

NOTICE OF AN ORDINARY MEETING OF COUNCIL

Dear Council Member

The next Ordinary Meeting of the Shire of Bridgetown-Greenbushes will be held on **Thursday, 30 June 2016** in the Council Chambers, commencing at 5.30pm.

Signed by T Clynch, CEO



Date

23 June 2016

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AGENDA

For an Ordinary Meeting of Council to be held in the Council Chambers on Thursday, 30 June 2016 commencing at 5.30pm

Meeting to be opened by the President

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

President	- Cr J Nicholas
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

Attendance of Gallery

Responses to Previous Questions Taken on Notice

Public Question Time

Petitions/Deputations/Presentations

Comments on Agenda Items by Parties with an Interest

Applications for Leave of Absence

Confirmation of Minutes

C.01/0616 Ordinary Meeting held 26 May 2016

A motion is required to confirm the Minutes of the Ordinary Meeting of Council held 26 May 2016 as a true and correct record.

C.02/0616 Special Meeting held 9 June 2016

Attachment 1

A motion is required to confirm the Minutes of the Special Meeting of Council held 9 June 2016 as a true and correct record.

Announcements by the Presiding Member Without Discussion

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.

Questions on Agenda Items by Elected Members

Consideration of Motions of which Previous Notice has been Given

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.03/0616	FILE REF.	
SUBJECT	2016/17 Firebreak Order		
OFFICER	Chief Executive Officer		
DATE OF REPORT	22 June 2016		

Attachment 2 2015/16 Firebreak Order (to use as comparison to changes recommended for 2016/17 Firebreak Order)

OFFICER RECOMMENDATION That Council adopts the 2016/17 Fire Break Order incorporating the following changes from its 2015/16 Firebreak Order:

Bush Fire Notice and Requirements

- *Part 1 – Definitions: Change definition of flammable materials to read “means accumulated fuel (living or dead) such as leaf litter, twigs, bark, grass over 50mm or 100mm (depending upon type of property as described in Parts 2, 3 and 4 of this Order), timber boxes, cartons, paper and any combustible material, capable of carrying a running fire but excludes living standing trees and shrubs”.*
- *Parts 2, 3 and 4 – change 1 December 2015 to 15 November 2016. All other compliance dates under Parts 2-7 are to be updated to the 2016/17 year.*
- *Part 10 – Harvesting Operations: replace “during” with “in the same compartment as the” so that this Part reads “in addition to the above requirements, a driveable fire unit of at least 400 litres in operational condition (full of water and in good working order) is on site in the same compartment as the harvesting operations in plantations”.*
- *New Part 11 – Stump Grinding: The use of a stump grinder during Restricted and Prohibited Burning Periods is only permitted if a driveable fire unit of at least 400 litres in operational condition (full of water and in good working order) is on site in the same compartment as the stump grinder.*
- *Renumber existing Parts 11 and 12 to 12 and 13.*

Important Information – Permit to Burn

- *Part 8 to read “prior to the burning of garden refuse and rubbish a 3 metre radius perimeter around the waste heap is to be cleared of all flammable material. Burning of garden refuse and rubbish is not permitted during the Prohibited Burning Period and during the Restricted Burning Periods it will require a permit from a Fire Control Officer”.*

Summary/Purpose

The draft 2016/17 Firebreak Order is presented for Council's consideration and adoption. Some changes to the Firebreak Order from 2015/16 are recommended and are a result of considerations by the Bush Fire Advisory Committee and informal discussion by Council.

Background

The annual review of the Firebreak Order for 2016/17 has been more comprehensive than normal. It has involved two separate considerations by the Bush Fires Advisory Committee, a councillor discussion at an informal meeting with

the CEO, and a discussion at the recent quarterly briefing session held on 16 June 2016.

These additional considerations occurred as a result of Council receiving feedback from some members of the public that the Firebreak Order isn't stringent enough, particularly for "managed land". The main concerns raised were:

- Definition of "flammable materials" doesn't include dead limbs, slashed grass, twigs, etc. therefore these are not regarded as being flammable materials. The key words in the current definition is that to be considered as flammable material the material must be capable of carrying a running fire. Typically this is interpreted to be grass and not limbs. Is there a need to review the definition?
- Should there be a specific reference to garden waste heaps and associated mitigation/management? For example should there be a specified clear zone around such heaps?
- Should there be separate standards for residential land (typically 2000m² or less) compared to rural-residential land (2000m² to 4ha)?
- Should there be a requirement for slashed grass to be raked up from a property? It is noted that in 2014 the BFAC was asked to consider the need to prescribe that property owners should rake up slashed materials after slashing has occurred. The position of the Committee was that slashed materials were not flammable materials and that leaving them on the ground actually reduced the flammability of the land by restricting the growth of weeds and grass over the spring and summer periods.

At its meeting held on 16 March 2016 the Bush Fires Advisory Committee considered the above issues and determined the following:

- *Check the definition of flammable materials against other local governments and the Office of Bush Fire Risk Management.*
- *Proposed 3 metre fire break around piles to be considered.*
- *No difference in standards between residential and semi-rural land*
- *Date for compliance can be brought forward to mid-November*
- *Should the Shire regulate plantation grinding as they do in Boyup Brook Shire?*

The above recommendations were discussed at Council's quarterly briefing session held on 16 June 2016.

The proposed changes to the Firebreak Order were considered by the Bush Fires Advisory Committee at its meeting on 22 June 2016. Specifically with reference to the 2015/16 Firebreak Order these changes are:

Bush Fire Notice and Requirements

- Part 1 – Definitions: Change definition of flammable materials to read "means accumulated fuel (living or dead) such as leaf litter, twigs, bark, grass over 50mm or 100mm (depending upon type of property as described in Parts 2, 3 and 4 of this Order), timber boxes, cartons, paper and any combustible material, capable of carrying a running fire but excludes living standing trees and shrubs".

- Parts 2, 3 and 4 – change 1 December 2015 to 15 November 2016. All other compliance dates under Parts 2-7 are to be updated to the 2016/17 year.
- Part 10 – Harvesting Operations: replace “during” with “in the same compartment as the” so that this Part reads “in addition to the above requirements, a driveable fire unit of at least 400 litres in operational condition (full of water and in good working order) is on site in the same compartment as the harvesting operations in plantations”.
- New Part 11 – Stump Grinding: The use of a stump grinder during Restricted and Prohibited Burning Periods is only permitted if a driveable fire unit of at least 400 litres in operational condition (full of water and in good working order) is on site in the same compartment as the stump grinder.
- Renumber existing Parts 11 and 12 to 12 and 13.

Important Information – Permit to Burn

- Part 8 to read “prior to the burning of garden refuse and rubbish a 3 metre radius perimeter around the waste heap is to be cleared of all flammable material. Burning of garden refuse and rubbish is not permitted during the Prohibited Burning Period and during the Restricted Burning Periods it will require a permit from a Fire Control Officer”.

At its meeting held on 22 June 2016 the Bush Fires Advisory Committee resolved to recommend to Council the endorsement of the above changes to the annual firebreak order for 2016/17.

Statutory Environment

Bush Fires Act 1954, Section 33 - Local Government may require occupier of land to plough or clear fire-break.

Policy/Strategic Implications – Nil

Budget Implications

Cost of printing notices and advertising the Fire Break Order in Government Gazette and Newspaper circulating the District is included in the annual budget.

Fiscal Equity

The requirements of the Firebreak Order apply to all private land irrespective of individual ownership.

Whole of Life Accounting – Not Applicable

Social Equity

The requirements of the Firebreak Order apply to all private land irrespective of individual ownership.

Ecological Equity

The Firebreak Order allow property owners, if they consider it impracticable or environmentally damaging to carry out the standard requirements, to apply for permission to provide alternative firebreaks or other fire prevention measures.

Cultural Equity

The requirements of the Firebreak Order apply to all private land irrespective of individual ownership.

Risk Management

The review of the Fire Break Order is done annually to address new and emerging risks associated with bush fires.

