

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, **11 February 2016** commencing at 5.30pm.

Signed by T Clynch



Date:

4 February 2016

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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, 11 February 2016 commencing at 5.30pm.

Meeting to be opened by the Presiding Member

Acknowledgment of Country – Chief Executive Officer

On behalf of the Councillors, staff and gallery, I acknowledge the Noongar People, the Traditional Owners of the Land on which we are gathered, and pay my respects to their Elders both past and present.

Attendance & Apologies

Presiding Member - A J Wilson

- J A Boyle

- S C Hodson

- D Mackman

- J R Moore

- J Nicholas

- P Quinby

- P Scallan

In Attendance - T P Clynych, CEO

- M Larkworthy, Executive Manager Corporate Services

- E Denniss, Executive Manager Community Services

- T M Lockley, Executive Assistant

Leave of Absence - Cr Pratico

Gallery

Petitions/Deputations/Presentations

Comment on Agenda Items by Parties With an Interest

Confirmation of Minutes

SC.01/0216 Ordinary Meeting held 12 November 2015

A motion is required to confirm the Minutes of the Ordinary Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held 12 November 2015 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 - Nil

Local Laws - Nil

Strategy

ITEM NO.	SC.02/0216	FILE REF.	
SUBJECT	Bridgetown Leisure Centre		
OFFICER	Executive Manager Community Services		
DATE OF REPORT	1 February 2016		

Attachment 1 Logo Designs Portfolio by Paper Napkin

OFFICER RECOMMENDATION that Council selects Concept 3a of the logos designed by Paper Napkin for the Bridgetown Leisure Centre as depicted in the design below:



Summary/Purpose

The purpose of this agenda report is to finalise the logo design for the Bridgetown Leisure Centre.

Background

At the November 2015 meeting, Council endorsed, in part, as follows (C.09/1115):

That Council endorses the name of the integrated recreation complex as the Bridgetown Leisure Centre and appoints a consultant to design a logo incorporating this name.

Officer Comment

Five concepts have been prepared by the consultant, Paper Napkin, with two specific stylised options for each concept. For the purpose of this report the first version of each concept is considered as option “a” and the second option as “b”. Therefore the recommendation relates to the first option presented under Concept 3 on the third page of the attached portfolio.

The reason for the officer recommendation relates to the graphic designers interpretation of the spiel of this specific concept which has taken inspiration from the Bridgetown Library logo. The option recommended by the officer is in keeping with Library logo. This was considered an important factor to the physical proximity of the two facilities where the logos are displayed upon both buildings. The option recommended includes two of the 3 colours of the Shire of Bridgetown-Greenbushes logo. The brief to the consultant required use of these colours, but not necessarily utilisation of all of the same colours.

The recommended option includes a stylised active figure which could represent a swimmer, a runner or a variety of other active pursuits. This creative element was considered important in relation to the variety of active pursuits that will be on offer in the integrated facility.

In making this recommendation, the officer has requested feedback from officers who work within the aquatic and the recreation centres. Due to time constraints at the time of writing this report the feedback from officers has not been able to be

included in this report, but will be available at the February Standing Committee Meeting. Council can consider this feedback when making the decision with regard to which of the 5 logo concepts it wishes to endorse.

Statutory Environment – Not Applicable

Integrated Planning

Strategic Community Plan 2013

Outcome 3.1.1 Redevelop the Bridgetown Swimming Pool

Sport & Recreation Strategic Plan

Outcome 1.1 Replace the aging non-compliant 50m pool with a modern aquatic facility.

Outcome 1.2 Implement the integrated recreation complex business plan.

Budget Implications

There are no budget implications arising from the recommendations as the consultant fees for the creation of the logo will be expended within existing budget provisions for consultant fees. Existing budget allocations for signage, stationery and uniforms will be utilised once the logo design is finalised.

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

Developing a clear brand for the new, integrated leisure centre with ensure that the promotion and marketing of the centre will be delivered in a dynamic way, with the aim of increasing patronage in the centre. This will achieve the principles of continuous improvement by ensuring the investment in capital infrastructure is retains a professional image in how the facility is presented to the public.

