

Council Minutes Index – 20 December 2018

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Minutes of an Ordinary Meeting of Council held at the Greenbushes Community Resource Centre on Thursday, 20 December 2018 commencing at 5.30pm

The Presiding Member 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 Custodians of the land on which we are gathered, and pay my respects to their Elders both past, present and emerging.

Attendance, Apologies and Leave of Absence

President	- Cr A Pratico
Councillors	- J Bookless
	- J Boyle
	- D Mackman
	- J Moore
	- J Nicholas
	- P Scallan
	- C Wallace
	- A Wilson
In Attendance	- T Clynch, Chief Executive Officer
	- M Larkworthy, Executive Manager Corporate Services
	- E Denniss, Executive Manager Community Services
	- T Lockley, Executive Assistant

Attendance of Gallery

N Ward, M&D Iacopetta, M Flemming, T Riley, D&L Roberts, A Smith, S&L Green

Responses to Previous Questions Taken on Notice - Nil

Public Question Time - Nil

Petitions/Deputations/Presentations

Presentation

Cr Scallan presented his annual slide show on the many achievements for Greenbushes in 2018.

Comments on Agenda Items by Parties with an Interest - Nil

Applications for Leave of Absence - Nil

Confirmation of Minutes

C.01/1218 Ordinary Meeting held 29 November 2018

A motion is required to confirm the Minutes of the Ordinary Meeting of Council held 29 November 2018 as a true and correct record.

Council Decision Moved Cr Wilson, Seconded Cr Moore

C.01/1218 That the Minutes of the Ordinary Meeting of Council held 29 November 2018 be confirmed as a true and correct record.

Carried 9/0

Announcements by the Presiding Member Without Discussion

The Presiding Member announced there will be one final event to celebrate the 150th anniversary of Bridgetown, being a free film night on New Years' Eve, including live entertainment. Thank you all who held events during the year and promoting our 150 years as part of their events.

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	E Denniss
Type of Interest	Financial
Item No.	C.11/1218 (Visitor Centre Stock Commission – Jigsaw Puzzles)
Nature of Interest	I am an author of books and have supplied books for sale on consignment to the Visitor Centre

Name	Cr Scallan
Type of Interest	Financial
Item No.	C.08/1218 (Proposed Road Closure – Perry Road)
Nature of Interest	Employed by the proponent

Name	Cr Nicholas
Type of Interest	Impartiality
Item No.	C.02/1217 (Request for Stop Sign and Holding Line at Intersection)
Nature of Interest	I am a resident of Bridgetown Gardens Estate

Name	Cr Bookless
Type of Interest	Impartiality
Item No.	C.02/1217 (Request for Stop Sign and Holding Line at Intersection)
Nature of Interest	Resident of Bridgetown Gardens

Questions on Agenda Items by Elected Members

Cr Scallan asked questions on Item C.07/1218

Consideration of Motions of which Previous Notice has been Given

Cr Nicholas declared an Impartiality Interest in Item C.02/1218 as he is a resident at Bridgetown Gardens Estate. Cr Nicholas stated that as a consequence, there may be a perception that his impartiality on the matter may be affected and declared he would consider the matter on its merits and vote accordingly.

Cr Bookless declared an Impartiality Interest in Item C.02/1218 as he is a resident of Bridgetown Gardens. Cr Bookless stated that as a consequence, there may be a perception that his impartiality on the matter may be affected and declared he would consider the matter on its merits and vote accordingly.

C.02/1218 Request for Stop Sign and Holding Line at Intersection

Submitted by Cr Boyle

Motion

That a request be submitted to Main Roads Western Australia for investigation into the need for a stop sign and white holding line on Claret Ash Rise at its intersection with Kangaroo Gully Road.

Reasons

Sight distances are poor for vehicles exiting Claret Ash Rise into Kangaroo Gully Road. Currently as the intersection is unregulated drivers can simply slow down and turn in to Kangaroo Gully Road without stopping to check oncoming traffic. With over 100 properties in Bridgetown Gardens Estate Claret Ash Rise can be a busy road and with Kangaroo Gully Road already being an arterial road there are significant traffic movements each day at the intersection. It is noted that the speed limit on Kangaroo Gully Road is 80km/h. Requesting Main Roads Western Australia to investigate the need for installation of a stop sign and holding line will address any safety concerns at this intersection.

Officer Comment

Regulatory signage such as stop signs is the responsibility of Main Roads Western Australia. Its determination of a request for installation of a stop sign and holding line will include a safety assessment of the intersection.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
Key Goal 3 - Our built environment is maintained, protected and enhanced
Objective 3.3 - Maintain an appropriate standard of transport networks, roads and pathways
Strategy 3.3.3 - Provide and maintain a safe and efficient transport system
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy - Nil

Budget Implications

Any costs associated with erection of regulatory signs will be the responsibility of Main Roads Western Australia. Accordingly speed signage is only erected under authority of Main Roads Western Australia.

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 reasons provided by Cr Boyle with her notice of motion raise concerns about the safety of the intersection and if the motion is resolved by Council these concerns can be addressed by Main Roads Western Australia.

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Moved Cr Boyle, Seconded Cr Scallan

That a request be submitted to Main Roads Western Australia for investigation into the need for a stop sign and white holding line on Claret Ash Rise at its intersection with Kangaroo Gully Road.

Lost 4/5

Crs Wallace, Nicholas, Scallan, Moore and Bookless voted against the Motion

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.03/1218	FILE REF.	208
SUBJECT	Annual Report & Annual Financial Report 2017/2018		
OFFICER	Chief Executive Officer		
DATE OF REPORT	10 December 2018		

Attachment 1	Annual Report 2017/2018
Attachment 2	Auditor's Management Report for the 2017/2018 Financial Year
Attachment 3	Minutes of Audit Committee Meeting held 6 December 2018

OFFICER RECOMMENDATION That Council:

- 1. Accepts the Annual Report including the Annual Financial Report and Audit Report for the 2017/2018 financial year and gives local public notice of its availability.*
- 2. Schedules the Annual General meeting of Electors to be held on Thursday, 7 February 2019 in the Council Chambers, commencing at 5.30pm.*
- 3. Note the Auditor's report includes a 'significant adverse trend' in relation to Council's Operating Surplus Ratio performance and acknowledges that Council has an existing 'Ratio Improvement Action Plan'.*
- 4. Note Administration's comment in relation to the matter raised in Appendix 1 of the Auditor's Management Report.*

Summary/Purpose

Following receipt of the Independent Audit Report and Management Report presented by Council's Auditor, Mr 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 2017/2018 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 2018 and considered by the Audit Committee at its meeting held on 6 December 2018. 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.

Section 5.27 of the Local Government Act requires a general meeting to be held on a day selected by the local government 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, 14 February 2019.

Taking into account the above it is recommended that the Annual General Meeting of Electors be held at 5.30pm on Thursday, 7 February 2019.

Council's Auditor, Mr Tim Partridge, reported that he conducted his audit in accordance with Australian Auditing Standards and determined that the Shire's 2017/18 Financial Statements were 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 annual financial report of Shire of Bridgetown-Greenbushes:

- i. is based on proper accounts and records; and*
- ii. fairly represents, in all material respects, the results of the operations of Shire of Bridgetown-Greenbushes for the year ended 30 June 2018 and its financial position at the end of that period in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards."*

The Auditor further reported on other legal and regulatory requirements as follows:

"In accordance with Local Government (Audit) Regulations 1996 we report that:

- i. In our opinion, the following matters indicate significant adverse trends in the financial position of the Shire of Bridgetown-Greenbushes:*
 - a. Operating surplus ratio as reported in Note 26 of the financial report is below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard of zero for the last three years (2016: -0.51, 2017: -0.21 and 2018: -0.19).*
- ii. There were no instances of non-compliance with Part 6 of the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996 or applicable financial controls of any other written law identified during the course of our audit.*

- iii. *All required information and explanations were obtained by me.*
- iv. *All audit procedures were satisfactorily completed.*
- v. *In our opinion, the asset consumption ratio and the asset renewal ratio included in the annual financial report were supported by verifiable information and reasonable assumptions."*

Commencing in 2017/18 the Auditor General has instructed Auditors to report in the Audit Report (rather than the Management Report as previously done) when Council does not meet Department ratio benchmarks. While the Operating Surplus Ratio has been reported as a 'significant adverse trend' in relation to the Shire's financial performance it should be noted that the ratio has improved over the three year period quoted in the Audit Report. In December 2017 Council adopted its 'Ratio Improvement Action Plan', items contained in this plan are still being progressed and it has previously been acknowledged by Council and its Auditor that improving the Operating Surplus Ratio to meet the Department's benchmark is unlikely in the short term but Council should demonstrate improvement towards achieving the benchmark through its integrated planning processes.

