

Standing Committee Minutes Index – 14 September 2017

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Minutes of a Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held in the Council Chambers on Thursday, 14 September 2017 commencing at the conclusion of the Special Council Meeting.

The Presiding Member opened the Meeting at 5.38pm

Acknowledgment of Country – Presiding Member

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

Attendance & Apologies

- Presiding Member - A J Wilson
- J A Boyle
- S Hodson
- D Mackman
- J Nicholas
- A Pratico
- P Quinby
- P Scallan
- In Attendance - T Clynch, Chief Executive Officer
- M Larkworthy, Executive Manager Corporate Services
- E Denniss, Executive Manager Community Services
- S Donaldson, Manager Planning
- T M Lockley, Executive Assistant
- Apologies - Cr J Moore

Gallery

D&D Della Vedova

Petitions/Deputations/Presentations - Nil

Comment on Agenda Items by Parties With an Interest - Nil

Confirmation of Minutes

SC.01/0917 Ordinary Meeting held 10 August 2017

A motion is required to confirm the Minutes of the Ordinary Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held 10 August 2017 as a true and correct record.

Committee Decision Moved Cr Pratico, Seconded Cr Hodson

SC.01/0917 That the Minutes of the Ordinary Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held 10 August 2017 be confirmed as a true and correct record.

Carried 8/0

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.

Nil

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

Reports of Officers

Reports of Officers have been divided into the following Categories:

- Policy
- Local Laws
- Strategy
- Organisation Development

Policy

| | | | |
|-----------------------|----------------------------------|------------------|-----|
| ITEM NO. | SC.02/0917 | FILE REF. | 203 |
| SUBJECT | Related Party Disclosures Policy | | |
| OFFICER | Chief Executive Officer | | |
| DATE OF REPORT | 28 August 2017 | | |

Attachment 1 Related Party Disclosures Policy

OFFICER RECOMMENDATION that Council adopts the Related Party Disclosures Policy.

Summary/Purpose

Following recent changes to the accounting standards all local governments are required to disclose the nature of related party relationships when preparing general purpose financial reports in compliance with AASB 124.

Background

Correspondence has been received from the Department of Local Government and Communities (DLGC) advising of the new accounting standard AASB 124. AASB 124 is the Australian accounting standard that provides a framework for reporting

relationships between the key decision makers in a reporting entity and the reporting entity. This relationship is commonly described as “related party”.

AASB 124 will only impact on disclosure in financial statements and will not impact on financial position or performance. Local government are required to disclose when a related party transaction has occurred in the reporting year.

The DLGC recommends that each local government establish and implement systems to identify related parties to enable recording of related party transactions from 1 July 2016, therefore incorporating the full 2016/2017 financial year. If the transaction(s) are material, this will need to be disclosed in the annual financial report in accordance with the requirements set out in AASB 124.

The draft *Related Party Disclosures Policy* (Attachment *) provides guidance on:

- the identification of the Shire’s related parties;
- management of related party transactions;
- recording such transactions; and
- disclosure of the transactions in the Shire of Bridgetown-Greenbushes Annual Financial Statements in accordance with AASB 124.

The Policy also addresses the four (4) different types of related party that must be considered by the Shire:

1. Entities related to the Shire;
2. Key Management Personnel;
3. Close family members of Key Management Personnel; and
4. Entities that are controlled or jointly controlled by either 2 or 3 above.

It should be noted that when making a disclosure, only material transactions need to be reported in the financial report. Disclosures are generally aggregated for categories of related party transactions. This means individual names and amounts per transaction will not be disclosed unless otherwise required.

Information collected in the completed annual returns by Elected Members, CEO, Executive Managers (and any other relevant staff member identified by the CEO) will be treated in confidence and only used for meeting compliance with Council’s reporting obligation.

It is important to note that AASB 124 is not designed to detect and report fraud or misconduct. It is more so to enhance transparency and accountability of Council transactions.

