;
 - expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
 - allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.

CURRENT INQUIRY

3. In discharging its statutory requirement with respect to the remuneration of local government Chief Executive Officers (CEOs) and elected members, the Tribunal has:
 - advertised for public submissions;
 - invited local governments and regional local governments to raise any issues relevant to the remuneration paid to their CEO or to the determination of fees, expenses and allowances for elected council members;
 - met with representatives from local governments including representatives from Christmas and Cocos (Keeling) Islands;

- surveyed local governments and regional local governments as to the remuneration being paid to CEOs and regarding the fees paid to elected council members;
- considered relevant labour market and economic data; and
- sought advice from the Statutory Adviser, Ms Jennifer Mathews, Director General, Department of Local Government and Communities (DLGC).

SUBMISSIONS

4. An advertisement calling for public submissions to the Tribunal's inquiry appeared in *The West Australian* newspaper on 4 March 2017, with a closing date of 24 March 2017.
5. On 17 January 2017, the Tribunal emailed local governments and regional local governments to invite submissions. The Western Australian Local Government Association (WALGA) and the Western Australian division of the Local Government Managers Australia (LGMA) were also invited to make submissions to the inquiry.
6. Local governments were provided with a template submission form to ensure the Tribunal was able to capture data on a broad range of issues including:
 - major growth and development;
 - significant social and economic issues;
 - significant demand to service and support non-resident needs;
 - high impact environmental management issues and responsibilities;
 - greater diversity of services delivered than normally provided by similar sized local governments;
 - recruitment issues;
 - remuneration issues; and
 - other distinguishing features.
7. A total of ten submissions were received from local governments. No submissions were received from members of the public.
8. Aside from those local governments who requested an increase or maintenance in classification, matters raised in the submissions included:
 - amendments to the housing allowance for CEOs; and
 - increases to the rates payable to elected members.
9. The Tribunal considered all feedback received during the course of the inquiry.

SURVEY

10. On 17 January 2017, a survey was provided to local government and regional local governments in order to obtain information relating to the remuneration provided to CEOs and the fees provided to elected members

11. Only four of the 148 local governments failed to respond to the survey, as identified in the determination.

ASSISTANCE FROM STATUTORY ADVISOR

12. The Tribunal sought advice from Ms Jennifer Mathews, Director General, DLGC, who was appointed by the Premier under section 10(4)(c) of the SA Act, to assist the Tribunal in its inquiries into the remuneration of local government and regional local government CEOs and the fees, expenses and allowances for elected members.

CONSIDERATIONS

13. In undertaking this determination, the Tribunal is mindful of the magnitude and complexity of the local government sector. There are 137 local governments, 9 regional local governments in WA, plus the Christmas and Cocos (Keeling) Islands, all of which, in 2015-16 accounted for a total operating and capital expenditure of approximately \$5.5 billion. There are approximately 16,000 Full Time Equivalent (FTE) employees spread across geographic areas ranging from 1.5 square kilometres to 371,696 square kilometres.
14. The Tribunal has considered sections 2.7 to 2.10 and 5.41 of the LG Act which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies and the functions of local government CEOs.
15. The information received from individual local governments, CEOs and the Statutory Advisor ensures the Tribunal is informed on developments across the sector.

Local Government population, expenditure and staff levels

16. The Tribunal requested and received the following data from the DLGC:
 - Population as at 31 March 2016 (ABS Catalogue 3218.0);
 - Total FTE employees 2015-16;
 - Operating expenditure 2015-16; and
 - Three year averaged capital expenditure (2013-14 to 2015-16).

Labour market and economic data

17. The Tribunal has noted a range of labour market and economic data including projections included in the Government Mid-year financial projections, financial projection statements and the most recent Economic and Fiscal Outlook provided by the Treasurer and Under Treasurer on 6 April 2017.
18. It is apparent when viewing this economic data that the economy of Western Australian is facing some serious economic challenges, including:
 - Increasing government debt;
 - Reducing government revenue;
 - Falling business investment;

- Declining tax and rates base;
- Unemployment and underemployment at high levels;
- WA Average Weekly earnings falling by -0.7% and the Wage Price Index remaining at low levels;
- Increasing economic stress on households.

19. What is clear from reviewing the economic situation is that the community, as a whole, is facing a difficult time and will require some economic sacrifices from all in the community to reverse some of the economic declines and instil confidence back into the economy and community in general.

Band allocation model

20. The Tribunal continues to utilise the four band classification model adopted in its 2012 determination. The model provides for a range of factors to be taken into account including:

- major growth and development;
- strategic planning, including risk management;
- infrastructure development and asset management;
- significant social/economic/environmental issues;
- significant demand to service and support non-resident needs;
- diversity of services;
- community involvement and advocacy;
- state or national negotiations;
- operational and managerial requirements;
- capacity to pay;
- total expenditure;
- population; and
- FTEs.

21. The Tribunal considered all local governments and regional local governments placed near the top or bottom of a band with the potential to change bands, regardless of whether a submission was received. Particular attention was given to those local governments and regional local governments where expenditure, population and/or FTE figures had significantly increased over the 2015-16 financial year. This is based on the range of factors identified under the band allocation model and not just consideration of one or two indicators of growth in isolation. The Tribunal will continue to review the circumstances of regional and remote local governments to ensure that the particular issues relevant to those local governments are accommodated with the band allocation model.

22. The Tribunal emphasises that there is significant room for growth within each band before an increase in classification is warranted. A request for an increase in classification will only be recognised where it is demonstrated that the local government or regional local government has experienced a substantial and sustained increase in work value.

Survey Results

23. The survey shows that the vast majority of CEOs (82%) are remunerated at either the middle (26-74th percentile) or top (above the 75th percentile) of their respective band ranges. Only one local government reported a remuneration package in the bottom 25th percentile of its band range.
24. There are nine local governments and two regional local governments with a Preserved CEO currently remunerating above the determined range. Although Preserved CEOs, as defined by the LG Act, do not fall under the jurisdiction of the Tribunal, Local Governments are reminded that they are required by clause 43(4) of the LG Act to take into account any determination of the Tribunal when renewing a contract of a Preserved CEO.
25. The Tribunal reminds local governments that it is their responsibility to ensure that payments made to CEOs and elected members are within the respective band ranges. The Tribunal notes that a number of local governments self-reported that they had Preserved CEOs when this is not the case. Any payments made outside the scope of the determination for non-Preserved CEOs is in violation of the LG Act and SAA Act.
26. In regards to Elected Members, the responses shows that all local governments provide fees within the bands determined by the Tribunal, as is required. Only one local government reported that it provides no payment to Elected Members.
27. The Tribunal emphasises that any benefit provided by this determination cannot be proscribed, limited or waived by a decision of the local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government. However, individual Members may, acting independently, waive their right to receive fees.
28. Forty-one of the 144 local governments that provided a response remunerate their members with a per meeting fee. Of these forty-one, four were Band 3 local governments, thirty-four were Band 4 local governments and three were regional local governments.