One 'other' matter was raised by the Auditor in his Management Report as follows:

"Excessive Annual Leave Balances
Finding Rating: Minor

From our review of the annual leave listing at 30 June 2018, we noted 9 employees who have accrued in excess of 8 weeks annual leave with 4 of those employees with long service leave currently due.

Implications

- *The cost to Council is greater if annual leave is not paid out on a regular basis due to the cumulative effect of salary increases over a period of time;*
- *Recreational leave enhances employee performance; and*
- *It is a fundamental principle of good internal control that all employees take regular holidays.*

Recommendation

We recommend excessive leave balances be reviewed by management regularly.

Management Comment

Excessive leave balances are continually reviewed by management as the issue has been raised in previous audit reports and risk reviews.

The annual leave liability between 30 June 2017 and 30 June 2018 was reduced by 8% from 9,208.78 hours to 8,472.87 hours. Between 30 June 2018 and 21 November 2018 this has reduced by a further 188.24 hours to a current liability of 8,284.63 hours.

As at 21 November 2018, 9 staff (7 full-time and 2 part-time) had accrued in excess of 8 weeks annual leave which is a reduction of 2 from 30 June 2018 and 4 from 30 June 2017. The 9 staff are out of 62 full time or part time staff that are entitled to annual leave.

Of the 9 staff that currently have more than 8 weeks annual leave liability 2 are on less than ½ a week over the 8 week limit. Both of these staff have been implementing a leave strategy to reduce their accrued leave and will be below the 8 week cut off by the end of December with leave balances to be managed from there on to be within Council policy. Another 3 of these staff are less than 2 weeks over the 8 week level with leave plans in place for 2018/19. One of the other employees has taken 6 weeks leave since 1 July 2018 with more leave planned in 2018/19.

For the other 3 employees with more than 8 weeks accrued annual leave the CEO has initiated discussions with those employees to identify a leave plan/strategy to reduce their outstanding leave entitlements and significant leave will be taken by these employees in the rest of 2018/19, to be timed to avoid peak operational periods.

With respect to long service leave 9 staff are eligible to take long service leave with 3 of these staff having already taken a first increment this year. All staff eligible to take long service leave have been requested to provide a plan for the taking of that leave in accordance with the applicable Award.

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

Committee Recommendation *Moved Cr Pratico, Seconded Cr Moore*
AC.02/1218 That the Audit Committee recommends that Council receive the 2017/18 Annual Financial Statements, and the auditor's Independent Audit and Management Reports for the 2017/18 financial year as presented by Mr Tim Partridge (Partner, AMD Chartered Accountants). Carried 3/0

Committee Recommendation *Moved Cr Scallan, Seconded Cr Pratico*
AC.02/1218a That the Audit Committee recommends that Council note the Auditor's report includes a 'significant adverse trend' in relation to Council's Operating Surplus Ratio performance and acknowledges that Council has an existing 'Ratio Improvement Action Plan'. Carried 3/0

Committee Recommendation *Moved Cr Moore, Seconded Cr Pratico*
AC.02/1218b That the Audit Committee recommends that Council note Administration's comment in relation to the matter raised in Appendix 1 of the Auditor's Management Report. Carried 3/0

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

- Key Goal 5: Our leadership will be visionary, collaborative and accountable
- Objective 5.2: We maintain high standards of governance, accountability and transparency
- Strategy 5.2.8: Ensure all legislative responsibilities and requirements are met

- 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 the Manjimup Bridgetown Times newspaper.*
- *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 Nicholas, Seconded Cr Scallan

C.03/1218 That Council:

- 1. Accepts the Annual Report including the Annual Financial Report and Audit Report for the 2017/2018 financial year and gives local public notice of its availability.***
- 2. Schedules the Annual General meeting of Electors to be held on Thursday, 7 February 2019 in the Council Chambers, commencing at 5.30pm.***

3. **Note the Auditor's report includes a 'significant adverse trend' in relation to Council's Operating Surplus Ratio performance and acknowledges that Council has an existing 'Ratio Improvement Action Plan'.**
4. **Note Administration's comment in relation to the matter raised in Appendix 1 of the Auditor's Management Report.**

Absolute Majority 9/0

Moved Cr Nicholas, Seconded Cr Scallan

Council directs the CEO to have at least 50% of the leave in excess of 8 weeks cleared by 30th June 2019 and 50% of leave in excess of 4 weeks cleared by 31st December 2019.

Lost 1/8

Crs Pratico, Wilson, Wallace, Mackman, Scallan, Boyle, Moore and Bookless voted against the Motion

ITEM NO.	C.04/1218	FILE REF.	210.2
SUBJECT	Local Government Elections - 2019		
PROPONENT	Western Australian Electoral Commission		
OFFICER	Senior Admin Officer		
DATE OF REPORT	26 November 2018		

OFFICER RECOMMENDATION that Council:

1. *Declare, in accordance with Section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2019 Local Government Ordinary Elections together with any other elections or polls which may also be required.*
2. *In accordance with Section 4.61(2) of the Local Government Act 1995, declare the method of conducting the 2019 Local Government Ordinary Elections be as a postal election.*

Summary/Purpose

In accordance with Section 4.20 of the Local Government Act, the CEO is the Returning Officer for Local Government Elections unless other arrangements are made ie; 'postal' elections, with the Western Australian Electoral Commissioner being appointed as the Returning Officer and authorised to conduct the elections.

Background

The next ordinary elections are to be held on the 3rd Saturday in October 2019, ie: 19 October 2019.

The 2003, 2007, 2009, 2011, 2013, 2015 and 2017 ordinary elections were conducted by postal vote. Until 2011, the Shire had four (4) Wards being, North, Central, East and West. In 2011 this changed to two (2) Wards being North and South.

In 2003 the ordinary elections were conducted by postal vote by the WAEC with only Central and West Wards being contested. Voter turnout resulted in 71.95% for

Central Ward and 48.53% for West Ward. The 2006 Referendum also conducted by the WAEC achieved a 67.6% participation rate.

The 2005 ordinary elections were conducted as 'in-person' elections with only Central and East Wards being contested. The voter turnout resulted in 28.4% for Central Ward and 34.84% for East Ward.

The February 2007 extraordinary election for Central Ward was conducted 'in-person' and resulted in a 40.97% participation rate.

The 2007 ordinary elections were conducted by postal vote with elections being held in all four wards. Voter turnout was 50% for Central Ward, 58.8% for West Ward, 60.83% for North Ward and 69.72% for East Ward.

In 2009 ordinary elections were conducted in the Central, East and West Wards. Voter turnout was 47.9% for Central Ward, 41.7% for East Ward and 48.4% for West Ward. There was no election in the North Ward due to the candidate being elected unopposed.

In 2011 ordinary elections were conducted in both the North and South Wards. Voter turnout was 48.8% for North Ward and 49.7% for South Ward.

The 2013 extraordinary and ordinary elections were both conducted as postal elections. During the Ordinary election the North Ward saw Cr Pat Scallan returned unopposed however an election took place for the South Ward which resulted in a 43% turnout.

The 2015 ordinary (postal) election in the South Ward saw a drop in voter turnout from 2013 down to 39.9%. This turnout was disappointing and only marginally higher than the 2005 in-person election turnout. In 2015 there was no election in the North Ward as Cr Pratico was returned unopposed.