Voting Requirements – Simple Majority

ITEM NO.	SC.03/0216	FILE REF.	
SUBJECT	Acceptance of Royalties for Regions Visitor Centre Sustainability Grant Funding for the proposed redevelopment of the former Bridgetown Railway Station as the Bridgetown Visitor Centre and Gallery		
PROPONENT	Shire of Bridgetown-Greenbushes		
OFFICER	Executive Manager Community Services		
DATE OF REPORT	1 February 2016		

Attachment 2 Correspondence from Tourism WA
Attachment 3 Correspondence from Heritage Council
Attachment 4 Concept Plans Option E and F

OFFICER RECOMMENDATION: *That Council:*

- 1. Notes the correspondence from Tourism WA and accepts the funding offer of \$6,250, being 50% funding to assist with the costs associated with the development of detailed design, structural assessment and construction costings for the proposed redevelopment of the former Bridgetown Railway Station as the Bridgetown Visitor Centre and Gallery.*
- 2. Endorses the transfer of \$6,250 from the Matched Grant Reserve for the purpose of providing 50% funding to assist with the costs associated with the development of detailed design, structural assessment and construction costings for the proposed redevelopment of the former Bridgetown Railway Station as the Bridgetown Visitor Centre and Gallery.*
- 3. Approves as unbudgeted expenditure the expenditure of \$12,250 for this project.*

Summary/Purpose

The recommendations seek to progress outstanding resolutions pertaining to the redevelopment of the former Bridgetown Railway Station as the Bridgetown Visitor Centre and Gallery. In particular to progress the procurement of detailed designs and project costings to determine the viability of progressing with the proposed redevelopment (independent to the issue of the location and ownership of the building itself).

Without detailed designs and project costings and a response regarding formal ownership of the building it is difficult for Council to determine whether the proposed redevelopment will proceed.

The process of progressing the detailed design and costings for the redevelopment works will include a structural assessment by a qualified structural engineer regarding the integrity of the building.

Background

Council in September 2012 appointed consultant Architect David Singe to undertake preliminary design work for the potential relocation of the Bridgetown Visitor Centre to the former Bridgetown Railway Station building.

Since that time a number of reports to Council have been submitted regarding the finalization of the concept plans and correspondence with key stakeholders including

the Public Transport Authority, State Heritage Council, heritage consultants and the architect. This resulted in two preferred concept plan variations being identified by Council. The variation between the two plans revolved around one design component being the straight glass (Option E) or angled glass (Option F) wall on the western side of the building.

At the May 2015 Standing Committee Meeting Council considered (in part) a recommendation from staff with regard to this project as follows:

- Directs the Chief Executive Officer to prepare detailed plans in consultation with a consultant historical archeologist based on the alternative concept plans (Option F – straight wall gallery).

In considering this recommendation Council resolved, in part, as follows (C.17/0515):

That Council directs the CEO to await the results of the structural investigative work and report back to Council.

In the intervening months, Tourism WA released the Royalties for Regions Regional Visitor Centre Sustainability Grant program. The officer considered this funding program an opportunity to assist progress all elements of the project that relate to structural integrity assessment, detailed design preparation and construction costings required to assist Council in assessing the viability of the proposed redevelopment.

A separate Council decision which has bearing on the progress of the proposed redevelopment of the former Railway Station is identified for consideration in this matter. At the July 2015 meeting Council resolved (C.02/0715) that Council:

1. *Direct the CEO to investigate and report back on the feasibility of obtaining the necessary approvals (including heritage approval, planning approval, building permit approvals, need for a business plan, etc.) for relocation of the Bridgetown Railway Station building to the land previously occupied by the BP fuel depot on Hampton Street.*
2. *Direct the CEO to make enquiries with the owner or agent acting on behalf of the owner of the land previously occupied by the BP fuel depot about the listed purchase price for the land and indicating the potential interest of the Shire in purchasing the land dependent upon the outcomes from Part 1 above, noting the timeframe for reporting back on Part 1 above could be several months.*
3. *Note that the actions described in Parts 1 and 2 above represent feasibility investigations only and offer no commitment from Council to proceed with the project even in the event that the feasibility to obtain approvals for the relocation of the building is proven.*

As a result of this resolution no structural investigative work of the railway station building has occurred. At its January 2016 meeting council subsequently reallocated most of the building maintenance funds for this building to fund urgent works at the Visitor Centre.

