

**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, 9 November 2017 commencing at the conclusion of the Special Meeting of Council.

Signed by T Clynch



Date:

2 November 2017

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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, 9 November 2017 commencing at 5.30pm.

*Meeting to be opened by the CEO.*

### **Acknowledgment of Country – CEO**

*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**

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

### **Gallery**

### **Petitions/Deputations/Presentations**

### **Comment on Agenda Items by Parties With an Interest**

## **Establishment of Committee**

Note prior to the election of Presiding Member a recommendation to establish the Local Laws, Strategy, Policy & Organisation Development Standing Committee is necessary.

<b>ITEM NO.</b>	SC.01/1117	<b>FILE REF.</b>	220
<b>SUBJECT</b>	Establishment of the Local Laws, Strategy, Policy & Organisation Development Standing Committee		
<b>PROPONENT</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	30 October 2017		

Attachment 1      Instrument of Appointment & Delegation

### ***OFFICER RECOMMENDATION:***

- 1. That Council establishes the Local Laws, Strategy, Policy & Organisation Development Standing Committee for the two year term expiring on 19 October 2019.*
- 2. That Council endorses the Instrument of Appointment & Delegation as per Attachment 1 for the Local Laws, Strategy, Policy & Organisation Development Standing Committee.*
- 3. The membership of the Committee shall consist of all Councillors. The CEO shall attend meetings and cause other Officers to attend where their input is required.*
- 4. The quorum for the Committee shall be at least 50% of the number of offices, whether vacant or not; i.e. 5.*
- 5. Meetings of the Committee shall be held on the second Thursday in each month excepting the months of December and January each year (where no meetings are held) and October 2019 (due to Local Government elections), commencing at 5.30pm.*
- 6. The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.*

### **Summary/Purpose**

For Council to establish the Local Laws, Strategy, Policy & Organisation Development Standing Committee.

### **Background**

The term of office for all of Council's Committees expired in line with the Local Government elections which were held on 21 October 2017.

A Local Government may establish Committees pursuant to Section 5.8 of the *Local Government Act 1995* to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council by conducting its affairs in accordance with the provisions of the Local Government Act and Council's Standing Orders.

Section 5.9 of the Local Government Act allows for a Committee to comprise:

- (a) Council members only,
- (b) Council members and employees,
- (c) Council members, employees and other persons,
- (d) Council members and other persons,
- (e) Employees and other persons; or
- (f) Other persons only

#### Officer Comment

As mentioned above, Committees can comprise various groups. Where a Committee comprises Councillors only, Council can delegate any of its powers or duties except those requiring an 'Absolute Majority' decision or those prescribed (and detailed) in the Local Government Act or Regulations.

*Note – all delegations must be in writing and endorsed by an Absolute Majority decision.*

Where a Committee comprises Councillors and staff only, Council can delegate any of its powers or duties it could otherwise delegate to the CEO.

Where a Committee's membership includes other persons, Council can delegate any of its powers or duties that are necessary or convenient for the proper management of the local government's property or an event in which the Local Government is involved.

All delegations are to be kept in a register (Section 5.18 of the LG Act) that is to be reviewed at least once every year by Council. Delegations can be specific or broad and may have time-lines or other conditions built in.

In 1999, Council resolved to establish the Local Law, Strategy, Policy & Organisation Development Committee. This Committee is colloquially termed the "Standing Committee" for ease of reference. It has been a special kind of Advisory Committee in that it has had no delegated authority but its Minutes are reported to Council via the Council Agenda.

The Standing Committee's function is of utmost importance. It provides the forum for debate on those matters central to the role of the body of elected members. This includes the making of laws, developing strategy for the organisation's direction and also policy for service delivery. This forum also allows matters affecting organisation development to be considered including such matters as Committee implementation, Council delegates and general organisation relationship and role issues.

In the past the Committee has played a pivotal role as items were debated and recommendations then forwarded (via the Minutes) to the Council for adoption. Adoption of the Standing Committee Minutes provides the resolution (or decision) of the Council to be implemented.

The Standing Committee differs from Council meetings whereby Members can speak more than once on any Item. In addition Members do not need to stand when speaking to a Motion or asking questions through the Chair. Whilst still being controlled via the Standing Orders, meetings of the Standing Committee are in a

more relaxed atmosphere which some find more comfortable and conducive to debate.

Officers recommend the Standing Committee be established in accordance with the Instrument of Appointment & Delegation as per Attachment 1 and that all Councillors be appointed as members to the Committee.

#### Statutory Environment

- Establishment of Committees is pursuant to Section 5.8 – 5.18 of the Local Government Act 1995
- Clauses 17.1 – 17.4 of the Shire of Bridgetown Standing Orders Local Law apply

#### Integrated Planning

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

#### Policy/Strategic Implications

Policy M20 outlines the process for establishing Committee of Council

Budget Implications – Nil for the establishment of this Committee

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement – Not Applicable

Voting Requirements – Absolute Majority

## **Election of Presiding Member and Deputy Presiding Member**

### **Election of Presiding Member**

In accordance with Section 5.12 and Schedule 2.3 of the Local Government Act 1995, the CEO will call for written nominations for the position of Presiding Member. All nominees will need to advise the CEO if they are prepared to accept nomination. If more nominations are received than required to fill the position, a secret ballot will be conducted.

*Once elected, the Presiding Member will assume the Chair*

### **Election of Deputy Presiding Member**

The CEO will call for written nominations for the position of Deputy Presiding Member. All nominees will need to advise the CEO if they are prepared to accept nomination. If more nominations are received than required to fill the position, a secret ballot will be conducted.

## **Confirmation of Minutes**

SC.02/1117 Ordinary Meeting held 14 September 2017

*A motion is required to confirm the Minutes of the Ordinary Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held 14 September 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**

<b>ITEM NO.</b>	SC.03/1117	<b>FILE REF.</b>	203
<b>SUBJECT</b>	Annual Review of Policies		
<b>OFFICER</b>	Senior Administration Officer & Chief Executive Officer		
<b>DATE OF REPORT</b>	16 October 2017		

Attachment 2	Policy Manual [separate electronic attachment]
Attachment 3	Draft New Policy M.13 Anti-Discrimination, Sexual Harassment and Bullying
Attachment 4	Draft New Policy A.13 Information Communication Technology Use

*OFFICER RECOMMENDATION that Council:*

1. *Endorse the following Policies with minor modifications as set out in the body of the report:*
  - *M.3 Conference Attendance and Training*
  - *M.10 Meetings of Council and Committee – Distribution and Release of Minutes*
  - *M.29 – Election of President & Deputy President*
  - *M.35 – Ward Meetings*
  - *M.37 – Audio Recordings of Meetings*
  - *M.38 Advertising of Annual General Meeting of Electors*
  - *A.3 Staff – Tertiary Study*
  - *A.4 Facility Opening Hours to the Public*
  - *A.15 Library – Personal Use Computer*
  - *F.2 Depreciation of Assets*
  - *F.3 Investment Policy*
  - *F.5 Regional Price Preference*
  - *F.6 Purchasing Policy*
  - *F.8 Facility Hire*
  - *F.14 Buy Local Purchasing*
  - *F.15 Asset Management*
  - *F.18 Self Supporting Loans to Shire Community/Sporting Groups*
  - *F.19 Assets Financing and Borrowings*
  - *WS.7 Crossovers*
  - *WS.8 Temporary Closure of a Road for an Event*
  - *WS.15 Multi Combination Vehicles – Application for Council Support*
  - *WS.18 Pesticides Spraying*
  - *B.2 Building Permit Application Fee Exemptions*
  - *O.1 Vandalism*
  - *O.5 Provision of refreshments to Firefighters by Incident Controller*



- *O.9 Bush Fire Brigade Personal Protective Equipment*
2. *Revoke the following Policies:*
    - *M.13 Sexual Harassment/Workplace Bullying*
    - *M.28 Reimbursement of Expenses Incurred by Council Members*
    - *A.13 Email/Internet*
    - *WS.12 Kerbing*
  3. *Adopt new Policy M.13 Anti-Discrimination, Sexual Harassment and Bullying.*
  4. *Adopt new Policy A.13 Information Communication Technology Use.*
  5. *With the revocation of existing Policies M.28 and WS.12 renumber Policies in the Members and Works & Services sections accordingly.*
  6. *Note and retain all other Policies without modification except Policies which have been presented as separate Items:*
    - *A.17 Library Membership*
    - *A.20 Library Loans*
  7. *Amend the Policy Headings to incorporate:*
    - *Policy number and Name*
    - *Adoption Date and Council Resolution Number*
    - *Last Review Date or Variation Date and Council Resolution Number.*

### Background

Although not a requirement of the Local Government Act, Council has resolved to review its Policy Manual on an annual basis. In some years the Policy Manual has been reviewed section by section on a monthly basis and in other years it has been reviewed during November in line with the review of Council Delegations to Committees and to the CEO.

In addition to the annual review, any changes in existing policies that are identified during the course of a year are presented through the appropriate Standing Committee for Council consideration.

### **Policies Revised, Amended, Adopted or Revoked during past 12 months:**

<b>Policy No.</b>	<b>Name of Policy</b>	<b>Date</b>
<b>Members:</b>		
M.23	Passenger Vehicle Use & Acquisition Policy	Revoked May 2017
<b>Administration:</b>		
A.4	Facility Opening Hours to the Public	Amended June 2017
A.14	Light Vehicle Purchasing	Revised and Renamed May 2017
A.26	Salary Packaging	Adopted March 2017
<b>Finance:</b>		

F.1	Community Grants/Donations, Funding & Acquittals	Revised September 2017
F.22	Related Party Disclosures	Adopted September 2017
Works & Services:		
WS-20	Gravel Procurement	Adopted August 2017
Town Planning:		
TP.1	Relocated Dwellings Policy	Revised January 2017
TP.20	Home Based Business	Revised and Renamed June 2017

**Policies recommended for minor amendment:**

**MEMBERS**

**M.3 Conference Attendance & Training**

1. Amend Point 4 by deleting the words “councillor or”.
2. Insert new Point 5 to read: “Any councillor attending an approved conference or training program requiring overnight accommodation that elects to stay with relatives or friends (i.e; not in motel/hotel accommodation), be paid an amount as set out for the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission.
3. Renumber existing Points 5 and 6 to 6 and 7.
4. Amend existing Point 5 (new Part 6) by deleting the words “of the \$100/day amount”.
5. Amend Part 6 by changing heading from “Local Government Week” to “Local Government Convention” and amend last paragraph by including the words “and Council delegate to the South West WALGA Zone” after the words “Shire President”.

**Reasons for Amendments**

Currently the Policy provides for a \$100/day payment to be made to staff or councillors that arrange their own accommodation (i.e. not in a hotel, motel or similar) when attending approved conferences or training programs. Such a payment for councillors isn’t in accordance with Clause 8.2.7 of the Salaries and Allowances Tribunal determination for Local Government CEOs and elected members. Clause 8.2.7 restricts payments to councillors in these circumstances to an amount as prescribed under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission. Currently the applicable rates under that award are \$93.65 for locations south of the 26<sup>th</sup> Parallel and \$129.60 for locations north of the 26<sup>th</sup> Parallel. It is recommended that for administrative ease the existing \$100/day payment to staff be retained in the policy. The \$100/day still represents significant savings to the Shire compared to the costs of accommodation, meals, etc.

With regard to attendance at the annual Local Government Convention it is recommended that in addition to the Shire President the Council delegate to the South West Zone of WALGA also be given automatic rights to attend the convention.

### **M.10 Meetings of Council and Committees – Distribution and Release of Minutes**

In part 2, replace the word “CD-Rom” with “electronic format”.

#### **Reason for Amendment**

When ‘CD-Rom’ was included in this Policy, this was the most common format for downloading documents however with changes in technology, a USB thumb drive appears to be the favoured means of downloading documents. Changing the terminology should capture any new changes in technology for the next few years at least.

### **M.29 Election of President & Deputy President**

Replace existing Part 1 with:

1. The election of the President and Deputy President shall be conducted in accordance with Schedule 2.3 of the Local Government Act 1995.

#### **Reason for Amendment**

The current policy states that nominations are to be submitted in writing to reach the CEO by no later than 4pm on the day of the Special Meeting where the election will take place. This is contrary to Schedule 2.3 of the Local Government Act 1995 which allows nominations to be made either before the meeting or during the meeting. For the last two elections the CEO, as returning officer, has noted the overriding effect of the Local Government Act and has called for any further nominations at the meeting.

### **M.35 Ward Meetings**

1. Part 3, change existing wording from:

“At least ½ of the Ward Councillors must agree for a Ward meeting to be called”  
to:

“For South Ward, at least ½ of the Ward Councillors must agree for a Ward meeting to be called and for North Ward, both Councillors must agree for a Ward meeting to be called”.

2. Part 7, Delete “Donnybrook Bridgetown Mail” in the first sentence and include “social media” in the second sentence.
3. Part 16, delete the words “a standard structure for the running of Ward meetings be included in the draft policy”.

#### **Reason for Amendment**

1. Part 3 of the Policy was overlooked when elected member numbers were reduced from 11 down to 9.
2. The Donnybrook Bridgetown Mail is no longer circulated on a weekly basis however the inclusion of ‘social media’ will ensure the community are made aware of when a Ward meeting is called.

3. Part 16, although ward meetings haven't been held for many years (since the reduction to 2 wards) the policy is retained in the event there is a need to call such meetings).

### **M.37 Audio Recording of Meetings**

Delete Point 3 which requires that a copy of the audio recording for each meeting be made available for public listening in the Library.

#### **Reason for Amendment**

A request to listen to an audio recording hasn't been made at the library for at least 4 years. Making the audio recording available at the library triggers requirements for storage of the recordings. Persons seeking an audio recording will usually seek to obtain a copy from the administration office.

### **M.38 Advertising of Annual General Meeting of Electors**

Delete reference to "Donnybrook Bridgetown Mail".

#### **Reason for Amendment**

This newspaper is no longer circulated.

## **ADMINISTRATION**

### **A.3 Staff – Tertiary Study**

Delete point 6 which allow an employee participating in approved courses of study to undertake up to two hours study within ordinary working hours provided the employee is undertaking an equal amount of study in their own time.

#### **Reason for Amendment**

Point 3 of the policy provides for the employee being reimbursed the costs incurred for each unit of study subject to the unit being passed. Point 7 allows the employee to sit an exam during working hours. The rate of study required for a tertiary course can vary but it does require a significant personal investment by the employee and should be solely undertaken in the employee's private time.

### **A.4 Facility Opening Hours to the Public**

1. Amend clause 2(b) to read:

"The Library will be closed during Christmas/New Year period and Easter including Easter Saturday."

2. Delete existing clause 5 (Bridgetown Leisure Centre) and replace with:

"The gym at the Leisure Centre is available 24 hours per day for gym members.