In 2017 there was no election held in the North Ward as Cr Pat Scallan was returned unopposed. For the South Ward a total of 1,420 packages were returned giving a participation rate of 51.9%. The State average for local governments who used the postal voting method in 2017 was 34.5%.

Conducting the elections by the postal voting system gives ratepayers and residents more flexibility (and hopefully more incentive) to have their say by casting their vote. Since 1999 the WAEC has conducted postal elections across Western Australia and has (through the publication of results) been able to demonstrate that postal elections encourage a higher percentage of voter turnouts as opposed to 'in-person' elections.

The Western Australian Electoral Commission (WAEC) has submitted a quote to conduct a postal vote for the 2019 election. The estimated cost is \$23,000 + GST (an increase of \$4,000 from 2017). It should be noted however that although the quote from the WAEC for 2017 was \$19,000 the actual cost at the conclusion of the election was \$15,721 due to less packages being returned than expected. The quotation for the 2019 election is based on the following assumptions:

- 3,550 electors (an increase of 750 electors since 2017)

- Response rate of approximately 50%
- 4 vacancies
- Count to be conducted at the offices of the Bridgetown-Greenbushes
- Appointment of a local Returning Officer
- Regular Australia Post delivery service to apply for the lodgement of the election packages.

An additional \$710 will be incurred if Council decides to opt for the Australia Post Priority Service for the lodgement of election packages. The Commission is of the view that the regular service is adequate for outgoing mail for most local governments.

Costs not incorporated in the estimate include:

- Any legal expenses other than those that are determined to be borne by the WAEC in a Court of Disputed Returns
- One local government staff member to work in the polling place on election day
- Any additional postage rate increases by Australia Post

Under the Local Government Act the WAEC is required to conduct elections on a full cost recovery basis, therefore the quoted amount is an estimate only and may vary depending upon a number of factors.

If Council resolves to conduct the 2019 elections by postal voting, the following two resolutions will need to be passed:

1. Declare, in accordance with Section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2019 ordinary elections together with any other elections or polls which may also be required.
2. Declare, in accordance with Section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election.

If Council elects not to declare the WA Electoral Commission responsible for the conduct of the 2019 elections, the election will be conducted as a “voting in person election” under section 4.61(1) of the Local Government Act 1995 with the CEO being the Returning Officer.

Statutory Environment

This proposal complies with the requirements of Sections 4.20(4) and 4.61(2) of the Local Government Act 1995 and the Local Government (Election) Regulations 1997.

Integrated Planning

- Strategic Community Plan
 - Objective 5: We maintain high standards of governance, accountability and transparency
 - Strategy 5.2.1: Councillors provide strong and ethical leadership
 - Strategy 5.2.8: Ensure all legislative responsibilities and requirements are met
- Corporate Business Plan

Action 5.2.1.5: Consider method of conducting ordinary and special council elections

- 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

The WAEC has provided their quote at this point in time to enable Councils who commence their budget preparation in the first quarter of the new calendar year, an estimate of funds which would need to be allocated in the 2019/2020 budget. If Council was to resolve to do an “in-person” election the costs (other than salaries expended by relevant officers in the course of normal duties) would be approximately \$15,000.

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity

The postal vote is more user-friendly than the polling booth method in so much that electors receive their ballot package some time prior to Election Day giving them adequate time to research candidate’s information before casting their vote in the privacy of their home. This method of voting is of benefit to those who will not be in the Shire on election day, for those who work on election day as well as for the elderly and disabled residents of our community.

Ecological Equity – Not Applicable

Cultural Equity

Similar to comments provided for “Social Equity”.

Risk Management – Not Applicable

Continuous Improvement

The postal vote method of election is proven to obtain a higher voter turnout than the “in-person” method.

Voting Requirements

Absolute Majority if appointing the Electoral Commissioner to conduct the election, Simple Majority if the elections are conducted ‘in-person’ with the CEO being the Returning Officer.

Council Decision *Moved Cr Scallan, Seconded Cr Moore*
C.04/1218

- 1. Declare, in accordance with Section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2019 Local Government Ordinary Elections together with any other elections or polls which may also be required.***

- 2. In accordance with Section 4.61(2) of the Local Government Act 1995, declare the method of conducting the 2019 Local Government Ordinary Elections be as a postal election.**

Absolute Majority 9/0

ITEM NO.	C.05/1218	FILE REF.	
SUBJECT	Budget Amendment – Building Maintenance at Library		
OFFICER	Principal Building Surveyor		
DATE OF REPORT	12 December 2018		

OFFICER RECOMMENDATION that Council:

- 1. Notes the over budget expenditure of \$3,867 for urgent repairs to the air-conditioning at Bridgetown Library.*
- 2. Amends the 2018/19 budget by increasing the materials & contracts allocation for Account 1362020 Job No. 83MA Library Building Maintenance from \$5,800 to \$9,667.*
- 3. Funds the additional allocation of \$3,867 to Account 1362020 Job No. 83MA by a transfer of that amount from the Building Maintenance Reserve.*

Summary/Purpose

Urgent works were necessary to repair the air conditioning at the Bridgetown Library and this has resulted in the general building maintenance budget allocation for the library being fully expended. It is recommended Council fund the cost of the air-conditioning repair from the Building Maintenance Reserve.

Background

Urgent works were necessary to repair the air conditioning at the Bridgetown Library. Whilst the annual budget contains funds for general maintenance at the library the cost of these repairs was higher than normal reactive maintenance and has resulted in the general building maintenance (non-specified works) budget allocation for the library being over expended. This limits the ability to respond to any reactive building maintenance requirements in the rest of 2018/19. It is recommended Council fund the cost of the air-conditioning repair from the Building Maintenance Reserve therefore leaving the original budget allocations for other maintenance requirements that may arise in the rest of 2018/19.

The expenditure for repair of the air-conditioning wasn't unbudgeted expenditure as the general maintenance allocation for each building is provided to cover any unexpected maintenance requirements during the year. In the case of the library the cost of the air-conditioning repairs (\$3,867) was greater than normal for reactive type maintenance requests.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
Key Goal 3 - Our built environment is maintained, protected and enhanced
Objective 3.2 - Outdoor spaces, places and buildings are fit for purpose

Strategy 3.2.5 - Provide and maintain a range of facilities that cater for the community's needs

➤ Corporate Business Plan

Strategy 3.2.5 - Provide and maintain a range of facilities that cater for the community's needs

Action 3.2.5.1 - Maintain the Shire's building inventory

Action 3.2.5.2 - Upgrade where required the Shire's buildings where a demonstrated need is identified

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans

A component of asset management planning is carrying out of condition reporting of assets – the repair works have been recorded on the condition reports for the library.

➤ Workforce Plan – Not Applicable

➤ Other Integrated Planning - Nil

Policy

Without amending the budget allocation for Job No. 83MA the delegated officers wouldn't have authority to expend any further funds in this account as Policy F.7- 'Reporting Forecast Budget Variations' only allows over expenditure of up to \$1,000 on this account.

Budget Implications

In the 2018/19 budget Job No. 83MA Library Building Maintenance has a 'materials & contracts allocation of \$5,800 of which \$3,000 is for unspecified general servicing and maintenance.

In the 2018/19 budget the Building Maintenance Reserve has a balance of \$150,239.

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

Without amending the budget allocation for Job No. 83MA any urgent reactive building maintenance works wouldn't be able to be actioned as delegated officers don't have authority to exceed the current over-expenditure on this account.