The Chief Executive Officer continues to seek clarification and response from the Public Transport Authority on these matters. It is anticipated that progressing a resolution in relation to the ownership of the Railway Station building as outlined in

the 3 points comprising C.02/0715) and the development of the detailed plans, costings and structural integrity assessment will run concurrently, thereby enabling Council within a 3 – 4 month period to have all relevant information presented cohesively to enable a decision to be made regarding the future use of the Railway Station building.

Officer Comment

The Tourism WA Royalties for Regions Regional Visitor Centre Sustainability Grant program is a new funding scheme to assist in the development of detailed design and costings for the proposed project. It is considered best practice in project management that a 3 step process be followed. A very basic overview of that process is:

1. Development of conceptual plans to determine needs assessment
2. Development of detailed design plans and construction costings to ensure financial viability (affordability)
3. Construction of identified project

Council has already contributed a significant amount of officer time and consultant fees in progressing the first point above.

In many instances projects proceed without step 2 being completed and construction costs being based on conceptual plans. This is not considered best practice as it exposes the project owner to reputational and financial risk.

In seeking the support of Tourism WA at the detailed design stage of the project the officer is aware that should the project proceed to construction, the funding body, having participated in the planning stages of the project, may be a potential funding body for the construction phase.

In submitting the grant application, the officer considered the scheme an opportunity to assist progress all elements of the project that relate to structural integrity assessment, detailed design preparation and construction costings required to assist Council in assessing the viability of the proposed redevelopment.

As Council has not yet officially determined a preference for the two concept plan options (Option E and Option F) it is intended that this stage of the project would include an assessment and costing for both options of the glass wall on the western side (flat or angled glass).

In submitting the recommendations for Council's consideration, the officer is aware of the separate outstanding item to investigate the possibility (and viability) of purchasing and/or relocating the former Bridgetown Railway Station. It is anticipated that the two processes will run concurrently so that within a 3 – 4 month timeframe Council will know the facts regarding options relating to ownership of the building and the development of detailed designs (and the accompanying development price schedule). It is considered that both elements of this project require attention in order for Council to have all relevant details when considering the viability of progressing with the proposed redevelopment.

Statutory Environment

- *Heritage of Western Australia Act*

As the Bridgetown Railway Station is located within a State Registered Curtilage, support from the Heritage Council of Western Australia (HCWA) is required for the proposed redevelopment. The Shire is bound under the Heritage of Western Australia Act to abide by any recommendations or conditions imposed by the HCWA or delegated State Heritage Office.

- *Public Transport Authority Lease*

Other than the operational rail corridor the whole of the railway reserve between Steere Street and Phillips Street is leased to the Shire by the PTA. The length of the lease is for an interim period of 10 years with future extensions possible if the land remains surplus to the needs of the PTA. If the land becomes required by the PTA the lease term can be revoked and terminated at the discretion of that agency. Support from the PTA is required for the proposed redevelopment as the owner of the land.

Policy

- Bridgetown Railway Precinct Conservation Management Plan 2012

The Conservation Management Plan for the Bridgetown Railway Precinct, which includes the former Bridgetown Railway Station, was adopted by Council in January 2013. Redevelopment of the station and grounds must be in accordance with the CMP.

Strategic Plan Implications

- *Strategic Community Plan 2013*

Economic Objective 1 – A strong, resilient and balanced economy.

- Outcome 1.2 Ensure infrastructure and services are provided for future development in keeping with the environment.
- Strategy 1.2.1 Identify opportunities for expansion of the commercial area.
- Strategy 1.2.9 Improved facilities for tourists.

