

<b>POLICY NO.</b>	WS.20
<b>POLICY SUBJECT</b>	Gravel Procurement
<b>ADOPTION DATE</b>	

### Objective

To provide clear guidelines for the acquisition of gravel for road construction and maintenance purposes.

### Policy

1. The taking of materials from private land is allowed under S 3.27 of the Local Government Act with the taking of materials to be subject to an agreement between the Shire and the landowner(s), including but not limited to addressing the royalty to be paid to the landowner(s) and rehabilitation of the pit area.
2. The Shire is continually on the lookout for prospective new gravel resources and will advertise its interest via regular notices in the Shire newsletter and in general discussions with rural land owners.
3. Ideally the Shire would like to have suitable gravel sources throughout the Shire so that carting of materials to specific roadworks jobs can be reduced as much as possible however it is noted that this may not be possible due to the suitability and specification of gravel. Also land owners may only be interested in supplying gravel if the extraction is a "one-off" exercise and they may not be interested in allowing the Shire to develop a long term gravel source on their property.
4. When contacted by land owners the Shire will conduct an assessment of the gravel source and if evidence exists that a suitably prospective supply of gravel exists the Shire will proceed to laboratory testing of the material. If quantity and quality of gravel (as defined in sections 7 & 8 below) is proven the Shire will register the location of the site and dependent upon the need for gravel a legal agreement will be entered into with the land owner identifying the location of the gravel, the responsibilities of each party (including access, recording of material taken, rehabilitation, etc.)
5. The Department of Mines and Petroleum produces geological survey mapping for Western Australia. The following tertiary deposits have been identified as most likely to host gravels suitable for road construction specifications:
  - CZL – Ironstone gravel plains, Laterite, chiefly massive but it includes overlying pisolithic gravel.
  - Tg – Aluvial deposits, strongly laterized in part, conglomerate sand and clay

The geological survey mapping should only be seen as a guide to determine if a site contains useable gravel. If an area under investigation contains the geological formation CZL or Tg it is an indication that gravel may be present on the site. However it must be noted that areas of CZL or Tg may not contain gravel of a suitable quality or no gravel at all. Likewise prospective sites outside these geological formations will be considered.

6. When investigating potential gravel sources Shire staff will focus on areas within the CZL and Tg tertiary deposits however when receiving approaches from landowners seeking to offer gravel to the Shire all prospective sites will be assessed and investigated. Suitable gravels may be found in other areas as previous geological mapping may not have identified all existing gravel deposits within the area.
7. In November 2002 Main Roads WA & Australian Geo Mechanics Society produced a publication called "A Guide to the Selection and Use of Naturally Occurring Materials as Base and Sub-Base in Roads in Western Australia". This document provides a guide to the selection and use of naturally occurring materials that have been successfully used as pavement materials over many years. In assessing the suitability of gravel, Shire staff will have regard to the following table reproduced from that publication:

TABLE 14

**Typical Selection Criteria For Laterite Gravel Based On Grading And Classification Tests<sup>(1)</sup>**

Typical Material	Laterite Gravel				Crushed Rock
	Designation <sup>(2)</sup>	Lt6	Lt10	Lt16	
	Sieve Size mm	% Passing	% Passing	% Passing	% Passing
Grading <sup>(3)</sup>	37.5	100 <sup>(4)</sup>	100 <sup>(4)</sup>	100 <sup>(4)</sup>	100
	20.0	71-100	95-100	95-100	95-100
	19.0				70-90
	13.2	50-81	50-100	50-100	60-80
	9.5	36-60	36-81	36-81	40-60
	4.75	25-33	25-60	25-60	30-45
	2.36	18-43	18-53	18-53	20-35
	1.18	11-32	11-39	11-36	13-27
	0.60				13-22
	0.425				8-20
	0.30				5-14
	0.15				3-11
0.075				2-11	
0.015				1-11	
Linear Shrinkage <sup>(5)</sup> FD-825 & LA <sup>(6)</sup>		≤ 10	≤ 10	≤ 10	≤ 10
		≤ 10	≤ 10	≤ 10	≤ 10
Expected maximum Dry Compressive Strength <sup>(7)</sup> kPa		≥ 1700	≥ 1700	≥ 1700	≥ 1700
		≥ 1700	≥ 1700	≥ 1700	≥ 1700
Particle Toughness <sup>(8)</sup>		≥ 100	≥ 100	≥ 100	≥ 100
		≥ 100	≥ 100	≥ 100	≥ 100

The Lt6 selection criteria is used for base course and is the same as used by Main Roads Western Australia to select natural occurring laterite gravels for pavement construction of most rural roads in the South-West during the past 50 years. The Lt10 selection is used for subbase and as sheeting material on low traffic unsealed roads and is also suitable for light traffic sealed roads. Therefore, for the Shire of Bridgetown-Greenbushes:

- Any material generally meeting the Lt6 selection criteria is suitable base course material for any road construction; and
  - Any material generally meeting the Lt10 selection criteria is suitable as base course for light traffic sealed roads and for unsealed roads or as a sub base material.
  - Blending of materials can be undertaken to provide sufficient binder for base course material or to reduce plasticity of other material.
8. In March 2012 the Western Australian Local Government Association (WALGA) commissioned the preparation of a standard specification for granular pavement materials. The standard, prepared by Golder Associates, specifies the requirements of unbound (and lightly bound) granular pavement materials including base course and sub base materials. The standard covers crushed or otherwise manufacture materials and naturally occurring materials such as laterite gravels. This document provides standard specifications for a range of crushed rock base course materials, gravel base course materials, ferricrete base course materials, stabilised base course materials and sub base materials. The document has been prepared for use throughout Western Australia and different types of materials have been identified based on factors such as traffic volumes and climatic conditions. For the purposes of the Shire of Bridgetown-Greenbushes gravel procurement requirements the specifications for ‘Type 2.2 gravel base course material’ and ‘Type 2.5 gravel base course material’ and the applicable specifications are:
- Type 2.2 gravel base course material – this material is suitable for use with a design traffic loading of less than  $5 \times 10^6$  ESAs and is to consist of durable pebble in soil mortar. The material shall be free from particles having any dimension greater than 50mm and free from clods, stumps, roots, sticks, vegetable matter or other deleterious materials.
  - Type 2.5 gravel base course material – this material is suitable for use on most local government roads with a design traffic loading of less than  $5 \times 10^6$  ESAs and is to consist of durable laterite pebble in soil mortar. The material shall be free from particles having any dimension greater than 50mm and free from clods, stumps, roots, sticks, vegetable matter or other deleterious materials.
9. The following definitions are applicable:
- “Pavement” is any layer above sub grade and includes shoulders.
  - “Base course” is any granular layer immediately between the bituminous wearing surface of a sealed road or the top layer of a granular pavement structure.
  - “Sub base” is the material laid on the sub grade below the base to provide extra pavement thickness or to provide a working platform.
  - “Equivalent standard axle” is the number of standard axle loads that are equivalent in damaging effect on a pavement to a standard axle load of 8.2 tonne applied over a single axle with dual tyre wheels at each end of the axle.

10. Other factors to be taken into account when identifying potential gravel sources and procurement are:

- Proximity to planned road works
- Road access for haulage trucks
- Cost of extraction – machinery (dozer) requirements, site access, etc.
- Lifespan of pit and potential to stage extraction works
- Cost of rehabilitation



**DRAFT**  
**CEMETERIES AMENDMENT LOCAL LAW 2017**

**CEMETERIES ACT 1986  
LOCAL GOVERNMENT ACT 1995**

*Shire of Bridgetown-Greenbushes*

**CEMETERIES AMENDMENT LOCAL LAW 2017**

Under the powers conferred by the *Cemeteries Act 1986* and by all other powers enabling it, the Council of the *Shire of Bridgetown-Greenbushes* resolved on ..... to make the following Local Law.

**1. Citation**

This Local Law may be cited as the *Shire of Bridgetown-Greenbushes Cemeteries Amendment Local Law 2017*.

**2. Commencement**

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

**3. Principal Local Law**

The *Shire of Bridgetown-Greenbushes Cemeteries Local Law* as published in the *Government Gazette* on 2 June 2000 is referred to as the principal local law. The principal local law was amended and published in the *Government Gazette* on 23 February 2001, amended and published in the *Government Gazette* on 12 December 2008, amended and published in the *Government Gazette* on 1 July 2011 and amended and published in the *Government Gazette* on 6 January 2015. The principal local law is amended as follows –

**4. Clause 3.3 Certificate of Identification, Part (2)**

4.1 Delete the word “Where:” and replace with -

“A Funeral Director shall complete a certificate in the form determined by the Board from time to time, where:”

4.2 Insert “(a)” before the sentence “in the opinion of the Funeral Director, the dead body is not in a fit state to be viewed;”

**5. Clause 8.6**

5.1 Title of clause 8.6 be changed to read –

“Unauthorised Advertising or Conduct of Business”

Dated: .....

The Common Seal of the Shire of Bridgetown-Greenbushes was affixed by authority of a resolution of the Council in the presence of –

JOHN NICHOLAS  
Shire President

TIMOTHY CLYNCH  
Chief Executive Officer

SUBMISSION TO THE SHIRE OF BRIDGETOWN-GREENBUSHES DRAFT CEMETERIES AMENDMENT  
LOCAL LAW 2016

Despite my raising that the advertisement of this amendment has been done incorrectly on many occasions, and this being the third time the amendment has been advertised, errors still appear.

The document containing the amendment for public consideration, which can be accessed via the shire website, shire offices and library, states the closing date of Thursday 9 February 2017.

Any person who viewed or obtained this document from the shire offices, library, shire website or in the mail upon request from the shire would have been advised of an incorrect closure date.

The currently readvertised closing date is March 23 2017, contrary to what the shire has been disseminating to the public.

Attached is a copy of the information available to the public on the shire website as at March 23 2017.

B Bebbington

RMB 313a Bridgetown 6255

Email [bebbington@westnet.com.au](mailto:bebbington@westnet.com.au)

March 23 2017



# ***CEMETERIES LOCAL LAW***

Adopted on 27<sup>th</sup> April 2000  
Gazetted on 2<sup>nd</sup> June 2000  
Amended on 25<sup>th</sup> January 2001  
Amendment Gazetted on 23<sup>rd</sup> February 2001  
Amended on 27<sup>th</sup> November 2008  
Amendment Gazetted 12<sup>th</sup> December 2008  
Amended by the Minister for Local Government & Gazetted on 1 July 2011  
Amended by the Minister for Local Government on 23 December 2014 and Gazetted on 6  
January 2015



## ***Cemeteries Act 1986***

### **SHIRE OF BRIDGETOWN-GREENBUSHES**

## **CEMETERIES LOCAL LAW**

Under the powers conferred by the *Cemeteries Act 1986*, the Council of the Shire of Bridgetown-Greenbushes resolved on the twenty-seventh day of April 2000 to make the following local law:

### **PART 1 - PRELIMINARY**

#### **1.1 Citation**

This local law may be cited as the Shire of Bridgetown-Greenbushes Cemeteries Local Law.

#### **1.2 Interpretation**

(1) In this local law unless the context otherwise requires:

“**Act**” means the *Cemeteries Act 1986*

“**Application as to assistance animals**” this local law is subject to any written law and any law of the Commonwealth about assistance animals as defined in the *Disability Discrimination Act 1992* (Commonwealth) section 9(2);

“**ashes**” means so much of the remains of a dead body after the due processes of cremation as may be contained in a standard sized cremation urn;

“**authorised officer**” means an employee of the Board authorised by the Board for the purposes of performing any function or exercising any power conferred upon an authorised officer by this local law;

“**Board**” means the Shire of Bridgetown-Greenbushes;

“**cemetery**” means any cemetery which the Governor by order has vested under the care, control and management of the Board.

“**CEO**” means the chief executive officer for the time being, of the Board;

“**Funeral Director**” means a person holding a current funeral director’s licence;

“**monumental mason**” means a person holding a current monumental mason’s licence;

“**personal representative**” means the administrator or executor of an estate of a deceased person;

“**set fee**” refers to fees and charges set by a resolution of the Board and published in the Government Gazette, under section 53 of the Act;

“**single funeral permit**” means a permit issued by the Board under section 20 or 21 of the Act which entitles the holder to conduct at the cemetery a funeral of a person named in the permit.

- (2) Unless otherwise defined herein the terms and expressions used in this local law are to have the meaning given to them in the Act.

### **1.3 Repeal**

The following local law is repealed:

Greenbushes Public Cemetery (Reserve No 10819) published in the Government Gazette on 26 November 1976.

## **PART 2 - ADMINISTRATION**

### **2.1 Powers and Functions of CEO**

Subject to any directions given by the Board, the CEO shall exercise all the powers and functions of the Board in respect of the cemetery.