Facility opening hours will be in alignment with activities and programs offered within the facility between 6.00am – 8.30pm Monday to Sunday.

The Leisure Centre Manager has discretion to adjust opening times during the season dependent on weather and patronage. The aquatic complex may close up to one hour later (at 7.00pm) between 16 December and 3 February being peak usage months.

During the course of the swimming season there are occasions where the aquatic facility is booked for a school swimming carnival (generally 4 – 6 times per season). On these occasions access to the 25 metre pool will be exclusive to the school/s. Access to other facilities may be available to the general public therefore members of the public will not be charged an entry fee to use these facilities during the carnival/s. Note this waiving of entry fee does not apply to spectators of the school swimming carnival.”

#### Reasons for Amendments

1. The Library is no longer opening on Easter Saturday.
2. Include the 24 hour gym access and discretion by the Leisure Centre Manager to close the pool facility 1 hour later, weather and customer dependent.

#### **A.15 Library – Personal Use Computer**

At the beginning of clause 3 add the following sentence:

“A user may make an advanced booking for use of a computer at a predetermined time.”

#### Reasons for Amendments

This amendment provides a booking option for clients.

### **FINANCE**

#### **F.2 Depreciation of Assets**

Delete the third ‘dot’ point in clause 1.

#### Reason for Amendment

Depreciation rates are assessed based on local factors and Council’s service level requirements. The Accounting Manual will be used as a guide only.

#### **F.3 – Investment Policy**

Change all references to ‘1 year’ to ‘3 years’ in clause 11 and Addendum 2.

#### Reason for Amendment

An amendment to the Local Government Financial Management Regulations occurred in May this year that allows for investment terms of up to 3 years.

#### **F.5 Regional Price Preference**

Under “Goods and Services, including Construction (Building) Services tendered for the first time where Council previously supplied the Food or Services....”, change ‘\$500,000’ to ‘\$50,000’.

#### Reason for Amendment

To correct a typographical error.

#### **F.6 Purchasing Policy**

1. In clause 1.6.4, change ‘\$99,000’ to ‘\$149,999’.

#### Reason for Amendment

When this clause was amended at the annual review in November 2016, the amount in the heading was changed but not the amount contained in the clause.

2. Add a new section – 1.6.5 to state:

*1.6.5 Section 6.8 of the Local Government Act 1995 allows the Shire President to authorise in advance expenditure in an emergency from the municipal fund not included in annual budget (unbudgeted expenditure). The requirement to obtain the necessary number of quotations required elsewhere in the Purchasing Policy is waived if the circumstances of the emergency don't allow time to obtain and assess quotes.*

*Where funds for responding to an emergency are contained in the budget (i.e. fire fighting expenses) then the CEO is authorised to waive the requirement to obtain the necessary number of quotations required elsewhere in the Purchasing Policy. The CEO is able to delegate this authority to a staff member.*

Reason for Amendment

Often during emergency events such as fire, storm, flooding, etc. there is a need to purchase goods or engage contractors at short notice. Often it is a case of availability and knowledge of competence/suitability that leads to the selection of the provider. Having to obtain multiple quotes as required under the Purchasing Policy as applies to normal expenditure is often impractical and would delay or hinder the ability to respond to the emergency.

**F.8 Facility Hire**

Reword clause 1 under 'Conditions of Hire' to read:

"All venue hire fees to be paid in advance. Bookings will not be confirmed until payment has been received and receipted at the Shire offices. Please note a cleaning/damage bond as included in Council's adopted fees and charges applies for all hall hire bookings."

Reason for Amendment

When the cleaning/damage bond was first introduced it applied to categories of weddings, cabarets, balls, dinners and private functions only, however a bond is now charged for all hall hire bookings.

**F.14 Buy Local Purchasing**

Reword Part 3 – Policy – Data Base of Local Suppliers and Products to read:

"A local suppliers inventory of services and products will be prepared and maintained by the Shire and will be made available for use by all local businesses, including the Shire, when considering purchases."

Reason for Amendment

This change aligns this Policy with Council's current Corporate Business Plan action on this subject.

**F.15 Asset Management**

In the second 'dot' point under Policy Statement, change the amount from '\$132,941,021' to '\$208,752,417' and the year from '2014' to '2016'.

Reason for Amendment

Update of data to 2016 values as per the last audited accounts.

### **F.18 Self-Supporting Loans to Shire Community/Sporting Groups**

1. Clause 1.1, sub-clause 5 – Change ‘Basis’ to ‘Basic’.
2. Clause 1.5(a), first line – change ‘groups’ to ‘group’.
3. Clause 1.6, last sentence – delete ‘advisory’.
4. Under Roles and Responsibilities, delete ‘Advisory’ from ‘Audit Advisory Committee’ and change Strategic Community Plan from ‘2013-2022’ to ‘2017’.

#### **Reason for Amendments**

The first two amendments are correcting typographical errors. Although the Audit Committee is an ‘advisory’ committee of Council it was named as the Audit Committee when re-established in 2015. The change of year date for the Strategic Community Plan is a reference to Council’s current Strategic Plan.

### **F.19 Assets Financing and Borrowings**

1. Clause 1.1, sub-clause 1.1.5 – change ‘three (3X)’ to ‘two (2X)’.
2. Clause 1.3.2, second ‘dot’ point, under ‘Note...’ change ‘2014/2015’ to ‘2015/2016’ and amount of ‘\$7,995m’ to ‘\$4,864m’.
3. Clause 1.3.2, in the paragraph after the ‘dot’ points change the amount of ‘(\$65,436)’ to ‘(\$55,512)’ and ‘\$7,962m’ to ‘\$4,837m’.
4. Clause 1.6 – Audit Advisory Committee, delete word ‘Advisory’.
5. Clause 1.7, change year of Strategic Community Plan to 2017.

#### **Reasons for Amendments**

Proposed change to 1 above aligns with the Department’s ratio benchmarks. Proposed changes to parts 2 and 3 above is to update data to 2016 values (last audited accounts) whilst the changes to 4 and 5 above are the same as those set out for Policy, F.18.

## **WORKS & SERVICES**

### **WS.7 Crossovers**

In section “Unauthorised Works and Non Compliance” change the fine of \$1,000 to \$5,000.

#### **Reason for Amendment**

The amount of the penalty has been amended in the Local Government Miscellaneous Provisions Act.

### **WS.8 Temporary Closure of a Road for an Event**

After ‘Traffic Control for Works on Roads’, delete ‘and’ and replace with a comma (,), delete the full-stop at the end of the sentence and add the following:

“and the Road Traffic (Events on Roads) Regulations 1991.’

### Reason for Amendment

The legislation 'Road Traffic (Events on Roads) Regulations 1991' was overlooked when this policy was previously reviewed.

### **WS.15 Multi Combination Vehicles – Applications for Council Support**

1. Change title of Policy to 'Restricted Access Vehicles – Applications for Council Support'.
2. Replace the definition of Multi-Combinations Vehicle with:  
*"Restricted Access Vehicle (RAV)*

*Effective as of the 1st December 2012, Main Roads published a Restricted Access Vehicle (RAV) Notice for standard Class 2 & 3 vehicle combinations. A RAV Notice is a prescribed instrument for granting road access to a RAV.*

*An approved vehicle combination is any vehicle combination stipulated in the Prime Mover, Trailer Combination Operating Conditions; or the Truck, Trailer Combination Operating Conditions. The RAV Network 1 to 10 Road Tables and associated addendums list the roads that are approved for the particular combinations.*

*The Operating Conditions, RAV mapping tool and further details on WA Heavy Vehicle Accreditation can be found on the Main Roads website at [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) under the "Heavy Vehicles" section."*

3. Replace all references to 'MCV's' with 'RAV's'.
4. Replace sentence 'Council reserves the right to apply infringements or cancel agreements for breach of conditions as listed in individual agreements' and replace with 'Council reserves the right to withdraw support if conditions are breached and report such breaches to Main Roads Heavy Haulage Operations for investigation.
5. Delete the italic section at the end of the Policy commencing with the words 'Infringements shall be applicable...'

### Reasons for Amendments

The proposed amendments are due to changes in policy by Main Roads as well as Main Roads being the responsible agency for enforcement.

### **WS.18 Pesticides Spraying**

1. In clause 2(x) delete the words in the third line 'your state or territory authority' and replace with 'the Western Australian Department of Health'.
2. Clause 3, first line, remove the words 'or in parks,'.
3. Clause 4, second line, remove the word 'of' and replace with 'or'.
4. Clause 5, second line remove the word 'kindegarten' and replace with 'kindergarten'.
5. Clause 6, delete third paragraph and replace with:



‘Signage will be provided and installed (in the form of a yellow post and “No Spraying” wording) by the Shire at the cost of the resident for placing on the road verge adjacent to the side boundaries of the property, as a secondary precaution against spraying adjacent to the residence or workplace. The maintenance and replacement (if damaged, stolen, et) of the signage will be the responsibility of the resident.’

6. Clause 7, fourth paragraph – delete and replace with wording outlined in point 5 above.

#### Reasons for Amendments

Point 1 above defines the appropriate government department applicable to Western Australia. With regards points 5 & 6 above, the costs for the signs has been included in the 2017/2018 Fees & Charges adopted by Council earlier this year.

### **BUILDING**

#### **B.2 Building Permit Application Fee Exemptions**

Remove the word “licence”.

#### Reason for Amendment

This amendment was overlooked during the November 2014 variation as the term licences was replaced by permits.

### **OTHER**

#### **O.1 – Vandalism**

Change title of policy to ‘Reporting of Vandalism’.

#### Reasons for Amendment

The policy solely deals with the offering of a reward for reporting by members of the public that leads to the successful conviction of any person involved in vandalism of Shire property.

#### **O.5 – Provision of Refreshments to Firefighters by Incident Controller**

4<sup>th</sup> dot point under “Policy” – change from “a maximum of \$1,000 can be expended on refreshments in any one incident without a purchase order for such refreshments being supplied by the Shire”; to

“A maximum of \$2,000 can be expended on refreshments in any one incident without a purchase order for such refreshments being supplied by the Shire excepting that for incidents of a significant scale, with an approval from the CEO a higher maximum amount can be set”.

#### Reasons for Amendment

This policy doesn’t place a limit on expenditure for such refreshments – it sets a limit for expenditure without a purchase order being issued. Increasing the limit from \$1,000 to \$2,000 would cover most small to medium scale incidents and the addition to the policy builds in a process to obtain CEO approval to increase the limit for incidents of a significant scale.

## **O.9 – Bush Fire Brigade Personal Protective Equipment**

Part 4 – delete the words “every 3 years” in the second sentence.

### Reasons for Amendment

The Shire now uses a combination of different helmets that have different life spans to the three year lifespan is no longer valid.

### **Existing Policies recommended for Revocation and Replacement with New Policy:**

#### **M.13 – Sexual Harassment/Workplace Bullying**

It is recommended this policy be revoked and replaced with a new ‘Anti-Discrimination, Sexual Harassment and Bullying’ Policy.

The existing policy is more contemporary and descriptive with regard to actions that can constitute discrimination, sexual harassment or bullying.

#### **A.13 – Email/Internet**

It is recommended this policy be revoked and replaced with a new ‘Information Communication Technology Use’ Policy.

The current policy only addresses use of email and internet whilst the new policy addresses a number of contemporary information technology and communication modes, including smart phones, ipads, tablets and any remote connection mode.

### **Obsolete Policies recommended for Revocation:**

## **MEMBERS**

#### **M.28 – Reimbursement of Expenses Incurred by Council Members**

Recommend this Policy be revoked.

### Reason for Revocation

This Policy simply reproduces what is contained in the relevant legislation (Local Government Act and Local Government (Administration) Regulations).

## **WORKS & SERVICES**

#### **WS.12 – Kerbing**

Recommend this Policy be revoked.

### Reason for Revocation

Permissible kerbing selection use and strength is governed by Main Roads and Australian Standards as well as engineering design. Main Roads design standards and drawings are freely available on their website.

### **Policies requiring further review with separate reports to be presented to a future Meeting:**

### Works & Services

- WS.1 Street Trees (awaiting a report from Council’s Environmental Officer)

- WS.17 Placement of Memorial Plaques

#### Planning

- P.2 – Holiday Accommodation

#### Town Planning

- TP.3 Road Access to New Development
- TP.4 Bed & Breakfast Accommodation Policy
- TP.6 Ancillary Accommodation Policy
- TP.12 On-Site Manoeuvring of Vehicles Policy
- TP.16 Demountable Buildings Policy
- TP.17 Relocatable Storage Units Policy
- TP.19 Construction of Barn Style Dwellings
- TP.24 Transportable Dwellings Policy

#### Other

- O.8 Bridgetown-Greenbushes Visitor Centre Membership Policy

*It should be noted that the following Policies are currently in the process of being reviewed with separate reports being presented to a future meeting:*

- *TP.7 Plantation Applications Policy*
- *TP.11 Conversion of Sheds to Dwellings Policy*
- *TP.13 River Road Subdivision Guide Plan Policy*
- *TP.14 Mattamattup Valley Subdivision Guide Plan Policy*
- *TP.17 Relocatable Storage Units Policy*
- *TP.18 Relocated Outbuildings Policy*
- *TP.21 Siting of Water Tanks Policy*
- *TP.22 Outbuildings in the Residential Zone Policy*
- *TP.23 Approval of Second Rural Dwellings Policy*

#### General

It is suggested that the Policy headings be changed to include the following information only:

- Policy Number and Name + Council resolution number
- Adoption Date
- Date of Last Review or Variation + Council resolution number

The reason for this proposal is that currently some of our Policies have nearly a full page of Review or Variation dates which in reality is just taking up unnecessary room in the Policy Manual.

