

Council Minutes Index – 15 December 2016

Subject	Page No
Acknowledgment of Country	3
Attendance, Apologies & Leave of Absence	3
Attendance of Gallery	3
Response to Previous Questions Taken on Notice.....	3
Public Question Time.....	3
Petitions/Deputations/Presentations.....	3
Comment on Agenda Items by Parties with an Interest.....	3
Applications for Leave of Absence.....	4
Confirmation of Minutes	4
C.01/1216 Ordinary Meeting held 24 November 2016	4
Announcements by the Presiding Member without Discussion	4
Notification of Disclosure of Interest.....	4
Questions on Agenda Items by Elected Members	4
Consideration of Motions of which Previous Notice Has Been Given	5
C.02/1216 Acquisition of Dumpling Gully Precinct – Cr Scallan.....	5
C.03/1216 Proposed Community Mural – Cr Scallan	8
C.04/1216 Hazard Reduction on Highway Reserves – Cr Scallan	11
C.05/1216 Greenbushes Townsite Car Park – Cr Scallan	13
C.06/1216 Expanding the Gym Facilities at the Bridgetown Leisure Centre – Cr Scallan	17
Reports of Officers.....	22
CEO's Office	23
C.07/1216 Adoption of the Local Emergency Management Arrangements (LEMA)	23
Corporate Services	25
C.08/1216 List of Accounts Paid in November 2016	25
C.09/1216 Annual Report & Annual Financial Report 2015/2016	27
C.10/1216 Local Government (Audit) Regulations – Regulation 17 Review 2016	32
Planning & Environmental Services	35
C.11/1216 Proposed Oversized Outbuilding (Setback Variation)	35
Works & Services	40
Community Services.....	41
C.12/1216 Bridgetown Leisure Centre Fees and Charges	41
C.13/1216 Bridgetown Leisure Centre Reserve Account	44
Consideration of Standing Committee Recommendations	47
Receival of Minutes of Management Committees	47
Urgent Business Approved By Decision.....	47
C.14/1216 CEO Leave	47
Responses to Elected Member Questions Taken on Notice	48
Elected Members Questions With Notice.....	48
Notice of Motions for Consideration at the Next Meeting.....	48

Matters Behind Closed Doors	48
Closure	49
List of Attachments.....	49

unconfirmed minutes

Minutes of an Ordinary Meeting of Council held at the Greenbushes Community Resource Centre on Thursday, 15 December 2016 commencing at 5.30pm

The President opened the Meeting at 5.30pm

Acknowledgment of Country – Presiding Member

On behalf of the Councillors, staff and gallery, I acknowledge the Noongar People, the Traditional Owners of the Land on which we are gathered, and pay my respects to their Elders both past and present.

Attendance, Apologies and Leave of Absence

Deputy President - Cr A Wilson

Councillors - J Boyle
- S Hodson
- D Mackman
- J Moore
- A Pratico
- P Quinby
- P Scallan
- A Wilson

In Attendance - T Clynch, CEO
- M Larkworthy, Executive Manager Corporate Services
- E Denniss, Executive Manager Community Services
- T Lockley, Executive Assistant

Apologies - Cr J Nicholas

Attendance of Gallery

A Cornish, D&L Roberts, M Flemming, L Green, L Eastcott, T Riley, A&R Holmes, B Moore

Responses to Previous Questions Taken on Notice - Nil

Public Question Time - Nil

Petitions/Deputations/Presentations

Cr Scallan gave his annual slide show presentation on the many achievements for Greenbushes for 2016.

Comments on Agenda Items by Parties with an Interest - Nil

Applications for Leave of Absence - Nil

Confirmation of Minutes

C.01/1216 Ordinary Meeting held 24 November 2016

A motion is required to confirm the Minutes of the Ordinary Meeting of Council held 24 November 2016 as a true and correct record.

Council Decision Moved Cr Pratico, Seconded Cr Moore

C.01/1216 That the Minutes of the Ordinary Meeting of Council held 24 November 2016 are confirmed as a true and correct record.

Carried 8/0

Announcements by the Presiding Member Without Discussion - Nil

Notification of Disclosure of Interest

Section 5.65 or 5.70 of the Local Government Act requires a Member or Officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Member or Officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.

A Member who makes a disclosure under Section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during any discussion or decision making procedure relating to the matter, unless allowed by the Committee/Council. If Committee/Council allows a Member to speak, the extent of the interest must also be stated.

Name	T Clynch
Type of Interest	Financial
Item No.	C.14/1216
Nature of Interest	The matter concerns the approval of annual leave for myself

Questions on Agenda Items by Elected Member - Nil

Consideration of Motions of which Previous Notice has been Given

C.02/1216 Acquisition of Dumpling Gully Precinct

Submitted by Cr Scallan

Attachment 1	Location Plan
Attachment 2	Extract from Blackwood Basin Group 'Concept Plan for the Greenbushes Waterbird Project Site' pertaining to the proposal for "lifestyle proposals within the project site"

Motion

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.

Background/Summary

The Dumpling Gully Dams are currently used by Water Corp for supplying water to the communities of Greenbushes, Balingup Mullalyup and Kirup.

The Regional Water Supply network will be commissioned early 2017 which will result in the current network becoming redundant, which includes the New Zealand Gully catchment area and the Dumpling Gully dams. In addition Water Corps access to Mt Jones Dam will not be required and will revert to become part of the Mine Water supply network.

The current plan is for the Water Corporation to commission the new system and then keep the existing system at Dumpling Gully as back up for at least 6 months.

First thing is for the current proclamation of the dams as a "Drinking Water" source to be removed.

For the Shire to get access this area would have to be gazetted as a Reserve.

If the land was not turned into a reserve it would revert to DPaW as it is crown land and consequently they would more than likely remove the dams and rehabilitate the area. I am sure that DPaW would not want to take on this liability.

Under the Water Corporation's Policy 13 it would not want to lock up any areas that have recreational potential for the community and consequently the Water Corporation would likely see merit in the proposal.

The Water Corporation has spoken internally about the transfer of the asset and it is their preferred option when they no longer need it.

The dams are considered low hazard/low maintenance under ANCOLD guidelines.

As suggested by the Water Corporation the next part of the process is for the Shire to write to the Regional Manager expressing interest in the facility. This can happen now as the process will have a number of steps to play out, so the Water Corporation will be finished with the area by the time an agreement is finalised.

The Blackwood Basin Group (BBG) would be keen to be involved with the project and will look for suitable funding for community engagement to develop the plan for the area.

These two dams or the Dimpling Gully Precinct are seen as an important aspect of the long term recreational development plan for the Greenbushes.

This concept was outlined to the Shire after significant community consultation in 2014 by the Blackwood Basin Group as per the attached reports.

This will add value to the works carried out at the other water dams such as Schwenkes etc. from a biosecurity and ecological perspective as a result of the BBG 'Wetlands and Bittern' waterbird project and the contouring and rehabilitation of the other old mining voids/dams.

The proposal put forward previously was that part of these dams could be used for passive recreation such as bird watching and walking and others for more active recreational activities such as non-motorised water sports such as swimming, canoeing and fishing.

The area could include outdoor nature play type facilities and obstacle courses and additional walk trails that could attract visitors to the area. In addition it was seen as an opportunity to develop educational type facilities for field trips by the Bridgetown Camp School or local schools and the many community groups that visit Greenbushes Discovery Centre.

This area has always been defined as a short term stay area, which is unofficially the case, and could then allow the Shire to add facilities such as a camper's kitchen, dump points and other facilities.

This area is already utilised by locals and visitors however by developing a management plan for the area it will allow for a formal way to manage the area from a risks perspective, from an environmental perspective, from an ecological perspective and provide a means by which the plan can be introduced and enforced.

Officer Comment

The Motion is simply seeking to initiate the investigation of options for the Shire to take ownership or management (typically via a vesting order) of the Dimpling Gully Precinct and doesn't commit Council to any specific course of action other than that. The work associated with these investigations can be undertaken by Shire staff however any work on developing concept plans or development plans for the precinct would require specific expertise from consultants experienced in recreation planning. The estimated costs of such will be determined and reported back to Council once the investigations described in the Motion have been completed.

The potential development of the Dumpling Gully Precinct was addressed by the Blackwood Basin Group in its planning for the Greenbushes Waterbird Project and was identified in partnership with the Greenbushes community during a community consultation exercise. The potential for tourism and recreational development of the various waterbodies around Greenbushes has been raised and acknowledged for many years and the decommissioning of the water catchment dams in the Dumpling Gully Precinct offers a rare opportunity for the Shire to potentially be involved in.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
Objective 1 – a strong, resilient and balanced economy
Outcome 1.1 – a diverse range of employment opportunities
Strategy 1.1.1 - Develop the Shire as a centre for natural trails such as multi-use walk, bike, kayak and bridle trails
Outcome 1.2 – Ensure infrastructure and services are provided for future development in keeping with the environment
Strategy 1.2.9 – improved facilities for tourists
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Not Applicable
- Other Integrated Planning - Nil

Policy - Nil

Budget Implications

There are no budget implications associated with the Council seeking to investigate the options of it taking ownership of the Dumpling Gully Dams (and associated area) commonly called the Dumpling Gully Precinct. Once the investigations are completed the subsequent report to Council will determine what is required to achieve ownership or vesting of the land and will address issues such as timelines and costs for planning and development of the area. Assuming the discussions with the Water Corporation can be completed reasonably quickly the issues associated with potential development of the precinct can be considered prior to completion of the current review of the Strategic Community Plan and annual review of the Corporate Business Plan as those documents will determine the priority of the project as compared to other projects being considered by Council over the next 10+ years.

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Council Decision *Moved Cr Scallan, Seconded Cr Pratico*

C.02/1216 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.

Carried 8/0

C.03/1216 Proposed Community Mural

Submitted by Cr Scallan

Attachment 3 Concept Plan for Proposed Mural

Motion

That Council:

1. Grants in-principle approval for the painting of a community mural on the Greenbushes Pool ablution block.
2. Requests the CEO to seek community feedback on the proposal via a short article in the next edition of the Greenbushes Balingup Newsletter inviting public submissions for a 21 day period.
3. Authorises the CEO to grant final approval to the proposed mural in the event of no valid objections to the proposal being received.