## **PART 3 - APPLICATION FOR FUNERALS**

### **3.1 Application for Burial**

- (1) A person may apply for approval to bury a dead body in the cemetery in the form determined by the Board from time to time.
- (2) An application under subclause (1) is to be accompanied by the set fee.

### **3.2 Applications to be Accompanied by Certificates etc**

All applications referred to in clause 3.1 shall be accompanied by either a medical certificate of death or a Coroner's order of burial, and a certificate issued under clause 3.3, in respect of the body.

### **3.3 Certificate of Identification**

- (1) After a dead body is placed in a coffin and prior to a dead body being removed to the cemetery, a person who personally knew the deceased shall identify the dead body and shall complete a certificate of identification in the form determined by the Board from time to time, unless:
- (a) in the opinion of the Funeral Director, the dead body is not in a fit state to be viewed;  
or
- (b) after reasonable effort the Funeral Director is unable to arrange for a person to identify the dead body.
- (2) Where:
- in the opinion of the Funeral Director, the dead body is not in a fit state to be viewed;  
or
- (b) after reasonable effort the Funeral Director is unable to arrange for a person to identify the dead body,

then the Funeral Director shall complete a certificate in the form determined by the Board from time to time.

### **3.4 Minimum Notice Required**

All bookings to hold a funeral shall be made with the Board at least forty-eight hours prior to the time proposed for burial on the application. An extra charge will be made for bookings made less than forty-eight hours.

## **PART 4 - FUNERAL DIRECTORS**

### **4.1 Funeral Director's Licence Expiry**

A funeral director's licence shall expire on the 30th day of June in each year.

### **4.2 Single Funeral Permits**

Every application for a single funeral permit made under section 20 or 21 of the Act shall include coffin specifications and details of the vehicle transporting the dead body to the gravesite.

### **4.3 Application Refusal**

The Board may refuse an application for a single funeral permit if, in the opinion of the Board, either the coffin specifications or the details of the vehicle transporting the dead body to the gravesite are not structurally sound or are otherwise inadequate or inappropriate, or on any other grounds.

## **PART 5 - FUNERALS**

### ***Division 1 - General***

### **5.1 Requirements for Funerals and Coffins**

A person shall not bring a dead body into the cemetery unless:

- (a) the Board has approved an application for the burial of that dead body in accordance with Part 3 of this local law;
- (b) it is enclosed in a coffin which in the opinion of the Board is structurally sound and bears the name of the deceased person indelibly inscribed in legible characters on a plate on the coffin's lid;  
and
- (c) under the plate referred to in paragraph (b) there is a substantive lead strip bearing the surname of the deceased person stamped in legible characters, each character being not less than 10 mm in height.

### **5.2 Funeral Processions**

The time fixed by the Board for any burial shall be the time at which the funeral procession is to arrive at the cemetery gates.

### **5.3 Vehicle Entry Restricted**

- (1) Subject to clause 5.3(2), every funeral procession shall enter by the principal entrance, and no vehicle except the hearse, and official mourning coaches, shall be permitted to enter the cemetery except when approved by the Board.
- (2) This clause shall not apply to persons using wheelchairs or motorised wheelchairs.

### **5.4 Vehicle Access and Speed Limitations**

Vehicles shall proceed within the cemetery by the constructed roadway or other areas designated for the use of vehicles and shall not exceed the speed of 25km per hour.

### **5.5 Offenders may be Expelled**

A person committing an offence under clause 5.4 may be expelled from the cemetery by the CEO or an authorised officer.

### **5.6 Conduct of Funeral by Board**

When conducting a funeral under section 22 of the Act the Board may:

- a) require a written request for it to conduct a funeral to be lodged with it;
- b) in its absolute discretion, charge any person requesting it to conduct a funeral the set fee for the conduct of that funeral by it;
- c) where no fee or a reduced fee has been charged by it for the conduct of the funeral, determine the manner in which the funeral shall be conducted;
- d) specify an area in the cemetery where the dead body is to be buried or the ashes placed;
- e) conduct the funeral notwithstanding the failure of a person to make any application or to obtain any consent required under this local law;
- f) do or require anything which it considers is necessary or convenient for the conduct of a funeral by it.

## ***Division 2 - Placement of Ashes***

### **5.7 Disposal of Ashes**

- (1) The personal representative of a deceased person whose body has been cremated may apply, in an application under clause 3.1 or otherwise, for permission to dispose of the ashes in the cemetery and upon payment of the set fee the Board may grant permission for the ashes to be disposed of by one of the following methods:
  - Niche Wall
  - Memorial Rose, Tree or Shrub
  - Family Grave
  - Scattering to the Winds
  - Memorial Gardens
  - Other memorials approved by the Board
- (2) Subject to sub-clauses (3) and (4), a person shall not place the ashes of a deceased person in the cemetery.
- (3) An authorised officer may place the ashes of a deceased person in a cemetery in accordance with the Board approval provided:

- (a) the person requesting the placement of the ashes has the permission of the Board; and
  - (b) the ashes are placed within an area set aside for that purpose by the Board.
- (4) An authorised officer may place the ashes of a deceased person within a grave in accordance with the Board approval, provided the person requesting the placement of the ashes has the written permission of the Board and the approval of the holder of the right of burial of the grave.

## **PART 6 - BURIALS**

### **6.1 Depth of Graves**

- (1) A person shall not bury a coffin within the cemetery so that the distance from the top of the coffin to the original surface of the ground is –
- (a) subject to paragraph (b), less than 750mm, unless that person has the permission of an authorised officer; or
  - (b) in any circumstances less than 600mm.
- (2) The permission of the authorised officer in sub-clause (1) (a) will only be granted where in the opinion of the authorised officer exceptional circumstances require granting of that permission.

## **PART 7 - MEMORIALS AND OTHER WORK**

### ***Division 1 - General***

#### **7.1 Application for Monumental Work**

A Board may require the written consent of the holder of the right of burial of the grave to accompany an application under section 30 of the Act.

#### **7.2 Placement of Monumental Work**

Every memorial shall be placed on proper and substantial foundations.

#### **7.3 Removal of Rubbish**

All refuse, rubbish or surplus material remaining after memorial works are completed under a permit issued under section 30 of the Act shall be immediately removed from the cemetery by the person carrying out the same.

#### **7.4 Operation of Work**

All material required in the erection and completion of any work shall, as far as possible, be prepared before being taken to the cemetery, and all materials required by tradesmen shall be admitted at such entrance as the CEO or an authorised officer shall direct.

#### **7.5 Removal of Sand, Soil or Loam**

No sand, earth or other material shall be taken from any part of the cemetery for use in the erection of any memorial or work except with the written approval of the Board.

## **7.6 Hours of Work**

Persons shall not be permitted to carry out memorial or other work on graves within the cemetery other than during the hours of 8.00am and 6.00pm on weekdays, and 8.00am and noon on Saturdays, without the written permission of the Board.

## **7.7 Unfinished Work**

Should any work by masons or others be not completed before 6pm on weekdays and noon on Saturdays, they shall be required to leave the work in a neat and safe condition to the satisfaction of the CEO or an authorised officer.

## **7.8 Use of Wood**

No wooden fence, railing, cross or other wooden erection shall be allowed on or around any grave without the prior approval of the Board.

## **7.9 Plants and Trees**

No trees or shrubs shall be planted on any grave or within the cemetery except such as shall be approved by the CEO.

## **7.10 Supervision**

All workers, whether employed by the Board or by any other person, shall at all times whilst within the boundaries of the cemetery be subject to the supervision of the CEO or an authorised officer and shall obey such directions as the CEO or an authorised officer may give.

## **7.11 Australian War Graves**

Notwithstanding anything in this local law to the contrary, the Office of Australian War Graves:

- (a) may place a memorial on a military grave; and
- (b) is not required to pay the set fee for any memorial that is placed upon a military grave.

## **7.12 Placing of Glass Domes and Vases**

A person shall not place glass domes, vases or other grave ornaments:

- (a) outside the perimeter of a grave in the cemetery as defined in the plans kept and maintained under section 40 (2) of the Act; or
- (b) on the lawn in an area set aside by the Board as a lawn or a memorial plaque section.

### ***Division 2 - Lawn Section***

## **7.13 Numbering of Monuments**

Any monument for a grave coming into the Cemetery is to have the grave number inscribed in the foot kerb or on the bottom left or right hand corner of the headstone

#### **7.14 Specification of Monuments**

- (1) All monuments in the lawn section of a cemetery shall:
  - (a) be made of natural stone; and
  - (b) be placed upon a base of natural stone; and
  - (c) comply with the following specifications:
    - (i) the overall height of the monument above the original surface of the grave shall not exceed 1.05m;
    - (ii) the height of the base of the monument above the original surface of the grave shall not be less than 150mm nor more than 450mm;
    - (iii) the width of the base of the monument shall not exceed 1.20m;
    - (iv) the depth of the base of the monument shall not exceed 300mm; and
  - (d) have foundations extending to the bottom of the grave unless concrete beam foundations are provided by the Board.
- (2) An admiralty bronze memorial plaque may be attached to a monument erected or being erected in the lawn section of the cemetery.
- (3) A person shall not display any trade names or marks upon any monument erected within the lawn section of the cemetery.

#### **7.15 Headstones**

In the lawn section of the cemetery, that part of a headstone above its base shall not extend horizontally beyond that base.

### ***Division 3 - Memorial Plaque Section***

#### **7.16 Requirements of a Memorial Plaque**

- (1) All memorial plaques placed in a memorial plaque section of the cemetery shall:
  - (a) be made of admiralty bronze or any other material approved by the Board; and
  - (b) not be less than the dimensions 380mm x 280mm, nor more than 560mm x 305mm; and
- (2) All memorial plaques made of admiralty bronze shall:
  - (a) not exceed 20mm in thickness; and
  - (b) be placed upon a base mounting approved by the Board.
- (3) All memorial plaques made of stone shall:
  - (a) not exceed 50mm in thickness placed upon a base mounting approved by the Board; or
  - (b) not be less than 100mm in thickness if it is not to be placed upon a base mounting.

## ***Division 4 - Licensing of Monumental Masons***

### **7.17 Monumental Mason's Licence**

- (1) The Board may upon receipt of an application in writing by any person and upon payment of the set fee issue to the applicant a monumental mason's licence.
- (2) A licence issued under sub-clause (1) authorises the holder to carry out monumental works within the cemetery subject to the provisions of this local law and such conditions as the Board shall specify upon the issue of that licence.

### **7.18 Expiry Date, Non-Transferability**

A monumental mason's licence:

- (a) shall, subject to clause 7.21, be valid from the date specified therein until the 30th day of June next following; and
- (b) is not transferable.

### **7.19 Carrying out Monumental Work**

A person shall not carry out monumental work within the cemetery unless that person:

- (a) is the holder of a current monumental mason's licence issued pursuant to clause 7.17 or does so as the employee of a person who holds such a licence; or
- (b) is authorised by the Board to do so.

### **7.20 Responsibilities of the Holder of a Monumental Mason's Licence**

The holder of a monumental mason's licence shall be responsible for the compliance by every person purporting to be authorised to carry out monumental works within the cemetery pursuant to that licence with all the requirements and conditions of the licence, this local law, the Act and any other written law which may affect the carrying out of monumental works.

### **7.21 Cancellation of a Monumental Mason's Licence**

- (1) The Board may by notice in writing to the holder of a monumental mason's licence terminate the licence on any of the following grounds:
  - (a) that the holder of the licence has committed a breach of the requirements and conditions of the licence, this local law, the Act or any other written law which may affect the carrying out of monumental works;
  - (b) that, in the opinion of the Board, the conduct of the holder of the licence or any person in the employ of that holder in carrying out or attempting to carry out any works within the cemetery, is inappropriate or unbecoming; or
  - (c) that the holder of the licence has purported to transfer the licence issued to that holder.
- (2) Upon the termination of a monumental mason's licence under this clause no part of any fee paid for the issue of that licence is refundable by the Board.



## **PART 8 - GENERAL**

### **8.1 Animals**

Subject to clause 8.2, a person shall not bring an animal into or permit an animal to enter or remain in the cemetery, other than with the approval of the CEO or an authorised officer.

### **8.2 Assistant Animals**

This local law is subject to any written law and law of the commonwealth about assistance animals as defined in the *Disability Discrimination Act 1992* (Commonwealth) section 9(2).

### **8.3 Damaging and Removing of Objects**

Subject to clause 8.4, a person shall not damage, remove or pick any tree, plant, shrub or flower in the cemetery or any other object or thing on any grave or memorial or which is the property of the Board without the permission of the Board.

### **8.4 Withered Flowers**

A person may remove withered flowers from a grave or memorial and these are to be placed in a receptacle provided by the Board for that purpose.

