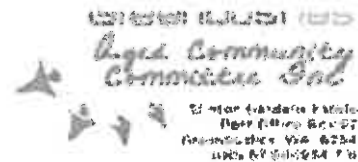


REF: 1004025001

02 April 2017

Mr T Clynch  
 CEO  
 Shire of Bridgetown Greenbushes



Dear Tim

**Re: Stinton Gardens: Development of Additional Units.**

We are pleased to be able to advise that Greenbushes Aged Community Committee (GACC) has been successful in negotiating with a developer (Access Housing) to build a minimum of three additional units at Stinton Gardens Estate and confirm that we support the transfer of the current vesting of the Crown Reserve Land from the Shire to Access Housing.

The Key components of the agreement are:

- Access Housing Australia Ltd (AHA), a not for profit provider of affordable housing with a regional office in Bunbury.
- AHA will initially build three or four units on the site by early 2019 using funds from the sales revenue of units in their Boyanup and Dardanup developments and additional debt finance approved by AHA's board. The Stinton Gardens Estate site has the potential for a total of 16 units (11 additional units).
- Department of Housing will retain their ownership in the existing 5 units and novate the following joint venture agreements with GACC to AHA
  - Joint Venture Agreement 30 April 1992 GACC (unit 1 & 2)
  - Joint Venture Agreement 7 July 1999 (Units 3 to 5) The Shire is party to this agreement and has indicated they will novate their interest to AHA.
- The Shire supports the transfer of the vested crown reserve land (which is currently leased from the Shire to GACC) from the Shire of Bridgetown Greenbushes to AHA. Prior to the transfer of the management order AHA will need to have met the requirements in regard the JV's deed of novation and executed a contract to build with a builder.
- AHA will take on full management responsibilities for Stinton Gardens Estate, however the GACC Committee will continue assist AHA by providing local input into:
  - Tenant selections
  - Resident support
  - Function Centre management

We would like to thank the Shire for their support in facilitating the required transfers to enable this development to occur.

Kind regards

Steve Green  
 Chairman



# **LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS 2016**

LEMC Endorsement Date: 15 November 2016

Shire of Bridgetown-Greenbushes Adoption Date: 15 December 2016

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## APPENDICES

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Appendix 2	Risk Register & Treatment Schedule
Appendix 3	Community Evacuation Plan
Appendix 4	Vulnerable Groups
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# LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

The Shire of Bridgetown-Greenbushes Local Emergency Management Arrangements (LEMA) has been prepared by the Shire of Bridgetown-Greenbushes Local Emergency Management Committee to address the Shire's legislative responsibility under section 41 of the *Emergency Management Act 2005*. The LEMA forms one part of a suite of documents collectively referred to as the Local Emergency Management Arrangements (LEMA).

Cr John Nicholas, JP  
Shire President  
LEMC Chairperson

Date

\_\_\_\_\_

Tim Clynch  
CEO

Date

\_\_\_\_\_

# DISTRIBUTION LIST

## Local Emergency Management Committee

Shire President / LEMC Chairperson  
Shire of Bridgetown-Greenbushes – Councillor representatives  
Shire of Bridgetown-Greenbushes Recovery Coordinator  
Shire of Bridgetown-Greenbushes Deputy Recovery Coordinator  
LEMC Executive Officer  
WA Police - Bridgetown Police Station  
St John Ambulance Australia – Bridgetown Sub Centre  
DFES Lower South West  
Volunteer Fire and Rescue Service – Bridgetown  
State Emergency Service – Bridgetown Unit  
Chief Fire Control Officer – Shire of Bridgetown-Greenbushes  
Department of Parks & Wildlife – Blackwood District  
Department of Parks & Wildlife–Warren District  
Department of Health - Bridgetown Hospital  
Australian Red Cross – Bridgetown Branch  
Department of Child Protection & Family Services  
Water Corporation – Manjimup Office  
Education Department – Warren Blackwood Office  
Western Power – Bridgetown Office  
Talison Lithium Pty Ltd

## Other

Chief Executive Officer – Shire of Bridgetown – Greenbushes  
Community Emergency Services Manager – Shire of Bridgetown–Greenbushes  
Executive Manger Community Services – Shire of Bridgetown-Greenbushes  
Executive Manager Works and Services – Shire of Bridgetown-Greenbushes  
Executive Manager Corporate Services – Shire of Bridgetown-Greenbushes  
Senior Ranger – Shire of Bridgetown-Greenbushes  
Bridgetown Library  
DFES – Emergency Management WA  
South West District Emergency Management Committee

# AMENDMENT RECORD

Amendment		Details of Amendment	Amended By	
No.	Date		Name	Position

# GLOSSARY OF TERMS

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the *Emergency Management Act 2005* or as defined in the State EM Glossary.

**Community emergency risk management:** See risk management.

**District:** means an area of the State that is declared to be a district under Section 2.1 *Local Government Act 1995*.

**Local Emergency Coordinator (LEC):** That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during incidents and operations.

**Local Emergency Management Committee (LEMC):** Means a committee established under Section 38 of the *Emergency Management Act 2005*.

**Local Government:** Means the Shire of Bridgetown–Greenbushes as described in the Government Gazette, issue No. 31 dated 26 March 1970.

**Municipality:** Means the district of the local government.

**Preparedness:** Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also comprehensive approach in the State EM Glossary.

**Risk register:** A register of the risks within the local government that is identified through the Community Emergency Risk Management process.

**Risk statement:** A statement identifying the hazard, element at risk and source of risk.

**Treatment options:** A range of options identified through the emergency risk management process, to select appropriate strategies which minimize the potential harm to the community.

**Vulnerability:** The degree of susceptibility and resilience of the community and environment to hazards.  
\*The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).



## GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

<b>BFS</b>	Bush Fire Service
<b>CEO</b>	Chief Executive Officer
<b>CPFS</b>	Department for Child Protection and Family Support
<b>DPaW</b>	Department of Parks and Wildlife
<b>DEMC</b>	District Emergency Management Committee
<b>ECC</b>	Emergency Coordination Centre
<b>EM</b>	Emergency Management
<b>DFES</b>	Department of Fire and Emergency Services
<b>HMA</b>	Hazard Management Agency
<b>ISG</b>	Incident Support Group
<b>LEC</b>	Local Emergency Coordinator
<b>LEMA</b>	Local Emergency Management Arrangements
<b>LEMC</b>	Local Emergency Management Committee
<b>LRC</b>	Local Recovery Coordinator
<b>LRCC</b>	Local Recovery Coordinating Committee
<b>SEC</b>	State Emergency Coordinator
<b>SEMC</b>	State Emergency Management Committee
<b>SES</b>	State Emergency Service
<b>SEWS</b>	Standard Emergency Warning Signal
<b>SOP</b>	Standard Operating Procedures

# PART 1 - INTRODUCTION

## Authority

These Arrangements have been prepared in accordance with requirements of the *Emergency Management Act 2005*.