Continuous Improvement

Changes to the Shire's Fire Break Order are considered to continually improve the safety of the community.

Delegated Authority

The annual Firebreak Order requires adoption by Council.

Voting Requirements - Simple Majority

Corporate Services

ITEM NO.	C.04/0616	FILE REF.	131
SUBJECT	May 2016 Financial Activity Statements and List of Accounts Paid in May 2016		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	20 June 2016		

Attachment 3 May 2016 Financial Activity Statements

Attachment 4 List of Accounts Paid in May 2016

OFFICER RECOMMENDATIONS

- 1. That Council receives the May 2016 Financial Activity Statements as presented in Attachment 3.*
- 2. That Council receives the List of Accounts Paid in May 2016 as presented in Attachment 4.*

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:

- 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;
- budget estimates to the end of the month to which the statement relates;
- actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- 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 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 May 2016 and presented in the list of accounts paid, was allocated in the 2015/16 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

ITEM NO.	C.05/0616	FILE REF.	134
SUBJECT	Audit Services – Extension of Contract		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	17 June 2016		

AUDIT COMMITTEE RECOMMENDATION that Council extend the current audit contract with AMD Chartered Accountants for a period of two years.

AUDIT COMMITTEE RECOMMENDATION that Council appoint Timothy James Partridge and Maria Cavallo of AMD Chartered Accountants to be its auditors for the period 1 July 2016 to 30 June 2018.

Summary/Purpose

To consider an extension to the current external audit contract with AMD Chartered Accountants for a period of two years, being 1 July 2016 to 30 June 2018.

Background

The Local Government Act provides that on the recommendation of the audit committee a local government is to from time to time appoint, by absolute majority, a person to be its auditor.

Council's current audit contract will expire on 30 June 2016 following completion of the audit process for the 2015/2016 financial year.

Officer Comment

At a meeting held 15 February 2016 the Audit Committee considered a proposed Audit Scope and Specification document in preparation for seeking quotations for a new audit contract to commence 1 July 2016. The Audit Committee resolved as follows:

AC.06/0216 That:

- 1. The Audit Committee endorse the Audit Scope & Specification document as presented in Attachment 6.*
- 2. Quotations be sought for the provision of external audit services for the period 1 July 2016 to 30 June 2019 from audit firms listed on the WA Local Government Association's Preferred Supplier Panel for Audit Services.*

Prior to seeking quotations in accordance with Audit Committee resolution AC.06/0216, correspondence was received from the Department of Local Government and Communities advising Councils that it is the intention of the State Government to amend the Local Government Act 1995 to allow for the Auditor General and the Office of the Auditor General to take responsibility for local government financial audits from 1 July 2017.

The Department has strongly encouraged Councils whose current audit contracts expire 30 June 2016 to not enter into new audit contracts but consider the extension of existing contracts for a period not exceeding two years.

Officers approached Council's current auditors AMD Chartered Accountants to ascertain the preparedness for an extension of the current contract for a further two year period. A quotation has been received to extend the audit contract for a period of two years under the existing contract's methodology and scope. An extension of two years will result in a total contract period of 5 years which is in accordance with the maximum term allowable under Section 7.6 of the Local Government Act.

The Audit Committee considered the Department's correspondence and at its meeting held 16 June 2016 resolved as follows:

AC.02/0616 That the Audit Committee recommends Council extend the current audit contract with AMD Chartered Accountants for a period of two years.

AC.03/0616 That the Audit Committee recommends Council appoint Timothy James Partridge and Maria Cavallo of AMD Chartered Accountants to be its auditors for the period 1 July 2016 to 30 June 2018.

Statutory Environment

Section 7.3 of the Local Government Act 1995 requires a local government to, from time to time whenever such an appointment is necessary or expedient, appoint a person, on the recommendation of the audit committee, to be its auditor. The term of appointment is to be for a period of not more than five financial years.

Strategic Implications

- 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 Implications – Not applicable

Budget Implications

An annual budget is provided for the provision of audit services.

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management

Key functions of the Shire's external audit are to ensure Council's processes and procedures are in line with risk management principles and good governance. The audit aims to identify risk and tests systems and processes with the objective of recommending improvements to system weaknesses to prevent or minimise the possibilities of material error or fraud.

Continuous Improvement

Results of each year's audit provide an opportunity to examine the Auditor's recommendations for continuous improvement of Council's efficiency and effectiveness.

Delegated Authority - Not Applicable

Voting Requirements – Absolute Majority

ITEM NO.	C.06/0616	FILE REF.	134.1
SUBJECT	2016 Review of the Appropriateness and Effectiveness of the Financial Management Systems and Procedures		
OFFICER	Chief Executive Officer		
DATE OF REPORT	17 June 2016		

Attachment 5 Financial Management Systems & Procedures Review – May 2016

AUDIT COMMITTEE RECOMMENDATION that Council receive the May 2016 Shire of Bridgetown-Greenbushes Financial Management Systems & Procedures Review Report, and adopt the 8 recommendations contained in the report.

Summary/Purpose

This report is presented for the purpose of receiving the Financial Management Systems & Procedures Review that was conducted in May 2016.

Background

Regulation 5.(2)(c) of the Local Government (Financial Management) Regulations 1996 requires that at least every four financial years the CEO will review the

appropriateness and effectiveness of the financial management systems and procedures of the local government.

The previous review was undertaken in May 2012 by Dominic Carbone & Associates and endorsed by Council in May 2012. Recommendations contained within the Dominic Carbone & Associates report were also reviewed and considered as part of this review to ensure appropriate action has occurred.

Officer Comment

A review of the financial systems and procedures has been undertaken in accordance with the Regulations. The review was undertaken as an internal process as the previous review was conducted by external contractor. The overall findings are consistent with recent audit reports which have found that adequate controls and procedures are embedded within the organisation and maintained to a high standard.

This review has found that the financial systems are appropriate and maintain significant controls for the correct financial management of the organisation. A small number of minor items have been raised as recommendations for improvement, and these will be addressed as a matter of priority.

The Audit Committee at its meeting held 16 June 2016 considered the CEO's report and reviewed each of the 8 recommendations contained within. Following its review the Audit Committee resolved as follows:

AC.04/0616 That the Audit Committee recommends Council receive the May 2016 Shire of Bridgetown-Greenbushes Financial Management Systems & Procedures Review Report, and adopts the 8 recommendations contained in the report.

Statutory Environment

Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 requires the CEO to:

“undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.”

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

A number of Council policies were referred to as part of the review to ensure that the financial management systems and procedures were maintained in accordance with policy.

Budget Implications – Not applicable

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management

Implementation of the recommendations contained within the report will have the effect of mitigating the likelihood of officer error or fraud events occurring.

Continuous Improvement

Implementation of the recommendations contained within the report will have the effect of improving what is defined as appropriate and effective financial management systems and procedures.

Delegated Authority

A number of delegations were referred to as part of the review to ensure that the financial management systems and procedures were being carried out in line with authorised delegations.

Voting Requirements – Simple Majority

ITEM NO.	C.07/0616	FILE REF.	108.3
SUBJECT	Asset Management Strategy 2016		
OFFICER	Asset Management Coordinator and Executive Manager Corporate Services		
DATE OF REPORT	20 June 2016		

Attachment 6 Asset Management Strategy 2016

OFFICER RECOMMENDATION that Council adopt the Shire of Bridgetown-Greenbushes Asset Management Strategy 2016 as presented in Attachment 6.

Summary/Purpose

Council is required under the Integrated Planning and Reporting Framework and Guidelines to adopt a Corporate Business Plan that is informed by various strategies, one of which is an Asset Management Strategy that provides a current “snapshot” of the state of Council’s assets and how Council proposes to manage the “whole of life” costs associated with the assets in the future.

Background

The Integrated Planning and Reporting Framework and Guidelines were introduced in Western Australia as part of the State Government's Local Government Reform Program. Integrated Planning is the ongoing development and delivery of a Strategic Community Plan and a Corporate Business plan. Asset Management is a core component of the framework.

