

Standing Committee Minutes Index – 9 February 2017

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Minutes of a Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held in the Council Chambers on Thursday, 9 February 2017 commencing at 5.33pm.

The Presiding Member opened the Meeting at 5.33pm

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 - A J Wilson
- J A Boyle
- S C Hodson
- D Mackman
- J R Moore
- J Nicholas
- A Pratico
- P Quinby
- P Scallan

In Attendance - T P Clynch, CEO
- M Larkworthy, Executive Manager Corporate Services
- E Denniss, Executive Manager Community Services
- M Little, Principal Building Surveyor
- S Donaldson, Manager Planning
- T M Lockley, Executive Assistant

Gallery - Nil

Petitions/Deputations/Presentations - Nil

Comment on Agenda Items by Parties With an Interest - Nil

Confirmation of Minutes

SC.01/0217 Ordinary Meeting held 10 November 2016

A motion is required to confirm the Minutes of the Ordinary Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held 10 November 2016 as a true and correct record.

Committee Decision **Moved Cr Mackman, Seconded Cr Pratico**
SC.01/0217 That the Minutes of the Ordinary Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held 10 November 2016 be confirmed as a true and correct record.

Carried 9/0

Announcements/Briefings by Elected Members - Nil

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.

Nil

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 - Nil

Local Laws - Nil

Strategy

ITEM NO.	SC.02/0217	FILE REF.	192
SUBJECT	Information Statement		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	27 January 2017		

Attachment 1 Shire of Bridgetown-Greenbushes Information Statement

OFFICER RECOMMENDATION that Council adopt the Shire of Bridgetown-Greenbushes Information Statement as presented in Attachment 1.

Summary/Purpose

An internal review of the Shire's Information Statement has been conducted and the document is presented to Council for endorsement.

To comply with requirements of the *Freedom of Information Act 1992* (FOI Act) Council is required to adopt an Information Statement.

Background

Council is required under Part 5 of the FOI Act to prepare and publish an up-to-date Information Statement at intervals of not more than 12 months. At an officer level the Information Statement has been annually reviewed with the last comprehensive review presented to Council in November 2009.

Taking into account the period since the last comprehensive review officers made the determination to conduct such a review this year and present the document to Council for endorsement.

Officer Comment

The content of information statements conveys information to the public about the agency's operations, the kinds of documents it holds and the procedures for accessing them. The Shire has the discretion of publishing its Information Statement either as a standalone document or incorporated in its annual report. Section 94 of the FOI Act outlines the content required in the Information Statement. A review of Council's current Information Statement has been undertaken to ensure all necessary information has been included as per Section 94 and information has been updated where necessary.

Statutory Environment

Part 5 of the FOI Act requires Council to produce an Information Statement. Section 94 details the information that must be contained within the Information Statement and Section 96 requires that an up-to-date statement is published at intervals of not more than 12 months.

The information required by Section 94 is as follows:

- (a) a statement of the structure and functions of the agency;
- (b) a description of the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;

- (c) a description of any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the performance of the agency's functions;
- (d) a description of the kinds of documents that are usually held by the agency including —
 - (i) which kinds of documents can be inspected at the agency under a written law other than this Act (whether or not inspection is subject to a fee or charge); and
 - (ii) which kinds of documents can be purchased; and
 - (iii) which kinds of documents can be obtained free of charge;
- (e) a description of the agency's arrangements for giving members of the public access to documents mentioned in paragraph (d)(i), (ii) or (iii) including details of library facilities of the agency that are available for use by members of the public;
- (f) a description of the agency's procedures for giving members of the public access to the documents of the agency under Part 2 including —
 - (i) the designation of the officer or officers to whom initial inquiries as to access to documents can be made; and
 - (ii) the address or addresses at which access applications can be lodged;
- (g) a description of the agency's procedures for amending personal information in the documents of the agency under Part 3 including —
 - (i) the designation of the officer or officers to whom initial inquiries as to amendment of personal information can be made; and
 - (ii) the address or addresses at which applications for amendment of personal information can be lodged.

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

Policy – Not applicable

Budget Implications – Not applicable

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity

The Information Statement is produced to assist the community in understanding the structure under which Council operates and to inform members of the public how they may participate and access information.

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management

Council is bound by the requirements under the FOI Act. Failure to review and update the Information Statement will increase the risk of Council being non-compliant with Section 96 of the Act.

Continuous Improvement

Reviewing the contents of Council's Information Statement ensures that information being provided to the public is relevant and up-to-date. Each review will also provide an opportunity to incorporate improvements into the document.

Voting Requirements – Simple Majority

**Committee Recommendation Moved Cr Pratico, Seconded Cr Hodson
SC.02/0217 That Council adopt the Shire of Bridgetown-Greenbushes
Information Statement as presented in Attachment 1.**

Carried 9/0

ITEM NO.	SC.03/0217	FILE REF.	
SUBJECT	150 Year Anniversary Celebrations		
OFFICER	Chief Executive Officer		
DATE OF REPORT	1 February 2017		

OFFICER RECOMMENDATION that Council:

- 1. Establish a Bridgetown Sesquicentennial Working Group to recommend to Council proposals for celebration of the 150 year anniversary of settlement of Bridgetown Townsite on 4 June 2018.*
- 2. Determine the membership of the Bridgetown Sesquicentennial Working Group to be two councillors, a representative from the Bridgetown Historical Society, a representative from the Bridgetown Greenbushes Business & Tourism Association and three other members of the public as selected by the Shire President.*
- 3. Determine the two councillors for membership of the Working Group.*

Summary/Purpose

The 150 year (sesquicentennial) anniversary of the settlement of Bridgetown townsite will occur on 4 June 2018 and it is proposed to establish a working group to identify suitable ways to celebrate the anniversary, including the identification of budget requirements prior to preparation of Council's 2017/18 budget.