This document has been endorsed by the Bridgetown-Greenbushes Local Emergency Management Committee (LEMC), the Bridgetown-Greenbushes Shire Council, and has been tabled with the South West District Emergency Management Committee (DEMC).

A copy of the LEMA is kept at the Shire of Bridgetown-Greenbushes Administration Office, located at 1 Steere Street, Bridgetown. A copy of the LEMA is also available for inspection by members of the public during business hours at the Shire Library, located at 75 Steere Street, Bridgetown.

## Date

These Arrangements were endorsed by the LEMC on the 15 November 2016 and ratified by the Bridgetown- Greenbushes Shire Council on 15 December 2016.

## Area Covered

The Shire of Bridgetown-Greenbushes LEMA has been prepared for the area gazetted as the Shire of Bridgetown-Greenbushes Local Government municipality (gazetted on 26 March 1970, Government Gazette edition No. 31) and includes the towns and localities of:

- Bridgetown
- Catterick
- Glennlynn
- Greenbushes
- Hester
- Hester Brook
- Kangaroo Gully
- Kingston
- Maranup
- North Greenbushes
- Sunnyside
- Wandilup
- Winnejup
- Yornup

## Profile

The Shire of Bridgetown-Greenbushes is situated in the south west of Western Australia, approximately 270 kms from Perth and encompasses an area of 1,691km<sup>2</sup>. Bridgetown, the main commercial centre of the Shire has the Blackwood River flowing through its southern entry.

The Shire is bordered by:

- Shire of Donnybrook-Balingup to the north
- Shire of Boyup Brook to the east
- Shire of Manjimup to the south
- Shire of Nannup to the west

The Blackwood River and its associated valley is also a significant landscape feature which traverses the width of the Shire. The other river within the Shire is the Donnelly and portions of the south-east portion of the Shire are within the Warren River catchment.

Approximately 45% of the land area of the Shire is under the control of the Crown and is classified into a variety of reserves, being State Forest, Conservation Area, vacant crown land, vested reserves and unvested reserve land. The remaining land is freehold land which includes urban areas, rural residential, general pastoral farming land, hardwood and softwood plantations and tourist uses.

## **Aim**

The aim of the LEMA is to provide a living document that records the management of identified risks and details of planning, prevention, preparation, response and recovery activities of the LEMC, the Shire, HMA's, and other agencies.

## **Purpose**

The purpose of the LEMA is:

- To set out the emergency management roles and responsibilities of the LEMC, the Shire and other agencies;
- To provide an up-to-date description of the systems of emergency management in the Bridgetown-Greenbushes district;
- To record all emergency management plans and procedures in the district;
- Ensure that the Shire of Bridgetown-Greenbushes complies with the State emergency management arrangements and the Emergency Management Act 2005
- Provide a register of identified risks found within the Shire.

## **Scope**

The scope of these Emergency Management Arrangements is described by:

- The boundaries of the Shire;
- Existing legislation, local laws, policies and Emergency Management Arrangements
- Statutory or agreed responsibilities
- The authority of the LEMC and its member agencies; and
- The resources available to the Shire, the LEMC and its member agencies.

## Related Documents and Arrangements

### Emergency Management Policies

The Shire of Bridgetown-Greenbushes does not have any policies relating in general to emergency management. The Shire does however, have policies relating to bush fire brigades and these are:

- Policy O.7 Provision of Refreshments to Fire Fighters
- Policy.O.10 Bush Fire Brigade Personal Protective Equipment
- Policy O.13 Use of Chainsaws by Bush Fire Brigades

### Existing Plans & Arrangements

The following documents are kept at the Shire's Administration office:

- Local Recovery Plan
- Community Evacuation Plan
- Risk Register and Treatment Schedule
- Contacts & Resources Register
- Local Emergency Management Plan for the Provision of Welfare Support – known as the “Local Welfare Plan” produced by the Department for Child Protection and Family Support
- Bushfire Management Plans
- School Evacuation Plans
- Geegeelup Village (Aged) Hostel Evacuation Plan

### Agreements, Understandings & Commitments

Agreement	Summary of Agreement (including Parties)
South West Emergency Management Alliance (consisting of the Cities of Bunbury and Busselton and the Shires of Augusta-Margaret River, Boyup Brook, Bridgetown-Greenbushes, Capel, Collie, Dardanup, Donnybrook-Balingup, Harvey, Manjimup and Nannup)	Memorandum of Understanding of Member Councils of the South West Zone of the Western Australian Local Government Association for the provision of mutual aid during emergencies and post incident recovery
Local Resources Register	Agreement between the Shire/LEMC and other agencies for the use of plant & equipment during times of emergency
Regional Resources Register	Reciprocal agreement between the Shires of Bridgetown-Greenbushes, Donnybrook-Balingup, Manjimup and Boyup Brook for the use of plant & equipment during times of emergency

## **Special Considerations**

The Shire of Bridgetown-Greenbushes is host to a number of annual social and sporting events each year.

The following events may affect the implementation of this plan in the event of an emergency:

- Blackwood Marathon                      Last weekend in October annually
- Blues Festival                              Second weekend in November annually

## PART 2 - PLANNING

### Resources

A district and regional resource register has been developed in partnership with local contractors and adjoining Shires.

### Roles & Responsibilities

Local Government Role	Description of Responsibilities
Local Government	The responsibilities of the Shire of Bridgetown-Greenbushes are defined in Section 36 of the Emergency Management Act 2005.
Local Emergency Coordinator	The responsibilities of the LEC are defined in Section 36 of the Emergency Management Act 2005.
Local Recovery Coordinator	To ensure the development maintenance of effective recovery management arrangements for the Shire of Bridgetown-Greenbushes. In conjunction with the local recovery committee to implement a posit incident recovery action plan and manage the recovery phase of the incident.
Local Government Welfare Liaison Officer	During an evacuation where a local government facility is utilised by the Department of Child Protection & Family Services provide advice, information and resources regarding the operation of the facility.
Local Government Liaison Officer to the ISG/IMT	During a major emergency the liaison officer attends ISG meetings to represent the Shire of Bridgetown-Greenbushes, provides local knowledge input and provides details contained in the LEMA.
Local Government – Incident Management	<ul style="list-style-type: none"> <li>• Ensure planning and preparation for emergencies is undertaken</li> <li>• Implement procedures that assist the community and emergency services deal with incidents</li> <li>• Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role</li> <li>• Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability.</li> <li>• Liaise with the incident controller (provide liaison officer)</li> <li>• Participate in the ISG and provide local support</li> <li>• Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the CPFS.</li> </ul>

## LEMC Roles & Responsibilities

The Shire of Bridgetown-Greenbushes has established a Local Emergency Management Committee (LEMC) under Section 38(1) of the EM Act to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans
- providing a multi-agency forum to analyse and treat local risk
- providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The LEMC membership includes at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities have nominated their representatives to be members of the LEMC. A list of the current LEMC members is included in Appendix 1.