### **8.5 Littering and Vandalism**

A person shall not:

- (a) break or cause to be broken any glass, ceramic or other material in or upon the cemetery;
- (b) discard, deposit, leave or cause to be discarded, deposited or left any refuse or litter in or upon the cemetery other than in a receptacle provided for that purpose.

### **8.6 Advertising**

No person shall advertise or conduct business, trade or profession without the written permission of the Board. Any person granted approval must comply with all conditions imposed by the Board.

### **8.7 Obeying Signs and Directions**

A person shall obey all signs displayed, marked, placed or erected by the Board within the cemetery and any other lawful direction by the CEO or an authorised officer.

### **8.8 Removal from the Cemetery**

Any person failing to comply with any provisions of this local law or behaving in a manner that in the opinion of the Board, the CEO or an authorised officer is inappropriate in the cemetery may in addition to any penalty provided by this local law be ordered to leave the cemetery by the Board, the CEO or an authorised officer.

## **PART 9 - OFFENCES AND MODIFIED PENALTIES**

### **9.1 General**

A person who commits a breach of any provisions of this local law commits an offence and shall on conviction be liable to a penalty not exceeding \$500.00 and if the offence is a

continuing one to a further penalty not exceeding \$20.00 for every day or part of a day during which the offence has continued.

## **9.2 Modified Penalties**

- (1) The offences specified in the First Schedule are offences which may be dealt with under section 63 of the Act.
- (2) The modified penalty payable in respect of an offence specified in the First Schedule is set out in the fourth column of the First Schedule.
- (3) The prescribed form of the infringement notice referred to in section 63(1) of the Act is set out in the Second Schedule.
- (4) The prescribed form of the notice withdrawing an infringement notice referred to in section 63(3) of the Act is set out in the Third Schedule.

**First Schedule**  
Cemeteries Act, 1986

**Shire of Bridgetown-Greenbushes**  
**SHIRE OF BRIDGETOWN-GREENBUSHES CEMETERIES LOCAL LAW**

**Modified Penalties**

<b>Item No.</b>	<b>Clause</b>	<b>Nature of Offence</b>	<b>Modified Penalty</b>
1	5.4	Excessive speed	\$50.00
2	5.4	Unauthorised use - driving of vehicles	\$50.00
3	7.3	Placing and removal of rubbish and surplus materials	\$50.00
4	7.7	Leaving uncompleted works in an untidy or unsafe condition	\$50.00
5	8.1	Animal at large	\$50.00
6	8.5	Dumping of Rubbish	\$50.00
7	8.6	Unauthorised advertising, and/or trading	\$50.00
8	8.7	Disobeying sign or lawful direction	\$50.00
9		All other offences not specified	\$50.00



**Third Schedule**  
Cemeteries Act, 1986  
**Shire of Bridgetown-Greenbushes**  
**SHIRE OF BRIDGETOWN-GREENBUSHES CEMETERIES LOCAL LAW**  
Withdrawal of Infringement Notice

No. \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

To (1) \_\_\_\_\_

Infringement Notice No \_\_\_\_\_ dated \_\_\_\_/\_\_\_\_/\_\_\_\_ for the alleged offence of (2)

Penalty (3) \$ \_\_\_\_\_ is withdrawn.

(Delete whichever does not apply)

\* No further action will be taken.

\* It is proposed to institute court proceedings for the alleged offence.

-----

(1) Insert name and address of alleged offender.

(2) Insert short particulars of offence alleged.

(3) Insert amount of penalty prescribed.

\_\_\_\_\_  
(Authorised Person)



**DRAFT  
PARKING AND PARKING FACILITIES  
AMENDMENT LOCAL LAW 2017**

**LOCAL GOVERNMENT ACT 1995**

**SHIRE OF BRIDGETOWN-GREENBUSHES**

**PARKING AND PARKING FACILITIES AMENDMENT LOCAL LAW 2017**

Under the powers conferred by the *Local Government Act 1995* and by all other powers enabling it, the Council of the *Shire of Bridgetown-Greenbushes* resolved on ..... to make the following Local Law.

**1. Citation**

This Local Law may be cited as the *Shire of Bridgetown-Greenbushes Parking and Parking Facilities Amendment Local Law 2017*.

**2. Commencement**

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

**3. Principal Local Law**

The *Shire of Bridgetown-Greenbushes Parking and Parking Facilities Local Law* as published in the *Government Gazette* on 2 June 2000 is referred to as the principal local law. The principal local law was amended and published in the *Government Gazette* on 5 June 2009. The principal local law is amended as follows –

**4. Clause 1.3 Interpretation, Part (1)**

- 4.1 In the interpretation for “sign”, delete the word “mark” in the first line and replace it with “road markings”

Dated: .....

The Common Seal of the Shire of Bridgetown-Greenbushes was affixed by authority of a resolution of the Council in the presence of –

JOHN NICHOLAS  
Shire President

TIMOTHY CLYNCH  
Chief Executive Officer

SUBMISSION TO THE SHIRE OF BRIDGETOWN-GREENBUSHES DRAFT PARKING AND PARKING FACILITIES AMENDMENT LOCAL LAW 2016.

Despite my raising that the advertisement of this amendment has been done incorrectly on several occasions, and this being the third time the amendment has been advertised, errors still appear.

The document containing the amendment for public consideration, which can be accessed via the shire website, shire offices and library, states the closing date of Thursday 9 February 2017.

Any person who viewed or obtained this document from the shire offices, library, shire website or in the mail upon request from the shire would have been advised of an incorrect closure date.

The currently readvertised closing date is March 23 2017, contrary to what the shire has been disseminating to the public.

Attached is a copy of the information available to the public on the shire website as at March 23 2017.

I also reiterate my earlier comments at the August meetings that the penalties for all parking offences should be increased in line with inflation to ensure maintenance of the deterrent impact that was originally intended with this local law when it was adopted.

B Bebbington

RMB 313a Bridgetown 6255

Email [bebbington@westnet.com.au](mailto:bebbington@westnet.com.au)

March 23 2017





***PARKING & PARKING FACILITIES  
LOCAL LAW***

**[Consolidated]**

Gazetted 2.6.2000  
Amended 26.2.2009  
Amendment Gazetted 5.6.2009

## **Local Government Act 1995**

### **SHIRE OF BRIDGETOWN-GREENBUSHES**

#### **PARKING AND PARKING FACILITIES LOCAL LAW**

Under the powers conferred by the *Local Government Act 1995* and under all other powers, the Council of the Shire of Bridgetown-Greenbushes resolved to make the following local law on the twenty-seventh day of April 2000.

#### **PART 1 - DEFINITION AND OPERATION**

##### **1.1 Commencement**

This local law will come into operation on the fourteenth day after the day on which it is published in the Government Gazette.

##### **1.2 Repeal**

The Shire of Bridgetown-Greenbushes local law relating to Parking Facilities published in the Government Gazette on 23 December 1988 and Parking of Commercial Vehicles on Street Verges published in the Government Gazette on 10 October 1986 are repealed.

##### **1.3 Interpretation**

(1) In this local law unless the context otherwise requires:

“**Act**” means the *Local Government Act 1995*;

“**Authorized Person**” means a person authorized by the local government under section 9.10 of the Act, to perform any of the functions of an Authorized Person under this local law;

“**authorized vehicle**” means a vehicle authorized by the local government, Chief Executive Officer, Authorized Person or by any written law to park on a thoroughfare or parking facility;

“**bicycle**” means any wheeled vehicle that is designed to be propelled solely by human power;

“**bus**” means an omnibus as defined by the Road Traffic Act;

“**bus embayment**” has the meaning given to it in the Code;

“**caravan**” means a vehicle that is fitted or designed to allow human habitation and which is drawn by another vehicle, or which is capable of self-propulsion;

“**carriageway**” means a portion of thoroughfare that is improved, designed or ordinarily used for vehicles and includes the shoulders and areas including embayments at the side or centre of the carriageway, used for the parking of vehicles; and where a thoroughfare has two or more of those portions divided by a median strip, the expression means each of those portions, separately;

“**centre**” in relation to a carriageway, means a line or a series of lines, marks or other indications placed at, or near, the middle of the carriageway or, in the absence of any

such lines, marks or other indications, the middle of the main travelled portion of the carriageway;

“**children’s crossing**” has the meaning given to it in the Code;

“**CEO**” means the Chief Executive Officer of the local government;

“**Code**” means the Road Traffic Code 2000 ”.

“**commercial vehicle**” means a motor vehicle constructed for the conveyance of goods or merchandise, or for the conveyance of materials used in any trade, business, industry or work whatsoever, other than a motor vehicle for the conveyance of passengers, and includes any motor vehicle that is designed primarily for the carriage of persons, but which has been fitted or adapted for the conveyance of the goods, merchandise or materials referred to, and is in fact used for that purpose;

“**district**” means the district of the local government;

“**driver**” means any person driving or in control of a vehicle;

“**emergency vehicle**” has the meaning given to it in the Code;

“**footpath**” includes every footpath, pedestrian access way or other place -

- (a) intended for the use of pedestrians only, or in the case of a dual use path, for the use of pedestrians and bicyclists only; or
- (b) habitually used by pedestrians and not by vehicles or, in the case of a dual use path, by pedestrians and bicyclists and not by vehicles other than bicycles;

“**Loading Zone**” means a parking stall which is set aside for use by commercial vehicles if there is a sign referable to that stall marked ‘Loading Zone’;

“**local government**” means the Shire of Bridgetown-Greenbushes;

“**median strip**” has the meaning given to it in the Code;

“**motorcycle**” means a motor vehicle that has two wheels or, where a sidecar is attached, three wheels;

“**motor vehicle**” means a self-propelled vehicle that is not operated on rails; and the expression includes a trailer, semi-trailer or caravan while attached to a motor vehicle, but does not include a power assisted pedal cycle;

“**no parking area**” means a portion of a carriageway that lie -

- (a) between two consecutive signs inscribed with the words “No Parking” or with an equivalent symbol depicting this purpose and each with an arrow pointing generally towards the other of them; or
- (b) between a sign inscribed with the words “No Parking” or with an equivalent symbol depicting this purpose, and the end of the carriageway or an area in which parking is prohibited and that lies in the general direction indicated by an arrow inscribed on the sign;

“**No Stopping Area**” means a portion of a carriageway that lie –

- (a) between two consecutive signs inscribed with the words “No Stopping” or with an equivalent symbol depicting this purpose and each with an arrow pointing generally towards the other of them; or
- (b) between a sign inscribed with the words “No Stopping” or with an equivalent symbol depicting this purpose, and the end of the carriageway or an area in which parking is prohibited and that lies in the general direction indicated by an arrow inscribed on the sign; or

- (c) where there is a continuous yellow edge line marked on the edge of the carriageway:

**“occupier”** has the meaning given to it in the Act;

**“owner”** where used in relation to a vehicle, means a person who is the registered holder of the requisite vehicle licence under the Road Traffic Act in respect of that vehicle, or if the vehicle is not licensed under that Act, the person who owns the vehicle or is entitled to its possession; and where used in relation to land has the meaning given to it by the Act;

**“park”**, in relation to a vehicle, means to permit a vehicle, whether occupied or not by any person, to remain stationary for any period of time except for the purpose of –

- (a) avoiding conflict with other traffic; or
- (b) complying with the provisions of any law when the vehicle is being driven;

**“parking area”** means a portion of a carriageway -

- (a) between two consecutive signs inscribed with the word “Parking” or with an equivalent symbol depicting this purpose and each with an arrow pointing generally towards the other of them; or
- (b) extending from a sign inscribed with the word “Parking” or with an equivalent symbol depicting this purpose in the general direction indicated by the arrow inscribed on the sign, to any other sign inscribed with the words “No Parking” or with an equivalent symbol depicting this purpose, or to the end of the carriageway or an area in which the parking of vehicles is prohibited,

and is on that side of the carriageway of the thoroughfare nearest the sign;

**“parking facilities”** includes land, buildings, shelters, parking stalls and other facilities open to the public generally for the parking of vehicles and signs, notices and facilities used in connection with the parking of vehicles;

**“parking region”** means the area described in the First Schedule;

**“parking stall”** means a section or part of a thoroughfare or of a parking station which is marked or defined by painted lines, metallic studs, coloured bricks or pavers or similar devices for the purpose of indicating where a vehicle may be parked;

**“parking station”** means any land, or structure provided for the purpose of accommodating vehicles;

**“pedestrian crossing”** has the meaning given to it in the Code;

**“public place”** means any place to which the public has access whether or not that place is on private property;

**“reserve”** means any land –

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an “otherwise unvested facility” within section 3.53 of the Act;

**“Road Traffic Act”** means the *Road Traffic Act 1974*;

**“Schedule”** means a Schedule to this local law;

“**sign**” includes a traffic sign, inscription, mark, structure or device approved by the local government on which may be shown words, numbers, expressions or symbols, and which is placed on or near a thoroughfare or within a parking station or reserve for the purpose of prohibiting, regulating, guiding, directing or restricting the parking of vehicles;

“**special purpose vehicle**” means a public utility service truck, a tow truck, a vehicle being used for official duties by a member of the Police Service, a motor breakdown service vehicle or a vehicle being used by a government authority or a local government in connection with its functions, but does not include an emergency vehicle;

“**symbol**” includes any symbol specified by Australian Standard 1742.11-1989 and any symbol specified from time to time by Standards Australia for use in the regulation of parking and any reference to the wording of any sign in this local law shall be also deemed to include a reference to the corresponding symbol;

“**taxi**” has the same meaning as “taxi-car” in section 47Z of the *Transport Co-ordination Act 1966*;

“**thoroughfare**” has the meaning given to it in the Act;

“**trailer**” means any vehicle without motive power of its own, designed for attachment to a motor vehicle for the purpose of being towed, but does not include the rear portion of an articulated vehicle, or a side car;

“**vehicle**” includes every conveyance not being a train, vessel or aircraft, and every object capable of being propelled or drawn on wheels by any means; and

“**verge**” means the portion of a thoroughfare which lies between the boundary of a carriageway and the adjacent property line but does not include a footpath.