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

- Outcome 2.1 Maintain the heritage and character of the main streets in Bridgetown and Greenbushes.
- Strategy 2.1.2 Ensure the maintenance of the Town Centres achieves a high level of appearance and amenity.
- Outcome 2.2 Recognition and retention of our cultural, indigenous and heritage assets.
- Strategy 2.2.3 Prepare conservation plans for key shire owned heritage buildings.
- Strategy 2.2.4 Work with the community to identify and assist in the implementation of projects that promote the unique heritage and history of each town.

Social Objective 3 – Our community enjoys a high quality of life.

- Outcome 3.1 Maintain a high standard of lifestyle, recreational and cultural facilities.
- Strategy 3.1.6 Continue to support Arts, Culture and Recreation.

Civic Leadership Objective 4 – A collaborative and engaged community.

- Outcome 4.5 Long term financial viability.
- Strategy 4.5.4 Minimise own source funding of capital projects.
- Strategy 4.10 Best practice asset management.
- Strategy 4.10.2 Periodically review the use of Shire buildings to ensure use is optimised.

Budget Implications

Should Council support the officer recommendations a sum of \$6,250 would be transferred from the Matched Grants Reserve to fund 50% of this project. Together with the grant this would form \$12,500 unbudgeted expenditure.

The current balance of the Matched Grants Reserve is \$18,423.

Fiscal Equity

The proposed redevelopment of the Bridgetown Railway Station will be a public facility, accessible by all members of the community, thereby ensuring fiscal and social equity principles are achieved.

Whole of Life Accounting

The recommendations achieve whole of life accounting principles by enabling operating costs to be assessed base on detailed designs. This allows for assessment of annual operating/maintenance costs to be more accurately assessed.

Social Equity

The proposed redevelopment of the Bridgetown Railway Station will be a public facility, accessible all members of the community, thereby ensuring fiscal and social equity principles are achieved.

Ecological Equity – Not applicable

Cultural Equity

The procurement of detailed designs, costings and a building integrity assessment will allow for an informed decision regarding the potential redevelopment of the former Bridgetown Railway Station. This decision may achieve cultural equity principles through possible conservation of a place of state and local heritage significance.

Risk Management

The recommendations mitigate Council's exposure to risk by ensuring best practice approach to the proposed redevelopment of the former Bridgetown Railway. This includes assessing the structural integrity of the building and identifying the full costs of works associated with the proposed redevelopment so that financial risk can be assessed in terms of the projects viability (in the construction stage and ongoing building maintenance – whole of life costings).

Continuous Improvement

The recommendations achieve continuous improvement principles by ensuring that a planned approach is undertaken in relation to significant development and construction projects. Without commitment to best practice, which includes the investment of funds in project planning (not just construction) decision making is ad hoc at best – based on estimates as opposed to actual data and facts.

Continuous improvement is also achieved by the procurement of external grant funding to assist with the progression this project.

Voting Requirements – Absolute Majority

ITEM NO.	SC.04/0216	FILE REF.	774, 775, 770.7
SUBJECT	Draft Bushfire Hazard Strategy		
PROPONENT	Shire of Bridgetown-Greenbushes		
LOCATION	Whole of Shire		
OFFICER	Manager Planning		
DATE OF REPORT	3 February 2016		

Attachment 5 – Planning Bulletin 111/2015 Planning in Bushfire Prone Areas

OFFICER RECOMMENDATION: *That Council, noting the December 2015 release of the State's Bushfire Risk Management Assessment Framework, resolves not to proceed with the draft Bush Fire Hazard Strategy - Shire of Bridgetown-Greenbushes and Shire of Nannup, nor to proceed with separate scheme amendments for both Town Planning Scheme No. 3 and Town Planning Scheme No. 4 for the introduction of designated bushfire prone areas.*

Summary/Purpose

Council in August 2012 adopted, for the purpose of public consultation, the draft Bush Fire Hazard Strategy for the Shire of Bridgetown-Greenbushes and Shire of Nannup, in conjunction with future scheme amendments to declare Designated Bush Fire Prone Areas for the Shire in accordance with the Bush Fire Prone Area maps included in the Strategy.