#### Statutory Environment - Nil

#### Integrated Planning

- Strategic Community Plan
  - Key Goal Area 5 – Our leadership will be visionary, collaborative and accountable
  - Objective 5.2 - We maintain high standards of governance, accountability and transparency
  - Strategy 5.2.3 - Ensure organisational capability

Strategy 5.2.7 - Council's policies and local laws are responsive to community needs

- Corporate Business Plan  
Strategy 5.2.7 - Council's policies and local laws are responsive to community needs  
Action 5.2.7.1 - Annually review policies
- Long Term Financial Plan – Not Applicable
- Asset Management Plans – Not Applicable
- Workforce Plan – Not Applicable
- Other Integrated Planning – Not Applicable

Policy Implications

This Item is the review of the Policy Manual

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

Regular review of policies represents good governance

Voting Requirements – Simple Majority

<b>ITEM NO.</b>	SC.04/1117	<b>FILE REF.</b>	203
<b>SUBJECT</b>	Annual Review of Council Delegations		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	27 October 2017		

Attachment 5 Existing Delegation Register – Council to CEO

Attachment 6 Proposed New Council to CEO Delegations

*OFFICER RECOMMENDATION that Council:*

1. Amend the following delegations as outlined in the report:
  - A.2 – Authorisation of Officers
  - E.2 – Recording of Procedures
  - F.10 – Disposal of Surplus Equipment, Materials, Tools, Etc.
  - WS.1 – Multi Combination Vehicles
  - O.5 – Offences – Bush Fires Act

2. *Revoke Delegation O.7 – Harvesting Bans as the head of power for prohibiting or regulating the carrying out of any activity or operation rests with a bush fire control officer under Regulation 38A of the Bush Fire Regulations.*
3. *Note and retain the contents of the following Delegations to the CEO without amendment:*
  - *A.1 – Acting Chief Executive Officer*
  - *A.3 – Transfer of Land Document*
  - *A.4 – Exercising Powers of the Local Government*
  - *A.5 – Execution of Contracts*
  - *A.6 – Appointment of PID Officer*
  - *A.7 – EEO Implementation Officer*
  - *E.1 – Code of Conduct – Complaints Officer*
  - *F.1 – Payment from Municipal Fund and Trust Fund*
  - *F.2 – Donations*
  - *F.3 – Write Off of Money Owing to the Local Government*
  - *F.4 – Contract Variations*
  - *F.5 – Tenders for Providing Goods & Services*
  - *F.6 – Recreation Centre Fees*
  - *F.7 – Authority to Invest Surplus Funds*
  - *F.8 – Budget Expenditure*
  - *F.9 – Acceptance of Tenders*
  - *WS.2 – Events on Roads*
  - *P.1 – Development Applications Extension of Time*
  - *P.2 Setback Variations*
  - *P.3 Subdivisions*
  - *P.4 Development Applications*
  - *P.5 Road Closures*
  - *P.6 Subdivisional Road Names*
  - *P.7 Subdivision Clearance*
  - *P.8 Directional Signs*
  - *P.9 Provision of Streets in Subdivisions under Planning and Development Act 2005*
  - *P.10 Signs and Hoardings*
  - *B.1 – Powers and Duties Building Act 2011 - CEO*
  - *B.2 – Powers and Duties Building Act 2011 – Principal Building Surveyor*
  - *O.1 – Firebreak Order – Variation*
  - *O.2 – Proceedings Under Dog & Cat Acts*
  - *O.3 – General Orders*
  - *O.4 – Removal of Hazards*
  - *O.6 – Enforcement and legal Proceedings*
  - *O.8 – Use of Blackwood River for Active Recreation*
  - *O.9 – Use of Shire Reserves for Camping*
  - *O.10 – Fire Management Plan*
4. *Adopt the following new Council to CEO Delegations as detailed in Attachment 6:*
  - *A.8 - Determining Applications Under Local Laws and Enforcement of Local Law Provisions*

- *A.9 - Notices Requiring Certain Things to be Done by Owner or Occupier of land and Additional Powers When Notice is Given*
- *A.10 - Conferences, Seminars, Meetings and Training Courses – Reimbursement of Councillor Expenses*
- *A.11 - Authorising and Affixing of the Common Seal*
- *O.11 - Applications for Exemptions to Keep More than Prescribed Number of Dogs*
- *O.12 – Administration of the Cat Act*
- *O.13 – Administration of the Dog Act*
- *O.14 – Section 39 and section 40 Certificates*
- *O.15 – Impounding of Goods Including Abandoned Vehicles*
- *O.16 – Temporary Accommodation Applications*
- *O.17 – Administration of the Food Act*
- *O.18 - Administration of the Local Government (Uniform Local Provisions) Regulations*
- *F.11 – Rates and Service Charges*
- *WS.3 – Temporary Closure of Thoroughfares*

#### Summary/Purpose

Section 5.46(2) of the Local Government Act 1995 requires Council to review its delegations at least once every financial year.

#### Background

Section 5.16 of the Local Government Act allows a local government to delegate powers to Committees, other than the power of delegation. Similarly, Section 5.42 of the Local Government Act allows a local government the ability to delegate powers to its CEO.

A local government which delegates powers to its CEO or Committees is to carry out a review of all Delegations during each financial year.

#### Delegations to Committees

There are currently no Delegations to Council Committees.

#### Delegations to CEO

Following the review of current delegations by Officers, it is recommended all existing delegations be retained, albeit some with minor amendments and some additional delegations recommended:

#### **Minor Amendments Proposed to Current Delegations:**

- *A.2 – Authorisation of Officers*
- *E.2 – Recording of Procedures*
- *F.10 – Disposal of Surplus Equipment, Materials, Tools, Etc.*
- *WS.1 – Multi Combination Vehicles*
- *O.5 – Offences – Bush Fires Act*

### Category “Administration”

#### Delegation A.2 – Authorisation of Officers

This delegation allows the CEO to authorise specific officers to perform functions under various legislation. The delegation should be amended to add in the following Acts:

- Food Act 2008
- Public Health Act 2016
- Health (Miscellaneous Provisions) Act 1911

### Category “Elected Members”

#### Delegation E.2 – Recording of Procedures

Change title of delegation to “Recording of Proceedings”

### Category “Finance”

#### Delegation F.10 – Disposal of Surplus Equipment, Materials, Tools, Etc

Add the word “each” at the end of the existing wording so as to make it clear that the delegation applies to items with an estimated value of less than \$2,000 each rather than the \$2,000 being the total value if multiple items are disposed of.

### Category “Works & Services”

#### Delegation WS.1 – Multi Combination Vehicles

Replace terminology of “Multi Combination Vehicles” with “Restricted Access Vehicles”, including in the title of delegation.

### Category “Other”

#### Delegation O.5 – Offences Bush Fire Act

Add the words “and withdrawals” to the last sentence so that it reads: “This delegation extends to the issue of infringement notices and withdrawals in accordance with the provisions of Section 59A of the Act”.

Note: Consideration of requests for withdrawal of bush fire infringements/offences has always been a responsibility of the CEO however the wording of the existing delegation doesn’t make that clear.

### **Proposed Revocation of Delegation**

Existing Delegation O.7 – ‘Harvesting Bans’ delegates to the Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer and in the absence of those officers the CEO is given the delegation. Under Regulation 38A of the Bush Fire Regulations the head of power rests with a bush fire control officer (not Council) for prohibiting or regulating the use or operation of any engines, vehicles, plant or machinery during the prohibited burning times or restricted burning times. Accordingly a delegation from Council is unnecessary.

### **Proposed New Delegations**

Existing Delegation A.4 – ‘Exercising Powers of the Local Government’ is a wide embracing delegation that allows the CEO to exercise the powers of the “local government” as listed in any legislation. The CEO has always taken a conservative

approach to using this delegation and where in his opinion a matter needs to be referred to Council for decision the delegation has not been used.

The use of this delegation has been reviewed and a number of common uses have been identified. It is recommended that Council separate these from Delegation A.4 and list them as separate delegations. These are shown in Attachment 6 and are:

- *A.8 - Determining Applications Under Local Laws and Enforcement of Local Law Provisions*
- *A.9 - Notices Requiring Certain Things to be Done by Owner or Occupier of land and Additional Powers When Notice is Given*
- *A.10 - Conferences, Seminars, Meetings and Training Courses – Reimbursement of Councillor Expenses*
- *A.11 - Authorising and Affixing of the Common Seal*
- *O.11 - Applications for Exemptions to Keep More than Prescribed Number of Dogs*
- *O.12 – Administration of the Cat Act*
- *O.13 – Administration of the Dog Act*
- *O.14 – Section 39 and Section 40 Certificates*
- *O.15 – Impounding of Goods Including Abandoned Vehicles*
- *O.16 – Temporary Accommodation Applications*
- *O.17 – Administration of the Food Act*
- *O.18 - Administration of the Local Government (Uniform Local Provisions) Regulations*
- *F.11 – Rates and Service Charges*
- *WS.3 – Temporary Closure of Thoroughfares*

Creating these as separate delegations allows the CEO to on-delegate these powers to other staff.

The existing Delegation A.4 is recommended for retention as there are many other powers afforded to the term “local government” in various Acts or Regulations that are typically of an operational nature.

### Statutory Environment

*Local Government Act 1995 – Sections 5.42 – 5.48*

#### 5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43. \* Absolute majority required.
- (2) A Delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of Delegation.

#### 5.43. Limits on Delegations to CEO's

A local government cannot delegate to a CEO any of the following powers or duties —



- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor;  
or
- (i) such other powers or duties as may be prescribed.

#### 5.44. CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of Delegation.
- (2) A Delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of Delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
  - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
  - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its Delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a Delegation under this section.
- (5) In subsections (3) and (4) —  
  
"conditions" includes qualifications, limitations or exceptions.

#### 5.45. Other matters relevant to Delegations under this Division

- (1) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —
  - (a) a Delegation made under this Division has effect for the period of time specified in the Delegation or where no period has been specified, indefinitely; and
  - (b) any decision to amend or revoke a Delegation by a local government under this Division is to be by an absolute majority.
- (2) Nothing in this Division is to be read as preventing —
  - (a) a local government from performing any of its functions by acting through a person other than the CEO; or
  - (b) a CEO from performing any of his or her functions by acting through another person.

#### 5.46. Register of, and records relevant to, Delegations to CEO's and employees

- (1) The CEO is to keep a register of the Delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, Delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

#### Integrated Planning

- Strategic Community Plan
  - Key Goal Area 5 – Our leadership will be visionary, collaborative and accountable
  - Objective 5.2 - We maintain high standards of governance, accountability and transparency
  - Strategy 5.2.3 - Ensure organisational capability
- Corporate Business Plan
  - Strategy 5.2.3 - Ensure organisational capability
  - Action 5.2.3.9 - Regularly review levels of delegated authority to match responsibility (annually)
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning – N/A

#### Policy/Strategic Implications

Many of the delegations contained within the Council Delegation Register relate back to Policy and Local Laws which have been set by Council to enable officers to work effectively in line with Council's requirements.

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

Council needs to be satisfied that appropriate policy, strategy and direction have been provided to the CEO and staff for effective decisions to be made under delegated authority.

Continuous Improvement – Not Applicable

Voting Requirements – Absolute Majority

<b>ITEM NO.</b>	SC.05/1117	<b>FILE REF.</b>	
<b>SUBJECT</b>	Review of Library Membership and Loans Policy		
<b>PROPONENT</b>	Council		
<b>OFFICER</b>	Executive Manager Community Services		
<b>DATE OF REPORT</b>	30 October 2017		

- Attachment 7 Draft Library Member & Loan Policy
- Attachment 8 Library Borrowing Guidelines
- Attachment 9 Existing Policy A.17 Library Memberships
- Attachment 10 Existing Policy A.20 Library Loans

*OFFICER RECOMMENDATION that Council revokes Policy A.17 Library Memberships and A.20 Library Loans and replaces them with the Draft Library Member & Loan Policy at Attachment 7.*

*OFFICER RECOMMENDATION that Council adopts the Borrowing Guidelines at Attachment 8.*

*OFFICER RECOMMENDATION that Council revoke the \$10.30 Library Programs Fee & Charge for overdue books.*

Summary/Purpose

This report seeks to combine two policies due to changes in library operations, in a manner that ensures that the Shire of Bridgetown-Greenbushes obligations to both library members and the South West Library Consortia (SWLC) are achieved.

Background

The Shire of Bridgetown-Greenbushes Public Library is a member of the South West Library Consortia (SWLC). The SWLC is a group of Western Australian Local Governments who entered into a Participation Agreement around a common set of

resourcing sharing goals. The SWLC provides a One-Card library service to residents by way of a fully shared single database Library Management System (LMS) and standardized policies.

During 2016 and 2017 the Bridgetown-Greenbushes Library has been transitioning to the new library management system as an active member of SWLC. In May 2017 the new system became operational in the Shire of Bridgetown-Greenbushes, requiring a comprehensive review of the library policies to ensure alignment with the standardized policies now operating throughout the region.

#### Officer Comment

As a member of SWLC, and with the new operating system now servicing a regional approach to library services (whereby users of one library may access services and resources in all SWLC libraries) there is a need to further streamline policies. Minor adjustments were made to both policies in the 2016 annual review of Shire policies which can now be further enhanced.

The proposed merging of the two former separate policies is designed to streamline Council's policy in relation to providing member services in accordance with regional commitments and standards being implemented throughout the libraries participating in SWLC.

Policy A17 "Library Memberships" outlined the following:

- Types of resources available for loan
- Procedure for residents to apply for library membership
- Suspension of memberships (primarily related to non-return or misuse of library resources)

Policy A20 "Library Loans" outlined the following:

- The number of items a member could loan (and length of duration of loan)
- How items could be reserved by a member
- Processes relating to overdue items (including fees associated with those items)
- How items could be renewed
- How items could be borrowed from other libraries, including State Library of WA (via 'inter-library loans').

In reviewing the content of the 2 policies, it was the officer's view that these could be combined into 1 policy which outlined the content previously divided into 2 separate policies.

Whilst most of the content of the Draft Library Member & Loan Policy will not effect change within the provision of services to library members or how the Shire administers the function of library services, there is one element which will have a minor effect on income. This affects the issue of a fee to member's who have not returned an item/s after loaning them. In the past, when items were overdue for more than 6 weeks an administrative process was enacted whereby the member was issued with a Shire invoice to pay for the items not returned. Under the SWLC single operating system, these are now primarily issued by the operating system and rather than being posted, texts or emails are sent to the member prompting them to return overdue items or, where a certain amount of time has passed, an invoice is issued.

In the small number of instances where members do not possess a mobile telephone or email contact (whereby to receive such notifications) it is at the lending library's discretion as to whether or not this pursued. It is the recommendation of the Library Services Co-ordinator that the cost of staff time, postage and printing to follow up overdue is greater than the return on doing so. The new operating system will allow a user to be identified (and thereby prevented) from using library services within the region by flagging the member in the operating system, so that they will be prohibited from borrowing until the overdue item issue is resolved. This could include return of the items or payment of replacement. While the operating system will issue reminders, payments for overdue items are to be made at the lending library.

The draft Library Member & Loan Policy addresses this, and also identifies that Inter-Library Loans are still available to members (primarily the State Library of WA and also non-SWLC libraries). Library members will be required to comply with the Patron Code of Conduct (endorsed by Council in June 2017) and the Borrowing Guidelines should Council endorse them.

#### Statutory Environment - Nil

#### Integrated Planning

- Strategic Community Plan
  - Key Goal Area 5 – Our leadership will be visionary, collaborative and accountable
  - Objective 5.2 - We maintain high standards of governance, accountability and transparency
  - 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 5.2.7 - Council's policies and local laws are responsive to community needs
  - Action 5.2.7.1 - Annually review policies
- Long Term Financial Plan – Not Applicable
- Asset Management Plans – Not Applicable
- Workforce Plan – Not Applicable
- Other Integrated Planning – Not Applicable

#### Policy Implications

These recommendations relate to the annual review the Policy Manual

#### Budget Implications –

There is the possibility of minor (less than \$200 per annum) income loss resulting from the recommendation to withdraw a fee and charge. The other recommendations do not incur budget implications.