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Council Decision Moved Cr Mackman, Seconded Cr Bookless

C.05/1218 That Council:

- 1. Notes the over budget expenditure of \$3,867 for urgent repairs to the air-conditioning at Bridgetown Library.**
- 2. Amends the 2018/19 budget by increasing the materials & contracts allocation for Account 1362020 Job No. 83MA Library Building Maintenance from \$5,800 to \$9,667.**
- 3. Funds the additional allocation of \$3,867 to Account 1362020 Job No. 83MA by a transfer of that amount from the Building Maintenance Reserve.**

Carried 9/0

ITEM NO.	C.06/1218	FILE REF.	209
SUBJECT	Rolling Action Sheet		
OFFICER	Chief Executive Officer		
DATE OF REPORT	1 December 2018		

Attachment 4 Rolling Action Sheet

OFFICER RECOMMENDATION that the information contained in the Rolling Action Sheet be noted.

Summary/Purpose

The presentation of the Rolling Action Sheet allows Councillors to be aware of the current status of Items/Projects that have not been finalised.

Background

The Rolling Action Sheet has been reviewed and forms an Attachment to this Agenda.

Statutory Environment – Nil

Policy/Strategic Plan 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 – Not Applicable

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Council Decision *Moved Cr Scallan, Seconded Cr Moore*
C.06/1218 *That the information contained in the Rolling Action Sheet be noted.*

Carried 9/0

Corporate Services

ITEM NO.	C.07/1218	FILE REF.	131
SUBJECT	November 2018 Financial Activity Statements and List of Accounts Paid in November 2018		
OFFICER	Senior Finance Officer		
DATE OF REPORT	16 November 2018		

Attachment 5 November 2018 Financial Activity Statements
Attachment 6 List of Accounts Paid in November 2018

OFFICER RECOMMENDATIONS

1. *That Council receives the November 2018 Financial Activity Statements as presented in Attachment 5.*
2. *That Council receives the List of Accounts Paid in November 2018 as presented in Attachment 6.*

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.

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
Key Goal 5: Our leadership will be visionary, collaborative and accountable
Objective 5.2: We maintain high standards of governance, accountability and transparency
Strategy 5.2.8: Ensure all legislative responsibilities and requirements are met
- 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 2018 and presented in the list of accounts paid, was allocated in the 2018/19 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 Wilson, Seconded Cr Wallace

C.07/1218

- 1. That Council receives the November 2018 Financial Activity Statements as presented in Attachment 5.**
- 2. That Council receives the List of Accounts Paid in November 2018 as presented in Attachment 6.**

Carried 9/0

Planning & Environmental Services

Cr Scallan declared a Financial Interest in Item C.08/1218 as he is employed by the proponent. Cr Scallan vacated the Meeting at 6.11pm.

ITEM NO.	C.08/1218	FILE REF.	RD226
SUBJECT	Proposed Road Closure – Portion of Perry Road, Greenbushes		
PROPONENT	Shire of Bridgetown-Greenbushes		
OFFICER	Manager Planning		
DATE OF REPORT	29 November 2018		

Attachment 7 Proponent's Request
Attachment 8 Submissions
Attachment 9 Road Closure Advert

OFFICER RECOMMENDATION: That Council notes the submissions received, as per Attachment 8, and pursuant to section 58 of the Land Administration Act supports closure of the northern portion of Perry Road, Greenbushes, as per Attachment 9, for conversion to Unallocated Crown Land, and directs the Chief Executive Officer to seek support from the Minister for Lands through the Department of Planning, Lands and Heritage.

Summary/Purpose

Talison Lithium Pty Ltd has requested Shire support for the proposed closure of a 1.38 kilometre portion of Perry Road, Greenbushes, with the closed portion converted to Unallocated Crown Land and incorporated into the Greenbushes mining lease area. Following public consultation whereby four submissions of support or no objection were received from government agencies, it is recommended that Council support the proposed partial closure.

Background

Talison Lithium Pty Ltd has requested Shire support for the proposed closure of a 1.38 kilometre portion of Perry Road, Greenbushes (see Attachment 7), with the closed portion converted to Unallocated Crown Land and incorporated into the Greenbushes mining lease area as part of the Greenbushes mine expansion.

Perry Road commences at the junction of Forest Park Avenue and Daniels Road, heading west and north-west for approximately 438 metres (or 0.438 kilometres), then north/north-east for the approximately 1.38 kilometres, terminating within the current mining operations area.

The proposed closure is proposed from the southern boundary of Lot 8801 (where the road turns north/north-east), to the end of Perry Road road reserve, which is approximately 1.38 kilometres, with the southern portion of Perry Road from Forest Park Avenue to remain open.

Talison Lithium Pty Ltd has advised the company has recently acquired both Lot 8801 and Lot 11706 Perry Road, to establish a new tailing storage facility on the land within the existing mining lease as part of the Greenbushes Mine expansion, with the approval of the Department of Mines, Industry Regulation and Safety.

Lot 8801 and Lot 11706 are the only freehold lots fronting the proposed portion of Perry Road to be closed. The portion of Perry Road to remain open will allow continued secondary access to the northern side of Lot 5520 (RSN 30) Daniels Road, Maranup.

The Chief Executive Officer under delegated authority commenced advertising of the proposed road closure, with the 35 day public comment period ending on 28 November 2018. Correspondence was forwarded to landowner of Lot 5520 Daniels Road, Main Roads WA, Western Power, Synergy, Department of Department Biodiversity, Conservation and Attractions (DBCA), major service authorities as well as Department Fire and Emergency Services (DFES), Water Corporation and Network Integrity (Telstra). An advertisement was also published in the local newspaper and notices posted on the Shire's noticeboards and the Greenbushes CRC noticeboard.

Submissions were received from Main Roads WA, the Water Corporation, Network Integrity (Telstra) indicating support or no objection. A submission was also received from DFES advising that the mine should retain an access to Perry Road for fire suppression purposes, even if gated. It is understood access will still be available from the mining lease to Perry Road if required, with the current portion of road reserve to be gated.

Noting the submissions received, it is recommended that Council support the proposed closure of the northern 1.38 kilometre portion of Perry Road, to assist with the Greenbushes mine expansion, with support to be sought from the Minister for Lands through the Department of Planning, Lands and Heritage.

Statutory Environment

- Land Administration Act 1997

Section 58 of the Land Administration Act provides the local government power to initiate a road closure through a public consultation process.

Following consultation the local government can then resolve to close a road through a formal request to the Minister for Lands. Any closed portion of road reserve may then be purchased and amalgamated with the adjoining subject lots. In this case however Talison Lithium Pty Ltd is requesting that the portion of closed road reserve is converted to Unallocated Crown Land for inclusion into the mining lease area.

The final decision therefore for any road closure rests with the Minister for Lands, upon advice from the Department of Planning, Lands and Heritage.

- Town Planning Scheme No. 4

Portions of the proposed road closure are reserved for State Forest or Rural 4 – Greenbushes, under Town Planning Scheme No. 4. Minor changes to the zoning to show the closed road reserve as State Forest can be corrected during preparation of draft Local Planning Scheme No. 6.

Policy

- Shire of Bridgetown-Greenbushes Natural Environment Strategy and Shire of Bridgetown-Greenbushes Local Planning Policy - Managing the Natural Environment

Both the Natural Environment Strategy and Managing the Natural Environment Policy identify protection of key natural assets such as biodiversity, water resources (quality and quantity), and soil and land. The proposed road closure is not expected to have any detrimental environmental implications.

Strategic Plan Implications

- Strategic Community Plan 2017

Key Goal 1: Our economy will be strong, diverse and resilient

-
- Objective 1.1 A diverse economy that provides a range of business and employment opportunities
- Strategy 1.1.1 Encourage long term growth in the district in order to retain and enhance services
- Objective 2.1.2 A proactive approach to business development
- Strategy 1.2.1 Embrace a “can do” approach to development

Key Goal 5: Our leadership will be visionary, collaborative and accountable

- Objective 5.1 Our community actively participates in civic life
- Strategy 5.1.1 The community is involved in local decision making
- Strategy 5.1.4 People receive Shire information, services and opportunities according to their needs

The proposed road closure was advertised for public comment and referred directly to the landowners of the only nearby freehold property, with submissions of support or no objection received only from government/service agencies.

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

Budget Implications

The necessary \$400.50 application fee plus newspaper advertising costs have been paid by the proponent. Should Council support the proposed road closure an additional \$255.40 fee will be required for liaison with the Department of Planning, Lands and Heritage.

