

POLICY NO.	F.22
POLICY SUBJECT	Related Party Disclosures
ADOPTION DATE	September 2017

Policy Intention

To ensure compliance with the *Australian Accounting Standard AASB 124 – Related Party Disclosures* and the *Local Government Act 1995* to prepare financial accountability documents, including general purpose financial statements.

Policy Overview

Under the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, all local governments in Western Australia must produce annual financial statements that comply with Australian Accounting Standards.

The Australian Accounting Standards Board has determined that from 1 July 2016, AASB 124 (Related Party Disclosures) will apply to government entities, including local governments. The Shire is now required to disclose Related Party Relationships and Key Management Personnel compensation in its Annual Financial Statements.

This Policy provides guidance on:

- the identification of the Shire's related parties;
- management of related party transactions;
- recording such transactions; and
- disclosure of the transactions in the Shire of Bridgetown-Greenbushes Annual Financial Statements in accordance with AASB 124.

The Policy addresses the four (4) different types of related party that must be considered by the Shire:

1. Entities related to the Shire;
2. Key Management Personnel;
3. Close family members of Key Management Personnel; and
4. Entities that are controlled or jointly controlled by either 2 or 3 above.

Definitions

Australian Accounting Standards Board, Related Party Disclosures Standard 124:

Close family members of Key Management Personnel (KMP)

Those family members who may be expected to influence, or be influenced by, that KMP in their dealings with the Shire of Bridgetown-Greenbushes and include:

- the KMP's children, and spouse or domestic partner;
- children of that KMP's spouse or domestic partner; and
- dependants of the KMP or the KMP's spouse or domestic partner.

Entity

Can include a body corporate, a partnership or a trust, incorporated, or unincorporated group or body.

Entity Related to a KMP

Related Entities to Key Management Personnel are entities that are:

- *controlled or jointly controlled by a KMP;
- apart from Council, where a KMP has significant influence over, or is a member of the key management personnel of the entity or parent of the entity; or
- controlled or jointly controlled by a close family member of a KMP of the Shire.

*A person or entity is deemed to have *control* if they have:

- power over the entity;
- exposure, or rights, to variable returns from involvement with the entity; or
- the ability to use power over the entity to affect the amount of returns.

To jointly control, a person or entity must have contractual rights or agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

Entity Related to the Shire

This includes any entity that is either controlled, jointly controlled or over which the Shire has a significant influence. A person or entity is a Related Party of the Shire if any of the following apply:

- they are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others);
- they are an associate or belong to a joint venture of which the Shire is part of;
- they and the Shire are joint ventures of the same third party;
- they are part of a joint venture of a third party and the Shire is an associate of the third party;
- they are a post-employment benefit plan for the benefit of employees of either the Shire or an entity related to the Shire;
- they are controlled or jointly controlled by close family members of the family of a KMP;
- they are identified as a close or possibly close member of the family of a person with significant influence over Council or a close or possibly close member of the family of a person who is a KMP of the Shire; or
- they, or any member of a group of which they are a part, provide KMP services to the Shire.

Key Management Personnel (KMP)

AASB 124 defines KMP as “those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity”.

Key Management Personnel for the Shire of Bridgetown-Greenbushes are:

- Elected Members; and
- persons employed under s5.36 of the *Local Government Act 1995* in the capacity of Chief Executive Officer or Senior Executive officer.

Material (materiality)

Means the assessment of whether a transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis of an entity's financial statements. For the purpose of this Policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

Ordinary Citizen Transaction (OCT)

A transaction that an ordinary member of the community would undertake in the ordinary course of business with the Shire of Bridgetown-Greenbushes.

Related Party

A person or entity that is related to the entity preparing its financial statements.

Related Party Transaction

A transfer of resources, services or obligations between the Shire of Bridgetown-Greenbushes and a related party, regardless of whether a price is charged.

Significant (significance)

Likely to influence the decisions that users of the Shire's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Shire and related party outside a public service provider/ taxpayer relationship.

POLICY DETAILS

1. Key Management Personnel (KMP)

All Key Management Personnel (KMP) are responsible for assessing and disclosing their own, their close family members' and their related entities' relationship with the Shire of Bridgetown-Greenbushes. All related parties must be included in the self-assessment. A disclosure form is provided as an Attachment to this Policy.

2. Related Party Transactions

2.1 Ordinary Citizen Transaction (OCT)

For the purpose of this Policy, an Ordinary Citizen Transaction (OCT) is one that occurs between the Shire and KMP and/or related parties which satisfy the following criteria. The transaction must:

- occur during the normal course of the Shire delivering its public service goals;
- be under the same terms that would be available to a member of the community; and
- belong to a class of transaction that an ordinary member of the community would normally transact with the Shire.

This includes for example - facility hire, and the payment of rates and dog/cat registrations.

There is no obligation to disclose OCTs.

Transactions between the Shire and Related Parties that would normally be considered OCTs but where the terms and conditions differ from normal practice however, must be disclosed.

2.2 Non-Ordinary Citizen Transactions

All related party transactions that do not satisfy the definition of an Ordinary Citizen Transaction (as per 2.1) must be disclosed in accordance with AASB 124.

The following are examples of transactions that must be disclosed if they are with a related party and are not an OCT:

- purchases of sales or goods (finished or unfinished);
- purchases or sales of property or other assets;
- rendering or receiving services;
- leases;
- transfers of research and development;
- transfers under licence agreements;
- transfers under finance arrangements (including loans and equity contributions in cash or kind);
- provisions of guarantees or collateral;
- commitments to do something if a particular event occurs or does not occur in the future, including execution of contracts (recognised or unrecognised); and
- settlement of liabilities on behalf of the Shire or by the Shire on behalf of the related party.

3. Disclosure of Information

3.1 Shire disclosure

AASB 124 provides that the Shire must disclose the following financial information in its financial statements for each financial year period:

- the nature of any related party relationships;
- the amount of the transactions;
- the amount of outstanding balances, including commitments, including:
 - (i) their terms and conditions, whether they are secured, and the nature of the consideration to be provided in settlement; and
 - (ii) details of any guarantees given or received;
- provisions for doubtful debts related to the amount of outstanding balances; and
- the expense recognised during the period in respect of bad or doubtful debts due from related parties.

The following matters must be considered in determining the materiality and significance of any related party transactions:

- significance of transaction in terms of size;
- whether the transaction was carried out on non-market terms;
- whether the transaction is outside normal day-to-day business operations, such as the purchase and sale of assets;
- whether the transaction is disclosed to regulatory or supervisory authorities;
- whether the transaction has been reported to senior management; and
- whether the transaction was subject to Council approval.

Regard must also be given for transactions that are collectively, but not individually significant.

All transactions involving related parties will be captured and reviewed to determine materiality or otherwise of such transactions, if the transactions are Ordinary Citizen Transactions (OCTs), and to determine the significance of each of the transactions.

3.2 Key Management Personnel disclosure

In accordance with this Policy, KMP must provide a Related Party Disclosure in the form set out in the Attachment annually to coincide with the end of the financial year.

4. Review of Related Parties

A review of KMP's and their related parties will be completed annually. Particular events, such as a change of Elected Members, Chief Executive Officer or Senior Executive Officers or a corporate restructure will also trigger a review of the Shire's related parties immediately following such an event.

The Chief Executive Officer shall implement a suitable system to identify related parties. The primary identification method of close family members and associated entities of Key Management Personnel shall be by (but not limited to) KMP self-assessment. KMP have a responsibility to identify and report any changes to their related parties as they occur.

The Chief Executive Officer shall identify suitable methodology and procedures for identifying and reporting on related party transactions such that accurate data will be collated from 01 July 2017. Identification and reporting methods shall consider:

- transactions occurring via the Shire's accounting and electronic records management systems
- other transactions not passing through the Shire's electronic accounting / management systems;
- the identification of the associated terms and conditions of the related party transactions;
- declarations in the Financial Interests Register; and
- information provided in Primary and Annual Returns.

If any elected member or employee believes a transaction may constitute a related party transaction they must notify the Chief Executive Officer who will, in consultation with the Executive Manager Corporate Services, make a determination on the matter.

5. Privacy & Confidentiality

5.1 Access to information

The following persons are permitted to access, use and disclose the information provided in a related party disclosure or contained in a register of related party transactions for the purposes of 5.2.

- the Chief Executive Officer;
- Executive Manager Corporate Services;
- an Auditor of the Shire (including an Auditor from the WA Auditor General's Office); and
- other officers as determined by the Chief Executive Officer.

5.2 Permitted purposes

Persons specified in 5.1 may access, use and disclose information in a related party disclosure or contained in a register of related party transactions for the following purposes:

- assess and verify the disclosed related party transaction;
- reconcile identified related party transactions against those disclosed in the related party disclosure or contained in a register of related party transactions;
- comply with the disclosure requirements of AASB 124; or
- verify compliance with the disclosure requirements of AASB 124.

5.3 Confidentiality

The following information is classified as confidential and is not available for inspection by or disclosure to the public:

- information (including personal information) provided by a KMP in a related party disclosure; and
- personal information contained in a register of related party transactions.

12. OTHER AGREEMENTS

Please list any other Agreement or Arrangement you believe is a related party transaction and should be declared

Name of Person or Business/Company	Nature of Agreement	Value of Agreement	Terms & Conditions

I declare that to the best of my knowledge, the information above is a complete and accurate record of my close family members and the entities controlled, or jointly controlled by myself or my close family members. I make this declaration after reading Council Policy "Related Party Disclosures" which details the purpose for which this information will be used.

SELECT OPTION 1: Handwritten Signature

Signed: _____ Date: ____/____/____

Once signed please provide to the Chief Executive Officer

OR

SELECT OPTION 2: Electronic Signature

This form can be sent by email to the Chief Executive Officer provided the email is sent by the person making the disclosure from their work or personal email account

RELATED PARTY DISCLOSURES INFORMATION SHEET

From 1 July 2016 local governments must disclose related party relationships, transactions and outstanding balances, including commitments, in the annual financial statements.

Related parties include Key Management Personnel (KMP), their close family members and any entities that they control or jointly control. Any transactions with these parties, whether monetary or not, will need to be identified and may need to be disclosed. Disclosure will only be made if a transaction has occurred and the disclosure may be in aggregate.

In order to meet this requirement Council has adopted a Policy that requires all KMP to provide an annual declaration identifying:

- Their close family members;
- Entities that they control or are associated with; and
- Entities that their close family members control or jointly control.

This information will be audited as part of the annual external audit.

Who are KMP?

KMP are persons having authority and responsibility for planning, directing and controlling the activities of the Council, directly or indirectly. This includes Councillors, Chief Executive Officer, Executive Managers and any other members of staff identified by the CEO.

Who are Close Family Members of KMP?

These are family members who may be expected to influence, or be influenced by, that person in their dealings with the Shire. The following table may assist in identifying your close family member:

Definitely a close family member	May be a close family member (if they could be expected to influence or be influenced by you in their dealings with the Shire)
Your spouse/domestic partner	Your brothers and sisters
Your children	Your aunts, uncles, cousins
Your dependents	Your parents and grandparents
Children of your spouse/domestic partner	Your nieces and nephews
Dependents of your spouse/domestic partner	Any other member of your family

Example 1 of Close Family Member

Sunny Shire Council has recently employed Paul's son (George) in the Council's Parks & Gardens area. Paul is Council's Chief Financial Officer but was not involved in hiring George. This process was managed by the Human Resources Officer and included an independent assessment process. Paul did not have any influence in George securing the job.

Paul has been identified as a KMP of Council which makes him a related party. George will also be a related party of Council because he is a close family member of Paul. The recruitment process that was undertaken for George's position is irrelevant when assessing whether George is a related party.

Example 2 of Close Family Member

The President of Happy Shire (Shelley) has lived in the Shire her whole life. In fact her family has been in the area for over five generations.

Shelley's cousin Mavis, owns and operates the local newsagency through a company Happy News Pty Ltd, in which she owns 100% of the shares. Shelley and Mavis have always been close and regularly socialise together.

Shelley has been identified as KMP of Council. From these facts it would appear that Mavis is a close family member of Shelley because she would be expected to influence, or be influenced by, that person in her dealings with Council.

Both Mavis and the company she controls, Happy News Pty Ltd would therefore be related parties of Council. Any transactions that the Council makes with the newsagency would need to be separately identified and may need to be disclosed.

What is an Entity that I, or my Close Family Member, Control or Jointly Control?

Entities include companies, trusts, incorporated or unincorporated associations such as clubs or charities, joint ventures and partnerships.

You control an entity if you have:

- a) Power over the entity;
- b) Exposure, or rights, to variable returns from involvement in the entity; and
- c) The ability to use your power over the entity to affect the amount of your returns.

Example 1 of Control

Fred is the Shire President of Sunny Shire and owns 100% of the ordinary share in Sunny Development Company Pty Ltd (the company). The ordinary shares are the only shares in the company that have voting rights.

Fred controls the company because he has the power to affect the company's decisions and the return that he will get from the company. Fred will need to include the company on his related party declaration.

To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

Example 2 of Control

Fred is the President of Sunny Shire Council and owns 50% of the ordinary shares in Sunny Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50% of ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.

Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both. Fred will need to include the company on his related party declaration.

Example 3 of Control

The President of Sunny Shire Council is the President of the League Heroes Inc, the local football club. This club is overseen by a committee which comprises the President and 4 other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 100 members that each have a vote in electing the committee members at the club's annual general meeting.

From these facts it would appear that the President does not control or jointly control the football club so it will not be a related party of Council just because the Shire President is the President of the football club.

Disclosure

Transactions between Council and related parties, whether monetary or not, are required to be identified. The transactions may be disclosed in the financial statements if they are individually significant either because of their amount or nature.

Further information or clarification on Related Parties Disclosures should be directed to the Department of Local Government and Communities

FINANCE

POLICY NO.	F.1
POLICY SUBJECT	Community Grants/Donations, Funding & Acquittals
ADOPTION DATE	30 th September 1999
VARIATION DATE	25 th January 2001
VARIATION DATE	27 th November 2003 (C.12/1103) [<i>Wording completely changed</i>]
VARIATION DATE	25 th May 2006 (C.22/0506)
REVIEW DATE	29 th November 2007 (C.16/1107)
VARIATION DATE	26 th June 2008 (C.22/0608)
REVIEW DATE	27 November 2008 (C.22/1108)
VARIATION DATE	25 February 2010 (C.20/0210)
VARIATION DATE	25 November 2010 (C.20/1110)
REVIEW DATE	24 November 2011 (C.14/1111)
VARIATION DATE	29 November 2012 (C.13/1112)
REVIEW DATE	28 November 2013 (C.18/1113)
REVIEW DATE	27 November 2014 (C.13/1114)
REVIEW DATE	26 November 2015 (C.15/1115)
REVIEW DATE	24 November 2016 (C.09/1116)

Community Grants Annual Time Table

Grants Open:	No later than the first working day in January
Applications close:	Last Friday in February annually
Working Party (consisting of Councillors and the CEO (or his nominated officer(s)):	Item to be presented to Council each December to form the Working Party – all Councillors are able to sit on the Working Party

Community Grants Guidelines and Requirements

- A grant request may be for a capital item or program, which can utilise a one-time funding source.
- The project or program must be started within 12 months of the grant award.
- Grant funds may be used for construction, purchase of equipment, staff salaries, and contract services
- Grant applications must answer all questions, and provide full details on all questions asked. If a question cannot be answered, the organisation must state why it cannot be answered.
- Grant applications must reach the Shire no later than 4.30pm on the last Friday in February annually. Only late grant applications can be accepted by resolution of Council.
- Grant applicants can be community or sporting groups, or Commercial ventures provided 100% of any grant funds provided by the Shire are for the purpose stated in the grant application.

- Community Group grants who are successful in an application for a Service Agreement to assist with the costs associated with payment of Rates are awarded the determined contribution of the total cost of the Rates Assessment notice
- An acquittal of the project must be provided to the Shire immediately after the project has been completed. Failure to provide an acquittal will eliminate the grant application in the following year.

Grant Categories

Community Support Program Grants

Community Support Program grants are made available to encourage the development of innovative programs in the area of social justice, community health, welfare, education and support.

Sport & Recreation Development Grants

Sport & Recreation Development Grants are made available to support community groups and organisations with the development of sport and recreation projects and activities.

Arts & Cultural Grants

Community Arts & Culture Grants are made available to support community groups and organisations with the development arts and culture projects and activities.

Environmental Programs

Environmental Grants are made available to encourage groups or organisations to develop innovative programs to protect and enhance the local environment.

Tourism & Economic Development Grants

Tourism & Economic Development Grants are made available to support groups or organisations making an impact on the economic viability of the Shire.

Community Facilities Grants

Community Facilities Grants are designed to encourage groups to preserve, maintain and improve community assets.

Heritage Grants

Heritage Grants are designed to encourage groups to preserve, maintain and improve heritage assets.

Facility Hire Subsidy Scheme

The Facility Hire Subsidy Scheme is to assist community groups in hiring costs of nominated Council owned facilities. The Facility Hire Scheme is in-kind support only. The basis of this funding is to: encourage community access to and use of Council owned facilities; to enable groups or organisations to provide programs and activities at reasonable cost; and to maximise use of Council owned facilities by residents of the Bridgetown-Greenbushes district.

Grant Conditions

- The Shire of Bridgetown-Greenbushes will determine terms of payment for Grants.
- Council may request to check the Financial Records of funded groups and organisations, eg. Cash Books and Bank Statements.
- Council may use the project/program information provided by funded groups/organisations for promotional and networking purposes.
- All funded groups/organisations will be required to enter into an agreement with the Shire of Bridgetown-Greenbushes before receiving funding regarding the Monitoring, Evaluation and Accountability and other conditions of the grant.
- All funded groups/organisations *will be required to* acknowledge the support of the Shire of Bridgetown-Greenbushes in any promotional or publicity material.
- It is essential that any change of office bearers, telephone numbers and postal address be notified immediately.
- Payments of Grants may be suspended at any time if, in the opinion of Council, any of the conditions laid down are not met, or satisfactory progress has not been achieved.
- Funds will not be provided for activities that are the primary responsibility of other funding agencies.
- Grants will not be provided retrospectively (ie: for a project that is completed or already underway).

Selection Criteria for Grant Applications

1. Characteristics, need, and timeliness

- What is the scope and nature of the project and the significance of what will be accomplished? Is a description of all project components provided?
- Is there a compelling need for the project?
- How many people will benefit?
- Why does the project need to happen now? What opportunities will be lost if it is not completed?

2. Multiple uses and accessibility

- Will the proposed project fill more than one need in the community and offer multiple uses?
- What new opportunities and/or activities will be possible because of the project?
- Is there diversity in the users of the project?

