

Council Minutes Index – 30 March 2017

Subject	Page No
Acknowledgment of Country	2
Attendance, Apologies & Leave of Absence	2
Attendance of Gallery	2
Response to Previous Questions Taken on Notice.....	2
Public Question Time.....	2
Petitions/Deputations/Presentations.....	8
Comment on Agenda Items by Parties with an Interest.....	8
Applications for Leave of Absence.....	8
Confirmation of Minutes	8
C.01/0317 Ordinary Meeting held 23 February 2017	8
Announcements by the Presiding Member without Discussion.....	8
Notification of Disclosure of Interest.....	8
Questions on Agenda Items by Elected Members	9
Consideration of Motions of which Previous Notice Has Been Given	9
Reports of Officers.....	9
CEO's Office	10
C.02/0317 2016 Compliance Audit Return	10
C.03/0317 Renewal of Lease – Wandillup Bush Fire Brigade Station.....	12
Corporate Services	14
C.04/0317 February 2017 Financial Activity Statements and List of Accounts Paid in February 2017.....	14
C.05/0317 Adoption of the 2016/2017 Budget Review.....	16
Planning & Environmental Services	21
Works & Services	21
C.06/0317 Budget Amendments – 2016/17 Works Program.....	21
Community Services.....	27
Consideration of Standing Committee Recommendations	27
C.07/0317 Standing Committee Minutes – 9 March 2017	27
C.08/0317 Request for Council to Adopt a 'Wood Encouragement Policy'	27
C.09/0317 Proposed Policy – Salary Packaging	27
C.10/0317 The Youth Plan 2017-2021	28
C.11/0317 Rolling Action Sheet	29
C.12/0317 Adoption of En Bloc Items.....	30
Receival of Minutes of Management Committees	30
Urgent Business Approved By Decision.....	30
C.13/0317 Shire Representative at National Tidy Towns Awards	30
Responses to Elected Member Questions Taken on Notice	32
Elected Members Questions With Notice.....	32
Notice of Motions for Consideration at the Next Meeting.....	32
Matters Behind Closed Doors	32
Closure	32
List of Attachments.....	33

Minutes of an Ordinary Meeting of Council held in the Council Chambers on Thursday, 30 March 2017 commencing at 5.33pm

The President opened the Meeting at 5.33pm

Acknowledgment of Country – Presiding Member

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

Attendance, Apologies and Leave of Absence

President - Cr J Nicholas
Councillors - J Boyle
- S Hodson
- D Mackman
- J Moore
- A Pratico
- P Quinby
- P Scallan
- A Wilson
In Attendance - T Clynch, CEO
- M Larkworthy, Executive Manager Corporate Services
- M Richards, Grants & Services Manager
- T Lockley, Executive Assistant

Attendance of Gallery

S DeVaney, B Moore, B Bebbington

Responses to Previous Questions Taken on Notice - Nil

Public Question Time

Mr B Bebbington

1. In relation to the motion from the annual electors meeting regarding mobile phone tower locations, what progress has been made?

CEO's response – I have had a discussion with an officer at the South West Development Commission who has forwarded some enquiries through to Telstra about whether that information is freely available or commercial in confidence.

2. As a Council resolution, should that motion appear on the rolling action sheet?

CEO's response - The rolling action sheet is always a month behind. That resolution was from the February meeting so will be listed on the next rolling action sheet presented to the next Standing Committee Meeting. The rolling

action sheet is essentially prepared before the preceding ordinary Council meeting.

3. At the AGM a question about road signage on Carburnup Brook Road which I initially raised to Council in April 2016, and the CEO's response was the internal process may not have been followed and would follow up on that. Why hasn't this been treated as a question taken on notice and why has there been no response?

CEO's response – a response was provided at the meeting and your question wasn't taken on notice. I made a note to follow up and that was the response I provided to you at the meeting. That action has been put in place however the construction program is the first priority at this time of year and maintenance work is secondary. The signage hasn't been erected yet but there is an order down the line that it has to go up.

4. Item C.12/0816 contained a resolution to remake the Health Local Law and the CEO be requested to provide a report and draft to Council no later than the March Standing Committee 2017. This hasn't occurred, why?

CEO's response - We don't currently have an environmental health officer, our previous officer resigned in December and we still need to fill that position. We have a temporary part-time officer at the moment but he hasn't the time to action this.

5. Since it was a Council resolution should it come back to Council, or be on the rolling action sheet to keep Council informed of that delay?