Fiscal Equity – Not applicable

Whole of Life Accounting

Closure of a portion of Perry Road will minimally reduce the Shire's asset maintenance responsibilities.

Social Equity - Not applicable

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management

The proposed road closure will reduce the Shire's road maintenance for Perry Road and responsibilities and risk profile

Continuous Improvement

The content of the submissions received has assisted further consideration of this proposal.

Delegated Authority

The Chief Executive Officer initiated advertising for the proposed partial road closure however a decision by Council is required following public consultation, prior to seeking support from the Minister for Lands.

Voting Requirements - Simple Majority

Council Decision Moved Cr Nicholas, Seconded Cr Wallace

C.08/1218 That Council notes the submissions received, as per Attachment 8, and pursuant to section 58 of the Land Administration Act supports closure of the northern portion of Perry Road, Greenbushes, as per Attachment 9, for conversion to Unallocated Crown Land, and directs the Chief Executive Officer to seek support from the Minister for Lands through the Department of Planning, Lands and Heritage.

Carried 8/0

6.12pm – Cr Scallan returned to the Meeting

Works & Services - Nil

Community Services

ITEM NO.	C.09/1218	FILE REF.	
SUBJECT	Draft Project Management Framework Policy		
PROPONENT	Shire of Bridgetown-Greenbushes		
OFFICER	Executive Manager Community Services & Asset Management Coordinator		
DATE OF REPORT	30 th November 2018		

Attachment 10	Draft Project Management Framework Policy
Attachment 11	Draft Process Chart
Attachment 12	Draft Project Management Guidance Notes
Attachment 13	Example Project Asset Evaluation

OFFICER RECOMMENDATION that Council adopt the Draft Project Management Framework Policy (Attachment 10).

Summary/Purpose

The purpose of the recommendation is to implement a policy outlining best practice for a systematic asset management process across all areas of the organisation by adopting a Project Management Framework Policy. This will provide for effective allocation of financial resources to those projects identified within Council's Strategic Plans as having the highest priority.

Background

Council has previously resolved, in part, (SpC01/0516) that the CEO prepares a 'Major Projects Evaluation' Policy for consideration by Council.

Officer Comment

Councillors and officers have, on numerous occasions, identified the need for a policy and framework to allow for the implementation of a robust, comprehensive and consistent approach to project management within the organization. This includes ensuring the policy and framework has strong linkages to both the Strategic Community Plan and the Corporate Business Plan.

Shire of Bridgetown-Greenbushes 10+ Year Strategic Community Plan 2017

The Community Strategic Plan sets a key goal (Key Goal 5 "Our Leadership will be Visionary, Collaborative and Accountable" with one of the five (5) Objectives being:

5.2 We maintain high standards of governance, accountability and transparency

Shire of Bridgetown-Greenbushes Corporate Business Plan 2017-2021

A key component of the Shire of Bridgetown-Greenbushes Corporate Business Plan is to action the Strategic Community Plan Key Goals and associated Objectives and Strategies. To achieve this aim, the Corporate Business Plan builds on the Community Strategic Plan's objectives/strategies by linking them to specific actions and timelines within a 4 year time period

In order to maintain high standards of governance, accountability and transparency it is necessary to develop appropriate policies, processes and methodologies to ensure that capital works projects are properly assessed at each stage of the project.

This means that each proposed project will be subject to a detailed and robust assessment process, and assessed against other projects to ensure projects that represent the best return on investment are allocated sufficient funding to successfully complete the project within the proposed timeframes and within budget.

The basis of the draft Project Management Framework Policy is to subject each capital works project to a staged assessment process that takes into account the construction/implementation costs and the whole of life costs relevant to each project. This is essential to ensure sufficient resources are allocated to the planning stage for each project so that Council can make informed decisions prior to progressing to the procurement (construction/implementation) stage of the project. Each proposed project is to clearly identify how it is to be funded and what, if any, annual Council subsidy will be required to operate, maintain and renew an asset during its useful life. The Project Management Framework Policy will allow for Council to be informed, and make decisions, at key stages along the way, including concept planning/preliminary costings and detailed designs/detailed costings. This is by way of a comprehensive business plan including a cost benefit analysis. The attached Project Management Framework Flow Chart details the process to be implemented and to support the various stages of the process together with key supporting documents that guide the each stage of the process.

Statutory Environment

- Local Government Act 1995 Section 5.56 & 6.4
- Local Government (Administration) Regulations 1996 (as amended) – Regulation 19DA Planning for the Future: Corporate Business Plans

Integrated Planning

- Strategic Community Plan
Key Goal 5 – Our leadership will be visionary, collaborative and accountable
Objective 5.2 - We maintain high standards of governance, accountability and transparency

Strategy 5.2.3 – Ensure organizational capability
- Corporate Business Plan
Strategy 5.2.3.13 – Develop a project management framework.
- Long Term Financial Plan - Nil
- Asset Management Plans
There is considered to be a strong link between the organization's approach to project management and asset management. Any new infrastructure projects will be identified within the relevant asset management plan/s.
- Workforce Plan – Not Applicable
- Other Integrated Planning - Nil

Policy

The aim of the recommendation is to create a new policy being a Project Management Framework Policy.

Budget Implications - Nil

Fiscal Equity -Not Applicable

Whole of Life Accounting

The adoption of the Project Management Framework Policy will ensure all proposed capital works projects are comprehensively planned to ensure all costs associated with the construction, operating, maintenance, renewal during the life of the asset and disposal costs at the assets end of useful life are to be considered in alignment with project management and asset management best practice.

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management

By implementing a Project Management Policy and Framework in which risk is assessed and appropriate risk mitigation strategies are considered in a risk treatment plan, any risks identified can be incorporated into informed decision making to mitigate financial and reputational risk exposure.

Continuous Improvement

The adoption of a Project Management Policy and Framework will further improve the way capital works projects are assessed from the concept development stage through to the post commissioning phase and provide the community with the knowledge that Council funds are being spent in accordance with the Integrated Planning and Reporting Framework process and documents adopted by Council.

Voting Requirements Simple Majority

Council Decision Moved Cr Boyle, Seconded Cr Wilson

C.09/1218 That Council adopt the Draft Project Management Framework Policy (Attachment 10).

Carried 9/0

ITEM NO.	C.10/1218	FILE REF.	904.1
SUBJECT	Bridgetown Leisure Centre (BLC) Alfresco Area & Cafe		
PROPONENT	Council		
OFFICER	Executive Manager Community Services		
DATE OF REPORT	10 December 2018		

Attachment 14 Proposed Layout and Furniture Concepts

OFFICER RECOMMENDATION that Council endorse unbudgeted expenditure of up to \$3,500 from Account 1342020.11 “BLC Building Operation Materials & Contracts” for the purpose of purchasing outdoor furniture to create a café area on the eastern side of the Aquatics Complex, to be funded via reserve transfer from the Bridgetown Leisure Centre Reserve.

Summary/Purpose

The recommendation seeks to progress the implementation of the BLC Business Plan with regard to the improvement of the café area (alfresco) on the western side of the BLC, overlooking the aquatics complex.

Background

At the August 2018 meeting, Council endorsed the adoption of the BLC Business Plan (version 1.4). This plan states at Section 4.5 Priority Area Café “This service and income stream can easily be enhanced by setting up a café seating space on the alfresco area overlooking the aquatic complex. The provision of tables, chairs and beautification of the area (via pot plants) and the reinstatement of the shade sails will provide a welcoming space for patrons to enjoy their purchases from the café....these costs have not been included in the whole of life cycle operational costs as these could be funded from reserve should Council see benefit in the investment”.

Officer Comment

Officers have spent some time exploring flexible options to enhance the paved area to improve the patronage at the BLC Café. The attachments demonstrate a proposed layout, items of furniture and options that would be explored in the final purchasing stage, should Council determine to proceed.