- (2) For the purposes of the application of the definitions “no parking area” and “parking area” an arrow inscribed on a traffic sign erected at an angle to the boundary of the carriageway is deemed to be pointing in the direction in which it would point, if the signs were turned at an angle of less than 90 degrees until parallel with the boundary.
- (3) Unless the context otherwise requires, where a term is used, but not defined, in this local law, and that term is defined in the Road Traffic Act or in the Code, then the term shall have the meaning given to it in that Act or the Code.

#### 1.4 Application and pre-existing signs

- (1) Subject to sub-clause (2), this local law applies to the parking region.
- (2) This local law does not apply to a parking facility or a parking station that is not occupied by the local government, unless the local government and the owner or occupier of that facility or station have agreed in writing that this local law will apply to that facility or station.
- (3) The agreement referred to in subclause (2) may be made on such terms and conditions as the parties may agree.
- (4) Where a parking facility or a parking station is identified in the Fourth Schedule, then the facility or station shall be deemed to be a parking station to which this local law applies and it shall not be necessary to prove that it is the subject of an agreement referred to in subclause (2).

- (5) A sign that -
- (a) was erected by the local government or the Commissioner of Main Roads prior to the coming into operation of this local law; and
  - (b) relates to the parking of vehicles within the parking region,
- shall be deemed for the purposes of this local law to have been erected by the local government under the authority of this local law.
- (6) An inscription or symbol on a sign referred to in subclause (5) operates and has effect according to its tenor, and where the inscription or symbol relates to the standing of vehicles, it shall be deemed for the purposes of this local law to operate and have effect as if it related to the parking of vehicles.

### **1.5 Classes of vehicles**

For the purpose of this local law, vehicles are divided into classes as follows -

- (a) buses;
- (b) commercial vehicles;
- (c) motorcycles and bicycles;
- (d) taxis; and
- (e) all other vehicles.

### **1.6 Part of thoroughfare to which sign applies**

Where under this local law the parking of vehicles in a thoroughfare is controlled by a sign, the sign shall be read as applying to that part of the thoroughfare which -

- (a) lies beyond the sign;
- (b) lies between the sign and the next sign beyond that sign; and
- (c) is on that side of the thoroughfare nearest to the sign.

## **PART 2 - PARKING STALLS AND PARKING STATIONS**

### **2.1 Determination of parking stalls and parking stations**

The local government may by resolution constitute, determine and vary and also indicate by signs -

- (a) parking stalls;
- (b) parking stations;
- (c) permitted time and conditions of parking in parking stalls and parking stations which may vary with the locality;
- (d) permitted classes of vehicles which may park in parking stalls and parking stations;
- (e) permitted classes of persons who may park in specified parking stalls or parking stations; and
- (f) the manner of parking in parking stalls and parking stations.

## **2.2 Vehicles to be within parking stall on thoroughfare**

- (1) Subject to subclause (2), a person shall not park a vehicle in a parking stall in a thoroughfare otherwise than -
  - (a) parallel to and as close to the kerb as is practicable;
  - (b) wholly within the stall; and
  - (c) headed in the direction of the movement of traffic on the side of the thoroughfare in which the stall is situated.
- (2) Where a parking stall in a thoroughfare is set out otherwise than parallel to the kerb, then a person must park a vehicle in that stall wholly within it.

## **2.3 Vehicles to be within parking stall in parking station**

Unless otherwise directed by an Authorized Person, a person shall not park a vehicle in a parking station otherwise than wholly within a parking stall.

## **2.4 Parking prohibitions and restrictions**

- (1) A person shall not -
  - (a) park a vehicle so as to obstruct an entrance to, or an exit from a parking station, or an access way within a parking station;
  - (b) except with the permission of the local government or an Authorized Person park a vehicle on any part of a parking station contrary to a sign referable to that part;
  - (c) permit a vehicle to park on any part of a parking station, if an Authorized Person directs the driver of such vehicle to move the vehicle; or
  - (d) park or attempt to park a vehicle in a parking stall in which another vehicle is parked but this paragraph does not prevent the parking of a motorcycle and a bicycle together in a stall marked "M/C", if the bicycle is parked in accordance with subclause (2).
- (2) No person shall park any bicycle -
  - (a) in a parking stall other than in a stall marked "M/C"; and
  - (b) in such stall other than against the kerb.

# **PART 3 - PARKING GENERALLY**

## **3.1 Prohibition and regulation of parking by signs**

The local government may by resolution prohibit or regulate by signs or otherwise the parking of any vehicle or class of vehicles in any part of the parking region but must do so consistently with the provisions of this local law.

## **3.2 Restrictions on parking in particular areas**

- (1) A person shall not park a vehicle in a thoroughfare or part of a thoroughfare, or part of a parking station -
  - (a) if by a sign it is set apart for the parking of vehicles of a different class;
  - (b) if by a sign it is set apart for the parking of vehicles by persons of a different class; or
  - (c) during any period when the parking of vehicles is prohibited by a sign.

- (2) A person shall not park a vehicle -
  - (a) in a no parking area;
  - (b) in a parking area, except in accordance with both the signs associated with the parking area and with this local law;
  - (c) in a stall marked “M/C” unless it is a motorcycle without a sidecar or a trailer, or it is a bicycle.
- (3) A person shall not park a motorcycle without a sidecar or a trailer, or a bicycle in a parking stall unless the stall is marked “M/C”.
- (4) A person shall not, without the prior permission of the local government, the CEO, or an Authorized Person, park a vehicle in an area designated by a sign stating “Authorized Vehicles Only”.
- (5) In a Loading Zone, a person shall not -
  - (a) park a vehicle other than a commercial vehicle which is being loaded or unloaded with goods; or
  - (b) park a commercial vehicle which is being loaded or unloaded with goods for more than 30 minutes.
- (6) In paragraph (b) of subclause (5) “goods” means an article or collection of articles weighing at least 13.6kg and of which the cubic measurement is not less than 0.17m<sup>3</sup>.

### **3.3 Parking vehicle on a carriageway**

A person parking a vehicle on a carriageway shall park it -

- (a) in the case of a two-way carriageway, so that it is as near as practicable to and parallel with, the left boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;
- (b) in the case of a one-way carriageway, so that it is as near as practicable to and parallel with either boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;
- (c) so that at least 3 metres of the width of the carriageway lies between the vehicle and the farther boundary of the carriageway, or between the vehicle and a vehicle parked on the farther side of the carriageway;
- (d) so that it is not less than 1.2 metres from any other vehicle, except a motorcycle without a trailer, or a bicycle parked in accordance with this local law;
- (e) so that it does not obstruct any vehicle on the carriageway; and
- (f) so that it is entirely within the confines of any parking stall marked on the carriageway.

### **3.4 Vehicle to be wholly within parking area**

A person shall not park a vehicle partly within and partly outside a parking area.

### **3.5 When parallel and right-angled parking apply**

Where a traffic sign associated with a parking area is not inscribed with the words “angle parking” (or with an equivalent symbol depicting this purpose), then unless a sign associated with the parking area indicates or marks on the carriageway indicate that vehicles have to park in a different position where the parking area is -



- (a) adjacent to the boundary of a carriageway, a person parking a vehicle in the parking area shall park it as near as practicable to and parallel with that boundary; and
- (b) at or near the centre of the carriageway, a person parking a vehicle in that parking area shall park it at approximately right angles to the centre of the carriageway.

### **3.6 When angle parking applies**

- (1) This clause does not apply to -
  - (a) a passenger vehicle or a commercial vehicle with a mass including any load, of over three tonnes; or
  - (b) a person parking either a motor cycle without a trailer or a bicycle.
- (2) Where a sign associated with a parking area is inscribed with the words “angle parking” (or with an equivalent symbol depicting this purpose), a person parking a vehicle in the area shall park the vehicle at an angle of approximately 45 degrees to the centre of the carriageway unless otherwise indicated by the inscription on the parking sign or by marks on the carriageway.

### **3.7 General prohibitions on parking**

- (1)
  - (a) This clause does not apply to a vehicle parked in a parking stall nor to a bicycle in a bicycle rack.
  - (b) Paragraphs (c), (e) and (g) of subclause (2) do not apply to a vehicle which parks in a bus embayment.
- (2) Subject to any law relating to intersections with traffic control signals a person shall not park a vehicle so that any portion of the vehicle is-
  - (a) between any other stationary vehicles and the centre of the carriageway;
  - (b) on or adjacent to a median strip;
  - (c) obstructing a right of way, private drive or carriageway or so close as to deny a vehicle reasonable access to or egress from the right of way, private drive or carriageway;
  - (d) alongside or opposite any excavation, works, hoarding, scaffolding or obstruction on the carriageway, if the vehicle would obstruct traffic;
  - (e) on or within 10 metres of any portion of a carriageway bounded by a traffic island;
  - (f) on any footpath or pedestrian crossing;
  - (g) on a bridge or other elevated structure or within a tunnel or underpass;
  - (h) between the boundaries of a carriageway and any double longitudinal line consisting of two continuous lines or between a double longitudinal line consisting of a continuous line and a broken or dotted line and the boundary of a carriageway nearer to the continuous line, unless there is a distance of at least 3 metres clear between the vehicle and the double longitudinal line;
  - (i) on an intersection, except adjacent to a carriageway boundary that is not broken by an intersecting carriageway;
  - (j) within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug;
  - (k) within 3 metres of a public letter pillar box, unless the vehicle is being used for the purposes of collecting postal articles from the pillar box; or

- (l) within 10 metres of the prolongation of the nearer edge of any thoroughfare intersecting the thoroughfare on the side on which the vehicle is parked.
- (3) A person shall not park a vehicle so that any portion of the vehicle is within 10 metres of the departure side of -
  - (a) a sign inscribed with the words “Bus Stop” or “Hail Bus Here” (or with equivalent symbols depicting these purposes) unless the vehicle is a bus stopped to take up or set down passengers;
  - (b) a children’s crossing established on a two-way carriageway; or
  - (c) the nearest rail of a railway level crossing.
- (4) A person shall not park a vehicle so that any portion of the vehicle is within 20 metres of the approach side of -
  - (a) a sign inscribed with the words “Bus Stop” or “Hail Bus Here” (or with equivalent symbols depicting these purposes) unless the vehicle is a bus stopped to take up or set down passengers;
  - (b) a pedestrian crossing or children’s crossing; or
  - (c) the nearest rail of a railway level crossing.
- (5) A person shall not stop a vehicle on the thoroughfare or in an area to which a “No Stopping” sign applies or a continuous yellow line.

### **3.8 Parking on verges**

- (1) This clause does not apply to a commercial vehicle when it is being loaded or unloaded with reasonable expedition with goods, merchandise or materials, collected from or delivered to the premises adjacent to the portion of the verge on which the commercial vehicle is parked, but the commercial vehicle, by parking on the verge must not obstruct the passage of any vehicle or person.
- (2) A person shall not park a -
  - (a) commercial vehicle or bus so that any portion of it is on the verge; or
  - (b) vehicle so that any portion of that vehicle is on a verge during any period when the parking of vehicles on that verge is prohibited by a sign adjacent and referable to that verge.
- (3) Subject to subclause (2), a person shall not park a vehicle if any portion of the vehicle is on the verge unless he or she is the owner or occupier of the premises adjacent to that verge, or is a person authorized by the occupier of those premises to do so.