The term of appointment of LEMC members shall be determined by the Shire of Bridgetown-Greenbushes in consultation with the parent organisation of the members.

LEMC Role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	Provide executive support to the LEMC by: <ul style="list-style-type: none"> <li>• Provide secretariat support including:               <ul style="list-style-type: none"> <li>○ Meeting agenda;</li> <li>○ Minutes and action lists;</li> <li>○ Correspondence;</li> <li>○ Committee membership contact register;</li> </ul> </li> <li>• Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including;               <ul style="list-style-type: none"> <li>○ Annual Report;</li> <li>○ Annual Business Plan;</li> <li>○ Local Emergency Management Arrangements;</li> </ul> </li> <li>• Facilitate the provision of relevant emergency management</li> </ul>

	<p>advice to the Chair and committee as required; and</p> <ul style="list-style-type: none"> <li>• Participate as a member of sub-committees and working groups as required.</li> </ul>
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## Agency Roles & Responsibilities

In the event of an emergency, the local government will need to liaise with a range of State agencies who will be involved in the operational aspects of the emergency. The following summarises the key roles:

Agency Roles	Description of Responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> <li>• undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.</li> <li>• control all aspects of the response to an incident.</li> </ul> <p>During Recovery the Controlling Agency will ensure effective transition to recovery.</p>
Hazard Management Agency	<p>A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005 s4].</p> <p>The HMAs are prescribed in the <u>Emergency Management Regulations 2006</u>.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> <li>• Undertake responsibilities where prescribed for these aspects [EM Regulations]</li> <li>• Appoint Hazard Management Officers [s55 Act]</li> <li>• Declare / revoke emergency situation [s 50 &amp; 53 Act]</li> <li>• Coordinate the development of the Westplan for that hazard [State EM Policy Section 1.5]</li> <li>• Ensure effective transition to recovery by local government.</li> </ul>
Combat Agency	<p>A Combat Agency as prescribed under subsection (1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>



Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)
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## Managing Risk – Risk Register & Treatment Schedule

The Shire of Bridgetown-Greenbushes and the LEMC conducted a risk assessment process throughout the district in early 2005, based on the Australian New Zealand Standard for Risk Management 4360:2004. That study and the resultant Risk Management Register is included as Appendix 2.

## Emergency Management Structure and Response Levels

The Shire of Bridgetown-Greenbushes Emergency Management Plan is consistent with the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006*, State Policy and plans as appropriate to local governments. When an emergency event occurs (bushfire, storm, earthquake or other incident) the HMA will make an assessment of the severity or likely impact of the event and make an informed assessment of the level to be assigned as identified in the chart below. Local response refers to the level of support required by the event level assigned. The Shire is committed to providing the appropriate level of support as is required by the Hazard Management Agency, where reasonably practicable.

Event Level	Local Response
<b>Level 1</b> (No significant issues, single agency response, minimal community impact)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> <li>• Personnel</li> <li>• Equipment</li> <li>• Local knowledge and advice</li> </ul>
<b>Level 2</b> (Multi agency response, protracted duration, requires coordination of multi-agency resources, medium impact, may be declared an Emergency Situation)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> <li>• Personnel</li> <li>• Equipment</li> <li>• Local knowledge and advice</li> </ul> Where an ISG is formed: <ul style="list-style-type: none"> <li>• Provide a Local Government Liaison Officer.</li> <li>• Make available to the HMA local facilities designated in this plan as evacuation centres.</li> </ul>
<b>Level 3</b> (Requires significant multi-agency response, significant impact on community, declaration of	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> <li>• Personnel</li> <li>• Equipment</li> <li>• Local knowledge and advice</li> </ul>

Emergency Situation or State of Emergency)	Where an ISG or OASG is formed: <ul style="list-style-type: none"> <li>• Provide Local Government Liaison Officers.</li> <li>• Make available to the HMA local facilities designated in this plan as evacuation centres.</li> </ul>
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## Emergency Actions

Emergency events such as severe storms and cyclones have a lead time where the local government will receive warnings in the form of weather alerts or cyclone watch information from a number of sources. Other emergencies such as bush fires and earthquakes are rapid onset emergencies leaving little time for pre-planning. The local government officers responsible for emergency management will need to ensure that the local government reacts to emergencies in a timely and purposeful way.

## Local Emergency Operations Centres

The local Emergency Operations Centre (EOC) for an emergency will be designated by the HMA "Incident Manager".

## Local Government Communication Process

The Shire of Bridgetown-Greenbushes currently has no 'local public warning information system', instead relies on any State based warning system. During an emergency however, the Shire will communicate with the community in the following manner:

- Public meetings
- Posts on the Shire website
- Social media (Shire Facebook page)
- Newsletters or other mail-outs during long term events

All Shire publications must be approved by the Chief Executive Officer. Direct communication with the public will be through the Shire President or a person authorised by the Shire President as per Section 2.8(d) of the Local Government Act 1995.

## Financial Arrangements

While recognising the provisions of the State Emergency Management Procedure, the Shire of Bridgetown-Greenbushes supports the operational costs of the LEMC, including the provision of a staff member to support LEMC activities. In the event of an emergency, the Shire of Bridgetown-Greenbushes may make submissions to the Department of Treasury or Department of Premier & Cabinet for additional funds to support response, relief and recovery activities.

## Evacuation & Welfare

Circumstances may arise where there may be the need to partially or totally evacuate or relocate the population of a particular area within the Shire.

Evacuation is the “*directed, forced movement of (non emergency services) people by an emergency service*”.

Relocation, is the “*self initiated or voluntary movement of people to a place of safe-refuge*”.

#### Legislation

Under section 14B of the Bush Fires Act and section 67 of the Emergency Management Act, an authorised person or hazard management officer may direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area.

#### Management

Decisions relating to evacuation during an emergency rest with the Incident Manager/Controller appointed by the Hazard Management Agency (HMA).

A decision on the need for evacuation will be given by the HMA. Evacuation will occur in a planned and safe manner, co-ordinated by the Police.

The Police will be requested to effect and control evacuation of persons to one of the predetermined Evacuation (Welfare) Centres. The HMA must liaise with the appropriate Local Emergency Coordinator, welfare and support agencies/authorities, including the Department for Child Protection & Family Services (CPFS), to ensure the appropriate arrangements for registration and support of evacuees are in place. Each area has a designated staging point to facilitate the efficient evacuation of persons.