Costs have not yet been determined for the ‘pallet furniture’ options. The attached photographs of these bar type tables were taken in the Town Hall during the Blues at Bridgetown Music Festival and are reflected on the plan at ‘D’. This type of furniture is not expected to be costly and it is considered could enhance the overall concept in a cost effective way. A request for costings from local suppliers for pot plants also needs to be finalized, should Council determine to proceed. The contractor appointed to reinstall the shade sails over the identified area has advised this will be completed in January 2019.

In seeking endorsement of the concepts provided, and indicative costings, officers would seek to minimize expenditure for the best possible outcome to achieve the desired ‘café space’. Due to the timing of the December Council meeting and the progression of the aquatics season it was considered prudent to present the information gathered to date and if Council approved the concept to proceed with orders as soon as possible.

Statutory Environment – Not applicable

Integrated Planning

Strategic Community Plan

- Objective 3.2.1 – Outdoor spaces, places and buildings are fit for purpose.
 - Strategy 3.2.1 Community spaces and buildings accommodate a wide range of interests and activities.
 - Strategy 3.2.6 Develop new facilities that provide for the identifiable needs of the community.

Corporate Business Plan - Nil

Long Term Financial Plan – Nil

Asset Management Plans

Should Council endorse the recommendation, any items of furniture/equipment will be identified on the appropriate asset management plan.

Workforce Plan – Nil

Other Integrated Planning

- The BLC Business Plan identifies the opportunity to improve the café service delivery by creating an alfresco dining space.
- The Sport & Recreation Strategic Plan identifies Council's commitment to implement the BLC Business Plan.

Budget Implications

The recommendation seeks endorsement of unbudgeted expenditure via reserve transfer. The budget for the 2018/2019 financial year demonstrates the balance of the Bridgetown Leisure Centre Reserve as being \$119,836.

Fiscal Equity – Not Applicable

Whole of Life Accounting

Ensuring any furniture and equipment purchased is recorded on the relevant asset management plan will ensure whole of life accounting principles are applied in relation to the renewal (or otherwise) of assets.

Social Equity

The recommendation seeks to achieve social equity principles by ensuring facilities provide for a range of community needs.

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement

The recommendation achieves the principles of continuous improvement by enhancing existing service delivery at the BLC facility, within the identified parameters of the BLC Business Plan.

Voting Requirements – Absolute Majority

Council Decision Moved Cr Scallan, Seconded Cr Moore

C.10/1218 That Council endorse unbudgeted expenditure of up to \$3,500 from Account 1342020.11 “BLC Building Operation Materials & Contracts” for the purpose of purchasing outdoor furniture to create a café area on the eastern side of the Aquatics Complex, to be funded via reserve transfer from the Bridgetown Leisure Centre Reserve.

Absolute Majority 9/0

The Executive Manager Community Services, Elizabeth Denniss, as author of the report/agenda item, declares a financial interest as she is an author of books and has supplied books for sale on consignment to the Visitor Centre.

ITEM NO.	C.11/1208	FILE REF.	
SUBJECT	Visitor Centre Stock Commission – Jigsaw Puzzles		
PROPONENT	Bridgetown-Greenbushes Business & Tourism Association (BGBTA)		
OFFICER	Executive Manager Community Services		
DATE OF REPORT	10 December 2018		

OFFICER RECOMMENDATION that Council not support the request from the BGBTA requesting Council's 25% Commission on Visitor Centre stock is removed on the sale of jigsaws in the Visitor Centre.

Summary/Purpose

This recommendation seeks to ensure equitable application of fees and charges as relates to the sale of stock through the Visitor Centre.

Background

The Bridgetown-Greenbushes Business & Tourism Association (BGBTA) is requesting Council waive its standard 25% commission for stocking and sale of jigsaw puzzles. The reason provided by the BGBTA for this request is:

All funds raised from the sale of these puzzles goes directly to supporting future PuzzleTown events. The extra costs of the commission would negate most of the profit on sales. If the price was to be increased to cover commission, sales through the Visitor Centre would be adversely affected as the puzzles would be much cheaper to buy at all the other sales points in town.

Council's fees and charges were endorsed in May 2018 and form part of the annual budget. The fees and charges include a 25% commission (fee) for items on consignment. The Visitor Centre currently stocks an array of products from a variety of suppliers, including the BGBTA.

Officer Comment

The recommendation not to remove the 25% commission (fee) payable on the sale of the BGBTA's jigsaws sold through the Visitor Centre is based on the principles of fiscal equity.

All stakeholders/businesses/individuals who determine that the Visitor Centre is a suitable place for their stock/products to be sold, under the economic principles of supply and demand, take into account the commission payable to the Centre for stocking items on their behalf. To remove the 25% commission (fee) payable for one and not all stakeholders creates inequity. In order to achieve fiscal equity whereby government revenue is fairly obtained by all stakeholders benefiting from the ability to sell their product in the Visitor Centre a consistent approach is required.

The officer notes the advice from the BGBTA that the products (jigsaws) are being stocked and sold in other shops/outlets in Bridgetown and this allows for maximum profit on sales. This would appear to negate the need for the Visitor Centre to stock the product (jigsaws) if they are successfully being sold in other places. The need to ensure consistency in the jigsaw pricing throughout the town is noted and therefore the equitable outcome would appear to be that the Visitor Centre not stock the product, given that the price point set by the BGBTA does not allow for the relevant fee and charge (25% commission) to be applied.

Statutory Environment

The Local Government Act 1995 at Section 6.12 Power to defer, grant discounts, waive or write off debts

(1) Subject to subsection (2) and any other written law, a local government may —

- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
- (b) waive or grant concessions in relation to any amount of money; or
- (c) write off any amount of money,

which is owed to the local government.

* *Absolute majority required.*

Integrated Planning

Strategic Community Plan – Nil

Corporate Business Plan – Nil

Long Term Financial Plan

Long term financial plan projections on income generated by the Visitor Centre are based on the application of existing fees and charges, including 25% commission on stock.

Asset Management Plans – Nil

Workforce Plan – Nil

Other Integrated Planning – Nil

Budget Implications

There are no budget implications arising from the recommendation, it is noted however that reduction in the application of fees and charges can have an adverse impact on income forecasts.

Fiscal Equity

The recommendation seeks to achieve the principles of fiscal equity by ensuring consistency is applied to the application of Council's fees and charges.

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

There is a chance of exposure to reputational risk if Council determines to waive a fee and charge for one stakeholder and not all stakeholders in a scenario such as outlined in this report.

Continuous Improvement

The principles of continuous improvement are achieved in the recommendation by ensuring a consistent approach that is equitable to all stakeholders.

Voting Requirements – Simple Majority

Council Decision Moved Cr Boyle, Seconded Cr Moore

C.11/1218 That Council not support the request from the BGBTA requesting Council's 25% Commission on Visitor Centre stock is removed on the sale of jigsaws in the Visitor Centre.

Carried 8/1

Cr Boyle voted against the Motion

ITEM NO.	C.12/1218	FILE REF.	500
SUBJECT	Bridgetown Youth Precinct Community Consultation Report		
PROPONENT	Council		
OFFICER	Grants and Services Manager		
DATE OF REPORT	December 2018		

Attachments 15 Bridgetown Youth Precinct Community Consultation

OFFICER RECOMMENDATION that Council:

- 1. Notes and receives the Bridgetown Youth Precinct Community Consultation report.*
- 2. Determine to progress the Bridgetown Youth Precinct project to a concept plan including costing estimates and the most popular elements of each category, based on the findings of the Bridgetown Youth Precinct Community Consultation Report.*
- 3. Determine to explore concept design possibilities for the youth precinct under the assumption that the current skate park is no longer in place.*
- 4. Direct the CEO to carry out the inspection schedule for the current skate park, outlined in the Bridgetown Youth Precinct Community Consultation Report, and complete any minor works required as a direct result of site inspections.*

Summary/Purpose

These recommendations seek to progress the development of the Bridgetown Youth Precinct at Somme Creek in alignment with identified Corporate Business Plan Action Items. The recommendations also seek to ensure the short term safety and longevity of the surface of the current skate park through ongoing site inspections and repairs.