CEO Regional/Isolation Allowance

29. The Regional/Isolation Allowance is available to local governments listed under Part 3 of this determination. The Allowance is discretionary and local governments have the flexibility to determine an appropriate payment not exceeding the maximum annual figure stated.
30. All but one of the eligible local governments responded to the Tribunal's Survey. Of the 52 eligible local governments, 21 did not provide any payment under this allowance and a further 13 provided 50% or less of the allowance. Twenty-nine local governments provided information indicating that they were paying their CEO some form of Regional/Isolation Allowance. Only 9 of these local governments provided the maximum allowance to their CEOs.
31. The Tribunal reminds eligible local governments that although the Regional/Isolation Allowance is additional to the Total Reward Package (TRP), it is to be paid as salary and may

attract the superannuation guarantee. As the superannuation guarantee forms part of a CEO's TRP, caution should be taken to ensure that provision of this allowance does not result in the maximum of the awarded TRP range being exceeded.

Christmas and Cocos Islands

32. Under Section 8H of the *Christmas Island Act 1958* (Cth), Section 8H of the *Cocos (Keeling) Islands Act 1995* (Cth) and the *Indian Oceans Territories (Administration of Laws) Act 1992* (WA) the Commonwealth and State Governments entered into an agreement, with effect from 1 July 2016, such that the Salaries and Allowances Tribunal has the power to determine the remuneration of local government CEOs and the fees, expenses and allowances for local government elected members of the Shires of Christmas Island and Cocos (Keeling) Islands.
33. The Tribunal issued its first determination regarding the Shires of Christmas and Cocos (Keeling) Islands on 27 September 2016. The Tribunal has reviewed the Shires of Christmas and Cocos (Keeling) Islands during the current inquiry.
34. The Tribunal's future inquiries in to the Shires of Christmas and Cocos (Keeling) Islands will be conducted during the annual local government reviews.

Annual review process and provision of data to the Tribunal

35. The Tribunal will continue to request information annually regarding the amounts of fees, expenses and allowances paid to local governments and regional local government elected council members and remuneration provided to CEOs.
36. Local governments and regional local governments are advised to record all figures for each elected member and CEO relevant to each section of the determination.

CONCLUSIONS

37. The Tribunal has determined there will be no increase at this time in the remuneration, fees expenses or allowances ranges provided to CEOs and elected members in light of the serious economic conditions facing Western Australia at this time.
38. The economic conditions will impose on all members of the community some measure of economic restraint. As community leaders, it is incumbent on CEOs and elected members to lead in this respect.
39. The Tribunal notes that a majority of local governments retain the capacity to provide an increase within the current band parameters. While noting that the annual Consumer Price Index for December 2016 (the latest available figures) was 0.5%, each local government must satisfy itself and provide public justification for any increase within their allotted band in the current economic climate.
40. The Tribunal has considered all local governments with potential to change classification by being upgraded or downgraded. In reviewing the classification framework, band allocation model and all other relevant information, the Tribunal has upgraded the Shire of Serpentine-

Jarrahdale from Band 3 to Band 2 and the Shire of Dalwallinu from Band 4 to Band 3. While the Tribunal acknowledges that other local governments have experienced differing levels of growth and increased complexity, it was considered that this growth can be accommodated within their existing band classification.

41. The Tribunal has made no further changes to its determination.
42. The Tribunal reinforces its preference for the reimbursement of actual expenses wherever possible and, accordingly, has maintained the annual allowances for information and communication technology (ICT) and travel and accommodation. Although these annual allowances are to be paid in lieu of reimbursement of such expenses, the Tribunal maintains the fundamental principle that elected council members should not be out of pocket for expenses properly incurred in the fulfilment of their duties and that any expense incurred beyond the annual allowance amount received should continue to be reimbursed in accordance with the LG Regulations.
43. Nothing in this determination shall be interpreted and/or applied in such a manner as to circumvent the intention of the Tribunal to ensure transparency and accountability in the remuneration of Local Government CEOs and the provision of fees, expenses and allowances to elected members.
44. Information on the remuneration of CEOs and elected council members is available to the public under section 5.94 of the LG Act or through the minutes of council meetings.
45. In conclusion, the Tribunal would like to acknowledge those who assisted with this inquiry. Information provided enabled the Tribunal to appreciate the issues impacting various local governments and the sector generally, and also gain feedback regarding the effectiveness of its determinations.

**DETERMINATION FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS
AND ELECTED MEMBERS PURSUANT TO SECTION 7A AND 7B OF THE
*SALARIES AND ALLOWANCES ACT 1975***

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Explanatory Notes

PART 1: INTRODUCTORY MATTERS

This Part deals with some matters that are relevant to the determination generally.

1.1 Short title

This determination may be cited as the *Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2017*.

1.2 Commencement

This determination comes into operation on 1 July 2017.

1.3 Content and intent

- (1) The remuneration listed in this determination comprises all remuneration as defined under the *Salaries and Allowances Act 1975* as including salary, allowances, fees, emoluments and benefits.
- (2) The determination applies to
 - a. Chief Executive Officers (CEOs);
 - b. Acting Chief Executive Officers; and
 - c. Elected Members
- (3) The remuneration specified in this determination for CEOs is based on a person being appointed to one Local Government CEO position only. In the case of a person being appointed to undertake the duties of more than one CEO position simultaneously, the relevant Local Governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.
- (4) If a Local Government undergoes an amalgamation or a rezoning of Local Government boundaries, the Local Government is required to seek a new determination from the Tribunal.
- (5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed under the *Local Government Act 1995* ('the LG Act') Part 5 Division 8 to elected council members. The determination applies to elected council members who are members of the council of a local government. Under the LG Act section 3.66, it also applies to elected council members who are members of the council of a regional local government.

- (6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government, the amount determined by the Tribunal will be payable to an eligible elected council member.
- (7) Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for elected council members of a local government or regional local government, each local government or regional local government council will set an amount within the relevant range determined and the amount set will be payable to an eligible elected council member.
- (8) The fees, expenses and allowances determined are intended to recognise the responsibilities of elected council members, mayors and presidents of local governments and chairmen of regional local governments and to remunerate them for the performance of the duties associated with their office.