Background/Summary

The Greenbushes Ratepayers and Residents Association has successfully run an Art Trail program in Greenbushes over the last few years. One of the committee's projects is to establish a Community mural at the Greenbushes Pool. The proposal is to apply this year's art trail theme, as per the attached flyer, on the mural. The artist Caroline Haines is a well-respected local artist, who has done a number of works locally and regionally. The current proposal is to repaint the exterior of the ablution block with the themed colours and possibly apply specific art works of local attractions, buildings and history. The works will be done with quality exterior paint and sealed with appropriate sealants.

Caroline Haines was the winner of the 2015 Archie Awards Best Local Identity artist in 2015.

The Shire budget for the repainting the ablution block was deferred for a year however, the interior will need to be done, due to some minor fire damage, in a timely manner to compliment this proposed mural. This could be included as part of the mid-year budget review.

Officer Comment

The proposed mural is of a suitable design and theme for a public building and will significantly improve the aesthetics of the building and precinct. Ideally the mural should be sealed when completed in order to assist with building maintenance.

Council's Public Art Strategy, adopted in 2011, describes the benefits of public art as:

The impact of public art on a community is priceless and immeasurable. Public art has the power to energize public spaces, arouse thinking and transform the places where residents live, work and play into more welcoming, beautiful and enriching environments. Public art enhances the quality of life by encouraging a heightened sense of place, by sharing the stories of the community (past and present) and by introducing people to works of art that can positively impact on them, and generations to come. Public art expresses the community's positive sense of identity and values.

In addition community enrichment public art increases the community's assets and has the potential to encourage visitors to the area, whose casual spend will provide ongoing economic benefit to the community. A co-ordinated and planned approach to public art will ensure that the Bridgetown and Greenbushes communities will continue to receive the myriad of benefits that result from a public art program.

Council is committed to the implementation of public art programs that are sympathetic to the natural environment and reflect the environmental, cultural, historic and social nuances of the area.

Council's 2016/17 budget proposes work on the cisterns and urinal at the Greenbushes Pool toilets. The opportunity to undertake internal painting can be considered at the mid-year budget review and failing that as part of the 2017/18 budget.

Statutory Environment - Nil

Integrated Planning

➤ Strategic Community Plan

Objective 3 – our community enjoys a high quality of life

Outcome 3.1 – Maintain a high standard of lifestyle, recreational and cultural facilities

Strategy 3.1.5 - Continue to support Arts, Culture and Recreation

➤ Corporate Business Plan - Nil

➤ Long Term Financial Plan - Nil

- Asset Management Plans - Nil
- Workforce Plan – Not Applicable
- Other Integrated Planning
Council's Public Art strategy identifies 10 locations for the placement of public art, one being the Greenbushes Pool. In its assessment of the Greenbushes Pool site the Public Art Strategy states that "specific consultation with Greenbushes residents is considered essential to ensure the proposal is embraced by the community".

Policy - Nil

Budget Implications - Nil

Fiscal Equity – Not Applicable

Whole of Life Accounting

The lifespan of a mural on an external wall is many years. Once a mural fades and is no longer considered to be a community asset it is generally removed as repainting the mural isn't considered appropriate.

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Council Decision – Moved Cr Scallan, Seconded Cr Boyle
C.03/1216 That Council:

- 1. Grants in-principle approval for the painting of a community mural on the Greenbushes Pool ablution block.**
- 2. Requests the CEO to seek community feedback on the proposal via a short article in the next edition of the Greenbushes Balingup Newsletter inviting public submissions for a 21 day period.**
- 3. Authorises the CEO to grant final approval to the proposed mural in the event of no valid objections to the proposal being received.**

Carried 8/0

C.04/1216 Hazard Reduction on Highway Reserves

Submitted by Cr Scallan

Motion

That Council:

1. Express its disappointment with the recent decision by Main Roads Western Australia to reduce its expenditure on hazard reduction of its roadsides that has resulted in a significantly lesser amount of mowing and other hazard reduction and direct the CEO to write to Main Roads Western Australia, and copy sent to the Minister of Transport, Fire and Emergency Services, Environment and Tourism, outlining its concerns with this significant reduction in corporate responsibility and associated implications on community safety.
2. That this matter be referred to the next meeting of the South West Zone of WALGA to determine if a “whole of region” response is required.

Background/Reasons

At a recent Regional Road Group meeting a query was raised about the apparent delays by Main Roads Western Australia in completing its normal hazard reduction activities along its roadsides, specifically in this case the South Western Highway. Anyone that has driven the highway couldn't have failed to notice the build-up of long grass from the road verges inwards. It was somewhat surprising to delegates at the meeting when the representative from Main Roads Western Australia advised that a significant reduction in service delivery had been implemented for roadside hazard reduction and the approach from now on would be to undertake a maximum single width mow either side of the highway. It is noted that even now there are large sections of South Western Highway where not even a single width mow has been completed.

This reduction in service delivery by Main Roads Western Australia, without consultation, demonstrates a lack of understanding that unmanaged grass and other hazards along a highway can play a significant part in igniting fires with cigarette littering and hot exhaust from parked vehicles being two examples of common fire ignition. This decision by Main Roads Western Australia is contrary to actions taken by other Government departments (for example the Public Transport Authority) that have acted to increase their responsibility for hazard reduction on land under their control and also flies in the face of DFES media campaigns urging property owners to take responsibility for ensuring their property is managed appropriately to minimise bush fire risk.

In addition to hazard reduction for fire safety, roadsides and town entrances need to be kept tidy for the general appearance of the town and district for visitors, but also for residents to take pride in their community.

Many regional communities, some along the South Western Highway, have taken this pride in their town and district a step further by entering their towns in the Keep Australia Beautiful Council 'Tidy Towns Sustainable Communities' competition. Communities are judged on various categories, however, two in particular are General Appearance and Community Action. Local committees and volunteers do an enormous amount of work to reduce and manage weeds, tidy and generally

beautify their communities, however, they also look to local government and government agencies to assist in this role on government owned and managed land.

Roadside and town entrances are very visible to travellers using the highway and it is important for residents to see government agencies taking responsibility for their property as ratepayers and residents are required to do.

Officer Comment

The reduction in hazard reduction work by Main Roads Western Australia is contrary to the message being sent by the State Government for “tenure blind multi-agency bush fire risk programs” and as stated in the comments provided by Cr Scallan is contrary to the whole ethos being promoted by the State Government (via DFES) for property owners to take responsibility for ensuring their property is managed to minimise bush fire risk.

The next meeting of the WALGA South West Zone is 24 February 2017 and if the notice of motion is carried by Council arrangements will be made to include the motion on the next zone agenda.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
Objective 3 – our community enjoys a high quality of life
Outcome 3.4 – Maintain a safe community
Strategy 3.4.4 - Monitor emergency risk, preparedness and response
Objective 4 – a collaborative and engaged community
Outcome 4.3 - to be strong advocates representing the community’s interests
Strategy 4.3.1 - Lobby government and industry to represent the community’s needs, as required
- Corporate Business Plan - Nil
Strategy 3.4.4 - Monitor emergency risk, preparedness and response
Action 3.4.4.1 - Regularly monitor emergency risk, preparedness and response
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Not Applicable
- Other Integrated Planning - Nil

Policy - Nil

Budget Implications - Nil

Fiscal Equity – Not Applicable

Whole of Life Accounting – Nil

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Council Decision *Moved Cr Scallan, Seconded Cr Hodson*
C.04/1216 *That Council:*

- 1. Express its disappointment with the recent decision by Main Roads Western Australia to reduce its expenditure on hazard reduction of its roadsides that has resulted in a significantly lesser amount of mowing and other hazard reduction and direct the CEO to write to Main Roads Western Australia, and copy sent to the Minister of Transport, Fire and Emergency Services, Environment and Tourism, outlining its concerns with this significant reduction in corporate responsibility and associated implications on community safety.***
- 2. That this matter be referred to the next meeting of the South West Zone of WALGA to determine if a “whole of region” response is required.***

Carried 8/0

C.05/1216 Greenbushes Townsite Car Park

Submitted by Cr Scallan

Attachment 4 Concept Plan for Proposed Car Park

Motion

That Council:

1. Adopts in principle the proposed Greenbushes Town Centre Carpark and Access Concept Plan.
2. Authorises the CEO to progress discussion with the landholders to acquire private property adjacent to the laneway at the rear of the shopping area on the corner of Blackwood Road and Stanifer Streets in Greenbushes for the purposes of creating a formalised car parking area.
3. Requests the CEO to finalise the plan to include appropriate drainage, road access and parking and traffic ways.
4. Requests the CEO to identify suitable funding opportunities for the project

Background/Summary

This is a Greenbushes Tidy Towns project instigated by the Ratepayers and Residents Association aimed at improving the safety and facilities at the

Greenbushes town centre while at the same time improving the aesthetics and amenity of the area.

Currently the informal carpark area behind the shopping precinct on the corner of Blackwood Road and Stanifer Street is gravel surface with no designated parking bays or pedestrian access. This area at the rear of the shops is privately owned and adjoins a Shire owned laneway access between Stanifer Street and Tourmaline Street. The manner in which people use the shop parking area at present causes congestion and unsafe access onto Stanifer Street.

The objectives are to establish a formal carpark behind the Blackwood Road shops to reduce the car parking congestion on Blackwood Road, unsafe truck and bus parking on Stanifer Street or the verge in front of the shop, unsafe parking behind the post office, prevent congestion between shoppers, people using the post office, students using the school bus stop, and the Westrail/Southwest coach lines bus stop activities. There is a truck/bus parking bay for vehicles travelling westwards on Blackwood Road however there is no truck/bus parking available for vehicles travelling eastwards through town.

This proposal will also provide parking for people with caravans and campers wanting to park in town to access local businesses.

This facility will provide suitable access for delivery truck drivers who find it difficult to park their trucks on Blackwood Road and subsequently park on the verge in front of the shops along Stanifer Street. This creates poor visibility and access for other motor vehicles parking and accessing the front of the shops. It is also unsafe to park on Blackwood Road due to the camber of the road and close proximity of box trees to the road.