#### 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

Regular review of policies represents good governance

Voting Requirements – Simple Majority for Officer Recommendations 1 and 2;  
Absolute Majority for Officer Recommendation 3 (Revoking of existing fee).

Local Laws - Nil

### Strategy

<b>ITEM NO.</b>	SC.06/1117	<b>FILE REF.</b>	023
<b>SUBJECT</b>	Draft Shire of Bridgetown-Greenbushes Municipal Heritage Inventory Review		
<b>OFFICER</b>	Manager Planning		
<b>DATE OF REPORT</b>	31 October 2017		

Attachment 11      Town Planning Scheme No. 3 - Schedule 4 – Places of Natural Beauty, Historic Buildings and Objects of Historic or Scientific Interest

Attachment 12      Draft Municipal Heritage Inventory Review (excluding Place Records)

*OFFICER RECOMMENDATION: That Council adopt the draft Shire of Bridgetown-Greenbushes Municipal Heritage Inventory Review, as per Attachment 12, and directs the Chief Executive Officer to undertake public advertising including direct consultation with landowners of recognised places, with a report to be presented to a future meeting of Council.*

### Summary/Purpose

To consider adoption of the draft Shire of Bridgetown-Greenbushes Municipal Heritage Inventory Review for the purpose of public advertising, with a subsequent report to be presented to a future meeting of Council.

### Background

As background, the preparation and ongoing review of a Municipal Heritage Inventory is a requirement of the Heritage of Western Australia Act 1990, whereby 'a local government shall compile and maintain an inventory of buildings [and sites] within its district which in its opinion are, or may become, of cultural heritage significance'. The inventory was to be prepared initially by 1994 then reviewed again every four years.

The original Shire of Bridgetown-Greenbushes Municipal Inventory was prepared in 1995 by consultants Heritage and Conservation Professionals, as a joint project between the shires of Bridgetown-Greenbushes, Boyup Brook, Manjimup and

Nannup, commissioned by the South West Development Commission (SWDC) and (former) Ministry for Planning.

The original inventory was compiled from a number of sources including Shire schedules, the Heritage Council database and National Trust records. Heritage sites nominated during a program conducted by the South West Heritage Taskforce in 1990 and obtained from the SWDC were also incorporated into the original inventory. Additional sites were also nominated through the community consultation process, with a total of 99 places within three divisions of Bridgetown, Greenbushes and Rural areas, with the original inventory adopted by Council in 1995.

An 'in-house' review was undertaken by Shire staff and adopted by Council in June 2001, affirming each place as being of historical significance. A subsequent review commenced in 2009 following Council's adoption of the revised nomination forms at the July 2009 meeting, where Council also resolved that 'trees of significance' shall only be registered where they are associated with an historic place or building. New nominations for 'places of significance' were sought and received from the community as part of this process, however due to a lack of available staff the review was not progressed.

#### *Municipal Heritage Inventory Review (2017)*

Shire staff commenced the current review in late 2015, to primarily to update the thematic framework and to amend existing place records, with reference to the Heritage Council's 'Guidelines for the Assessment of Local Heritage Places'.

A preliminary report was presented to Council in April 2016, whereby Council (C.11/0416) noted the appointment of Ms Annette Green from Greenward Consulting to assist with the review and related heritage policies; noted the new place record format; supported renaming of the document as the Municipal Heritage Inventory; and supported the draft Assessment of Cultural Heritage Significance Policy.

The Assessment Cultural Heritage Significance Policy was adopted by Council in August 2016 (C.11/0816) incorporating modifications suggested by the State Heritage Office. The Policy was prepared to guide the Shire and landowners in assessing the cultural heritage significance of places and allocate appropriate management categories. The Policy also assists the identification, conservation and protection of selected heritage places by recommended inclusion on a statutory 'Local Heritage List' and the contribution of individual places to a Heritage Area.

A comprehensive review of the current MHI has now been completed and is ultimately to be adopted by Council as a 'live' document, enabling Shire staff to periodically make minor modifications to add or correct information or photos, at the discretion of the Chief Executive Officer. Changes to approved management categories, substantial changes to existing place records or adoption of new places will still require Council approval.

The draft MHI document is the culmination of the review process and consists of the following key elements:

- Review and update of the Methodology including management tools and practices.

- Review and update of the Thematic History (previously named Thematic Framework).
- Review of the documentary and physical evidence for current places, including re-assessment of the Level of Significance and Management Category.

The current review has been very comprehensive, incorporating as much history, physical detailing and assessment methodology as possible, with oversight from heritage consultant Annette Green of Greenward Consulting. The review was done with the help of current/previous owners and interested community members, as well as the use of online sources such as old newspapers ([www.trove.nla.gov.au](http://www.trove.nla.gov.au)), Census and Voting data ([www.ancestry.com.au](http://www.ancestry.com.au)) and the State Library of Western Australia online collections.

Section 3.0 Methodology addresses the aim, process, key corrections and assessment tools for the MHI review, followed by discussion on the 'Local Heritage List' and the Bridgetown Special Design Heritage Precinct, and includes a table listing the places currently on the State Register of Heritage Places.

The original inventory included six time periods between 1829 and 1995, with the Thematic History now substantially reviewed, two additional time periods have been added. The timeline now commences with a new section 4.1 Pre-European Settlement recognising the Pibelmen and Kanneang Noongar people as the original inhabitants of the lands in this district. Given twenty two years have now passed since adoption of the original inventory, a new time period of 1995 to 2017 has been added to recognise important aspects of the district up to the present day.

The second time period section 4.2 now commences at 1826 instead of 1829, recognising the founding in 1826 of the first European settlement in Western Australia (later named Albany), rather than settlement in 1829 of the Swan Colony (later named Perth). Various sub-sections have been renamed or added to better recognise the changing aspects of settlement in Bridgetown and the district, including the relationship between local Aboriginal people and early European settlers.

The updated place records is currently 335 pages in length and have therefore not been included in the attachment, however will be made available to elected members in electronic format.

### *Local Heritage List and Heritage Areas*

Whilst the MHI recognises the importance of individual places to the local community, these heritage values do not have any statutory protection unless they are listed in the Shire's 'Local Heritage List' or within a 'Heritage Area' adopted under the operative Local Planning Scheme, and/or listed in the State Register of Heritage Places under the Heritage of Western Australia Act 1990.

The Shire's current statutory 'Local Heritage List' includes 31 places, only within the Bridgetown townsite, listed in 'Schedule 4 – Places of Natural Beauty, Historic Buildings and Objects of Historic or Scientific Interest' under Town Planning Scheme No. 3 (TPS3). These places are noted on the TPS3 scheme maps, and recognised as being worthy of conservation and protection under provisions of Part VII of TPS3.



Interestingly, there is no ‘Local Heritage List’ included in Town Planning Scheme No. 4 (TPS4) for land outside of the Bridgetown townsite.

All places listed in TPS3 Schedule 4 are currently included in the MHI, except for No. 23 Country Roses Café & Hairdresser, No. 25 Butcher Shop and No. 30. Bridgetown Primary School (Old Section). Further research shows that No. 23 is the former Western Australia Bank located at Lot 3 (122-124) Hampton Street, Bridgetown, currently occupied by the Botanical Vault shop, Mulberry Tree Café and Splitting Hairz salon. No. 25 is clearly the Blechynden Butcher Shop (circa 1879) located at Lot 10 (121) Hampton Street, Bridgetown and is still a butcher shop operated by Bridgetown Meat Supply. Both of these sites clearly have cultural heritage value for potential inclusion in the MHI however will require further investigation, with a subsequent report to be presented to Council in time along with other new nominations. No. 30 being the Bridgetown Primary School has been included as B35 in the MHI review (discussed below).

There are numerous anomalies in Schedule 4 including place names, addresses and construction dates. Any substantial changes or even minor corrections to Schedule 4 however would require a formal amendment to TPS3, so it is suggested that a scheme amendment be actioned in time to formally remove the Schedule 4 from TPS3 with new provisions added to provide statutory protection to places of Exceptional or High Significance assigned a Management Category A or B under the MHI. Alternatively, provisions could be included in the new Local Planning Scheme No. 6, which is to replace current TPS3 and TPS4, however given the expected timeframe for preparation, advertising and adoption of LPS6, immediate changes to TPS3 (and to TPS4) are considered prudent as the statutory protection will apply only to those places listed in TPS3 Schedule 4 in the interim.

The MHI also recognises the Bridgetown Special Design Heritage Precinct adopted under TPS3, with development control provisions in TPS3 to protect the cultural heritage values of the precinct as a whole and individual places of significance. The current Bridgetown Special Design Heritage Precinct – Statement of Planning Policy and Development Guidelines further recognises the contribution that each place makes to the values of the precinct and includes specific development controls.

### *Place Records*

The MHI review has focused on the 99 places in the original MHI, all retained in three divisions of Bridgetown, Greenbushes and Rural areas. Due to current workloads, and the need to formally review the current MHI, assessment of new nominations has not yet commenced, with follow up reports to be presented to Council in 2018 for further updating of the MHI.

The original inventory included a summary list of all sites providing only basic information including the name and location of the site and where possible the date of construction of buildings, level of significance and appropriate management. Detailed place records of twenty selected places were also included in the original inventory, providing more information and a Statement of Significance.

The MHI review now includes a detailed assessment of all 99 places, with specific corrections/changes to place records B33, B34, B35, B46 and R25, discussed below. Section 5.0 includes the three tables of place records for the Bridgetown,

Greenbushes and Rural areas, including the recommended Management Categories for each place based on the criteria under the Assessment of Cultural Heritage Significance Policy.

The Place Records in Section are to be read in conjunction with the Thematic History (where applicable) which provides a summary outline of the development of the Shire of Bridgetown-Greenbushes (and Nelson District) through time and across a number of themes, in accordance with the Heritage Council Guidelines, being Demographic, settlement and mobility; Transport and communications; Occupations; Social and civic activities; Outside influences; and People.

In relation to specific corrections and changes to place records, the original inventory place record B46 states 'Haberdashery Shop on Lot 1 Loc. 25 Hampton Street, Bridgetown' and displays a photo of 'Henry's House', which until recently was also Lot 1 Loc. 25 Hampton Street, Bridgetown. After further research it is now understood that B46 relates to the house located at Lot 1 (30) Hampton Street, Bridgetown, which until recently was the Horti Towers Café. The photo for place B46 has now been updated to recognise the Haberdashery Shop, with further research still to be undertaken.

'Henry's House' is located on Lot 1 (29) Hampton Street, Bridgetown, however was not included in the original inventory due to limited information at that time. Place Record 'B33 Wheelwright's Cooling Pool' relates to this property, and is also the site of the original blacksmith and wheelwright's shop. Henry's House was built in 1890 and lived in by the second blacksmith on this site, Mr John Moriarty. Place Record B33 has therefore been renamed as 'Henry's House', to recognise the in situ historic building, with the sites of the former wheelwright's cooling pool and blacksmith/wheelwright's shop also recognised in the place record.

Place record 'B35 Site of Alty Blechynden's House' as noted in the original inventory is located on the current Bridgetown Primary School sports oval (corner of Roe Street and Dean Street), however this site (Alty Blechynden's House) is considered to be of low significance with no physical evidence in situ. Importantly, the Bridgetown Primary School has operated from this property since 1914, with original buildings still in use today. The Bridgetown Primary School (old section) is included as Place No. 30 in TPS3 Schedule 4 and is obviously of high significance, however was not recognised in the original inventory. Place Record B35 has therefore been renamed as 'Bridgetown Primary School', while also acknowledging the site of Alty Blechynden's house.

Geegelup homestead, located at Lot 761 (RSN 24025) South Western Highway, Bridgetown was incorrectly numbered as B25 (instead of R25) in the original inventory within the Rural division, and also listed incorrectly as B34 in the contents page under the Bridgetown division. A detailed assessment of the Geegelup General Store, located at Lot 20 (126) Hampton Street, Bridgetown (now known as the Geegelup Health Food Store) was included in the original inventory, however the place was omitted from the Bridgetown division with B34 Geegelup (homestead) included in error. The MHI has now been corrected to include B34 Geegelup General Store and R25 Geegelup (homestead), including updated information and photographs.

## Conclusion

A comprehensive review of the original Municipal Heritage Inventory has now been undertaken by Shire staff, with oversight by heritage consultant Annette Green from Greenward Consulting, having regard to the Heritage Council's Guidelines for the Assessment of Local Heritage Places and the Shire's Assessment of Cultural Heritage Significance Policy. It is recommended that Council adopt the draft Municipal Heritage Inventory Review for the purposes of public advertising including direct consultation with landowners of recognised places, with a report to be presented to Council for further consideration.

### Statutory Environment

- Shire of Bridgetown-Greenbushes Town Planning Scheme No. 3 and Town Planning Scheme No. 4

The Municipal Heritage Inventory sits outside of the Shire's operative local planning schemes however amendments to both schemes may be necessary to improve the statutory recognition and protection of important heritage places.

- Planning and Development (Local Planning Scheme) Regulations 2015

The Local Planning Scheme Regulations 2015 also provide statutory power under local planning schemes to reference a Local Heritage List and to designate Heritage Areas (or precincts). TPS3 already includes Schedule 4 as the 'Local Heritage List' and formally recognises the 'Bridgetown Special Design Heritage Precinct' as a Heritage Area.

### Policy Implications

- Assessment of Cultural Heritage Significance Policy

The Assessment Cultural Heritage Significance Policy, adopted by Council in August 2016, has been used to assess the level of significance of heritage places and heritage areas, according to assessment criteria and allocation of recommended management categories.

- Shire of Bridgetown-Greenbushes Municipal Heritage Inventory

This report relates to the review of the Shire's Municipal Inventory, originally adopted in 1995 and reviewed in 2001. It is recommended the draft MHI be advertised for public comment, including specific referral to landowners of heritage places, and presented to Council for formal adoption.

- State Planning Policy 3.5 Historic Heritage Conservation

SPP 3.5 sets out the principles and sound responsible planning for the conservation and protection of Western Australia's historic heritage. Due regard has been given to the content of SPP3.5 in undertaking the MHI Review.

### Strategic Plan Implications

- Strategic Community Plan

Key Goal 2: Our natural environment is valued, conserved and enjoyed

- Objective 2.6 Development is sympathetic to the landscape
- Strategy 2.6.1 Planning processes allow for a diverse range of land and development opportunities

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

- Objective 3.1 Maintained townsite heritage and character
- Strategy 3.1.1 Ensure relevant policies and plans offer appropriate protection to existing heritage character whilst still allowing appropriate development opportunities
- Strategy 3.1.3 Work with community to identify and implement projects that promote the unique heritage and history of each town

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

- Objective 5.2 We maintain high standards of governance, accountability and transparency
- Strategy 5.2.7 Council's policies and local laws are responsive to community needs
- Strategy 5.2.8 Ensure all legislative responsibilities and requirements are met.