1.4 Terms used

In this determination, unless the contrary intention appears -

chairman means a person who is elected or appointed from among the members of a council of a regional local government as its chairman;

committee meeting means a meeting of a committee of a council where the committee comprises –

- (a) council members only; or
- (b) council members and employees of the local government or regional local government;

council, in relation to:

- (a) a local government, means the council of the local government;
- (b) a regional local government, means the council of the regional local government;

council member, in relation to:

- (a) a local government –
 - (i) means a person elected under the LG Act as a member of the council of the local government; and

- (ii) includes the mayor or president of the local government;
- (b) a regional local government –
 - (i) means a person elected under the LG Act as a member of the council of a local government and who is a member of the council of the regional local government; and
 - (ii) includes the chairman of the regional local government;

LG Regulations means the *Local Government (Administration) Regulations 1996*;

mayor means a council member holding the office of mayor, whether elected by the council from amongst its members or elected by the electors;

president means a council member holding the office of president, whether elected by the council from amongst its members or elected by the electors.

1.5 Pro rata payments

- (1) The Total Remuneration Package specified in this determination for CEOs is based on a person serving in the office on a full-time basis. The relevant range shall be payable on a pro rata basis if the position is undertaken on a part time basis.
- (2) The amount of a person's entitlement to remuneration, annual attendance fee or annual allowance specified in this determination shall be apportioned on a pro rata basis according to the portion of a year that the person holds office.

1.6 Local government band allocations

Unless the contrary intention appears, local governments are allocated in this determination to the bands set out in Schedule 1 of this determination. Regional local governments are allocated to a Band only in regards to CEOs.

PART 2: TOTAL REWARD PACKAGE

This Part deals with the remuneration payable to Chief Executive Officers.

2.1 GENERAL

- (1) Offices listed in this Part have been assigned by the Tribunal to one of four classifications designated Band 1 to Band 4.
- (2) Each classification (Band 1 to Band 4) has a commensurate Total Reward Package (TRP) range.
- (3) Typical components of a TRP include:
 - a. Base salary;
 - b. Annual leave loading;
 - c. Associated FBT accrued (total annual amount of fringe benefits tax paid by the Local Government for all fringe benefits provided to a CEO);
 - d. Association membership fees;
 - e. Attraction/retention allowance, not being provided under Part 3;
 - f. Personal benefit value of the provision of a motor vehicle for private use (if applicable) as defined under Part 5 of this determination;
 - g. Cash bonus and performance incentives;
 - h. Cash in lieu of a motor vehicle;
 - i. Fitness club fees;
 - j. Grooming/clothing allowance;
 - k. Health insurance;
 - l. School fees and/or child's uniform;
 - m. Superannuation (all mandatory and non-mandatory employer superannuation contributions);
 - n. Travel or any other benefit taken in lieu of salary;
 - o. Travel for spouse or any other member of family;

- p. Unrestricted entertainment allowance;
- q. Utilities allowance (any water, power or other utility subsidy provided to the CEO); and
- r. Any other form of payment, in cash or not, in consideration of a reward or benefit of the CEOs duties.

(4) The only exclusions from the TRP are:

- a. The items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the provision of a motor vehicle or accommodation are to be included as part of the TRP);
- b. Employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and
- c. Those items that are considered to be a tool of trade by the Local Government (i.e. the equipment needed to undertake the duties of a CEO) and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

2.2 LOCAL GOVERNMENT CLASSIFICATION

- (1) The ranges of TRP in Table 1 apply where a local government or regional local government has been classified into the relevant band.

Table 1: Local Government band classification – Total Reward Package range

Band	Total Reward Package
1	\$247,896 - \$375,774
2	\$204,455 - \$316,586
3	\$156,356 - \$256,711
4	\$126,956 - \$198,210

- (2) Local Governments have been classified in Schedule 1.

(3) Regional Local Governments have been classified in Table 2 below.

Table 2: Regional Local Government band classification

Regional Local Government	Band
Bunbury-Harvey Regional Council	4
Eastern Metropolitan Regional Council	2
Mindarie Regional Council	3
Murchison Regional Vermin Council	4
Pilbara Regional Council	4
Rivers Regional Council	3
Southern Metropolitan Regional Council	2
Tamala Park Regional Council	2
Western Metropolitan Regional Council	4

(4) A person who holds a dual appointment of the CEO of the Shire of Cunderdin and the CEO of the Shire of Tammin, shall be entitled to receive a TRP range from the bottom of Band 4 (\$126,956) to a maximum of \$218,031 (which represents the top of Band 4 plus 10%).

PART 3: REGIONAL/ISOLATION ALLOWANCE

This Part deals with the Regional/Isolation Allowance that may payable to Chief Executive Officers from Local Governments identified in this Part.

3.1 GENERAL

- (1) Local Governments listed under Table 3 in this Part have access to an amount additional to the Total Reward Package for CEO remuneration in recognition of the regional and isolation factors which may affect the attraction and retention of the CEOs of those Local Governments.
- (2) Local Governments are not required to pay all or any of this amount and the payment of this allowance is at the discretion of the Local Government, albeit within the parameters set by the Tribunal.
- (3) When a Local Government chooses to use all or any of this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (4) When a Local Government chooses to pay all or any of this allowance, it is to be paid to the CEO as salary.

3.2 REGIONAL/ISOLATION ALLOWANCE

Local Governments eligible to for the Regional/Isolation Allowance have been classified in Table 3 to follow.

Table 3: Regional/Isolation Allowance

Local Government	Maximum Regional/Isolation Allowance Per Annum
Ashburton Shire	\$45,000
Broome Shire	\$35,000
Carnamah Shire	\$30,000
Carnarvon Shire	\$30,000
Chapman Valley Shire	\$30,000
Christmas Island Shire	\$80,000
Cocos (Keeling) Islands Shire	\$80,000
Coolgardie Shire	\$30,000
Coorow Shire	\$30,000
Cue Shire	\$40,000
Derby-West Kimberley Shire	\$45,000
Dundas Shire	\$30,000
East Pilbara Shire	\$45,000
Esperance Shire	\$25,000
Exmouth Shire	\$35,000
Geraldton-Greenough City	\$25,000
Halls Creek Shire	\$65,000
Irwin Shire	\$30,000
Jerramungup Shire	\$25,000
Kalgoorlie-Boulder City	\$30,000
Karratha City	\$60,000
Kent Shire	\$10,000
Kondinin Shire	\$10,000
Kulin Shire	\$10,000
Lake Grace Shire	\$10,000
Laverton Shire	\$40,000
Leonora Shire	\$40,000
Meekatharra Shire	\$40,000
Menzies Shire	\$30,000
Merredin Shire	\$10,000
Mingenew Shire	\$30,000
Morawa Shire	\$30,000
Mount Magnet Shire	\$30,000
Mount Marshall Shire	\$10,000

Local Government	Maximum Regional/Isolation Allowance Per Annum
Mukinbudin Shire	\$25,000
Murchison Shire	\$30,000
Narembeen Shire	\$10,000
Ngaanyatjarraku Shire	\$40,000
Northampton Shire	\$30,000
Nungarin Shire	\$10,000
Perenjori Shire	\$30,000
Port Hedland Town	\$60,000
Ravensthorpe Shire	\$30,000
Sandstone Shire	\$30,000
Shark Bay Shire	\$35,000
Three Springs Shire	\$30,000
Upper Gascoyne Shire	\$35,000
Westonia Shire	\$25,000
Wiluna Shire	\$40,000
Wyndham-East Kimberley Shire	\$45,000
Yalgoo Shire	\$30,000
Yilgarn Shire	\$25,000

PART 4: HOUSING ALLOWANCE

This Part deals with the Housing Allowance that may be payable to Chief Executive Officers.