There is poor pedestrian access to the shops from Stanifer street due to the condition of the pathways due the cross use by heavy vehicles and buses. It is currently unsafe due to the multiple access and egress points.

The proposed Greenbushes Town Centre Carpark and Access Plan will give formal and orderly access to the rear of the shops, front of the post office, rear of the RSL and access to the public toilets.

The access to the current waste transfer station will also be formulised and controlled.

The lane way which is used between Stanifer street and Tourmaline Street is also well used and is dusty and full of potholes which causes issues for pedestrians and motorists.

This project has been instigated to improve a number of issues Greenbushes residents and visitors to town face when visiting the centre of town. An initial Concept Plan was drawn up by the Ratepayers and Residents Association to see if there was an option that would resolve all or most of the issues identified.

The Greenbushes Ratepayers and Residents Association has examined a number of options and held initial discussions with the landholders and current lessees of the business impacted by the proposal.

The concept has been discussed with a number of Shire staff to identify possible issues such as meeting traffic guidelines, drainage and landholder issues.

The idea of the land ownership is to cede the rear of the properties to the Shire and amalgamate the rear portions of currently owned private land with the adjacent laneway. The landholders of the General Store/Roadhouse/Post Office do lose ownership to a portion of their property however can see some of the benefits of the proposal including reduction in their current insurance and liability issues due to informal use of the carpark.

The Shire could facilitate this proposal by consolidating the two lots into one during the ceding process which has the benefit of reducing the landholder's rates. The RSL have also indicated support for this proposal as it would then provide formal parking at the rear of their facilities and reduce duty of care and insurance issues in the event of accidents or mishaps under the current informal usage of the area.

Some initial discussions have been had with the Landowners and lease holders of Tasty Edibles.

The building further north is the old Road Board building owned by the Shire which can easily be incorporated into the concept.

This rear parking facility would provide pedestrian access to the shops, Blackwood road frontage and the public toilets. In addition this would formalise and improve the access to the weekly rubbish collection service provided by the Shire at the Greenbushes transfer point.

This rear access area is used by many locals and is hard to maintain in a good order (potholes etc.) and also creates dust which impacts on a number of residents who back onto this area. The project would improve conditions for landowners whose properties adjoin the laneway and car park area.

Officer Comment

At this point in time the Motion is seeking Council's in-principle support for the concept of upgrading the area behind the Greenbushes Roadhouse and RSL building to a formalised car park. The project is important for the amenity and safety of this area and the concept has been developed at the community level.

The project does however involve some significant work, resources and cost and will have to be accommodated in Council's Strategic Community Plan and Corporate Business Plan planning; in particular the Corporate Business Plan will determine the priority for implementation of the project as opposed to other projects being developed by the Shire. Notwithstanding this, at this stage the Motion is seeking to progress the proposal by initially obtaining the consent of landowners for the future ceding of their property to the Shire to accommodate the proposed car park. Once that consent has been obtained the formal process to cede the land would commence and could take up to 12 months to complete. It is expected that the land would be transferred from the current land owners at no cost except for the Shire meeting all associated costs with the transfer process.

The next step in the project plan would be to design and cost the car park and as part of the annual review of the Corporate Business Plan the prioritisation of this would occur as well as a determination if the design and costing phase would be done using in-house resources or requires funds for appointment of a consulting engineer.

Funding opportunities for the project will be monitored and subject to Council endorsements for the project along the way an application would be submitted once all approvals have been obtained and the project has been fully costed and prioritised.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
Objective 1 – a strong, resilient and balanced economy
Outcome 1.5 – Maintain an appropriate standard of transport networks, roads and pathways
Objective 2 – our unique natural and built environment is protected and enhanced
Outcome 2.1 - Maintain the heritage and character of the main streets in Bridgetown and Greenbushes
Strategy 2.1.2 - Ensure the maintenance of the Town Centres achieves a high level of appearance and amenity
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Not Applicable
- Other Integrated Planning - Nil

Policy - Nil

Budget Implications

There are no immediate budget implications associated with the Council adopting in principle the proposed Greenbushes Town Centre Carpark and Access Concept Plan and authorising the CEO to negotiate with affected landowners for the ceding of the rear portions of their properties to accommodate the project.

Once the negotiations with landowners are completed a report will be presented to Council and this will address issues such as timelines and costs for planning and development of the area. Assuming the discussions with the land owners can be completed reasonably quickly the issues associated with potential development of the car park can be considered prior to completion of the current review of the Strategic Community Plan and annual review of the Corporate Business Plan as those documents will determine the priority of the project as compared to other projects being considered by Council over the next 10+ years.

Fiscal Equity – Not Applicable

Whole of Life Accounting

The car park will require maintenance by the Shire consistent with any other sealed car park.

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

Parking in the vicinity of the Greenbushes Roadhouse can be haphazard and can present risk to other road users and the proposed car park will alleviate many of those risks.

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Council Decision *Moved Cr Scallan, Seconded Cr Pratico*

C.05/1216 *That Council:*

- 1. Adopts in principle the proposed Greenbushes Town Centre Carpark and Access Concept Plan.**
- 2. Authorises the CEO to progress discussion with the landholders to acquire private property adjacent to the laneway at the rear of the shopping area on the corner of Blackwood Road and Stanifer Streets in Greenbushes for the purposes of creating a formalised car parking area.**
- 3. Requests the CEO to finalise the plan to include appropriate drainage, road access and parking and traffic ways.**
- 4. Requests the CEO to identify suitable funding opportunities for the project.**

Carried 8/0

C.06/1216 **Expanding the Gym Facilities at the Bridgetown Leisure Centre**

Submitted by Cr Scallan

Motion

That Council investigate and develop a concept plan for extending the current gym facilities of the Bridgetown Leisure Centre with the CEO to report back to Council with a report by March 2017 in time for budget considerations.

Background/Summary

Initially, integrating the new swimming pool into the recreational facility was one of the key aspects of improving the service delivery to the community.

Secondly, making the gym accessible to all members and then providing access on a 24 hour basis was another key aspect of the service delivery and was seen as the key feedback we have had from the users of the facility.

Integrating the new swimming pool into the recreational facility is now complete and now that there is access for all users and 24 hour access is provided to these facilities, Council needs to look at providing more space to satisfy the increased demand in the number of users and equipment required.

There is unused space on the western side of the current gym where the playground is located, which could be used to expand the gym facility.

Part of the investigation should be to look at extending the area outwards towards the fence line, beyond the roof. The area should be glassed as much as possible to incorporate the vista over the pool area.

Officer Comment

Expanding the floor space of the current gym would provide additional floor space for the users of the gym. Since relocating the gym from the mezzanine level feedback has been received from some gym users that the gym is too cramped. Officers have visited other gyms and note that the location/placement of equipment is comparable, however there is limited floor space to allow patrons to perform floor based exercises and stretching. There is also no room to expand the range of equipment currently in the gym, should the membership continue to grow. The development of the 24-hour gym access is expected to alleviate some of the issues around the size of the gym, as gym users will have access to the facility over extended periods of time thus alleviating some of the congestion during peak usage times.

Councillors and officers have informally discussed the possibility of expanding the gym into the area currently designated, but rarely utilised, as a playground. Since the aquatic centre integration and opening, the playground usage has diminished. This is partly due to the lack of equipment in the playground and the aquatic centre fencing which renders the playground no longer accessible from the alfresco area outside the Leisure Centre Café. The equipment in the playground has been assessed as safe, and could be relocated to a park where usage could be higher than its current location.

There is currently no action item associated with the development/expansion of the gym in the corporate business plan. The strategic objectives which relate to the development of the new aquatic complex and continuing to provide a range of health and fitness programs to meet the needs of users within both the Strategic Community Plan, Sport and Recreation Strategic Plan and BLC Business Plan links the proposed gym expansion to strategic outcomes of Council.

In following best practice in project management, the following process would be followed:

1. Preparation of a project management plan to identify the proposed scope of works to identify the need and desired outcomes of the project, including construction and equipment/fit out of the expanded space.
2. Preparation of a scope of works to provide an architect clear direction regarding the development of concept plans and indicative costings.

3. Preparation of concept plans
4. Reporting back to Council – Council to consider the prioritisation and funding of the detailed design and construction phases of the project as part of annual Corporate Business Planning process.

Shire officers have capacity to complete steps and 1 and 3 in the process, however there is no funding within the budget to engage an architect to complete step 2. Officers have discussed the cost associated with this step, and while estimates have not been obtained it is anticipated the cost would be between \$5,000 and \$8,000 which could be funded from the Strategic Projects Reserve.

Preparation of concept plans and preliminary costings is the first step in the planning process and once Council reviewed the proposed concepts and preliminary costings it would then be prudent to proceed to detailed design and full project costings.

It is not considered best practice to proceed to construction stage of a project from concept plans due to the significant level of detail required to fully cost a project (requiring as constructed drawings). The purpose of concept plans and preliminary costings is to provide Council with information regarding the potential cost of the proposed project and conceptual (preliminary) ideas regarding the design of the project. This information is part of the decision-making process and should not be the final stage of the planning process. The recent experience of the football club redevelopment and the additional (unbudgeted) funding required to complete that project is a good example of the pitfalls faced when projects are constructed from concept drawings without the detailed design stage of the process being undertaken. Therefore, the costs incurred in planning for the proposed gym expansion would not be limited to the development of the concept plans and preliminary costings, but would extend to the development of detailed design and costings. However, with the concept plans and preliminary costings, officers would be able to seek grant funding assistance for both the detailed design and construction stages of the project, should it proceed. Investing in both the conceptual design and the detailed design stages of project development (as Council is currently doing with the Railway Station) is considered best practice to ensure high level, quality information is obtained prior to investments in infrastructure.

Following this process may not, from both an implementation timeline and financial perspective, enable Council to consider the inclusion of construction funding in the 2017-2018 annual budget. It would, however, enable Council to consider the inclusion of the project in the next review of the corporate business plan. Council could then consider a budget allocation for the development of detailed designs and costings in 2017-2018 (if funds were expended in the current financial year from the identified reserve account, to progress the conceptual designs and preliminary costings).