Statutory Environment

Australian Accounting Standard AASB 124 Related Party Disclosures

Integrated Planning

- *Strategic Community Plan 2017*
 - Objective 5.2: Maintain high standards of governance, accountability and transparency*
 - Strategy 5.2.1: Councillors provide strong and ethical leadership*
 - Strategy 5.2.2: Staff work in an ethical manner*
 - Strategy 5.2.8: Ensure legislative responsibilities and requirements are met*

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

Policy

This Report seeks adoption of a new Policy for the Finance Section of Council's 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 – Not applicable

Delegated Authority – Not Applicable

Voting Requirements – Simple Majority

Committee Recommendation *Moved Cr Mackman, Seconded Cr Pratico
SC.02/0917 That Council adopts the Related Party Disclosures Policy.*

Carried 8/0

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|-----------------------|--|------------------|--|
| ITEM NO. | SC.03/0917 | FILE REF. | |
| SUBJECT | Review of Policy F.1 Community Grants/Donations Funding & Acquittals | | |
| PROPONENT | Council | | |
| OFFICER | Executive Manager Community Services | | |
| DATE OF REPORT | 28 August 2017 | | |

| | |
|--------------|--|
| Attachment 2 | Current Grants Policy |
| Attachment 3 | Draft Grants Policy |
| Attachment 4 | Draft Contestable Funding Application Form |
| Attachment 5 | Draft Contestable Funding Acquittal Form |

OFFICER RECOMMENDATION – That Council adopts the proposed changes to Policy F1 Community Grants/Donations as at Attachment 3.

Summary/Purpose

The recommendation seeks to update the existing policy to reflect shifts in the categories and assessment process as relates to Council's financial contributions to community groups. The recommendation also seeks to simplify and clarify the funding terms, conditions and forms (application and acquittal).

Background

The officer presented a briefing at the August Standing Committee seeking direction from Councillors regarding the philosophy of providing community grants, service agreements, contributions and donations to assist in policy review. Feedback at that briefing included:

For contestable (competitive, application based) funding the feedback from Councillors included:

- Applicants needed to demonstrate capacity to contribute financially to the proposed project (not just 'in kind')
- Applicants needed to meet with an officer from Community Services to discuss their proposal and Council's Strategic Objectives prior to submitting an application.
- Applicants should aim to submit a funding application for proposals in alignment with Council's Strategic Objectives.
- Applicants that did not submit a funding application in alignment with Council's Strategic Objectives would be eligible, depending the benefit and merits of the proposal (as it may meet a need not yet identified in the community).
- Late applications and/or applications for the same purpose as the previous (successful) application would not be eligible for assessment.
- Council may wish to identify specific groups it wishes to remove from the contestable (competitive application process) and instead fund through a separate category and reviewed annually should the group need funding for a recurring need which Council considered of benefit to the community.
- Applicants who receive funding of \$5,000 per annum (or more) are required to present a briefing to Council in addition to submitting an annual acquittal form.
- In addition to general grant conditions Council will apply specific grant conditions to a grant agreement as it deems necessary.

Officer Comment

The revised policy identifies the 7 existing funding categories which are:

1. Service Agreements
2. Community Grants
3. Chief Executive Officer Donations
4. Chief Executive Hall Hire Donations
5. Rubbish & Recycling Collection Community Groups
6. Rubbish & Recycling Collection Shire Leased Facilities
7. Annual Contributions

Categories 1 and 2 are identified as “Contestable Funding” because these are the competitive, application based funding categories.

The total annual funding allocation will continue to be determined in the annual review of the Corporate Business Plan and the disbursement of that sum across the 7 categories will be determined in a separate process. This process will remain as application based for the Contestable Funding categories, with the assessment of submitted grant applications undertaken by a Working Group (comprising interested Councillors). The Working Group recommendations regarding Contestable Funding will be considered by Council via an agenda report. The Working Group will recommend:

- The successful applicants at category numbers 1 – 2 (and the value of each successful application).
- The recommended value of each category at numbers 3 – 7

Council may, at any time, choose to identify recipients of funding within each category 3 – 7 however the allocation of funding will continue to be done annually in alignment with the Contestable Funding timeline, leading into the preparation of the annual budget.