3. Matching funding and partnerships

- A narrative detail of the budget form should be provided, including a list of each funding source (both cash and in-kind), and a description of what those funds will be used for
- Can the Shire offer in-kind support rather than cash?

4. Projects most likely to attract funding will be those that:

- Are directly linked with the Shire of Bridgetown-Greenbushes Strategic Plan. A copy of the current draft Strategic Plan will be provided in the grant application kit.
- Raise the quality of life for Shire of Bridgetown-Greenbushes residents.

Grant Application Kits

The annual application kit to be given to grant applicants must include the following information:

- Amount of funding required
- Details of past funding and the project it was related to
- Purpose of the grant
- Time frame
- Where the project will take place
- Number of staff and volunteers
- Status of organisation
- Benefits of the project and who will benefit
- Project income and expenditure
- Acquittal form

FINANCE

POLICY NO.	F.1
POLICY SUBJECT	Shire Community Grants, Service Agreements, Donations and Contributions
ADOPTION DATE	30 th September 1999
VARIATION DATE	25 th January 2001
VARIATION DATE	27 th November 2003 (C.12/1103) [<i>Wording completely changed</i>]
VARIATION DATE	25 th May 2006 (C.22/0506)
REVIEW DATE	29 th November 2007 (C.16/1107)
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REVIEW DATE	27 November 2014 (C.13/1114)
REVIEW DATE	26 November 2015 (C.15/1115)
REVIEW DATE	24 November 2016 (C.09/1116)

Annual Funding Allocations and Categories

Council will determine an annual funding allocation for the provision of community grants, service agreements and other donations and contributions within the following categories:

1. Service Agreements
2. Community Grants
3. Chief Executive Officer Donations
4. Chief Executive Hall Hire Donations
5. Rubbish & Recycling Collection Community Groups
6. Rubbish & Recycling Collection Shire Leased Facilities
7. Annual Contributions

Categories 1 and 2 are identified in the remainder of this policy as “Contestable Funding” because these are the contestable (application based) funding options available to the community.

The total annual funding allocation will be determined in the annual review of the Corporate Business Plan and the disbursement of that sum across the 7 categories will be determined in a separate process. This process will be application based for the Contestable Funding categories, with the assessment of submitted grant applications undertaken by a Working Group (comprising interested Councillors).

The Working Group recommendations will be considered by Council via an agenda report. The Working Group will recommend:

- The successful applicants at category numbers 1 – 2 (and the value of each successful application).
- The recommended value of each category at numbers 3 – 7

Council may, at any time, choose to identify recipients of funding within each category 3 – 7 however the allocation of funding will be done annually in alignment with the contestable funding timeline (being categories 1 – 2).

If Council resolves, at other times during a financial year, to commit to ongoing (more than one-off) contributions towards projects, initiatives or services the amount of that contribution will be notated under Category 7 – Annual Contributions. This will be reviewed annually at the same time as all other funding categories and will be funded via the total annual funding allocation identified in the Corporate Business Plan.

Contestable Funding Timeline

The contestable funding application period will commence on 1 December annually and close at 4.30pm on the last Friday in February annually. The Working Group will review the submitted applications no later than April annually with Council consideration of recommendations no later than May annually.

Contestable Funding Guidelines and Requirements

- A representative from the applicant entity must meet with a representative from the Shire of Bridgetown-Greenbushes Community Services Department prior to submitting an application.
- Funds may be used for construction, purchase of equipment, salaries, and contract services, operational expenses, marketing expenses, consumables, and administration expenses.
- Applicants must answer all questions in the grant application, and provide full details on all questions asked in the application form.
- Applications must reach the Shire no later than 4.30pm on the last Friday in February annually.
- Late applications will not be considered and will not be presented to the Working Group.
- Applicants must be local community (including sporting) groups, or commercial ventures that provide community benefit.
- An acquittal of the project must be provided to the Shire immediately after the project has been completed. Failure to provide an acquittal will eliminate consideration of future applications until such time as an acquittal is received.
- Grants will not be provided retrospectively (i.e. for a project that is completed or already underway).
- Funding will not be provided for recurring projects at the conclusion of either a community grant or a service agreement and will not be considered in the application assessment process.

Contestable Funding Conditions

- The Shire of Bridgetown-Greenbushes will determine terms of payment of grant funding.
- Successful applicants who receive funding of \$5,000 or more are required to present to Council (annually) on the outcome of the funded activity.
- Council may use the information provided by funded entity for its own promotional purposes.
- All funded entities will be required to enter into an agreement with the Shire of Bridgetown-Greenbushes which will detail specific conditions and terms relevant to that project.
- All funded entities must acknowledge the support of the Shire of Bridgetown-Greenbushes in all their promotional material.
- Funded entities must advise the Shire of Bridgetown-Greenbushes of any change to office bearers and their contact details.
- Payments of grant funding may be suspended at any time if, in the opinion of Council, any of the conditions of the funding agreement, or satisfactory progress, has not been achieved.
- Any change to a funded project cannot proceed without a formal resolution from Council – the applicant must submit a written grant variation request to the Shire of Bridgetown-Greenbushes clearly stating any proposed changes to the project and the reason why the changes are required. This will be considered by Council and a determination made.

Assessment of Applications for Contestable Funding

A Working Group comprising elected member (Councillor) representation will assess all of the eligible applications for contestable funding and will make recommendations to Council in accordance with the following assessment criteria:

1. The Working Group will assess each application received in the Contestable Funding process on its merit, and determine the value of the application in relation whole of community benefit.
2. Applications which demonstrate a cash contribution (not just an 'in kind' contribution) from the applicant will be assessed as having higher merit than applications solely reliant upon grant funding.
3. Applications which demonstrate a strong ability to assist Council deliver strategic objectives and actions (as identified in the Strategic Community Plan and Corporate Business Plan) will generally be assessed as having higher merit than applications that do not.
4. The Working Group will consider funding projects which do not have direct links to Council deliver strategic objectives and actions (as identified in the Strategic Community Plan and Corporate Business Plan) based on the applicants ability to explain why their project will benefit the community, or other rationale as to why their project should be funded.



FUNDING APPLICATION

FOR FINANCIAL YEAR 2018-2019

ORGANISATION NAME

PROJECT OR EVENT NAME

FUNDING TYPE REQUESTED	
<input type="checkbox"/> Community Grant 1 year	<input type="checkbox"/> Service Agreement 3 years

THE APPLICATION PROCESS

Applications must be received by 4.30pm on the last Friday in February.

All applications will receive a written acknowledgment. Consideration of applications will take place by Council through its budget deliberation process. The outcome will only be announced once Council's Annual Budget has been adopted.

APPLICATION CHECKLIST

Prior to submitting your application, please complete the checklist below to confirm that all requested information has been included. Incomplete applications will not be considered.

- The application form has been signed by the Chairperson or President of the organisation.
- The application clearly specifies what the funding is to be used for, AND answers have been provided for every question – please attach any additional information you feel will give more weight to your application.
- Any previous funding (Service Agreement or Community Grant) has been acquitted.
- A copy of an Audited Financial Statement (or alternative documentation) providing an overview of the financial status of the applicant is enclosed.
- If your application is for capital works, copies of plans and costings have been attached (with a letter of permission if the applicant is not the owner of the premise).
- If your application is for capital works and the organisation is not the owner of the premises, written permission from the owner has been included.
- You (or a representative from your group) have met with a member of the Shire's Community Services Department to discuss your project.
Name of officer met with: Date:
- If your application is for an event, a copy of the event budget including all projected income and expenditure has been included.

Please address applications to:

Executive Manager Community Services
Community Grant Application
Shire of Bridgetown-Greenbushes
PO Box 271
BRIDGETOWN WA 6255

APPLICANT DETAILS

Organisation Name			
Chairperson or President			
Organisation Postal Address			

Main Contact Person			
Position		Phone	
Email			

GRANT TYPE

Please indicate (✓) which is the correct grant type for your project.

	Community Grant For projects occurring within the financial year (12 months).
	Service Agreement For projects occurring annually over a 3 year period.

PROJECT SUMMARY

Amount requested	\$
Amount contributed by you (the applicant)	\$

Project Description - CLEARLY explain what you want the funding for

Has this organisation previously received a Community Grant or Service Agreement from the Shire of Bridgetown-Greenbushes?		<input type="checkbox"/> Yes	
If yes, please provide the following details for the most recent Community Grant or Service Agreement you have received.		<input type="checkbox"/> No	
Project Name			
Organisation Name			
Grant amount	\$		
Year grant funded		Year grant acquitted	

APPLICANT DETAILS

Status of organisation	
<input type="checkbox"/>	Incorporated Association (include a copy of Certificate of Incorporation)
<input type="checkbox"/>	Cooperative
<input type="checkbox"/>	Established Community Group
<input type="checkbox"/>	Other – provide details:

Does your organisation have an ABN?	<input type="checkbox"/>	Yes	ABN:
	<input type="checkbox"/>	No	

Is your organisation registered for GST?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--	--------------------------	-----	--------------------------	----

When was your organisation established?	
How many members in the organisation?	
What is the membership fee?	
How many paid staff in the organisation?	
How many volunteers in the organisation?	

Has your organisation changed its name since its last application?	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No
If yes, state previous name:		

PROJECT TIMEFRAME AND BENEFITS

Projected Commencement Date	
Projected Completion Date	

Why is this project important?

Have you applied for other grant funding? If yes, who did you apply to and how much was that application for? Please CLEARLY show this in the project budget.

Does your project just benefit your own group OR provide benefit to the wider community? Please CLEARLY explain how others will benefit from your project.

Are you working with any other community groups to achieve your project? If yes, please list each group involved in the project AND how they are supporting the project.

Does your project meet any of the strategic objectives of the Shire of Bridgetown-Greenbushes? If you are not sure, please discuss this project with the Executive Manager of Community Services on 9761 1555.

Yes

No

If yes, please state which strategic objective your project meets and how your project will help achieve that strategic outcome.

If no, please provide a comprehensive explanation as to why Council should fund your proposal.

PROJECT BUDGET

- Project budgets are required for applications to be considered.
- Item numbers in left column assist with calculating final budget totals.
- Please complete all sections. If you have any queries please contact the Executive Manager of Community Services on 9761 1555.

INCOME			
	INTERNAL FUNDING – CASH	AMOUNT	
1	Applicant's cash contribution	\$	
2	Other cash contribution from:	\$	
3	Volunteer hours: <input style="width: 80px;" type="text"/> hours @ \$25/hour	\$	
4	Other:	\$	
5	TOTAL INTERNAL FUNDING (SUM 1:4)	\$	
	EXTERNAL FUNDING	AMOUNT	
6	Shire of Bridgetown-Greenbushes funding	\$	
7	Funding organisation 1:	\$	
8	Funding organisation 2:	\$	
9	Participant fees (if applicable)	\$	
10	Other:	\$	
11	Other:	\$	
12	TOTAL EXTERNAL FUNDING (SUM 6:11)	\$	
13	TOTAL INCOME (5 + 12)	\$	
Note: total income (13) must be equal to total expenditure (36)			
EXPENDITURE			
	PROFESSIONAL SERVICES	FUNDING ORG	AMOUNT
14	Consultant fees		\$
15	Accounting & bookkeeping costs		\$
16	Salaries for paid staff		\$
17	Honoraria of service providers		\$
18	Other:		\$
19	Other:		\$
20	TOTAL PROFESSIONAL SERVICES (SUM 14:19)		\$

	PROMOTIONS & ADMINISTRATION	FUNDING ORG	AMOUNT
21	Promotional material		\$
22	Telephone		\$
23	Postage and stationery		\$
24	Photocopying		\$
25	Insurance		\$
26	Other:		\$
27	Other:		\$
28	TOTAL PROMOTIONS & ADMINISTRATION EXPENSES (SUM 21:27)		\$
	TRANSPORTATION & VENUES	FUNDING ORG	AMOUNT
29	Travel & accommodation costs		\$
30	Venue hire		\$
31	Equipment hire		\$
32	Refreshments		\$
33	Other:		\$
34	Other:		\$
35	TOTAL TRANSPORTATION & VENUES EXPENSES (SUM 29:34)		\$
36	TOTAL EXPENDITURE (20 + 28 + 35)		\$
<i>Note: Total Income (13) must be equal to Total Expenditure (36)</i>			

Total Cost of Project/Event (36)	\$
Amount of Council Funding (6)	\$
Your Internal Funding (5)	\$
Contribution from Other Sources (12 minus 6)	\$

GENERAL FUNDING CONDITIONS

1. The Shire of Bridgetown-Greenbushes will determine terms of payment of grant funding.
2. Successful applicants who receive funding of \$5,000 or more are required to present to Council (annually) on the outcome of the funded activity.
3. Council may use the information provided by the funded entity for its own promotional purposes.
4. All funded entities will be required to enter into an agreement with the Shire of Bridgetown-Greenbushes which will detail specific conditions and terms relevant to that project.
5. All funded entities must acknowledge the support of the Shire of Bridgetown-Greenbushes in all their promotional material.
6. Funded entities must advise the Shire of Bridgetown-Greenbushes of any change to office bearers and their contact details.
7. Payments of grant or service agreement funding may be suspended at any time if, in the opinion of Council, any of the conditions of the funding agreement, or satisfactory progress, has not been achieved.
8. Any change to a funded project cannot proceed without a formal resolution from Council – the applicant must submit a written grant variation request to the Shire of Bridgetown-Greenbushes clearly stating any proposed changes to the project and the reason why the changes are required. This will be considered by Council and a determination made.

SPECIFIC GRANT CONDITIONS

<To Be Inserted Pending Working Group Recommendations and Council's Endorsement>

Public Liability Insurance

If you are a community group that uses Council facilities more than ten times in a financial year, you will need to provide a Public Liability Insurance Certificate of Currency. If you are an Incorporated Body or affiliated to a sporting body, you will require Public Liability Insurance to use Council facilities.

If the activity is officially managed by the Shire, eg. a class coordinated by the Shire's Recreation Centre, your own Public Liability Insurance is not required.

Does your organisation have Public Liability Insurance? If yes, please state the value of your current Public Liability Insurance and attach a copy of the insurance policy.

	Yes		Copy enclosed	Insured amount:	\$
	No				

Only the Chairperson or President of your group should sign this application.

I, the undersigned, certify that to the best of my knowledge the statements made within this application are true.

I understand that if the Shire of Bridgetown-Greenbushes Council approves this application for funding, I will be required to accept the Funding Conditions as outlined above.

Name			
Position			
Signature		Date	



FUNDING ACQUITTAL

FOR FINANCIAL YEAR 2018-2019

FUNDING TYPE

Service Agreement

Community Grant

**Incomplete acquittals will be returned for revision and resubmission.
To avoid this, please ensure you have included:**

- Photocopies of all invoices/receipts for your project/event
- Photocopies of all press releases & promotional photographs
- The signature of the Chairperson or President of your Organisation on the next page
- Complete answers to every question on the next page

Total Cost of Project/Event	\$
Amount of Council Funding	\$
Organisation Contribution (Your Internal Funding)	\$
Contribution from Other Sources (External Funding)	\$
Contributions in Kind (E.g volunteer labour/materials etc)	

This acquittal must be signed by the Chairperson or President of your group.

I, the undersigned, certify that all the information provided is true and correct and give permission to the Shire of Bridgetown-Greenbushes to contact any persons or organisations to verify information contained in this acquittal.

Name			
Position			
Signature		Date	



Shire of Bridgetown – Greenbushes Bushfire Risk Management Plan

2017- 2022

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Document Control

Document Name	Bushfire Risk Management Plan 2017-2022	Current Version	2.2
Document Owner	Tim Clynch CEO	Issue Date	
Document Location	Shire Office	Next Review Date	June 2022

Document Endorsements

Bridgetown-Greenbushes Council endorses that the Bushfire Risk Management Plan (BRM Plan) has been reviewed and assessed by the Office of Bushfire Risk Management as compliant with the standard for bushfire risk management planning in Western Australia, the *Guidelines for Preparing a Bushfire Risk Management Plan*. The Shire of Bridgetown-Greenbushes is the owner of this document and has responsibility, as far as is reasonable, to manage the implementation of the BRM Plan and facilitate the implementation of bushfire risk management treatments by risk owners.

The endorsement of the BRM Plan by Bridgetown-Greenbushes Council satisfies their endorsement obligations under section 2.3.1 of the *State Hazard Plan for Fire (Westplan Fire)*.

Local Government	Representative	Signature	Date
Bridgetown-Greenbushes Council	Tim Clynch CEO		

Amendment List

Version	Date	Author	Section
1.0	April 2016	Bushfire Risk Management Officer	Draft BRMP
2.2	April 2017	Bushfire Risk Planning Coordinator	Draft BRM Plan

Publication Information

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1. Introduction

1.1 Background

Under the *State Hazard Plan for Fire (Westplan Fire)* an integrated Bushfire Risk Management Plan (BRM Plan) is to be developed for local government areas with significant bushfire risk. This BRM Plan has been prepared for the Shire of Bridgetown-Greenbushes in accordance with the requirements of *Westplan Fire* and the *Guidelines for Preparing a Bushfire Risk Management Plan (Guidelines)*. The risk management processes used to develop this BRM Plan are aligned to the key principles of *AS/NZS ISO 31000:2009 Risk management – Principles and guidelines (AS/NZS ISO 31000:2009)*, as described in the Second Edition of the *National Emergency Risk Assessment Guidelines (NERAG 2015)*. This approach is consistent with the policies of the State Emergency Management Committee, specifically the *State Emergency Management Policy 3.2 – Management of Emergency Risks*.

This BRM Plan is a strategic document that identifies assets at risk from bushfire and their priority for treatment. The Treatment Schedule sets out a broad program of coordinated multi-agency treatments to address risks identified in the BRM Plan. Government agencies and other land managers responsible for implementing treatments participate in developing the BRM Plan to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

1.2 Aim and Objectives

The aim of the BRM Plan is to document a coordinated and efficient approach toward the identification, assessment and treatment of assets exposed to bushfire risk within the Shire of Bridgetown-Greenbushes.

The objective of the BRM Plan is to effectively manage bushfire risk within the Shire of Bridgetown-Greenbushes in order to protect people, assets and other things of local value. Specifically, the objectives of this BRM Plan are to:

- Guide and coordinate a tenure blind, multi-agency bushfire risk management program over a five-year period;
- Document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- Facilitate the effective use of the financial and physical resources available for bushfire risk management activities;
- Integrate bushfire risk management into the business processes of local government, land owners and other agencies;
- Ensure there is integration between land owners and bushfire risk management programs and activities;
- Monitor and review the implementation of treatments to ensure treatment plans are adaptable and risk is managed at an acceptable level.

1.3 Legislation, Policy and Standards

The following legislation, policy and standards were considered to be applicable in the development and implementation of the BRM Plan.