In light of the comments above Council may wish to consider amending the motion to approve a transfer of up to \$8,000 from the Strategic Projects Reserve to enable appointment of an architect to prepare a scope of works and concept plans for the project. Additionally in light of the officer comments a completion date of March 2017 is considered impractical and Council would not be in a position to commit funds for the proposed works in its 2017/18 budget. It is suggested that during 2017/18 (once concept plans have been endorsed) the focus would be on preparing detailed design plans and identifying potential funding sources for the project.

As well as considering the cost of extending the building Council will also have to consider costs associated with installing more equipment (if that is proposed) and operating costs of the extended gym. These matters would be addressed concurrently with the concept and detailed design planning processes.

If supported by Council a suggested amendment to the motion could be:

That Council:

- 1. Commence the process of investigating the suitability and cost of extending the current gym facilities of the Bridgetown Leisure Centre.*
- 2. Approves unbudgeted expenditure of \$8,000 to enable appointment of an architect to prepare a scope of works and concept plans for the possible extension of the gym at the Bridgetown Leisure Centre with this expenditure to be funded by the transfer of \$8,000 from the Strategic Projects Reserve.*
- 3. That upon completion of the concept planning phase consider in its next review of the Corporate Business Plan the prioritisation and funding of proceeding to the 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.*

Statutory Environment

Section 6.8 of the Local Government Act requires an absolute majority decision for expenditure not included in the annual budget.

Integrated Planning

➤ Strategic Community Plan

- Objective 3 – our community enjoys a high quality of life
- Outcome 3.1 - Maintain a high standard of lifestyle, recreational and cultural facilities
- Strategy 3.1.1 - Ensure the Bridgetown Leisure Centre provides a wide range of activities and services, at an appropriate cost

➤ Corporate Business Plan

- Action 3.1.1.1 Implement Bridgetown Leisure Centre Business Plan

➤ Long Term Financial Plan – Nil

➤

➤ Asset Management Plans - Nil

➤ Workforce Plan

The next review of the Workforce Plan is scheduled for 2017/18 after adoption of the new Strategic community Plan. The review of the Workforce Plan will consider any human resource requirements for servicing of an enlarged gym.

➤ Other Integrated Planning

- The Bridgetown Leisure Centre Business Plan does not address the proposed expansion of the gym facility. With the expected timeframes associated with concept planning and detailed design phases there is an opportunity for the business plan to be reviewed and the gym proposal assessed as part of that review.

- The Sport and Recreation Strategic Plan doesn't specifically identify the potential to expand the size of the gym as an action however it does reference the need to continually revise and expand programs delivered at the leisure centre – one of which is the gym facility.

Policy - Nil

Budget Implications

There are no funds in the 2016/17 budget to progress the preparation of a scope of works and the preparation of concept plans for the project. Council could however fund these from its Strategic Projects Reserve which in the 2016/17 budget has a balance of \$32,907.

The purpose of the Strategic Projects Reserve is to be used to fund strategic planning actions and other strategic initiatives as determined by Council.

Assuming Council approves a reserve transfer and funds are made available for the concept planning phase these plans would be prepared and would be expected to be completed within 6 months. This would allow Council to consider the prioritisation and funding of the detailed design and construction phases of the project in the current review of the Strategic Community Plan and annual review of the Corporate Business Plan as those documents will determine the priority of the project as compared to other projects being considered by Council over the next 10+ years.

Fiscal Equity – Not Applicable

Whole of Life Accounting

Nil at this stage but whole of life accounting principles associated with the project would be considered in the associated review of the Bridgetown Leisure Centre Business Plan.

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

To be considered in the associated review of the Bridgetown Leisure Centre Business Plan.

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority for Notice of Motion however if the suggested amendment (refer officer comment) was to be considered an Absolute Majority would be required.

Moved Cr Scallan, Seconded Cr Quinby

That Council investigate and develop a concept plan for extending the current gym facilities of the Bridgetown Leisure Centre with the CEO to report back to Council with a report by March 2017 in time for budget considerations.

Amendment Moved Cr Scallan, Seconded Cr Moore

That Council:

1. Commence the process of investigating the suitability and cost of extending the current gym facilities of the Bridgetown Leisure Centre.
2. Approves unbudgeted expenditure of \$8,000 to enable appointment of an architect to prepare a scope of works and concept plans for the possible extension of the gym at the Bridgetown Leisure Centre with this expenditure to be funded by the transfer of \$8,000 from the Strategic Projects Reserve.
3. That upon completion of the concept planning phase consider in its next review of the Corporate Business Plan the prioritisation and funding of proceeding to the 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.

Carried 8/0

The Amended Motion becomes the Substantive Motion – The Motion was Put
Council Decision Moved Cr Scallan, Seconded Cr Quinby

C.06/1216 That Council:

1. Commence the process of investigating the suitability and cost of extending the current gym facilities of the Bridgetown Leisure Centre.
2. Approves unbudgeted expenditure of \$8,000 to enable appointment of an architect to prepare a scope of works and concept plans for the possible extension of the gym at the Bridgetown Leisure Centre with this expenditure to be funded by the transfer of \$8,000 from the Strategic Projects Reserve.
3. That upon completion of the concept planning phase consider in its next review of the Corporate Business Plan the prioritisation and funding of proceeding to the 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.

Absolute Majority 8/0

Reports of Officers

Reports of Officers have been divided into Departments as follows:

- CEO's Office
- Finance & Administration
- Planning & Environmental Services
- Works & Services
- Community Services

CEO's Office

ITEM NO.	C.07/1216	FILE REF.	555
SUBJECT	Adoption of the Local Emergency Management Arrangements (LEMA)		
PROPONENT	Local Emergency Management Committee (LEMC)		
OFFICER	Community Emergency Services Manager		
DATE OF REPORT	22 November 2016		

Attachment 5 2016 Local Emergency Management Arrangements

OFFICER RECOMMENDATION That Council adopts the 2016 Shire of Bridgetown-Greenbushes Local Emergency Management Arrangements (LEMA).

Summary/Purpose

For Council to adopt the updated Local Emergency Management Arrangements (LEMA) for the district.

Background

In accordance with the *Emergency Management Act 2005*, each Shire is required to have an up-to-date document known as the Local Emergency Management Arrangements (LEMA) that forms the basis of its Emergency Management policy. The Shire of Bridgetown-Greenbushes adopted its current LEMA in January 2011.

Recently the State Emergency Management Committee (SEMC) advised all local governments in the south west region of the requirement of ensuring that their LEMA was current/compliant for the upcoming bushfire season. Local Governments whose LEMA is due for review during 2016 or 2017 has been requested to review their LEMA to ensure they are compliant with SEMC policy/legislation and to lodge a copy before the end of the year. The Shire of Bridgetown-Greenbushes LEMA is due for review in 2017. In view of the 2017 review year, the Shire's Recovery Coordinator took the opportunity to rewrite the document and present the draft version to the LEMC meeting which was held on 15 November. At that meeting the Committee resolved:

"That the draft Local Emergency Management Arrangements (LEMA) be adopted with the inclusion of the following items and presented to Council for endorsement:

- *Index page*
- *Appendices*
- *Add the following under sub-title "Local Recovery Committee":*
 - "When necessary, in the event of an emergency as pronounced by the chair of the LEMC, the Shire will convene a Local Recovery Committee. Membership of this committee could include representatives from:*
 - *Shire Recovery Coordinator*
 - *Shire Councillors and staff*
 - *Department for Child Protection & Family Services*
 - *Local Churches*
 - *Other relevant agencies or individuals"*

The completed document appears as Attachment 5 and is presented for Council endorsement.

Statutory Environment

Emergency Management Act 2005 – Section 36 (Functions of Local Government)

It is a function of a local government —

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- (b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government under this Act

Integrated Planning

➤ Strategic Community Plan

Objective 4: A collaborative and engaged community

Outcome 4.9: Maintain appropriate emergency services and planning

Strategy 4.9.1: Monitor the Shire's risk management profile and exposure to risk

Strategy 4.9.4: Monitor and review emergency management policies and strategies

➤ Corporate Business Plan

Objective: A collaborative and engaged community

Desired Outcome: Maintain appropriate emergency services and planning

- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning – N/A

Policy Implications - Nil

Budget Implications - Nil

Fiscal Equity – N/A

Whole of Life Accounting – N/A

Social Equity

The Local Emergency Management Arrangements cover the whole of the Shire and its population.

Ecological Equity – N/A

Cultural Equity – N/A

Risk Management

The Local Emergency Management Arrangements is the framework for Council's Emergency Risk Management practices.

Continuous Improvement

The review of the Local Emergency Management Arrangements ensures that best practices and continuous improvement is occurring within Council's Emergency Management portfolio.

Voting Requirements - Simple Majority

Council Decision *Moved Cr Mackman, Seconded Cr Boyle*
C.07/1216 *That Council adopts the 2016 Shire of Bridgetown-Greenbushes Local Emergency Management Arrangements (LEMA).*

Carried 8/0

Corporate Services

ITEM NO.	C.08/1216	FILE REF.	131
SUBJECT	List of Accounts Paid in November 2016		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	5 December 2016		

Attachment 6 List of Accounts Paid in November 2016

OFFICER RECOMMENDATION that Council receives the List of Accounts Paid in November 2016 as presented in Attachment 8.

Summary/Purpose

Regulation 34 of the Local Government (Financial Management) Regulations 1996 (the Regulations) requires a local government to prepare each month a statement of financial activity reporting on the sources and applications of its funds. Further, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal and trust funds, a list of those accounts paid in a month are to be presented to the council at the next ordinary meeting (see Reg 13 of the Regulations).

Background

In its monthly Financial Activity Statement a local government is to provide the following detail:

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c) of the Local Government Act;
- (b) budget estimates to the end of the month to which the statement relates;
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the month to which the statement relates.

Each of the Financial Activity Statements is to be accompanied by documents containing:

- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;

- (b) an explanation of each of the material variances referred to in sub-regulation (1)(d); and
- (c) such other supporting information as is considered relevant by the Local Government.

The information in a statement of financial activity may be shown:

- (a) according to nature and type classification;
- (b) by program; or
- (c) by business unit.

The Financial Activity Statement and accompanying documents referred to in sub-regulation 34(2) are to be:

- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
- (b) recorded in the minutes of the meeting at which it is presented.