An internal Asset Management Team has been established consisting of officers from across the organisation to facilitate the development of Council's asset management framework and asset management plans. The asset management strategy has been prepared following a review of the council's service delivery practices, financial sustainability indicators and the organisation's asset management maturity level.

Officer Comment

Although Council is not required to formally adopt the Asset Management Strategy, it is important that Council is informed of the current state of its assets, and how it is proposed that these assets are managed and resourced in the future based on a 'whole of life' cost approach that will be incorporated into the Long Term Financial Plan.

The Asset Management Strategy includes an improvement plan that outlines the actions required to reduce the potential of a funding gap between the required level of renewal/upgrade of assets as compared to the actual funding currently being provided through the Budget and Long Term Financial Planning process.

The strategy document indicates there is currently a shortfall or 'gap' in actual funding (provided in Council's budget) compared to 'whole of life' renewal requirements (as determined using current data held on the assets' age, condition and levels of service provided). The underlying reasons for this 'gap' will need to be analysed to ensure that Council's existing levels of service provided to the community are sustainable. The analysis will include ensuring the useful lives, remaining useful lives, replacement cost and current condition of Council's assets are accurately rated and recorded as these factors have a major influence on the projected renewal cost and ultimately on the size of any reported funding 'gap'.

Statutory Environment

Section 5.56 of the Local Government Act 1995 – Planning for the Future
Regulation 19DA of the Local Government (Administration) Regulations 1996 – Planning for the Future.

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

Objective 4: A collaborative and engaged community

Outcome 4.5: Long term financial viability

Strategy 4.5.1: Develop and implement the Integrated Planning and Reporting Framework

Objective 4: A collaborative and engaged community
Outcome 4.10 Best practice asset management

- Corporate Business Plan
Action 4.5.1.1 Progressively implement the Integrated Planning and Reporting Framework requirements, ensuring compliance with Local Government Act and regulations.
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Policy

Council's 'F.15 Asset Management' policy provides:

“Responsibility:

- **Council** is responsible for adopting the policy and ensuring that sufficient resources are applied to manage the assets.
- The **Chief Executive Officer** has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council.”

Budget Implications – Not applicable

Fiscal Equity – Not applicable

Whole of Life Accounting

The Asset Management Strategy enshrines the principle of whole of life accounting costs to ensure assets are managed responsibly and cost effectively.

Social Equity

Council's Asset Management Policy F.15 requires social equity principles are considered in the development of asset management strategies and plans in accordance with Council's Strategic Community Plan.

Ecological Equity

Council's Asset Management Policy F.15 requires ecological equity principles are considered in the development of asset management strategies and plans in accordance with Council's Strategic Community Plan.

Cultural Equity – Not applicable

Risk Management

Failure to identify and fund gaps between required and planned expenditure in relation to managing assets will result in a high likelihood of asset failures occurring that may compromise safety to users of the asset and in-turn a financial implication to undertake reactive maintenance.

Continuous Improvement

The strategy includes an asset management improvement plan detailing a program of tasks to be completed and resources required to bring council to a minimum ‘core’ level of asset management maturity and competence.

Voting Requirements – Simple Majority

ITEM NO.	C.08/0616	FILE REF.	108.3
SUBJECT	Asset Management Plans 2016		
OFFICER	Asset Management Coordinator and Executive Manager Corporate Services		
DATE OF REPORT	20 June 2016		

Attachment 7 Shire of Bridgetown-Greenbushes Transport Infrastructure Asset Management Plan 2016

Attachment 8 Shire of Bridgetown-Greenbushes Parks, Reserves and Other Infrastructure Asset Management Plan 2016

Attachment 9 Shire of Bridgetown-Greenbushes Property Infrastructure Asset Management Plan 2016

Attachment 10 Shire of Bridgetown-Greenbushes Plant and Equipment Asset Management Plan 2016

OFFICER RECOMMENDATION that Council adopts the Shire of Bridgetown-Greenbushes Transport Infrastructure Asset Management Plan 2016 as presented in Attachment 7.

OFFICER RECOMMENDATION that Council adopts the Shire of Bridgetown-Greenbushes Parks, Reserves and Other Infrastructure Asset Management Plan 2016 as presented in Attachment 8.

OFFICER RECOMMENDATION that Council adopts the Shire of Bridgetown-Greenbushes Property Infrastructure Asset Management Plan 2016 as presented in Attachment 9.

OFFICER RECOMMENDATION that Council adopts the Shire of Bridgetown-Greenbushes Plant and Equipment Asset Management Plan 2016 as presented in Attachment 10.

Summary/Purpose

Council is required under the Integrated Planning and Reporting Framework and Guidelines to adopt a Corporate Business Plan that is informed by various strategies and plans, including Asset Management Plans (AMP) developed for Council’s various asset classes. The AMP’s provide a more detailed analysis of each class of asset and their current state (than that outlined in the Asset Management Strategy) and how Council proposes to manage the “whole of life” costs associated with the assets in the future.

Background

The Integrated Planning and Reporting Framework and Guidelines were introduced in Western Australia as part of the State Government’s Local Government Reform Program. Integrated Planning is the ongoing development and delivery of a

Strategic Community Plan and a Corporate Business plan. Asset Management is a core component of the framework.

An internal Asset Management Team has been established consisting of officers from across the organisation to facilitate the development of Council's asset management framework and asset management plans.

The production of AMP's is the final stage of the reporting cycle for assets. The process:

- Starts with the development and adoption by Council of an Asset Management Policy;
- the development and adoption (not mandatory) of an Asset Management Strategy; and finally
- the development and adoption (recommended) of Asset Management Plans.

Officer Comment

Under Council's Asset Management Policy F.15, Council is not required to adopt Asset Management Plans, however, it is important that Council is informed of the current state of its assets, and how it is proposed that these assets are managed and resourced in the future based on a 'whole of life' cost approach that will be incorporated into the Long Term Financial Plan.

The Asset Management Plans include improvement plans that outline the actions required to reduce the potential of a funding gap between the required level of renewal/upgrade of assets as compared to the actual funding currently being provided through the Budget and Long Term Financial Planning process.

Preparing AMP's enable Council to produce the asset ratios required under the Local Government (Financial Management) Regulations 1996 as part of Annual Financial Statement reporting.

AMP's are 'living' documents and will need to be regularly updated and actions noted in the associated improvement plans. Improvements are required in the quality of data held for all of Council's asset classes. These improvements include ensuring the useful lives, remaining useful lives, replacement cost and current condition of Council's assets are accurately rated and recorded as these factors have a major influence on the projected renewal cost and ultimately on the size of any reported funding 'gap'.

At the budget workshop held on 16 June 2016 there was a presentation and information session on the subject of asset management planning. From this session a separate workshop to discuss the specific asset management plans was scheduled for 23 June 2016.

Statutory Environment

Section 5.56 of the Local Government Act 1995 – Planning for the Future
Regulation 19DA of the Local Government (Administration) Regulations 1996 – Planning for the Future.

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

Objective 4: A collaborative and engaged community

Outcome 4.5: Long term financial viability

Strategy 4.5.1: Develop and implement the Integrated Planning and Reporting Framework

Objective 4: A collaborative and engaged community

Outcome 4.10 Best practice asset management

- Corporate Business Plan

Action 4.5.1.1 Progressively implement the Integrated Planning and Reporting Framework requirements, ensuring compliance with Local Government Act and regulations.

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

Policy

Council's 'F.15 Asset Management' policy provides:

“Responsibility:

- **Council** is responsible for adopting the policy and ensuring that sufficient resources are applied to manage the assets.
- The **Chief Executive Officer** has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council.”

Budget Implications – Not applicable

Fiscal Equity – Not applicable

Whole of Life Accounting

The Asset Management Plans enshrine the principle of whole of life accounting costs to ensure assets are managed responsibly and cost effectively.

Social Equity

Council's Asset Management Policy F.15 requires social equity principles are considered in the development of asset management strategies and plans in accordance with Council's Strategic Community Plan.