1.3.1 Legislation

- *Bush Fires Act 1954*
- *Emergency Management Act 2005*
- *Fire Brigades Act 1942*
- *Fire and Emergency Service Act 1998*
- *Conservation and Land Management Act 1984*
- *Environmental Protection Act 1986*
- *Environmental Protection and Biodiversity Conservation Act 1999*
- *Wildlife Conservation Act 1950*
- *Aboriginal Heritage Act 1972*
- *Metropolitan Water Supply, Sewerage and Drainage Act 1909*
- *Country Areas Water Supply Act 1947*
- *Building Act 2011*
- *Bush Fires Regulations 1954*
- *Emergency Management Regulations 2006*
- *Planning and Development (Local Planning Scheme) Regulations 2015*
- *Shire of Bridgetown-Greenbushes Bushfire Brigades Local Law 2009*

1.3.2 Policies, Guidelines and Standards

- National Emergency Risk Assessment Guidelines (NERAG) (Second Edition 2015)
- State Emergency Management Policy 3.2 - Emergency Management in Local Government Districts
- State Emergency Management Policy 3.2 - Management of Emergency Risks
- State Hazard Plan for Fire (Westplan Fire)
- State Planning Policy 3.7: Planning in Bushfire Prone Areas
- State Planning Policy 3.4: Natural Hazards and Disasters
- Guidelines for Planning in Bushfire Prone Areas (2015)
- Western Australian Emergency Risk Management Guidelines (Emergency Management WA 2005)
- A Guide to the Use of Pesticides in Western Australia (Dept. of Health 2010)
- Guidelines for Plantation Fire Protection (DFES 2011)
- Firebreak Location, Construction and Maintenance Guidelines (DFES)
- Bushfire Risk Management Planning – Guidelines for preparing a Bushfire Risk Management Plan (2015)
- AS/NZS ISO 31000:2009 - Risk management – Principles and guidelines
- AS 3959-2009 Construction of buildings in bushfire-prone areas
- Building Protection Zone Standards (DFES)
- Shire of Bridgetown-Greenbushes Policy Manual

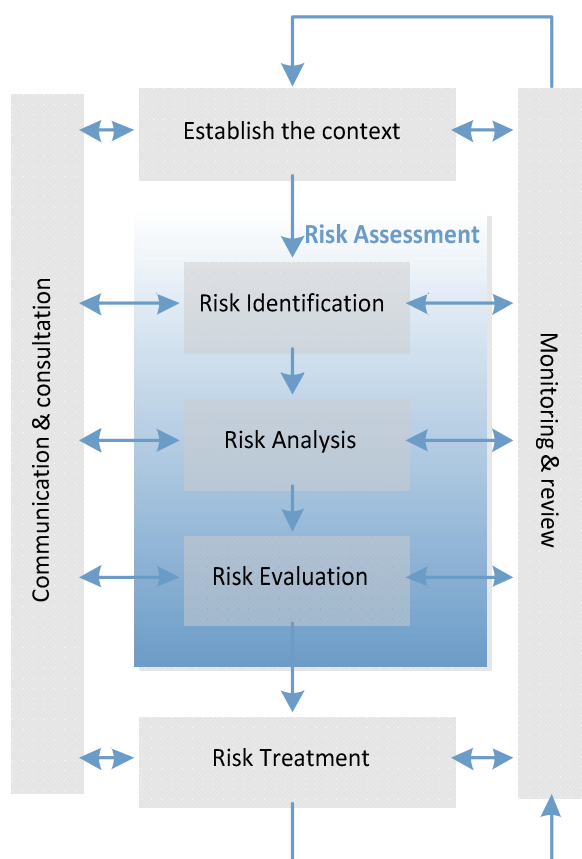
1.3.3 Other Related Documents

- National Strategy for Disaster Resilience
- National Statement of Capability for Fire and Emergency Services (AFAC 2015)
- Public Service Circular No. 88 Use of Herbicides in Water Catchment Areas (Dept. of Health 2007)
- Code of Practice for Timber Plantations in Western Australia (Forest Products Commission 2006)
- Bushfire Risk Management Planning Handbook
- Bushfire Risk Management System (BRMS) User Guide
- Shire of Bridgetown-Greenbushes Municipal Heritage Inventory
- Shire of Bridgetown-Greenbushes Natural Environment Strategy 2008
- Shire of Bridgetown-Greenbushes 2016 / 2017 Firebreak Order
- Shire of Bridgetown-Greenbushes Strategic Community Plan 2017
- Shire of Bridgetown-Greenbushes Town Planning Schemes No.3 & 4

2. The Risk Management Process

The risk management processes used to identify and address risk in this BRM Plan are aligned with the international standard for risk management, AS/NZS ISO 31000:2009, as described in NERAG (2015). This process is outlined in Figure 1 below.

Figure 1 - An overview of the risk management process ¹



¹ Source: AS/NZS ISO 31000:2009, Figure 3, reproduced under SAI Global copyright Licence 1411-c083.

2.1 Roles and Responsibilities

Table 1 – Roles and Responsibilities

Stakeholder Name*	Roles and Responsibilities
Local Government	<ul style="list-style-type: none"> ▪ As custodian of the BRM Plan, coordination of the development and ongoing review of the integrated BRM Plan. ▪ Negotiation of commitment from land owners to treat risks identified in the BRM Plan. ▪ As treatment manager, implementation of treatment strategies. ▪ As part of the approval process, submission of the draft BRM Plan to the Office of Bushfire Risk Management (OBRM) to review it for consistency with the Guidelines. ▪ As part of the approval process, submission of the final BRM Plan to council for their endorsement and adoption.
Department of Fire and Emergency Services (DFES)	<ul style="list-style-type: none"> ▪ Participation in and contribution to the development and implementation of BRM Plans, as per their agency responsibilities as the Westplan Fire Hazard Management Agency. ▪ Support to local government through expert knowledge and advice in relation to the identification, prevention and treatment of bushfire risk. ▪ Facilitation of local government engagement with state and federal government agencies in the local planning process. ▪ Undertake treatment strategies, including prescribed burning on behalf of Department of Lands for Unmanaged Reserves and Unallocated Crown Land within gazetted town site boundaries. ▪ In accordance with Memorandums of Understanding and other agreements, implementation of treatment strategies for other landholders.
Office of Bushfire Risk Management (OBRM)	<ul style="list-style-type: none"> ▪ Under the OBRM Charter, to ensure bushfire risk is managed in accordance with AS/NZS ISO 31000 and reporting on the state of bushfire risk across Western Australia. ▪ Review BRM Plans for consistency with the Guidelines prior to final endorsement by council.
Department of Biodiversity, Conservation and Attractions (DBCA)	<ul style="list-style-type: none"> ▪ Participation in and contribution to the development and implementation of BRM Plans. ▪ Providing advice for the identification of environmental assets that are vulnerable to fire and planning appropriate treatment strategies for their protection. ▪ As treatment manager, implementation of treatment strategies on department managed land and for Unmanaged Reserves and Unallocated Crown Land outside gazetted town site boundaries. ▪ In accordance with Memorandums of Understanding and other agreements, implementation of treatment strategies for other landholders.
Other State and Federal Government Agencies	<ul style="list-style-type: none"> ▪ Assist the local government by providing information about their assets and current risk treatment programs. ▪ Participation in and contribution to the development and implementation of BRM Plans. ▪ As treatment manager, implementation of treatment strategies.
Public Utilities	<ul style="list-style-type: none"> ▪ Assist the local government by providing information about their assets and current risk treatment programs. ▪ Participation in and contribution to the development and implementation of BRM Plans. ▪ As treatment manager, implementation of treatment strategies.

Stakeholder Name*	Roles and Responsibilities
Corporations and Private Land Owners	<ul style="list-style-type: none"> ▪ As treatment manager, implementation of treatment strategies. ▪ Assist the local government by providing information about their assets and current risk treatment programs.

2.2 Communication & Consultation

As indicated in Figure 1 (page 7), communication and consultation throughout the risk management process is fundamental to the preparation of an effective BRM Plan. To ensure appropriate and effective communication occurred with relevant stakeholders in the development of the BRM Plan, a *Communication Strategy* was prepared. The strategy is provided at **Appendix 1**.

3. Establishing the Context

3.1 Description of the Local Government and Community Context

3.1.1 Strategic and Corporate Framework

The vision for the Shire of Bridgetown-Greenbushes, as set out in its 10+ Year Strategic Community Plan 2017 is: *“A beautiful place to live – working together with the community to achieve our shared objectives.”*

This BRM Plan aims to strengthen the Shire’s capacity to achieve its overall corporate vision and goals to encourage community organisations and local communities to work together to be self-sufficient and aims to provide guidance on negotiating and selecting suitable treatment strategies for mitigation of bushfire-related risks. This approach allows the responsible land holder to allocate its scarce resources most effectively in order to lower the inherent risk to an acceptable level.

The BRM Plan is a hazard specific plan that addresses significant bushfire risks within the LG; it aims to integrate bushfire risk management programs and activities into the business processes of the Shire, other agencies and land owners. The outcomes of the BRM Plan will be used to inform the LG when preparing and then implementing bushfire mitigation strategies for Shire managed land.

Existing and future bushfire risk management programs such as the annual *Firebreak Order* will utilise the BRM Plan risk register to prioritise resources and influence the decision-making process. The Shire reports on non-compliances to the notice for all high-risk assets requiring mitigation works as a priority and will seek to ensure consultation occurs and mitigation works are prioritised using this risk management approach.

Fire remains the highest risk factor to the community from an emergency management perspective. The Shire is faced with increased fire risk to people and property due to a drying climate, development within and around high fuel load areas plus an increasing pressure on fire brigade volunteers to support fire response requirements. With the BRM Plan the Shire will increase efforts to support and promote existing bushfire preparation programs while educating and providing valuable information to the community.

The Shire’s 10+ Year Strategic Community Plan 2017 is structured around five key goals, being:

1. Our economy will be strong, diverse and resilient;
2. Our natural environment is valued, conserved and enjoyed;
3. Our built environment is maintained, protected and enhanced;
4. A community that is friendly and welcoming; and

5. Our leadership will be visionary, collaborative and accountable

Of relevance to this BRM Plan are the following objectives and associated strategies:

- Objective 2.1 Value, protect and enhance our natural environment
 - Strategy 2.1.1 Support and promote sound environmental management practices
- Objective 2.2 Enhanced parklands, reserves and gardens
 - Strategy 2.2.1 Prepare and implement strategies for development and maintenance of parklands and reserves
 - Strategy 2.2.3 Prepare and implement management or conservation plans for bushland reserves
- Objective 2.4 An informed community on land management and sustainable living
 - Strategy 2.4.1 Improve provision and distribution of land management information
- Objective 4.5 High levels of responsiveness to emergencies and emergency recovery
 - Strategy 4.5.1 Monitor risk management and emergency management profiles, procedures and preparedness
- Objective 4.6 Fire prepared communities
 - Strategy 4.6.1 Reduce bush fire hazards
 - Strategy 4.6.2 Support community education and information programs in relation to fire protection
 - Strategy 4.6.3 Develop policies and strategies concerning fire management on private properties
 - Strategy 4.6.4 Bush fire brigades are resourced with adequate equipment, appliances, training and other operational requirements

The objectives and strategies contained within the Strategic Community Plan will be delivered by Actions listed in the Shire's Corporate Business Plan that is subject to an annual review.

The Shire of Bridgetown-Greenbushes Town Planning Schemes No. 3 & 4 sets out the obligations for new land use and development across the Shire. Other than within and adjacent to the town sites, the majority of the Shire is within the Rural Zone. The Shire is currently preparing a Local Planning Strategy after which a new consolidated Town Planning Scheme will be prepared. Both the Local Planning Strategy and Town Planning Scheme will have regard to recent bush fire related initiatives such as the identification of bush fire prone areas as identified by the Office of Bush Fire Management.

Ultimately the Shire's Chief Executive Officer (CEO) is responsible for the BRM Plan processes, sustainability and continuity noting however that the CEO is able to delegate all or some of these responsibilities. Accepting that there are multiple stakeholders (outside of the LG) involved in the effective implementation of the BRM Plan process, it is important to note that the Shire's responsibility is to facilitate the management of the risk of bushfires to the community as supported by the provision of this plan. In the event that the Bushfire Risk Planning Coordinator role concludes, the Local Government's CEO shall delegate responsibility for the implementation of this plan.

The following functions within the Shire of Bridgetown-Greenbushes administration team have been identified as having specific roles and responsibilities in line with the successful implementation of the BRM Plan.

Table 2 – Functions within the Shire of Bridgetown-Greenbushes with roles and responsibilities associated to the Bush Fire Risk Management Plan

Function	Roles & Responsibilities
Corporate Leadership Team	<ul style="list-style-type: none"> • Oversight of the implementation, review and monitoring of the Bushfire Risk Management Plan • Sourcing and approving funding and expenditure for local government managed / owned land. • Ensure implementation and review of the Bushfire Risk Management Plan • Monitoring the implementation of agreed treatments • Liaison with key stakeholders • Participation on Local Emergency Management Committee (LEMC)
Person Tasked with Emergency Management within the Shire Administration Team (currently the Community Emergency Services Manager)	<ul style="list-style-type: none"> • Develop practices for fire management on LG, UCL and UMR land • Planning annual schedule of works • Build knowledge and understanding of fire management practices within the community • Participation on Bushfire Advisory Committee (BFAC) • Support bushfire meetings and committees • Oversee burning programs and support from local brigades • Contributing to treatment planning • Negotiating with stakeholders
Chief Bushfire Control Officer	<ul style="list-style-type: none"> • Contributing to treatment planning • Negotiating with stakeholders
Bush Fire Mitigation Department	<ul style="list-style-type: none"> • Undertake planned works
Planning/Building	<ul style="list-style-type: none"> • Ensure adherence to building codes • Bushfire prone mapping
Ranger Services	<ul style="list-style-type: none"> • Fire breaks inspection and enforcement
Finance	<ul style="list-style-type: none"> • Accessing grants and funding

The Shire, supported by the Department of Fire and Emergency Services (DFES), currently has access to the services of a Community Emergency Services Manager (CESM). This position is managed by a Memorandum of Understanding (MOU). A significant role of the CESM is to ensure the Shire’s Volunteer Bush Fire Brigades and other Emergency Management Volunteers are supported, trained, equipped and capable of providing appropriate fire services to the community. It is also envisaged that the CESM position would have a key role throughout the implementation, monitoring and review phases of this BRM Plan once the plan is endorsed. The CESM position has strong support from the emergency services volunteers including the Bushfire Advisory Committee and the Chief Bushfire Control Officer however given the changing priorities, funding limitations and political landscape the CESM position may not be able to be supported into the future. Should this position not continue the CESM responsibilities will be allocated to the ‘person tasked with emergency management within the Shire’. Noting however that the capability of the Shire will be lessened by a lack of State funding support.

3.1.2 Location, Boundaries and Tenure

The town of Bridgetown is located approximately 268 kilometres south of Perth and 95 kilometres south of Bunbury and Greenbushes is located 17 kilometres north of Bridgetown. The district is bordered by the Shires of Boyup Brook to the east, Manjimup to the South, Nannup to the west and Donnybrook-Balingup to the north.

The Shire covers 1,691 km² of agricultural farmland, State forest and national parks, mining leases, Crown land and town sites. The majority of the Shire is within the Blackwood River catchment area. The dominant visual character of the Shire is one of vegetated or pastured undulating landscapes. The diversity of vegetation is represented within the Shire's National Parks, State Forests and Forest Conservation Areas (approximately 45% of Shire Area) and areas of remnant vegetation, with tree plantations influencing the vegetated landscape.

The district includes the heritage town of Bridgetown, the town of Greenbushes and other localities such as Catterick, Hester, Hester Brook, Kangaroo Gully, Kingston, Maranup Ford, North Greenbushes, Sunnyside, Wandillup, Winnejup and Yornup.

The Shire is generally bisected by South Western Highway, which runs through Bridgetown town site and the township of Yornup, connecting to Balingup and beyond to Bunbury to the north and Manjimup to the south. Steere Street, Gifford Road and Bridgetown-Boyup Brook Road connect Bridgetown east to Boyup Brook, with Brockman Highway connecting west to Nannup. Greenbushes and North Greenbushes are located in proximity to South Western Highway with Hester connected via Hester Road to both South Western Highway and Bridgetown-Boyup Brook Road.

The Bunbury-Manjimup railway line also bisects the Shire from north to south, aligned through Bridgetown, North Greenbushes, Hester and the township of Yornup. Although declared an operational rail line no freight or passenger rail services currently operate, forcing all services via road transport.

Table 3 – Overview of Land Tenure and Management within the BRM Plan Area ²

Land Manager/Agency*	% of Plan Area
Local Government	0.4
Private	49.1
Department of Biodiversity, Conservation and Attractions	49.5
Department of Lands	0.7
Water Corporation	0.1
Other	0.2
Total	100

The Shire of Bridgetown-Greenbushes is responsible for the management of approximately 566.5 hectares (0.4%) of the local government area. The Department of Biodiversity, Conservation and Attractions (DBCA) manage approximately 66,121ha (49.5%) of the land area, privately owned land constitutes 65,641ha (49.1%) while the remaining 1,336ha (1%) is other government agencies such as Water Corporation, Education Department and Department of Planning, Lands and Heritage (DPLH) amongst others. It is also noted that the Shire has limited powers and responsibility to enforce compliance on land not under its control, in particular State Government tenured land.

² Department of Fire & Emergency Services. *Cadastral Data: Spatial Services*

DBCA has a long running program of risk management across the public land it manages. Fuel reduction through prescribed burns and other mitigation works is key to their approach and this is captured within their Fuel Age maps, demonstrating years since last burnt. This data has been given regard when preparing this BRM Plan.

DFES are also active within the Shire, delivering some mitigation focussed works across the land it manages alongside its other bushfire responsibilities. DFES also has fuel age data for the land it manages and this has been given regard when preparing this BRM Plan.

3.1.3 Population and Demographics

The current estimated resident population of 4,560 has increased by approximately 2% per annum over the past five years. Australian Bureau of Statistics data for 2010 indicate the Shire’s male residents represent approximately 50.4% of the total population, and female residents represent approximately 49.6%, which is consistent with the State’s proportion of 51% male residents and 49% female residents.

Graph 1 – Estimated Resident Population³ (Source: Australian Bureau of Statistics)



The age distribution of the population shows the number of residents in the Shire aged between 15 to 44 years is considerably lower than the State average. A number of members of the community have suggested this may be due to factors such as limited employment and education opportunities, particularly for the youth. In contrast, the number of people aged from 45 to 74 years is noticeably higher than the State average and supports the assertion many people have settled in the area as a lifestyle choice rather than for employment. Local facilitators of community bush fire preparedness groups and activities are reporting that majority of the attendance and interest is from the ageing demographic.