4.1 GENERAL

- (1) In recognition of the need for Local Governments to provide accommodation as a result of a lack of suitable housing or recruitment issues, on either a permanent or temporary basis, Local Governments are able to utilise this allowance as required.
- (2) When a Local Government utilises this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (3) Any accommodation provided under this Part must be located within or adjacent to the Local Government Area within which the CEO is employed.
- (4) Local Governments should tailor the provision of any housing allowance to suit their particular circumstances. This may include the CEO making contributions towards the cost of the accommodation.

4.2 APPLICABLE HOUSING ALLOWANCE

- (1) Where a Local Government owns a property and provides that property to the CEO for accommodation, the value of this accommodation will not be included in the Total Reward Package.
- (2) For reporting purposes, the value of the Local Government owned property shall be valued at the annual Gross Rental Value of the property as determined by the Valuer General.
- (3) Where a Local Government leases accommodation for the use of the CEO, the lease costs will not be included in the Total Reward Package.
- (4) For reporting purposes, the value of the Local Government leased property shall be the annual actual costs of the accommodation lease.

PART 5: MOTOR VEHICLE

This Part deals with the provision of motor vehicles to Chief Executive Officers.

5.1 GENERAL

- (1) For Local Governments listed in Table 3 under Part 3 of this determination, any motor vehicle provided to the CEO by the Local Government is to be considered a tool of trade (i.e. a tool needed to undertake the duties of a CEO in these Local Governments). Any private benefit of the vehicle will not be considered as part of the Total Reward Package.
- (2) For Local Governments not listed in Table 3 under Part 3 of this determination, the private benefit value of any motor vehicle provided to the CEO by the Local Government is to be included in the Total Reward Package.

5.2 PRIVATE BENEFIT VALUE

- (1) The private benefit value of the motor vehicle will be dependent on the type of motor vehicle provided, method of ownership (i.e. Local Government owned or leased), maintenance and running costs, insurance, any applicable luxury car tax and the amount of private use of the vehicle (i.e. non-business use).
- (2) As a general rule, the private benefit value would be based upon the annual costs multiplied by the percentage of private use.
- (3) Local Governments and CEOs will need to come to an agreement on the most appropriate way to record the amount of private use in order to calculate the private benefit value.

PART 6: MEETING ATTENDANCE FEES

This Part deals with fees payable to council members for attendance at council and other meetings

6.1 GENERAL

- (1) Pursuant to section 5.98(1)(b) of the LG Act, a council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government within the range determined in section 6.2 of this Part for council meeting attendance fees.
- (2) Pursuant to section 5.98(1)(b) and (2A)(b) of the LG Act, a council member who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (3) Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations -
 - (a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (c) council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government;
 - (d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting;
 - (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.
- (4) Pursuant to section 5.99 of the LG Act, a local government or regional local government may decide by an absolute majority that instead of paying council members an attendance fee referred to in section 5.98(1) of the LG Act, it will pay all

council members who attend council or committee meetings a fee set within the range for annual fees determined in section 6.4 of this Part.

- (5) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if –
 - (a) the person who organises the meeting pays the council member a fee for attending the meeting; or
 - (b) the council member is paid an annual fee in accordance with section 5.99 of the LG Act; or
 - (c) the council member is deputising for a council member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the LG Act.
- (6) In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including –
 - (a) the time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members;
 - (b) the role of the council member, mayor or president including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation;
 - (c) particular responsibilities associated with the types of meetings attended;
 - (d) responsibilities of a mayor, president or chairman to preside over meetings; and
 - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model.
- (7) The Tribunal has not determined a specific meeting attendance fee for the purposes of section 5.98(1)(a) or (2A)(a) of the LG Act.

6.2 COUNCIL MEETING ATTENDANCE FEES – PER MEETING

- (1) The ranges of fees in Table 4 and Table 5 apply where a local government or regional local government decides by an absolute majority to pay a council member a fee referred to in section 5.98(1)(b) of the LG Act for attendance at a council meeting.

Table 4: Council meeting fees per meeting – local governments

Band	For a council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$609	\$785	\$609	\$1,177
2	\$369	\$576	\$369	\$772
3	\$191	\$406	\$191	\$628
4	\$90	\$236	\$90	\$485

Table 5: Council meeting fees per meeting – regional local governments

	For a council member other than the chairman		For a council member who holds the office of chairman	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$90	\$236	\$90	\$485

6.3 COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES – PER MEETING

- (1) The ranges of fees in Table 6 and Table 7 apply where a local government or regional local government decides to pay a council member a fee referred to in –
- (a) section 5.98(1)(b) of the LG Act for attendance at a committee meeting; or
 - (b) section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

Table 6: Committee meeting and prescribed meeting fees per meeting – local governments

For a council member (including the mayor or president)		
Band	Minimum	Maximum
1	\$305	\$392
2	\$184	\$288
3	\$96	\$203
4	\$45	\$118

Table 7: Committee meeting and prescribed meeting fees per meeting – regional local governments

For a council member (including the chairman)		
	Minimum	Maximum
All regional local governments	\$45	\$118

6.4 ANNUAL ATTENDANCE FEES IN LIEU OF COUNCIL MEETING, COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES

- (1) The ranges of fees in Table 8 and Table 9 apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay all council members who attend council, committee or prescribed meetings an annual fee.

Table 8: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments

Band	For a council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$24,360	\$31,364	\$24,360	\$47,046
2	\$14,718	\$23,000	\$14,718	\$30,841
3	\$7,612	\$16,205	\$7,612	\$25,091
4	\$3,553	\$9,410	\$3,553	\$19,341

Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local governments

	For a council member other than the chairman		For a council member who holds the office of chairman	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$1,777	\$10,455	\$1,777	\$15,682

**PART 7: ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIRMAN,
DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIRMAN**

This Part deals with annual allowances payable to mayors, presidents, chairmen and their deputies, in addition to any entitlement to meeting attendance fees or the reimbursement of expenses.