Background

In May 2014 and 2015 the shire was given the opportunity to receive two funding contributions to the value of \$10 000 each through the Department of Communities, to complete a thorough youth consultation to inform a Youth Plan and to assist with the completion and implementation of the Youth Plan.

The Youth Leadership Team was formed to assist Council to connect and engage with other young people throughout the shire through the consultation process.

At the March meeting (C.10/0317) Council:

1. Noted the content of the written submission received from Blackwood Youth Action as per Attachment 3 and the notes the Submission Schedule.
2. Adopted the revised Draft Youth Plan 2017-2021

The Youth Leadership Team continue to work together to implement Council's Youth Plan by identifying, prioritising and progressing strategies from the Youth Plan including the development of a Youth Precinct between the Library and the Bridgetown Leisure Centre recognise and celebrate the achievements of young people in our community (Strategy S1 – Spaces and Places – S1.1)

Officers have received community requests to complete the skate park over a number of years, including the bowl and surrounding areas, to upgrade the toilet and to offer infrastructure that can cater for young people and families that do not use the Skate Park but would like to view the skate park area or have an identified area including seating, shade and activities to enjoy. This need was reflected in the community consultation for the Youth Plan 2017-2021.

Officer Comment

The Youth Plan 2017-2021 includes the strategy - plan for and develop a Youth Precinct and Hang Out Space in Bridgetown by completing and enhancing the skate park, creating linkages with the pool and library, and improving amenities such as shade, seating, Wi-Fi and landscaping. To begin this process Skate Sculpture were commissioned to engage with local young people to determine the types of youth recreation activities they would like to see in Bridgetown. The consultation was undertaken in September 2018 with the support of Council's Youth Leadership Team.

The consultation included group workshops at Bridgetown High School, Bridgetown Primary School and Kearnan College and a community consultation session at the skate park.

Each session began with a presentation of international trends in youth facility design. The participants were then offered the opportunity to brainstorm ideas and a catalogue of 75 popular youth element and obstacles were provided for young people to design their ultimate precinct.

64 surveys were received resulting in the determination of the most popular youth, skate and placemaking items that the young people of Bridgetown would like to see in a potential youth precinct. The findings are outlined in the Bridgetown Youth Precinct Community Consultation Report and reflected in the recommendations of this report to Council.

The most popular elements of each category, based on the findings of the Bridgetown Youth Precinct Community Consultation were:

The top 10 skate elements

- Bowl
- Volcano
- Taco
- Kicker to kicker
- Stairs/hubba/handrail
- Sushi dish
- Rail
- Euro gap
- Mini ramp
- Pimple

The top 5 non skate elements

- Trampolines
- Parkour/gymnastics
- Dirt pump track

- Art murals
- Basketball/multi courts

The top 10 supporting infrastructure elements

- Wi-Fi
- Hammocks
- Toilets (2 –male and female)
- Outdoor Speakers
- Seating
- Music Stage/Hang out
- Lights
- Shade Structure
- Drinking fountain
- Charging Points

Note* Picnic chill areas and Outdoor cinema were included by young people in the top 10 however these things are already available so charging points were included as the next popular option.

The outcome of the site inspection (skate park and surrounds) was the confirmation that the current skate park, approximately 20 years old, is coming to the end of its surface life with visible signs of deterioration including large cracks, exposed aggregate and rough surfaces. An ongoing schedule of inspections and repairs is recommended to ensure the continued safety of the skate park, and to extend the longevity of the skate park surface.

Should Council decide to demolish the current skate park and design an entirely new precinct the sizable leap in new technology and design in the area of youth facilities/precincts over the last 10 years would provide Council with a park with a greater life span than 20 years (suggested 30+). A new precinct design would allow Council to incorporate contemporary skate park design and place-making elements into a youth precinct that would sit seamlessly with the surrounding modern facilities (Library and leisure Centre), linking each to the other and providing an area for youth and community to come together.

If Council support the recommendations a concept design based on the results of the community consultation and associated cost estimates will be collated incorporating the popular elements of the skate, non-skate and supporting infrastructure to be presented to Council for consideration. A second round of engagement with young people and the broader community would then be undertaken to refine the concept design. Once endorsed by Council the concept design and cost estimates would be used to support external funding submissions to acquire monies for detailed design and construction.

Statutory Environment - Not Applicable

Integrated Planning

- Youth Plan 2017-2021

➤ Strategic Community Plan

Key Goal 3 – Our built environment is maintained, protected and enhanced

Objective 3.2 – Outdoor spaces, places and buildings are fit for purpose

Strategy 3.2.1 – Community spaces and buildings accommodate a wide range of interests and activities

➤ Corporate Business Plan

Action 3.2.1.1 – Plan for a youth precinct and hang out space in Bridgetown by completing and enhancing the skate park, creating linkages with the leisure centre, library and improving amenities such as shade, seating, landscaping and Wi-Fi.

➤ Long Term Financial Plan

The Long Term Financial Plan incorporates the expenditure identified under the Corporate Business Plan.

➤ Asset Management Plans

As the infrastructure involved in the Foreshore Development project will be constructed on Shire managed land this infrastructure will be included in Councils Asset Management and Building Maintenance Plans on completion of the relevant stage of the project.

➤ Workforce Plan – Not Applicable

During the planning and design stage of this project, an assessment of the maintenance requirements of the final outcomes will be undertaken to identify the ongoing whole of life cycle costings associated with infrastructure maintenance and the required workforce implications.

➤ Other Integrated Planning

Youth Plan 2017-2021

Focus area – Spaces and places to be

Goal – Outdoor spaces and physical places used by young people are fit-for-purpose and resources based on demonstrated demand

Strategy S1 – Community spaces and buildings can be adapted to accommodate a wide range of interests and activities

Action S1.1 – Plan for a youth precinct and hang out space in Bridgetown by completing and enhancing the skate park, creating linkages with the leisure centre, library and improving amenities such as shade, seating, landscaping and Wi-Fi.

Budget Implications

There are no new budget implications associated with the initial consultation and concept planning stage of the project. The income and expenditure is reflected in the current annual budget.

Fiscal Equity - Not Applicable

Whole of Life Accounting

During the planning and design stage of this project, an assessment of the maintenance requirements of the final outcomes will be undertaken to identify the ongoing whole of life cycle costings associated with infrastructure maintenance and the required workforce implications.

Social Equity

The aim of the recommendations is to provide a safe youth precinct including infrastructure that will cater for a wide range of interests and activities to support the inclusion of young people as a vital part of the community.

Ecological Equity – Not Applicable

Cultural Equity

Council will fulfil the principles of cultural equity by engaging young people and community in each stage of the development of the Youth Precinct to ensure the outcome is reflective of needs and interests of the community.

Risk Management

The recommendation mitigates Council's exposure to risk through a comprehensive planning process for infrastructure developments. Development of risk management plans is required for all Shire projects and funding applications. Risk is also mitigated by adhering to the recommendations in the Bridgetown Youth Precinct Community Consultation Report pertaining to the schedule of inspections and repairs to the current skate park and acknowledging the identified limits on the current skate park surface.

Continuous Improvement

The recommendation achieve continuous improvement principles by ensuring a comprehensive planning process that includes opportunity for community consultation, feedback and input to allow the project to be delivered in alignment with community needs and expectations. Council can achieve continuous improvement by implementing the key objectives identified within Council's Strategic Community Plan and Youth Plan 2017-2021.

Voting Requirements - Simple Majority

Council Decision Moved Cr Pratico, Seconded Cr Scallan

C.12/1218 That in accordance with Clause 3.9(1)(f) of the Standing Orders Local Law this Item be allowed full debate and consideration.

Carried 8/1

Cr Moore voted against the Motion

Council Decision Moved Cr Pratico, Seconded Cr Scallan

C.12/1218a That Council defer consideration of this item pending referral to the next meeting of the Youth Services Advisory Committee and the February Council Concept Meeting.