Over the past 10 years community engagement and bush fire ready programs have been employed by the Shire in conjunction with DFES in the locations of Bridgetown, Greenbushes and Hester. With the recent fire history with in these locations this help has built community resilience from the impact of bush fire and has proven to be beneficial.

³ Shire of Bridgetown-Greenbushes. (June 2013). *Strategic Community Plan 2013-2023*. (Pg 3). Retrieved from <http://www.bridgetown.wa.gov.au/your-shire/publications>

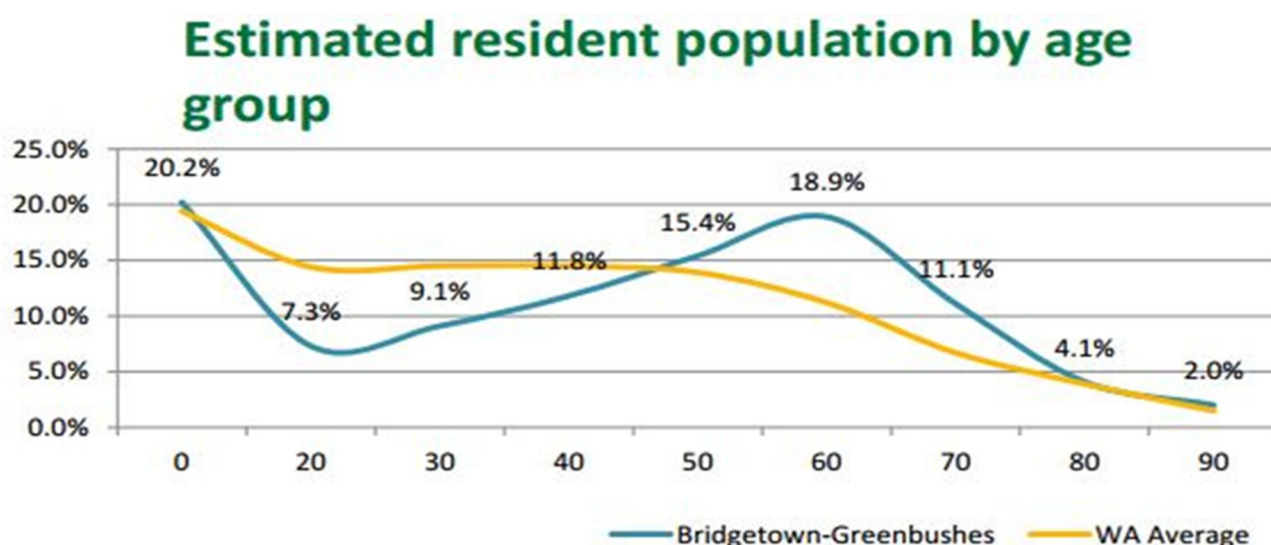


Table 4 - Estimated Resident Population of Localities

	2006 ⁵	2011 ⁶
Bridgetown	2,324	2,733
Greenbushes & Greenbushes North	342	375
Yornup	Not defined	208
Winnejup	Not defined	241
Maranup	Not defined	417
Other areas/rural	1,453	688
Shire Total	4,119	4,662

The landscape is a major attractor to new residents with most new residents relocating from the metropolitan area. Typically, such residents have little knowledge and awareness of bushfire risk and mitigation. The Shire does engage with resident's eager to learn about bush fire risks and supports the creation of bush fire ready groups or similar.

In relation to bushfire risk, consideration has been given through the strategic planning for the potential impacts of damage from bushfire flame attack, radiant heat or spotting as a part of this BRM Plan. Population is also considered in relation to the number of people vulnerable in the event of a bushfire.

Significant residential development has occurred within the Shire over the past 15 years with a new subdivision established to the west of town (highlands estate) and another subdivision has been established to the north of town approximately 10 years ago. Highlands estate was impacted by fire in 2009 with some assets being destroyed by the fire. This has helped with the community being actively involved with the bush fire ready program.

⁴ Shire of Bridgetown-Greenbushes. (June 2013). *Strategic Community Plan 2013-2023*. (Pg 3). Retrieved from <http://www.bridgetown.wa.gov.au/your-shire/publications>

⁵ <http://www.abs.gov.au/census> 2006

⁶ <http://www.abs.gov.au/census> 2011

3.1.4 Economic Activities and Industry

Known for the lifestyle opportunities it offers, Bridgetown was once a traditional timber and farming based community. Both still remain important economic drivers in the Shire, as our tourism, retail/commerce/service industries and a growing art and cultural movement.

Employment of Shire residents is mostly in the Healthcare/Social assistance, Mining, Agriculture/Forestry, Construction, Manufacturing, Retail trade, Accommodation/Food industries and Education/Training. Transport, Public Administration and Professional/Scientific/Technical services also employ significant numbers of residents. Table 8 below summarises employment characteristics of employed persons in the Shire in 2011⁷.

Retail services are limited but expanding, and the community is well served by a variety of tradespersons. There has been an upturn in mining activity of lithium after the 2011 censuses, due to the world demand for solar energy and the requirement to store that energy within batteries. Also, there has been a significant investment in and development of plantation forestry within the Warren Blackwood Region over many years, more recently hard wood varieties for wood chips and paper pulp production. Prior to plantation approval from the Shire certain conditions need to be met by the plantation owner to help protect against the impact of bushfire. These conditions range from compartmentation of the plantations, access to water, internal - external firebreaks⁸ and private firefighting resources.

In 2016, it was estimated that tourists visiting the Shire was approximately 96,000 persons with approximately half each being day trippers or overnight visitors. A number of events are held each year with the largest being the annual 'Blues at Bridgetown' music festival in November, this is a nationally recognised event. A wide range of other music, cultural and sporting events are held at other times of the year and all bring visitors into the area. The week leading up to the blues festival fire control offers will not issue burning permits and will cancel any permits for the weekend of the blues festival.

Table 5 – Events held within the Shire of Bridgetown - Greenbushes⁹

Event	Approx. Attendees
Blues at Bridgetown	15,000
Wonderful Winter Wonderland	6,000
Fest. Country Gardens	3,000
Rotary Blackwood Marathon	750
Easter Tennis Tournament	600
Greenbushes Fun Run	520
Downunder Country Music	500

⁷ Australian Bureau of Statistics 2011, Shire of Bridgetown-Greenbushes (Community Profile, Local Government Area, Working Population 2011, Retrieved March 2017).

⁸ Shire of Bridgetown-Greenbushes. ANNUAL FIREBREAK NOTICE 2016/2017.

⁹ Shire of Bridgetown-Greenbushes Visitor Centre

Table 6 - Industry of Employment source: ABS Statistical Data 2011 (Count of employed persons 15 years and older)

Industry	Employment (No's)	Proportion
Agriculture, forestry & fishing	195	10.0%
Mining	209	10.7%
Manufacturing	145	7.4%
Electricity, gas, water & waste services	33	1.7%
Construction	156	8.0%
Wholesale trade	51	2.6%
Retail trade	168	8.6%
Accommodation & food services	139	7.1%
Transport, postal & warehousing	70	3.6%
Information media & telecommunications	6	0.3%
Financial & insurance services	18	0.9%
Rental, hiring & real estate services	21	1.1%
Professional, scientific & technical services	61	3.1%
Administrative & support services	47	2.4%
Public administration & safety	119	6.1%
Education & training	160	8.2%
Health care & social assistance	229	11.7%
Arts & recreation services	16	0.8%
Other services	66	3.4%

3.1.5 Bushfire related governance

The Shire of Bridgetown-Greenbushes, in conjunction with DFES, currently employs a Community Emergency Services Manager (CESM) with the responsibility for the coordination and management of 10 Bush Fire Brigades with approximately 400 registered volunteers. These brigades are supported by 6 x Heavy Tankers (2.4), 2 x Light Tanker (LT), 3 x First Response Vehicles (FRU) and a 12.2 Bulk water Tanker. In addition, Bridgetown has a DFES Volunteer Fire and Rescue Brigade in town with 1 x Heavy Duty Pump and 1 x LT.

The Shire of Bridgetown-Greenbushes has, in addition to many other responsibilities and within a finite budget, a range of obligations relating to the strategic management of bushfire related risk across the Shire. This includes:

- Management and mitigation of bushfire risk across all local government owned and managed land, buildings and infrastructure assets such as bridges and roads;
- Responsibility for implementation of the Bush Fires Act 1954 Section 33 notices, including applicable fuel management requirements, firebreak standards and annual enforcement program/s across all freehold land;
- Declaration of Prohibited Burn Times, Restricted Burn Times and Total Fire Bans for the local government;
- Oversight of local volunteer Fire Brigades and appointment of a Chief Bushfire Control Officer and Fire Control Officers.
- Coordinating a Local Emergency Management Committee and overseeing / participating in Local Emergency Management Arrangements;

- Making decisions under the Shire of Bridgetown-Greenbushes Planning Scheme for new land use, development and subdivision proposals. Adhering to relevant standards in this regard as set by DFES and the Western Australian Planning Commission (WAPC);
- Issuing Planning and Building Approvals in accordance with standards as set out in Planning Policy 3.7 Planning in Bushfire Prone Areas and the Building Commission; and
- Supporting public education campaigns and the use of DBCA and DFES state-wide programs as available and tailored to suit local needs and the State-wide arson prevention programs developed in conjunction with WA Police and DFES.

In the Shire of Bridgetown-Greenbushes historically the majority of bushfire risk mitigation has been undertaken by the Department of Biodiversity, Conservation and Attractions on State Forest, local Brigades on private land and by the Shire on its Reserves.

Hazard reduction burns and other forms of bushfire mitigation (e.g. Slashing, firebreaks) on Shire lands is managed and coordinated by the Community Emergency Services Manager (CESM).

The Shire has a limited budget allocated to fire prevention/mitigation actions. In the 2014 – 2015 financial year the budget allocation to this was \$30,000. When opportunities arise such as grants for fire breaks on reserves or scope within the existing works budget arises, other bushfire mitigation actions have been undertaken.

In 2012 the Shire, in conjunction with the Shire of Nannup, instigated the development of a Bushfire Hazard Strategy¹⁰ (Strategen) with the following objectives:

1. Identify site suitability of subdivision and development through an assessment of vegetation and bush fire hazard levels, which reflect the Guidelines and AS 3959 – 2009.
2. Give direction to both Shires, Department of Planning, Lands and Heritage (DPLH), Western Australian Planning Commission (WAPC) and the Minister for Planning in assessment of local planning scheme amendments, structure plans, subdivision applications, development applications and building applications and provide fire planning support for this decision making.
3. Improve awareness and develop procedures for the implementation of the Bush Fire Hazard Strategy through training of the Shires' Fire and Emergency Services, Planning and Building personnel.

3.2 Description of the Environment and Bushfire Context

3.2.1 Topography and Landscape Features

Topography contributes to risk by influencing fire rate of spread (ROS), and therefore intensity, and by affecting access for suppression forces.

The Shire of Bridgetown-Greenbushes consists of incised valleys, moderate to steep slopes with exposed granite rocks and dolerite intrusions and shallow loam soils associated with the Blackwood Valley in the Western half of the Shire. On the eastern side of the Shire an undulating laterite plateau exists with gentle to moderate slopes and deeper gravel soils. The southern part of Bridgetown

¹⁰ Shire of Bridgetown-Greenbushes. (July 2013). *Bush fire hazard strategy*. Retrieved from: www.bridgetown.wa.gov.au

townsite is situated on the Blackwood river which undulates in elevation from 130 metres to 260 metres Australian Height Datum (AHD).

The Blackwood River is the only major river system within the LGA. The topography is undulating with some steep slopes in the majority of the river valley system. This provides limitations to vehicle access and will potentially hinder bushfire suppression activities due to undulating terrain. Careful consideration is required when determining bushfire suppression strategies and bushfire mitigation works for both environmental factors and safety to emergency responders.

3.2.2 Climate and Bushfire Season

The Shire of Bridgetown-Greenbushes climate is described as Mediterranean, with distinct wet and dry seasons. Winter rainfall is predominately rain-bearing, low-pressure systems moving in an easterly direction with an average annual rainfall of around 750mm (based on 16-year data records).

A general decrease in rainfall is found when compared to the long-term average, especially of importance at the break of the season. A 16% difference was found when comparing the 10 and 30 year averages to the long-term average, whilst the difference was 33% between the 5 years and long-term averages. Although the latter does not necessarily impact negatively on pastures, it raises concerns for water harvesting, the plantation industry and the threat of bushfire due to increased soil dryness, and therefore increased fire intensity and spread. It is noted that restricted burning times in the Shire of Bridgetown-Greenbushes are 1st November to 14th December and 15th March and 26th April each year. The Prohibited burning times are 15th December to 14th March ¹¹.

Climatic data provides an indication of fuel availability for bushfires throughout the year, but in particular during the fire season, and is used to calculate the Grassland Fire Danger Index (GFDI), Forest Fire Danger Index (FFDI) and thereby the associated likely fire behaviour. This data is also used to determine the Southern WA fire season. Bushfire threat is typically associated with very hot (above average temperatures), dry (less than 20% humidity) and windy (above 12 – 15 Km per hour) conditions and high fuel loads.

A climatic summary for the local Bureau of Meteorology (BOM) weather station in Bridgetown is provided below in graph 3 and table 7. This shows the climatic variables for the typical Southern fire season (December to March).

¹¹ Shire of Bridgetown-Greenbushes. *FIREBREAK ORDER 2016/2017*. Page 1.

Graph 3 - Bridgetown climate summary. Source: weather zone

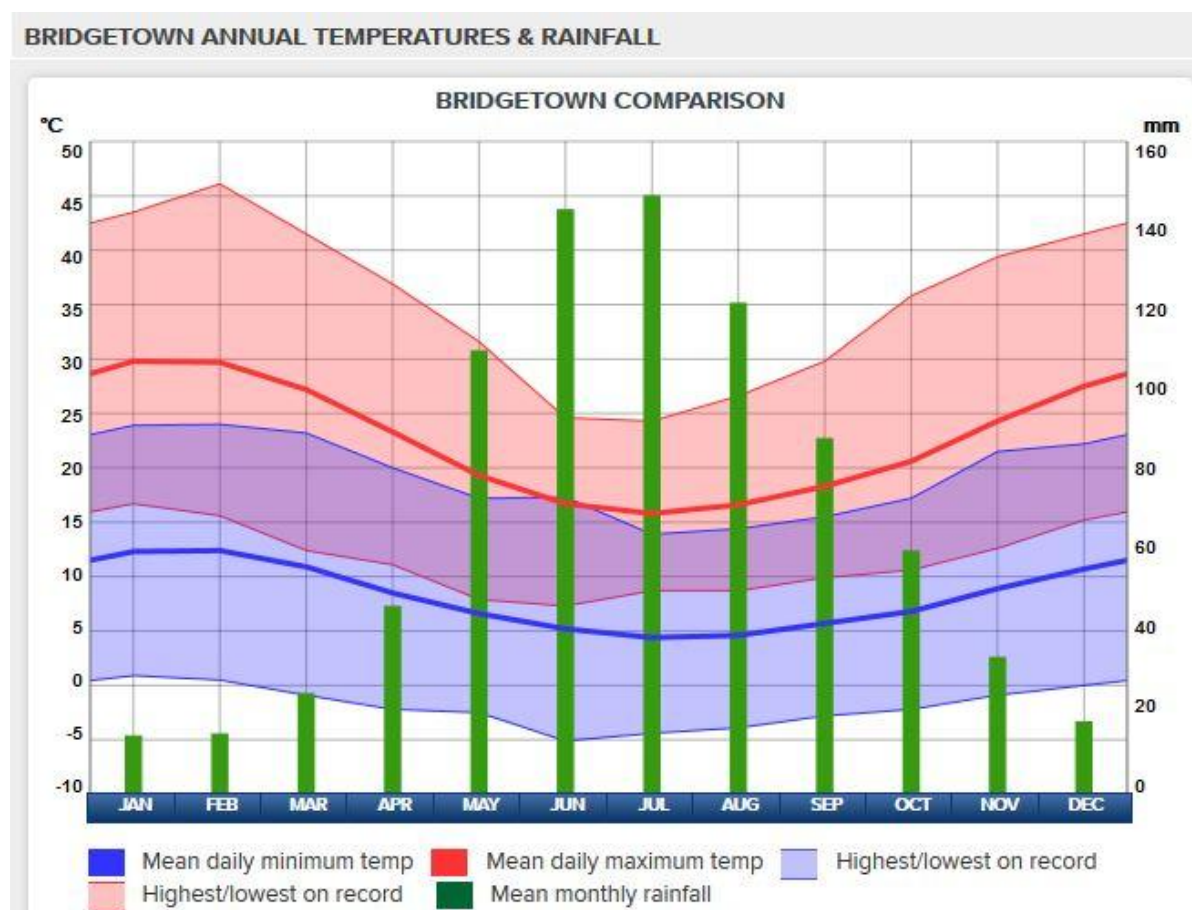


Table 7 – Summary of climatic variable (Bridgetown comparison). Source: BoM

Month	Av Temperature (3pm)	Av RH (3pm) (%)	Av Monthly Rainfall (mm)	Av Wind speed 3pm (km/hr)	Wind Direction 3pm (% of obs >15%)
Dec	21.4	55.0	18.8	8.5	25% SW 20% E
Jan	28.8	41.0	14.5	8.3	22% SW 21% SE 15% S
Feb	28.7	40.0	14.6	8.6	25% SE 18% SW
Mar	26.4	44.0	25.7	8.1	22% SE 18% SW
Average	26.3	45.0	18.5	8.3	

3.2.3 Vegetation

Broad vegetation types within the Shire of Bridgetown-Greenbushes are identified in table 8.

Vegetation types provide an overview of the major fuels that will influence fire behaviour and will assist in the completion of risk assessment by evaluating factors such as, potential rates of spread and spotting. Understanding the type of vegetation also assists in assessing areas of mitigation required for each community and asset. The major vegetation types within the shire include Jarrah – Marri forests, Jarrah - Wandoo (*Eucalyptus wandoo*), paper bark & tea tree. Areas of the shire cleared of forest are predominantly agricultural grassland pastures for farming of sheep and cattle. Agricultural lands are predominantly grazed with minimal cropping. Grazing in the district occurs such that the fire risk is reduced by February.

Table 8 – Major Vegetation Types.