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

#### Budget Implications

If Council decides to adopt the draft MHI review for the purposes of public advertising, costs of approximately \$400 will be incurred for advertising, plus and officer time, with funds currently available.

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity – Not applicable

#### Cultural Equity

Adoption of the draft MHI review will improve identification, protection and conservation of cultural heritage places.

Risk Management - Not applicable

#### Continuous Improvement

Detailed assessments by Shire staff has assisted the accountable and accurate determination of the Level of Significance and recommended Management

Categories for places of cultural heritage, with oversight by the Shire’s heritage consultant.

Delegated Authority

Nil. The report is presented to Council to seek adoption of the draft MHI review, for the purpose of public advertising.

Voting Requirements – Simple Majority

<b>ITEM NO.</b>	SC.07/1117	<b>FILE REF.</b>	228
<b>SUBJECT</b>	Local Trails Plan		
<b>PROPONENT</b>	Council		
<b>OFFICER</b>	Grants and Services Manager		
<b>DATE OF REPORT</b>	August 2015		

Attachment 13 Draft Local Trails Plan 2017 - 2022

*OFFICER RECOMMENDATION that Council adopt the revised draft Local Trails Plan as per Attachment 13 incorporating the following modifications from the Draft Plan presented to Council in August 2017:*

- (i) On page 6, 1.2 Definition of Trails - the list of trails will include driving.*
- (ii) On page 7, 1.3 Purpose of this Plan-the list of trails in the brackets will be changed so that the list is in the same order as in the definition on page 6 – waking, mountain biking, canoeing, horse riding and driving.*
- (iii) On page 9, findings of the ERSS 2010 dot-point Cycling- will include the statement - the findings in this study do not differentiate between mountain biking and cycling.*
- (iv) On page 9, findings of the ERSS 2010 dot-point Bushwalking – will be changed to - 8<sup>th</sup> most popular activity nationally and 14<sup>th</sup> in this state.*
- (v) On page 9, finding of the ERSS 2010 2 more dot points will be included;*
  - Canoeing and kayaking is the 26<sup>th</sup> most popular recreation/sport activity nationally and 23<sup>rd</sup> most popular in WA.*
  - Horse riding is ranked 31st most popular activity nationally and 32<sup>nd</sup> in WA. Equestrian activities are more than 3.7 times higher in areas outside major cities (Australian Social Trends June 2011 Sport and Physical Recreation; [www.abs.gov.au/socialtrends](http://www.abs.gov.au/socialtrends)).*
- (vi) On page 10, 2.3 Horse Riding Trends – the brackets will be changed to (approximately 166,900 people nationally and 14,500 in WA).*
- (vii) On page 33 the reference - Australian Sports Commission (2010) Exercise, Recreation and Sport Survey has been included to the reference page.*
- (viii) On page 33 the references are rearranged in alphabetical order.*

Summary/Purpose

This recommendation seeks to endorse the revised draft Local Trails Plan 2017-2022 incorporating the changes as per the recommendation.

### Background

In August 2017 (C.15/0817) Council resolved to note the draft Local Trails Plan 2017-2022 and seek community comment on the document for a period of 6 weeks prior to formal endorsement.

The public comment period was advertised in the Insight, the Manjimup Bridgetown Times, and facebook. The Local Trails Plan 2017-2022 was made available to all community members and was available at the Administration building, Library, Liesure Centre and electronically if requested. No submissions were received.

### Officer Comment

The revised draft Local Trails Plan 2017-2022 provides a clear snapshot of the extent of Council's previous achievements in the area of trails development and also outlines Councils current and future financial commitment to trails development.

The draft Local Trails Plan identifies the importance of ongoing maintenance to ensure a quality experience for trail users. Maintained trails are regularly assessed for safety (safety and orientation) including inspection of trees in close proximity to the trail, header signs, trail markers and trail classification. Well maintained trails ensure the safety of the environment and the safety of the user and therefore ongoing maintenance underpins the capacity of the Shire to promote and market these trails to visitors/tourist with confidence.

The draft plan outlines a proposed trails development process to assist in identifying issues and necessary considerations for development in the planning phase and identifies two priority trail developments including detailed proposals for:

- Geegelup Mountain Bike Trails Network
- Blackwood River Foreshore development

The draft Local Trials Plan was developed based on collaboration between officers, the Trails Development Advisory Committee representing a variety of local trails groups and representatives of the Department of Biosecurity Conservation and Attractions (formerly DPaW), as well as internal consultation across service delivery areas.

The draft Local Trails Plan was available to the community for public comment for a period of 6 weeks closing on the 20 October. Although there were no formal submissions relating to the draft Local Trails Plan an email with several questions/points relating to the Local Trails Plan was received. The changes to the plan are based on the questions /points proposed in the email.

### Statutory Environment - Nil

### Policy - Nil

### Integrated Planning

#### ➤ Strategic Community Plan

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

Objective 1.1 A diverse economy that provides a range of business and employment opportunities.

Strategy 1.1.8      Develop trails – culinary, art, walk, mountain bike, canoe and  
                                bridle.

➤      Corporate Business Plan

Strategy 1.1.8      Develop trails – culinary, art, walk, mountain bike, canoe and  
                                bridle.

Action 1.1.8.3      Prepare Local Trails Masterplan

Long Term Financial Plan – Nil

Asset Management Plans

Proposed trails developments included in the Local Trails Plan 2017-2022 which are constructed in the future will be included in Councils Property Infrastructure Asset Management Plan.

Workforce Plan

Proposed trail developments included in the Local Trails Plan 2017- 2022 will require an assessment of the capacity of the workforce to absorb any construction and maintenance requirements once the plan had been endorsed and is being implemented. This will be undertaken in the annual maintenance budget allocations service level planning.

Budget Implications – Not Applicable

Fiscal Equity - Not Applicable

Whole of Life Accounting

The content of this report outlines a trails development process which seeks to identify whole of life cycle implications associated with the development and maintenance of trails infrastructure to assist Council in current and future decision making.

Social Equity

The recommendation seeks to address social equity principles by engaging the community and including community feedback prior to formal endorsement of the Local Trails Plan 2017-2022

Ecological Equity

The principles of ecological equity are considered by planning well situated, managed and maintained trails that protect natural environments by minimising the impact of trail users.

Cultural Equity – not applicable

Risk Management

The recommendation seeks to mitigate Council's exposure to risk by clearly identifying community need through consultation with stakeholders/community to ensure the strategic document is reflective of the community and will provide sound direction for Council's future decision making.

### Continuous Improvement

The recommendation seeks to achieve continuous improvement by developing the Local Trails Plan 2017-2022 in consultation with stakeholders/community to ensure that the document reflects the current and future needs of the community and provides Council with a sound direction for future decision making.

Delegated Authority – Not Applicable

Voting Requirements – Simple Majority

### Organisation Development

<b>ITEM NO.</b>	SC.08/1117	<b>FILE REF.</b>	220
<b>SUBJECT</b>	Establishment of Committees		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	25 October 2017		

*OFFICER RECOMMENDATION that Council establishes the following Committees for the two year term expiring 19 October 2019:*

- *Audit Committee*
- *Bush Fires Advisory Committee*
- *Local Emergency Management Committee*
- *Emergency Planning & Preparedness Advisory Committee*
- *Roadwise Advisory Committee*
- *CEO Performance Review Committee*
- *Access & Inclusion Advisory Committee*
- *Sustainability Advisory Committee*
- *Trails Development Advisory Committee*
- *Youth Services Advisory Committee*

### Background

A local government may establish Committees pursuant to Section 5.8 of the Local Government Act 1995 to directly assist the Council in a function, project or issue(s). The function, project or issue(s) should be clearly specified by the Council and each Committee is to act in the best interests of the Council and conduct its affairs in accordance with the provisions of the Local Government Act and Council's Standing Orders.

Section 5.9 of the Local Government Act allows for a Committee to comprise –

- (a) Council members only
- (b) Council members and employees
- (c) Council members, employees and other persons
- (d) Council members and other persons
- (e) Employees and other persons; or
- (f) Other persons only

### Establishing Committee

As mentioned above, Committees can comprise various groups. Where a Committee comprises Councillors only, Council can delegate any of its powers or



duties except those requiring an ‘*Absolute Majority*’ decision or those prescribed (and detailed) in the Local Government Act or Regulations.

Note – all delegations must be in writing and endorsed by an Absolute Majority decision.

Where a Committee comprises Councillors and staff only, Council can delegate any powers or duties it could otherwise delegate to the CEO.

Where a Committee’s membership includes other persons, Council can delegate any of its powers or duties that are necessary or convenient for the proper management of the local government’s property or an event in which the local government is involved.

All delegations are to be kept in a register (section 5.18 of the LG Act) that is to be reviewed at least once every year by Council. Delegations can be specific or broad and may have time-lines or other conditions built in.

#### An Efficient and Effective Committee System

A Committee system with maximum efficiency is one that retains justified Committees and establishes *Instruments of Appointment* to guide them. Committees not required to be adopted under section 5.9(2) of the Local Government Act 1995 shall not exist. They will however still exist if required and supported by the community without Council involvement.

**Community (External) Committee** – one not recognised by Council under the Local Government Act but run independently by the community. The minutes are not included in Council’s Agenda nor the Councillor Information Booklet, ie, they are independent of the Shire’s organisation although Council may appoint a delegate(s). Should Councillors wish to avail themselves of the minutes they will do so at their own request. This may be a mechanism by which individual Councillors update themselves as to the sentiments of certain interest groups within the community.

**Advisory Committee** – one recognised by Council and run by the Shire in accordance with its Standing Orders and established under section 5.9(2) of the Local Government Act 1995. Recommendations are forwarded through the appropriate Shire Officer for inclusion in the Council Agenda as an item(s). The Standing Orders specify all members who have a vote shall vote; hence staff are to be non-voting members. Staff will therefore act in an *advisory capacity* to the Committee as and when required.

The primary purpose of this type of Committee will be to provide advice on issues as specified by Council. Minutes will be included as an attachment in the Councillors Information Booklet. Any issues arising from a meeting requiring Council decision will be brought to the attention of the Council via an Item from the appropriate Shire Officer.

This type of Committee will have no delegated authority and as such can legitimately meet behind closed doors.

**Management Committee** – similar to an Advisory Committee with one important distinction. This type of Committee will have delegated authority to act on (or

manage) particular facilities, events or functions on Council's behalf. Delegated Authority must be in writing and may be as general or as otherwise provided by Council in the *Instrument of Appointment* (and delegation register). A Management Committee must be publicly advertised and meet in the public arena. Minutes from a Management Committee are included in the Council Agenda for receipt purposes however any issues arising from a meeting requiring a Council decision will be brought to the attention of the Council via an agenda item from the appropriate Shire Officer.

**Standing Committee** - one recognised by Council, run by the Shire in accordance with Standing Orders and established under section 5.9 (2) of the Local Government Act. This type of Committee will not have any delegated authority and as such could legitimately meet behind closed doors (for a number of years, this meeting has been open to the public). Recommendations from the Standing Committee are included in the Council Agenda.

To assist Committees, Instruments of Appointment are required for each Advisory, Management and Standing Committee.

Council Policy M.20 – “Establishment of Council Committees” states that the justification for establishing/maintaining a Committee under the Local Government Act is to be:

- Council requires assistance on a project/issue that cannot be generated by administration or a consultant(cy) including with the help of an identified group within the community in a timely fashion.
- The required expertise exists amongst those who are willing.
- Council can afford any necessary resources.
- Council can clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

#### Committee Operations

The quorum for each Committee (unless otherwise authorised by Council) is at least 50%. No business shall be transacted without a quorum. Ex-officio members form part of the quorum.

Members of a Committee are to be appointed by Council by an Absolute Majority decision. Tenure for Committee membership ceases at least every two years coinciding with the Local Government elections. This allows the new Council to reassess the performance, appropriateness and purpose of having each Committee before re-establishing Committees and their new membership.

Each member of a Committee is entitled to one vote. Each member present at a meeting of a Committee that has a delegated power or duty is to vote.

The person presiding at the meeting is to cause Minutes to be taken – this need not be performed by a Councillor or staff member. A Committee member who has an

interest in any matter to be discussed at a Committee meeting must disclose the nature of the interest before the matter is discussed. The disclosure must be included in the Minutes. This does not apply to Committees comprising other people only as this type of Committee has no delegable authority.

Employees who are members of Committees and who have an interest in any matter in respect of which they are providing advice or a report are to disclose the nature of their interest when giving the advice or the report.

#### Committees Operating during the Term of the Previous Council

During the period October 2015 – October 2017 the following Committees had been established by Council:

#### Advisory Committees

- Audit Committee
- Bush Fire Advisory Committee
- Local Emergency Management (LEMC) Committee (Advisory)
- Emergency Planning & Preparedness Advisory Committee
- Roadwise Advisory Committee
- CEO Performance Review Committee
- Access & Inclusion Advisory Committee
- Sustainability Advisory Committee
- Trails Development Advisory Committee
- Youth Advisory Committee

#### Standing Committee

- Local Laws, Strategy, Policy & Organisation Development Standing Committee

#### Officer Comment

Council should now re-assess the appropriateness of re-establishing the above Advisory Committees - note the establishment of the Local Laws, Strategy, Policy & Organisation Development Standing Committee is being addressed at a Special Meeting of Council to be held immediately prior to the November Standing Committee meeting.

To assist in this process of identifying Committees to be re-established, Officers provide the following comments. Please note separate reports (Items) have been compiled relating to the “Instrument of Appointment & Delegation” and “Committee Membership Appointment”:

#### **Audit Committee**

It is a requirement of the *Local Government Act 1995* for local governments to establish an Audit Committee.

The objectives of this Committee during the 2015-2017 term were:

1. *To provide guidance and assistance to the local government -
  - a) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act;*

- b) as to the development of a process to be used to select and appoint a person to be an auditor;*
  - c) as to matters to be audited and the scope of audits; and*
  - d) as to its function under Part 6 – Financial management of the Act.*
- 2. To review a report given to it by the CEO under regulation 17(3) CEO to review certain systems and procedures, and to –*
  - a) report to Council the results of that review; and*
  - b) give a copy of the CEO's report to Council.*
- 3. Review the annual Compliance Audit Return and report to the Council the results of that review.*
- 4. Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance and report to the Council the results of those reviews.*

It is a requirement under the *Local Government (Audit) Regulations 1996* for local governments to establish an Audit Committee.

Membership consisted of 3 elected members.