If Council resolves, at other times during a financial year, to commit to ongoing (more than one-off) contributions towards projects, initiatives or services the amount of that contribution will be notated under Category 7 – Annual Contributions. This will be reviewed annually at the same time as all other funding categories and will be funded via the total annual funding allocation identified in the Corporate Business Plan.

Statutory Environment – Not Applicable

Integrated Planning

➤ Strategic Community Plan 2016

Strategy 4.1.1 Deliver and support a wide range of community activities, events and associated infrastructure.

➤ Corporate Business Plan 2015

Action 4.1.1.2 Fund community grants, service agreements and donations to a maximum value of \$160,000 per annum.

Action 4.1.1.3 Promote the availability of community grants and service agreements.

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

Policy/Strategic Implications

This report relates to proposed changes to Council Policy F.1 Community Grants/Donations, Funding & Acquittals.

Budget Implications – Not Applicable

Fiscal Equity

The recommendation achieves fiscal equity principles by ensuring the policy has capacity to allow fair decision making regarding the allocation of public dollars to the community. The recommendation also achieves fiscal principles by ensuring that recurring funding is not available to groups who request the same level of financial support for the same purpose on an ongoing basis. This allows other applicant groups to be assessed in a more competitive basis.

Whole of Life Accounting

The recommendation achieves whole of life accounting principles by ensuring the policy reflects alignment with the Corporate Business Plan and principles of long term financial planning.

Social Equity

The recommendation achieves social equity by ensuring public dollars are invested in programs and projects which provide benefit to the community's objectives.

Ecological Equity – Not Applicable

Cultural Equity

The recommendation achieves cultural equity by ensuring policy directive with regard to supporting a culturally diverse community through a fair, equitable process of distributing public dollars.

Risk Management

The recommendation achieves risk management principles ensuring the policy reflects the intent, philosophy, guidelines and conditions Council wishes to base its financial contributions to external parties on.

Continuous Improvement

The recommendation achieves continuous principles by ensuring the Policy F.1 reflects current trends in relation provision of grant funding and is in alignment with the philosophies, guidelines and conditions which Council has determined as being equitable for the community in its allocation of public dollars.

Voting Requirements - Simple Majority

**Committee Recommendation Moved Cr Hodson, Seconded Cr Boyle
SC.03/0917 That Council adopts the proposed changes to Policy F1
Community Grants/Donations as at Attachment 3.**

Carried 8/0

Local Laws - Nil

Strategy

| | | | |
|-----------------------|--|------------------|-----|
| ITEM NO. | SC.04/0917 | FILE REF. | 754 |
| SUBJECT | Bushfire Risk Management Plan 2017-22 | | |
| OFFICER | Bushfire Risk Planning Coordinator and Chief Executive Officer | | |
| DATE OF REPORT | 6 September 2017 | | |

Attachment 6 Shire of Bridgetown-Greenbushes Bushfire Risk Management Plan 2017-22

OFFICER RECOMMENDATION that Council endorses the Shire of Bridgetown-Greenbushes Bushfire Risk Management Plan 2017-22.

Summary/Purpose

The Shire of Bridgetown-Greenbushes is one of sixteen priority local governments identified by the Department of Fire and Emergency Services (DFES) to participate in the Bushfire Risk Management Program.

The Bushfire Risk Management Plan has been completed using a template supplied by DFES in conjunction with the *Guidelines for Preparing a Bushfire Risk Management Plan* (DFES, 2015).

The Plan has been prepared by Mr Ben Anderson, appointed and funded by DFES as the Bushfire Risk Planning coordinator for the Shires of Bridgetown-Greenbushes, Boyup Brook and Donnybrook-Balingup.

The Office of Bushfire Risk Management (OBRM) approved the Shire of Bridgetown-Greenbushes on 7 August 2017 following which the draft Plan is presented to Council for adoption. Additional work is still to occur on identifying assets and assessing the risks to those assets and once completed the plan will require regular review and monitoring to ensure it remains up to date.