7.1 GENERAL

- (1) Pursuant to section 5.98(5) of the LG Act, the mayor or president of a local government and the chairman of a regional local government are entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government within the range determined in section 7.2 of this Part.
- (2) Pursuant to section 5.98A(1) of the LG Act, a local government or regional local government may decide, by an absolute majority, to pay the deputy mayor or deputy president of the local government, or the deputy chairman of the regional local government, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chairman of the regional local government, is entitled under section 5.98(5) of the LG Act. That percentage is determined in section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chairman under section 5.98 of the LG Act.
- (3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the following –
 - (a) the leadership role of the mayor, president or chairman;
 - (b) the statutory functions for which the mayor, president or chairman is accountable;
 - (c) the ceremonial and civic duties required of the mayor, president or chairman, including local government business related entertainment;
 - (d) the responsibilities of the deputy mayor, deputy president or deputy chairman when deputising;
 - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model;
 - (f) the civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

7.2 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT OR CHAIRMAN

- (1) The ranges of allowances in Table 10 apply where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act.
- (2) The range of allowances in Table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chairman is entitled under section 5.98(5) of the LG Act.
- (3) Despite the provisions of subsection (1), the Perth City Council is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of \$60,900 to \$135,909.

Table 10: Annual allowance for a mayor or president of a local government

For a mayor or president		
Band	Minimum	Maximum
1	\$50,750	\$88,864
2	\$15,225	\$62,727
3	\$1,015	\$36,591
4	\$508	\$19,864

Table 11: Annual allowance for a chairman of a regional local government

For a chairman		
	Minimum	Maximum
All regional local governments	\$508	\$19,864

7.3 ANNUAL ALLOWANCE FOR A DEPUTY MAYOR, DEPUTY PRESIDENT OR DEPUTY CHAIRMAN

- (1) The percentage determined for the purposes of section 5.98A(1) of the LG Act is 25 per cent.

PART 8: EXPENSES TO BE REIMBURSED

This Part deals with expenses for which council members are entitled to be reimbursed.

8.1 GENERAL

- (1) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(1) to (5) of this Part.
- (2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:
 - (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
 - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (3) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 32(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(6) to (8) of this Part.
- (4) Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement –
 - (a) an expense incurred by a council member in performing a function under the express authority of the local government;
 - (b) an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
 - (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.

8.2 EXTENT OF EXPENSES TO BE REIMBURSED

- (1) The extent to which a council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the council member.
- (2) The extent to which a council member can be reimbursed for child care costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour or \$25 per hour, whichever is the lesser amount.
- (3) The extent to which a council member of a local government can be reimbursed for travel costs referred to in regulation 31(1)(b) of the LG Regulations is:
 - (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
 - (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:
 - (i) for the person to travel from the person's place of residence or work to the meeting and back; or
 - (ii) if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.
- (4) The extent to which a council member of a regional local government can be reimbursed for travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.
- (5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Interim Award 2011* as at the date of this determination.
- (6) The extent to which a council member can be reimbursed for child care costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is the actual cost per hour or \$25 per hour, whichever is the lesser amount.

- (7) The extent to which a council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of this determination.
- (8) The extent to which a council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

PART 9: ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES

This Part deals with annual allowances that a local government or regional local government may decide to pay.

9.1 GENERAL

- (1) Pursuant to section 5.99A of the LG Act, a local government or regional local government may decide by absolute majority that instead of reimbursing council members under the LG Act section 5.98(2) for all of a particular type of expense, it will pay all council members, for that type of expense, the annual allowance determined in section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.
- (2) Where a local government or regional local government has decided to pay council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the LG Act, section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.
- (3) In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:
 - (a) the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;
 - (b) the capacity of local governments to set allowances appropriate to their varying operational needs;
 - (c) the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads); and
 - (d) the varying travel requirements of council members in local governments associated with geography, isolation and other factors.

9.2 ANNUAL ALLOWANCES DETERMINED INSTEAD OF REIMBURSEMENT FOR PARTICULAR TYPES OF EXPENSES

- (1) In this section:

ICT expenses means:

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or

- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;

travel and accommodation expenses means:

- (a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or
 - (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.
- (2) For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.
 - (3) For the purposes of section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is \$50.

SCHEDULE 1: LOCAL GOVERNMENT BAND ALLOCATIONS

Local Government	Band
Albany City	1
Armadale City	1
Ashburton Shire	2
Augusta-Margaret River Shire	2
Bassendean Town	3
Bayswater City	1
Belmont City	1
Beverley Shire	4
Boddington Shire	4
Boyup Brook Shire	4
Bridgetown-Greenbushes Shire	3
Brookton Shire	4
Broome Shire	2
Broomehill-Tambellup Shire	4
Bruce Rock Shire	4
Bunbury City	1
Busselton City	1
Cambridge Town	2
Canning City	1
Capel Shire	3
Carnamah Shire	4
Carnarvon Shire	2
Chapman Valley Shire	4
Chittering Shire	3
Christmas Island Shire	3
Claremont Town	3
Cocos (Keeling) Islands Shire	4
Cockburn City	1
Collie Shire	3
Coolgardie Shire	3
Coorow Shire	4
Corrigin Shire	4
Cottesloe Town	3
Cranbrook Shire	4
Cuballing Shire	4
Cue Shire	4

Local Government	Band
Cunderdin Shire*	4
Dalwallinu Shire	3
Dandaragan Shire	3
Dardanup Shire	3
Denmark Shire	3
Derby-West Kimberley Shire	2
Donnybrook Balingup Shire	3
Dowerin Shire	4
Dumbleyung Shire	4
Dundas Shire	4
East Fremantle Town	3
East Pilbara Shire	2
Esperance Shire	2
Exmouth Shire	3
Fremantle City	1
Gingin Shire	3
Gnowangerup Shire	4
Goomalling Shire	4
Gosnells City	1
Greater Geraldton City	1
Halls Creek Shire	3
Harvey Shire	2
Irwin Shire	3
Jerramungup Shire	4
Joondalup City	1
Kalamunda Shire	2
Kalgoorlie-Boulder City	1
Karratha City	1
Katanning Shire	3
Kellerberrin Shire	4
Kent Shire	4
Kojonup Shire	3
Kondinin Shire	4
Koorda Shire	4
Kulin Shire	4
Kwinana City	1
Lake Grace Shire	4

Local Government	Band
Laverton Shire	3
Leonora Shire	3
Mandurah City	1
Manjimup Shire	3
Meekatharra Shire	3
Melville City	1
Menzies Shire	4
Merredin Shire	3
Mingenew Shire	4
Moora Shire	3
Morawa Shire	4
Mosman Park Town	3
Mount Magnet Shire	4
Mount Marshall Shire	4
Mukinbudin Shire	4
Mundaring Shire	2
Murchison Shire	4
Murray Shire	3
Nannup Shire	4
Narembeen Shire	4
Narrogin Town	3
Nedlands City	2
Ngaanyatjarraku Shire	4
Northam Shire	2
Northampton Shire	4
Nungarin Shire	4
Peppermint Grove Shire	4
Perenjori Shire	4
Perth City	1
Pingelly Shire	4
Plantagenet Shire	3
Port Hedland Town	1
Quairading Shire	4
Ravensthorpe Shire	3
Rockingham City	1
Sandstone Shire	4
Serpentine-Jarrahdale Shire	2