### **3.9 Limitation on parking of vehicles with tare in excess of 2,000 kgs on carriageway**

A person shall not park a vehicle having a tare in excess of 2,000 kgs on a carriageway for more than two hours consecutively.

### **3.10 Limitation on parking of over length vehicles on carriageway**

A person shall not park a vehicle or any combination of vehicles that together with anything in or on that vehicle is more than 8 metres in length, on a carriageway for more than two hours consecutively.

### **3.11 Authorised person may order vehicle on thoroughfare to be moved**

The driver of a vehicle shall not park that vehicle on any part of a thoroughfare in contravention of this local law after an Authorized Person has directed the driver to move it.

### **3.12 Authorized person may mark tyres**

- (1) An Authorized Person may mark the tyres of a vehicle parked in a parking facility with chalk or any other non-indelible substance for a purpose connected with or arising out of his or her duties or powers.
- (2) A person shall not remove a mark made by an Authorized Person so that the purpose of the affixing of such a mark is defeated or likely to be defeated.

### **3.13 No movement of vehicles to avoid time limitation**

- (1) Where the parking of vehicles in a parking facility is permitted for a limited time, a person shall not move a vehicle within the parking facility so that the total time of parking exceeds the maximum time allowed for parking in the parking facility.
- (2) Where the parking of vehicles in a thoroughfare is permitted for a limited time, a person shall not move a vehicle along that thoroughfare so that the total time of parking exceeds the maximum time permitted, unless the vehicle has first been removed from the thoroughfare for at least two hours.

### **3.14 No parking of vehicles exposed for sale and in other circumstances**

A person shall not park a vehicle on any portion of a thoroughfare -

- (a) for the purpose of exposing it for sale;
- (b) if that vehicle is not licensed under the Road Traffic Act;
- (c) if that vehicle is a trailer or a caravan unattached to a motor vehicle; or
- (d) for the purpose of effecting repairs to it, other than the minimum repairs necessary to enable the vehicle to be moved to a place other than a thoroughfare.

### **3.15 Parking on private land**

- (1) In this clause a reference to “land” does not include land –
  - (a) which belongs to the local government;
  - (b) of which the local government is the management body under the *Land Administration Act 1997*;
  - (c) which is an “otherwise unvested facility” within section 3.53 of the Act;
  - (d) which is the subject of an agreement referred to in clause 1.4 (2); or
  - (e) which is identified in the Fourth Schedule.
- (2) A person shall not park a vehicle on land without the consent of the owner or occupier of the land on which the vehicle is parked.
- (3) Where the owner or occupier of the land, by a sign referable to that land or otherwise, consents to the parking of vehicles of a specified class or classes on the land for a limited period, a person shall not park a vehicle on the land otherwise than in accordance with the consent.

### **3.16 Parking on reserves**

No person other than an employee of the local government in the course of his or her duties or a person authorized by the local government shall drive or park a vehicle upon or over any portion of a reserve other than upon an area specifically set aside for that purpose.

### **3.17 Suspension of parking limitations for urgent, essential or official duties**

- (1) Where by a sign the parking of vehicles is permitted for a limited time on a portion of a thoroughfare or parking facility, the local government, the CEO or an Authorized Person may, subject to the Code, permit a person to park a vehicle in that portion of the thoroughfare or parking facility for longer than the permitted time in order that the person may carry out urgent, essential or official duties.
- (2) Where permission is granted under subclause (1), the local government, the CEO or an Authorized Person may prohibit the use by any other vehicle of that portion of the thoroughfare or parking facility to which the permission relates, for the duration of that permission.

## **PART 4 – RESIDENTIAL PARKING PERMITS**

### **4.1 Residential parking permit**

- (1) A person may apply for a permit to park a vehicle on a thoroughfare if the person is –
  - (a) an occupier of a lot fronting the thoroughfare;
  - (b) the holder of the requisite vehicle licence under the Road Traffic Act for the vehicle; and
  - (c) subject to subclause (2), described on the vehicle licence as residing at the lot.
- (2) An applicant for a permit who is not described in accordance with subclause (1)(c), may apply for a temporary permit by stating (by way of statutory declaration) on an application for such that he or she resides at that lot.
- (3) An application for a permit shall be made in the form determined by the local government.
- (4) The local government may in respect of an application for a permit for the purpose of subclause (1) or (2) –
  - (a) approve it;
  - (b) approve it subject to such conditions as the local government considers appropriate; or
  - (c) refuse to approve it.
- (5) Where the local government makes a decision under paragraph (a) or (b) of subclause (4), it shall issue a permit in the form determined by it to the person who applied for the permit.
- (6) A temporary permit issued for the purpose of subclause (2) –
  - (a) will expire 3 months after it is issued; and
  - (b) is not renewable.

- (7) A permit issued for the purpose of subclause (1) may be either –
  - (a) an annual permit, issued for a period not exceeding one year and expiring on 31 December in the year of issue; or
  - (b) a temporary permit, issued for a period not exceeding 6 months from the date of issue.
  
- (8) Every permit issued for the purpose of subclause (1) is to specify –
  - (a) a permit number;
  - (b) the registration number of the vehicle;
  - (c) the name of the thoroughfare to which the exemption granted by clause 4.2 applies; and
  - (d) the date on which it expires.

#### **4.2 Conditions of exemption for residential parking permits**

Where parking of a vehicle on any part of a thoroughfare within the district is prohibited for more than a specified time, the holder of a permit issued under clause 4.1 is exempted from such prohibitions if –

- (a) the vehicle is parked on a thoroughfare specified in the permit, but not adjacent to retail premises where the parking of all vehicles is subject to a time restriction;
- (b) the permit is affixed to the windscreen of the vehicle in a prominent position;
- (c) the period in respect of which the permit was issued has not expired; and
- (d) if the holder of the permit at the time of parking the vehicle still resides at the lot in respect of which the permit was issued.

#### **4.3 Removal and cancellation of residential parking permit**

The holder of a permit issued under clause 4.1 who changes residence shall remove the permit from the vehicle to which it is affixed, and the permit shall be deemed to be cancelled on and from the date the holder changes residence.

### **PART 5 - MISCELLANEOUS**

#### **5.1 Removal of notices on vehicle**

A person, other than the driver of the vehicle or a person acting under the direction of the driver of the vehicle, shall not remove from the vehicle any notice put on the vehicle by an Authorized Person.

#### **5.2 Unauthorised signs and defacing of signs**

A person shall not without the authority of the local government -

- (a) mark, set up or exhibit a sign purporting to be or resembling a sign marked, set up or exhibited by the local government under this local law;
- (b) remove, deface or misuse a sign or property, set up or exhibited by the local government under this local law or attempt to do any such act; or
- (c) affix a board, sign, placard, notice or other thing to or paint or write upon any part of a sign set up or exhibited by the local government under this local law.

### **5.3 Signs must be complied with**

An inscription or symbol on a sign operates and has effect according to its tenor and a person contravening the direction on a sign commits an offence under this local law.

### **5.4 General provisions about signs**

- (1) A sign marked, erected, set up, established or displayed on or near a thoroughfare is, in the absence of evidence to the contrary presumed to be a sign marked, erected, set up, established or displayed under the authority of this local law.
- (2) The first three letters of any day of the week when used on a sign indicate that day of the week.

### **5.5 Special purpose and emergency vehicles**

Notwithstanding anything to the contrary in this local law, the driver of -

- (a) a special purpose vehicle may, only in the course of his or her duties and when it is expedient and safe to do so, stop, or park the vehicle in any place, at any time; and
- (b) an emergency vehicle may, in the course of his or her duties and when it is expedient and safe to do so or where he or she honestly and reasonably believes that it is expedient and safe to do so, stop, or park the vehicle at any place, at any time.

### **5.6 Vehicles not to obstruct a public place**

- (1) A person shall not leave a vehicle, or any part of a vehicle, in a public place so that it obstructs the use of any part of that public place without the permission of the local government or unless authorized under any written law.
- (2) A person will not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours.

## **PART 6 - PENALTIES**

### **6.1 Offences and penalties**

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) An offence against any provision of this local law is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (3) Any person who commits an offence under this local law shall be liable, upon conviction, to a penalty not exceeding \$1,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$100 for each day or part of a day during which the offence has continued.
- (4) The amount appearing in the final column of the Second Schedule directly opposite a clause specified in that Schedule is the modified penalty for an offence against that clause.

## **6.2 Form of notices**

For the purposes of this local law -

- (a) the form of the notice referred to in section 9.13 of the Act is that of Form 1 in the Third Schedule;
- (b) the form of the infringement notice referred to in section 9.17 of the Act is that of Form 2 in the Third Schedule;
- (c) the form of the infringement notice referred to in section 9.17 of the Act which incorporates the notice referred to in section 9.13 of the Act, is that of Form 3 in the Third Schedule; and
- (d) the form of the notice referred to in section 9.20 of the Act is that of Form 4 in the Third Schedule.

**FIRST SCHEDULE**

**PARKING REGION**

The parking region is the whole of the district, but excludes the following portions of the district -

- (a) the approach and departure prohibition areas of all existing and future traffic control signal installations as determined by the Commissioner of Main Roads;
- (b) prohibition areas applicable to all existing and future bridges and subways as determined by the Commissioner of Main Roads; and
- (c) any thoroughfare which comes under the control of the Commissioner of Main Roads unless the control of parking and parking facilities on that thoroughfare has been delegated by the Commissioner of Main Roads to the local government.



**SECOND SCHEDULE  
PRESCRIBED OFFENCES  
PARKING AND PARKING FACILITIES LOCAL LAW**

ITEM NO.	CLAUSE NO.	NATURE OF OFFENCE	MODIFIED PENALTY \$
1	2.4 (1) (a)	Causing obstruction in parking station	65
2	2.4 (1) (b)	Parking contrary to sign in parking station	65
3	2.4 (1) (c)	Parking contrary to directions of Authorized Person	65
4	3.2 (1) (a)	Parking wrong class of vehicle	55
5	3.2 (1) (b)	Parking by persons of a different class	60
6	3.2 (1) (c)	Parking during prohibited period	60
7	3.2 (2) (a)	Parking in no parking area	65
8	3.2 (2) (b)	Parking contrary to signs or limitations	55
9	3.2 (2) (c)	Parking vehicle in motor cycle only area	55
10	3.2(3)	Parking motor cycle in stall not marked "M/C"	55
11	3.2 (5) (a)	Parking in Loading Zone	60
12	3.3 (a)	Fail to park on the left of two-way carriageway	55
13	3.3 (b)	Fail to park on boundary of one-way carriageway	55
14	3.3 (a)+(b)	Parking against the flow of traffic	60
15	3.3 (c)	Parking when distance from farther boundary less than 3 metres	60
16	3.3 (e)	Causing obstruction	65
17	3.7 (2) (a)	Double parking	60
18	3.7 (2) (c)	Denying access to private drive or right of way	60
19	3.7 (2) (d)	Parking beside excavation or obstruction so as to obstruct traffic	65
20	3.7 (2) (e)	Parking within 9 metres of traffic island	60
21	3.7 (2) (f)	Parking on footpath/pedestrian crossing	65
22	3.7 (2) (g)	Parking on bridge or in tunnel	60
23	3.7 (2) (i)	Parking on intersection	60
24	3.7 (2) (l)	Parking within 10 metres of intersection	60
25	3.7 (3) (a)	Parking vehicle within 10 metres of departure side of bus stop	65
26	3.7 (4) (a)	Parking vehicle within 20 metres of approach side of bus stop	65
27	3.7 (4) (b)	Parking vehicle within 20 metres of approach side of pedestrian / children's crossing	65
28	3.7(5)	Stopping in a No Stopping area	75
29	3.8 (2) (a)	Parking commercial vehicle, bus or caravan on verge	55
30	3.8 (2) (b)	Parking on verge contrary to sign	55
31	3.9	Parking vehicle with tare of over 2000kgs for over 2 hours	70
32	3.10	Parking over length vehicle in excess of 2 hours	70
33	3.11	Parking contrary to direction of Authorized Person	65
34	3.14 (c)	Parking a trailer/caravan on a thoroughfare	55
35	3.15 (2)	Parking on land that is not a parking facility without consent	70
36	3.15 (3)	Parking on land not in accordance with consent	55
37	3.16	Driving or parking on reserve	55
38	4.3	Failure to remove permit when residence changed	55
39	5.6 (1)	Leaving vehicle so as to obstruct a public place	65
40		All other offences not specified	50

THIRD SCHEDULE

LOCAL GOVERNMENT ACT 1995

FORM 1

PARKING AND PARKING FACILITIES LOCAL LAW  
NOTICE TO OWNER OF VEHICLE INVOLVED IN OFFENCE

Date ..... / ..... / .....