Background

Under the State Hazard Plan for Fire (Westplan Fire) an integrated Bushfire Risk Management Plan (BRM Plan) is to be developed for local government areas with significant bushfire risk. This BRM Plan has been prepared in accordance with the requirements of Westplan Fire and the *Guidelines for Preparing a Bushfire Risk Management Plan* (Guidelines). The risk management processes used to develop this BRM Plan are aligned to the key principles of AS/NZS ISO 31000:2009 Risk management – Principles and guidelines (AS/NZS ISO 31000:2009), as described in the Second Edition of the National Emergency Risk Assessment Guidelines (NERAG

2015). This approach is consistent with the policies of the State Emergency Management Committee, specifically the State Emergency Management Policy 3.2 – Management of Emergency Risks.

A BRM Plan in a strategic document that:

- Describes the local context in order to complete risk assessments
- Documents the process to identify, analyse and evaluate risk
- Identifies bushfire-related risk at the strategic level and prioritises areas of the local government for further risk assessment
- Identifies assets of value that are at risk from bushfire, including communities, the built environment, infrastructure and economic, cultural and environmental assets;
- Determines risk priorities in order to develop a treatment plan
- Integrates bushfire risk management into the Shire's business processes as well as landowners and other agencies
- Provides a communications strategy for methods of consultation and communication with the community and stakeholders
- Identifies current bushfire risk mitigation activities and controls

The aim of the Bushfire Risk Management Plan (BRM Plan) is to document a coordinated and efficient approach toward the identification, assessment and treatment of assets exposed to bushfire risk within the Shire of Bridgetown-Greenbushes.

The objective of the BRM Plan is to effectively manage bushfire risk within the Shire in order to protect people, assets and other things of local value. Specifically, the objectives of this BRM Plan are to:

- Guide and coordinate a tenure blind, multi-agency bushfire risk management program over a five-year period;
- Document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- Facilitate the effective use of the financial and physical resources available for bushfire risk management activities;
- Integrate bushfire risk management into the business processes of local government, land owners and other agencies;
- Ensure there is integration between land owners and bushfire risk management programs and activities;
- Monitor and review the implementation of treatments to ensure treatment plans are adaptable and risk is managed at an acceptable level.

Officer Comment

Councillors were provided with a briefing by the Bushfire Risk Planning Coordinator and DFES representatives at the July Standing Committee meeting.

In endorsing the BRM Plan Council is acknowledging the assets that have been identified and the risk ratings and treatment priorities will be assigned. Approval of the plan is a commitment by the Shire of Bridgetown-Greenbushes to work with land owners and land managers to address unacceptable risk within the community.

Endorsement of this plan is not committing the Shire of Bridgetown-Greenbushes to a program of treatment works to be implemented by others, or an acceptance of responsibility for risk occurring on land that is not owned or managed by the Shire.

A statement to this effect is included in the BRM Plan.

There are some actions for implementation of the BRM Plan that are yet to be completed and continuation of the funding would allow these to be expedited, being:

- Completion of the treatment schedule for shire land (reserves and freehold).
- Monitoring of risk ratings for assets identified in the BRM Plan and recording of any treatments implemented.
- Add any new assets to the Assets Risk Register.
- Review of risk ratings on at least an annual basis.
- Reporting to the LEMC and Bush Fire Advisory Committee meetings.
- Annual reporting to OBRM on the progress made on implementation of the BRM Plan.

The Asset Risk Register is still being prepared – this register rates built assets in accordance with the bushfire risk assessment methodology. To date 465 assets have been mapped, of which 378 have been assessed. There will be a treatment plan assigned to each of the assets rated as ‘very high’ or above. Of the 378 assets assessed to date 64 have been rated as ‘very high’ or ‘extreme’.

More detailed reporting of the Asset Risk Register will occur once the current assessment process has been completed.

Statutory Environment

State Emergency Management Policy 3.2 – “Management of Emergency Risks”.