Background

Although settlement by a small number of land owners occurred in the 1850's and early 1860's the town of Bridgetown (originally Geegelup) was settled in 1868, specifically 4 June 1868. This means the 150 year anniversary of settlement will occur on 4 June 2018.

With less than 18 months to this significant anniversary it would be opportune for Council to commence planning on how to commemorate the anniversary. It is recommended a working group be established consisting of two councillors, a representative from the Bridgetown Historical Society, a representative from the Bridgetown Greenbushes Business & Tourism Association (noting the date of 4 June 2018 is likely to coincide with the 2018 Winter in Bridgetown festival) and three other members of the public as selected by the Shire President.

The working group would be requested to determine the broad parameters of the anniversary celebrations – sufficient enough for Council to budget the appropriate expenditure in its 2017/18 budget. Once that is done the working group would work on the details of the celebrations knowing that funds were already allocated in the budget.

Providing authority to the Shire President to identify and appoint three members of the public to the working group will allow the group to meet in a timely manner and allow it to report back to council in time for 2017/18 budget considerations. If an expression of interest/nomination process for working group membership was followed the final determination of membership could take up to two months.

The CEO would have administrative authority for the working group and would be able to invite specific staff to attend meetings where appropriate.

Statutory Environment - Nil

Integrated Planning

➤ Strategic Community Plan

Objective 2 – our unique natural and built environment is protected and enhanced.

Outcome 2.2 - recognition and retention of our cultural, indigenous and heritage assets

Strategy 2.2.4 - Work with the community to identify and assist in the implementation of projects that promote the unique heritage and history of each town.

Objective 3 – our community enjoys a high quality of life

Outcome 3.7 - A wide range of local and regional events

Strategy 3.7.1 - Fund and/or support local and regional events where a demonstrable community benefit can be shown.

➤ Corporate Business Plan - Nil

➤ Long Term Financial Plan

Funds for this event are not identified in the LTFP.

➤ Asset Management Plans – Not Applicable

➤ Workforce Plan – Not Applicable

➤ Other Integrated Planning - Nil

Policy - Nil

Budget Implications

Any costs associated with the establishment and operations of the proposed working group would be minimal and can be accommodated within existing budget allocations.

The Working Group would be requested to provide council with a broad summary of the proposed celebrations together with budget estimates by the end of May 2017 so that an appropriate allocation can be considered in the 2017/18 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

The working group wouldn't have any delegated authority and would report to Council for any decisions to be made.

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Moved Cr Boyle, Seconded Cr Pratico

That Council:

- 1. Establish a Bridgetown Sesquicentennial Working Group to recommend to Council proposals for celebration of the 150 year anniversary of settlement of Bridgetown Townsite on 4 June 2018.*
- 2. Determine the membership of the Bridgetown Sesquicentennial Working Group to be two councillors, a representative from the Bridgetown Historical Society, a representative from the Bridgetown Greenbushes Business & Tourism Association and three other members of the public as selected by the Shire President.*
- 3. Determine the two councillors for membership of the Working Group.*

Amendment Moved Cr Pratico, Seconded Cr Mackman

That Councillor membership be increased to three.

Carried 9/0

**The Amended Motion becomes the Substantive Motion – The Motion was Put
Committee Recommendation Moved Cr Boyle, Seconded Cr Pratico**

That Council:

- 1. Establish a Bridgetown Sesquicentennial Working Group to recommend to Council proposals for celebration of the 150 year anniversary of settlement of Bridgetown Townsite on 4 June 2018.**
- 2. Determine the membership of the Bridgetown Sesquicentennial Working Group to be three councillors, a representative from the Bridgetown Historical Society, a representative from the Bridgetown Greenbushes Business & Tourism Association and three other members of the public as selected by the Shire President.**
- 3. Determined the three councillors for membership of the Working Group to be Crs Pratico, Wilson and Boyle.**

Carried 9/0

Organisation Development

ITEM NO.	SC.04/0217	FILE REF.	209
SUBJECT	Rolling Action Sheet		
OFFICER	Chief Executive Officer		
DATE OF REPORT	1 February 2017		

Attachment 2 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

Committee Recommendation *Moved Cr Pratico, Seconded Cr Scallan
SC.04/0217 That the information contained in the Rolling Action Sheet be
noted.*

Carried 9/0

Urgent Business Approved by Decision - Nil

Responses to Elected Members Questions Taken on Notice - Nil

Elected Members Questions With Notice - Nil

Briefings by Officers

- Building Maintenance Update
- Australia Day Breakfast Debrief
- Report on Meeting with Minister for Emergency Management

Notice of Motions for Consideration at Next Meeting Nil


Matters Behind Closed Doors - Nil

Closure

The Presiding Member closed the Meeting at 7.06pm

List of Attachments

Attachment	Item No.	Details
1	SC.02/0217	Shire of Bridgetown-Greenbushes Information Statement
2	SC.04/0217	Rolling Action Sheet

Minutes checked and authorised by CEO, Mr T Clynch		10.2.17
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CERTIFICATION OF MINUTES

As Presiding Member, I certify that the Minutes of the Local Laws, Strategy, Policy & Organisation Development Standing Committee Meeting held 9 February 2017 were confirmed as a true and correct record of the proceedings of that meeting at the Standing Committee meeting held on 9 March 2017.

.....9 March 2017

unconfirmed minutes