At the time of agenda preparation for the December 2016 Council meeting month end finance processes were ongoing, as such the monthly statement of financial activity for November 2016 will be presented to the January 2017 Council meeting.

Statutory Environment

Section 6.4 (Financial Report) and Section 6.8 (Expenditure from municipal fund not included in annual budget) of the Local Government Act 1995, and Regulations 13 (List of Accounts) and 34 (Financial activity statement report) of the Local Government (Financial Management) Regulations 1996 apply.

Integrated Planning

- Strategic Community Plan 2013
Objective 4: A collaborative and engaged community
Outcome 4.2: A high standard of governance and accountability
Strategy 4.2.3: Ensure compliance with relevant legislation
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Policy

F.6. Purchasing Policy - To ensure purchasing is undertaken in an efficient, effective, economical and sustainable manner that provides transparency and accountability.

F.7. Reporting Forecast Budget Variations Policy - To set a level of reporting detail (in Financial Activity Statement) that ensures that the council is satisfied with the implementation of its annual budget.

Budget Implications

Expenditure incurred in November 2016 and presented in the list of accounts paid, was allocated in the 2016/17 Budget as amended.

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management – Not Applicable

Continuous Improvement – Not applicable

Delegated Authority – Not Applicable

Voting Requirements – Simple Majority

Council Decision Moved Cr Pratico, Seconded Cr Boyle

C.08/1216 That Council receives the List of Accounts Paid in November 2016 as presented in Attachment 8.

Carried 8/0

ITEM NO.	C.09/1216	FILE REF.	208
SUBJECT	Annual Report & Annual Financial Report 2015/2016		
OFFICER	Chief Executive Officer		
DATE OF REPORT	7 December 2016		

Attachment 7 Annual Report 2015/2016

Attachment 8 Auditor's Management Report for the 2015/2016 Financial Year

Attachment 9 Minutes of Audit Committee Meeting held 6 December 2016

OFFICER RECOMMENDATION That Council:

- 1. Accepts the Annual Report including the Annual Financial Report and Audit Report for the 2015/2016 financial year and gives local public notice of its availability.*
- 2. Schedules the Annual General meeting of Electors to be held on Thursday, 2 February 2017 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.*

Summary/Purpose

Following receipt of the Independent Audit Report and Management Report presented by Auditor Tim Partridge of AMD Chartered Accountants, the Annual

Report including the Annual Financial Report has been prepared in accordance with Section 5.54 of the Local Government Act.

Council's Audit Committee has met to consider the annual financial statements and auditor's report and has provided recommendations to Council.

Council is requested to receive the Annual Report for the 2015/2016 financial year and set a date for the annual general meeting of electors.

Background/Officer Comment

The Local Government Act requires a local government to prepare an Annual Report each financial year.

The Auditor's Report was received on 28 November 2016 and a meeting of the Audit Committee was held on 6 December 2016. Section 5.54(2) of the Local Government Act requires a local government to accept the auditor's report by 31 December with the exception being if the report is not available in time for that date to be met, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Assuming Council accepts the auditor's report and Annual Report it needs to determine a date for the Annual General Meeting of Electors. The CEO is required to provide sufficient public notice of the availability of the auditor's report and Annual Report, and the date of the Annual General Meeting of Electors.

Taking into account the above it is recommended that the Annual General Meeting of Electors be held at 5.30pm on Thursday, 2 February 2017. Section 5.27 of the Local Government Act requires a general meeting to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year. Assuming Council accepts the annual report at its December meeting the latest date for the AGM would be Thursday, 9 February 2017.

Council's Auditor, Mr Tim Partridge, reported that in the opinion of AMD "the financial report of the Shire of Bridgetown-Greenbushes is in accordance with the Local Government Act 1995 (as amended) and the Local Government (financial management) Regulations 1996 (as amended), including:

"In our opinion, the financial report of the Shire of Bridgetown-Greenbushes

- i. gives a true and fair view of the Shire of Bridgetown's financial position as at 30 June 2016 and of its performance for the financial year ended 30 June 2016;*
- ii. complies with Australian Accounting Standards; and*
- iii. is prepared in accordance with the requirements of the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended)."*

The Auditor further reported that in accordance with Local Government (Audit) Regulations 1996:

- i. There are no matters that in our opinion indicate significant adverse trends in*

the financial position or the financial management practices of the Shire.

- ii. There are no other matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written law noted during the course of our audit.*
- iii. The asset consumption ratio and the asset renewal funding ratio included in the annual financial report are supported by verifiable information and reasonable assumptions.*
- iv. All necessary information and explanations were obtained by us.*
- v. All audit procedures were satisfactorily completed during our audit.”*

Other matters raised by the Auditor in his Management Report are:

Purchase Orders - *Audit testing identified various instances where purchase orders were dated after invoice date.*

A review of the examples provided confirm that in two of the three cases the purchases were initiated by officers within their approved purchasing limit however purchase orders were not raised in the system at time of order.

The other example was for a purchase initiated by an officer with a purchasing delegation, however the purchase was above the officer's limit and a requisition was not completed at the time. The purchase on this occasion was for a regular printing service provided to Council, it is suggested that in future one purchase order be raised at the commencement of the financial year to cover this regular service alleviating the need for multiple purchase orders during the year.

Eliminating the instances of non-compliance with Council's purchasing policy is an ongoing focus for the organisation.

Leave Forms – *Testing of annual leave balances identified instances where leave forms were missing to support annual leave taken.*

It is normal practice for employees to submit leave forms prior to taking annual leave. The leave forms are submitted to Council's payroll officer to ensure leave accrual is sufficient then forwarded to the relevant manager for consideration and sign off. All leave forms are filed in the employee's file once leave has been taken.

Management acknowledges that the completion of leave forms provides an efficient reference point in the event of a dispute over leave entitlement balances. It should also be noted however that each employee also completes a time sheet/card for each fortnightly pay period, any leave taken is recorded on the time sheet that is signed by the employee and direct supervisor/manager. The fortnightly time sheets could also act as a reliable reference point in the event of dispute over leave entitlement balances.

The audit highlighted that leave forms did not exist for annual leave taken by the assistant pool manager. The period of leave taken was immediately following the pool season. It has been normal business practice for pool staff to take their leave entitlements at conclusion of the pool season. It is confirmed that time sheets for this period were completed correctly. The leave taken was recorded and signed by the employee and relevant manager.

Excessive Annual Leave Balances – During review of the annual leave listing the Auditor noted various employees who have accrued in excess of six weeks annual leave at year end.

This is an issue that was identified in the 2014 Regulation 17 Audit into Risk Management, Internal Controls and Statutory Compliance and has been an area that has been subjected to ongoing monitoring. It should be noted that Council's 'Accrual of Annual Leave' Policy allows employees to accrue up to 8 weeks of annual leave entitlements and not 6 weeks as stipulated by the auditor. As at 30 June 2016 12 individual staff had accrued in excess of 8 weeks annual leave which is unchanged from 30 June 2015. The 12 staff are out of 65 full time or part time staff that are entitled to annual leave.

For the 12 employees with more than 8 weeks accrued annual leave, 5 reduced their leave liability in 2015/16 however the other 7 didn't. The CEO has initiated discussions with those employees to identify a leave plan/strategy to reduce their outstanding leave entitlements.

The Audit Committee, following discussions with Mr Partridge determined the following recommendations to Council:

*Committee Recommendation Moved Cr Pratico, Seconded Cr Nicholas
AC.02/1216 That the Audit Committee recommend that Council receive the 2015/16 Annual Financial Statements, and the auditor's Independent Audit and Management Reports for the 2015/16 financial year as presented by Mr Tim Partridge (Partner, AMD Chartered Accountants).
Carried 4/0*

*Committee Recommendation Moved Cr Nicholas, Seconded Cr Pratico
AC.03/1216 That the Audit Committee recommend that Council note Administration's comments in relation to the matters raised in Appendix 1 of the Auditor's Management Report.
Carried 4/0*

Statutory Environment

- Section 5.27(2) for calling of Annual General Meeting of Electors;
- Section 5.53 for contents of Annual Report;
- Section 5.54 for acceptance of Annual Report;
- Section 5.55 for notice of Annual Report;

Integrated Planning

- Strategic Community Plan 2013
Objective 4 – a collaborative and engaged community
Outcome 4.2 – a high standard of governance and accountability
Strategy 4.2.3 – ensure compliance with relevant legislation
- Corporate Business Plan - Nil

- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Budget Implications

Funds are included in the current general advertising account for the purpose of advertising the Annual General Meeting of Electors.

Policy

Council's 'Advertising of Annual General Meeting of Electors' Policy requires the AGM to be advertised as follows:

- *The CEO is to give at least 14 days public notice of the meeting date, time and place with the advert appearing in both the Donnybrook Bridgetown Mail and Manjimup Bridgetown Times newspapers.*
- *Notice of the Annual General Meeting of Electors is to be posted on the Shire website and social media (Facebook) page, and an email forwarded to participants of the 'Shire Bytes' email information service.*
- *Notices in other publications such as the Insight Newsletter, Mailbag and Balingup-Greenbushes Newsletter are also to occur, subject to the dates corresponding with publication of those newsletters.*

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement – Not Applicable

Voting Requirements – Absolute Majority to accept the Annual Report

Council Decision Moved Cr Scallan, Seconded Cr Hodson

C.09/1216 That Council:

- 1. Accepts the Annual Report including the Annual Financial Report and Audit Report for the 2015/2016 financial year and gives local public notice of its availability.**
- 2. Schedules the Annual General meeting of Electors to be held on Thursday, 2 February 2017 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.

Absolute Majority 8/0

ITEM NO.	C.10/1216	FILE REF.	224
SUBJECT	Local Government (Audit) Regulations – Regulation 17 Review 2016		
OFFICER	Chief Executive Officer		
DATE OF REPORT	7 December 2016		

Attachment 10 Audit Regulation 17 Review November 2016

OFFICER RECOMMENDATION that Council receive the Audit Regulation 17 Review Report November 2016, and adopt the 50 recommendations contained in the report.

Summary/Purpose

Regulation 17 of the Local Government (*Audit*) Regulations 1996 requires the CEO to review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control and legislative compliance at least once every two calendar years.