Carried 9/0

Reason for opposing the officer recommendation

Further consideration and discussion is necessary before Council can consider progressing future development of the precinct, including a new skate park.

Consideration of Standing Committee Recommendations - Nil

Receival of Minutes from Management Committees – Nil

Urgent Business Approved by Decision - Nil

Responses to Elected Member Questions Taken on Notice - Nil

Elected Members Questions With Notice

Cr Nicholas

1. Can you please provide the reasons why the rose bushes in front of 144 and 146 Hampton Street were removed, and what was the total cost of their removal and replacement.

Response – the old roses were removed by Parks and Gardens staff after an assessment of their root condition and garden bed soil condition. The old roses were in a mixture of health and it was determined that it wasn't possible to replace the garden bed soil without damaging the roots of the bushes therefore they were removed and replaced with a rose bush that should be more manageable adjacent to a footpath. The cost of the new roses was \$432.73 ex-GST.

2. Can you advise why the Shire is paying \$244.59 for staff Melbourne Cup Lunch? Has this expenditure been recouped from staff?

Response – The CEO will on occasions approve funding for a staff function such as a lunch, depot BBQ, etc. Council provides in its annual budget an allocation for these types of functions and expenses. With respect to Melbourne Cup day it is a celebratory event and putting on a lunch allows staff to come together to watch the event. In addition to purchasing items for the lunch some members of staff prepare items from home for sharing. The cost of the lunch is not recouped from staff.

3. Can you advise why Shire is paying \$244.30 for dinner for IR Consultant?

Response – The CEO and HR Officer were in Perth for 2 days for meetings with the workforce plan consultant. As an overnight stay was involved funding of dinner for the staff was appropriate. Arising from the review of the workforce plan there was a need to obtain specific industrial relations advice from the Shire's advisor. Due to other commitments the only suitable time to meet with the industrial relations advisor was after hours in the evening so it was decided to invite the advisor to dinner to allow those discussions to be held. This avoided the need for a longer stay in Perth.

4. Can you advise why \$443.06 has been expended on the purchase of a vacuum cleaner for the visitor centre? Is this a replacement? Is the Centre cleaned by Shire staff?

Response – the purchase was to replace a vacuum cleaner. The visitor centre is cleaned by one of the cleaning staff. Cleaning products such as vacuum cleaners, mops, brooms, etc. are stored at each facility for use by cleaners so that the cleaners don't have to transport these items from facility to facility.

5. Have you ever undertaken a cost benefit analysis of purchasing v leasing of all light vehicles for the Shire. If so what were the results, if not will such an analysis be undertaken?

Response – In March 2015 an investigation was completed into transitioning the Shire's light fleet from a capital purchase model to a novated lease model with Council resolving to retain the capital purchase model. Admittedly this investigation only assessed a novated lease model and not a simple lease model. Currently, if an additional light fleet item is required a comparison between purchase and leasing is undertaken and this has led to one vehicle being acquired on a lease arrangement. However where the Shire already owns a vehicle typically the lease model isn't considered.

6. Can you advise when the elevated platform allocated \$15,000 in the budget will be purchased as it would appear we are still spending \$220 hiring a machine to change light bulbs?

Response – the CEO has requested staff prepare a cost/benefit review for the proposed purchase of an elevated work platform before signing off on its purchase under the budget. In the meantime some minor hires are being done.

7. Is the payment to Shadewest Sails of \$3,190 the full cost of shade sails for Thompson Park or is this purely the design cost? Is the budget allocation of \$3,407 for contracts and Materials allocated to this expense?

Response – this was the cost of design and was invoiced after the shade sails were erected and therefore couldn't be costed to the project in the 2017/18 financials. The design was done by a contractor that was initially awarded the contract to manufacture and install the shade sails but after the design process was completed that contractor had to withdraw from the balance of the contract. This required the engagement of an alternative supplier with a short time frame due to grant acquittal deadlines.

This payment has been costed to Job No. 93MA and is within the budget allocation.

8. Can you advise what Professional Fees payment of \$6,989.95 to Clyde & Co was for?

Response – this payment was for legal fees and insurance excess relating to an industrial relations issue.

Cr Scallan

1. We are 5 months into the fiscal year and the Bridgetown Visitor Centre is unable to report on its expenditure against a budget because the budget is not available. I do understand that the approval process results in delays in the process, however, firstly could the various departments not utilise a draft budget so at least be able to manage their expenditure and secondly why does it take so long to get the approved budget to the department.

Response – The lack of November budget reporting in the December visitor centre report contained in the Councillor Information Booklet is not to do with a lack of access to the annual budget. Copies of the budget are distributed across the organisation.

It's only in the December visitor centre report that budget reporting hasn't been provided. In previous months commentary on year to date budget tracking has been provided in the monthly report included in the Councillor Information Booklet.

Each month, after completion of the previous month's financials, Corporate Services prepares a report for each facility manager showing year to date budget income and expenditure tracking against budget allocations. With the December Council meeting being a week earlier than other months the closing date for submittal of items was earlier than normal therefore there was insufficient time for Corporate Services to complete the monthly facility financial reports for assessment. Financial reporting will recommence in the January 2019 Councillor Information Booklet reports.

2. As indicated in the Councillor Information Booklet that there are no reports from the Library and Leisure Centre due to vacancies, however how does the CEO know what is happening from a financial and service delivery performance perspective.

Response – the Executive Manager Community Services undertakes monthly budget monitoring and also meets with the relevant staff from the library and leisure centre on at least a fortnightly basis. Relevant matters from the budget monitoring and those meetings are brought to either the CEO directly or to Senior Management Group meetings.

Councillors will remember that the CEO has previously advised that the management vacancies at the library and leisure centre weren't being permanently filled pending completion of the new workforce plan and organisational restructure and that in the meantime other staff would be partially filling the vacancies. It was acknowledged that during this period some of the tasks normally undertaken by the facility manager wouldn't be done.

3. I believe that the Swimming Pool shade replacement is not happening until the New Year. Irrespective of the insurance claim would the Shire not have replaced it in any case, so could this not have happened before hand to ensure that the shade sail was up for the school holidays and the insurance claim progressed in parallel?

Response – As advised to Council in a report to its October 2018 meeting, notwithstanding the complexities associated with the shade sails project it is disappointing that the design and works weren't completed before the opening of the pool season. The delays weren't unduly caused by the insurance claim process – more the timelines in getting a new design and engineering specification so that a more wind resistant shade sail set up occurs. Whilst it is true that the time required by the designer and engineer was far greater than originally anticipated it has been acknowledged that some of the delays could have been negated if a greater level of priority had been given to the project.

Notice of Motions for Consideration at the Next Meeting - Nil

Matters Behind Closed Doors (Confidential Items) - Nil

Closure

The Presiding Member closed the Meeting at 6.34pm

List of Attachments

Attachment	Item No.	Details
1	C.03/1218	Annual Report 2017/18
2	C.03/1218	Auditor's Management Report for the 2017/2018 Financial Year
3	C.03/1218	Minutes of the Audit Committee Meeting held 6 December 2018
4	C.06/1218	Rolling Action Sheet
5	C.07/1218	November 2018 Financial Activity Statements
6	C.07/1218	List of Accounts Paid in November 2018
7	C.08/1218	Proponent's Request
8	C.08/1218	Submissions
9	C.08/1218	Road Closure Advert
10	C.09/1218	Draft Project Management Framework Policy
11	C.09/1218	Draft Process Chart
12	C.09/1218	Draft Project Management Guidance Notes
13	C.09/1218	Example Project Asset Evaluation
14	C.10/1218	Proposed Layout and Furniture Concepts
15	C.12/1218	Bridgetown Youth Precinct Community Consultation

Minutes checked and authorised by T
Clynch, CEO



21.12.18

CERTIFICATION OF MINUTES

As Presiding Member, I certify that the Minutes of the Council Meeting held 20 December 2018 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on 20 December 2018

..... 31 January 2019

unconfirmed minutes