Given the release on 6 December 2015 of the State's Bushfire Risk Management Assessment Framework, including State Bushfire Prone Area Maps released on 7 December 2015, the draft Bush Fire Hazard Strategy specific to the Shire of Bridgetown-Greenbushes has been superseded and is no longer required. It is therefore recommended that the draft Strategy not be proceeded with, nor the related scheme amendments to designate bushfire prone areas.

Background

As background, Council in March 2010 most recently resolved (in part):

"C.14/0310:

- 4. Directs the Chief Executive Officer to engage a suitably qualified consultant to undertake a Bush Fire Hazard Assessment of the Shire municipality, in consultation with FESA, and in accordance with the Planning for Bush Fire Protection document.*

6. *Following completion of Points 4 and 5 above, the Chief Executive Officer is to present a report to a future meeting of Council for further consideration.”*

The draft Bush Fire Hazard Strategy for the Shire of Bridgetown-Greenbushes and Shire of Nannup, was then prepared by bushfire consultant Strategen, and presented to Council in August 2012 whereby Council resolved:

“C.19/0812 That Council:

- 1. Adopts the draft Bush Fire Hazard Strategy – Shire of Bridgetown-Greenbushes and Shire of Nannup, as per Attachment 6, and supporting maps as per Attachment 7, for the purposes of future public consultation for a 42 day (six week) period in conjunction with the future adoption of scheme amendments referred to in Point 2 below.*
- 2. Directs the Chief Executive Officer to prepare preliminary documentation and present a report to a future meeting of Council to initiate two separate scheme amendment to both Town Planning Scheme No. 3 and Town Planning Scheme No. 4, to introduce a new part to set Designated Bush Fire Prone Areas’ in accordance with the Bush Fire Prone Area maps including the draft Bush Fire Hazard Strategy.”*

A copy of the draft Bushfire Hazard Strategy has not been appended due to its size (75 pages) however can be made available if requested.

The draft Strategy classified the bush fire prone areas of the Shire district so that bush fire planning consideration and subsequent management measures can be implemented in the early planning stages of development proposals, with reference to the Bushfire Planning Guidelines, and at the development stage, particularly through the enforcement of AS 3959-2009 Construction of buildings in bushfire-prone areas.

Designation of bush fire prone land, supported by a statutory head of power implemented into the schemes through amendments, would allow:

- the identification of any proposed subdivision, development or modification to an existing building occurring within a bush fire prone area;
- subsequent implementation of Shire policies relating to the level of bush fire assessment needed for the proposed development prior to construction (ie. bushfire attack level assessment, fire management plan, etc); and
- subsequent implementation of appropriate bush fire management measures early in the planning stages of the development (specifically building location and setback requirements, level of construction standard as per AS 3959-2009, hazard separation zones, building protection zones, fuel hazard reduction, access requirements and water requirements).
- be an important tool which is considered increasingly critical for the Council and Shire administration to undertake their statutory responsibilities and to more effectively address risks and liabilities;

- be a valuable tool for various local government functions including planning, building and ranger services;
- provide direction to the Shire of Bridgetown-Greenbushes Council and staff, the Shire of Nannup, the Department of Planning, the Western Australia Planning Commission and the Minister for Planning in the assessment of new Local Planning Scheme No. 5, future scheme amendments, structure plans, subdivision applications, planning and building applications, as well as provide fire planning support for this decision making; and
- assist future planning and development at the strategic level, including finalisation of the Local Planning Strategy, preparation of Local Planning Scheme No. 5, and inform the level of bush fire management required in specific areas including application of AS 3959-2009.