CEO's response - No it doesn't have to come back to Council, it will be updated in the rolling action sheet.

6. The outstanding actions of the review of the Cemeteries, Cats Act and Parking Local Laws from the same motion appear in the rolling action sheet but the Health Local Law doesn't. Why not, how can you update something that is not there?

CEO's response – I hadn't noticed that omission so we will rectify that in the next rolling action sheet.

7. In Item C.06/0317 of tonight , RT78 Kendall Road states – in the mid year budget review this job was increased by \$20,214.00, however since that review an invoicing error has been identified, and the actual cost were actually less than the original budgeted amount less than the budgeted amount. How much was invoice, and how much was the error?

Executive Manager Corporate Service's response – The amount was \$20,214.00.

8. In the budget review for the same job, the job was increased by 70 percent from \$29,000.00 to \$49,514.00. Why wasn't this questioned?

Executive Manager Corporate Service's response - At the point of the budget review the actual job was showing a predicted balance of that amount which would have included the purchase order error. The relevant officer didn't fully investigate the reasons for this potential cost overrun but shortly after the budget review was done this error was picked up and corrected in the other item (C.06/0317) in tonight's agenda.

9. But on a job that is \$29,000.00 if you have single invoice for \$20,000.00 that takes the job out by over \$20,000.00, should that not warrant some procedure when the Shire or Council to question such a large discrepancy in a job?

President's response – Job estimates and job actuals can change, roadwork costs can be quite clearly different to what the estimates are especially when you do not know everything they are dealing with at the start. The recent Tweed Road works are a perfect example of that.

10. With all due respect, that was an unexpected event that was not forecast. The Shire did not have the opportunity to forecast their costings or determine what the potential costings were, that was a unique situation.

President's response - When the job was costed it was an estimate at the time, so jobs are estimated on what is known about the job at that time. When you get into the job there may be things that were unforeseen and the actual job costs can be quite different.

11. So you are saying we are lucky that this \$20,214.00 error was found because there is nothing in place that would trigger a variation from an estimate that would warrant any staff member to say well have a job for \$29,000.00 and we have a bill for \$20,000.00 for pipes, I don't know what this is for? Surely there must be some parameters to ensure we do not make mistakes or invoices are not issued to the Shire in error. There must be some process.

CEO's Response - The purchase order was incorrectly allocated to a job, no invoice was paid in this instance. There are steps in the payment process with appropriate checks and balances. If an invoice had been received the authorising officer would have realized the works had been allocated to the wrong job number and then a correction would have happened. There was never any suggestion that this was a payment made in error, the purchase order was allocated to the wrong job number, and it shouldn't have happened.

12. Interestingly if it was allocated to the wrong job, surely we should have had an under run on one job, if for example Maslin Street versus Tweed Road and that \$20,000 should appear in that job and not that job, and yet in budget review there is no correspondent invoicing area highlighted to say that should be \$20,000 error in that job, it doesn't flow through – accounting debit and credit we all went to school and did that. If there is an accounting error of \$20,000 it's got to the point of going to the budget review to seek approval to modify the accounts, surely that invoice should be missing from somewhere else and in that process of detecting that error which I am glad we've done. It should be corresponding somewhere else and it doesn't correspond.

Executive Manager Corporate Services response – in this instance a purchase order was raised against the incorrect job. As there were still other jobs yet to be completed or even commenced at that time it wasn't possible to determine final costings over the whole of the construction program.

13. At the AGM I raised issues of non-installation of two advisory signs on Tweed Road, recommended by Main Roads, the question was taken on notice and the CEO's response of February 15 was that the signs have been ordered and they have arrived, they should be installed shortly. It is now 44 days later and one year after the public meeting that instigated that review. Why haven't those safety signs been erected?

CEO's response – It is a resourcing issue, this time of year the priority is to get the works construction program completed. Complicating this is that we currently have 2 positions on our works crew that are vacant at this time. The signage works will be done when time and resources permit. No one is saying the work won't be done, it is just a lower priority at the moment.

14. So the Carabunup Brook road signage which was brought to the Council's attention in April, there hasn't been enough time to put that sign up, the road safety advisory signs that the Shire was advised were required in October haven't been put up, so when between March the 30th and the April Council meeting, when are you likely to fit in that sort of work because it is 11 and a half months since it was brought to your attention about those signs.

CEO's response - We are a considerable way through the construction program, they will be erected once we have time and resources to erect them.