The decision allowing people to return to their homes will be given by the HMA. Evacuee return will be accomplished in consultation with the Local Emergency Coordinator, welfare and support agencies including CPFS, and the affected community.

The Shire of Bridgetown-Greenbushes has developed a detailed Community Evacuation Plan applicable to all emergencies in May 2006. The “Community Evacuation Plan 2006” is attached to this document as Appendix 3.

#### Vulnerable Groups

Vulnerable groups may include the sick, elderly, children, people with disabilities, Aboriginal people, culturally and linguistically diverse people, FIFO workers and tourists. A comprehensive list of community based vulnerable groups appears in Appendix 4.

## Community Evacuation Organisations & Responsibilities

Agency / Task	Responsible person / position / agency
<b>HMA/Controlling Agency</b>	<ul style="list-style-type: none"> <li>• Management of the emergency incident</li> <li>• Warning messages to the affected community</li> <li>• Decisions affecting the evacuation of locations likely to be impacted by the emergency</li> <li>• The decision to evacuate a community or portions thereof</li> <li>• Evacuation route planning and traffic management</li> <li>• Road closures during emergencies</li> <li>• Identification of evacuation centres</li> <li>• Return of the evacuated community</li> </ul>
<b>WA Police</b>	<ul style="list-style-type: none"> <li>• Assist with evacuating the affected community</li> <li>• Assist with traffic management</li> </ul>
<b>Shire of Bridgetown-Greenbushes</b>	<ul style="list-style-type: none"> <li>• Liaise with Incident Controller</li> <li>• Participate in ISG and provide local support</li> <li>• Where an identified evacuation centre is a building owned and operated by the Shire of Bridgetown-Greenbushes, provide a liaison officer to support the CPFS</li> </ul>
<b>Department for Child Protection &amp; Family Support and The Shire of Bridgetown-Greenbushes</b>	<ul style="list-style-type: none"> <li>• Identify appropriate evacuation centres in consultation with Incident Controller and Local Government</li> <li>• Receive evacuees and coordinate the provision of welfare support services for evacuees</li> </ul>
<b>Property security</b>	WA Police
<b>Traffic management</b>	WA Police initially Traffic contractors as appointed by MRWA or the Shire of Bridgetown-Greenbushes

<b>Welfare</b>	Department of Child Protection and Family Support (CPFS), and The Shire of Bridgetown-Greenbushes
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### **Evacuation Centres**

Buildings deemed suitable for use as evacuation centres have been identified and included in the Shire's "Community Evacuation Plan".

The CPFS will activate the Local Welfare Plan should the need for activation of a welfare centre be deemed necessary by the Incident Controller. The Local Government Liaison Officer will arrange for the opening of an Evacuation Centre when requested to do so by the IC and/or CPFS.

### **Welfare Support**

Welfare provisions are outlined in the State Emergency Management Plan 5.5.4 Welfare. The provision of welfare services shall be based on a two-tier response; local resources (Local Welfare Coordinator) followed by State support (State Welfare Coordinator).

# **PART 3 - RECOVERY**

## **Recovery Plan**

The "Local Recovery Management Plan" was adopted by Council in May 2012 and appears as Appendix 5 in this Plan.

## **Purpose**

The purpose of the Recovery Plan is to describe the arrangements for effectively managing recovery at the local level, including accountability and responsibility.

## **Objectives**

The objectives of the plan are to:

- Prescribe the organisation, concepts, responsibilities and procedures for the effective management of recovery operations following the impact of an emergency;
- Establish a basis for coordination between agencies that may become involved in the recovery effort;
- Provide a framework for recovery operation;
- Provide guidelines for the operation of the recovery management arrangements;
- Ensure the Plan complies with State Emergency Management Arrangements; and
- Identify the roles and responsibilities of HMAs, emergency services, support organisation and the Shire of Bridgetown-Greenbushes whilst promoting effective liaison between all organisations.

## **Scope**

The scope of the Recovery Plan is limited to the boundaries of the Shire of Bridgetown-Greenbushes. It details the general recovery arrangements for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business area.

## **Related Documents**

The following documents are related to this Plan:

- Contacts & Resources Register
- Local Emergency Management Plan for the Provision of Welfare Support (Department for Child Protection and Family Support), known as the CPFS Local Welfare Plan.

## Agreements, Understandings and Commitments

Agreement	Summary of Agreement (including Parties)
South West Emergency Management Alliance (consisting of the Cities of Bunbury and Busselton and the Shires of Augusta-Margaret River, Boyup Brook, Bridgetown-Greenbushes, Capel, Collie, Dardanup, Donnybrook-Balingup, Harvey, Manjimup and Nannup)	Memorandum of Understanding of Member Councils of the South West Zone of the Western Australian Local Government Association for the provision of mutual aid during emergencies and post incident recovery
Local Resources Register	Agreement between the Shire/LEMC and other agencies for the use of plant & equipment during times of emergency
Regional Resources Register	Reciprocal agreement between the Shires of Bridgetown-Greenbushes, Donnybrook-Balingup, Manjimup and Boyup Brook for the use of plant & equipment during times of emergency

## Resources

The Local Recovery Coordinator for the Shire of Bridgetown-Greenbushes is responsible for determining the resources required for recovery activities in consultation with the Hazard Management Agency and Support Organisations. The Shire of Bridgetown-Greenbushes resources are identified in the Resources Register. The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of activities, resources and services for the Shire of Bridgetown-Greenbushes should an emergency occur.

The resources available and contact details for recovery have been identified and are included in Appendix 6.

## Financial Arrangements

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the asset owner, who needs to understand the level of risk and have appropriate mitigation strategies in place.

The Shire of Bridgetown-Greenbushes has arrangements in place to insure its assets. Assets are recorded and managed through the Roman II Asset Management System and the SynergySoft System. The Shire of Bridgetown-Greenbushes has in place an Asset Management Strategy and is developing Asset Management Plans in-line with the Department of Local Government and Communities Integrated Planning and Reporting Asset Management Guidelines.

Through the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) the State Government provides a range of relief measures to assist communities recover from an eligible natural event. The Shire of Bridgetown-Greenbushes will make claims for recovery activities where they are deemed eligible under WANDRRA.

The Department of the Premier and Cabinet, as the State Administrator, may activate WANDRRA for an eligible event if the estimated cost to the State of eligible measures is anticipated to exceed the Small Disaster Criterion (currently set at \$240,000).

Wherever possible, State Government resources and services will be provided in accordance with a public authority's existing statutory and contractual responsibilities, policies or plans.

Any recommendations for the implementation of assistance measures outside existing policies must be submitted to the Premier for consideration.