*It is recommended this Committee be re-established for the 2017-19 term of Council.*

### **Bush Fires Advisory Committee**

The objectives of this Committee during the 2015-2017 term were:

- 1. To provide advice to Council in regard to all matters relating to bush fire control, prevention and management including recommendations on the annual firebreak requirements, capital (equipment) purchase, review of fire fighting/prevention practices, fire fighting training, etc.*

The Instrument of Appointment listed that membership to consist of a maximum 2 elected members, the Chief Fire Control Officer, Deputy Chief Fire Control Officer, Fire Control Officers (or his/her deputy) from each Bush Fire Brigade in the Shire and the Bush Fires Training Coordinator. In addition to the membership invitations are issued to representatives from the Department of Fire and Emergency Services (DFES) and Department of Biodiversity Conservation and Attractions (DBCA) to attend the Committee meetings.

*It is recommended this Committee be re-established for the 2017-19 term of Council.*

## **Local Emergency Management Committee (LEMC)**

The objectives of this Committee during the 2015-2017 term were:

1. *To review and maintain the Community Emergency Management Arrangements.*
2. *To review and maintain the Community Evacuation Plan.*
3. *To review and maintain the Community Emergency Recovery Plan including documenting processes for the planning and management of recovery after a major disaster.*
5. *To comply with the Emergency Management Act 2005 in meeting the business reporting requirements of the State Emergency Management Committee (SEMC).*

It should be noted that it is a requirement under the *Emergency Management Act 2005* that the emergency management arrangements for the local district are maintained.

Membership consisted of 3 elected members (one of which is the President who Chairs meetings), the Shire's Recovery Coordinator and Deputy Recovery Coordinator, the Shire's Chief Bush Fire Control Officer and 1 representative from each of the following agencies:

- Police Department
- State Emergency Service (SES)
- Bridgetown Volunteer Fire & Rescue
- St John Ambulance
- St John Ambulance Regional Community Paramedic
- Bridgetown Hospital
- Department of Fire & Emergency Services (DFES)
- Department of Biodiversity Conservation and Attractions (DBCA)
- Talison Lithium
- Red Cross
- Department for Child Protection
- Water Corporation
- Western Power
- Education Department
- State Emergency Management Committee (SEMC)

Under the *Emergency Management Act 2005* it is a statutory requirement that a LEMC be established.

*It is recommended this Committee be re-established for the 2017-19 term of Council.*

## **Emergency Planning & Preparedness Advisory Committee**

The objectives of this Committee during the 2015-2017 term were:

1. *To ensure the Shire as an organisation has the planning and processes in place that meet the Shire's obligations in the event of an emergency.*
2. *To document the Shire's role in the event of an emergency.*
3. *To act as a coordinated link between the Council and the Local Emergency Management (Advisory) Committee (LEMC).*
4. *To audit and test the Shire's preparedness to deal with emergencies.*
5. *To monitor the capacity of the Shire's resources (human & material) to respond to emergencies.*

Membership consisted of 3 elected members.

*It is recommended this Committee be re-established for the 2017-19 term of Council.*

## **Roadwise Advisory Committee**

The objectives of this Committee during the 2015-2017 term were:

1. *Conduct road safety audits where required.*
2. *Raise public awareness of road safety within the Shire.*

This Committee has been involved with various 'road safety awareness' programs since its establishment and works in liaison with the WALGA Roadwise Committee South West Officer.

Membership of the Committee consisted of 2 elected members and 1 representative from each of the following organisations:

- Country Women's Association, Bridgetown
- Bridgetown Volunteer Fire & Rescue
- Bridgetown Police
- Bridgetown Primary School
- Bridgetown High School
- St Brigid's Primary School
- Greenbushes Primary School
- St John Ambulance
- Community Representative

Ex-officio membership is provided to Roadwise Western Australia and Main Roads Western Australia.

*It is recommended this Committee be re-established for the 2017-19 term of Council.*

## **CEO Performance Review Committee**

The objectives of this Committee during the 2015-2017 term were:

1. *As directed by Council from time to time, use the performance appraisal system to ensure that its objectives are achieved in a timely and efficient manner and proposes to use the system to recognise and reward high achievement.*

Section 5.38 of the Local Government Act requires the CEO to be reviewed at least once in each year of his/her employment. Local Government (Administration) Amendment Regulations 2005, clause 18D states –

*“A local government is to consider each review on the performance of the CEO carried out under section 5.38 and is to accept the review, with or without modification, or to reject the review.”*

Membership consists of three elected members and typically includes the Shire President.

The Committee has no delegated authority and hence a report is submitted to Council following each review. Re-establishing the Committee with the same structure will comply with the provisions of the Local Government Act and Regulations.

*Officers support re-establishment of this Committee.*

## **Access & Inclusion Advisory Committee (AIAC)**

The objectives of this Committee during the 2015-2017 term were:

1. *To advise Council on the establishment of priorities and review of progress on the implementation of the strategies identified in the relevant Disability Access and Inclusion Plan and the Active Aging Strategy.*
2. *To formally report to Council annually on the implementation of the Disability Access and Inclusion Plan and the Active Aging Strategy.*
3. *To carry out consultation with the community as part of the annual review of the Disability Access and Inclusion Plan and active Aging Strategy.*
4. *To recommend to Council any changes to the priorities identified in the Disability Access and Inclusion Plan and Active Aging Strategy either as part of the annual review process, or if necessary at other times of the year.*

Membership consists of 1 elected member, 1 representative each from Enable South West, Geegeelup Village, Red Cross, Silver Chain plus seven (7) community members.

*It is recommended this Committee be re-established for the 2017-19 term of Council.*

## **Sustainability Advisory Committee (SAC)**

The objectives of this Committee during the 2015-2017 term were:

1. *To provide advice to the Council on sustainable natural environment, social and economic issues such as:*
  - *Air Quality*
  - *Biodiversity*
  - *Land Degradation*
  - *The Built Environment*
  - *Water*
  - *Waste Management*
  - *Community Infrastructure*
  - *Community Engagement*
2. *To provide advice to Council on the possible introduction of incentives, initiatives and recommendations which can be introduced into the daily operations of the Shire, Policy setting process, Strategic Plans and Town Planning Schemes to :-*
  - *Reduce the impacts on the natural environment*
  - *Reduce the impacts on the climate*
  - *Initiate sustainable management of resources*
3. *To identify for the consideration of Council strategies which increase real and sustainable behaviour change in residents, businesses and other members of the community (including tourists) in order to improve environmental outcomes.*

Membership of this Committee consisted of 2 elected members and 7 community members.

*It is recommended this Committee be re-established for the 2017-19 term of Council.*

## **Trails Development Advisory Committee**

The objectives of this Committee during the 2015-2017 term were:

1. *Implement Council's economic strategies via identified and proposed tasks.*
2. *The development of a mountain bike trail business and concept plan.*
3. *Adding value to existing canoe/kayak, walk, cycle and bridle trails including the Warren Blackwood Strategic Alliance's Regional Trails master plan project.*
4. *Identifying trail based tourism opportunities.*

Membership of this Committee consists of 2 elected members and up to 7 community members including a representative from the Department of Biodiversity Conservation and Attractions (DBCA).



*It is recommended this Committee be re-established for the 2017-19 term of Council with the representative from the Department of Biodiversity Conservation and Attractions (DBCA) being listed separate to the community representatives. This would increase the total membership of the Committee from 9 to 11 members.*

### **Youth Services Advisory Committee**

This Committee was established in 2016. The objectives of the Committee during the 2016-2017 term were:

1. *To advise Council on the establishment of priorities and review of progress on the implementation of the strategies identified in the relevant Youth Plan.*
2. *To formally report to Council annually on the implementation of the Youth Plan.*
3. *To recommend to Council any changes to the priorities identified in the Youth Plan either as part of the annual review process, or if necessary at other times of the year.*

Membership of this Committee consisted of 2 elected members, 3 representatives from youth, 1 participant from the Youth Leadership Programme and 1 representative from each of the following organisations:

- Bridgetown High School
- Child Protection
- SW Mental Health
- Bridgetown Medical Centre/Health Professional
- Bridgetown Police
- Blackwood Youth Action Inc
- Blackwood Parent Support

*It is recommended this Committee be re-established for the 2017-19 term of Council.*

### **Statutory Environment**

- Establishment of Committees is pursuant to Section 5.8 – 5.18 of the *Local Government Act 1995*.
- Clause 5.10(2) of the *Local Government Act 1995* states:

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- Clause 5.10(4) of the *Local Government Act 1995* states:

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a

member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

- Shire of Bridgetown-Greenbushes Standing Orders Clause 17.1 – 17.4.

#### Integrated Planning

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

#### Policy/Strategic Implications

Council Policy M.20 – “Establishment of Council Committees” as described earlier in this report.

Budget Implications – Nil for the establishment of this Committee

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement – Not Applicable

Voting Requirements – Absolute Majority

<b>ITEM NO.</b>	SC.09/1117	<b>FILE REF.</b>	220
<b>SUBJECT</b>	Audit Committee		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	25 October 2017		

Attachment 14 Instrument of Appointment & Delegation 2017-19 - Audit Committee

*OFFICER RECOMMENDATION That Council endorses the Instrument of Appointment & Delegation for the Audit Committee as shown in Attachment 14 subject to the following:*

- 1. The membership of the Committee is to be four (4) elected members.*
- 4. The quorum for the Committee shall be 2.*
- 5. Meetings of the Committee shall be at least twice in a financial year.*
- 6. The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.*
- 7. The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.*
- 8. Any change of Committee Membership will require endorsement by the Council.*

*OFFICER RECOMMENDATION Council to determine the elected member representation.*

#### Summary/Purpose

Committees established under Section 5.9 of the Local Government Act are required to have their members appointed by an absolute majority vote and have an Instrument of Appointment & Delegation endorsed by Council.

#### Background

It is a requirement of the *Local Government Act 1995* for local governments to establish an Audit Committee.

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and meet with the local government's auditor (at least once in every year) so that Council can be satisfied with the performance of the local government in managing its financial affairs.

#### Officer Comment

Council is to determine Committee membership.

For the 2015-17 term elected member representatives were Crs Moore, Nicholas, Pratico and Scallan.

#### Statutory Environment

- Local Government Act 1995, clauses 5.8, 5.9(2)(d) through to 5.25

- Shire of Bridgetown-Greenbushes Standing Orders, clause 17.1 – 17.4

#### Integrated Planning

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

#### Policy/Strategic Implications

Council Policy M.20 – “Establishment of Council Committees” requires Council to clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

#### Budget Implications

Nil for the establishment of the Committee

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management - Not Applicable

Continuous Improvement - Not Applicable

Voting Requirements - Absolute Majority

<b>ITEM NO.</b>	SC.10/1117	<b>FILE REF.</b>	220
<b>SUBJECT</b>	Bush Fires Advisory Committee		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	25 October 2017		

Attachment 15 Instrument of Appointment & Delegation 2017-19 - Bush Fires Advisory Committee

*OFFICER RECOMMENDATION That Council endorses the Instrument of Appointment & Delegation for the Bush Fires Advisory Committee as shown in Attachment 15 subject to the following:*

1. *The membership shall consist of:*
  - *Maximum of two (2) Elected Members*
  - *CEO (or his representative)*
  - *Chief Fire Control Officer*
  - *Fire Control Officers (or his/her deputies) for each of the Shire's Bush Fire Brigades*
  - *Bush Fires Training Coordinator*
  - *Bridgetown Volunteer Fire & Rescue Service representative*
2. *The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.*
3. *Meetings of the Committee shall be held at least twice per year at dates to be determined by the Committee.*
4. *The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.*
5. *The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.*
6. *Any change of Committee Membership will require endorsement by the Council.*

*OFFICER RECOMMENDATION Council to determine the elected member representation.*

#### Summary/Purpose

Committees established under Section 5.9 of the Local Government Act are required to have their members appointed by an absolute majority vote and have an Instrument of Appointment & Delegation endorsed by Council.

#### Background

The establishment of the Bush Fires Advisory Committee is specifically for the ongoing task of providing advice to Council on all matters relating to bush fire control, prevention and management. This includes recommendations on annual firebreak requirements, review of firefighting/prevention practices, firefighting training, etc.

Due to the purpose of this Committee, the Committee may invite representatives from government agencies (such as DFES and DBCA) or private plantation companies to participate in meetings however such persons will not be entitled to vote on any matter brought before the Committee.

#### Officer Comment

Rather than listing FCO positions by personal name the updated Instrument of Appointment lists the position only. This negates the need to amend the Instrument of Appointment if an FCO change occurs and is reflected in the updated Instrument of Appointment that forms Attachment 15.

Committee membership, other than elected member representation, is proposed to be unchanged from the previous Bush Fire Advisory Committee that's term expired on 21 October 2017.

For the 2015-17 term elected member representatives were Crs Nicholas and Pratico.

#### Statutory Environment

- Local Government Act 1995, clauses 5.8, 5.9(2)(d) through to 5.25
- Shire of Bridgetown-Greenbushes Standing Orders, clause 17.1 – 17.4

#### Integrated Planning

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

#### Policy/Strategic Implications

Council Policy M.20 – “Establishment of Council Committees” requires Council to clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

#### Budget Implications

Nil for the establishment of the Committee

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management - Not Applicable

Continuous Improvement - Not Applicable

Voting Requirements - Absolute Majority

<b>ITEM NO.</b>	SC.11/1117	<b>FILE REF.</b>	220
<b>SUBJECT</b>	Local Emergency Management Committee		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	25 October 2017		

Attachment 16 Instrument of Appointment & Delegation 2017-19 - Local Emergency Management Committee

*OFFICER RECOMMENDATION That Council endorses the Instrument of Appointment & Delegation for the Local Emergency Management Committee (LEMC) as shown in Attachment 16 subject to the following:*

1. *This Committee is established as an Advisory Committee under Section 5.9(2)(d) of the Local Government Act 1995.*
  
3. *The membership shall consist of:*
  - *Three (3) Elected Members, one being the President who will be Chairman of the Committee.*
  - *The Shire's Recovery Coordinator and Deputy Recovery Coordinator.*
  - *The Shire's Chief Bush Fire Control Officer.*
  - *One (1) representative from each of the following agencies:*
    - *Police Department (Deputy Chairman)*
    - *State Emergency Service (SES)*
    - *Bridgetown Volunteer Fire & Rescue*
    - *St John Ambulance*
    - *St John Ambulance Regional Community Paramedic*
    - *Bridgetown Hospital*
    - *Department of Fire & Emergency Services (DFES)*
    - *Department of Biodiversity Conservation and Attractions (DBCA)*
    - *Talison Lithium*
    - *Red Cross*
    - *Child Protection and Family Services*
    - *Water Corporation*
    - *Western Power*
    - *Education Department*
  - *Community Emergency Management Officer as an ex-officio member*
  - *State Emergency Management Committee (SEMC) Officer as an ex-officio member*
  
4. *The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.*

5. *Meetings of the Committee shall be held during February, May, August and November each year commencing at 5.30pm.*
6. *The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.*
7. *The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.*
8. *Any change of Committee Membership will require endorsement by the Council.*

*OFFICER RECOMMENDATION Council note the Shire President as one of its two elected member representatives on the Committee and determine its other elected member representation. Furthermore Council is to appoint the Presiding Member and Deputy Presiding Member.*

#### Summary/Purpose

Committees established under Section 5.9 of the Local Government Act are required to have their members appointed by an absolute majority vote and have an Instrument of Appointment & Delegation endorsed by Council.