To: (1) .....

of: (2) .....

It is alleged that on ..... / ..... / ..... at (3) .....

at (4) ..... your vehicle:

make: .....

model: .....

registration: .....

was involved in the commission of the following offence - .....

.....  
.....  
.....

contrary to clause ..... of the **Parking and Parking Facilities Local Law**.

You are required under section 9.13 of the *Local Government Act 1995* to identify the person who was the driver or person in charge of the vehicle at the time when the offence is alleged to have been committed.

If you do not prove otherwise, you will be deemed to have committed the offence unless:

- (a) within 28 days after being served with this notice;
  - (i) you inform the Chief Executive Officer or another authorized officer of the local government as to the identity and address of the person who was the driver or person in charge of the vehicle at the time the offence is alleged to have been committed; and
  - (ii) you satisfy the Chief Executive Officer that the vehicle had been stolen, or was being unlawfully used, at the time the offence is alleged to have been committed;

or

- (b) you were given an infringement notice for the alleged offence and the modified penalty specified in it is paid within 28 days after the notice was given or such further time as is allowed.

(5) .....

(6) .....

Insert:

- (1) Name of owner or "the owner"
- (2) Address of owner (not required if owner not named)
- (3) Time of alleged offence
- (4) Location of alleged offence
- (5) Signature of authorized person
- (6) Name and title of authorized person giving notice

**THIRD SCHEDULE  
LOCAL GOVERNMENT ACT 1995  
FORM 2**

**PARKING AND PARKING FACILITIES LOCAL LAW  
INFRINGEMENT NOTICE**

Serial No .....  
Date ..... / ..... / .....

To: (1) .....  
of: (2) .....

It is alleged that on ..... / ..... / ..... at (3) .....  
at (4) .....  
in respect of vehicle:  
make: ..... ;  
model: ..... ;  
registration: ..... ,  
you committed the following offence -

.....  
.....  
.....

contrary to clause ..... of the **Parking and Parking Facilities Local Law**.

The modified penalty for the offence is \$ .....

If you do not wish to have a complaint of the alleged offence heard and determined by a court, the amount of the modified penalty may be paid to an authorized person at (5) ..... within a period of 28 days after the giving of this notice.

If you take no action this infringement notice may be registered with the Fines Enforcement Registry after which your driver’s licence or any vehicle licence held by you may be suspended. If the matter is registered with the Registry additional costs will also be payable.

If the above address is not your current address, or if you change your address, it is important that you advise us immediately. Failure to do so may result in your driver’s licence or any vehicle licence you hold being suspended without your knowledge.

(6) .....  
(7) .....

- Insert:
- (1) Name of alleged offender or “the owner”
  - (2) Address of alleged offender
  - (3) Time of alleged offence
  - (4) Location of alleged offence
  - (5) Place where modified penalty may be paid
  - (6) Signature of authorized person
  - (7) Name and title of authorized person giving notice

**THIRD SCHEDULE  
LOCAL GOVERNMENT ACT 1995  
FORM 3**

**PARKING AND PARKING FACILITIES LOCAL LAW  
INFRINGEMENT NOTICE**

Serial No .....  
Date ..... / ..... / .....

To: (1) .....

of: (2) .....

It is alleged that on ..... / ..... / ..... at (3) .....  
at (4) .....

in respect of vehicle:

make: ..... ;

model: ..... ;

registration: ..... ;

you committed the following offence -

.....  
.....  
.....

contrary to clause ..... of the **Parking and Parking Facilities Local Law**.

The modified penalty for the offence is \$ .....

If you do not wish to have a complaint of the alleged offence heard and determined by a court, the amount of the modified penalty may be paid to an authorized person at (5) ..... within a period of 28 days after the giving of this notice.

Unless within 28 days after being served with this notice -

(a) you pay the modified penalty; or

(b) you:

(i) inform the Chief Executive Officer or another authorized officer of the local government as to the identity and address of the person who was the driver or person in charge of the above vehicle at the time the offence is alleged to have been committed; or

(ii) satisfy the Chief Executive Officer that the above vehicle had been stolen or was being unlawfully used at the time the offence is alleged to have been committed,

you will, in the absence of proof to the contrary, be deemed to have committed the above offence and court proceedings may be instituted against you.

If you take no action this infringement notice may be registered with the Fines Enforcement Registry after which your driver's licence or any vehicle licence held by you may be suspended. If the matter is registered with the Registry additional costs will also be payable.

If the above address is not your current address, or if you change your address, it is important that you advise us immediately. Failure to do so may result in your driver's licence or any vehicle licence you hold being suspended without your knowledge.

(6) .....

(7) .....

Insert:

- (1) Name of owner or "the owner"
- (2) Address of owner (not required if owner not named)
- (3) Time of alleged offence
- (4) Location of alleged offence
- (5) Place where modified penalty may be paid
- (6) Signature of authorized person
- (7) Name and title of authorized person giving notice

**THIRD SCHEDULE  
LOCAL GOVERNMENT ACT 1995**

**FORM 4**

**PARKING AND PARKING FACILITIES LOCAL LAW  
WITHDRAWAL OF INFRINGEMENT NOTICE**

Serial No .....  
Date ..... / ..... / .....

To: (1) .....  
of: (2) .....

Infringement Notice No. .... dated ..... / ..... / .....  
in respect of vehicle:

make: ..... ;  
model: ..... ;  
registration: .....,

for the alleged offence of .....  
.....  
.....  
.....  
has been withdrawn.

The modified penalty of \$ .....

- \* has been paid and a refund is enclosed.
- \* has not been paid and should not be paid.
- \* *delete as appropriate.*

(3) .....

(4) .....

Insert:

- (1) Name of alleged offender to whom infringement notice was given or "the owner".
- (2) Address of alleged offender.
- (3) Signature of authorized person
- (4) Name and title of authorized person giving notice

**FOURTH SCHEDULE**

**PARKING AND PARKING FACILITIES LOCAL LAW**

**DEEMED PARKING STATIONS**

---

Dated this ..... day of..... 2009

The Common Seal of the Shire of Bridgetown-Greenbushes was affixed by authority of a resolution of the Council in the presence of –

**BRIAN MOORE**  
Shire President

**MARTIN CUTHBERT**  
A/Chief Executive Officer

# Customer Service Charter

## Our Commitment To You

The Shire of Bridgetown-Greenbushes vision is

*'A beautiful place to live'*

*Working together with the community to achieve our shared objectives*

In our dealings with customers we will demonstrate the following values

• **Integrity** • **Respect** • **Diversity** • **Transparency** • **Equity** •



**Our commitment: To be a dynamic organisation that delivers effective services and maintains a strong customer focus.**

**When contacting us in person, by phone, email or letter we will ensure:**

- Our service is delivered by professional, courteous and skilled employees who introduce themselves or are easily identifiable by their name badge.
- All of our interactions with you are handled in a personalised manner and that we acknowledge and understand the importance of your enquiry.

**Throughout all of our interactions with you we will ensure:**

- We maintain a polite, helpful approach and endeavour to provide the correct information and assistance.
- If we are unable to resolve your enquiry at the first point of contact, it will be escalated to the appropriate Department for action.
- When corresponding with the Shire via email, letter or the 'Contact Us' link on our website, we will acknowledge your correspondence within 10 business days. We will respond to your enquiry within the next 10 business days. If we are unable to provide a full response, you will be contacted and kept informed of our progress.

Please note, standards do not apply to unsolicited mail, sales or promotional material.

**We value your feedback**

- Your feedback is extremely important and assists in the continual improvement of our services.
- We will ensure feedback is recorded, acknowledged and forwarded to the relevant Department.
- If you wish to lodge a formal complaint (or compliment) we request you complete a Complaints or Compliments form. Informal feedback on service delivery can be received by email, letter or via the Contact Us link on our website. We value and appreciate all levels of feedback.

**Shire of Bridgetown-Greenbushes**

Administration Office,  
1-3 Steere Street, Bridgetown WA 6255  
PO Box 271, Bridgetown WA 6255

Telephone: (08) 9761 1555  
Facsimile: (08) 9761 2023

Email: [btnshire@bridgetown.wa.gov.au](mailto:btnshire@bridgetown.wa.gov.au)  
Website: [www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au)

**Other Key Contacts**

Bridgetown-Greenbushes  
Recreation Centre  
Telephone: (08) 9761 2966

Bridgetown Swimming Pool  
Telephone: (08) 9761 1680

Bridgetown Visitors Centre  
Telephone: (08) 9761 1740

Shire Library  
Telephone: (08) 9761 2503

Shire Rangers  
Telephone: (08) 9761 1411  
or 0428 911 847

Community Emergency  
Services Officer  
Telephone: (08) 9761 1711  
or 0428 611 125

For after-hours emergencies please call  
(08) 9761 1555 for listing of up-to-date  
emergency contact numbers.

**Service Improvement  
& Feedback**

This Service Charter is intended as collaboration between the Council and the community it serves. Therefore if there is something that you feel unhappy about please utilise our simple complaints process.

This process will ensure a thorough investigation of your complaint including an internal appeal mechanism if the complainant is not satisfied with how the complaint was determined.

Please give us the opportunity to improve our service to you. Comments, suggestions and compliments all provide an effective means by which to assess the existing service you receive.

Copies of our Complaints Policy, Complaints Form, Suggestion and Compliments Form can be downloaded from our website or obtained from one of our Customer Service Officers.

**Customer Service Charter**

*This Service Charter states our commitment to providing our customers with quality services and sets standards by which to measure our performance. It also gives our staff and elected members standards for which to comply.*

*The Charter will be periodically reviewed and adapted to recognise the changing needs of our customers.*

This is a commitment from the Elected  
Members and Staff at the  
**Shire of  
Bridgetown-Greenbushes**



## Vision, Mission & Values of the Shire of Bridgetown-Greenbushes

### Vision

The Bridgetown-Greenbushes Shire is a wonderful place to live, work and invest, with the community and the Shire Council working together to achieve shared objectives.

### Mission Statement

The Shire (its Council and its employees) will listen to the community, provide ethical and open leadership, responsible and considered judgement, and will manage the resources of the Shire in the best interests of the community, remembering always that the needs of future generations must be taken into account as well as the present.

### Values

Council and Staff promote and embrace the following values in our interactions –

- Sensitivity to the impact of our decisions
- Honesty and integrity
- Respect for people and the environment
- Acceptance of community diversity
- Openness and accountability
- Equity and fairness for all
- Effective communication
- Continuous improvement
- Responsible management

## Service Standards You Can Expect

### Face to Face – Customer Service

- You will be greeted in a friendly, polite manner.
- Staff will wear a name badge.
- Staff will endeavour to resolve an issue on the spot or will handover to an appropriate member of staff (if available) to respond.

### On the Telephone

- All calls will be answered.
- All calls will be directed to the staff member responsible. If the appropriate member of staff is not available the customers call will be returned within 24 hours unless an alternative time frame is agreed.
- Once contact is established the staff member will provide contact details for future communication.

### In Writing

- All letters will receive a response within 10 working days.
- Responses will contain accurate information and will be written in clear, concise and easily understood language.
- If a full response is unable to be provided within 10 working days correspondence will be sent outlining a time frame for preparation of a detailed response.

### Overall

- All interaction will be done in a professional, fair and unbiased manner.
- Privacy and confidentiality will be respected.
- Dissatisfied customers will be advised of Council's complaint handling procedures.

# PATRON CODE OF CONDUCT



**Bridgetown Leisure Centre endeavours to provide facilities that are safe, enjoyable and affordable for all customers. To assist us in achieving this goal, customers, user groups and members need to commit to:**

1. Demonstrating respect and courtesy to all other facility users and Centre staff.
2. Respecting the facility and equipment and using the facility and equipment with care to ensure longevity and usefulness for other facility users.
3. Refraining from engagement in behavior that is bullying, verbal or physical violence, discrimination or intimidation towards other facility users and Centre staff.
4. Refraining from using mobile phones, devices and cameras in or near the change rooms and toilets throughout the facility – such use is strictly prohibited.
5. Not attempting to use access the facility or use equipment if affected by drugs, alcohol or any such substance – intoxicated users will be denied entry into the Centre.
6. Refraining from smoking anywhere inside, or outside of the Centre in alignment with relevant legislation for outdoor restricted areas.