15. So the same applies across the whole Shire? If an advisory sign outside the school is knocked down they can expect to wait months to have that put back up because it's not a priority is that correct? At what point does the safety of road users and our school children become a priority of this Council?

CEO's response - If it was a school sign then quite clearly it would be a higher priority for good reason and be put to the top, I know there are other safety issues that are a significant priority for vulnerable people.

16. There are three types of signs, regulatory signs – white, advisory signs – yellow, and other signs which street signs would come into. We are saying the priority for advisory signs on a school bus route is not considered a priority. Is that correct?

President's response – There is a priority for safety signs, you are speaking hypothetically; the CEO has given you a reasonable response as to why they haven't been done.

17. At the 11 August 2015 Special Council Meeting for Adopting the Budget, seeing as budget matters are being addressed in part tonight, I raised the issue of a \$32.10 charge by the Shire for paying instalments. What is the actual cost to the Shire to issue a rates notice, what is the cost to the Shire to issue an instalment notice, and how many rates notices are issued by the Shire? Bearing in mind that if all rates were paid by second instalment by the

rates payers and they're still charged the fee for the issue of the third and fourth notice which are not issued, can the Council take action to remove this fee from those rate payers?

President's response - That question will be taken on notice.

18. At the same meeting I asked about the 100% ratio of salaries and wages, and the maximum cap compared to rate collections and the figure does not take into account, for example, if the Shire outsources an element of its work, therefore its salary bill should drop. Correspondingly I raised that the cap should be dropped commensurately or else the Shire wages bill can increase because we have taken an element out of it. Has Council set any target and referring to that response has Council set any target or limits on the salary and outsourcing costs and does it intend to do so to reduce budget expenditure?

President's response - At this stage we have set no targets, I don't agree with the premise of your question that outsourced means that the budget is reduced. Full staff costs will have to be met, they may not be employed on that job, but they are still employed.

19. But the question relates to the standard that has been determined by council to meet that 100% maximum rate and that salaries and wages should be constrained under that level. If, for example, the gym was outsourced and those staff were previously Shire staff people and the Shire no longer employs those people, the wages bill should be reduced and that has not been occurring where there has been any reduction in any staffing requirements of the shire. I am asking that that resolution be reviewed to ensure that in the event there is any outsourcing that that motion creates a reduction in that cap so that it might become 95%, so that we do not have a creep, that's all I'm asking for – a variation to that policy. The term in the motion, the policy, refers to the relationship between salaries and wages and ratable collections, that's where the one hundred percent has been set by council, so I would like to see if we can put in an additional safeguard?

President's Response – I'm not aware of the resolution you are referring to.

20. Question 5 of the minutes of the Special Council Meeting 11 August when I referred to the 100% peak maximum salaries and wages and the CEO gave the response regarding Council Workplace Plan adopted in 2013 where at the time salaries were close to 110%. That is the reference to my question.

President's response – I am confused by your question, there is a 100% recoup no matter what the salary budget is.

CEO's response – The workforce plan states that ideally Council should have salary costs not more than rate revenue. It isn't a statutory requirement nor is it set by formal Council policy.

21. Two scenarios, if we have a Valuer General revaluation that resulted in a 10% increase in rates collectable by the Shire, bonus to the Shire. The Shire then could effectively put their wages bills up by ten percent without any additional

work requirements, for example, that's what the current capacity allows, and secondly as I say, if we had a situation where the Shire used to provide its planning service to Nannup, I don't know if it still does, so if we had a situation in reverse like that where Nannup took over one of its functions like a Health Officer, if we pay \$100k for them to do that service, our salaries bill should drop by \$100k because we are no longer doing that function. It is no longer salary and wages which is the other thing about the terminology, if you want to protect for outsourcing you would need to include outsourcing costs in that as well. I am just trying to point out a protection to stop the wages bill increasing unnecessarily because they don't have to come to Council to seek approval for that one hundred percent.

CEO's response – No that is incorrect. Council adopts its budget every year and Council sets the level of service which determines the level of salary. Where there are more services it goes up, less services it goes down. There is no mandate to the CEO to spend 100% of rates revenue on wages without referring that to Council. As part of the annual budget process we provide an estimate of budgeted wages expense to Council. As CEO I don't have discretion to simply increase overall wages costs at any time in order to match rate revenue.

