

NOTICE OF STANDING COMMITTEE MEETING

Dear Member

The next Ordinary Meeting of the Shire of Bridgetown-Greenbushes Local Laws, Strategy, Policy & Organisation Development Standing Committee Meeting to be held in the Council Chambers on Thursday, 8 February 2018 commencing at the conclusion of the Special Meeting of Council.

Signed by T Clynych



Date:

2 February 2018

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AGENDA

For a Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee to be held in the Council Chambers on Thursday, 8 February 2018 commencing at 5.30pm.

Meeting to be opened by the Presiding Member

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

Presiding Member - Cr A Wilson

Councillors - J Bookless
- J A Boyle
- D Mackman
- J Moore
- J Nicholas
- A Pratico
- P Scallan
- C Wallace

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

Gallery

Petitions/Deputations/Presentations

Comment on Agenda Items by Parties With an Interest

Confirmation of Minutes

SC.01/0218 Ordinary Meeting held 9 November 2017

A motion is required to confirm the Minutes of the Ordinary Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held 9 November 2017 as a true and correct record.

Announcements/Briefings by Elected Members

Notification of Disclosure of Interests

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 allow a Member to speak, the extent of the interest must also be stated.

Consideration of Motions of Which Previous Notice has been Given - Nil

Reports of Officers

Reports of Officers have been divided into the following Categories:

- Policy
- Local Laws
- Strategy
- Organisation Development

Policy

ITEM NO.	SC.02/0218	FILE REF.	203
SUBJECT	Review of Policy M.25 - Complaints		
OFFICER	Chief Executive Officer		
DATE OF REPORT	31 January 2018		

Attachment 1 Current Policy M.25 – ‘Complaints’ with proposed revisions shown as track changes

Attachment 2 Revised Policy M.25 – ‘Complaints’ with track changes accepted.

OFFICER RECOMMENDATION that Council adopts the revised Policy M.25 – Complaints.

Summary/Purpose

After receiving feedback from some councillors late last year a review of Council’s Policy M.25 – ‘Complaints’ has been undertaken.

Background

A review of Policy M.25 – ‘Complaints’ has identified a number of revisions, the principal changes being:

- Expanding the means by which a person can lodge a complaint. Under the current policy complaints could only be submitted on the official complaints form. The current policy goes further to state that If correspondence is received by the Shire outlining a complaint, in order for it to be considered, the

Shire will respond to the sender within 7 working days requesting the complaint be completed on the official complaints form. This is a severe restriction to persons wishing to lodge a complaint and is contrary to the intent of a complaints policy having a simple, clear and concise process for lodging a complaint. In addition to using the official complaints form, the revised policy also recognises complaints can now be lodged by letter or email.

- Providing information on what is not a complaint under the policy. In these instances alternative mechanisms or processes are used to deal with such complaints.
- Clarifying how anonymous complaints are dealt with. The current policy states that anonymous complaints aren't acted on whereas the revised policy does allow such complaints to be acted upon when the matter is one that a local government is obliged to act under law or when the matter constitutes a significant risk to the health and safety of persons, animals or the environment.

Officer Comment

The changes to the policy should make it easier for persons to lodge a complaint.

There is still required to be some interpretation on what constitutes a complaint and that responsibility rests with the CEO. Not all persons that communicate with the Shire expressing concerns about a service wish to record their concerns as a formal complaint. Often when discussing the issue with staff that person will emphasise that they aren't making a complaint, rather they just want to provide some feedback or response to the Shire on a particular issue.

It is noted that in the current policy (and retained in the revised policy) is a requirement for the CEO to include a summary of all complaints received, including the actions taken and their outcomes in the Shire's annual report. Due to an oversight this hasn't occurred. The Local Government Act stipulates a number of mandatory items to be included in a local government's annual report – one of which is a summary of complaints made under Section 1.121 of the Act – being complaints to the Local Government Standards Panel. A summary of these reports has been included in recent annual reports.