Land owners are ultimately responsible for treatments implemented on their own land. This includes any costs associated with the treatment and obtaining the relevant approvals, permits or licences to undertake an activity. Where agreed, other agencies may manage a treatment on behalf of a land owner. However, the onus is still on the land owner to ensure treatments detailed in this BRM Plan are completed.

Integrated Planning

- Strategic Community Plan
 - Key Goal 4 - A community that is friendly and welcoming
 - Objective 4.6 - Fire prepared communities
 - Strategy 4.6.1 - Reduce bush fire hazards
- Corporate Business Plan
 - Strategy 4.6.1 - Reduce bush fire hazards
 - Action 4.6.1.1 - Rehabilitate, protect and conserve Shire controlled land through hazard reduction
 - Action 4.6.1.2 - Adopt a Shire fire management plan for Shire reserves

- Long Term Financial Plan
Treatments identified on Shire tenure may incur additional costs over the five-year life of the BRM Plan which will be highlighted with in the treatment schedule.
- Asset Management Plans - Nil
- Workforce Plan – Not Applicable
- Other Integrated Planning - Nil

Policy - Nil

Budget Implications

The 2017/18 State Budget includes funding for continuation of the Bush Fire Risk Management Program meaning that the Bushfire Risk Planning Coordinator will continue to work on risk assessments, treatment schedules and monitoring/reporting on the BRM Plan.

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity

The BRM Plan will assist with management of sensitive and environmentally vulnerable flora and fauna communities.

Cultural Equity – Not Applicable

Risk Management

The BRM Plan will assist the community in preparedness measures which may reduce the likelihood and consequence of a bushfire impact and thereby reduce the economic impact of such a disaster.

Continuous Improvement

Council already funds a significant bush fire mitigation program and the completion of the BRM Plan will ensure that these resources are effectively targeted at vulnerable assets.

Voting Requirements – Simple Majority

**Committee Recommendation Moved Cr Mackman, Seconded Cr Pratico
SC.04/0917 That Council endorses the Shire of Bridgetown-Greenbushes
Bushfire Risk Management Plan 2017-22.**

Carried 8/0

Organisation Development

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|-----------------------|-------------------------|------------------|-----|
| ITEM NO. | SC.05/0917 | FILE REF. | 209 |
| SUBJECT | Rolling Action Sheet | | |
| OFFICER | Chief Executive Officer | | |
| DATE OF REPORT | 1 September 2017 | | |

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

**Committee Recommendation *Moved Cr Scallan, Seconded Cr Boyle*
*SC.05/0917 That the information contained in the Rolling Action Sheet be noted.***

Carried 8/0

Urgent Business Approved by Decision Nil

Responses to Elected Members Questions Taken on Notice - Nil

Elected Members Questions With Notice - Nil

Briefings by Officers

CEO

- Update on Queens Baton Relay – Friday 23 February
- Update 150 Year Anniversary Working Group

Notice of Motions for Consideration at Next Meeting - Nil


Matters Behind Closed Doors - Nil

Closure

The Presiding Member closed the Meeting at 6.12pm

List of Attachments

| Attachment | Item No. | Details |
|------------|------------|--|
| 1 | SC.02/0917 | Related Party Disclosures Policy |
| 2 | SC.03/0917 | Current Grants Policy |
| 3 | SC.03/0917 | Draft Grants Policy |
| 4 | SC.03/0917 | Draft Contestable Funding Application Form |
| 5 | SC.03/0917 | Draft Contestable Funding Acquittal Form |
| 6 | SC.04/0917 | Shire of Bridgetown-Greenbushes |
| 7 | SC.05/0917 | Rolling Action Sheet |

| | | |
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| Minutes checked and authorised by CEO, Mr T Clynch |  | 15.9.17 |
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CERTIFICATION OF MINUTES

As Presiding Member, I certify that the Minutes of the Local Laws, Strategy, Policy & Organisation Development Standing Committee Meeting held 14 September 2017 were confirmed as a true and correct record of the proceedings of that meeting at the Standing Committee meeting held on 9 November 2017.

..... 9 November 2017