Vegetation Community ¹²	Area (ha)	% of Total Area	Bushfire Predictive Model
Cleared Land	57,062.90	42.69%	Nil
Bare areas; freshwater lakes	12	0.01%	Nil
Low woodland or open low woodland; paperbark (Acacia, Banksia, Melaleuca, Agonis sp.)	1,103.8	0.83%	Vesta
Forest, Jarrah-Marri	75,035.30	56.13%	Vesta
Tall forest or Woodland; Karri	458	0.34%	Vesta
TOTAL	133,672	100.00	

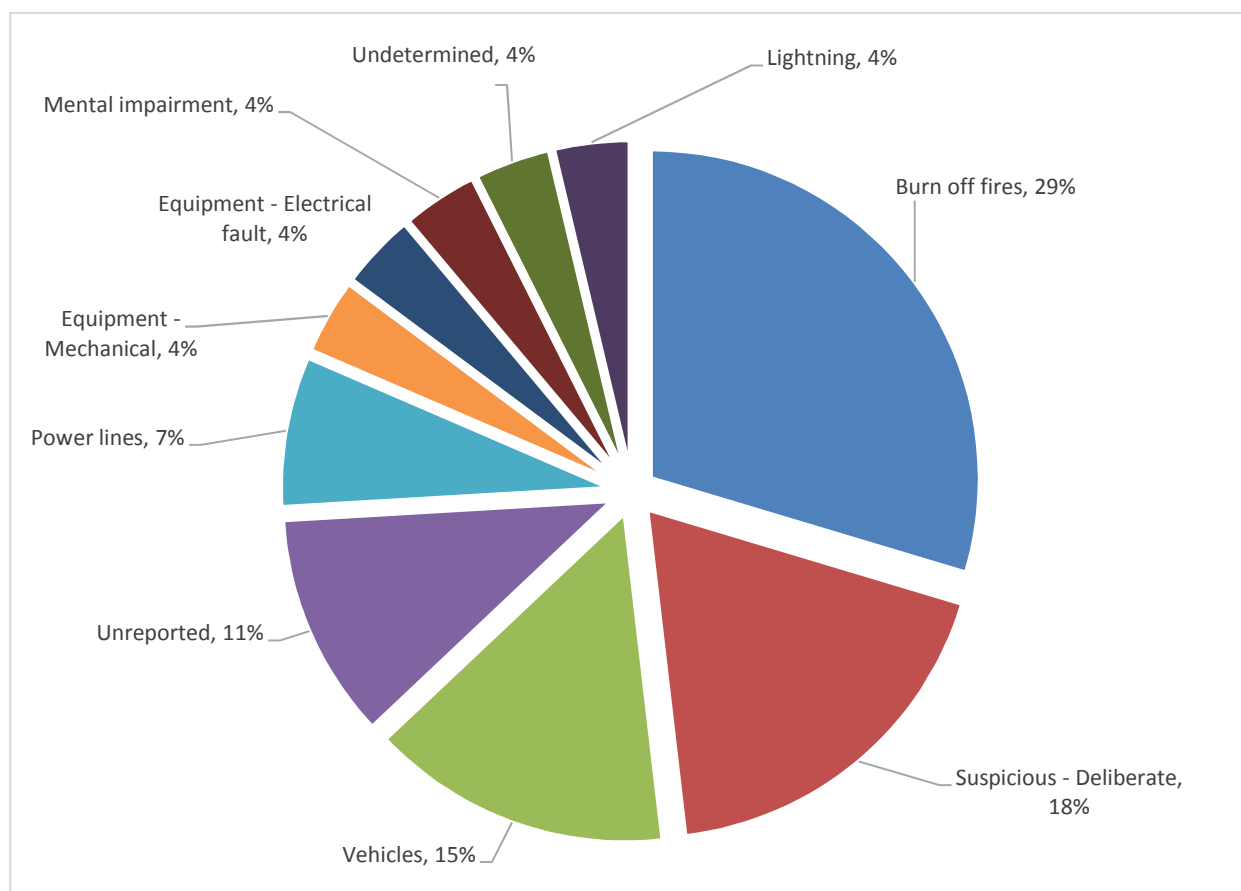
3.2.4 Bushfire Frequency and Causes of Ignition

The Fire season runs from October to May (and peaks between December and March). For the season of financial year 2015-2016 there were 27 ignitions reported to DFES in the Bridgetown-Greenbushes Shire. The planning area of Bridgetown has the most number ignitions within the financial year 2015-2016 as seen below in table 9.

The causes of bushfires within the Shire for the financial year 2015 – 2016 are as follows:

Burn off fires, Suspicious – Deliberate and Vehicles being the major cause of bushfires, followed by *Unreported* and *Power lines. Equipment - Mechanical, Equipment - Electrical fault, Mental impairment, Undetermined* and *Lightning* are the final causes of how bush fires start as shown in Graph 4.

Graph 4 – Causes of bushfires Season 2015-2016



¹² Vegetation of Western Australia Dataset provided by DEFS. 2016

Table 9—Ignitions with in BRMS Planning Areas.

Planning Areas	Locations	Fires Reported 2015 - 2016	Total Ignition's in Planning Area
Bridgetown	Bridgetown	9	16
	Hester Brook	2	
	Winnejup	2	
	Hester	1	
	Kangaroo Gully	1	
	Maranup	1	
Greenbushes	Greenbushes	2	3
	Catterick	1	
Yornup	Glenlynn	2	8
	Kingston	2	
	Yornup	2	
	Sunnyside	1	
	Wandillup	1	
TOTAL		27	

3.2.5 Roadside Verges

The Shire is unable to maintain all road verges under its care and control in the district due to the high cost involved. Minimal slashing and some spraying of verges are undertaken in rural and semi-rural areas to minimise road hazards; however, it cannot be guaranteed that this action will sufficiently reduce all fire risks.

Council policy is that no verge is to be burnt without a permit for that specific purpose.

4. Asset Identification and Risk Assessment

4.1 Planning Areas

The Shire of Bridgetown-Greenbushes has been divided into three planning areas- (1. Bridgetown, 2. Greenbushes, 3. Yornup). Attached at **Appendix 2** is a map showing the boundaries of the planning areas identified within the Bridgetown-Greenbushes Shire.

4.1.1 Priorities for Asset Identification and Assessment

The *Planning Area Assessment Tool* was applied to each planning area to determine the priorities for asset identification and assessment. Using the tool, each planning area was rated against six risk factors, with the highest scoring planning area being the first priority for asset identification and risk assessment.

Assets were identified and assessed in each planning area, based on the results of the planning area assessment outlined in the following table.

Table 10– Planning Area Assessment Summary

Risk Factor	Bridgetown	Greenbushes	Yornup
1. % of LG Population in Planning Area	160	80	40
2. Fuel Structures	40	60	80
3. Assets	60	40	40
4. Rural Urban Interface	80	60	20
5. Suppression response times	20	40	40
6. Suppression strategies	40	60	60
Total	400	340	280
PRIORITY	1	2	3

4.2 Asset Identification

Asset identification and risk assessment has been conducted at the local level using the methodology described in the Guidelines. Identified assets have been mapped, recorded and assessed in the Bushfire Risk Management System (BRMS). Identified assets are categorised into the following subcategories:

Table 11 – Asset Categories and Subcategories

Asset Category	Asset Subcategories
<p>Human Settlement</p>	<ul style="list-style-type: none"> • Residential areas Rural urban interface areas and rural properties. • Places of temporary occupation Commercial, mining and industrial areas located away from towns and population centres (that is, not adjoining residential areas). • Special risk and critical facilities Hospitals, nursing homes, schools and childcare facilities, tourist accommodation and facilities, prison and detention centres, government administration centres and depots, incident control centres, designated evacuation centres, police, fire and emergency services.
<p>Economic</p>	<ul style="list-style-type: none"> • Agricultural Pasture, grazing, livestock, crops, viticulture, horticulture and other farming infrastructure. • Commercial and industrial Major industry, waste treatment plants, mines, mills and processing and manufacturing facilities and cottage industry. • Critical infrastructure Power lines and substations, water and gas pipelines, telecommunications infrastructure, railways, bridges, port facilities and waste water treatments plants. • Tourist and recreational Tourist attractions and recreational sites that generate significant tourism and/or employment within the local area. • Commercial forests and plantations • Drinking water catchments
<p>Environmental</p>	<ul style="list-style-type: none"> • Protected Rare and threatened flora and fauna, ecological communities and wetlands. • Priority Fire sensitive species and ecological communities. • Locally important Nature conservation and research sites, habitats, species and communities, areas of visual amenity.
<p>Cultural</p>	<ul style="list-style-type: none"> • Aboriginal heritage Places of indigenous significance. • Recognised heritage Assets afforded legislative protection through identification by the National Trust, State Heritage List or Local Planning Scheme Heritage List. • Local heritage Assets identified in a Municipal Heritage Inventory or by the community. • Other Other assets of cultural value, for example community centres and recreation facilities.

4.3 Assessment of Bushfire Risk

Risk assessments have been undertaken for each asset or group of assets identified using the methodology described in the Guidelines.

Table 12– Asset Category Proportions

Asset category	Proportion of identified assets
Human Settlement	
Economic	
Environmental	
Cultural	

4.3.1 Likelihood Assessment

Likelihood is described as the chance of a bushfire igniting, spreading and reaching an asset. The approach used to determine the likelihood rating is **the same for each asset category**: Human Settlement, Economic, Environmental and Cultural.

There are four possible likelihood ratings: almost certain, likely, possible, and unlikely.

Table 13 – Likelihood Ratings

Likelihood Rating	Description
Almost Certain (Sure to Happen)	<ul style="list-style-type: none"> Is expected to occur in most circumstances; High level of recorded incidents and/or strong anecdotal evidence; and/or Strong likelihood the event will recur; and/or Great opportunity, reason or means to occur; May occur more than once in 5 years.
Likely (Probable)	<ul style="list-style-type: none"> Regular recorded incidents and strong anecdotal evidence; and /or Considerable opportunity, reason or means to occur; May occur at least once in 5 years.
Possible (feasible but < probable)	<ul style="list-style-type: none"> Should occur at some stage; and/or Few, infrequent, random recorded incidents or little anecdotal evidence; and/or Some opportunity, reason or means to occur.
Unlikely (Improbable, not likely)	<ul style="list-style-type: none"> Would only occur under exceptional circumstances.

4.3.2 Consequence Assessment

Consequence is described as the outcome or impact of a bushfire event. The approach used to determine the consequence rating is **different for each asset category**: Human Settlement, Economic, Environmental and Cultural.

There are four possible consequence ratings: minor, moderate, major and catastrophic.

Table 14 – Consequence Ratings

Consequence Rating	Descriptions
Minor	<ul style="list-style-type: none"> • No fatalities. • Near misses or minor injuries with first aid treatment possibly required. • No persons are displaced. • Little or no personal support (physical, mental, emotional) required. • Inconsequential or no damage to an asset, with little or no specific recovery efforts required beyond the immediate clean-up. • Inconsequential or no disruption to community. • Inconsequential short-term failure of infrastructure or service delivery. (Repairs occur within 1 week, service outages last less than 24 hours.) • Inconsequential or no financial loss. Government sector losses managed within standard financial provisions. Inconsequential business disruptions.
Moderate	<ul style="list-style-type: none"> • Isolated cases of serious injuries, but no fatalities. Some hospitalisation required, managed within normal operating capacity of health services. • Isolated cases of displaced persons who return within 24 hours. • Personal support satisfied through local arrangements. • Localised damage to assets that is rectified by routine arrangements. • Community functioning as normal with some inconvenience. • Isolated cases of short to mid-term failure of infrastructure and disruption to service delivery. (Repairs occur within 1 week to 2 months, service outages last less than 1 week.) • Local economy impacted with additional financial support required to recover. Government sector losses require activation of reserves to cover loss. Disruptions to businesses lead to isolated cases of loss of employment or business failure. • Isolated cases of damage to environmental or cultural assets, one-off recovery efforts required, but with no long term effects to asset.
Major	<ul style="list-style-type: none"> • Isolated cases of fatalities. • Multiple cases of serious injuries. Significant hospitalisation required, leading to health services being overstretched. • Large number of persons displaced (more than 24 hours duration). • Significant resources required for personal support. • Significant damage to assets, with ongoing recovery efforts and external resources required. • Community only partially functioning. Widespread inconvenience, with some services unavailable. • Mid to long-term failure of significant infrastructure and service delivery affecting large parts of the community. Initial external support required. (Repairs occur within 2 to 6 months, service outages last less than a month.)

Consequence Rating	Descriptions
Major	<ul style="list-style-type: none"> • Local or regional economy impacted for a significant period of time with significant financial assistance required. Significant disruptions across industry sectors leading to multiple business failures or loss of employment. • Significant damage to environmental or cultural assets that require major rehabilitation or recovery efforts. • Localised extinction of native species. This may range from loss of a single population to loss of all of the species within the BRM Plan area (for a species which occupies a greater range than just the BRM Plan area).
Catastrophic	<ul style="list-style-type: none"> • Multiple cases of fatalities. • Extensive number of severe injuries. • Extended and large number requiring hospitalisation, leading to health services being unable to cope. • Extensive displacement of persons for extended duration. • Extensive resources required for personal support. • Extensive damage to assets that will require significant ongoing recovery efforts and extensive external resources. • Community unable to function without significant support. • Long-term failure of significant infrastructure and service delivery affecting all parts of the community. Ongoing external support required. (Repairs will take longer than 6 months, service outages last more than 1 month.) • Regional or State economy impacted for an extended period of time with significant financial assistance required. Significant disruptions across industry sectors leading to widespread business failures or loss of employment. • Permanent damage to environmental or cultural assets. • Extinction of a native species in nature. This category is most relevant to species that are restricted to the BRM Plan area, or also occur in adjoining areas and are likely to be impacted upon by the same fire event. 'In nature' means wild specimens and does not include flora or fauna bred or kept in captivity.

The methodology used to determine the consequence rating for each asset category is based on the following:

• **Consequence Rating - Human Settlement Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the threat posed by the hazard vegetation and the vulnerability of the asset.

• **Consequence Rating - Economic Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the level of economic impact and the recovery costs.

- **Consequence Rating - Environmental Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the vulnerability of the asset and the potential impact of a bushfire or fire regime.

- **Consequence Rating - Cultural Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the threat posed by the hazard vegetation and the vulnerability of the asset.

4.3.3 Assessment of Environmental Assets

Using available biological information and fire history data, environmental assets with a known minimum fire threshold were assessed to determine if they were at risk from bushfire, within the five-year life of the BRM Plan. Environmental assets that would not be adversely impacted by bushfire within the five-year period have not been included and assessed in the BRM Plan. The negative impact of a fire on these assets (within the period of this BRM Plan) was determined to be minimal, and may even be of benefit to the asset and surrounding habitat.

4.3.4 Local Government Asset Risk Summary

A risk profile for the local government is provided in the summary table below. This table shows the proportion of assets at risk from bushfire in each risk category at the time the BRM Plan was endorsed.

Table 15 – Local Government Asset Risk Summary

Risk Rating	Low	Medium	High	Very High	Extreme
Asset Category					
Human Settlement					
Economic					
Environmental					
Cultural					

5. Risk Evaluation

5.1 Evaluating Bushfire risk

The risk rating for each asset has been assessed against the likelihood and consequence descriptions to ensure:

- The rating for each asset reflects the relative seriousness of the bushfire risk to the asset;
- Likelihood and consequence ratings assigned to each asset are appropriate; and
- Local issues have been considered.

5.2 Treatment Priorities

The treatment priority for each asset has been automatically assigned by BRMS, based on the asset's risk rating. Table 10 shows how likelihood and consequence combine to give the risk rating and subsequent treatment priority for an asset.

Table 16 – Treatment Priorities

Consequence Likelihood	Minor	Moderate	Major	Catastrophic
Almost certain	3D (High)	2C (Very High)	1C (Extreme)	1A (Extreme)
Likely	4C (Medium)	3A (High)	2A (Very High)	1B (Extreme)
Possible	5A (Low)	4A (Medium)	3B (High)	2B (Very High)
Unlikely	5C (Low)	5B (Low)	4B (Medium)	3C (High)

The treatment priority for each asset identified is recorded in the Treatment Schedule at **Appendix 1**

5.3 Risk Acceptability

Risks below a certain level were not considered to require specific treatment during the life of this BRM Plan. They will be managed by routine local government wide controls and monitored for any significant change in risk.

In most circumstances risk acceptability and treatment will be determined by the land owner, in collaboration with local government and fire agencies. However, as a general rule, the following courses of action have been adopted for each risk rating.

Table 17 – Criteria for Acceptance of Risk and Course of Action

Risk Rating	Criteria for Acceptance of Risk	Course of Action
Extreme (Priorities 1A, 1B, 1C)	Only acceptable with excellent controls. Urgent treatment action is required. Treatment plans to be explored and implemented. Highest level of authority notified.	Routine controls are not enough to adequately manage the risk. Immediate attention required as a priority. Specific action is required in first year of BRM plan. Continuous monitoring required.
Very High (Priorities 2A, 2B, 2C)	Only acceptable with excellent controls. Treatment action is required. Senior Shire officer's and council notified.	Routine controls are not enough to adequately manage the risk. Specific action will be required during the period covered by the plan.
High (Priorities 3A, 3B, 3C, 3D)	Only acceptable with adequate controls. Treatment action may be required.	Specific action may be required. Risk may be managed with routine controls and/or specific procedures and is subject to semi-annual monitoring.
Medium (Priorities 4A, 4B, 4C)	Acceptable with adequate controls. Treatment action is not required, but risk must be monitored regularly.	Specific action may not be required. Risk may be managed with routine controls and monitored periodically throughout the life of the BRM Plan.
Low (Priorities 5A, 5B, 5C)	Risk acceptable with adequate controls, managed by routine procedures or controls and subject to monitoring. Treatment is not required.	Need for specific action is unlikely. Risk will be managed with routine controls and monitored as required.

6. Risk Treatment

The purpose of risk treatment is to reduce the likelihood of a bushfire occurring and/or the potential impact of a bushfire on the community, economy and environment. This is achieved by implementing treatments that modify the characteristics of the hazard, the community or the environment.

There are many strategies available to treat bushfire risk. The treatment strategy (or combination of treatment strategies) selected will depend on the level of risk and the type of asset being treated. Not all treatment strategies will be suitable in every circumstance.