Local Government	Band
Shark Bay Shire	4
South Perth City	2
Stirling City	1
Subiaco City	2
Swan City	1
Tammin Shire*	4
Three Springs Shire	4
Toodyay Shire	3
Trayning Shire	4
Upper Gascoyne Shire	4
Victoria Park Town	2
Victoria Plains Shire	4
Vincent City	2
Wagin Shire	4
Wandering Shire	4
Wanneroo City	1
Waroona Shire	3
West Arthur Shire	4
Westonia Shire	4
Wickepin Shire	4
Williams Shire	4
Wiluna Shire	4
Wongan-Ballidu Shire	4
Woodanilling Shire	4
Wyalkatchem Shire	4
Wyndham-East Kimberley Shire	2
Yalgoo Shire	4
Yilgarn Shire	3
York Shire	3

**Denotes a Shire with a CEO who holds a dual appointment, as per 2.2(4) of this determination.*

SCHEDULE 2: LOCAL GOVERNMENT NON-RESPONDENTS

The Tribunal endeavoured to contact the following local governments by email to respond to the Local Government Remuneration survey. No response was received and therefore no remuneration data from these local governments was included in the Tribunal's review:

- City of Bayswater;
- City of Fremantle;
- Shire of Westonia; and
- Southern Metropolitan Regional Council.

It is noted that the City of Bayswater and Shire of Westonia did not respond to the Tribunal's 2016 inquiry into the remuneration for Local Government CEOs. The City of Bayswater also failed to respond to the 2015 inquiry.

Signed on 11 April 2017.

W S Coleman AM
CHAIRMAN

C A Broadbent
MEMBER

B J Moore
MEMBER

SALARIES AND ALLOWANCES TRIBUNAL

EXPLANATORY NOTES

This section does not form part of the determination

1. Entitlements

The entitlement of a council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

2. Local governments to set amounts within the range determined

Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for members of the council of a local government or a regional local government, each council is to set, by absolute majority, an amount within the relevant range determined and the amount set will be payable to elected council members.

3. Superannuation

Nothing in this determination establishes a liability for the payment of superannuation by local governments. Elected council members are eligible for superannuation payments if their council has resolved unanimously to become an Eligible Local Governing Body (ELGB) pursuant to section 221A and section 221B of the *Income Tax Assessment Act 1936* (Cwlth). Where the council is an ELGB, it is deemed to have an employer/employee relationship with its elected council members and this attracts the application of a number of statutory obligations. Alternative arrangements described in Australian Taxation Office (ATO) Interpretative Decision ATO ID 2007/205 allow for elected council members and councils to agree for whole or part of meeting attendance fees to be paid into a superannuation fund. Where the council is an ELGB, fees for attendance at council, committee and prescribed meetings (whether paid via a per meeting fee or annual allowance) are to be inclusive of any superannuation guarantee liability. This information is not published by way of legal or financial advice.



ROLLING ACTION SHEET

ROLLING ACTION SHEET
April 2017 (encompassing Council Resolutions up to Council Meeting held 30 March 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"> 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 Clynych	<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 Geegelup 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>	√

			<p>(March 2016).</p> <p>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).</p>
<p>C.14/0209 Termination of Lease – Former Rubbish Disposal Site, Spring Gully Road, Greenbushes</p>	<p>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.</p>	<p>T Clynych</p>	<p>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 (-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).</p> <p>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).</p>
<p>C.16/0809a Development of Car Parking and Proposed Town Square in Railway Reserve</p>	<p>That Council formally request the Public Transport Authority to initiate the process to gazette the land known as Railway Parade to a public road.</p>	<p>T Clynych S Gannaway</p>	<p>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.</p>

<p>C.13/0909 Interim Report - Municipal Inventory Review</p>	<p>That Council:</p> <ol style="list-style-type: none"> 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. 2. Notes the content of the 'Municipal Inventory Review - Information Sheet' as per Attachment 19. 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>S Donaldson</p>	<p>Deposited Plan lodged with Landgate (March 2016).</p>
<ol style="list-style-type: none"> 1. Noted. Advertising period closed on 22 October 2009. Additional nominations and comments still being received. Research ongoing. 2. Noted. 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 July 2017. 			

<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 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. 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. 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. 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"> 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 	<p>S Donaldson</p>	<ol style="list-style-type: none"> 1. Noted. 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. 3. Noted. 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. 5. Commenced but little progress to date, pending adoption of Bushfire Hazard Strategy. No further action progressed.
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	<p>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>C.02/0611 Planning for Possible Road Link Between Forest Park Road and Maranup Ford Road</p>	<p>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.</p>	<p>T Clynch</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>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> <p>After discussion of this resolution at the March Standing Committee a report will be presented to the next meeting of the Bush Fire Advisory Committee seeking feedback on the proposal (April 2017).</p>
<p>C.16/0812 Pedestrian Crossing on Hampton Street</p>	<p>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.</p>	<p>L Crooks</p>	<p>Letter sent to Main Roads Western Australia. 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</p>

			<p>they are considering the matter at a regional level and not at an individual town level (June 2014). No further progress as yet.</p> <p>Reminder correspondence forwarded to MRWA on 2 February 2017</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"> 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 Commission for consent to commence formal public advertising, pursuant to regulation 12A(1)(b) 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 Environmental Protection Authority for comment prior to commencement of formal public advertising. 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>S Donaldson</p>	<ol style="list-style-type: none"> Noted. Final Strategy and Technical Appendix forwarded to the Department of Planning, feedback pending. 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. 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

<p>C.16/0513 Greenbushes Overnight Stay Facility</p>	<p>That Council:</p> <ol style="list-style-type: none"> 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. 	<p>T Clynch</p>	<p>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> <p>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).</p> <p>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).</p> <p>Progression of this proposal can be seen as a linkage to Council's request for acquisition of the Dumping Gully Precinct – Resolution C.02/12/16 (April 2017)</p>
<p>C.10/0315 Investigating the provision of an Organic Waste Collection Service</p>	<p>That Council investigate the possibility of introducing "Organic Waste" kerb side collection for the Shire.</p>	<p>L Crooks</p>	<p>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).</p> <p>Processing of organic waste will be a consideration in</p>

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	the planning and eventual design of any regional waste site (March 2017).
C.02/1215 Annual Report & Annual Financial Report 2014/15	That Council: 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.	T Clynych	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 to be finalised then lodged with Department of Planning for endorsement (April 2017) AGM held 4 February. Report on ratios not commenced (February 2016).