Ecological Equity

Council's Asset Management Policy F.15 requires ecological equity principles are considered in the development of asset management strategies and plans in accordance with Council's Strategic Community Plan.

Cultural Equity – Not applicable

Risk Management

Failure to identify and fund gaps between required and planned expenditure in relation to managing assets will result in a high likelihood of asset failures occurring that may compromise safety to users of the asset and in-turn a financial implication to undertake reactive maintenance.

Continuous Improvement

Each AMP contains an asset management improvement plan detailing a program of tasks to be completed and resources required to increase the level of confidence in the AMP's and level of the organisation's asset management maturity.

Voting Requirements – Simple Majority

ITEM NO.	C.09/0616	FILE REF.	108.1
SUBJECT	Corporate Business Plan Review 2016		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	17 June 2016		

Attachment 11 Corporate Business Plan 2013-2017 – Addendum 3 2016 Review

OFFICER RECOMMENDATION that Council adopt as an addendum to its 'Corporate Business Plan 2013-2017' the '2016 Review' as presented in Attachment 11 .

Summary/Purpose

The Integrated Planning and Reporting Framework and Guidelines were introduced in Western Australia as part of the State Government's Local Government Reform Program. Integrated Planning is the ongoing development and delivery of a Strategic Community Plan and a Corporate Business plan.

Council adopted its first Strategic Community Plan and 4 Year Corporate Business plan in June 2013. A desktop review of the Strategic Community Plan was undertaken in 2015/16 with the Strategic Community Plan 2016 endorsed by Council in March 2016.

Regulation 19DA of the Local Government (Administration) Regulations 1996 requires an annual review of the Corporate Business Plan. Attached for Council's consideration is the 2016 Review of the Corporate Business Plan 2013-2017.

Background

The Corporate Business Plan developed as part of the Integrated Planning and Reporting Framework is an internal business planning tool that translates Council priorities into operations within the resources available. The plan details the services, operations and projects a local government will deliver within a defined period (4 years). It also contains forecasts of funding, additional operating activities/expenditure (over and above current operating activities) and capital program expenditure.

Regulation 19DA of the Local Government (Administration) Regulations 1996 requires an annual review of the Council's Corporate Business Plan.

Officer Comment

In April 2016 Senior Management undertook a review of the current Corporate Business Plan to identify items that have been achieved, items that require a change to the intended delivery timeline and/or costs and new initiatives that will assist Council in delivery of its Strategic Community Plan 2013.

The recommended changes were presented to Council at its Budget Workshop held 4 May 2016. At this workshop the Corporate Business Plan (CBP) was reviewed via discussion of Actions recommended for change from the 2015/16 CBP, using the draft (updated) CBP as presented to Councillors.

The following modifications to the draft (updated) CBP were identified:

- New Action 1.1.1.3 – Create and fund a ‘Trails Reserve’ for funding of new local trail initiatives and projects – Action Year 2016/17, expenditure \$20,000.
- Action 1.5.4.5 – Add the words “and improve” between “maintain” and “roads”.
- Action 2.4.1.2 – (clean out Geegelup Brook every four years) – bring forward 1 year to 2016/17.
- Action 2.4.1.3 – (reshape Geegelup Brook) – defer from 2016/17 to 2017/18.
- New Action 2.4.1.6 – Conduct water quality testing of Geegelup Brook every four years – Action Year 2016/17, expenditure \$1,000
- New Action 2.5.4.3 – Develop a 5 Year Fire Prevention Equipment and Infrastructure Plan (ESL and Non-ESL) – Action Year 2016/17.
- New Action 2.5.4.4 – Construct static water tank for Sunnyside Fire Brigade – Action Year 2016/17, expenditure \$3,000.
- Action 2.8.3.1 – Reword to “Investigate alternative sources of road building materials” – Action Year – Annual
- Action 2.8.3.2 – retain Action (develop a gravel procurement strategy) – Action Years 2016/17 and 2017/18, expenditure \$10,000 in 2016/17.
- Action 4.1.6.1 – increase expenditure from \$5,000 to \$10,000 – Action Year 2016/17.

Changes endorsed and made by Council at its workshop have been incorporated into the review along with information contained in Council’s recent review of its various 10 Year Capital Works Plans. All changes as presented in Attachment 11 are recommended to be included as an addendum to Council’s Corporate Business Plan 2013-2017.

Statutory Environment

Section 5.56 of the Local Government Act 1995, requires WA local governments to Plan for the Future of the district. Amendments made in August 2011 to the Local Government (Administration) Regulations 1996 state a Strategic Community Plan and Corporate Business, together form a Plan for the Future of a district.

Under Local Government (Administration) Regulations 1996 regulation 19C (3), a Corporate Business Plan for a district is to:

- a) Set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and

- b) Govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- c) Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

In the preparation of the annual budget the Local Government is to have regard to the contents of the plan for the future in terms of Section 6.2(2) of the Local Government Act 1995.

Regulation 19DA of the Local Government (Administration) Regulations 1996 requires an annual review of the Corporate Business Plan.

Integrated Planning

- Strategic Community Plan 2013
Objective 4: A collaborative and engaged community
Outcome 4.5: Long term financial viability
Strategy 4.5.1: Develop and implement the Integrated Planning and Reporting Framework
- Corporate Business Plan
Action 4.5.1.1: Progressively implement the Integrated Planning Framework requirements, ensuring compliance with Local Government Act and regulations

The Corporate Business Plan activates the Strategic Community Plan by responding to:

- Council's distillation and prioritisation of the community's short, medium and long term aspirations.
- Existing operational plans, priorities and external factors impacting on resourcing.
- The assessment and integration of services and business area plans.

The process through which the Corporate Business Plan is developed incorporates:

- Activation of the Strategic Community Plan.
- Operations planning including asset management, financial management and workforce management.
- Long Term Financial Plan
The revised Corporate Business Plan will inform development/review of Council's long term financial plan.
- Asset Management Plans
The revised Corporate Business Plan will inform development/review of Council's asset management plans.
- Workforce Plan
The revised Corporate Business Plan will inform development/review of Council's workforce plan.

- Other Integrated Planning - Nil

Budget Implications

The revised Corporate Business Plan will have no impact on the current 2015/16 Budget but will inform development of the 2016/2017 Budget.

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 Integrated Planning and Reporting Framework developed by the Department of Local Government provides a process for local governments to:

- Ensure community input is explicitly and reliably generated.
- Provide the capacity for location and specific planning where appropriate.
- Identify the resourcing required to deliver against the long term objectives.
- Clearly articulate long term financial implications and strategies.

Voting Requirements – Absolute Majority

Planning & Environmental Services

ITEM NO.	C.10/0616	FILE REF.	A31512
SUBJECT	Application for Retrospective Approval for Two Rainwater Tanks (Setback Variations)		
PROPONENT	S & A De Pina Pty Ltd		
LOCATION	Lot 278 (7) Sittella lane, Bridgetown		
OFFICER	Manager Planning		
DATE OF REPORT	17 June 2016		

Attachment 12	Location Plan
Attachment 13	Neighbour's Submission
Attachment 14	Proposed Plan/Applicant Submission

OFFICER RECOMMENDATION: That Council noting the single objection received, as per Attachment 13, and pursuant to Clause 3.4.8 of Town Planning Scheme No. 3, varies the required setbacks under Clause 4.5.1 and grants retrospective development approval for the proposed rainwater tanks, as per Attachment 14, on Lot 278 (7) Sittella Lane, Bridgetown, subject to the following conditions:

- 1. Reduced setbacks of 1.0 metre to the northern boundary and 3.8 metres to the eastern boundary are approved for Tanks 1 and 2 only, with each tank to have a maximum volume of 9,000 Litres, width of 2.4 metres and height of 1.8 metres. Any further setback variations or increase in the size of the tank will require separate development approval.*
- 2. Both tanks are to be painted using a medium or dark colour to complement the existing outbuilding, within three months of the date of approval, and thereafter maintained in good repair.*

Summary/Purpose

To consider a development application seeking retrospective approval for two rainwater tanks with setback variations, at Lot 278 (7) Sittella Lane, Bridgetown. Noting the objection raised by the landowners of one adjoining property, it is recommended that retrospective development approval be granted subject to standard conditions.