6.1 Local Government-Wide Controls

Local government-wide controls are activities that reduce the overall bushfire risk within the Shire of Bridgetown-Greenbushes. These types of treatments are not linked to specific assets, and are applied across all or part of the local government as part of normal business or due to legislative requirements. The following controls are currently in place across the Shire of Bridgetown-Greenbushes:

- *Bush Fires Act 1954* Section 33 notices, including applicable fuel management requirements, firebreak standards and annual enforcement programs;
- Declaration and management of Prohibited Burn Times, Restricted Burn Times and Total Fire Bans for the local government;
- Public education campaigns and the use of DBCA and DFES state-wide programs, tailored to suit local needs;
- State-wide arson prevention programs developed in conjunction with WA Police and DFES;
- State planning framework and local planning schemes, implementation of appropriate land subdivision and building standards in line with DFES, Department of Planning, Lands and Heritage and Building Commission policies and standards;
- Monitoring performance against the BRM Plan and reporting annually to the local government council and OBRM;
- The Department of Fire and Emergency Services (DFES) is responsible for the management of fire prevention of Unallocated Crown Land (UCL) and Unmanaged Reserves (UMR) within gazetted town site boundaries under a memorandum of understanding with the Department of Lands;
- Department of Biodiversity, Conservation and Attractions Annual mitigation works programs (includes mechanical works and prescribed burns that may not directly influence level of risk to a specific asset or group of assets)
- Western Power Annual Vegetation Management and asset inspection activities in Extreme and High Bushfire Risk areas completed by November 30th.
- All Fire Management Plans including but not limited to, land developments and estates. Plans are available through the Planning department at the Shire;
- The Shire of Bridgetown-Greenbushes annual hazard reduction works program (includes, spraying, slashing and pruning in and around established Town sites and on strategic rural reserves). Priority is given to populated Town sites first (known works will be captured in the Bushfire Risk Management treatment schedule),
- Water Corporation Bushfire Risk Mitigation Program (Water Corporation sites due to be assessed within the Shire by Water Corp. staff. Only High to Extreme risk sites will be communicated to the BRM Plan/BRPC once completed), and;

- Community “Bushfire Ready” groups facilitated by local resident’s injunction with DFES are being developed. Joint initiative: LG, DFES, and other community groups and associations.

A multi-agency work plan has been developed and is attached at **Appendix 3**. The plan details work to be undertaken as a part of normal business, to improve current controls or to implement new controls to better manage bushfire risk across the local government.

6.2 Asset-Specific Treatment Strategies

Asset-specific treatments are implemented to protect an individual asset or group of assets, identified and assessed in the BRM Plan as being at risk from bushfire. There are six asset specific treatment strategies:

- **Fuel management** - Treatment reduces or modifies the bushfire fuel through manual, chemical and prescribed burning methods;
- **Ignition management** - Treatment aims to reduce potential human and infrastructure sources of ignition in the landscape;
- **Preparedness** - Treatments aim to improve access and water supply arrangements to assist firefighting operations;
- **Planning** - Treatments focus on developing plans to improve the ability of firefighters and the community to respond to bushfire; and
- **Community Engagement** - Treatments seek to build relationships, raise awareness and change the behaviour of people exposed to bushfire risk.
- **Other** - Local government-wide controls, such as community education campaigns and planning policies, will be used to manage the risk. Asset-specific treatment is not required or not possible in these circumstances.

6.3 Determining the Treatment Schedule

Efforts will be made to finalise the Treatment Schedule within six months of this BRM Plan being endorsed by council. The Treatment Schedule will be developed in broad consultation with land owners and other stakeholders.

Land owners are ultimately responsible for treatments implemented on their own land. This includes any costs associated with the treatment and obtaining the relevant approvals, permits or licences to undertake an activity. Where agreed, another agency may manage a treatment on behalf of a land owner. However, the onus is still on the land owner to ensure treatments detailed in this BRM Plan are completed.

7. Monitoring and Review

Monitoring and review processes are in place to ensure that the BRM Plan remains current and valid. These processes are detailed below to ensure outcomes are achieved in accordance with the *Communication Strategy* and *Treatment Schedule*.

7.1 Review

A comprehensive review of this BRM Plan will be undertaken at least once every five years, from the date of council endorsement. Significant circumstances that may warrant an earlier review of the BRM Plan include:

- Changes to the BRM Plan area, organisational responsibilities or legislation;
- Changes to the bushfire risk profile of the area; or
- Following a major fire event.

7.2 Monitoring

BRMS will be used to monitor the risk ratings for each asset identified in the BRM Plan and record the treatments implemented. Risk ratings are reviewed on a regular basis. New assets will be added to the *Asset Risk Register* when they are identified.

7.3 Reporting

The Shire of Bridgetown-Greenbushes will submit an annual report to OBRM each year summarising progress made towards implementation of the BRM Plan.

Consideration shall be given to publicly reporting the mitigation activities completed by the Shire via the Shire's website, newsletter or other appropriate means of communication. For example, this could be reporting on compliance to the Shire's annual indicative burn program.

8. Glossary

Asset	A term used to describe anything of value that may be adversely impacted by bushfire. This may include residential houses, infrastructure, commercial, agriculture, industry, environmental, cultural and heritage sites.
Asset Category	There are four categories that classify the type of asset – Human Settlement, Economic, Environmental and Cultural.
Asset Owner	The owner, occupier or custodian of the asset itself. Note: this may differ from the owner of the land the asset is located on, for example a communication tower located on leased land or private property.
Asset Register	A component within the Bushfire Risk Management System used to record the details of assets identified in the Bushfire Risk Management Plan.
Asset Risk Register	A report produced within the Bushfire Risk Management System that details the consequence, likelihood, risk rating and treatment priority for each asset identified in the Bushfire Risk Management Plan.
Bushfire	Unplanned vegetation fire. A generic term which includes grass fires, forest fires and scrub fires both with and without a suppression objective. ¹³
Bushfire Management Plan	A document that sets out short, medium and long-term bushfire risk management strategies for the life of a development. ¹⁴
Bushfire risk management	A systematic process to coordinate, direct and control activities relating to bushfire risk with the aim of limiting the adverse effects of bushfire on the community.
Bushfire Threat	The threat posed by the hazard vegetation, based on the vegetation category, slope and separation distance.
Consequence	The outcome or impact of a bushfire event.
Draft Bushfire Risk Management Plan	The finalised draft Bushfire Risk Management Plan (BRM Plan) is submitted to the OBRM for review. Once the OBRM review is complete, the BRM Plan is called the 'Final BRM Plan' and can be progressed to local government council for endorsement.
Emergency Risk Management Plan	A document (developed under <i>State Emergency Management Policy 3.2</i>) that describes how an organisation(s) intends to undertake the activities of emergency risk management based on minimising risk. These plans help

¹³ Australasian Fire and Emergency Service Authorities Council 2012, *AFAC Bushfire Glossary*, AFAC Limited, East Melbourne.

¹⁴ Western Australian Planning Commission 2015, *State Planning Policy 3.7: Planning in Bushfire Prone Areas*, WAPC, Perth.

	inform the ongoing development of Local Emergency Management Arrangements (LEMA) and Westplans.
Geographic Information System (GIS)	A data base technology, linking any aspect of land-related information to its precise geographic location. ¹⁵
Geographic Information System (GIS) Map	The mapping component of the Bushfire Risk Management System. Assets, treatments and other associated information is spatially identified, displayed and recorded within the GIS Map.
Land Owner	The owner of the land, as listed on the Certificate of Title; or leaser under a registered lease agreement; or other entity that has a vested responsibility to manage the land.
Likelihood	The chance of something occurring. In this instance, the chance of a bushfire igniting, spreading and reaching the asset.
Locality	The officially recognised boundaries of suburbs (in cities and larger towns) and localities (outside cities and larger towns).
Planning Area	A geographic area determine by the local government which is used to provide a suitable scale for risk assessment and stakeholder engagement.
Priority	See Treatment Priority.
Recovery Cost	The capacity of an asset to recover from the impacts of a bushfire.
Responsible Person	The person responsible for planning, coordinating, implementing, evaluating and reporting on a risk treatment.
Risk acceptance	The informed decision to accept a risk, based on the knowledge gained during the risk assessment process.
Risk analysis	The application of consequence and likelihood to an event in order to determine the level of risk.
Risk assessment	The systematic process of identifying, analysing and evaluating risk.
Risk evaluation	The process of comparing the outcomes of risk analysis to the risk criteria in order to determine whether a risk is acceptable or tolerable.
Risk identification	The process of recognising, identifying and describing risks.

¹⁵ Landgate 2015, *Glossary of terms*, Landgate, Perth

Risk Manager	The organisation or individual responsible for managing a risk identified in the Bushfire Risk Management Plan; including review, monitoring and reporting.
Risk Register	A component within the Bushfire Risk Management System used to record, review and monitor risk assessments and treatments associated with assets recorded in the Bushfire Risk Management Plan.
Risk treatment	A process to select and implement appropriate measures undertaken to modify risk.
Rural	Any area where in residences and other developments are scattered and intermingled with forest, range, or farm land and native vegetation or cultivated crops. ¹⁶
Rural Urban Interface (RUI)	The line or area where structures and other human development adjoin or overlap with undeveloped bushland. ¹⁷
Slope	The angle of the ground's surface measured from the horizontal.
Tenure Blind	An approach where multiple land parcels are considered as a whole, regardless of individual ownership or management arrangements.
Treatment	An activity undertaken to modify risk, for example a prescribed burn.
Treatment Objective	The specific aim to be achieved or action to be undertaken, in order to complete the treatment. Treatment objectives should be specific and measurable.
Treatment Manager	The organisation, or individual, responsible for all aspects of a treatment listed in the Treatment Schedule of the Bushfire Risk Management Plan, including coordinating or undertaking work, monitoring, reviewing and reporting.
Treatment Priority	The order, importance or urgency for allocation of funding, resources and opportunity to treatments associated with a particular asset. The treatment priority is based on an asset's risk rating.
Treatment Schedule	A report produced within the Bushfire Risk Management System that details the treatment priority of each asset identified in the Bushfire Risk Management Plan and the treatments scheduled.

¹⁶ Australasian Fire and Emergency Service Authorities Council 2012, *AFAC Bushfire Glossary*, AFAC Limited, East Melbourne

¹⁷ Australasian Fire and Emergency Service Authorities Council 2012, *AFAC Bushfire Glossary*, AFAC Limited, East Melbourne

Treatment Strategy	The broad approach that will be used to modify risk, for example fuel management.
Treatment Type	The specific treatment activity that will be implemented to modify risk, for example a prescribed burn.
Vulnerability	The susceptibility of an asset to the impacts of bushfire.

9. Common Abbreviations

APZ	Asset Protection Zone
BRMP	Bushfire Risk Management Planning
BRM Plan	Bushfire Risk Management Plan
BRMS	Bushfire Risk Management System
CALD	Culturally and Linguistically Diverse
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ERMP	Emergency Risk Management Plan
FFDI	Forest Fire Danger Index
FMP	Fire Management Plan
GFDI	Grassland Fire Danger Index
GIS	Geographic Information System
HSZ	Hazard Separation Zone
JAFFA	Juvenile and Family Fire Awareness
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LMZ	Land Management Zone
OBRM	Office of Bushfire Risk Management
DBCA	Biodiversity, Conservation and Attractions (Department of)
SEMC	State Emergency Management Committee
SLIP	Shared Land Information Platform
VESTA	Project Vesta: Fire in Dry Eucalypt Forest
WAPC	Western Australian Planning Commission

Appendices

- 1 Communication Strategy**
- 2 Planning Area Map**
- 3 Local Government-Wide Controls, Multi-Agency Treatment Work
Plan**



The Shire of Bridgetown - Greenbushes

**Bushfire Risk Management Planning
Communication Strategy**

Document Control

Document Name	Bushfire Risk Management Plan Communications Strategy	Current Version	2.2
Document Owner	Tim Clynych CEO	Issue Date	<i>DD/MM/YYYY</i>
Document Location	Shire Office	Next Review Date	<i>DD/MM/YYYY</i>

Related Documents

Title	Version	Date
Shire of Bridgetown - Greenbushes Bushfire Risk Management Plan	2.2	
		<i>Add as required.</i>

Amendment List

1.0	April 2016	Bushfire Risk Management Officer	Draft Communications Strategy
			<i>Add as required.</i>

1 INTRODUCTION

A Bushfire Risk Management Plan (BRM Plan) is a strategic document that outlines the approach to the identification, assessment and treatment of assets exposed to bushfire risk within the **Shire of Bridgetown - Greenbushes**. This Communication Strategy accompanies the BRM Plan for the **Shire of Bridgetown - Greenbushes**. It documents the communication objectives for the BRM Plan, roles and responsibilities for communication, key stakeholders, target audiences and key messages at each project stage, communication risks and strategies for their management, and communication monitoring and evaluation procedures.

2 COMMUNICATIONS OVERVIEW

Communication Objectives

The communication objectives for the development, implementation and review of the BRM Plan for the **Shire of Bridgetown - Greenbushes** are as follows:

1. Key stakeholders understand the purpose of the BRM Plan and their role in the bushfire risk management planning process.
2. Stakeholders who are essential to the bushfire risk management planning process, or can supply required information, are identified and engaged in a timely and effective manner.
3. Relevant stakeholders are involved in decisions regarding risk acceptability and treatment.
4. Key stakeholders engage in the review of the BRM Plan as per the schedule in place for the local government area.
5. The community and other stakeholders engage with the bushfire risk management planning process and as a result are better informed about bushfire risk and understand their responsibilities to address bushfire risk on their own land.

Communication Roles and Responsibilities

The Shire of Bridgetown - Greenbushes is responsible for the development, implementation and review of the Communication Strategy. Key stakeholders support local government by participating in the development and implementation of the Communications Strategy as appropriate. An overview of communication roles and responsibilities follows:

- CEO, **Shire of Bridgetown - Greenbushes**, responsible for endorsement of the BRM Plan Communications Strategy and any external communication with the local government area.
- Bushfire Risk Management Planning Coordinator, **Shire of Bridgetown - Greenbushes**, responsible for operational-level communication between the Shire and the Department of Fire and Emergency Services.
- Community Emergency Services Manager, Shire of Bridgetown-Greenbushes responsible for internal and external communication with LGA and Volunteer Bush Fire Brigades, monitoring and reporting on the BRM Plan and Communication Strategy
- Bushfire Risk Management Planning Coordinator, Shire Bridgetown-Greenbushes responsible for operational-level communication between the Shire and the Department of Fire and Emergency Services.

- Bushfire Risk Management Officer, Department of Fire and Emergency Services responsible for operational-level communication between Shire, Department of Fire and Emergency Services and the Office of Bushfire Risk Management.

Key Stakeholders for Communication

The following table identifies key stakeholders in bushfire risk management planning. These are stakeholders that are identified as having a significant role or interest in the planning process or are likely to be significantly impacted by the outcomes.

Stakeholder	Role or interest	Level of impact of outcomes	Level of engagement
LOCAL GOVERNMENT	Significant Role in plan development, implementation and review. Significant interest as a land manager.	High	Inform, consult, involve, collaborate and empower.
DFES	Significant Role in plan development, implementation and review. Support role In treatment Implementation.	High	Regular engagement & Consultation.
DFCA	Treatment plans, Land Management, Asset Identification	High	Regular engagement, Consultation and kept informed.
LOCAL COMMUNITY AND PRIVATE LAND OWNERS	Role in plan development, implementation and review. Significant interest as a land manager.	High	Inform, consult and involve
UTILITY COMPANIES	Role in plan development, implementation and review. Significant interest as a land manager. Critical infrastructure interest.	Medium	Inform, consult, involve and collaborate
LANDCARE GROUP	Role in plan development, implementation and review	Medium	Inform, consult and involve
THE FRIENDS OF THE RESERVE	Role in plan development, implementation and review	Medium	Inform, consult and involve
BFAC	Role in plan development, implementation and review	Medium	Inform, consult and involve
LEMC	Role in plan development, implementation and review	Medium	Inform, consult and involve
OBRM	Significant Role in plan development and review	Medium	Inform, consult and involve
Chief Bushfire Control Officer	Role in plan development, implementation and review	High	Inform, consult and involve
Bushfire Brigades and other Emergency Services Volunteers	Role in plan development, implementation and review	Medium	Inform, consult, involve, collaborate and empower.

Communications Plan

Timing of Communication	Stakeholder (s)	Communication Objective(s)	Communication Method	Key Message or Purpose	Responsibility	Identified Risks to Communication	Strategy to Manage Risks	Monitoring and Evaluation Method
Development of the BRM Plan								
Life of plan	Shire of Bridgetown-Greenbushes CEO, Senior Management Group and Staff	All (1-5)	Emails Meetings Shire Website	Informed, consulted, accountable or responsible. Review and input into Plan.	BRPC or CESM	Time constraints No clear message Incorrect audience	Careful planning and time management	Feedback, questions and level of support received
Annually	Bushfire Advisory Committee (BFAC)	All (1-5)	Meetings	Engaged in process of BRM PLAN Treatment Schedule and Risk Analysis	BRPC and BRMO	Plan not complete Treatments not negotiated Time constraints	Prepare presentation for each BFAC Give updates as required	Feedback, treatments negotiated and supported by committee.
Quarterly	Local Emergency Management Committee (LEMC)	1 – 3 & 5	Email Face to face meetings Presentation	Confirm project objectives Seek input into treatment plans Project updates	CEO, CESM or BRPC	Stakeholder's willingness to participate	Preparation Ensure current information on the BRM Plan Project is available	Feedback on the presentation
Quarterly or as required	CBFCO, FCO's, BFB Captains, VFRS Captain	All (1-5)	Meetings organised with brigades as required	Engaged in process of BRM Plan Identify Risk, and share information	BRPC or BRMO	Time constraints No plan, unorganised Availability of volunteers	Careful planning and time management Express value of meeting	Feedback, support for BRM PLAN process Engaged

Biannually	Dept of Biodiversity, Conservation and Attractions (DBCA) and Forest Products Commission (FPC)	1 – 3 & 5	Face to face Meetings Email Telephone	Confirmation of environmental assets Identification of DPAW and FPC burn plans Confirming project objectives, seeking input into treatment plans and providing project updates Development of treatment options	BRPC and BRMO	Resource constraints could limit their ability to participate Willingness to release 'confidential' data re environmental assets	Clarify misunderstandings and intentions of plan Provide undertakings re the release of confidential data Restrict release of information and document in plan	Level of engagement Environmental assets in BRMS
Annually and as required	Home Owners Land Managers Landcare Group The Friends of The Reserve Volunteers	1 & 2	Media (Newspaper) Face to face meetings Community workshops and forums	Inform of the BRM PLAN process Identify valued assets Identify existing controls Development of treatment options	BRPC and BRMO	Media not reaching majority Workshops and forums could get abstracted by other agendas	Newspaper and website details Chair meetings with strict agenda and purpose	Engaged throughout process Feedback received Success of outcomes
Annually or as required	State Agencies, Service providers and other Stakeholders (WP, WC, National Trust etc.)	All (1-5)	Emails Face to Face Meetings Telephone	Inform of BRM PLAN process Identify assets at risk Identify existing controls/programs	BRPC and BRMO	Time constraints and travel Level of interest and engagements in process	Select appropriate channel of communication Prepare materials and good planning	High engagement and participation levels Good feedback and interest in program