Statutory Environment - Nil

Integrated Planning

➤ Strategic Community Plan

Key Goal 5 – our leadership will be visionary, collaborative and accountable

Objective 5.1 – our community actively participates in civic life

Strategy 5.1.3 – monitor, maintain and enhance the way we communicate with the community

Objective 5.2 – we maintain high standards of governance, accountability and transparency

Strategy 5.2.4 – maintain a strong customer focus

Strategy 5.2.5 – regularly review community engagement strategies and policies

Strategy 5.2.7 – council’s policies and local laws are responsive to community needs

➤ Corporate Business Plan

Strategy 5.1.3 – monitor, maintain and enhance the way we communicate with the community

Action 5.1.3.1 - regularly review community engagement strategies and policies

➤ Long Term Financial Plan – Not Applicable

➤ Asset Management Plans – Not Applicable

➤ Workforce Plan – Not Applicable

➤ Other Integrated Planning - Nil

Policy

This item concerns policy development.

Budget Implications - Nil

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity

Expanding the methods that persons can lodge a complaint will make the process for lodging of a complaint more accessible to all.

Ecological Equity – Not Applicable

Cultural Equity

Expanding the methods that persons can lodge a complaint will make the process for lodging of a complaint more accessible to all.

Risk Management – Not Applicable

Continuous Improvement

The review of the policy has been based on feedback from some councillors that in turn have received feedback from members of the public.

Voting Requirements – Simple Majority

ITEM NO.	SC.03/0218	FILE REF.	203
SUBJECT	Proposed New Policy: Fire Protection - Shire or Brigade Owned Fire Fighting Appliances		
PROPONENT	Bush Fire Advisory Committee		
OFFICER	Community Emergency Services Manager and Chief Executive Officer		
DATE OF REPORT	1 February 2018		

Attachment 3 Draft Policy: Fire Protection - Shire or Brigade Owned Fire Fighting Appliances

OFFICER RECOMMENDATION that Council adopt Policy O.15 Fire Protection - Shire or Brigade Owned Fire Fighting Appliances

Summary/Purpose

Council's Bush Fire Advisory Committee has recommended adoption of a new policy concerning the use of shire and/or brigade owned fire fighting appliances that don't have the full suite of crew protection that exists on State provided fire fighting appliances (funded via the Emergency Services Levy).

Background

At a meeting of the Bush Fire Advisory Committee held on 13 December 2017 the following Motion was carried:

1. *Any Shire owned vehicle without the suite of crew protection not be sent into a forest fire while the fire is uncontrolled.*
2. *That the Shire adopts the Manjimup Shire Policy for light units.*

In accordance with the above Motion a new policy has been prepared for presentation to Council. Based on the Shire of Manjimup policy of the same name in addition to tailoring the policy to reflect the situation in the Shire of Bridgetown-Greenbushes, two minor amendments have been made:

- Providing a definition of what is a "fire fighting appliance".
- Including a paragraph noting that in 2017/18 Council has made budget provision for the installation of crew protection measures on the major fire fighting appliances under its ownership however even when these works are complete there will be a number of other smaller appliances (both Shire and brigade owned) that won't have crew protection.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
Key Goal 4 – a community that is friendly and welcoming
Objective 4.5 – high levels of responsiveness to emergencies and emergency recovery
Strategy 4.5.1 – monitor risk management and emergency management profiles, procedures and preparedness
Objective 4.6 - fire prepared communities

Strategy 4.6.4 – bush fire brigades are resourced with adequate equipment, appliances, training and other operational requirements

➤ Corporate Business Plan

Strategy 4.5.1 – monitor risk management and emergency management profiles, procedures and preparedness

Action 4.5.1.4 – support the Local Emergency Management Committee and Bush Fire Advisory Committee

Strategy 4.6.4 – bush fire brigades are resourced with adequate equipment, appliances, training and other operational requirements

Action 4.6.4.2 – monitor Shire owned equipment and appliances for fit for purpose

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans - Nil

➤ Workforce Plan - Nil

➤ Other Integrated Planning - Nil

Policy

This item concerns policy development.

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

Adoption of the policy will provide direction to incident controllers, fire control officers and brigade members about minimising risk to fire fighters when using appliances that don't have the crew protection measures that other appliances have.