## **Financial Preparation**

The Shire of Bridgetown-Greenbushes will take the following actions to ensure it is prepared financially to undertake recovery activities should the need arise. These actions include:

- Understanding and treating risks to the community through an appropriate risk management process;
- Ensuring assets are recorded, maintained and adequately insured where possible;
- Planning to Establish a cash reserve for the purpose where it is considered appropriate for the level of risk;
- Understanding the use of section 6.8(1) (b) or (c) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the President in an emergency and then reported to the next ordinary meeting of the Council;
- Understanding the use of section 6.11(2) of the Local Government Act 1995 to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. Local Government Financial Management Regulations 1996 – regulation 18(a) provides an exemption for giving local public notice to change the use of money in a reserve where the Mayor or President has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
- Understanding the use of section 6.20(2) of the Local Government Act 1995 to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;
- Ensuring an understanding of the types of assistance that may be available under the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA), and what may be required of local government in order to gain access to this potential assistance.
- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from WANDRRA, or Main Roads WA.



## Managing Donations

Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed in SEMC Procedure OP-19 – Managing of Public Fundraising and Donations.

*NOTE: Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the Local Recovery Coordination Group. In all instances cash donations should be encouraged with prospective donors directed to the Lord Mayor's Distress Relief Fund.*

## Roles and Responsibilities

The roles and responsibilities of those involved in recovery management are outlined as follows:

### Local Recovery Coordinator

The Shire of Bridgetown-Greenbushes has appointed a Recovery Coordinator and Deputy Recovery Coordinator to lead the community recovery process in accordance with the requirements of Section 41(4) of the Emergency Management Act.

The Local Recovery Coordinator has two broad areas of responsibilities as follows:

- In liaison with the Hazard Management Agency, Local Emergency Coordinator and other responsible agencies determine the need to activate the Local Recovery Plan and convene the Local Recovery Committee;
- Assess the recovery requirements for each event and ensure that appropriate strategies are put in place;
- Facilitate the acquisition and appropriate application of material, staff and financial resources necessary to ensure an effective recovery response;
- Contribute to the resolution of community and political problems which emerge during the recovery process;
- Ensure maximum community involvement in the recovery process;
- Ensure that both the immediate and long-term individual and community needs are met in the recovery process;
- Coordinate the local recovery activities in accordance with the plans, strategies and policies determined with the Local Recovery Committee;
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Committee;
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with local services;
- Ensure that regular reports are made to the State Recovery Committee on the progress of recovery; and
- Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand down and submission of post operations report.

## Tasks

Execution of the above responsibilities may result in the following tasks being undertaken:

- Organise and manage the resources, staff and systems necessary for the immediate and long term recovery;
- Advocate on behalf of the affected community with government departments, voluntary agencies, local government, the wider community, businesses and other organisations involved in the recovery process;
- Liaise, consult and, where necessary, coordinate or direct voluntary agencies, community groups, local government departments in order to achieve the most effective and appropriate recovery;
- Provide information to the government, bureaucracy, community and media;
- Mediate where conflicts occur during the relief and recovery process;
- Develop a close and positive working relationship with the key individuals and groups in the affected community; and
- Be partially distanced from the immediacy of the event and consider the overall recovery process in establishing priorities and anticipating future requirements.

### **Deputy Recovery Coordinator**

The Shire of Bridgetown-Greenbushes has appointed a Deputy Recovery Coordinator.

The main role of the Deputy Recovery Coordinator is to assist the Recovery Coordinator in the recovery process and in the absence of the Recovery Coordinator, the Deputy Recovery Coordinator will assume the role of the Recovery Coordinator.

### **Local Recovery Committee**

When necessary, in the event of an emergency as pronounced by the chair of the LEMC, the Shire will convene a Local Recovery Committee (LRC). Membership of this committee could include representatives from:

- Shire Recovery Coordinator
- Shire Councillors and staff
- Department for Child Protection & Family Services
- Local Churches
- Other relevant agencies or individuals"

The Local Recovery Committee (LRC) is to coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with SEMC policies and the Local Recovery Arrangements.

The Local Recovery Committee is responsible for:

- Maintaining the recovery process in accordance with SEMP 4.4 which includes the National Disaster recovery Principles.

and:

- Appointment of key positions within the committee and any sub-committees;
- Assessing requirements for the restoration of the Social, Infrastructure, Physical, Health, Environmental, and Economic wellbeing of the community;
- Establish sub-committees as required;
- Ensuring a coordinated multi-agency approach to community recovery; and
- Developing a recovery plan to coordinate a recovery process that -
  - Takes account of the Shire of Bridgetown-Greenbushes' long term planning and goals;
  - Includes an assessment of the recovery needs and determines which recovery functions are still required;
  - Develops a timetable and identifies responsibilities for completing the major functions;
  - Considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse people;
  - Allows full community participation and access;
  - Allows monitoring of the recovery process; and
  - Facilitating the provision of services, public information, information exchange and resource acquisition.
- Negotiating the most effective use of available resources including the support of State and Commonwealth Agencies;
- Monitoring the progress of recovery, and receive periodic reports from recovery agencies;
- Ensuring a coordinated multi- agency approach to community recovery; and
- Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

### **Controlling Agency / Hazard Management Agency**

The Controlling Agency/HMA with the responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery, the Controlling Agency/ HMA will:

- Liaise with the Local Recovery Coordinator where the emergency is occurring and include them in the incident management arrangements, including the Incident Support Group and the Operations Area Support Group;
- Undertake a detailed impact assessment for the emergency and provide that assessment to the Chief Executive Officer of the Shire of Bridgetown-Greenbushes, the Local Recovery Coordinator and the State Recovery Coordinator;
- Coordinate completion of the Comprehensive Impact Assessment, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator; and
- Provide risk management advice to the affected community (in consultation with the Shire of Bridgetown-Greenbushes).

## **Determination of Level of State Involvement**

### **State Recovery Coordinator**

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency. For a list of criteria to be considered as triggers for escalation, refer to State EM Plan 6.0 Recovery. The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.

### **Assessment and Operational Recovery Planning**

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. This assessment will be based on the Impact Assessment data provided by the Controlling Agency and other intelligence gathered by the Shire of Bridgetown-Greenbushes.

Depending upon the extent of the restoration and reconstruction required the Local Recovery Coordinator and Local Recovery Coordinating Group must develop an Operational Recovery Management Plan setting out the recovery process to be implemented.

# **PART 4 - TESTING, EXERCISING AND REVIEWING**

## **Testing and Exercising**

The State EM Plan 4.7 - Preparedness identifies that there are essentially three levels of multi-agency exercises of relevance to the SEMC. For the Local Government the most important of these is:

- Local – those that are confined to testing EMAs' plans and arrangements at the local-level and may involve a coordinated response and the activation of an Incident Support Group (ISG), either actual or notional:
  - Discussion (Seminars, Workshops, Desktops)
  - Functional (Drills or game style)
  - Field or Full Deployment (large scale)

The State Emergency Management Policy 4.8 deals with requirement for exercises to be conducted by the LEMC and be reported to the DEMC.