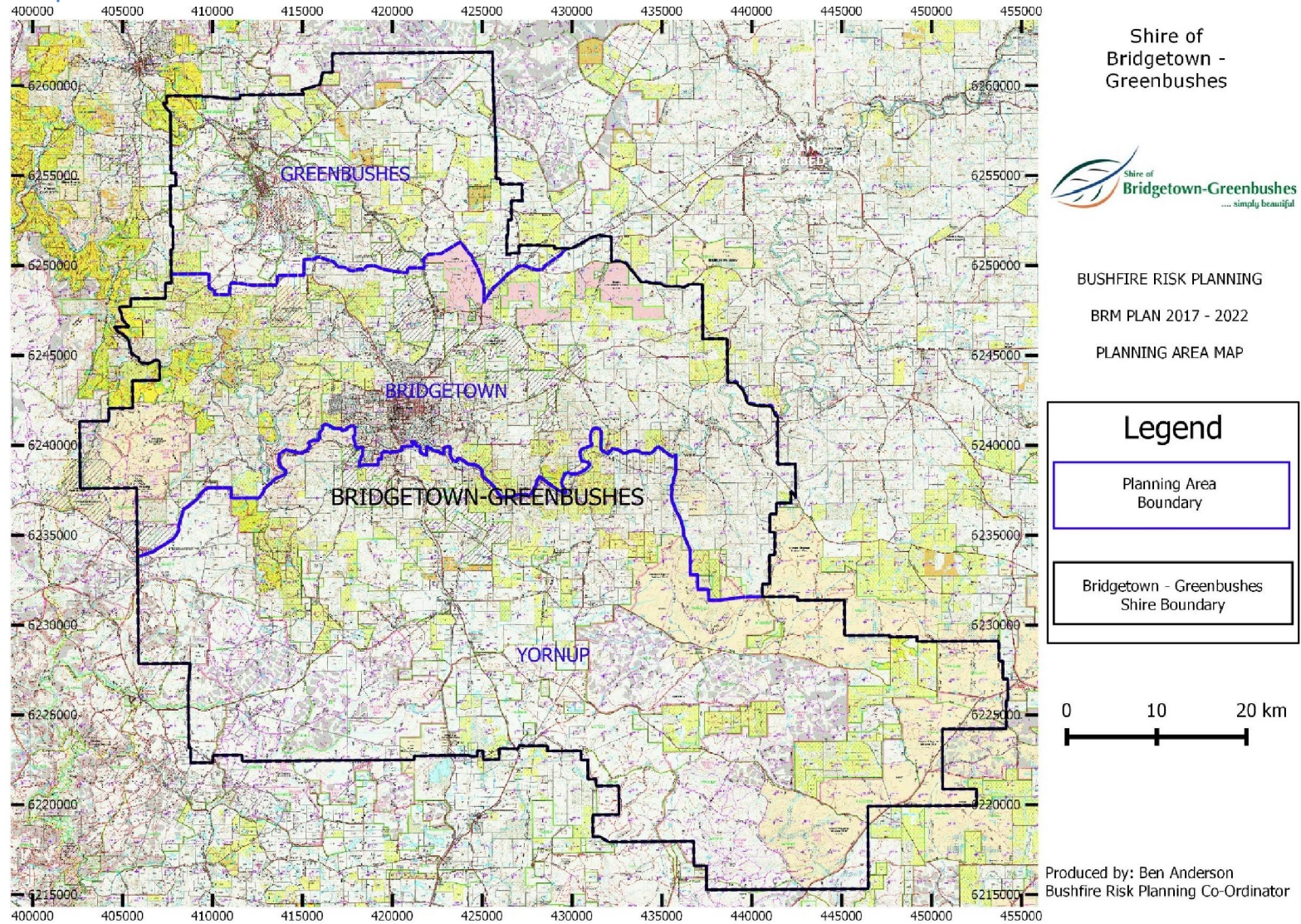
Annually or as required	Office of Bushfire Risk Management	1 & 2	Email Face to face meetings	Compliance and governance Plan endorsement	CEO / Delegate or BRPC	Government funding Government priorities Identified non Compliances	Stay up to date with process improvements	Plan endorsed
Bi-annually and as required	Dept of Fire and Emergency Services (DFES) – District/Regional Office	1 – 3 & 5	Email Face to face meetings Telephone	UCL/UMR planned works Identification of treatment strategies Identification of other planned works Sharing information Identifying funding opportunities	CEO / Delegate or BRPC	Time constraints Conflicting priorities Response obligations	Plan communications Share information	Other planned works identified Funding opportunities identified UCL/UMR treatments included on BRMS Implementation of the BRM Plan
Implementation of the BRM Plan								
Life of plan	Shire Bridgetown-Greenbushes CEO, Senior Management Group and Staff	All (1-5)	Emails Meetings Shire Website	Informed, consulted, accountable or responsible. Review and input into Plan. Progress to plan	BRPC or Community Emergency Services Manager	Time constraints Availability Lack of understanding Budget (for LG mitigation)	Careful planning and time management Clear purpose Clear communication and regular updates	Feedback, questions and level of support received
Life of Plan	Landcare Group	All (1-5)	Emails Website	Informed, consulted,	BRPC and BRMO	Availability	Well planned and executed sharing of information	Feedback and commitment received to

	The Friends of The Reserve Volunteers		Telephone	accountable or responsible. Review and input into Plan. Progress to plan		Located out of local/district area Commitment lost	Negotiations conducted	implement agreed controls Highly engaged
Life of Plan	BFAC Meetings	All (1-5)	Meetings	Report on progress to plan Report issues/constraints	BRPC and BRMO	Poor communication from stakeholders and LG on completion of works	Collate data and report on success to plan Compliance to plan	Good feedback received on works FCO's pleased with work to date
Review of the BRM Plan								
Yearly (Shire) 5 Yearly (Shire, DFES and OBRM)	Shire Bridgetown-Greenbushes CEO, Councillors and Staff OBRM, BRMO, BRMB, BRPC & LG Council	All (1-5)	Email Meetings	Review, Monitor and Reporting Endorse plan Compliance to plan and acceptance of risk	BRPC and BRMO	Poor reporting and recording of information Review not completed by BRMB and OBRM	BRPC & BRMO to record data and information appropriately Approved by BRMB and OBRM for LG	Feedback from Council received Work completed as a result of plan Good reporting
Half Yearly	Shire Bridgetown-Greenbushes	All (1-5)	Email	Report on actions and key performance indicators for BRMP process	BRPC	Objectives not clearly set out Key actions not identified	Discuss with Shire CEO Clear objectives set	Reporting and feedback from CEO on work completed
Biannually and as required	DFES Regional / District Office	4, 5	Face to face meetings Email Telephone	Report on actions and status of BRMP Continuous improvement	BRPC and BRMO	Time Availability Conflicting priorities	Plan communications	Feedback on work completed Risk ratings reduced

								Improvements
Biannually	Dept of Biodiversity, Conservation and Attractions (DBCA) and Forest Products Commission (FPC)	1 – 3 & 5	Face to face Meetings Email Telephone	Identification of DPAW and FPC burn plans Confirming project objectives, seeking input into treatment plans and providing project updates Development of treatment options	BRPC and BRMO	Resource constraints could limit their ability to participate	Clarify misunderstandings and intentions of plan Provide undertakings re the release of confidential data Restrict release of information and document in plan	Level of engagement Treatment schedule in BRMS

Planning Area Map

Figure 2 Planning Area Map



Local Government-Wide Controls, Multi-Agency Treatment Work Plan

Appendix 3

Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments	
01	Shire of Bridgetown-Greenbushes, Local firebreak and hazard reduction laws (<i>Bush Fires Act 1954</i>)	Annual Firebreak Order	Local Government	FCO's, brigades and land owners	Firebreak Order reviewed annually and adopted by Council. Its purpose is to ensure land owners understand and comply to firebreak specifications as well as appropriately reducing fuel load and risk on their properties. Notice reviewed annually. Rangers inspect compliance to the notice and fines apply if non-compliant.
02	Shire of Bridgetown-Greenbushes Prohibited and Restricted burning times (<i>Bush Fires Act 1954</i>)	Annual Firebreak Order	Local Government	Chief FCO, CESM, Rangers and the public.	Prohibited and Restricted burn periods are designed to reduce the risk during very high to catastrophic fire danger rating days. Notice reviewed annually and dates can be subject to change as required by the Chief and Deputy FCO's.
03	Shire of Bridgetown-Greenbushes mitigation works	The Shire's mitigation team has annual works programs to reduce fuel load and remove hazards.	Local Government	Public (reporting hazards and concern of risk) Shire Parks and Gardens staff Shire Rangers	Shire mitigation team targets work on strategic risk areas with particular attention paid to past fire incidents or as identified by the BRM Plan process. Work includes, slashing, spraying, mulching, pruning and other mechanical treatments.
04	DFES UCL/UMR land management	Preparedness, mitigation work conducted on lands owned by DoL and managed by DFES under a MOU	DFES (Lower South West office)	DBCA, LG, Local brigades	Annual budgeting has been completed to include mitigating risk on UCL/UMR. Lower South West BRMO's have these plans included in their scope of work.
05	Shire of Bridgetown-Greenbushes, Burn Program (annual indicative plans)	Local Government has annual burn plans for Shire owned or vested reserves.	Local Government	DFES, DBCA, Local brigades, Public	The Shire's mitigation team is tasked with Bushfire Mitigation on Shire reserves. Annual burn plans are available. The BRM Plan will now prioritise the reserves for hazard reduction burns. BRMS will be recording information.

Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments	
06	Department of Biodiversity, Conservation and Attractions (DBCA) Master Burn Plans	DBCA have a 6 season burn program that is published on their website. Yearly plans are available.	DBCA	Local brigades, DFES, LG	The plans can be accessed via their website, by sharing shape files (GIS) and are communicated at Local BFAC, ROAC and other various meetings.
07	Department of Biodiversity, Conservation and Attractions mitigation works	DBCA conduct mulching and other mechanical treatments to reduce fuel load or provide fire access.	DBCA	DFES, LG	No formal plan exists however works are completed as required, upon request or when identified.
08	Water Corporation Bushfire Risk Management Program	Bushfire Risk Management Plan. A Bushfire Risk Management Project is under way for the Water Corp.	Water Corporation	DFES, LG	A plan is currently being developed. High risk areas are identified and treatments planned then completed. Treatments and risk assessments are available through Water Corp BRM PLAN department. Some high-risk areas have been identified in the Shire to date.
09	Western Power annual asset inspection and vegetation management program	Western Power Bushfire Plan	Western Power	DFES, LG, DBCA	Annual vegetation management and asset inspections are completed to ensure risk is managed. Full asset inspections are completed every 4 years.
10	Land sub-division & building (WAPC)	Requirement for estate, sub-division, and other Fire Management Plans	Local Government	Local Brigades, contractors and FCO's	Land developers are required to implement a Fire Management Plan to ensure risk is managed and other controls implemented and monitored.
11	Planning in Bushfire Prone Areas	Planning in bushfire prone areas. E.g. State Planning Policy 3.7 and standards.	WAPC	LG, DFES, DBCA, land owners	Foundation for land use planning. Directs how land use should address bushfire risk management in WA. It aims to preserve life and reduce impact on property and infrastructure. The Shire aligns its policy and standards with SPP 3.7. BAL assessments are required.

Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments	
12	Pine Plantation Fire Management Plans	The Forest Product Commission (FPC) has implemented fire management plans for plantation.	FPC	DFCA, LG, DFES	Minimum requirements and controls have been committed to within the Plan.
13	State-wide arson prevention programs	Education and awareness campaigns exist across the state for arson.	WA Police	DFES, LG	Participation as required. The Shire participates in campaigns for arson prevention.
14	Bushfire Ready Groups and street meets	Public preparedness and education campaign	DFES	LG, local brigades, DFES	Bushfire ready facilitators are within the Shire. Working together with DFES and LG community engagement teams to better prepare the community for bushfire events. Street meets and phone trees have been implemented as a result as well as safe winter burn demonstrations and workshops.



ROLLING ACTION SHEET

ROLLING ACTION SHEET

September 2017 (encompassing Council Resolutions up to Council Meeting held 27 July 2017)

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

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

Council Decision No.	Wording of Decision	Responsible Officer	Comments	√
C.28/1108 Public Access to Rear of Shops on Western Side of Hampton Street	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse in-principle the proposal to obtain an easement in gross over private land at the rear of shops west of Hampton Street between Henry Street and the existing public accessway opposite the public car park in Hampton Street. 2. That the CEO obtain the necessary legal advice to enable correspondence to be sent to affected property owners seeking their in-principle consent for the creation of an easement in gross for public access to the rear of their premises. 3. That upon receipt of responses from affected property owners the matter be brought back to Council for final determination, including consideration of how the proposed public accessway could be designed to take into account risk management of flooding. 	T 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"> 1. Notes that advertising of the Municipal Inventory Review commenced on Wednesday 9 September 2009 for a six week period with submissions invited by Thursday 22 October 2009. 2. Notes the content of the 'Municipal Inventory Review – Information Sheet' as per Attachment 19. 3. Request the Chief Executive Officer provide a report back to Council by no later than February 2010 on the Municipal Inventory Review, including feedback following public consultation as per Point 1. above, along with the merits of developing a Heritage Conservation Incentives Scheme, reviewing the current Bridgetown Special Heritage Design Policy and preparing a broader Heritage Conservation Policy for the Shire. 	S Donaldson	<ol style="list-style-type: none"> 1. Noted. Advertising period closed on 22 October 2009. Additional nominations and comments still being received. Research ongoing. 2. Noted. 3. Heritage Policy and Development Guidelines adopted by Council in December 2010. Numerous site inspections undertaken in October and November 2010 with Regional Heritage Advisor to consider new and additional nominations. Work continuing on inventory review and to be presented to Council by mid 2012 depending upon workload. Advisor unable to progress matter, with current RHA service to end on 30 June 2013. Internal or external appointment to be made to progress matter, pending budget considerations. Liaison with Office of Heritage continuing with a view to trialling a new online database. Investigation into Heritage Conservation Incentives Scheme not yet commenced. Council resolved in November 2011 not to adopt the Bridgetown Residential Character Area Policy in its current form. Review recommenced with preliminary report expected to be presented to Council late 2015. Update report and draft policy adopted by Council in April 2016. Draft policy being advertised with the submission period to end on 30 June 2016. Final report to be presented to Council in August 2016. Assessment of Cultural Heritage Significance Policy adopted by Council on 25 August 2016. Review progressing with report to be presented to Council in August or September 2017.

<p>C.14/0310 Preliminary Report – Plantation Exclusion Zones</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Agrees that any consideration of plantation exclusion zones should also address the Greenbushes, North Greenbushes and Hester townsites, the Yornup township and existing or proposed local development areas throughout the Shire municipality. 2. Directs the Chief Executive Officer to prepare preliminary documentation and present a report to a future meeting of Council to initiate a scheme amendment to Town Planning Scheme No. 3 seeking to modify Table I to prohibit 'Afforestation' within the Rural zone of the scheme area. 3. Directs the Chief Executive Officer to present all planning applications for 'Afforestation' for land within Town Planning Scheme No. 3 to Council for determination, until such time as the scheme amendment required by Point 2 above has been finalised. 4. Directs the Chief Executive Officer to engage a suitably qualified consultant to undertake a Bush Fire Hazard Assessment of the Shire municipality, in consultation with FESA, and in accordance with the Planning for Bush Fire Protection document. 5. Directs the Chief Executive Officer to commence a comprehensive review of the Shire's Plantation Applications Policy to address the following issues: <ol style="list-style-type: none"> a) Definition of woodlots and shelter belts and list of acceptable locally native tree species. b) Location of surrounding development and adequate bush fire risk assessment and management, with reference to FESA Guidelines for Plantation Fire Protection. c) Other natural resource management issues 	<p>S Donaldson</p>	<ol style="list-style-type: none"> 1. Noted. 2. Presented to Council in August 2011 for initial adoption. Advertising period closed on 8 December 2011. Amendment adopted by Council on 25 January 2012 and forwarded to WAPC for final approval. Amendment gazetted 8 June 2012. 3. Noted. 4. Funding application was successful – Council accepted funds at March 2011 meeting. Bushfire Hazard Strategy Consultant Brief finalised and tenders called for by 14 September 2011. Final report received and adopted by Council in August 2012 for purpose of future public consultation. Council in March 2016 resolved not to progress. See Point 6 below. 5. Commenced but little progress to date, pending adoption of Bushfire Hazard Strategy. No further action progressed. New detailed Bushfire Hazard Level Assessment to be prepared for Local Planning Strategy, with recommendations for plantation exclusion (August 2017). 	
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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.09/1112 Draft Shire of Bridgetown-Greenbushes Local Planning Strategy and Technical Appendix</p>	<p>That Council:</p> <ol style="list-style-type: none"> 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. 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. 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. 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>S Donaldson</p>	<ol style="list-style-type: none"> 1. Noted. 2. Final Strategy and Technical Appendix forwarded to the Department of Planning, feedback pending. 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>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</p>

			<p>through required modifications to strategy and plans. Modified Strategy Plans now finalised, work progressing on strategy text document for consideration by WAPC by March 2014. WAPC has provided feedback and requested some modifications be done. Review of Bridgetown Town Centre Strategy component of the LPS to be discussed at councillor workshop in light of potential rezoning of P & Co Packing Shed site. Workshop held on 19 March 2015 with further work and liaison with Department of Planning continuing. Updated draft to be presented to Council for consideration by July or August (April 2015). Meeting with DoP staff held in Bridgetown on 30 April 2015 for further discussion. Further discussion with DoP staff on 24 June 2015, work progressing (July 2015). Discussion with Bushfire Consultant underway to prepare Bushfire Hazard Assessment (June 2017).</p>
<p>C.16/0513 Greenbushes Overnight Stay Facility</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the proposal to establish a short term caravan and camping transit park (6 sites) at the Greenbushes Sportsground, adjacent to the old cricket pavilion. 2. Endorse the proposal to redevelop the old cricket pavilion to a “camper’s bunkhouse” with 4 bunks being provided. 3. Seek the approval of the Minister for Local Government for approval of the transit park and bunkhouse 4. Consider allocation of a sum of \$6,000 in the 2013/14 budget for development of the transit park and hikers bunkhouse. 	<p>T Clynch</p>	<p>An application has been submitted to the Department of Local Government (October 2013).</p> <p>Approval for the use of the land as a transient caravan park has been granted (subject to conditions) by the Department of Lands. The approval of the Minister for Local Government is now required and an application is being submitted (September 2014).</p> <p>Concerns have been raised by Water Corporation due to proximity to Greenbushes water supply and it appears that until such time as the water supply dam is discontinued (as proposed under new integrated water supply project) the transit caravan park will be deferred (May 2015).</p> <p>Progression of this proposal can be seen as a linkage to Council’s request for acquisition of the Dumpling Gully Precinct – Resolution C.02/1216 (April 2017)</p>

<p>C.10/0315 Investigating the provision of an Organic Waste Collection Service</p>	<p>That Council investigate the possibility of introducing “Organic Waste” kerb side collection for the Shire.</p>	<p>L Crooks</p>	<p>A meeting has been held with the relevant officer at the Shire of Donnybrook-Balingup to discuss various aspects of its organic waste collection service. This will assist in preparing a report to Council (February 2016).</p> <p>Processing of organic waste will be a consideration in the planning and eventual design of any regional waste site (March 2017).</p>
<p>C.15/0415a Proposed Land Purchase – Western Portions of Lot 20 (81) and Lot 21 (87) Hampton Street, Bridgetown</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Resolves to purchase the western portion of Lot 20 (81) Hampton Street, Bridgetown (currently on Diagram 14110 Volume/Folio 1130/54) for the sum of \$18,000 plus subdivision and legal costs. 2. Resolves to purchase the western portion of Lot 21 (87) Hampton Street, Bridgetown (currently on Diagram 14110 Volume/Folio 1550/177) for the sum of \$8,750 plus subdivision and legal costs. 3. That the unbudgeted expenditure of \$26,750 purchase price and estimated \$8000 subdivision and legal (transfer of land) costs be funded by withdrawal of an amount of up to \$34,750 from the Land & Buildings Reserve. 4. That the CEO be authorised to submit an application for to the Western Australian Planning Commission for the subdivision/amalgamation of the land, and amalgamation with adjacent land if required when acquirable by the Shire of Bridgetown-Greenbushes. 	<p>S Donaldson</p>	<ol style="list-style-type: none"> 1. Noted. 2. Noted. 3. Noted. 4. Noted. Subdivision plan prepared, pending finalisation of purchase of 97 and 99 Hampton Street, Bridgetown, before application is lodged with WAPC (August 2016). Plan of subdivision being finalised to be lodged with WAPC (November 2016). Application lodged with WAPC in December 2016. Approval granted 21 February 2017. Deposited Plan finalised and lodged with Department of Planning, Lands and Heritage for endorsement (July 2017). New titles prepared, with Shire’s solicitor finalising settlement and land transfer (September 2017).