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Local Laws - Nil

Strategy

ITEM NO.	SC.04/0218	FILE REF.	108.1
SUBJECT	Community Services Departmental Service Review		
PROPONENT	Council		
OFFICER	Executive Manager Community Services		
DATE OF REPORT	1 February 2018		

Attachment 4 Community Services Strategy – A Component of the Shire of
Bridgetown-Greenbushes Integrated Planning Framework

OFFICER RECOMMENDATION that the removal of the Community Services Strategy as a component of Council's Integrated Planning & Reporting Framework is noted.

Summary/Purpose

The Community Services Strategy 2015 has met the requirements for which the document was originally created and thus is no longer considered relevant.

Background

At the March 2015 meeting Council resolved, in part, (C.11/0415):

To adopt the Community Services Strategy as a component of the Shire of Bridgetown-Greenbushes Integrated Planning Framework.

Officer Comment

The Community Services Strategy (Attachment 4) is a short, concise document which was developed to demonstrate how the Community Services Department was to proceed with relevant strategic objectives within the Integrated Planning & Reporting Framework following several years of intensive capital works projects, being the construction of the library and leisure centre. The Strategy was developed as part of a departmental service level review which identified how specific informing strategies would be incorporated into the delivery of community services. These informing strategies included:

- The Age Friendly Communities Plan
- Youth Policy
- Public Art Strategy
- Sport & Recreation Strategy
- Leisure Centre Business Plan
- Regional Trails Master Plan

At the time of preparing the Strategy, these informing strategies were not captured in Council's 2013 Strategic Community Plan. The 2017 Strategic Community Plan does reference a range of informing strategies including those listed above.

A secondary reason the Community Services Strategy was developed was to clearly outline the focus in delivering community services within the Shire in direct relation to the millions of dollars Council had invested in infrastructure development projects.

It is the view of the officer that the updated, and robust Strategic Community Plan 2017, and Corporate Business Plan capture the intent originally sought to be enshrined in the Community Services Strategy and that therefore this document is now superfluous. Further, it is also the view of the officer that the Community Services Department had developed a culture which is aimed at continuing to improve the return on Council's investment in infrastructure by seeking grant funding and improving program delivery within Council owned facilities. This is reflected in objectives, strategies and action items detailed in Council's Strategic Community and Corporate Business Plan, which are now the documents that guide and direct the delivery of services to the community through the Department.

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. The officer recommendation does not conflict with this provision.

Integrated Planning

- Strategic Community Plan
Page 10 of the Strategic Community Plan clearly identifies the Integrated Planning & Reporting Framework and the informing plans and strategies.
- Corporate Business Plan – Not Applicable
- Long Term Financial Plan – Not Applicable
- Asset Management Plans – Not Applicable
- Workforce Plan – Not Applicable
- Other Integrated Planning – Not Applicable

Policy/Strategic Implications

The recommendation addresses strategic document implementation.

Budget Implications

There are no budget implications arising from the recommendation.

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 recommendation seeks to achieve continuous improvement by removing a strategy which is no longer required due to passage of time and consolidation of Council's Strategic Community Plan to reflect the content of key informing strategies.

Delegated Authority – Not Applicable

Voting Requirements - Simple Majority

Organisation Development

ITEM NO.	SC.05/0218	FILE REF.	209
SUBJECT	Rolling Action Sheet		
OFFICER	Chief Executive Officer		
DATE OF REPORT	1 February 2018		

Attachment 5 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

Urgent Business Approved by Decision

Responses to Elected Members Questions Taken on Notice

Elected Members Questions With Notice

[Elected Members Questions with Notice should be submitted to the Executive Assistant prior to 10.00am on the day of the Standing Committee Meeting]

Briefings by Officers

Notice of Motions for Consideration at Next Meeting


Matters Behind Closed Doors

Closure

The Presiding Member to close the Meeting

List of Attachments

Attachment	Item No.	Details
1	SC.02/0218	Current Policy M.25 – ‘Complaints’ with proposed revisions shown as track changes
2	SC.02/0218	Revised Policy M.25 – ‘Complaints’ with track changes accepted.
3	SC.03/0218	Draft Policy - Fire Protection – Shire or Brigade Owned Fire Fighting Appliances
4	SC.04/0218	Community Services Strategy – A Component of the Shire of Bridgetown-Greenbushes Integrated Planning Framework
5	SC.05/0218	Rolling Action Sheet

Agenda Papers checked and authorised by CEO, Mr T Clynych		2.02.18
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