In accordance with Audit Regulation 17 the CEO, with assistance from LGIS Risk and relevant Shire officers, has undertaken a review of the Shire's systems and procedures in relation to risk management, internal controls and legislative compliance.

The review was presented to Council's Audit Committee meeting of 6 December 2016 where the Committee met to discuss the findings.

Background

In February 2013 amendments to the Local Government (*Audit*) Regulations 1996 extended the functions of local government Audit Committees. These functions (Regulation 17) now include receiving a biennial report on the appropriateness and effectiveness of the local government's systems in regard to risk management, internal control and legislative compliance. The initial report was to be considered by 31 December 2014.

The initial review was undertaken in November 2014 by AMD Chartered Accountants and was presented to the Audit Committee on 4 December 2014 with the recommendations from the Committee being endorsed by Council at its ordinary meeting held on 18 December 2014.

A further report is now due to be presented to Council prior to 31 December 2016.

Officer Comment

The review was conducted as an internal process by the Chief Executive Officer with assistance from LGIS Risk and relevant officers. The review was guided by the Department of Local Government and Communities' Operational Guideline Number 09 – Audit in Local Government. Appendix 3 of the guideline provides details of the

issues that should be considered for inclusion in the CEO's Review of Risk Management, Internal Control and Legislative Compliance.

The attached report (Attachment 10) highlights the areas examined and includes recommendations for future actions that will further enhance the Shire's systems and procedures. The overall findings of this review have found that Council's risk management, internal controls and legislative compliance systems and procedures are appropriate and effectively maintain significant controls.

Following its consideration of the report the Audit Committee has presented the following recommendation to Council:

Committee Recommendation *Moved Cr Moore, Seconded Cr Pratico*
AC.04/1216 That the Audit Committee recommend that Council receive the Audit Regulation 17 Review Report November 2016, and adopt the 50 recommendations contained in the report.
Carried 4/0

Statutory Environment

Regulation 17 of the *Local Government (Audit) Regulations 1996* reads as follows:

17. CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –

- (a) risk management; and*
- (b) internal control; and*
- (c) legislative compliance.*

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.

(3) The CEO is to report to the audit committee the results of that review.

Integrated Planning

- Strategic Community Plan 2013
Objective 4 – a collaborative and engaged community
Outcome 4.2 – a high standard of governance and accountability
Strategy 4.2.3 – ensure compliance with relevant legislation
- Corporate Business Plan
Action 4.2.3.6 – Undertake review of systems for risk management, internal controls and legislative compliance as required under Audit Regulation 17
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Budget Implications – Not applicable

Policy Implications

There are a number of Council policies that address aspects of the issues raised in the Review Report. These policies include:

- Code of Conduct (Members and Staff);
- Email/Internet
- Records Management
- Purchasing
- Accrual of Annual Leave
- Decision Making

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management

The assessment of organisational risk management is a fundamental component of the review and is specifically referenced in Regulation 17. Many of the recommendations contained in the report seek to minimise the organisation's exposure to risk.

Continuous Improvement

Implementation of the recommendations contained within the Audit Regulation 17 Report provides an opportunity to improve the overall performance of the Shire.

Voting Requirements – Simple Majority

Council Decision Moved Cr Pratico, Seconded Moore

C.10/1216 That Council receive the Audit Regulation 17 Review Report November 2016, and adopt the 50 recommendations contained in the report.

Carried 8/0

Planning & Environmental Services

ITEM NO.	C.11/1216	FILE REF.	A16766
SUBJECT	Proposed Oversized Outbuilding (Setback Variation)		
PROPONENT	Outdoor World on behalf of Paul Clark		
LOCATION	Lot 365 (17) Diorite Street, Greenbushes		
OFFICER	Manager Planning		
DATE OF REPORT	5 December 2016		

Attachment 11	Location Plan
Attachment 12	Landowner's Submission/Neighbours' Comments
Attachment 13	Proposed Plans

OFFICER RECOMMENDATION: That Council, noting the written support received from adjoining landowners, pursuant to Clause 3.4.4 and Clause 7.6.4 under Town Planning Scheme No. 3, and Design Principle 5.1.3 Performance Criteria P3.1 and Design Principle 5.4.3 Performance Criteria P3 of the Residential Design Codes of WA, waives the provisions of the Shire's 'Outbuildings in the Residential Zone Policy' and grants development approval for the proposed on Lot 365 (17) Diorite Street, Greenbushes, as per Attachment 13, subject to the following conditions:

- 1. Approval is granted for the oversized outbuilding with a floor area of 72m², wall height of 3.0 metres and ridge height of 3.524 metres. Any increase in the floor area, wall or ridge heights of the outbuilding will require separate approval.*
- 2. Approval is granted for the use of Zinalume roof sheeting and non-reflective custom orb wall sheeting, guttering and trim. Any additional use of external reflective materials will require separate approval.*
- 3. Approval is granted for the reduced setback of 1.0 metre to the southern side boundary and 4.0 metres from the rear boundary. Any further reduction in these setbacks or repositioning of the outbuilding will require separate approval.*
- 4. The proposed outbuilding is to be used for domestic storage purposes only.*

Summary/Purpose

To consider a development application for an outbuilding on Lot 365 (17) Diorite Street, Greenbushes which does not comply with the maximum wall height, minimum side setback and use of non-reflective materials, as required under the Shire's 'Outbuildings in the Residential Zone' Policy and Residential Design Codes.

Noting the written support received from surrounding landowners, the rationale provided by the landowner, and that the proposed outbuilding is well set back from the street, it is recommended that the provisions of the Policy be waived and approval be granted subject to conditions.

Background

A development application has been received seeking approval to erect an outbuilding on Lot 365 (17) Diorite Street, Greenbushes, which is currently vacant. The lot is zoned 'Residential R12.5' under Town Planning Scheme No. 4 (TPS4) and has an area of 941m².

The proposed outbuilding will be 12.02 metres long and 5.940 metres wide with a floor area of 72m², with respective wall and ridge heights of 3.0 metres and 3.524 metres. The outbuilding is to be constructed using 'Jasper' grey coloured walls and trimming with a Zincalume roof.

The proposed outbuilding is to be located in the south-western rear corner of the lot and set back approximately 33 metres from the street boundary, 4 metres from the rear boundary and northern side boundary, consistent with required setbacks. The outbuilding is to be setback 1.0 metre from the southern side boundary, in lieu of the required 1.5 metre setback, given the wall length exceeds 9.0 metres.

The applicant has provided a rationale for the proposed outbuilding (see Attachment 12) with the additional 3.0 metre wall height to garage the 2.8 metre high caravan. The proposed Zincalume roof will help reduce the indoor temperature of the shed, with Colorbond walls used as a compromise to Zincalume, with the shed to fit in with other outbuildings on adjoining land and elsewhere in Greenbushes.

No rationale was provided for the reduced side setback to the southern boundary. Although there is sufficient area to accommodate the 1.5 metre setback, the proposed 1.0 metre reduced setback could be favourably considered.

Letters of support were received directly from the landowners of the three adjoining properties (also see Attachment 12) raising no objections to the proposed outbuilding, including the wall height, reduced setback to the southern boundary and proposed use of Zincalume roofing materials.

Noting the above, and the terms of the Shire's 'Outbuildings in the Residential Zone Policy' and the Residential Design Codes discussed below, Council can support the additional wall height, use of reflective materials and the reduced setback and approve the proposed outbuilding, based on the following:

- The outbuilding will be set back from the front boundary by approximately 33 metres and 20 metres to the nearest dwelling. The property also backs onto a laneway and State Forest, with the Greenbushes Primary School sports oval directly opposite to the east.
- The proposed walls will be 'Jasper' grey Colorbond and although the roof will be Zincalume the ridge height is well below the permitted 4.2 metre height and the 10° pitch is modest.
- No objections were raised by surrounding landowners and the proposed outbuilding is not expected to have a detrimental impact upon neighbouring properties or the broader landscape.
- The property has an area of 941m², which is slightly below the 1000m² under the Policy which could ordinarily permit the additional wall height component of the proposed outbuilding.

Noting no objections were received from surrounding landowners, and the proposed outbuilding will not have any detrimental impact on the adjoining properties, it is therefore recommended that the Outbuildings in the Residential Zones Policy be waived and development approval granted subject to conditions.

Statutory Environment

- Shire of Bridgetown-Greenbushes Town Planning Scheme No. 4

Clause 3.4.4 of TPS4 provides Council with the power to waive or modify a scheme development requirement (except for development in respect of the Residential Design Codes). *“The power conferred by this clause may only be exercised if the Council is satisfied that:*

- (a) approval of the proposed development would be consistent with the orderly and proper planning of the locality and the preservation of the amenities of the locality;*
- (b) the non-compliance will not have any adverse effect upon the occupiers or users of the development of the locality or the inhabitants of the locality or upon the likely future development of the locality.”*

The proposed outbuilding, noting the additional wall height, use of reflective roofing materials and the reduced side setback, is not expected to have an adverse effect upon the amenity of surrounding properties or the wider locality.

Clause 7.6.4 of TPS4 states *“A Town Planning Scheme Policy shall not bind the Council in respect of any application for Planning Approval but the Council shall take into account the provisions of the policy and objectives which the policy was designed to achieve before making its decision.”*

Clause 7.6.5 of TPS3 states *“In determining an application for Planning Approval, Council shall have regard to any Town Planning Policy adopted under the powers of this Scheme, and may impose conditions of approval in conformity with the requirements of that policy.”*

Council has the discretion to waive policy provisions where Council is satisfied that the objectives of the policy have been taken into account. The proposed outbuilding will exceed the 2.7 metre Standard wall height, uses reflective Zinalume roof sheeting, and has a reduced setback to the southern side boundary. Waiving of those policy requirements is considered acceptable for the reasons discussed in this report.

Policy

- Residential Design Codes of Western Australia

Under *Design Principle 5.1.3 P3.1 Buildings* are to be set back from lot boundaries so as to:

- reduce impacts of building bulk on adjoining properties;
- provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and
- minimise the extent of overlooking and resultant loss of privacy on adjoining properties.