The benefits of testing these arrangements include:

- Determining the effectiveness of the arrangements;
  - Bringing together all relevant people to promote knowledge of and confidence in the arrangements and individuals;
  - Providing the opportunity to promote the arrangements and educate the community;
  - Providing the opportunity for testing participating agencies operational procedures and skills in simulated emergency conditions while testing the ability of agencies to work together on common tasks; and
  - Improving the arrangements in accordance with the results of exercise debriefings.
- It should be remembered that as the primary role of local government in emergency management is 'recovery', programs that exercise recovery activities and preparedness are to be foremost.

## **Schedule of Exercises**

The LEMC should prepare a Schedule of Exercises and should aim to complete at least one exercise per annum. Where possible the community should be encouraged to participate in or observe the exercise.

## **Review of this Plan**

The Local Emergency Management Arrangements will be reviewed in accordance with Part 8 of the State Emergency Management Procedure.

It is the local government's responsibility to ensure that its local emergency management arrangements are reviewed in accordance with this procedure. LEMA must be exercised every year to ensure details remain up to date and accurate (State EM Policy Section 4.8).

The local government must ensure the review of the LEMA on the following basis:

- after an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery co-ordination;
- every five years; and
- whenever the local government considers it appropriate.

If a major review takes place, a full approval process is required. If the amendments are minor, the local government is to make the amendments and ensure that these are distributed to members of its LEMC, the DEMC and the SEMC Secretariat.

# APPENDICES

- Appendix 1 LEMC Members
- Appendix 2 Risk Register & Treatment Schedule
- Appendix 3 Community Evacuation Plan
- Appendix 4 Vulnerable Groups
- Appendix 5 Recovery Plan
- Appendix 6 Recovery Resources



# ROLLING ACTION SHEET



**ROLLING ACTION SHEET**  
**April 2017 (encompassing Council Resolutions up to Council Meeting held 23 February 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	
<p>C.28/1108 Public Access to Rear of Shops on Western Side of Hampton Street</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorse in-principle the proposal to obtain an easement in gross over private land at the rear of shops west of Hampton Street between Henry Street and the existing public accessway opposite the public car park in Hampton Street.</li> <li>2. That the CEO obtain the necessary legal advice to enable correspondence to be sent to affected property owners seeking their in-principle consent for the creation of an easement in gross for public access to the rear of their premises.</li> <li>3. That upon receipt of responses from affected property owners the matter be brought back to Council for final determination, including consideration of how the proposed public accessway could be designed to take into account risk management of flooding.</li> </ol>	<p>T Clynch</p>	<p>Work on developing a draft easement document has been delayed.</p> <p>A request was to be prepared to a local solicitor requesting preparation of a draft/template easement document. This will be funded from general legal expenses account. Since then the CEO has made the decision to defer the preparation of the document pending completion of the Geegilup Brook Flood Study in case there are implications regarding land acquisition/tenure/use arising from that Study. The Flood Study was endorsed by Council at its November 2014 meeting so the easement proposal will be re-actioned (February 2015).</p> <p>Discussions held with solicitor on best process to progress this matter. Property ownership details currently being compiled for forwarding to solicitor (September 2015)</p> <p>This matter was discussed at quarterly briefing session held on 4 February 2016 where it was agreed that the proposal should be extended to include the car parking areas within the proposed easement. This can happen under the current resolution C.28/1108. A plan of the proposed easement will be prepared and correspondence forwarded to affected property owners</p>	<p align="center">✓</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 Clynoch</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 (I-EML201229622)– Further weed removal, rubbish removal and reinstatement of active planting required before lease can be terminated. Ongoing discussions being held with the Department of Parks and Wildlife regarding this (November 2013). A further meeting was held in January 2016 and some additional works identified (March 2016).</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 Clynoch 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>

C.13/0909 Interim Report - Municipal Inventory Review	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Notes that advertising of the Municipal Inventory Review commenced on Wednesday 9 September 2009 for a six week period with submissions invited by Thursday 22 October 2009.</li> <li>2. Notes the content of the 'Municipal Inventory Review - Information Sheet' as per Attachment 19.</li> <li>3. Request the Chief Executive Officer provide a report back to Council by no later than February 2010 on the Municipal Inventory Review, including feedback following public consultation as per Point 1. above, along with the merits of developing a Heritage Conservation Incentives Scheme, reviewing the current Bridgetown Special Heritage Design Policy and preparing a broader Heritage Conservation Policy for the Shire.</li> </ol>	S Donaldson	Deposited Plan lodged with Landgate (March 2016).
<ol style="list-style-type: none"> <li>1. Noted. Advertising period closed on 22 October 2009. Additional nominations and comments still being received. Research ongoing.</li> <li>2. Noted.</li> <li>3. Heritage Policy and Development Guidelines adopted by Council in December 2010. Numerous site inspections undertaken in October and November 2010 with Regional Heritage Advisor to consider new and additional nominations. Work continuing on inventory review and to be presented to Council by mid 2012 depending upon workload. Advisor unable to progress matter, with current RHA service to end on 30 June 2013. Internal or external appointment to be made to progress matter, pending budget considerations. Liaison with Office of Heritage continuing with a view to trialling a new online database. Investigation into Heritage Conservation Incentives Scheme not yet commenced. Council resolved in November 2011 not to adopt the Bridgetown Residential Character Area Policy in its current form. Review recommenced with preliminary report expected to be presented to Council late 2015. Update report and draft policy adopted by Council in April 2016. Draft policy being advertised with the submission period to end on 30 June 2016. Final report to be presented to Council in August 2016. Assessment of Cultural Heritage Significance Policy adopted by Council on 25 August 2016. Review progressing with report to be presented to Council in July 2017.</li> </ol>			