Background

A development application has been received seeking retrospective approval for two 9,000 Litre rainwater tanks on Lot 278 (7) Sittella Lane, Bridgetown. The lot is zoned 'Rural' under Town Planning Scheme No. 4 (TPS3) and has an approximate area of 9156m². The lot already containing an existing outbuilding with a reduced 4.0 metre setback to the eastern side boundary, approved under delegated authority.

The two fiberglass rainwater tanks are 2.4 metres wide and 1.8 metres in height, with volumes of 9,000 Litres each. Tank 1 is setback only 1.0 metre from the northern boundary, and Tank 2 setback 3.8 metres from the eastern boundary, in lieu of the required 7.5 metre setback.

The applicant has submitted a supporting letter (see Attachment 14) demonstrating the reasons for the setback variations. In summary, the property has no reticulated water and Tank 1 is located adjacent to the northern boundary at the highest point of the property, to provide for a gravity fed reticulation system. Tank 2 is located

adjacent to the existing shed to store the collected rainwater, which is then pumped up to Tank 1.

Public Consultation

The application was referred to the adjoining affected landowners for comment for a three week period, with the submission period closing on 27 May 2016.

One submission was received (see Attachment 13) from the owners of 6 Mount Street to the east, objecting to the proposed reduced setback of Tank 2 arguing that whilst they did not previously object to the reduced setback for the shed, the rainwater tank and piping is an eyesore and very visible as it is located at the top of a rise. The neighbours would ideally prefer Tank 2 be located away from the boundary and any external piping moved or painted. No submissions were received from neighbours regarding Tank 1 regarding the reduced setback from 7.5 metres to 1.0 metre.

Tank 2 is separated from the objector's dwelling by approximately 60 metres and the reduced setback from 7.5 metres down to 3.8 metres is not considered significant.

The Manager Planning met with one applicant onsite to view the subject tanks. The Manager Planning also met with one objector to view Tank 2 from their property. Both tanks are second hand relocated fiberglass tanks, painted in a light green colour.

Whilst neither tank is considered large, and that the reduced setbacks themselves do not create a significant impact upon amenity, it is considered prudent that both Tanks 1 and 2 be painted using a medium or dark colour similar to the existing outbuilding. Painting however of the white external plumbing is not considered necessary. Screen planting between the tanks and the boundaries is not considered necessary given the size of the tanks, subject to the recommended repainting. Should Council not support the repainting, the screen planting should instead be imposed for Tank 2.

Although noting the content of the neighbour's submission it is recommended that retrospective development approval be granted for the tanks and setback variations, subject to conditions including painting using a medium or dark colour to complement the existing outbuilding.

Statutory Environment

Clause 3.4.8 of TPS3 provides Council with the power to waive or modify a scheme development requirement (except for development in respect of the Residential Design Codes) and *"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."*

Under Clause 4.5.1 for the Rural Zone *“the minimum building setback from all boundaries shall be 15 metres except that council may at its discretion permit a building to be constructed closer to any boundary than 15 metres but not less than 7.5 metres.”*

Pursuant to Delegation Register P.2 – Setback Variations, the Rural zone setback is to be taken from the 7.5 metre minimum setback.

Noting the proposed setback variations and the content of the submission received, the proposed tanks do not have a significant detrimental impact upon the amenity of surrounding properties or the wider locality, however repainting of the tanks using a medium or dark colour to complement the existing shed is considered reasonable.

Policy

- Siting of Water Tanks Policy

Under the Siting of Water Tanks Policy TP.21 and TPS3 a water tank must comply with the setbacks applicable to the zoning of the land or within a building envelope if applicable.

The Policy allows siting of water tanks outside of the identified setbacks where justifiable and where approval is granted for a reduced setback that approval will only apply to the tank and conditions will be considered requiring planting of suitable screening vegetation between the tank and the street alignment and prohibition on use of reflective or light coloured materials.

As discussed above, the subject tanks do not comply with the 7.5 metre minimum setbacks and whilst support is recommended subject to using medium or dark colours, the planting of screen vegetation is not considered necessary.

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 applicable development application fee has been paid.

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity

The subject water tanks, noting the setback variations, do not have significant detrimental impact upon the amenity or surrounding land, although repainting using medium to dark colours is considered reasonable.

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management – Not applicable

Continuous Improvement

The content of the neighbour's objections has assisted consideration of the proposal.

Delegated Authority

Nil - Officers do not have delegated authority to approve the application due to the objection being received and the application must therefore be determined by Council.

Voting Requirements – Simple Majority

Works & Services

ITEM NO.	C.11/0616	FILE REF.	
SUBJECT	10 Year Strategic Works Program		
OFFICER	Executive Manager Works & Services and Chief Executive Officer		
DATE OF REPORT	20 June 2016		

Attachment 15 Draft 10 Year Strategic Works Program

OFFICER RECOMMENDATION that Council endorse the 10 Year Strategic Works Program 2016/17 to 2025/26 as presented in Attachment 15.

Summary/Purpose

Council annually reviews its 10 Year Strategic Works Program by bringing forward Years 2-9 from the previous year's plan and adding in a new 10th year. It is also an opportunity for Council to bring in new projects ahead of the 10th year if considered urgent and advance some projects from latter to earlier years due to a heightened priority.

The 10 Year Strategic Works Program feeds into the contents of Council's Long Term Financial Plan and Corporate Business Plan. The 1st year of the 10 Year Strategic Works Program feeds directly into the draft 2016/17 budget.

Background

Over several years Council has progressively reduced proportionate expenditure on road construction projects and increasing an equivalent amount of expenditure in road maintenance. This has led to an approximate split of 70% maintenance and 30% construction noting that external grant opportunities such as Regional Road Group and Commodities Route Funding can change and where more grant funds

are obtained there could be equivalent spikes in road construction expenditure that year.

Due to additional Roads to Recovery and bridge funding in 2016/17 the 70:30 maintenance to construction ratio has not been possible however this ratio is achieved in Years 2-10 of the draft program.

In recent years a ceiling of \$1 million of Council's own source expenditure has been set for each year of the program. That ceiling has been maintained in the latest 10 Year Plan.

On the attachment (10 year program) there are two columns on the left hand side after the description of the project, showing:

- Any change in scheduling for this specific project from the previous 10 year plan endorsed by Council – for example “back 1 year”, “back 2 years”, “new job” or “no change”
- Any significant change in cost of the specific project from what was estimated in the previous 10 year plan endorsed by Council.

The Roads to Recovery Special Allocation of \$736,036 must be fully expended in 2016/17 and must be on top of existing levels of road construction expenditure (specifically Council's own source expenditure).

Significant changes to the 10 year program include:

- Nelson Street reconstruction has extended into 2016/17 whereas it was initially proposed to be fully completed in 2015/16. The additional works in 2016/17 are due to an increased scope of works and additional drainage works identified when undertaking the works in 2015/16. The 2015/16 and 2016/17 works will be finished to a bitumen surface. The subsequent asphaltting of this section of Nelson Street has been introduced as a new job in Year 3 (2018/19).
- A new job, widening of a section of Tweed Road, has been introduced for Year 2 (2017/18). This work will make this section of Tweed Road consistent with the balance of Tweed Road that was upgraded over many years under the Regional road Program.
- Asphaltting of the hard stand area at Bridgetown sportsground has been introduced as a new job in Year 1 (2016/17). Large portions of the existing hard stand areas are in a poor condition.
- Palmers Road drainage job was originally budgeted for 2015/16 but these funds were reassigned at the budget review as the design and landowner consultation hadn't progressed enough for the works to proceed. The landowner consultation has since occurred and the work is scheduled for year 1 (2016/17).
- Due to changes in the scope of works for Wilga Road over the past two years the 2nd cost seal has been brought forward.
- Renewal of the footpath on Steere Street between Spencer Street and Roe Street has been put back 3 years to enable grant funding to be sought for that work.
- The construction of a footpath on Hester Street between Nelson Street and Lockley Avenue has been brought forward 1 year to 2016/17.