#### Background

It should be noted that it is a requirement under the *Emergency Management Act 2005* that the emergency management arrangements for the local district are maintained and that a LEMC be established.

Although this Committee is proposed to be established as an “Advisory” Committee as per section 5.9(2)(d) of the Local Government Act, it is named according to the requirements of the Emergency Management Act.

#### Officer Comment

During the 2013-2015 and 2015-17 terms of office, Council appointed three (3) elected members to the Committee although previously to this, only two (2) elected members had been appointed. As the Committee has such a large membership it is recommended Council revert to just appointing two (2) elected members for the 2017-2019 term of office.

This amendment has been incorporated into the updated Instrument of Appointment that forms Attachment 16.

All other Committee membership is proposed to be unchanged from the previous LEMC that’s term expired on 21 October 2017.

For the 2015-17 term elected member representatives were Crs Hodson, Nicholas and Wilson.

#### Statutory Environment

- Local Government Act 1995, clauses 5.8, 5.9(2)(d) through to 5.25
- Shire of Bridgetown-Greenbushes Standing Orders, clause 17.1 – 17.4



### Integrated Planning

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

### Policy/Strategic Implications

Council Policy M.20 – “Establishment of Council Committees” requires Council to clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

### Budget Implications

Nil for the establishment of the Committee

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management - Not Applicable

Continuous Improvement - Not Applicable

Voting Requirements - Absolute Majority

<b>ITEM NO.</b>	SC.12/1117	<b>FILE REF.</b>	220
<b>SUBJECT</b>	Emergency Planning & Preparedness Advisory Committee		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	25 October 2017		

Attachment 17 Instrument of Appointment & Delegation 2017-19 - Emergency Planning & Preparedness Advisory Committee

*OFFICER RECOMMENDATION That Council endorses the Instrument of Appointment & Delegation for the Emergency Planning and Preparedness Advisory Committee as shown in Attachment 17 subject to the following:*

- 1. The membership shall consist of a maximum of four (4) elected members.*
- 2. The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.*
- 3. The Committee shall meet on at least one occasion per annum and as required by the Presiding Member or Council.*
- 4. The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.*
- 5. The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.*
- 6. Any change of Committee Membership will require endorsement by the Council.*

*OFFICER RECOMMENDATION Council to determine the elected member representation.*

#### Summary/Purpose

Committees established under Section 5.9 of the Local Government Act are required to have their members appointed by an absolute majority vote and have an Instrument of Appointment & Delegation endorsed by Council.

#### Background

This Committee will not have a role during actual emergencies (that is the role of LEMC), instead this Committee's role is to ensure the Shire (as an organisation) has the planning and processes in place to ensure the organisation fulfils its emergency management obligations.

#### Officer Comment

This Committee consists of Council representatives only. For the 2015-17 term elected member representatives were Crs Hodson, Nicholas, Pratico & Wilson.

#### Statutory Environment

- Local Government Act 1995, clauses 5.8, 5.9(2)(d) through to 5.25
- Shire of Bridgetown-Greenbushes Standing Orders, clause 17.1 – 17.4

### Integrated Planning

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

### Policy/Strategic Implications

Council Policy M.20 – “Establishment of Council Committees” requires Council to clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

### Budget Implications

Nil for the establishment of the Committee

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management - Not Applicable

Continuous Improvement - Not Applicable

Voting Requirements - Absolute Majority

<b>ITEM NO.</b>	SC.13/1117	<b>FILE REF.</b>	220
<b>SUBJECT</b>	Roadwise Advisory Committee		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	25 October 2017		

Attachment 18 Instrument of Appointment & Delegation 2017-19 - Roadwise Advisory Committee

*OFFICER RECOMMENDATION That Council endorses the Instrument of Appointment & Delegation for the Roadwise Advisory Committee as shown in Attachment 18 subject to the following:*

1. *The membership shall consist of:*
  - *Two(2) elected members*
  - *One (1) representative in total from the local schools in Bridgetown or Greenbushes.*
  - *One (1) representative from each of the following organisations:*
    - *Country Women’s Association, Bridgetown*
    - *Bridgetown Volunteer Fire & Rescue*
    - *Bridgetown Police*
    - *St John Ambulance*
    - *Community Representative*
3. *The quorum for the Committee shall be at least 50% of the offices of committee members, whether vacant or not. At least one Council representative must be present at all meetings.*
4. *The Committee should meet on at least five occasions each year.*
5. *The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.*
6. *The Committee shall operate in strict accord with its governing Instrument of Appointment and Delegation.*
7. *Any change of Committee Membership will require endorsement by Council.*

*OFFICER RECOMMENDATION Council to determine the elected member representation.*

#### Summary/Purpose

Committees established under Section 5.9 of the Local Government Act are required to have their members appointed by an absolute majority vote and have an Instrument of Appointment & Delegation endorsed by Council.

#### Background

The Roadwise Advisory Committee has been involved with road safety education and awareness in the past including hosting the annual ‘Blessing of the Roads’ ceremony and the “Mystery Tour of Life” program with Year 10 High School students from Bridgetown and Boyup Brook schools.

### Officer Comment

In its 2015-17 term the Committee had difficulty in achieving a quorum at many of its meetings due to the difficulty in school representatives attending. It is recommended the Committee membership be amended to have only a single representative from local schools rather than a representative from each school.

The Committee has also requested its Instrument of Appointment be amended to reduce the minimum number of meetings per annum from 6 to 5 due to the difficulty in organizing a meeting in December or January.

The above changes are reflected in the Instrument of Appointment forming Attachment 18.

For the 2015-17 term elected member representatives were Crs Boyle, Moore and Quinby.

### Statutory Environment

- Local Government Act 1995, clauses 5.8, 5.9(2)(d) through to 5.25
- Shire of Bridgetown-Greenbushes Standing Orders, clause 17.1 – 17.4

### Integrated Planning

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

### Policy/Strategic Implications

Council Policy M.20 – “Establishment of Council Committees” requires Council to clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

### Budget Implications

Nil for the establishment of the Committee

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management - Not Applicable

Continuous Improvement - Not Applicable

Voting Requirements - Absolute Majority

<b>ITEM NO.</b>	SC.14/1117	<b>FILE REF.</b>	220
<b>SUBJECT</b>	CEO Performance Review Committee		
<b>OFFICER</b>	Senior Admin Officer		
<b>DATE OF REPORT</b>	26 October 2017		

Attachment 19 Instrument of Appointment & Delegation 2017-19 - CEO Performance Review Committee

*OFFICER RECOMMENDATION That Council endorses the Instrument of Appointment & Delegation for the CEO Performance Review Committee as shown in Attachment 19 subject to the following:*

- 1. The membership of the Committee is to be 3 elected members.*
- 2. The quorum for the Committee shall be 2.*
- 3. Meetings of the Committee shall be held as required or determined by the Committee members.*
- 4. The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.*
- 5. The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.*
- 6. Any change of Committee Membership will require endorsement by the Council.*

*OFFICER RECOMMENDATION Council to determine the elected member representation.*

#### Summary/Purpose

Committees established under Section 5.9 of the Local Government Act are required to have their members appointed by an absolute majority vote and have an Instrument of Appointment & Delegation endorsed by Council.

#### Background

The CEO Performance Review Committee assists the Council in the annual review process of the CEO and the setting (and review) of Key Performance Indicators (KPI's) for the ensuing 12 month period that reflect the CEO's personal performance and also that for the organisation as a whole.

The contract of employment with the CEO sets out a procedure for performance review. Under that contract, Council can delegate the conduct of the performance review to nominated person(s) or alternatively to a Committee. Council needs to

determine whether it wishes to delegate power to the Committee or restrict the role of the Committee to making recommendations to the Council.

#### Officer Comment

This Committee consists of elected members only. Council needs to determine the make-up of the Committee (how many Councillors or which Councillors) as part of its establishment. The CEO does not specify the make-up of the Committee.

The previous Committee has recently met to confirm the review process for the forthcoming performance review of the CEO and Council may wish to consider retaining the membership of the Committee until the current review is completed and then review membership for the period after.

For the 2015-17 term elected member representatives were Crs Mackman, Moore and Nicholas.

#### Statutory Environment

- Local Government Act 1995, clauses 5.8, 5.9(2)(d) through to 5.25
- Shire of Bridgetown-Greenbushes Standing Orders, clause 17.1 – 17.4

#### Integrated Planning

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

#### Policy/Strategic Implications

Council Policy M.20 – “Establishment of Council Committees” requires Council to clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

#### Budget Implications

Nil for the establishment of the Committee

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management - Not Applicable

Continuous Improvement - Not Applicable

Voting Requirements - Absolute Majority

<b>ITEM NO.</b>	SC.15/1117	<b>FILE REF.</b>	220
<b>SUBJECT</b>	Access & Inclusion Advisory Committee		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	26 October 2017		

Attachment 20 Instrument of Appointment & Delegation 2017-19 - Access & Inclusion Advisory Committee

*OFFICER RECOMMENDATION That Council endorses the Instrument of Appointment & Delegation for the Access & Inclusion Advisory Committee as shown in Attachment 20 subject to the following:*

1. *The membership shall consist of:*
  - *One (1) elected member*
  - *One (1) representative from Enable South West Inc.*
  - *One (1) representative from Geegeelup Village Inc.*
  - *One (1) representative from Silver Chain*
  - *One (1) representative from Red Cross*
  - *Seven (7) Community representatives;*
    - *Bronwyn Mitchell*
    - *Jana Mayhew*
    - *Ursula Wade*
    - *Joan Leader*
    - *Harold Thomas*
    - *Clare Quinn*
    - *Jesse Donovan*
2. *The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.*
3. *The Committee shall meet on at least four occasions per year.*
4. *The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.*
5. *The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.*
6. *Any change of Committee Membership will require endorsement by the Council.*

*OFFICER RECOMMENDATION Council to determine the elected member representation.*



### Summary/Purpose

Committees established under Section 5.9 of the Local Government Act are required to have their members appointed by an absolute majority vote and have an Instrument of Appointment & Delegation endorsed by Council.

### Background

Section 28 of the *Disability Services Act 1993* requires a ‘public authority’ to have a Disability Access and Inclusion Plan. The Plan must be reviewed from time to time but not more than 5 years since it was lodged with the Disability Commission. In addition, a local government must include a report regarding the implementation of its Disability Access and Inclusion Plan in its Annual Report.

### Officer Comment

Committee membership (other than elected member representation) is proposed to be unchanged from the previous Access and Inclusion Committee that’s term expired on 21 October 2017.

For the 2015-17 term elected member representatives were Crs Mackman and Wilson.

### Statutory Environment

- Local Government Act 1995, clauses 5.8, 5.9(2)(d) through to 5.25
- Shire of Bridgetown-Greenbushes Standing Orders, clause 17.1 – 17.4

### Integrated Planning

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

### Policy/Strategic Implications

Council Policy M.20 – “Establishment of Council Committees” requires Council to clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

### Budget Implications

Nil for the establishment of the Committee

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management - Not Applicable

Continuous Improvement - Not Applicable

Voting Requirements - Absolute Majority

<b>ITEM NO.</b>	SC.16/1117	<b>FILE REF.</b>	220
<b>SUBJECT</b>	Sustainability Advisory Committee		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	25 October 2017		

Attachment 21 Instrument of Appointment & Delegation 2017-19 - Sustainability Advisory Committee

*OFFICER RECOMMENDATION That Council endorses the Instrument of Appointment & Delegation for the Sustainability Advisory Committee as shown in Attachment 21 subject to the following:*

1. *The membership shall consist of two (2) elected members and a maximum of seven community members. The community members are to be:*
  - *Mikkel Christensen*
  - *Jenny Dewing*
  - *Adrian Williams*
  - *Hal Reid*
  - *Dennis Flockton*
  - *Geoff Bourgault*
  - *Vacant*
2. *The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.*
3. *The Committee shall meet on at least one occasion every four months.*
4. *The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.*
5. *The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.*
6. *Any change of Committee Membership will require endorsement by the Council.*

*OFFICER RECOMMENDATION Council to determine the elected member representation.*

### Summary/Purpose

Committees established under Section 5.9 of the Local Government Act are required to have their members appointed by an absolute majority vote.

### Background

The primary role of the Sustainability Advisory Committee is developing a leadership role in the community and introducing incentives, initiatives and recommendations which can be introduced into the daily operations of the Shire, Policy setting process, Strategic Plans and Town Planning Schemes to :-

1. Reduce the impacts on the natural environment
2. Reduce the impacts on the climate
3. Initiate sustainable management of resources

### Officer Comment

At its last meeting the Sustainability Advisory Committee passed a recommendation that Geoff Bourgault be appointed to one of the two current vacancies. This recommendation has been incorporated into the officer recommendation for re-establishment of the Committee. The other 5 existing community members are unchanged. One community member vacancy still exists on the committee.

This amendment has been incorporated into the updated Instrument of Appointment that forms Attachment 21.

For the 2015-17 term elected member representatives were Crs Boyle and Mackman.

### Statutory Environment

- Local Government Act 1995, clauses 5.8, 5.9(2)(d) through to 5.25
- Shire of Bridgetown-Greenbushes Standing Orders, clause 17.1 – 17.4

### Integrated Planning

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

### Policy/Strategic Implications

Council Policy M.20 – “Establishment of Council Committees” requires Council to clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

### Budget Implications

Nil for the establishment of the Committee

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management - Not Applicable

Continuous Improvement - Not Applicable

Voting Requirements - Absolute Majority

<b>ITEM NO.</b>	SC.17/1117	<b>FILE REF.</b>	220
<b>SUBJECT</b>	Trails Development Advisory Committee		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	25 October 2017		

Attachment 22 Instrument of Appointment 2017-19 - Trails Development Advisory Committee

*OFFICER RECOMMENDATION That Council endorses the Instrument of Appointment & Delegation for the Trails Development Advisory Committee as shown in Attachment 22 subject to the following:*

1. *The membership shall consist of:*
  - *Two elected members;*
  - *A representative from the Department of Biodiversity Conservation and Attractions (DBCA); and*
  - *Eight community members being –*
    - *Bruce Yates*
    - *Paul Stephens*
    - *David Morton*
    - *Cody Ward*
    - *Vivienne Haynes*
    - *Bev Szolkowski*
    - *Wendy Menzie*
    - *Erica Shedley*
2. *The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.*
3. *The Committee shall meet on at least one occasion every four months.*
4. *The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.*

5. *The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.*
6. *Any change of Committee Membership will require endorsement by the Council.*

*OFFICER RECOMMENDATION Council to determine the elected member representation.*

Summary/Purpose

Committees established under Section 5.9 of the Local Government Act are required to have their members appointed by an absolute majority vote.