<p>C.14/0310 Preliminary Report – Plantation Exclusion Zones</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Agrees that any consideration of plantation exclusion zones should also address the Greenbushes, North Greenbushes and Hester townships, the Yornup township and existing or proposed local development areas throughout the Shire municipality.</li> <li>2. Directs the Chief Executive Officer to prepare preliminary documentation and present a report to a future meeting of Council to initiate a scheme amendment to Town Planning Scheme No. 3 seeking to modify Table 1 to prohibit 'Afforestation' within the Rural zone of the scheme area.</li> <li>3. Directs the Chief Executive Officer to present all planning applications for 'Afforestation' for land within Town Planning Scheme No. 3 to Council for determination, until such time as the scheme amendment required by Point 2 above has been finalised.</li> <li>4. Directs the Chief Executive Officer to engage a suitably qualified consultant to undertake a Bush Fire Hazard Assessment of the Shire municipality, in consultation with FESA, and in accordance with the Planning for Bush Fire Protection document.</li> <li>5. Directs the Chief Executive Officer to commence a comprehensive review of the Shire's Plantation Applications Policy to address the following issues: <ol style="list-style-type: none"> <li>a) Definition of woodlots and shelter belts and list of acceptable locally native tree species.</li> <li>b) Location of surrounding development and adequate bush fire risk assessment and management, with reference to FESA Guidelines for Plantation Fire Protection.</li> <li>c) Other natural resource management issues</li> </ol> </li> </ol>	<p>S Donaldson</p>	<ol style="list-style-type: none"> <li>1. Noted.</li> <li>2. Presented to Council in August 2011 for initial adoption. Advertising period closed on 8 December 2011. Amendment adopted by Council on 25 January 2012 and forwarded to WAPC for final approval. Amendment gazetted 8 June 2012.</li> <li>3. Noted.</li> <li>4. Funding application was successful – Council accepted funds at March 2011 meeting. Bushfire Hazard Strategy Consultant Brief finalised and tenders called for by 14 September 2011. Final report received and adopted by Council in August 2012 for purpose of future public consultation.</li> <li>5. Commenced but little progress to date, pending adoption of Bushfire Hazard Strategy. No further action progressed.</li> </ol>
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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>6. Noted. Draft Bush Fire Hazard Strategy adopted by Council in August 2012 for the purpose of future public consultation along with scheme amendments. See Item C.19/0812 below. No further action to be taken with strategy as per C.18/0216. No further action on policy review (May 2016).</p>
<p>C.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>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><b>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).</b></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</p>

<p>C.09/1112 Draft Shire of Bridgetown- Greenbushes Local Planning Strategy and Technical Appendix</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>Adopts the draft Shire of Bridgetown-Greenbushes Local Planning Strategy and Technical Appendix, as per Attachments 5 and 7, pursuant to regulation 12A(1)(a) of the Town Planning Regulations 1967.</li> <li>Directs the Chief Executive Officer to forward the draft Shire of Bridgetown-Greenbushes Local Planning Strategy and Technical Appendix to the Western Australian Planning Commission for consent to commence formal public advertising, pursuant to regulation 12A(1)(b) of the Town Planning Regulations 1967.</li> <li>Directs the Chief Executive Officer to forward the draft Shire of Bridgetown-Greenbushes Local Planning Strategy and Technical Appendix to the Environmental Protection Authority for comment prior to commencement of formal public advertising.</li> <li>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.</li> </ol>	<p>S Donaldson</p>	<p>is an issue being raised throughout the Region and they are considering the matter at a regional level and not at an individual town level (June 2014). No further progress as yet.</p> <p>Reminder correspondence forwarded to MRWA on 2 February 2017</p>	
			<ol style="list-style-type: none"> <li>Noted.</li> <li>Final Strategy and Technical Appendix forwarded to the Department of Planning, feedback pending.</li> <li>Final Strategy and Technical Appendix forwarded to the Environmental Protection Authority for comment. Response received authorising consultation subject to further information to be provided during preparation of the Local Planning Scheme with regard to priority agriculture and rural living areas.</li> </ol> <p>Preliminary feedback received from Department of Planning on 29 February 2013 requiring significant and minor modifications to Strategy and Plans. Modified LPS to be presented to Council in April or May 2013 for consideration of required modifications. DoP staff prepared replacement strategy plans. Meeting held 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</p>	

<p>C.16/0513 Greenbushes Overnight Stay Facility</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Endorse the proposal to redevelop the old cricket pavilion to a "camper's bunkhouse" with 4 bunks being provided.</li> <li>3. Seek the approval of the Minister for Local Government for approval of the transit park and bunkhouse</li> <li>4. Consider allocation of a sum of \$6,000 in the 2013/14 budget for development of the transit park and hikers bunkhouse.</li> </ol>	<p>T Clynch</p>	<p>by WAPC by March 2014. WAPC has provided feedback and requested some modifications be done. Review of Bridgetown Town Centre Strategy component of the LPS to be discussed at councillor workshop in light of potential rezoning of P &amp; 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><b>Progression of this proposal can be seen as a linkage to Council's request for acquisition of the Dumping Gully Precinct – Resolution C.02/1216 (April 2017)</b></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>

C.15/0415a Proposed Land Purchase – Western Portions of Lot 20 (81) and Lot 21 (87) Hampton Street, Bridgetown	<p>That Council:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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 &amp; Buildings Reserve.</li> <li>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.</li> </ol>	S Donaldson	<p>Processing of organic waste will be a consideration in the planning and eventual design of any regional waste site (March 2017).</p> <ol style="list-style-type: none"> <li>1. Noted.</li> <li>2. Noted.</li> <li>3. Noted.</li> <li>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. <b>Deposited Plan to be finalised then lodged with Department of Planning for endorsement (April 2017)</b></li> </ol>
C.02/1215 Annual Report & Annual Financial Report 2014/15	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Accepts the Annual Report including the Annual Financial Report and Audit Report for the 2014/2015 financial year and gives local public notice of its availability.</li> <li>2. Schedules the Annual General meeting of Electors to be held on Thursday, 4 February 2016 in the Council Chambers, commencing at 5.30pm.</li> </ol>	T Clynch	<p>AGM held 4 February.</p> <p>Report on ratios not commenced (February 2016).</p>



	<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 Clynch</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</p>	<p>S Donaldson</p>	<p>1. Noted.</p> <p>2. Noted.</p>