Breach of this code of conduct may result in a member or user group facing:

- A ban or suspension from the Centre
- Monetary restitution via legal action, in the case of damage to the Centre or its equipment
- Reports made to the police in certain instances

I, \_\_\_\_\_  
(name)

of \_\_\_\_\_  
(address)

***have read and understand the Bridgetown Leisure Centre's Code of Conduct. I understand I must abide by the code of conduct in order to access the services and facilities of the Centre.***

Signed \_\_\_\_\_ Date \_\_\_\_\_

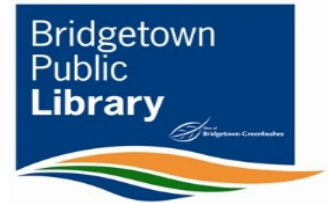
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OFFICE USE ONLY

Copy taken and provided to Patron

Original copy placed on XX file

By (staff member) \_\_\_\_\_ Date \_\_\_\_\_



# PATRON CODE OF CONDUCT

**Bridgetown Regional Library endeavours to provide facilities that are safe, enjoyable and affordable for all customers. To assist us in achieving this goal, customers, user groups and members need to commit to:**

1. Demonstrating respect and courtesy to all other library users and library staff.
2. Respecting the library resources, furniture and equipment and using the library and equipment with care to ensure longevity and usefulness for other library users.
3. Refraining from engagement in behavior that is bullying, verbal or physical violence, discrimination or intimidation towards other library users and library staff.
4. Switching mobile phones to silent or vibrate and keeping mobile phone conversations to a minimum whilst in the library. Refraining from using mobile phones, devices and cameras in or near the library toilets– such use is strictly prohibited.
5. Not attempting to access the library or use equipment if affected by drugs, alcohol or any such substance – intoxicated users will be denied entry into the library.
6. Refraining from smoking anywhere inside, or outside of the library in alignment with relevant legislation for outdoor restricted areas.

Breach of this code of conduct may result in a member or user group facing:

- A ban or suspension from the library
- Monetary restitution via legal action, in the case of damage to the library or its equipment
- Reports made to the police in certain instances

I, \_\_\_\_\_  
(name)

of \_\_\_\_\_  
(address)

***have read and understand the Bridgetown Regional Library's Code of Conduct. I understand I must abide by the code of conduct in order to access the services and facilities of the Centre.***

Signed \_\_\_\_\_ Date \_\_\_\_\_

---

## OFFICE USE ONLY

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By (staff member) \_\_\_\_\_ Date \_\_\_\_\_





# ROLLING ACTION SHEET

**ROLLING ACTION SHEET**  
**July 2017 (encompassing Council Resolutions up to Council Meeting held 25 May 2017)**

Comments in bold represent updated information from the last edition of the Rolling Action Sheet

Where a tick is indicated this Item will be deleted in the next update

Council Decision No.	Wording of Decision	Responsible Officer	Comments	√
C.28/1108 Public Access to Rear of Shops on Western Side of Hampton Street	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorse in-principle the proposal to obtain an easement in gross over private land at the rear of shops west of Hampton Street between Henry Street and the existing public accessway opposite the public car park in Hampton Street.</li> <li>2. That the CEO obtain the necessary legal advice to enable correspondence to be sent to affected property owners seeking their in-principle consent for the creation of an easement in gross for public access to the rear of their premises.</li> <li>3. That upon receipt of responses from affected property owners the matter be brought back to Council for final determination, including consideration of how the proposed public accessway could be designed to take into account risk management of flooding.</li> </ol>	T Clynch	<p>Work on developing a draft easement document has been delayed.</p> <p>A request was to be prepared to a local solicitor requesting preparation of a draft/template easement document. This will be funded from general legal expenses account. Since then the CEO has made the decision to defer the preparation of the document pending completion of the Geegilup Brook Flood Study in case there are implications regarding land acquisition/tenure/use arising from that Study. The Flood Study was endorsed by Council at its November 2014 meeting so the easement proposal will be re-actioned (February 2015).</p> <p>Discussions held with solicitor on best process to progress this matter. Property ownership details currently being compiled for forwarding to solicitor (September 2015)</p> <p>This matter was discussed at quarterly briefing session held on 4 February 2016 where it was agreed that the proposal should be extended to include the car parking areas within the proposed easement. This can happen under the current resolution C.28/1108. A plan of the proposed easement will be prepared and correspondence forwarded to affected property owners</p>	√

			(March 2016).  Progress of this matter has been deferred pending finalisation of the proposed land exchange and creation of easement for the property at 145 Hampton Street (corner Henry Street).
C.14/0209 Termination of Lease – Former Rubbish Disposal Site, Spring Gully Road, Greenbushes	That Council commence proceedings for termination of its lease of State Forest formerly used as the Greenbushes Rubbish Tip and assist Talison Minerals Pty Ltd in any rehabilitation requirements imposed by the Department of Environment and Conservation.	T Clynch	A meeting was held with DEC in February 2010 at which some minor rehabilitation requirements were identified – these are being undertaken by Talison. Email from DEC 15/3/2013 (I-EML201229622)- Further weed removal, rubbish removal and reinstatement of active planting required before lease can be terminated. Ongoing discussions being held with the Department of Parks and Wildlife regarding this (November 2013). A further meeting was held in January 2016 and some additional works identified (March 2016).  In 2016/2017 Talison Lithium placed gravel/Soft rock on various problem areas combined with ripping, planting of seedlings and seeding the area. The consequential weed generation will now be managed this winter (2017) while determining future works for 2017/2018. (March 2017).
C.16/0809a Development of Car Parking and Proposed Town Square in Railway Reserve	That Council formally request the Public Transport Authority to initiate the process to gazette the land known as Railway Parade to a public road.	T Clynch S Gannaway	A written request has been forwarded to PTA and Heritage Council of WA, with favourable support received. Formal gazettal process by State Land Services commenced. Final plan agreed to by PTA and Brookfield Rail, pending finalisation of survey plans and land transfer. This process is still ongoing. Pending 'in-principle' support from Landgate as Railway Parade not formally named and initial response unfavourable. Response pending. At its February 2014 meeting Council resolved to rename the road as an extension of Stewart Street and correspondence seeking approval for this has been forwarded to the Geographic Names Committee. Renaming as Stewart Street approved by Landgate in March 2014.

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



<p>C.14/0310 Preliminary Report – Plantation Exclusion Zones</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Agrees that any consideration of plantation exclusion zones should also address the Greenbushes, North Greenbushes and Hester townsites, the Yornup township and existing or proposed local development areas throughout the Shire municipality.</li> <li>2. Directs the Chief Executive Officer to prepare preliminary documentation and present a report to a future meeting of Council to initiate a scheme amendment to Town Planning Scheme No. 3 seeking to modify Table I to prohibit 'Afforestation' within the Rural zone of the scheme area.</li> <li>3. Directs the Chief Executive Officer to present all planning applications for 'Afforestation' for land within Town Planning Scheme No. 3 to Council for determination, until such time as the scheme amendment required by Point 2 above has been finalised.</li> <li>4. Directs the Chief Executive Officer to engage a suitably qualified consultant to undertake a Bush Fire Hazard Assessment of the Shire municipality, in consultation with FESA, and in accordance with the Planning for Bush Fire Protection document.</li> <li>5. Directs the Chief Executive Officer to commence a comprehensive review of the Shire's Plantation Applications Policy to address the following issues: <ol style="list-style-type: none"> <li>a) Definition of woodlots and shelter belts and list of acceptable locally native tree species.</li> <li>b) Location of surrounding development and adequate bush fire risk assessment and management, with reference to FESA Guidelines for Plantation Fire Protection.</li> <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 Clynych</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><b>Matter was considered at Bush Fire Advisory Committee meeting held on 14 June 2017 with a report to be presented to the June 2017 Council meeting.</b></p>	
<p>C.16/0812</p>	<p>That the Shire seek the views of Main Roads for the creation of a</p>	<p>L Crooks</p>	<p>Letter sent to Main Roads Western Australia.</p>	<p>√</p>

<p>Pedestrian Crossing on Hampton Street</p>	<p>40km p/h speed limit on Hampton Street between Stewart Street and Lockley Avenue.</p>		<p>MRWA contacted again 18/4/2013 and 23/4/2013 – they are still looking at options.</p> <p>Verbal advice received recently from MRWA is that this is an issue being raised throughout the Region and they are considering the matter at a regional level and not at an individual town level (June 2014). No further progress as yet.</p> <p>Reminder correspondence forwarded to MRWA on 2 February 2017.</p> <p><b>Correspondence received back from Main Roads Western Australia on 29 May 2017 advising that an assessment of operating speeds, crash data, etc. had been undertaken and this showed excellent levels of compliance to the current posted speed limit between the hours of 8am to 6pm. The 85<sup>th</sup> percentile operating speeds are already below 40km/h.</b></p> <p><b>A copy of the MRWA letter will be included in the July councillors information bulletin. As the 2012 resolution has now been fully actioned it is marked for deletion from the Rolling Action Sheet</b></p>	
<p>C.09/1112 Draft Shire of Bridgetown-Greenbushes Local Planning Strategy and Technical Appendix</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Adopts the draft Shire of Bridgetown-Greenbushes Local Planning Strategy and Technical Appendix, as per Attachments 5 and 7, pursuant to regulation 12A(1)(a) of the Town Planning Regulations 1967.</li> <li>2. Directs the Chief Executive Officer to forward the draft Shire of Bridgetown-Greenbushes Local Planning Strategy and Technical Appendix to the Western Australian Planning Commission for consent to commence formal public advertising, pursuant to regulation 12A(1)(b) of the Town Planning Regulations 1967.</li> </ol>	<p>S Donaldson</p>	<ol style="list-style-type: none"> <li>1. Noted.</li> <li>2. Final Strategy and Technical Appendix forwarded to the Department of Planning, feedback pending.</li> </ol>	

	<p>3. Directs the Chief Executive Officer to forward the draft Shire of Bridgetown-Greenbushes Local Planning Strategy and Technical Appendix to the Environmental Protection Authority for comment prior to commencement of formal public advertising.</p> <p>4. Notes that should the Western Australian Planning Commission and/or Environmental Protection Authority require modification(s) to the draft Shire of Bridgetown-Greenbushes Local Planning Strategy and Technical Appendix, such modification(s) be presented to Council for consideration prior to commencement of formal public advertising, unless considered minor in the opinion of the Chief Executive Officer.</p>		<p>3. Final Strategy and Technical Appendix forwarded to the Environmental Protection Authority for comment. Response received authorising consultation subject to further information to be provided during preparation of the Local Planning Scheme with regard to priority agriculture and rural living areas.</p> <p>Preliminary feedback received from Department of Planning on 29 February 2013 requiring significant and minor modifications to Strategy and Plans. Modified LPS to be presented to Council in April or May 2013 for consideration of required modifications. DoP staff prepared replacement strategy plans. Meeting held with Department staff on Friday 7 June 2013 to work through required modifications to strategy and plans. Modified Strategy Plans now finalised, work progressing on strategy text document for consideration by WAPC by March 2014. WAPC has provided feedback and requested some modifications be done. Review of Bridgetown Town Centre Strategy component of the LPS to be discussed at councillor workshop in light of potential rezoning of P &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). <b>Discussion with Bushfire Consultant underway to prepare Bushfire Hazard Assessment (June 2017).</b></p>	
C.16/0513 Greenbushes Overnight Stay Facility	<p>That Council:</p> <p>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.</p>	T Clynch	<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</p>	

	<ol style="list-style-type: none"> <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>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 Dumpling Gully Precinct – Resolution C.02/1216 (April 2017)</p>	
C.10/0315 Investigating the provision of an Organic Waste Collection Service	That Council investigate the possibility of introducing “Organic Waste” kerb side collection for the Shire.	L Crooks	<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 the planning and eventual design of any regional waste site (March 2017).</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</li> </ol>	S Donaldson	<ol style="list-style-type: none"> <li>1. Noted.</li> <li>2. Noted.</li> <li>3. Noted.</li> </ol>	

	<p>up to \$34,750 from the Land &amp; Buildings Reserve.</p> <p>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.</p>		<p>4. Noted. Subdivision plan prepared, pending finalisation of purchase of 97 and 99 Hampton Street, Bridgetown, before application is lodged with WAPC (August 2016). Plan of subdivision being finalised to be lodged with WAPC (November 2016). Application lodged with WAPC in December 2016. Approval granted 21 February 2017. Deposited Plan finalised and lodged with Department of Planning for endorsement. With Landgate pending new titles (May 2017).</p>	
<p>C.02/1215 Annual Report &amp; Annual Financial Report 2014/15</p>	<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> <li>3. Note Administration's comments in relation to the matters raised in Appendix 1 of the Auditor's Management Report.</li> <li>4. That a report be presented to Council on the effect of fair value and depreciation on the operating surplus ratio and asset sustainability ratio and meeting the current benchmark.</li> </ol>	<p>T Clynch</p>	<p>AGM held 4 February.</p> <p><b>Report to be presented to the next Audit Committee.</b></p>	
<p>C.03/0116 Request for Installation of Street Lighting – Pioneer Road</p>	<ol style="list-style-type: none"> <li>1. That Council requests Western Power to prepare a design plan and estimate for lighting Pioneer Street between Nelson Street and Peninsula Road and that the costs of this be funded by council as unbudgeted expenditure.</li> <li>2. Prior to any action being taken at dot point 1, financial support be sought from the Bridgetown Agricultural Society and the Blues at Bridgetown to meet one third each of the cost of installation.</li> </ol>	<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>	