Council endorsement of the 10 Year Strategic Works Program will allow the revised program to be incorporated into current and imminent reviews of Council's Long Term Financial Plan and Corporate Business Plan which in turn will feed into development of Council's 2016/17 budget.

Long term financial planning is a key element for the Integrated Planning and Reporting Framework. This planning process enables local governments to set priorities, based on their resourcing capabilities, for the delivery of short, medium and long term community and stakeholder priorities.

The Long Term Financial Plan is a ten year rolling plan that informs the Corporate Business Plan to activate Strategic Community Plan priorities. Through these planning processes, Annual Budgets that align with strategic objectives are developed.

The Corporate Business Plan is an internal business planning tool that translates Council priorities into operations within the resources available. The plan details the services, operations and projects a local government will deliver within a defined period. It also includes the processes for delivering these and the costs associated.

It is a legislative requirement that the Corporate Business Plan be reviewed annually.

The draft program was discussed at the recent budget workshop and informal endorsement by councillors (sufficient to enable presentation to Council) was indicated.

Statutory Environment

Section 5.56 of the Local Government Act 1995, requires WA local governments to Plan for the Future of the district. Amendments made in August 2011 to the Local Government (Administration) Regulations 1996 state a Strategic Community Plan and Corporate Business, together form a Plan for the Future of a district.

Under Local Government (Administration) Regulations 1996 regulation 19C (3), a Corporate Business Plan for a district is to:

- a) Set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- b) Govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- c) Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

In the preparation of the annual budget the Local Government is to have regard to the contents of the plan for the future in terms of Section 6.2(2) of the Local Government Act 1995.

Regulation 19C (3) of the Local Government (Administration) Regulations 1996 requires that a Corporate business plan of the district is to:

- (c) Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

Policy/Strategic Implications

Strategic Community Plan

Objective 4 – a collaborative and engaged community

Outcome 4.5 – Long term financial viability

Strategy 4.5.1 – Develop and implement the Integrated Planning and Reporting Framework

Strategy 4.5.4 – Minimise own source funding of capital projects

Strategy 4.5.5 – Implement the Corporate Business Plan

Budget Implications

The first year of the 10 Year Strategic Works Program will feed into the annual budget for 2016/17.

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

Matters such as public safety and risk management are factored into the identification of projects in the 10 Year Strategic Works Program.

Continuous Improvement

The integrated planning and reporting framework developed by the Department of Local Government provides a process for local governments to:

- Ensure community input is explicitly and reliably generated.
- Provide the capacity for location and specific planning where appropriate..
- Identify the resourcing required to deliver against the long term objectives.
- Clearly articulate long term financial implications and strategies.

Voting Requirements – Simple Majority

ITEM NO.	C.12/0616	FILE REF.	350
SUBJECT	Ten Year Plant and Fleet Replacement Plan 2016/17 to 2025/26		
OFFICER	Chief Executive Officer & Executive Manager Works & Services		
DATE OF REPORT	20 June 2016		

Attachment 16 Ten Year Plant and Fleet Replacement Plan 2016/17 to 2025/26

OFFICER RECOMMENDATION: That Council endorses the Ten Year Plant and Fleet Replacement Plan 2016/17 to 2025/26 as presented in Attachment 16.

Summary/Purpose

The annual review of Council's 10 year plant and fleet replacement plan is presented for endorsement. The draft plan was discussed at the last budget workshop.

Background

Outcome 4.10 of Council's Strategic Community Plan requires that the Shire adopt a "best practice asset management" approach to managing its assets. In keeping with this strategic initiative Shire officers have prepared a revised Ten Year Plant and Fleet Replacement Plan for the period 2016/17 to 2025/26 for Council endorsement.

Plant and fleet assets are categorised into two categories:

- Plant – roads, parks and gardens machinery such as trucks, light commercial vehicles, tractors, graders, mowers, etc.
- Fleet – passenger vehicles.

The plan is to be reviewed annually and updated at which time a new 10th year is also added.

The objective of a plant replacement program is to set the broad framework for undertaking plant and vehicle replacement in a structured and coordinated manner by:

- Identifying potential or future plant and vehicle requirements to enable the Shire to effectively carry out its functions;
- Revising the plant and vehicle replacement schedule to ensure appropriateness for the organisation's needs.
- Managing fleet assets to ensure that maximum asset value is maintained;
- Optimising plant and vehicle replacement to ensure best value for money whilst maintaining asset value;
- Delivering sound plant and fleet management necessary to meet current and future service delivery; and
- Providing a modern plant and vehicle fleet that meets occupational health and safety standards and current/future operating procedures.

In deriving the Shire's plant and fleet requirements, assessments were made of the Shire's items of plant as follows:

Shire Plant and Fleet Vehicle Requirements

- a) Is the item needed on a permanent or intermittent basis, i.e. should the item be owned/leased or hired as required?
- b) What are the servicing (i.e. tyre, and fuel and oil) requirements for the item of plant each week?
- c) What staff resources are required and available to operate service and repair the plant?
- d) When might major maintenance be programmed?

Economic and Useful life of Plant and Fleet Vehicles

The Australian Accounting Standards Board (AASB) defines economic life of an asset "... as either:

- a) *the period over which an asset is expected to be economically usable by its user; or*
- b) *the number of production or similar units expected to be obtained from the asset by one or more users."*

A piece of plant has come to the end of its economic life when the cost of maintaining it intersects with the economic benefits derived from having the asset.

The useful life of an asset differs slightly from economic life of an asset as "... *Useful life is:*

- a) *the period over which an asset is expected to be available for use by an entity; or*
- b) *the number of production or similar units expected to be obtained from the asset by an entity."*

The estimation of useful life of the Shire's plant and fleet vehicle stock is a matter of Shire officer judgement based on experience with similar assets, and it is the officer's objective to set a useful life for a piece of plant that is marginally less than its economic life.

It is normal to express the useful life of a class of asset as a range in time (e.g. 5 to 9 years) for trucks and fleet items, or as a range in hours used for a tractor or grader. When determining the useful life of an asset a combination of the asset's age and usage pattern will be considered.

Officer Comment

In recent years some research on optimal changeover intervals for light fleet has been conducted, specifically discussion with other local governments including metropolitan local governments. This research concluded that the optimal changeover interval is 3 years or 75-85,000kms based on the following:

- Vehicle is still within warranty period;
- Changeover close to 100,000kms will reduce resale value;
- The 100,000 service is a major service at a cost more than double that of other 10,000km interval services (albeit that this is only an additional cost of approximately \$500);
- Tyres will be requiring replacement; and

- The depreciation in 4th and 5th years is greater than previous years.

However a recent Senior Management visit to another local government revealed the potential to investigate the merits of modifying changeover intervals for light fleet to much greater intervals. It is intended in the next 3-6 months to research this issue more thoroughly before reporting back to Council in advance of the next annual review of the Plant Replacement Plan. This matter was discussed at the recent budget workshop where councillors expressed a keen interest in receiving as soon as possible the findings of this research. The CEO provided an undertaking that no changeover of light fleet proposed in the 2016/17 budget would occur until after a report on this matter was presented back to Council.