	<p>follows:</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 Bridgetown Railside Landscaping Project</p>	<p>That Council seek a review of the decision by Brookfield Rail regarding the proposed Bridgetown Railside Landscaping Project and seeks the assistance of the Minister for Transport and Minister for Regional Development in facilitating this review.</p>	<p>T Clynch</p>	<p>Discussions being held with Terry Redman's office on best way to progress this matter (June 2016).</p> <p>Brookfield Rail has recently appointed a community liaison officer and it is intended to meet that person soon to discuss various issues, including this issue (September 2016).</p> <p>A meeting was held with Brookfield Rail on 29 November 2016 and this issue was raised. Brookfield 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>C.04/0516 Proposed Investigation of Strategic Purchase for Somme Creek Improvements</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>T Clynch S Donaldson</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>SpC01/0516 Cost Overruns at Bridgetown Sportsground Change Rooms</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Amend its 2015/16 budget as follows:             <ol style="list-style-type: none"> <li>(i) Increase the 'materials &amp; contracts' allocation for Job No. 17BU 'Bridgetown Sportsground Change Rooms' from \$316,864 to \$401,000.</li> <li>(ii) Decrease the 'materials &amp; contracts' allocation for Job No. 08BU Shire Depot Building Renewals from \$48,735 to \$32,735.</li> <li>(iii) Decrease the 'materials &amp; contracts' allocation for Job No 28BU '32 Gifford Road' from \$8,700 to \$3,500.</li> <li>(iv) Transfer an amount of \$62,936 from the Building Maintenance Reserve to Job No. 17BU 'Bridgetown Sportsground Change Rooms'</li> </ol> </li> <li>2. Request the CEO prepare a 'Major Projects Evaluation' Policy for consideration by Council.</li> </ol>	<p>T Clynych</p>	<p>'Major Projects Evaluation' Policy yet to be commenced (July 2016)</p>
<p>C.12/0816 Statutory Review of Local Laws</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. 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"> <li>• Cemeteries</li> <li>• Keeping &amp; Welfare of Cats</li> <li>• Parking and Parking Facilities</li> </ul> </li> <li>2. 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.</li> <li>3. Resolves to make no amendments and thus retains without modification the following current local laws:             <ul style="list-style-type: none"> <li>• Activities in Thoroughfares and Trading in Thoroughfares and Public Places</li> <li>• Bush Fire Brigades</li> </ul> </li> </ol>	<p>G Norris</p>	<ol style="list-style-type: none"> <li>1. Report presented to October 2016 meeting.</li> <li>2. 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.</li> <li>3. Noted</li> </ol>

<p>C.10/0916 Infirm Parking and Membership of Access and Inclusion Committee</p>	<ul style="list-style-type: none"> <li>• Dogs</li> <li>• Fencing</li> <li>• Local Government Property</li> <li>• Pest Plants</li> </ul>	<p>M Richards</p>	<p>1. 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.</p> <p>2. Pending approval at point 1 these works will be completed in conjunction with proposed works at point 1</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>1. That Council directs the CEO to investigate and negotiate a lease agreement with 'Australia Post' and 'TGC and KPC Pty Ltd' for the purpose of installing Australian Council for Rehabilitating of Disabled (ACROD) parking bays in the Bridgetown Post Office car park and on the southern side of Howard Evans Legal Office.</p> <p>2. That Council directs the CEO to install an ACROD parking bay in the Shire Administration Building car park near the Lesser Hall external public toilet.</p> <p>3. That Council directs the CEO to revert all Infirm Parking Bays in the town centre - outside the Bridgetown Bakery, IGA, the Post Office - back to general use parking bays.</p> <p>4. That Council accepts the verbal resignation of Dyan Dent (Geegeelup Village), Helen Gales (Red Cross) and Peter Seaward (Enable Representative).</p> <p>5. That Council endorses the appointment of Jesse Donovan (Community Member) to the Access and Inclusion Advisory Committee.</p>	<p>G Norris</p>	<p>Currently being advertised (February 2017)</p> <p><b>Advertising completed and submission being assessed.</b></p>

C.11/1016 Proposed Amendment to Cemeteries Local Law	<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>That Council:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>	G Norris	Currently being advertised (February 2017)  <b>Advertising completed and submission being assessed.</b>	
C.12/1016 Proposed Amendment to Parking and Parking Facilities Local Law	<p>That Council:</p> <ol style="list-style-type: none"> <li>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 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.</li> <li>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.</li> </ol>	G Norris	Currently being advertised (February 2017)  <b>Advertising completed and submission being assessed.</b>	
C.03/1116 RV Friendly Towns	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.	T Clynych	Assessment against guidelines of Campervan and Motorhome Club of Australia Limited (CMCA) has commenced (March 2017).  <b>The requirement for registration as a RV Friendly Town</b>	

C.02/1216 Acquisition of Dumping Gully Precinct	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.	T Clynch	and assessment of options is currently occurring to enable a report back to Council (April 2017). Correspondence forwarded to Water Corporation on 23 December 2016. Response received 28 February 2017 indicating in-principle support to the proposal (April 2017).
C.05/1216 Greenbushes Townsite Carpark	That Council: 1. Adopts in principle the proposed Greenbushes Town Centre Carpark and Access Concept Plan. 2. Authorises the CEO to progress discussion with the landholders to acquire private property adjacent to the laneway at the rear of the shopping area on the corner of Blackwood Road and Stanifer Streets in Greenbushes for the purposes of creating a formalised car parking area. 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.	T Clynch	Letters sent to affected property owners in order to commence consultation on possible ceding of private land for the project (March 2017).
C.06/1216 Expanding the Gym Facilities at the Bridgetown Leisure Centre	That Council: 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	E Denniss	Order has been issued for development of the concept plans and preliminary costs; consultant to commence 1 <sup>st</sup> week of March.  Consultant has developed a working concept floor plan and is currently preparing options regarding roofing elevations with first draft expected to be received by mid-April.

<p>C.07/0117 Home Based Business Regulatory Review</p>	<p>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>	<p>S Donaldson</p>	<p>1. Noted.</p> <p>2. Noted.</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). <b>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</b></p>
<p>That Council:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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 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.</li> <li>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.</li> <li>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 &amp; Occupation Town Planning Scheme Policy TP.20, as per Attachment 9, and directs the Chief Executive</li> </ol>			

	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.		(March 2017).
C.03/0217 Potential Outsourcing of Selected Park Maintenance Functions	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.	T Clynch	Compilation of existing maintenance functions and associated resources currently occurring which is required for report to Council.
C.04/0217 Annual General Meeting of Electors	That Council: 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 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.	T Clynch	An enquiry has been submitted to Telstra via the South West Development Commission (April 2017)
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.10/0217 Proposed Road Naming – Gunagulup Lane, Sunnyside	That Council, noting the single public submission received, as per Attachment 9, and pursuant to section 26 of the Land Administration Act 1997, supports the proposed naming of Gunagulup Lane, with additional support for the alternative name of Salty Lane, as shown in Attachment 10, and directs the Chief Executive Officer to seek approval from Landgate's Geographic Names Committee.	S Donaldson	Naming as Gunagulup Lane approved by Geographic Names, submitters advised (March 2017). ✓
C.14/0217 150 Year	That Council: 1. Establish a Bridgetown Sesquicentennial Working Group	T Clynch	A call for nominations for the three "public" memberships of the working group is being made



<p>Anniversary Celebrations</p>	<p>to recommend to Council proposals for celebration of the 150 year anniversary of settlement of Bridgetown Townsite on 4 June 2018.</p> <ol style="list-style-type: none"> <li>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 &amp; Tourism Association and three other members of the public as selected by the Shire President.</li> <li>3. Determined the three councillors for membership of the Working Group to be Crs Pratico, Wilson and Boyle.</li> </ol>		<p>in the April edition of the Insight Newsletter as well as Facebook, public notice, website and 'Shire Bytes' email service (April 2017)</p>
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