Background

The Trails Development Advisory Committee has been active in identifying and developing trails within the Shire, advocating on local trails development in regional and state forums as well as working with the Warren Blackwood Alliance member Councils in development regional trails.

Officer Comment

In previous terms the representative from the Department of Biodiversity Conservation and Attractions (DBCA) was classified as a community representative but for the 2017-19 term it is proposed in the Instrument of appointment to list this as a stand-alone representative. This would increase the total membership of the Committee from 9 to 11 members.

Nominations for the community representative positions on the Trails Development Advisory Committee were sought via advertising in Council’s Insight newsletter and 8 persons (4 former members and 4 new nominations) submitted a nomination. It is recommended that Council amend the Committee’s Instrument of Appointment to allow the appointment of all 8 of these persons. In effect this increases the membership of the Committee by 2 persons.

For the 2015-17 term elected member representatives were Crs Nicholas and Scallan.

Other amendments to the Committee’s Instrument of Appointment are recommended as described below (note the Instrument of Appointment shown in Attachment 22 has been amended to reflect these amendments as well as the change in membership structure):

<b>Section</b>	<b>Proposed Amendment</b>
Objectives	<p>Clause 3.2 be changed as follows:</p> <p>Delete <i>“to provide advice to Council on the development of a mountain bike trail business and concept plan”</i> and replace with <i>“to provide advice to Council on the establishment of priorities and review of progress on the implementation of the strategies identified in the relevant Local Trails Plan”</i>.</p>
Objectives	<p>Clause 3.3 be changed as follows:</p> <p>Delete <i>“to provide advice to Council on adding value to existing</i></p>

	<i>canoe/kayak, walk, cycle and bridle trails including the Warren Blackwood Strategic Alliance’s Regional Trails master plan project” and replace with “to provide advice to Council via an annual report on the implementation of the Local Trails Plan”.</i>
Objectives	<p>Clause 3.4 be changed as follows:</p> <p>Delete “to provide advice to Council on identifying trail based tourism opportunities” and replace with “to provide advice to Council on changes to the priorities identified in the Local Trails Plan either as part of the annual review process, or if necessary at other times of the year”.</p>
Membership	<p>New Clause 4.4 be inserted to read (to make consistent with other Committees):</p> <p><i>A CEO appointed shire representative shall be an ex-officio member of the Committee and will not be permitted to vote on matters considered by the Committee.</i></p>

#### Statutory Environment

- Local Government Act 1995, clauses 5.8, 5.9(2)(d) through to 5.25
- Shire of Bridgetown-Greenbushes Standing Orders, clause 17.1 – 17.4

#### Integrated Planning

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

#### Policy/Strategic Implications

Council Policy M.20 – “Establishment of Council Committees” requires Council to clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

#### Budget Implications

Nil for the establishment of the Committee

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management - Not Applicable

Continuous Improvement - Not Applicable

Voting Requirements - Absolute Majority

<b>ITEM NO.</b>	SC.18/1117	<b>FILE REF.</b>	220
<b>SUBJECT</b>	Youth Services Advisory Committee		
<b>OFFICER</b>	Executive Assistant		
<b>DATE OF REPORT</b>	25 October 2017		

Attachment 23 Instrument of Appointment 2017-19 – Youth Services Advisory Committee

*OFFICER RECOMMENDATION That Council endorses the Instrument of Appointment & Delegation for the Youth Services Advisory Committee as shown in Attachment 23 subject to the following:*

1. *The membership shall consist of:*
  - *2 elected members*
  - *3 representatives from Youth*
  - *1 participant from the Youth Leadership Programme*
  - *1 representative from each of the following organisations:*
    - *Bridgetown High School*
    - *Child Protection*
    - *SW Mental Health*
    - *Bridgetown Medical Centre/Health Professional*
    - *Bridgetown Police*
    - *Blackwood Youth Action Inc*
    - *Blackwood Parent Support*
3. *The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.*
4. *The Committee shall meet on at least four occasions per year..*
5. *The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.*
6. *The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.*
7. *Any change of Committee Membership will require endorsement by the Council.*

*OFFICER RECOMMENDATION Council to determine the elected member representation.*

### Summary/Purpose

Committees established under Section 5.9 of the Local Government Act are required to have their members appointed by an absolute majority vote.

### Background

The Youth Services Advisory Committee was established in 2016 after adoption by Council of its Youth Plan.

Membership of this Committee consists of 2 elected members, 3 representatives from youth, 1 participant from the Youth Leadership Programme and 1 representative from each of the following organisations:

- Bridgetown High School
- Child Protection
- SW Mental Health
- Bridgetown Medical Centre/Health Professional
- Bridgetown Police
- Blackwood Youth Action Inc
- Blackwood Parent Support

### Officer Comment

For the 2015-17 term elected member representatives were Crs Pratico and Scallan.

The following minor amendment is recommended for the Instrument of Appointment and Delegation:

<b>Section</b>	<b>Proposed Amendment</b>
Membership	Clause 4.2 be amended by replacing the last word of the clause – currently “Council” with the word “Committee”.

This amendment has been incorporated into the updated Instrument of Appointment that forms Attachment 23.

### Statutory Environment

- Local Government Act 1995, clauses 5.8, 5.9(2)(d) through to 5.25
- Shire of Bridgetown-Greenbushes Standing Orders, clause 17.1 – 17.4

### Integrated Planning

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



Policy/Strategic Implications

Council Policy M.20 – “Establishment of Council Committees” requires Council to clearly articulate a tight, well understood brief or set of deliverables which are achievable in any necessary timeframe. These shall be incorporated into an Instrument of Appointment. Every Committee will be guided by such a document.

Budget Implications

Nil for the establishment of the Committee

Fiscal Equity - Not Applicable

Whole of Life Accounting - Not Applicable

Social Equity - Not Applicable

Ecological Equity - Not Applicable

Cultural Equity - Not Applicable

Risk Management - Not Applicable

Continuous Improvement - Not Applicable

Voting Requirements - Absolute Majority

<b>ITEM NO.</b>	SC.19/1117	<b>FILE REF.</b>	220
<b>SUBJECT</b>	Establishment of Council Working Groups		
<b>OFFICER</b>	Senior Admin Officer		
<b>DATE OF REPORT</b>	25 October 2017		

*OFFICER RECOMMENDATION that Council re-establishes the following Working Groups for the two year term expiring 19 October 2019:*

- *Community Grants & Service Agreements Working Group (membership open to any interested elected member)*
- *Bridgetown Cemetery Upgrade Working Group (retain membership structure from 2015-17)*
- *Bridgetown Sesquicentennial Working Group (retain membership structure from 2017)*

Background

Apart from a local government being able to establish Committees pursuant to the *Local Government Act 1995*, a Council can also establish Working Groups to directly assist the Council in a function, project or issue(s). These groups are not established under the provision of legislation, have no statutory requirements and do not have an Instrument of Appointment and Delegation to guide them. The Groups work with senior officers who in turn report to Council as appropriate.

During the previous Council term, three (3) Working Groups had been set-up to assist Council, these being:

- Community Grants & Service Agreements Working Group

- Bridgetown Cemetery Upgrade Working Group
- Swimming Pool Fundraising Working Group
- Bridgetown Sesquicentennial Working Group (established in 2017)

The Swimming Pool Fundraising Working Group was disbanded at completion of construction of the new swimming pool.

Details of the other three working groups are:

#### Community Grants & Service Agreements Working Group

Each year Council includes funds in its annual Budget to allow Community/Sporting groups to apply for a 'one-of' grant or to enter into a 3-year service agreement with Council. The purpose of the Working Group is to review all applications received and make recommendation to Council to fund (or not fund) applications through the budget adoption process.

This Working Group has ensured the review process to be stream-lined and carried out in a timely manner. As this is a 'working group' as opposed to an established Committee of the Council, any Councillor is able to nominate to be a member of the group.

#### Bridgetown Cemetery Upgrade Working Group

This working group was set-up as a result of a public meeting in 2013 hosted jointly by the Shire and the Bridgetown CWA. The working group has identified a number of projects to upgrade the Bridgetown cemetery.

The elected member representatives on the working group in 2015-17 were Crs Boyle and Pratico.

#### Bridgetown Sesquicentennial Working Group

The working group was initially 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 was done the working group has been working on the specific details of the proposed calendar of events being put together as part of the "150" celebrations.

The elected member representatives on the working group in 2015-17 were Crs Boyle, Pratico and Wilson.

#### Statutory Environment - N/A

#### Integrated Planning

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

#### Policy Implications – N/A

Budget Implications

Nil for the establishment of Working Groups

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

<b>ITEM NO.</b>	SC.20/1117	<b>FILE REF.</b>	220
<b>SUBJECT</b>	Council Delegates to External Committees		
<b>OFFICER</b>	Senior Admin Officer		
<b>DATE OF REPORT</b>	19 October 2017		

*OFFICER RECOMMENDATION that Council appoints delegates to the following Committees:*

- *South West WALGA Zone*
- *Regional Road Group (primary and deputy representative)*
- *Bridgetown Greenbushes Business & Tourism Association*

*OFFICER RECOMMENDATION that Council's representatives on the Board of the Warren Blackwood Alliance of Councils be the Shire President and Deputy President.*

Summary/Purpose

Appoint elected member representatives to external Committees affiliated with local government.

Background

During the term of the previous Council, various external Committees requested the appointment of a Councillor delegate. An external Committee is one not established by Council (under the Local Government Act 1995), but run independently by another organisation. Minutes (if provided) are included in the Councillors monthly Information Booklet and delegates are required to provide a brief (dot point) report on any decisions the particular Committee may make which may impact on Council or the community as a whole.

Although there is no formal policy to guide appointments to external Committees, Council in the past has based its decision on the following guideline:

*“Council must ascertain if it thinks it appropriate to have a delegate and if so, the delegate be given direction and any specific guidance regarding reporting back to Council”.*

In addition, Council must be mindful that Councillors time is a precious (and often under-appreciated) resource. Council must therefore, when endorsing a nomination be mindful that it is satisfied that committing the resources will be of a benefit to the Shire (as compared to the ‘cost’).

Committees which had a delegate during the 2015-2017 period were:

### **Warren Blackwood Alliance of Councils**

The Alliance consists of membership from the Shires of Bridgetown-Greenbushes, Manjimup and Nannup. The constitution of the Alliance sets membership at 2 members from each Council. Meetings are held bi-monthly rotating amongst the three Councils.

The Alliance plays a strategic role in fostering relationships with the two other local governments and Council’s position has always been, in the past, to have the President and Deputy President as its representatives, however this isn’t mandated.

### **South West Zone of WALGA**

The South West Zone of WALGA consists of membership of the twelve local governments of the South West region. Each Council appoints an elected member delegate to the Zone and he/she attends the bi-monthly meetings with the CEO.

The Zone meetings are normally held on the first Friday each second month on a rotating basis throughout the region. Meetings commence at 9am and conclude after lunch.

Cr Pratico has been the Shire’s elected member representative on the Zone for the past 9 years.

### **Regional Road Group (RRG)**

The RRG is a sub-Committee of Main Roads WA with members consisting of Councillors and Officers from each of the Shires in the south west region and officers from MRWA. The group determines funding grants to each local authority on an annual basis and to ensure Bridgetown-Greenbushes attracts annual funding, it is important that a Council delegate with a keen interest in roads be appointed to this Committee.

Cr Scallan has been the Shire’s elected member representative on the Zone for the past 4 years.

For nominations for the 2017-19 term Main Roads Western Australia is seeking each Council to also nominate a deputy elected member representative to attend as a proxy to the primary representative.

### **Bridgetown Greenbushes Business & Tourism Association (BGBTA)**

The BGBTA sees benefit in having an elected member representative on their Committee as two of their goals are the promotion of the Shire as a destination and growing of the local economy.

The previous elected member representative was Cr Quinby.

Statutory Environment – Nil

Integrated Planning

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

Policy Implications – Nil

Budget Implications

As Council delegates are able to use Council pool cars when attending meetings outside the Shire, minor expenditure will be incurred if Council appoints elected members to Committees which meet outside the Shire boundaries.

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

<b>ITEM NO.</b>	SC.21/1117	<b>FILE REF.</b>	209
<b>SUBJECT</b>	Rolling Action Sheet		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	1 November 2017		

Attachment 24      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.01/1117	Instrument of Appointment & Delegation
2	SC.03/1117	Policy Manual – (separate electronic attachment)
3	SC.03/1117	Draft New Policy M.13 Anti-Discrimination, Sexual Harassment and Bullying
4	SC.03/1117	Draft New Policy A.13 Information Communication Technology Use
5	SC.04/1117	Existing Delegation Register – Council to CEO
6	SC.04/1117	Proposed New Council to CEO Delegations
7	SC.05/1117	Draft Library Member & Loan Policy
8	SC.05/1117	Library Borrowing Guidelines
9	SC.05/1117	Policy A.17 Library Memberships
10	SC.05/1117	Policy A.20 Library Loans
11	SC.06/1117	Town Planning Scheme No. 3 - Schedule 4 – Places of Natural Beauty, Historic Buildings and Objects of Historic or Scientific Interest
12	SC.06/1117	Draft Municipal Heritage Inventory Review (excluding Place Records)
13	SC.07/1117	Draft Local Trails Plan 2017-2022
14	SC.09/1117	Instrument of Appointment & Delegation 2017-19 - Audit Committee
15	SC.10/1117	Instrument of Appointment & Delegation 2017-19 - Bush Fires Advisory Committee
16	SC.11/1117	Instrument of Appointment & Delegation 2017-19 - Local Emergency Management Committee
17	SC.12/1117	Instrument of Appointment & Delegation 2017-19 - Emergency Planning & Preparedness Advisory Committee
18	SC.13/1117	Instrument of Appointment & Delegation 2017-19 - Roadwise Advisory Committee
19	SC.14/1117	Instrument of Appointment & Delegation 2017-19 - CEO Performance Review Committee
20	SC.15/1117	Instrument of Appointment & Delegation 2017-19 - Access & Inclusion Advisory Committee
21	SC.16/1117	Instrument of Appointment & Delegation 2017-19 - Sustainability Advisory Committee
22	SC.17/1117	Instrument of Appointment 2017-19 - Trails Development Advisory Committee
23	SC.18/1117	Instrument of Appointment 2017-19 – Youth Services Advisory Committee
24	SC.21/1117	Rolling Action Sheet

Agenda Papers checked and authorised by CEO, Mr T Clynych		2.11.17
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