Under *C3.1 Deemed-to-comply* requirements, buildings are acceptable where (inter alia) set back in accordance with Tables 1, 2a and 2b of the R-Codes, being 7.5m front (average), 4.0 metre rear (to laneway), and 1.5 metre to sides (due to wall length).

The proposed outbuilding satisfies the front and rear setback requirements of the R-Codes, however the proposed 1.0 metre setback to the southern side boundary is a variation to the required 1.5 metre setback as the wall length exceeds 9.0 metres.

Under Deemed-to-comply requirement C3 outbuildings are permitted that are not attached to a dwelling, are non-habitable, do not exceed 60m² (or 10% aggregate site area), do not exceed respective wall or ridge heights 2.4 metres and 4.2 metres, not within the primary or secondary setback areas, do not reduce the required amount of open space and setback in accordance with Tables 2a and 2b.

As discussed below, the Shire's 'Outbuildings in the Residential Zone Policy' allows for larger outbuildings subject to certain criteria including compliance with maximum floor areas and building heights, use of non-reflective materials and compliance with required setbacks.

Although noting the reduced setback, the overheight wall and use of reflective roof materials the proposed outbuilding is considered acceptable and will not have a detrimental impact upon neighbours or the streetscape, discussed further below.

- Shire's Outbuildings in the Residential Zone Policy

The Policy recognises the varying needs of families for outbuilding space for garaging vehicles, boats, caravans and other items, domestic workshops, games rooms, studios, etc. The Policy also recognises that most outbuildings are usually bland metal structures devoid of architectural features such as windows and verandahs and when incorporating reflective surfaces there is a greater potential for adverse impacts on the landscape and nuisance for neighbours.

The objective of the Policy *"is to achieve a balance between:*

- *Providing for the legitimate garaging, storage and other domestic needs of people living in residential areas; and*
- *Minimising the adverse impacts outbuildings may have on the amenity (eg. peace and quiet), appearance and character of residential neighbourhoods, and on neighbours."*

The Standard Requirements under the Policy allows for larger outbuildings than permitted under the R-Codes, with a floor area up to 80m², wall height of 2.7 metres and ridge height of 4.2 metres and setback in accordance with the Town Planning Scheme unless a variation is approved.

Applications for 'Non-Complying Outbuildings' with the above standards, such as the aggregate area, are to be assessed on a case by case basis and may be permitted subject to (inter alia) the following:

- "(b) Demonstration that the larger size is required to satisfy specific domestic needs as detailed on the application submitted;*
- (c) The lot being a minimum size of 1000m²;*
- (d) Must be sited behind the front setback line for the dwelling;*
- (e) Use of non-reflective materials or screening;*
- (f) The sizes not exceeding*
 - *Area on lot – 10% of the site area where the lot is less than 1500m² and lots over 1500m² have a maximum area on lot of 150m²;*
 - *Wall height of 3.0 metres*

- Ridge height of 4.2 metres.
- [(g)] Screening from the street and neighbouring properties to the satisfaction of the Shire;
- [(h)] No objections being received from the adjoining landowners.”

Applications that do not meet the above requirements are to be determined by Council as ‘Non Permitted Outbuildings’.

Whilst the proposed outbuilding has a floor area of 72m², wall height of 3.0 metres and ridge height of 3.524 metres, and although noting the support from surrounding landowners, the proposed outbuilding does not meet the ‘Non Complying Outbuilding’ requirements as the lot size is less than 1000m², reflective roof materials are proposed, and the proposed setback of 1.0 metre to the southern boundary is in lieu of the required 1.5 metre setback.

Given the 33 metre set back to the front boundary screening is not considered necessary to the street, nor to adjoining properties given written support has been received. Although noting the variations to the Policy, approval for the proposed outbuilding is recommended.

Strategic Plan Implications

- Strategic Community Plan - Nil
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Budget Implications

The required development application fee has been paid to consider the policy and setback variations.

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management – Not applicable

Continuous Improvement

The supportive submissions received from surrounding landowners have assisted consideration of the proposal.

Delegated Authority

Nil - Officers do not have delegated authority to approve the application as it requires variations to a policy and must therefore be determined by Council.

Voting Requirements – Simple Majority

Council Decision *Moved Cr Pratico, Seconded Cr Boyle*

C.11/1216 That Council, noting the written support received from adjoining landowners, pursuant to Clause 3.4.4 and Clause 7.6.4 under Town Planning Scheme No. 3, and Design Principle 5.1.3 Performance Criteria P3.1 and Design Principle 5.4.3 Performance Criteria P3 of the Residential Design Codes of WA, waives the provisions of the Shire's 'Outbuildings in the Residential Zone Policy' and grants development approval for the proposed on Lot 365 (17) Diorite Street, Greenbushes, as per Attachment 13, subject to the following conditions:

- 1. Approval is granted for the oversized outbuilding with a floor area of 72m², wall height of 3.0 metres and ridge height of 3.524 metres. Any increase in the floor area, wall or ridge heights of the outbuilding will require separate approval.***
- 2. Approval is granted for the use of Zincalume roof sheeting and non-reflective custom orb wall sheeting, guttering and trim. Any additional use of external reflective materials will require separate approval.***
- 3. Approval is granted for the reduced setback of 1.0 metre to the southern side boundary and 4.0 metres from the rear boundary. Any further reduction in these setbacks or repositioning of the outbuilding will require separate approval.***
- 4. The proposed outbuilding is to be used for domestic storage purposes only.***

Carried 8/0

Works & Services - Nil

Community Services

ITEM NO.	C.12/1216	FILE REF.	460.1
SUBJECT	Bridgetown Leisure Centre Fees and Charges		
OFFICER	Executive Manager Community Services		
DATE OF REPORT	16 February 2016		

Attachment 14 Extract from Fees & Charges

OFFICER RECOMMENDATION: That Council endorses the creation of a new membership fee at the Bridgetown Leisure Centre being a 6 month whole of facility option as follows:

Adult	\$304.30
Youth (14yo – 17yo)	\$257.10
Adult Concession	\$273.85
Youth Concession (14yo – 17yo)	\$231.45

Summary/Purpose

The recommendation seeks to introduce a new fee at the Bridgetown Leisure Centre in accordance with income generation practices and customer feedback.

Officer Comment

The BLC Manager has identified a need (based on customer feedback) for a new membership option which will increase membership (and therefore income streams) at the Centre. Four separate requests have been received for this level of membership.

The proposed new membership option is a “whole of leisure centre” membership option for 6 months. There is an existing “whole of leisure centre” 12 month membership option available with the following fee structure:

- Adult \$566.10
- Youth (14yo – 17yo) \$478.10
- Adult Concession \$509.50
- Youth Concession (14yo – 17yo) \$430.55

The proposed new 6 month, “whole of leisure centre” membership fees have been calculated at 57.5% of the 12 month fees (in alignment with the rationale associated with other BLC 6 and 12 month membership options). There is no child membership option for this level of membership due to the need for supervision in the gymnasium and aquatic complex.

The BLC also offers adult memberships for the following:

- Health/Fitness & Gym 6 Months \$263.65
- Health/Fitness & Gym 6 Months \$237.25 – concession
- Health/Fitness & Gym 12 Months \$458.50
- Health/Fitness & Gym 12 Months \$412.65 - concession

There is no teen or child membership option for these memberships due to minimal demand by teens and children for health and fitness classes.

The BLC Manager in undertaking a cost benefit analysis of the proposed new fee has identified that while it will meet the needs of only a small percentage of potential members, it is still reflective of potential increases in membership/income.

The proposed new fee is considered in alignment with the existing fee structure. This fee was not originally created due to the desire to streamline the Centre's fees and memberships however if there is interest by potential members the officer is of the view the proposed new membership would add value to the suite of memberships on offer at the Centre.

Statutory Environment

Section 6.16(1) and (2) of the Local Government Act states:

- (1) *A local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*
- (2) *A fee or charge may be imposed for the following —*
 - (a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
 - (b) *supplying a service or carrying out work at the request of a person;*
 - (c) *subject to section 5.94, providing information from local government records;*
 - (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
 - (e) *supplying goods;*
 - (f) *such other service as may be prescribed.*

Section 6.17(1) of the Local Government Act states:

In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —

- (a) *the cost to the local government of providing the service or goods;*
- (b) *the importance of the service or goods to the community; and*
- (c) *the price at which the service or goods could be provided by an alternative provider.*

Section 6.19 of the Local Government Act states:

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) *its intention to do so; and*
- (b) *the date from which it is proposed the fees or charges will be imposed.*

Integrated Planning

Strategic Community Plan 2013

- | | |
|---------------|--|
| Outcome 3.1.1 | Redevelop the Bridgetown Swimming Pool |
| Outcome 3.1.4 | Update and implement the Sport & Recreation Strategic Plan |
| Objective 4.6 | The revenue needs are managed in an equitable and sustainable manner |
| Outcome 4.6.1 | Establish targets and monitor performance for income stream types. |

Outcome 4.6.2 Identify appropriate areas for the application of the user pays cost recovery principle

Corporate Business Plan 2015

Action 3.1.1.2 Integrate existing Recreation Centre with proposed swimming pool redevelopment.
Action 3.1.2.1 Redevelop the Bridgetown Swimming Pool
Action 3.1.4.2 Implement capital works as recommended in the Sport & Recreation Strategic Plan
Action 3.5.6.1 Implement the Activating Aging Strategy and the Disability Access and Inclusion Plan
Action 3.10.1.1 Update and implement the Disability Access and Inclusion Plan and include the audit findings.
Strategy 4.6.1 Establish targets and monitor performance for income stream types
Action 4.6.1.1 Review and monitor performance of income streams
Strategy 4.6.2 Identify appropriate areas for the application of the user pays cost recovery principle
Action 4.6.2.1 Assess level of fees and charges to apply cost recovery principle where appropriate

Sport & Recreation Strategic Plan

Outcome 1.2 Implement the integrated recreation complex business plan.
Outcome 1.3 Revise and expand programs and member options and operating hours; conduct a thorough review 12 months after operation; investigate, plan and implement programs to support inclusion of children and adults with disability.

Budget Implications

There are no budget implications arising from the officer recommendations in relation to expenditure, the proposed new feed would assist officers in meeting income targets set in the Centre Business Plan (and annual budget).