Bushfire Risk Management Assessment Framework

In the intervening period since 2012 the Western Australian Planning Commission (WAPC) commenced a review of the bushfire planning legislative and policy framework, in conjunction with the new Office of Bushfire Risk Management (OBRM) and re-named Department of Fire and Emergency Services (DFES). One of the potential outcomes of the review was to declare bushfire prone areas across Western Australia. As such, the amendments to Town Planning Schemes No. 3 and No. 4 were not progressed, nor the draft Bushfire Hazard Strategy released for public comment.

The Shire of Bridgetown-Greenbushes staff have liaised with the OBRM in 2014 and 2015, with a copy of the draft Bush Fire Hazard Strategy and bushfire prone area mapping data provided, and feedback provided on the draft State Bushfire Prone Area Maps.

Following extensive public consultation the Planning in Bushfire Prone Areas reform was announced by the WAPC on 6 December 2015 including the Planning and Development (Local Planning Schemes) Amendment Regulations 2015; the State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7); and the Guidelines for Planning in Bushfire Prone Areas (Guidelines).

The Amendment Regulations 2015 introduce Deemed Provisions relating to bushfire control as Part 10A, coming into effect on 8 December 2015. Due to transitional arrangements provided by the new Amendment Regulations, some provisions will not become operational until 8 April 2016.

SPP 3.7 and Guidelines came into effect on 7 December 2015. SPP 3.7 provides the foundation for land use planning decisions in designated bushfire prone areas with due regard to the policy provisions to be given due regard by local governments. The Guidelines assist interpretation of SPP 3.7 and provide advice on how bushfire risk is to be addressed during consideration of strategic planning proposals, subdivisions and development applications.

The Fire and Emergency Services Commissioner on 7 December 2015 made the first order designating bushfire prone areas across Western Australia, with the Map of Bush Fire Prone Areas coming into effect on 8 December 2015.

Further background is provided in Planning Bulletin 111/2015 Planning in Bushfire Prone Areas, released by the WAPC in December 2015 (see Attachment 5).

Conclusion

The new State's Bushfire Risk Management Assessment Framework meets the objectives of the Shire's draft Bush Fire Hazard Strategy (2012) and intended supporting scheme amendments. It is therefore recommended that the draft Bush Fire Hazard Strategy and supporting scheme amendment not be progressed.

Statutory Environment

- Town Planning Scheme No. 3 (Bridgetown Townsite) and Town Planning Scheme No. 4 (Balance of Shire)

Pursuant to the Planning and Development (Local Planning Schemes) Amendment Regulation 2015, the Part 10A relating to Bushfire risk management have automatically been included in both schemes as deemed provisions.

- Building Code of Australia

Performance Provisions 2.3.4 of the Building Code of Australia (BCA) controls the development in declared bush fire prone areas. The BCA is satisfied if the habitable building, addition or non-habitable building complies with Australian Standard AS 3959-2009 Construction of Buildings in Bushfire Prone Areas.

Policy

- State Planning Policy 3.7 – Planning in Bushfire Prone Areas

Local governments must have regard to the State Planning Policy 3.7 – Planning in Bushfire Prone Areas in the preparation or amendment of local planning scheme, strategies and policies, and assessing development proposals affected by bushfire risk.

- WAPC Guidelines for Planning in Bushfire Prone Areas

The Guidelines assist interpretation of SPP 3.7 and provide advice on how bushfire risk is to be addressed during consideration of strategic planning proposals, subdivisions and development applications. The Guidelines are to be read in conjunction with SPP 3.7 and provides supporting information to stakeholders to assist in determining appropriate land uses planning in relation to bushfire prone areas; specifying requirements at each stage of the planning process; and ensuring bushfire protection measures are incorporated into development.

Strategic Plan Implications

- Strategic Community Plan 2012

Environment Objective 2: Our unique natural built environment is protected and enhanced.

Outcome 2.5 Our communities are 'fire prepared'.

- 2.4.1 Investigate the need for policies and strategies concerning fire management on private properties.
- Corporate Business Plan - Nil

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

The new State's Bushfire Risk Management Assessment Framework satisfies the objectives of the draft Bushfire Hazard Strategy to identify bush fire risks, map and declare bush fire prone areas, and apply appropriate bush fire prone construction standards for protection of life and property. Implementation of the Bushfire Risk Management Framework will assist the Shire's identification and response to bush fire risks, including planning and building control.