The Shire's existing plant and fleet inventory consists of:

- 9 passenger light fleet
- 11 works light fleet
- 4 Bush Fire Support Brigade fleet
- 2 graders
- 3 loaders
- 3 rollers
- 1 street sweeper
- 2 tractors
- 2 mowers
- 3 light trucks
- 2 medium trucks
- 3 heavy trucks
- Various miscellaneous items

The revised plan identifies the following plant and fleet items for replacement in 2016/17:

Plant

2011 John Deere Backhoe Loader
2005 Hino Rubbish Truck

Light Fleet

2014 Holden Colorado 7 – B16117 (Principal Building Surveyor)
2014 Subaru liberty – B8666 (Executive Manager Corporate Services)
2009 Ford Ranger – B15439 (Building Maintenance Officer)
2012 Ford Ranger– B023 (Plant Mechanic) – the 2012 vehicle will not be sold but instead reallocated to the maintenance grader driver as that vehicle does very low kilometres each year (hence no need for a new vehicle at time of changeover). The current vehicle used by the maintenance grader driver is to be reassigned to the waste site with the existing waste site Ford Courier (2002) being disposed of. The income from this disposal has been shown as a nominal \$500 value in order to maintain commercial confidentiality and not influence the disposal process.

The Department of Fire and Emergency Services does not fund replacement of Bridgetown Support Brigade vehicles and hence these vehicles have been included in the Fleet Replacement Program under the heading 'Brigade Support'. Due to the low kilometre usage of these vehicles they are generally replaced at approximately

10 years of age with other Shire fleet vehicles that are due for replacement (approximately 4-5 years of age).

A number of miscellaneous items have been identified in the Plant Replacement Program where replacement is to be determined on annual review of the program and included when replacement is considered necessary. No change over of miscellaneous items is proposed in 2016/17.

In 2015/16 Council put aside funds in reserve towards the changeover of the Bridgetown Community Bus. Grant funds towards the changeover costs will be sought in 2016/17 with changeover being scheduled for 2017/18 however the Plan doesn't specify this as it has been decided to await the outcome of grant applications.

Two new outright plant purchases are recommended in 2016/17 and are shown in Year 1 of the Plan. These are:

- \$100,000 for purchase of a new waste truck compacter unit as the existing compactor, which is reaching the end of its working life, will be disposed of with the changeover of the Hino rubbish truck.
- \$120,000 for purchase of a second hand BOMAG waste compacter for use at the Bridgetown Waste Disposal Site. The intent of purchasing this machine is to achieve higher levels (2-3 times) of waste compaction in the waste cell than can currently be achieved by the Shire's tracked loader. The BOMAG waste compacter will provide greater ground pressure, surface penetration and crushing loads and its use will significantly prolong the life of the waste cell. The \$120,000 purchase amount is recommended to be funded from the Sanitation Reserve which has the purpose of setting aside funds 'for the provision of waste management services and waste facilities'.

Incorporated within the 2016/17 to 2025/26 Plant Replacement Plan is a finance strategy for funding the trade and acquisition of plant items. The finance strategy models contributions from consolidated revenue and the carrying requirements in the Shire's Plant Reserve to even out the annual purchase costs of the plant throughout the (ten year) life of the program. The finance strategy proposes that Council allocate an amount proportionate to 10% (1 year in 10) of the 10 year plant replacement costs be transferred to the Plant Replacement Reserve in 2015/16. That amount equates to \$249,484. All purchases are then funded via a transfer from the reserve.

For Years 2 to 10 an additional 1% per annum has also been included as a 'transfer to reserve' in an effort to build up plant reserve funds and is consistent with natural growth assumptions included in Council's Long Term Financial Plan.

The draft plan was discussed at the recent budget workshop and informal endorsement by councillors (sufficient to enable presentation to Council) was indicated.

Statutory Environment

Section 5.56 of the Local Government Act 1995, requires WA local governments to Plan for the Future of the district. Amendments made in August 2011 to the Local

Government (Administration) Regulations 1996 state a Strategic Community Plan and Corporate Business, together form a Plan for the Future of a district.

Under Local Government (Administration) Regulations 1996 regulation 19C (3), a Corporate Business Plan for a district is to:

- a) Set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- b) Govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- c) Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

In the preparation of the annual budget the Local Government is to have regard to the contents of the plan for the future in terms of Section 6.2(2) of the Local Government Act 1995.

Regulation 19C (3) of the Local Government (Administration) Regulations 1996 requires that a Corporate business plan of the district is to:

- (c) Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

Integrated Planning

- Strategic Community Plan
Objective 1 – a strong, resilient and balanced economy
Objective 1.5 - Maintain an appropriate standard of transport networks, roads and pathways
Strategy 1.5.4 – implement asset management plans
Objective 4 – a collaborative and engaged community
Outcome 4.5 – Long term financial viability
Strategy 4.5.1 – Develop and implement the Integrated Planning and Reporting Framework
Outcome 4.10 - Best practice asset management
Strategy 4.10.1 - Develop and implement asset management plans
- Corporate Business Plan
Strategy 1.5.4 - implement asset management plans
Action 1.5.4.5 - Maintain roads in accordance with Asset Management Plans
Strategy 4.10.1 - Develop and implement asset management plans
Action 4.10.1.1 - Implement Asset Management Plans by ensuring the inclusion of expenditure requirements in the Corporate Business Plan and Long Term Financial Plan
- Long Term Financial Plan
The contents of the 10 year plan will be fed into the next review of the Long Term Financial Plan

- Asset Management Plans
Section 5 of the draft Transport Infrastructure Asset Management Plan (due for Council endorsement in June 2016) sets out a lifecycle management plan for the maintenance, renewal and replacement of the Shire's transport assets
- Workforce Plan – Not Applicable
- Other Integrated Planning
The 10 year Plant and Fleet Replacement Plan is one of a number of informing strategies under Council's integrated planning framework. These strategies inform the Corporate Business Plan, Long Term Financial Plan and annual budget.

Policy

Policy F.16 Asset Management

The objectives of this Policy are to:

- Provide a framework for the sustainable management of the Shire's asset portfolio;
- Ensure an organisation wide and inclusive approach is taken to asset management; and
- Ensure adequate provision is made for the maintenance and replacement of assets in accordance with the assessed levels of service.

Budget Implications

Plant and fleet acquisitions and/or replacement allocations presented in the program will be included in the forthcoming review of the Long Term Financial Plan. Items identified in the program for replacement in 2016/17 will be included in Council's draft 2016/17 budget for consideration.

Fiscal Equity – Not applicable

Whole of Life Accounting

In determining the replacement program of Council's plant and fleet assets the estimate of 'useful life' is determined by having regard for all factors that would contribute to the 'whole of life cost' of owning the asset i.e. original cost, usage, maintenance costs and residual values.

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

A plant replacement program demonstrates responsible management of assets, compliance to regulatory requirements and establishes a long term funding model that ensures that Council can continue to provide the fleet and plant required to maintain service delivery.

Continuous Improvement – refer comments under "risk management".

Delegated Authority - Not Applicable

Voting Requirements – Simple Majority

Community Services - Nil

Consideration of Standing Committee Recommendations

C.13/0616	Standing Committee Minutes – 9 June 2016 – Attachment 17
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<i>Note: All Attachments referenced in the Standing Committee Recommendations below are as per the Standing Committee Agenda.</i>

In accordance with section 2.13(2) of the Local Government Act 1995, the Presiding Member is to read aloud the Purpose and Effect of the Shire of Bridgetown-Greenbushes Extractive Industries Repeal Local Law 2016.

<i>Purpose: To repeal the Shire of Bridgetown-Greenbushes Extractive Industries Local Law 2001 as published in the Government Gazette on 14 August 2001 and as amended in the Government Gazette on 15 February 2002.</i>

<i>Effect: That extractive industry within the Shire of Bridgetown-Greenbushes will no longer be regulated by a local law.</i>
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C.14/0616	Extractive Industry Regulatory Review
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Committee Recommendation Moved Cr Scallan, Seconded Cr Mackman
SC.02/0616 That Council notes the content of the submissions received as per Attachment 1, and the Staff response in the Schedule of Submissions in Attachment 2, in relation to the Shire of Bridgetown-Greenbushes Extractive Industries Regulatory Review.