	<p>3. Note Administration's comments in relation to the matters raised in Appendix 1 of the Auditor's Management Report.</p> <p>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.</p>		
<p>C.03/0116 Request for Installation of Street Lighting – Pioneer Road</p>	<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>	<p>T Clynych</p>	<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>
<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> <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:</p>	<p>S Donaldson</p>	<p>1. Noted.</p> <p>2. Noted.</p>

	<p>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</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>C.06/0416 Eridgetown 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 Clynych</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 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)</p> <p>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).</p>
<p>C.04/0516 Proposed Investigation of Strategic Purchase for Somme Creek Improvements SpC01/0516</p>	<p>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.</p> <p>That Council:</p>	<p>T Clynych S Donaldson</p>	<p>'Major Projects Evaluation' Policy yet to be commenced</p>

<p>Cost Overruns at Bridgetown Sportsground Change Rooms</p>	<p>1. Amend its 2015/16 budget as follows:</p> <ul style="list-style-type: none"> (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' <p>2. Request the CEO prepare a 'Major Projects Evaluation' Policy for consideration by Council.</p>		<p>(July 2016)</p>
<p>C.08/0816a Draft Maintenance Guide for Bridgetown Walk Trails</p>	<p>That Council:</p> <ul style="list-style-type: none"> 1. Note the changes made to the Maintenance Guidelines – Bridgetown Walk Trails - Encompassing Old Abattoir Trail and Wandoo Valley Walk 2. Adopt the revised Maintenance Guidelines – Bridgetown Walk Trails - Encompassing Old Abattoir Trail and Wandoo Valley Walk with the change from the term "DPaW" to "The Department". 3. Direct the CEO to investigate the most efficient method/schedule for maintenance of plaques along the little schools trail 4. Direct the CEO to assess the resources required to incorporate the maintenance of the little school trail plaques into the 10 year works schedule and identify if/when the maintenance of the plaques can be included. 	<p>M Richards</p>	<ul style="list-style-type: none"> 1. Completed 2. Completed 3. A discussion regarding the most efficient method of maintenance of plaques has been scheduled. 4. Parks and gardens service levels are currently being evaluated and the maintenance requirements will be assessed as part of that process (May 2017)

<p>C.12/0816 Statutory Review of Local Laws</p>	<p>That Council:</p> <ol style="list-style-type: none"> Resolves to amend the following Local Laws and request the CEO to provide a report and draft amendment local law for each proposed amendment to the October 2016 meeting of the Standing Committee: <ul style="list-style-type: none"> Cemeteries Keeping & Welfare of Cats Parking and Parking Facilities Resolves to remake the Health Local Law and that the CEO be requested to provide a report and draft new local law to the Standing Committee no later than March 2017. Resolves to make no amendments and thus retains without modification the following current local laws: <ul style="list-style-type: none"> Activities in Thoroughfares and Trading in Thoroughfares and Public Places Bush Fire Brigades Dogs Fencing Local Government Property Pest Plants 	<p>G Norris</p>	<ol style="list-style-type: none"> Superseded by comments on resolutions C.10/1016, C.11/1016 and C.12/1016 (May 2017) With the resignation of the former manager Health in December 2016 and the temporary appointment of a part-time replacement there haven't been the resources to progress this matter. Appointment of a permanent officer is expected in mid-2017 (April 2017) Noted
<p>C.10/0916 Infirm Parking and Membership of Access and Inclusion Committee</p>	<ol style="list-style-type: none"> 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. 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. That Council directs the CEO to revert all Infirm Parking Bays in the town centre - outside the Bridgetown Bakery, IGA, the 	<p>M Richards</p>	<ol style="list-style-type: none"> Australia Post have advised they are currently reviewing the parking and have suggested they would provide the space if the Shire provided signage and marking anticipated formal advice expected by May. Correspondence has also been received from a representative of the landowner of the car park on the southern side of Howard Evans Legal Office seeking to progress the proposed ACROD bay space as part of a (yet to be received) planning application (April 2017) Pending approval at point 1 these works will be completed in conjunction with proposed works at point 1

	<p>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. These bays will be phased out once the proposed new (3) ACROD bays are installed.</p> <p>4. Completed</p> <p>5. Completed</p>	
<p>C.10/1016 Proposed Amendment to Keeping and Welfare of Cats Local Law</p>	<p>That Council:</p> <p>1. In accordance with Section 3.12 of the Local Government Act 1995, gives notice that it proposes to adopt a Shire of Bridgetown-Greenbushes Keeping and Welfare of Cats Amendment Local Law, as per Attachment 3. The purpose and effect of the proposed Amendment Local Law is to remove clauses that are no longer relevant to the Principal Local Law and to amend a typographical error.</p> <p>2. Directs the CEO to undertake statutory public consultation in relation to Point 1 above, with a report to be presented to a future meeting of Council for further consideration.</p>	<p>G Norris</p>	<p>After concerns about the advertising and public notification process were raised by a member of the public the CEO had discussions with the Department of Local Government and Communities. Although the Department's position was that readvertising of the Local Laws wasn't necessary they raised no objection to a suggestion that the Shire reissues notices for the Amendment Local Laws with a new closing date of 13 June 2017. The notices are only being placed on Shire notice boards and on the Shire website and do not need to be subject to state-wide advertising. Copies of the Amendment Local Laws have once again been placed in the library and can also be accessed on the Shire website (May 2017)</p>	
<p>C.11/1016 Proposed Amendment to Cemeteries Local Law</p>	<p>That Council:</p> <p>1. In accordance with Section 3.12 of the Local Government Act 1995, gives notice that it proposes to adopt a Shire of Bridgetown-Greenbushes Cemeteries Amendment Local Law, as per Attachment 5. The purpose and effect of the proposed Amendment Local Law is to rename the title of clause 8.6 to a more appropriate title and to correct a grammatical error in clause 3.3.</p> <p>2. Directs the CEO to undertake statutory public consultation in relation to Point 1 above, with a report to be presented to a future meeting of Council for further consideration.</p>	<p>G Norris</p>	<p>After concerns about the advertising and public notification process were raised by a member of the public the CEO had discussions with the Department of Local Government and Communities. Although the Department's position was that readvertising of the Local Laws wasn't necessary they raised no objection to a suggestion that the Shire reissues notices for the Amendment Local Laws with a new closing date of 13 June 2017. The notices are only being placed on Shire notice boards and on the Shire website and do not need to be subject to state-wide advertising. Copies of the Amendment Local Laws have once again been placed in the library and can also be accessed on the Shire website (May 2017)</p>	
<p>C.12/1016</p>	<p>That Council:</p>	<p>G Norris</p>	<p>After concerns about the advertising and public</p>	