Continuous Improvement – Not applicable

Delegated Authority

Nil - Resolution of Council is required to not progress with the draft Bushfire Hazard Strategy or supporting scheme amendments.

Voting Requirements - Simple Majority

ITEM NO.	SC.05/0216	FILE REF.	500
SUBJECT	Draft Maintenance Guide for Bridgetown Walk Trails		
PROPONENT	Trails Development Advisory Committee		
OFFICER	Grants and Services Manager		
DATE OF REPORT	February 2016		

Attachment 6 Draft Maintenance Guidelines for Bridgetown Walk Trails
Encompassing Old Abattoir Trail and Wandoo Valley Walk

OFFICER RECOMMENDATION that Council adopts the draft "Maintenance Guidelines – Bridgetown Walk Trails - Encompassing Old Abattoir Trail and Wandoo Valley Walk".

Summary/Purpose

At the December 2015 Trails Development Advisory Committee it was recommended that the draft guideline for the maintenance of the Department of Parks and Wildlife (DPaW) sanctioned walk trails, namely the Old Abattoir Walk and the Wandoo Walk be presented to Council for adoption.

The maintenance guideline outlines the inspection and maintenance responsibilities of the Shire and the Department of Parks and Wildlife in relation to Department of Parks and Wildlife sanctioned walk trails on Department of Parks and Wildlife managed land within the Shire of Bridgetown-Greenbushes.

Background

The Trails Development Advisory Committee Instrument of Appointment identifies the direction of the Committee as follows:

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

The Trails Development Advisory Committee has been worked in partnership with Department of Parks and Wildlife over the last 4 years to ensure that the walk trails on DPaW managed land, within the Shire meet the standards required to permit sanctioning by DPaW. Two walk trails have been sanctioned by DPaW, the Old Abattoir Walk and the Wandoo Walk.

Officer Comment

The vast majority of existing trails, unsanctioned trails or potential trails development will be undertaken on land managed by State Government agencies, namely DPaW and the Department of Water. This is due to the large amount of natural bush managed by DPaW within this Shire and the importance of water catchment areas.

Many trails are currently being used by local residents and tourists regardless of whether they are sanctioned. The consequences of using unsanctioned trails are two-fold. Firstly, unsanctioned trails have not been signed or assessed for safety and therefore hold an inherent risk associated with their use (safety and orientation). Sanctioned trails ensure the preservation of the environment and the safety of the user. A sanctioned walk trail includes regular assessment of the trail, inspection of trees in close proximity to the trail, header signs, trail markers and trail classification.

Secondly, the Shire is unable to promote or market unsanctioned trails. Trails tourism offers a significant economic development opportunity for this Shire given the unique natural environment. The potential flow-on effect of an active approach to the promotion of trails tourism for the local economy has been recognized by Council in various strategic plans. Once sanctioned the walk trail can be broadly advertised through the regional and state websites to encourage trails based tourism. The well

established economic benefits of trails tourism will only increase as trails development and sanctioning continues.

To promote trails tourism on an ongoing basis it is important to ensure the trails continue to be safe, well-maintained and accessible. The Trails Maintenance Guidelines provides direction for ongoing maintenance and a breakdown of maintenance responsibilities, responsible parties and division of labor to facilitate the continued use of the sanctioned walk trails.

This maintenance guidelines form an agreement and highlights the partnership between DPaW and the Shire for the ongoing maintenance of sanctioned trails. If successful, the maintenance guidelines may be used as a model for the maintenance of future trails development on DPaW managed land so it is important to ensure Council are satisfied with the breakdown of maintenance responsibilities, responsible parties and division of labor suggested in the guideline. The maintenance guidelines are relevant only to trails traversing DPaW managed land.

Statutory Environment - Nil

Integrated Planning

Strategic Community Plan

Objective 1 – A strong resilient and balanced economy.