Fiscal Equity

Fees are determined having regard to the cost of providing the service, the scope of the service and the anticipated preparedness of a person to pay the fee.

Social Equity

The recommendations achieve social equity by ensuring transparent and consistent approach to implementing fees and charges (and concessions) are applied in service delivery.

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

The recommendations achieve social equity by ensuring transparent and consistent approach to implementing fees and charges (and concessions) are applied in service delivery.

Continuous Improvement

The recommendations achieve principles of continuous improvement by proactively seeking to provide memberships that meet the needs of residents and increase income streams within the Centre.

Voting Requirements - Absolute Majority

Council Decision Moved Cr Pratico, Seconded Cr Scallan

C.12/1216 That Council endorses the creation of a new membership fee at the Bridgetown Leisure Centre being a 6 month whole of facility option as follows:

Adult	\$304.30
Youth (14yo – 17yo)	\$257.10
Adult Concession	\$273.85
Youth Concession (14yo – 17yo)	\$231.45

Absolute Majority 8/0

ITEM NO.	C.13/1216	FILE REF.	460.1
SUBJECT	Bridgetown Leisure Centre Reserve Account		
OFFICER	Executive Manager Community Services		
DATE OF REPORT	30 August 2016		

Attachment 15 Site Plan
Attachment 16 Photographs

OFFICER RECOMMENDATION that Council approves a reserve transfer from the Bridgetown Leisure Centre Reserve Account and unbudgeted expenditure of \$3,000 (GST INCL) for the installation of two 5m x 5m shade sails over the alfresco area between the Leisure Centre Café and Aquatic Entrance.

Summary/Purpose

The purpose of the recommendation is to seek Council's guidance regarding the installation of shade sails over the paved area between the Leisure Centre Café and the Aquatic Centre entrance to provide shade for the tables and chairs located on the paved area, with a view to increasing café patronage. It is not intended that the shade sails will extend over the existing playground area which is currently covered by the building veranda (outside the gym facility).

Background

At the August 2016 meeting, Council resolved as follows (C.07/0916):

That Council approves unbudgeted expenditure of \$19,263 to be funded by a contribution of \$1,818 from Safeway Building and Renovations Pty Ltd with the balance of \$17,445 being via transfer of that sum from the Bridgetown Leisure Centre Reserve Account for the following works at the swimming pool and surrounds:

- (i) Landscaping above the limestone retaining wall recently constructed on the western fence line of the facility (\$2,000).*

- (ii) Upgrading the main isolation unit in the pump room (\$2,932).*
- (iii) Strengthening the toilet cubicle walls to mitigate risk of future damage in the male and female ablutions (\$2,831).*
- (iv) Concreting unfinished ground areas at the base of the new retaining wall and the northern end of the existing basketball court, extending into the gas chlorine shed facility at the rear of the aquatic complex (\$7,500).*
- (v) Installation of a new drainage line connecting the downpipes on the amenities building with the existing drainage system in the adjacent car park and installation of sub soil drainage along the southern and western walls of the amenities building connecting into the car park drainage (\$4,000).*

Item C.10/1215 discussed the allocation of funds raised by the Community Swimming Pool working group. The Bridgetown Leisure Centre Reserve Account balance is \$110,103.

Officer Comment

When the retaining walls and fencing works for the new aquatic facility were being completed shade sails that were previously in situ over the paved area outside of the (then) Recreation Centre western exist were taken down. The poles that supported those sails were in conflicting locations with the new pathway, fence and retaining walls. The shade sails have been stored and are in good condition, having been assessed by Shade West. The attached photographs and site plan (Attachments X and XX) demonstrate where the shade sails would be reinstalled. It is not intended for the shade sails to cover the existing playground area which is currently covered by the building veranda (outside the gym facility).

Shade West is the company which the Shire has a service agreement with regard to the repair, set up and set down of shade sails at various locations to ensure the shade sails are not in situ during winter. This assists in preserving the life span of the shade sails at locations such as the Skate Park, Memorial Park Playground and Aquatic Centre.

Shade West has provided a quote for these shade sails (two 5m x 5m) to be reinstalled to provide shade to patrons of the Bridgetown Leisure Centre to enjoy the expanded service of the Leisure Centre Café and the views over the new aquatic facility. The cost for these works is \$3,000 (Incl GST) and the works include:

- Securing of site
- Lifting of pavers
- Digging of footings
- Removal of sand from site
- Installation of 3 new columns
- Relocation of rafter brackets
- New 4mm stainless lead cables
- Install and tension of shade sails
- Provision of appropriate hardware as required

Statutory Environment

Section 6.8 of the Local Government Act requires an absolute majority decision for expenditure not included in the annual budget.

Integrated Planning

Strategic Community Plan 2013

Outcome 3.1 - Maintain a high standard of lifestyle, recreational and cultural facilities.

Outcome 3.1.4 Update and implement the Sport & Recreation Strategic Plan

Sport & Recreation Strategic Plan

Key Indicator 1.1 Redevelop the Bridgetown Swimming Pool

Budget Implications

The recommendation seeks approval for a reserve transfer and unbudgeted expenditure of \$3,000.

Fiscal Equity - Not Applicable

Whole of Life Accounting

The Bridgetown Leisure Centre Business Plan identifies the whole of life costings associated with the maintenance of the facility for a 10 year period. The recommendations highlight the need for unbudgeted items that have not been identified. Should Council not approve the recommendation, this expenditure could be reconsidered during the preparation of the 2017/2018 annual budget and review of the Business Plan.

Social Equity

The recommendation sit within the scope of development and integration of recreation services aimed at enhancing social inclusion by providing high quality services and facilities to deliver recreation services.

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

The officer's recommendations seek to mitigate potential risk associated with the exposure to direct sunlight by patrons (sun burn, heat exposure etc).

Continuous Improvement

Improving the visual amenity, connectivity and access to facilities in alignment with continuous improvement principles. The recommendation also achieves the principles of continuous improvement by striving to encourage patronage/usage (and thereby increase income streams) associated with the Leisure Centre Café.

Voting Requirements – Absolute Majority

Council Decision *Moved Cr Scallan, Seconded Cr Pratico*

C.13/1216 *That Council approves a reserve transfer from the Bridgetown Leisure Centre Reserve Account and unbudgeted expenditure of \$3,000 (GST INCL) for the installation of two 5m x 5m shade sails over the alfresco area between the Leisure Centre Café and Aquatic Entrance.*

Absolute Majority 8/0

Consideration of Standing Committee Recommendations - Nil

Receival of Minutes from Management Committees - Nil

Urgent Business Approved by Decision

The CEO, as author of this item declares a financial interest in Item C.14/1216 as the matter concerns the approval of annual leave for himself.

ITEM NO.	C.14/1216	FILE REF.	
SUBJECT	CEO Leave		
OFFICER	Chief Executive Officer		
DATE OF REPORT	13 December 2016		

Reason for Urgent Business: An opportunity has arisen for the CEO to take leave in January. The specific dates weren't determined prior to the meeting agenda being prepared.

OFFICER RECOMMENDATION *that Item C.14/1216 be accepted as urgent business.*

OFFICER RECOMMENDATION *that Council approve the CEO taking of annual leave from Wednesday 28 December 2016 to Monday 30 January 2017.*

Summary/Purpose

Under the terms of his contract of employment the CEO is required to obtain the approval of Council for the taking of leave for a period in excess of 10 working days.

Background

The CEO is seeking to take a period of annual leave from Wednesday 28 December 2016 to Monday 30 January 2017 which includes public holidays for new year and Australia Day.

Clause 13.1 of the CEO's contract of employment states that periods of more than ten (10) days annual leave requires approval (which shall not be unreasonably withheld) of the Council or the CEO Performance Review Committee if delegated that responsibility.

As all staff are on leave until Tuesday 3 January 2017 an Acting CEO won't be appointed until that day. Council has delegated authority (Delegation A.1) to the CEO to appoint an Acting CEO for a period of no more than 20 working days therefore for this forthcoming period of annual leave the CEO is able to make that

appointment.

Statutory Environment - Nil

Policy/Strategic Implications - Nil

Budget Implications - Nil

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

The CEO will be available on email and telephone during his annual leave and can be called upon by the Acting CEO if required.

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Council Decision *Moved Cr Moore, Seconded Cr Hodson
C.14/1216 That Item C.14/1216 be accepted as urgent business.*

Carried 8/0

Council Decision *Moved Cr Pratico, Seconded Cr Moore
C.14/1216a That Council approve the CEO taking of annual leave from
Wednesday 28 December 2016 to Monday 30 January 2017.*

Carried 8/0

Responses to Elected Member Questions Taken on Notice - Nil

Elected Members Questions With Notice - Nil

Notice of Motions for Consideration at the Next Meeting - Nil


Matters Behind Closed Doors (Confidential Items) - Nil

Closure

The President closed the Meeting at 6.14pm

List of Attachments

Attachment	Item No.	Details
1	C.02/1216	Location Plan
2	C.02/1216	Extract from Blackwood Basin Group 'Concept Plan for the Greenbushes Waterbird Project Site' pertaining to the proposal for "lifestyle proposals within the project site"
3	C.03/1216	Concept Plan for Proposed Mural
4	C.05/1216	Concept Plan for Proposed Car Park
5	C.07/1216	2016 Local Emergency Management Arrangements
6	C.08/1216	List of Accounts Paid in November 2016
7	C.09/1216	Annual Report 2015/2016
8	C.09/1216	Auditor's Management Report for the 2015/2016 Financial Year
9	C.09/1216	Minutes of Audit Committee Meeting held 6 December 2016
10	C.10/1216	Audit Regulation 17 Review November 2016
11	C.11/1216	Location Plan
12	C.11/1216	Landowner's Submission/Neighbour's Comments
13	C.11/1216	Proposed Plans
14	C.12/1216	Extract from Fees & Charges
15	C.13/1216	Site Plan
16	C.13/1216	Photographs

Minutes checked and authorised by T Clynch, CEO		16.12.16
--	---	----------

CERTIFICATION OF MINUTES

As Presiding Member, I certify that the Minutes of the Council Meeting held 15 December 2016 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on 25 January 2017.

..... 25 January 2017