	<ol style="list-style-type: none"> <li>3. That the Shire's portion of this cost be funded in the 2016/17 budget.</li> <li>4. That the project be abandoned should the support funding from both Bridgetown Agricultural Society and Blues at Bridgetown be refused.</li> <li>5. That Council also investigate the option of installation of pedestrian solar lighting.</li> </ol>			
C.06/0116 Proposed Closure of Rights-of-Way for Partial Dedication as Public Roads and Amalgamation – Adjoining Barlee Street, Bridgetown	<p>That Council, in relation to the proposed closure of the two Rights-of-Way adjoining Barlee Street, Bridgetown, as per Attachment 6:</p> <ol style="list-style-type: none"> <li>1. Notes the public submissions received, as per Attachment 8, and the Shire staff responses in the Schedule of Submissions, as per Attachment 9.</li> <li>2. Supports the proposed closure of ROW West (being Lot 66 on Diagram 4315) for ceding to the Crown for action as follows: <ol style="list-style-type: none"> <li>a) Dedication of the 65 metre east-west portion of ROW West as a public road pursuant to s.52 and s.58 of the Land Administration Act 1997; and</li> <li>b) Amalgamation of the 82 metre north-south portion of ROW West with adjoining properties where practical.</li> </ol> </li> <li>3. Supports the proposed closure of 150 metre length of ROW East (being Lot 67 on Diagram 5653) for ceding to the Crown for dedication as a public road pursuant to s.52 and s.58 of the Land Administration Act 1997.</li> <li>4. Directs the Chief Executive Officer to forward relevant information to the Department of Planning and Department of Lands requesting approval in relation to Points 3. and 4. above.</li> </ol>	S Donaldson	<ol style="list-style-type: none"> <li>1. Noted.</li> <li>2. Noted.</li> <li>3. Noted.</li> <li>4. Correspondence sent to DoP and DoL on 4 February 2016. Responses pending (March 2016).</li> </ol>	
C.06/0416	That Council seek a review of the decision by Brookfield Rail	T Clynych	Discussions being held with Terry Redman's office on	

Bridgetown Railside Landscaping Project	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>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>	
C.04/0516 Proposed Investigation of Strategic Purchase for Somme Creek Improvements	That Council considers investigating the potential strategic purchase of Lot 84 (42) Forrest Street with the possibility of purchasing a part thereof, which encompasses the Somme Creek creek line and associated riparian edges, to be incorporated into the Somme Creek Parklands project.	T Clynch S Donaldson	Correspondence sent to landowner on 22 August 2016. Meeting arranged for mid September 2016. Waiting for further contact from landowner (October 2016). Letter sent to Valuer General's Office on 17 November 2016, feedback pending (February 2017). <b>Valuer General's Office feedback received. Follow up letter sent to landowner for further negotiation, response expected July 2017.</b>	
SpC01/0516 Cost Overruns at Bridgetown Sportsground Change Rooms	<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</li> </ol> </li> </ol>	T Clynch	'Major Projects Evaluation' Policy yet to be commenced (July 2016)	



	<p style="text-align: center;">'Bridgetown Sportsground Change Rooms'</p> <p>2. Request the CEO prepare a 'Major Projects Evaluation' Policy for consideration by Council.</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> <li>• Dogs</li> <li>• Fencing</li> <li>• Local Government Property</li> <li>• Pest Plants</li> </ul> </li> </ol>	G Norris	<ol style="list-style-type: none"> <li>1. Superseded by comments on resolutions C.10/1016, C.11/1016 and C.12/1016 (May 2017)</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 (April 2017)</li> <li>3. Noted</li> </ol> <p><b>Item to be included in the July Standing Committee meeting agenda.</b></p>	
<p>C.10/0916 Infirm Parking and Membership of Access and Inclusion Committee</p>	<ol style="list-style-type: none"> <li>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.</li> <li>2. That Council directs the CEO to install an ACROD parking</li> </ol>	M Richards	<ol style="list-style-type: none"> <li>1. <b>Completed</b></li> <li>2. <b>Pending advice from Post Office regarding timeline to repair building as all line marking and signage works will be undertaken at the same time, car park located where construction access is required.</b></li> <li>3. <b>Pending advice from Post Office regarding timeline to repair building as all line marking</b></li> </ol>	

	<p>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 (Geegelup 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><b>and signage works will be undertaken at the same time.</b></p> <p>4. <b>Completed</b></p> <p>5. <b>Completed</b></p>
C.10/1016 Proposed Amendment to Keeping and Welfare of Cats Local Law	<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>	G Norris	<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><b>Item to be included in the July Standing Committee meeting agenda.</b></p>
C.11/1016 Proposed Amendment to Cemeteries Local Law	<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</p>	G Norris	<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</p>

	<p>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>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><b>Item to be included in the July Standing Committee meeting agenda.</b></p>
<p>C.12/1016 Proposed Amendment to Parking and Parking Facilities 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 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.</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><b>Item to be included in the July Standing Committee meeting agenda.</b></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>

			A meeting has recently been held with representatives of the Bridgetown Agricultural Society regarding development of a dump point at the showgrounds (June 2017).
C.02/1216 Acquisition of Dumpling Gully Precinct	That Council request the CEO to investigate the options of the Shire of Bridgetown-Greenbushes taking ownership of the Dumpling Gully Dams (and associated area) commonly called the Dumpling Gully Precinct to incorporate the area into a Shire Reserve which can be developed for both passive and active recreation activities for the community and to manage and protect the Wetlands and associated unique fauna and flora of the region.	T Clynych	Correspondence forwarded to Water Corporation on 23 December 2016. Response received 28 February 2017 indicating in-principle support to the proposal (April 2017).  <b>A meeting was held with the Water Corporation and Talison Lithium on 19.6.17 to further discuss the processes for de-proclamation of the drinking water source and the need to engage with DPAW (July 2017)</b>
C.05/1216 Greenbushes Townsite Carpark	That Council: <ol style="list-style-type: none"> <li>1. Adopts in principle the proposed Greenbushes Town Centre Carpark and Access Concept Plan.</li> <li>2. Authorises the CEO to progress discussion with the landholders to acquire private property adjacent to the laneway at the rear of the shopping area on the corner of Blackwood Road and Stanifer Streets in Greenbushes for the purposes of creating a formalised car parking area.</li> <li>3. Requests the CEO to finalise the plan to include appropriate drainage, road access and parking and traffic ways.</li> <li>4. Requests the CEO to identify suitable funding opportunities for the project.</li> </ol>	T Clynych	Letters sent to affected property owners in order to commence consultation on possible ceding of private land for the project (March 2017).
C.06/1216 Expanding the Gym Facilities at the Bridgetown Leisure Centre	That Council: <ol style="list-style-type: none"> <li>1. Commence the process of investigating the suitability and cost of extending the current gym facilities of the Bridgetown Leisure Centre.</li> <li>2. Approves unbudgeted expenditure of \$8,000 to enable appointment of an architect to prepare a scope of works and concept plans for the possible extension of the gym at the Bridgetown Leisure Centre with this expenditure to be funded by the transfer of \$8,000 from the Strategic Projects Reserve.</li> </ol>	E Denniss	<b>Final version of the concept and preliminary costings has been received. Staff have commenced the review of the BLC Business Plan with a time frame for completion of 31 July 2017. Detailed design preparation and costings expected to commence in July 2017.</b>

	<p>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>			
<p>C.07/0117 Home Based Business Regulatory Review</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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 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>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.</li> <li>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</li> </ol>	<p>S Donaldson</p>	<ol style="list-style-type: none"> <li>1. Noted.</li> <li>2. Noted.</li> <li>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.</li> <li>4. Noted. Advertising of draft policy to be concurrent with amendments, pending EPA response. (March 2017). EPA response received, neither</li> </ol>	

	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.		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. <b>Amendments and new policy adopted by Council on 29 June 2017. Amendments to be forwarded to WAPC for approval of Minister for Planning.</b>
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. Report being prepared for June meeting.
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: <ol style="list-style-type: none"> <li>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.</li> <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>	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).  No public nominations were received therefore the Shire President will approach prospective members directly and appoint (June 2017)

<p>C.10/0317 Youth Plan 2017-2021</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Adopts the Youth Advisory Committee Instrument of Appointment &amp; Delegation as per Attachment 6, subject to the membership comprising: <ol style="list-style-type: none"> <li>(i) A minimum of one elected members as Council representative(s)</li> <li>(ii) A maximum of 11 community/service agency representatives.</li> </ol> <p>Appointed members:</p> <ul style="list-style-type: none"> <li>• One (1) representative from the Bridgetown High School</li> <li>• One (1) representative from Child Protection</li> <li>• One (1) representative from SW Mental Health</li> <li>• One (1) representative from Bridgetown Medical Centre/Health Professional</li> <li>• One (1) representative from Police</li> <li>• One (1) representative from Blackwood Youth Action Inc.</li> <li>• One (1) representative from Blackwood Parent Support</li> <li>• Three (3) representatives from youth community (preferably of different age ranges for example; 12-15, 16-18, 19-24</li> <li>• One (1) participant at any one time from the Youth Leadership Programme</li> </ul> </li> <li>(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.</li> </ol>	<p>M Richards</p>	<p><b>Nominations and Council representatives were endorsed at the June Council meeting.</b></p>	<p>√</p>
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C.03/0417 Green Roof at Library	That Council endorse the Sustainability Advisory Committee recommendation to remove the vegetation comprising the green roof and install roof matting.	L Crooks	The works will be programmed in 2017/18 (June 2017)													
C.02/0517 Kingston Fauna Habitat Zone	That Council provides in-principle support to the request from the Bridgetown Greenbushes Friends of the Forest, the Blackwood Environment Society, Friends of Greater Kingston and the WA Forest Alliance to preserve the Kingston Fauna Habitat Zone on a permanent basis by amalgamating it into the adjacent Greater Kingston National Park.	T Clynych	<b>Confirmation of Council's decision conveyed to the Bridgetown Greenbushes Friends of the Forest.</b>	√												
C.06/0517 Community Grants and Service Agreements	That Council determine to advise the Bridgetown Family and Community Centre that on completion of existing service agreements for user groups within the Centre, all future service agreement applications will be required to be consolidated into one application for the services that operate from it.	E Denniss	Correspondence was issued in June to Bridgetown Family and Community Centre, Bridgetown Child Health and Bridgetown Family Playgroups.	√												
C.15/0517a Levying Rates in 2017/18 – Setting the Rates in the Dollar and Minimum Rates	<p>That Council:</p> <ol style="list-style-type: none"> <li>After consideration of its strategic community plan and annual review of the corporate business plan fund the estimated budget deficiency of \$4.36m by applying differential rates when drafting the 2017/18 Annual Budget.</li> <li>In accordance with section 6.36 of the Local Government Act 1995 endorses the advertising for public submissions on the proposed differential rates as set out in the table below, and makes available to the public Attachment 18 to this report setting out the objects and reasons for the differential rates:</li> </ol> <table border="1" data-bbox="504 1209 1169 1433"> <thead> <tr> <th>Category</th> <th>Rate in \$</th> <th>Minimum Rate</th> </tr> </thead> <tbody> <tr> <td>Gross Rental Value (GRV) Properties</td> <td>8.7341 cents</td> <td>\$867.00</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Rural Unimproved Value</td> <td>0.6001</td> <td>\$1,074.00</td> </tr> </tbody> </table>	Category	Rate in \$	Minimum Rate	Gross Rental Value (GRV) Properties	8.7341 cents	\$867.00				Rural Unimproved Value	0.6001	\$1,074.00	M Larkworthy	<b>Advertising will be completed in time for any submissions to be presented to June 2017 Council meeting as urgent business.</b>	
Category	Rate in \$	Minimum Rate														
Gross Rental Value (GRV) Properties	8.7341 cents	\$867.00														
Rural Unimproved Value	0.6001	\$1,074.00														



		(UV) Properties	cents				
		Urban Farmland Unimproved Value (UV)	0.5101 cents	\$1,074.00			
		Mining Unimproved Value (UV)	8.3004 cents	\$1,074.00			
	3.	Direct the CEO to: <ul style="list-style-type: none"> <li>• report back to Council any public submissions in relation to the proposed differential rates;</li> <li>• seek the approval of the Minister to impose in 2017/18 a differential Mining UV rate which is more than twice the lowest general differential UV rate.</li> </ul>					