Outcome 1.1 - A diverse range of employment opportunities

Strategy 1.1.1 – Develop the Shire as a centre for natural trails such as multi-use walk, bike, kayak and bridle trails

Outcome 1.2 – Ensure infrastructure and services are provided for future development in keeping with the environment.

Strategy 1.2.9 – Improve facilities for tourists.

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

Outcome 2.4 – Protect and better utilize the river and natural landscape as an asset to the Shire

Strategy – Implement the Regional Trails Masterplan.

Objective 3 – our community enjoys a high quality of life

Outcome 3.1 – Maintain a high standard of lifestyle, recreation and cultural facilities.

Strategy 3.1.7 – Implement the Regional trails Masterplan

Corporate Business Plan

The Corporate Business Plan identifies, as an ongoing action, the need to identify opportunities for the development of nature trails such as multi-use walk, bike, kayak and bridle trails for implementation in the regional Trails Masterplan.

Long Term Financial Plan

Capital expenditure is proposed in the Long Term Financial Plans for trails projects until 2016/17.

Asset Management Plans

Not applicable as the Walk Trail Maintenance Guidelines are not applicable to Council owned assets (trails transverse land managed by DPaW).

Workforce Plan - Not Applicable

Other Integrated Planning

10 year works program - If the Draft Maintenance Guidelines for Walk Trails are adopted Council would be required to undertake an ongoing commitment to maintain the identified trails that traverse DPaW managed land which would be reflected in the 10 year works program, in relation to maintenance.

Budget Implications

If the Draft Maintenance Guidelines for Walk Trails are adopted Council would be required to undertake an ongoing financial commitment to reflect the officer time required to undertake the agreed trails maintenance outlined in the Guidelines.

Fiscal Equity – Not Applicable

Whole of Life Accounting

Council has invested in the development of trails through the Trails Advisory Committee and the ongoing annual trails budget allocation. These resources have been partially utilised to develop and sanction the walk trails implicated in the Draft Maintenance Guidelines for Walk Trails. Whole of life accounting principles are considered by preserving Councils investment in trail development and ensuring the continued maintenance, use and promotion of sanctioned trails.

Social Equity – Not Applicable

Ecological Equity

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

Cultural Equity – Not Applicable

Risk Management

In working in partnership with DPaW to sanction local walk trails Council have mitigated risk to users of the trail through formalising the assessment process. Continued shared maintenance of the trails will continue risk mitigation to trail users. Ensuring clear and documented roles and responsibilities between ongoing project partner and Council is also considered essential to mitigate Council's exposure to potential risk (financial and reputation).

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Organisation Development

ITEM NO.	SC.06/0216	FILE REF.	209
SUBJECT	Rolling Action Sheet		
OFFICER	Chief Executive Officer		
DATE OF REPORT	1 February 2016		

Attachment 7 Rolling Action Sheet

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

Summary/Purpose

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

Background

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

Statutory Environment – Nil

Policy/Strategic Plan Implications - Nil

Budget Implications – Nil

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Urgent Business Approved by Decision

Responses to Elected Members Questions Taken on Notice

Elected Members Questions With Notice

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

Briefings by Officers

Notice of Motions for Consideration at Next Meeting

Matters Behind Closed Doors

Closure

The Presiding Member to close the Meeting

List of Attachments

Attachment	Item No.	Details
1	SC.02/0216	Logo Designs Portfolio by Paper Napkin
2	SC.03/0216	Correspondence from Tourism WA
3	SC.03/0216	Correspondence from Heritage Council
4	SC.03/0216	Concept Plans Option E & F
5	SC.04/0216	Planning Bulletin 111/2015 Planning in Bushfire Prone Areas
6	SC.05/0216	Draft Maintenance Guidelines for Bridgetown Walk Trails Encompassing Old Abattoir Trail and Wandoo Valley Walk
7	SC.06/0216	Rolling Action Sheet

Agenda Papers checked and authorised by CEO, Mr T Clynch		4.2.16
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