Committee Recommendation Moved Cr Scallan, Seconded Cr Pratico
SC.02/0616a That Council:

1. In accordance with Section 3.12 of the Local Government Act 1995, makes the Shire of Bridgetown-Greenbushes Extractive Industries Repeal Local Law 2016, as per Attachment 4.
2. Directs the Chief Executive Officer to publish the Shire of Bridgetown-Greenbushes Extractive Industries Repeal Local Law 2016, as per Point 2. above, in the Government Gazette and provide copies of the local law to the Minister for Local Government.
3. Give local public notice after gazettal of the local law advising the date on which the local law commences, being 14 days after the date of publication.
4. Submit a copy of the gazetted local law, explanatory memoranda and associated documentation to the Joint Standing Committee on Delegated Legislation for review.

5. Authorise the affixing of the Common Seal to the Shire of Bridgetown-Greenbushes Extractive Industries Repeal Local Law 2016.

Committee Recommendation Moved Cr Scallan, Seconded Cr Moore

SC.02/0616b That Council, pursuant to Clauses 6.7.2 and 6.7.3 of Town Planning Scheme No. 3 and Clauses 7.6.2 and 7.6.3 of Town Planning Scheme No. 4, adopts the revised draft Extractive Industry Town Planning Scheme Policy (2016), as per Attachment 6, to replace the current Extractive Industry Town Planning Scheme Policy TP.15, incorporating the following modifications:

1. On Page 1, Section 1.0 Introduction – Modify text for basic raw materials to read “The extraction and supply of basic raw materials, such as clay, gravel, sand, stone, minerals, and other construction and road building materials, is recognised by the Shire of Bridgetown-Greenbushes ...”
2. On Page 2, Section 4.0 Objectives, Point (d) - Modify to read “... to ensure that extractive industries operate in an environmentally sustainable manner...”.
3. On Page 5, Section 5.4 Extractive Industry – Standard – Modify final paragraph to read “Whilst the application requirements for the three categories of ‘Extractive Industry – Standard’ are similar, this Policy ...”
4. On Page 8, Section 6.2 Site Plan, second dot point – Modify to read “where required, the initial survey plan ...”;
5. On Page 8, Section 6.2 Site Plan, fourth dot point – Modify to read “... set back a minimum of 20 metres from a property boundary, ...”.
6. On Page 8, Section 6.3 Survey Information – Modify to read “For ‘Standard’ operations the initial survey plan is to be certified by a licensed surveyor at the time of application, a progressive survey after five years of extraction (where applicable) and a final survey plan at the cessation of extraction. Surveys for ‘On Site Works’ are at the discretion of the CEO.”
7. On Page 12, Section 6.9 Environmental Impact Assessment, fifth dot point – Add notation “..., noting responsibilities under the Biodiversity and Agricultural Management Act 2007 and DAFWA guidelines for extractive industries”.
8. On Page 13, Section 6.11 Surface and Groundwater Assessment – Modify to read “... maximum seasonal groundwater table”.
9. On Page 14, Section 6.15 Basic Raw Materials Applicant’s Checklist – Add additional paragraph to read “Reference should be also made to WAPC’s State Planning Policy 2.5: Land Use Planning in Rural Areas in relation to basic raw materials.”
10. On Page 15, Section 7.1 Community Consultation – Add ‘NBN Co’ to the list of agencies/service providers.
11. On Page 17, Section 7.5 Operator Obligations, fifth dot point – Modify to read “...noting that dewatering of the extraction area may require authorisation in areas proclaimed under the Rights in Water and Irrigation Act 1914”.

12. On Page 17, Section 7.5 Operator Obligations, eighth dot point – Modify to read “advise the Shire of Bridgetown-Greenbushes in writing of any change in operator during the term of operation, providing contact details of the new operator and to organise an onsite meeting with Shire staff to discuss the term of the approval, and the new operator shall not commence operation unless authorised by the Shire of Bridgetown-Greenbushes”.
13. On Page 18, Section 7.6 Blasting – Add additional paragraph to read “Where blasting did not form part of the original development approval for the extractive industry, an application for blasting will be accompanied by supplementary reports as determined by the CEO.”.
14. On Page 22, Section 7.11 Standard Conditions, second set of conditions, eighth dot point – Modify to read “the depths below which a person shall not excavate, including the excavation depth above the maximum seasonal groundwater table”.
15. On Page 26, Appendix Extractive industry Application Management Report (Template) – For Criterion 6.4.3 replace ‘(highest winter water table)’ with ‘(maximum seasonal groundwater table)’.
16. On Page 26, Appendix Extractive industry Application Management Report (Template) – For Criteria 6.5.2 and 6.6.3 replace ‘Sensitive Sites’ with ‘Sensitive Land Uses’.
17. Replace the word ‘planning’ with ‘development’ where necessary to reflect the ‘development approval’ terminology pursuant to the Planning and Development (Local Planning Schemes) Regulations 2015; use italics font for legislation; plus other minor corrections as marked in red.

C.15/0616	Review of the Age Friendly Community Plan
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Committee Recommendation Moved Cr Mackman, Seconded Cr Moore
Sc.03/0616 That Council:

1. Notes the content of the submissions received as per Attachment 7 and the officer responses as per Attachment 8, in relation to the revised draft Age Friendly Community Plan 2016-2020.
2. Adopts the revised draft Age Friendly Community Plan 2016-20 as per Attachment 9, to replace the current Age Friendly Community Plan 2011-2015.

C.16/0616	Adoption of 2016/17 Fees & Charges
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Committee Recommendation Moved Cr Scallan, Seconded Cr Hodson
SC.04/0616 That Council:

1. Adopt the 2016/17 Schedule of Fees & Charges as per Attachment 10 with the following minor change:
 - Correct amounts for Photocopying Colour fees – Library Section, page 27 to read:
Double sided A4 - \$3.35
Single side A3 - \$3.80

2. Determine the waste collection rate under Section 66 of the Waste Avoidance and Resource Recovery Act at the time of adoption of the 2016/17 budget.
3. Determine the kerbside rubbish and recycling collection charges at the time of adoption of the 2016/17 budget.

C.17/0616	Rolling Action Sheet
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Committee Recommendation Moved Cr Pratico, Seconded Cr Boyle
SC.05/0616 That the information contained in the Rolling Action Sheet be noted.

C.18/0616	Adoption of En Bloc Items
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A motion is required to adopt the En Bloc Items.

Receival of Minutes from Management Committees - Nil

Urgent Business Approved by Decision

Responses to Elected Member Questions Taken on Notice

Elected Members Questions With Notice

Notice of Motions for Consideration at the Next Meeting

Matters Behind Closed Doors (Confidential Items)

Closure

The President to close the Meeting

List of Attachments

Attachment	Item No.	Details
1	C.02/0616	Special Meeting Minutes – 9 June 2016
2	C.03/0616	2015/16 Firebreak Order (to use as comparison to changes recommended for 2016/17 Firebreak Order)
3	C.04/0616	May 2016 Financial Activity Statements
4	C.04/0616	List of Accounts Paid in May 2016
5	C.06/0616	Financial Management Systems & Procedures Review – May 2016
6	C.07/0616	Asset Management Strategy 2016
7	C.08/0616	Shire of Bridgetown-Greenbushes Transport Infrastructure Asset Management Plan 2016
8	C.08/0616	Shire of Bridgetown-Greenbushes Parks, Reserves and Other Infrastructure Asset Management Plan 2016
9	C.08/0616	Shire of Bridgetown-Greenbushes Property Infrastructure Asset Management Plan 2016
10	C.08/0616	Shire of Bridgetown-Greenbushes Plant and Equipment Asset Management Plan 2016
11	C.09/0616	Corporate Business Plan 2013-2017 – Addendum 3 2016 Review
12	C.10/0616	Location Plan
13	C.10/0616	Neighbour's Submission
14	C.10/0616	Proposed Plan/Applicant Submission
15	C.11/0616	Draft 10 Year Strategic Works Programme
16	C.12/0616	Ten Year Plant and Fleet Replacement Plan 2016/17 to 2025/26
17	C.13/0616	Standing Committee Minutes – 9 June 2016

Agenda papers checked and authorised by T Clynch, CEO		23.6.16
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