<p>Proposed Amendment to Parking and Parking Facilities Local Law</p>	<ol style="list-style-type: none"> In accordance with Section 3.12 of the Local Government Act 1995, gives notice that it proposes to adopt a Shire of Bridgetown-Greenbushes Parking and Parking Facilities Amendment Local Law, as per Attachment 7. The purpose and effect of the proposed Amendment Local Law is to provide further definition to clause 1.3(1) under "sign" interpretation. Directs the CEO to undertake statutory public consultation in relation to Point 1 above, with a report to be presented to a future meeting of Council for further consideration. 		<p>notification process were raised by a member of the public the CEO had discussions with the Department of Local Government and Communities. Although the Department's position was that re-advertising of the Local Laws wasn't necessary they raised no objection to a suggestion that the Shire reissues notices for the Amendment Local Laws with a new closing date of 13 June 2017. The notices are only being placed on Shire notice boards and on the Shire website and do not need to be subject to state-wide advertising. Copies of the Amendment Local Laws have once again been placed in the library and can also be accessed on the Shire website (May 2017)</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>C.02/1216 Acquisition of Dumping Gully Precinct</p>	<p>That Council request the CEO to investigate the options of the Shire of Bridgetown-Greenbushes taking ownership of the Dumping Gully Dams (and associated area) commonly called the Dumping Gully Precinct to incorporate the area into a Shire Reserve which can be developed for both passive and active recreation activities for the community and to manage and protect the Wetlands and associated unique fauna and flora of the region.</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>
<p>C.05/1216 Greenbushes Townsite Carpark</p>	<p>That Council:</p> <ol style="list-style-type: none"> Adopts in principle the proposed Greenbushes Town Centre Carpark and Access Concept Plan. 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 	<p>T Clynch</p>	<p>Letters sent to affected property owners in order to commence consultation on possible ceding of private land for the project (March 2017).</p>

<p>C.06/1216 Expanding the Gym Facilities at the Bridgetown Leisure Centre</p>	<p>the purposes of creating a formalised car parking area.</p> <ol style="list-style-type: none"> 3. Requests the CEO to finalise the plan to include appropriate drainage, road access and parking and traffic ways. 4. Requests the CEO to identify suitable funding opportunities for the project. <p>That Council:</p> <ol style="list-style-type: none"> 1. Commence the process of investigating the suitability and cost of extending the current gym facilities of the Bridgetown Leisure Centre. 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. 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. 	<p>E Denniss</p>	<p>Options presented to Council on 27th April with the preferred option advised to Architect on 28th April. Architect to develop more detailed designs and draft budget for consideration by Council at 22nd May Budget Workshop (May 2017)</p>
<p>C.07/0117 Home Based Business Regulatory Review</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Pursuant to section 75 of the Planning and Development Act 2005 and regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015 adopts Town Planning Scheme No.3 Amendment No. 72 as per Attachment 6 as a 'Standard' amendment, as the amendment will not result in any significant environmental, social, economic or governance impacts on land in the scheme area, and is not a complex or basic amendment. 2. Pursuant to section 75 of the Planning and Development Act 2005 and regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015 adopts Town Planning Scheme No.4 Amendment No. 70 as per 	<p>S Donaldson</p>	<ol style="list-style-type: none"> 1. Noted. 2. Noted.

<p>C.03/0217 Potential Outsourcing of Selected Park Maintenance Functions</p>	<p>Attachment 7 as a 'Standard' amendment, as the amendment will not result in any significant environmental, social, economic or governance impacts on land in the scheme area, and is not a complex or basic amendment.</p> <p>3. Directs the Chief Executive Officer to concurrently commence advertising of Town Planning Scheme No. 3 - Amendment No. 72 and Town Planning Scheme No. 4 - Amendment No. 70, in accordance with regulation 47 of the Planning and Development (Local Planning Scheme) Regulations 2015, then presented to a future meeting of Council for consideration of any submissions received.</p> <p>4. Pursuant Schedule 2, Part 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 adopts the draft Home Based Business Policy, as per Attachment 8, to expressly supersede the current Home Occupation & Occupation Town Planning Scheme Policy TP.20, as per Attachment 9, and directs the Chief Executive Officer to commence advertising in accordance with Clause 6.7.2 of Town Planning Scheme No. 3 and Clause 7.6.2 of Town Planning Scheme No.4, in concurrence with Point 3 above, then presented to a future meeting of Council for consideration of any submissions received.</p> <p>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 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.</p>	<p>T Clynych</p>	<p>3. TPS3 Amendment No. 72 and TPS4 Amendment No. 70 forwarded to the Environmental Protection Authority on 20 February 2017 for assessment, prior to public advertising.</p> <p>4. Noted. Advertising of draft policy to be concurrent with amendments, pending EPA response. (March 2017). EPA response received, neither amendment to be assessed under EP Act. Amendments forward to WAPC for approval of advertising notice and form, prior to advertising (March 2017). Formal advertising commenced 3 May 2017, with submission period ending 15 June 2017.</p>
<p>C.04/0217 Annual General Meeting of Electors</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Receives the Minutes of the Annual General Meeting of Electors held on 2 February 2017. 2. Seeks to obtain information from mobile phone providers and the Blackspot Programme with a view to determine 	<p>T Clynych</p>	<p>Compilation of existing maintenance functions and associated resources currently occurring which is required for report to Council.</p> <p>An enquiry has been submitted to Telsira via the South West Development Commission (April 2017)</p>

	the location of mobile phone towers used for voice telephony within the Shire and whether the antennas are 360 degree or beam directional, with a report back to Council.			
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 Clynch	Request has been submitted (April 2017).	
C.14/0217 150 Year Anniversary Celebrations	That Council: 1. Establish a Bridgetown Sesquicentennial Working Group to recommend to Council proposals for celebration of the 150 year anniversary of settlement of Bridgetown Townsite on 4 June 2018. 2. Determine the membership of the Bridgetown Sesquicentennial Working Group to be three councillors, a representative from the Bridgetown Historical Society, a representative from the Bridgetown Greenbushes Business & Tourism Association and three other members of the public as selected by the Shire President. 3. Determined the three councillors for membership of the Working Group to be Crs Pratico, Wilson and Boyle.	T Clynch	A call for nominations for the three "public" memberships of the working group is being made in the April edition of the Insight Newsletter as well as Facebook, public notice, website and 'Shire Bytes' email service (April 2017)	
C.10/0317 Youth Plan 2017-2021	That Council: 3. Adopts the Youth Advisory Committee Instrument of Appointment & Delegation as per Attachment 6, subject to the membership comprising: (i) A minimum of one elected members as Council representative(s) (ii) A maximum of 11 community/service agency representatives.	M Richards	Nominations currently being sought (May 2017)	

	<p>Appointed members:</p> <ul style="list-style-type: none"> • 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) representatives from youth community (preferably of different age ranges for example; 12-15, 16-18, 19-24) • One (1) participant at any one time from the Youth Leadership Programme <p>(iii) 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 Council.</p>		
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