<p>C.02/1215 Annual Report & Annual Financial Report 2014/15</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Accepts the Annual Report including the Annual Financial Report and Audit Report for the 2014/2015 financial year and gives local public notice of its availability. 2. Schedules the Annual General meeting of Electors to be held on Thursday, 4 February 2016 in the Council Chambers, commencing at 5.30pm. 3. Note Administration's comments in relation to the matters raised in Appendix 1 of the Auditor's Management Report. 4. That a report be presented to Council on the effect of fair value and depreciation on the operating surplus ratio and asset sustainability ratio and meeting the current benchmark. 	<p>T Clynch</p>	<p>AGM held 4 February.</p> <p>Report to be presented to the next Audit Committee.</p>	
<p>C.03/0116 Request for Installation of Street Lighting – Pioneer Road</p>	<ol style="list-style-type: none"> 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. 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. 3. That the Shire's portion of this cost be funded in the 2016/17 budget. 4. That the project be abandoned should the support funding from both Bridgetown Agricultural Society and Blues at Bridgetown be refused. 5. That Council also investigate the option of installation of pedestrian solar lighting. 	<p>T Clynch</p>	<p>Application being prepared for Western Power.</p> <p>Design and cost estimate obtained – correspondence to be forwarded to Blues at Bridgetown and Bridgetown Agricultural society enquiring about contributions to the project once a cost estimate for alternative solar lighting is obtained (June 2016).</p>	
<p>C.06/0116 Proposed Closure of</p>	<p>That Council, in relation to the proposed closure of the two Rights-of-Way adjoining Barlee Street, Bridgetown, as per</p>	<p>S Donaldson</p>		

<p>Rights-of-Way for Partial Dedication as Public Roads and Amalgamation – Adjoining Barlee Street, Bridgetown</p>	<p>Attachment 6:</p> <ol style="list-style-type: none"> 1. Notes the public submissions received, as per Attachment 8, and the Shire staff responses in the Schedule of Submissions, as per Attachment 9. 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"> 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 b) Amalgamation of the 82 metre north-south portion of ROW West with adjoining properties where practical. 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. 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. 		<ol style="list-style-type: none"> 1. Noted. 2. Noted. 3. Noted. 4. Correspondence sent to Department Planning, Lands and Heritage on 4 February 2016. Responses pending (March 2016). 	
<p>C.06/0416 Bridgetown Railside Landscaping Project</p>	<p>That Council seek a review of the decision by Brookfield Rail regarding the proposed Bridgetown Railside Landscaping Project and seeks the assistance of the Minister for Transport and Minister for Regional Development in facilitating this review.</p>	<p>T Clynch</p>	<p>Discussions being held with Terry Redman’s office on best way to progress this matter (June 2016).</p> <p>Brookfield Rail has recently appointed a community liaison officer and it is intended to meet that person soon to discuss various issues, including this issue (September 2016).</p> <p>A meeting was held with Brookfield Rail on 29 November 2016 and this issue was raised. Brookfield indicated it would reconsider its position on the landscaping and requested that a formal request be</p>	

			submitted based on the landscaping being groundcover only. That application is currently being prepared (February 2017)	
C.04/0516 Proposed Investigation of Strategic Purchase for Somme Creek Improvements	That Council considers investigating the potential strategic purchase of Lot 84 (42) Forrest Street with the possibility of purchasing a part thereof, which encompasses the Somme Creek creek line and associated riparian edges, to be incorporated into the Somme Creek Parklands project.	T Clynch S Donaldson	Correspondence sent to landowner on 22 August 2016. Meeting arranged for mid September 2016. Waiting for further contact from landowner (October 2016). Letter sent to Valuer General's Office on 17 November 2016, feedback pending (February 2017). Valuer General's Office feedback received. Follow up letter sent to landowner for further negotiation. Response received July 2017. Liaison with other landholders prior to further reporting to Council (August 2017).	
SpC01/0516 Cost Overruns at Bridgetown Sportsground Change Rooms	That Council: 1. Amend its 2015/16 budget as follows: (i) Increase the 'materials & contracts' allocation for Job No. 17BU 'Bridgetown Sportsground Change Rooms' from \$316,864 to \$401,000. (ii) Decrease the 'materials & contracts' allocation for Job No. 08BU Shire Depot Building Renewals from \$48,735 to \$32,735. (iii) Decrease the 'materials & contracts' allocation for Job No 28BU '32 Gifford Road' from \$8,700 to \$3,500. (iv) Transfer an amount of \$62,936 from the Building Maintenance Reserve to Job No. 17BU 'Bridgetown Sportsground Change Rooms' 2. Request the CEO prepare a 'Major Projects Evaluation' Policy for consideration by Council.	T Clynch	'Major Projects Evaluation' Policy yet to be commenced (July 2016) Draft policy has been prepared at officer level and is currently being assessed prior to presentation to Council (September 2017)	
C.12/0816 Statutory Review of Local Laws	That Council: 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:	G Norris	1. Superseded by comments on resolutions C.10/1016, C.11/1016 and C.12/1016 (May 2017) 2. With the resignation of the former Manager Health in December 2016 and the temporary appointment	√

	<ul style="list-style-type: none"> • Cemeteries • Keeping & Welfare of Cats • Parking and Parking Facilities <p>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.</p> <p>3. Resolves to make no amendments and thus retains without modification the following current local laws:</p> <ul style="list-style-type: none"> • Activities in Thoroughfares and Trading in Thoroughfares and Public Places • Bush Fire Brigades • Dogs • Fencing • Local Government Property • Pest Plants 		<p>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)</p> <p>3. Noted</p> <p>Items regarding the "Cemeteries" and "Parking and Parking Facilities" Local Laws were presented to July meeting. A report on the "Keeping & Welfare of Cats" item is included in August Standing Committee agenda.</p> <p>All reviews under this resolution have been completed. A new "Keeping & Welfare of Cats" Local law is to be prepared and presented to Council via a separate resolution (September 2017).</p>	
C.10/0916 Infirm Parking and Membership of Access and Inclusion Committee	<p>1. That Council directs the CEO to investigate and negotiate a lease agreement with 'Australia Post' and 'TGC and KPC Pty Ltd' for the purpose of installing Australian Council for Rehabilitating of Disabled (ACROD) parking bays in the Bridgetown Post Office car park and on the southern side of Howard Evans Legal Office.</p> <p>2. That Council directs the CEO to install an ACROD parking bay in the Shire Administration Building car park near the Lesser Hall external public toilet.</p> <p>3. That Council directs the CEO to revert all Infirm Parking Bays in the town centre - outside the Bridgetown Bakery, IGA, the Post Office - back to general use parking bays.</p> <p>4. That Council accepts the verbal resignation of Dyan Dent (Geegeelup Village), Helen Gales (Red Cross) and Peter Seaward (Enable Representative).</p>	M Richards	<p>1. Completed</p> <p>2. 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.</p> <p>3. Pending advice from Post Office regarding timeline to repair building as all line marking and signage works will be undertaken at the same time.</p> <p>4. Completed</p> <p>5. Completed</p>	

	5. That Council endorses the appointment of Jesse Donovan (Community Member) to the Access and Inclusion Advisory Committee.			
C.10/1016 Proposed Amendment to Keeping and Welfare of Cats Local Law	<p>That Council:</p> <ol style="list-style-type: none"> 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. 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. 	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>Item included in the August Standing Committee meeting agenda.</p> <p>At is August meeting Council resolved not to proceed with the proposed "Keeping and Welfare of Cats Amendment Local Law 2016" and directed the CEO to develop a new draft Local Law.</p>	√
C.03/1116 RV Friendly Towns	That Council consider the registration and promotion of Bridgetown as an RV Friendly Town and Greenbushes as an RV Destination and request the CEO present a report back to Council on the requirements and implications of obtaining such registrations.	T Clynch	<p>Assessment against guidelines of Campervan and Motorhome Club of Australia Limited (CMCA) has commenced (March 2017).</p> <p>The requirement for a dump point is a mandatory requirement for registration as a RV Friendly Town and assessment of options is currently occurring to enable a report back to Council (April 2017).</p> <p>A meeting has recently been held with representatives of the Bridgetown Agricultural Society regarding</p>	

			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 Clynch	Correspondence forwarded to Water Corporation on 23 December 2016. Response received 28 February 2017 indicating in-principle support to the proposal (April 2017). A meeting was held with the Water Corporation and Talison Lithium on 19.6.17 to further discuss the processes for de-proclamation of the drinking water source and the need to engage with DPAW (July 2017).	
C.05/1216 Greenbushes Townsite Carpark	That Council: <ol style="list-style-type: none"> 1. Adopts in principle the proposed Greenbushes Town Centre Carpark and Access Concept Plan. 2. Authorises the CEO to progress discussion with the landholders to acquire private property adjacent to the laneway at the rear of the shopping area on the corner of Blackwood Road and Stanifer Streets in Greenbushes for the purposes of creating a formalised car parking area. 3. Requests the CEO to finalise the plan to include appropriate drainage, road access and parking and traffic ways. 4. Requests the CEO to identify suitable funding opportunities for the project. 	T Clynch	Letters sent to affected property owners in order to commence consultation on possible ceding of private land for the project (March 2017).	
C.06/1216 Expanding the Gym Facilities at the Bridgetown Leisure Centre	That Council: <ol style="list-style-type: none"> 1. Commence the process of investigating the suitability and cost of extending the current gym facilities of the Bridgetown Leisure Centre. 2. Approves unbudgeted expenditure of \$8,000 to enable appointment of an architect to prepare a scope of works and concept plans for the possible extension of the gym at the Bridgetown Leisure Centre with this expenditure to be funded by the transfer of \$8,000 from the Strategic Projects Reserve. 3. That upon completion of the concept planning phase consider in its next review of the Corporate Business Plan the prioritisation and funding of proceeding to the 	E Denniss	<ol style="list-style-type: none"> 1. Completed 2. Completed. 3. BLC Business Plan to be presented to Council in September for endorsement. 	

	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.			
C.07/0117 Home Based Business Regulatory Review	<p>That Council:</p> <ol style="list-style-type: none"> 1. Pursuant to section 75 of the Planning and Development Act 2005 and regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015 adopts Town Planning Scheme No.3 Amendment No. 72 as per Attachment 6 as a 'Standard' amendment, as the amendment will not result in any significant environmental, social, economic or governance impacts on land in the scheme area, and is not a complex or basic amendment. 2. Pursuant to section 75 of the Planning and Development Act 2005 and regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015 adopts Town Planning Scheme No.4 Amendment No. 70 as per 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. 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. 4. Pursuant Schedule 2, Part 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 adopts the draft Home Based Business Policy, as per Attachment 8, to expressly supersede the current Home Occupation & Occupation Town Planning Scheme Policy TP.20, as per Attachment 9, and directs the Chief Executive 	S Donaldson	<ol style="list-style-type: none"> 1. Noted. 2. Noted. 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. See C.12/0617 below. 4. Noted. Advertising of draft policy to be concurrent with amendments, pending EPA response. (March 2017). EPA response received, neither amendment to be assessed under EP Act. Amendments forward to WAPC for approval of advertising notice and form, prior to advertising 	√

	Officer to commence advertising in accordance with Clause 6.7.2 of Town Planning Scheme No. 3 and Clause 7.6.2 of Town Planning Scheme No.4, in concurrence with Point 3 above, then presented to a future meeting of Council for consideration of any submissions received.		(March 2017). Formal advertising commenced 3 May 2017, with submission period ending 15 June 2017. Amendments and new policy adopted by Council on 29 June 2017. See C.12/0617 below.	
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. Further reporting is to occur by the end of the year.	
C.05/0217 Registration as a "Waterwise Council"	That Council endorse the recommendation from its Sustainability Advisory Committee and direct the CEO to submit a request to the Water Corporation for commencement of the process to becoming a "Waterwise Council".	T Clynch	Request has been submitted (April 2017). Process for preparation and signing of a Memorandum of Understanding has commenced (August 2017)	
C.03/0417 Green Roof at Library	That Council endorse the Sustainability Advisory Committee recommendation to remove the vegetation comprising the green roof and install roof matting.	L Crooks	The works will be programmed in 2017/18 (June 2017)	
C.07/0617 Future of Shire Owned Slip On Fire Units	That Council: <ol style="list-style-type: none"> 1. Endorse the recommendation from its Bush Fires Advisory Committee and instruct the CEO to recall all Shire owned slip on fire units currently in private possession in order to complete a condition audit of the units. The CEO is authorised to identify a sufficient number of these slip on units for retention in Shire ownership with the remainder of the units to be offered for sale to individual persons with the Bush Fire Brigades identifying the preferred persons for first offer of those units currently stored in their brigade area. 2. Transfer any proceeds from sale of surplus slip on fire units to the Bush Fire Reserve account. 	C Sousa	Notification being given to holders of all Shire owned slip on units (August 2017).	
C.12/0617 Home Based	That Council, in relation to the Home Based Business Regulatory Review: <ol style="list-style-type: none"> 1. Notes the four submissions received as per Attachment 13, and the 			

Business Regulatory Review	<p>staff responses in the Schedule of Submissions as per Attachment 14, in relation to both Town Planning Scheme No. 3 – Amendment No. 72 and Town Planning Scheme No. 4 – Amendment No. 70 and the draft Home Based Business Policy.</p> <p>2. Pursuant to the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015, grants final adoption of Town Planning Scheme No. 3 – Amendment No. 72 as per Attachment 15, and Town Planning Scheme No. 4 – Amendment No. 70 as per Attachment 16, and authorises the Shire President and Chief Executive Officer to sign and seal the amendment documents and forward the amendments to the Western Australian Planning Commission for final approval by the Minister for Planning.</p> <p>3. Pursuant to Schedule 2, Part 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, Clause 6.7.3 of Town Planning Scheme No. 3 and Clause 7.6.3 of Town Planning Scheme No. 4, adopts the draft Home Based Business Policy, as per Attachment 17, to expressly supersede the current Home Occupation & Occupation Town Planning Scheme Policy TP.20, including the following modifications to the Policy:</p> <p>a) New Clause 4.6.7 Waste Water Control to read as follows:</p> <p>“A home based business that produces an increase in waste water from the business activities, may be required to supply additional information to ensure that the receiving environments are not impact upon by the operation. Additional information may consist of but not limited to waste water management, treatment and disposal methods.”</p> <p>b) New Clause 4.6.8 Food Registration to read as follows:</p> <p>“A home based business that involves the preparation/production of food for sale may require separate environmental health approval and registration in accordance with relevant legislation, regulations, codes and guidelines.”</p>		<p>1. Noted.</p> <p>2. Both amendments forwarded to WAPC on 7 August 2017 for support of the Minister for Planning. Liaison with staff continuing and final decision pending (September 2017).</p> <p>3. Policy finalised and notification published. Policy now in operation.</p>	
C.16/0617 Infirm Parking	1. That Council notes the correspondence received from Maurice Owen, Director of The Stables IGA, Bridgetown	M Richards	Awaiting building repair at post office so that all ACROD bays can be installed at same time (August	

	<p>on behalf of TGC and KPC PTY LTD.</p> <ol style="list-style-type: none"> 2. That Council directs the CEO to install an ACROD parking bay on the southern side of Howard Evans Legal Office in place of 2 existing car parking bays. 3. That Council notes the loss of 2 parking bays currently servicing Stables IGA (one restricted) to be replaced by one restricted ACROD parking bay and this is taken into consideration when Council are assessing the number of parking bays/payment in lieu required for any future planning applications submitted by Stables IGA. 4. That Council note the request by Maurice Owen to cover costs associated with the installation of kerbing at the location of the planned ACROD parking bay on the southern side of the building occupied by Howard Evans and authorize the CEO to approve a contribution towards this expense from the proposed budget allocation for the ACROD bays in the 2017/18 budget. 		2017).	
<p>C.07/0717 Proposed Use Not Listed – Transient Workforce Accommodation</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Pursuant to Clause 3.2.5 and Clause 4.3.3 of Town Planning Scheme No. 4, determines that the proposed 'Use Not Listed – Transient Workforce Accommodation' is consistent with the objectives and purposes of the 'Rural 2 – General Agriculture' zone and may be considered for development approval subject to public consultation and detailed assessment. 2. Directs the Chief Executive Officer to undertake necessary public consultation in relation to Point 1 above. 	S Donaldson	Advertising completed 31 August 2017. Report to be presented to Council in September 2017.	