President's response – Any wage increase whether it's via employing more people or those people that are employed have a pay rise - those things are done accordingly. In respect to pay rises we have agreements in place and industrial relations requirements. If additional staff are required Council would approve that in the budget. All of those things are well controlled. The matter of comparing rates revenue to wages expenditure is only a financial target. Council would have regard to this when approving the annual budget. If outsourcing results in a lessening of wages there isn't a mandate for the CEO allowing him to stick to the 100% equivalent to rates as suggested by your examples as that would be quite mischievous. If outsourcing was to occur there would be a need to find savings to pay those costs and Council I'm sure would jiggle that around with the consequent reduction in salaries.

22. In the second re-advertising in the review of Cemeteries, Keeping and Welfare of Cats and Parking and Parking Facilities Local Laws showed a closing date of March 23rd, why did the documents that were available on the link on the Shire Website, available at the Shire library have a closing date of the 9th February on them and in fact the documents that were also on display at the library showed a January closing date. Since this is the second re-advertisement, will it be re-advertised a third time to get it correct and match the advertising closing date with the documents the Shire distributes? And how much care is being taken for that mistake to have occurred a third time?

CEO response - I have received your submission, and have had advice on this issue of the implications of an administrative error with an officer of the Department of Local Government and Communities. The adverts placed in the paper and on the website were correct and the date contained in the cover page of the document was an administrative oversight and any person would note the mistake and query it with us. Council may well choose to re-advertise.

23. So you are saying that somebody walks into the library goes to the bookcase and sees the closing date of 9 February is going to know that it is still open?

CEO's response – I was suggesting they would have seen the advert.

Petitions/Deputations/Presentations - Nil

Comments on Agenda Items by Parties with an Interest - Nil

Applications for Leave of Absence - Nil

Confirmation of Minutes

C.01/0317 Ordinary Meeting held 23 February 2017

A motion is required to confirm the Minutes of the Ordinary Meeting of Council held 23 February 2017 as a true and correct record.

Council Decision *Moved Cr Pratico, Seconded Cr Moore*

C.01/0317 *That the Minutes of the Ordinary Meeting of Council held 23 February 2017 be confirmed as a true and correct record.*

Carried 9/0

Announcements by the Presiding Member Without Discussion

CEO, Councillors and staff were in Greenbushes last week with judges for the Tidy Towns Awards, for an evening get together, and was a well-attended event. The Greenbushes tidy towns group has worked very hard.

A COTA Award ceremony was held at the library, and was the second year that someone from Bridgetown has won a COTA Award. This year's award winner was Petra Sevier, and I was honoured to be able to present that award to her.

Last week I attended the Bridgetown High School swimming carnival; it was won by 'Sun' faction which had not taken the championship for some years. Well done to all the participants.

Notification of Disclosure of Interest

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

Name	T Clynch
Type of Interest	Financial
Item No.	C.09.0317 - Proposed Policy – Salary Packaging
Nature of Interest	The report concerns potential remuneration benefits noting however that my current contract of employment allows salary sacrificing to occur

Name	M Larkworthy
Type of Interest	Financial
Item No.	C.09/0317 - Proposed Policy – Salary Packaging
Nature of Interest	The report concerns potential remuneration benefits noting however that my current contract of employment allows salary sacrificing to occur

Questions on Agenda Items by Elected Members - Nil

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

Reports of Officers

Reports of Officers have been divided into Departments as follows:

- CEO's Office
- Finance & Administration
- Planning & Environmental Services
- Works & Services
- Community Services

CEO's Office

ITEM NO.	C.02/0317	FILE REF.	101.3
SUBJECT	2016 Compliance Audit Return		
PROPONENT	Department of Local Government & Communities		
OFFICER	Chief Executive Officer		
DATE OF REPORT	17 March 2017		

Attachment 1 2016 Compliance Audit Return

AUDIT COMMITTEE RECOMMENDATION that the Compliance Audit Return for the 2016 calendar year (Attachment 1) be adopted by Council and forwarded to the Department of Local Government & Communities.

Summary/Purpose

Each year local governments are required to complete a mandatory Compliance Audit Return which must be submitted to Council for adoption prior to being forwarded to the Department of Local Government & Communities.

A statutory requirement was introduced in 2011 whereby the Return is to be reviewed by the Audit Committee prior to its presentation to Council.

Background

The Compliance Audit Return is completed for the previous calendar year and is one of the tools that allow Council to monitor how its organisation is functioning.

The Department of Local Government & Communities requires the Compliance Audit Return to be:

- a) Presented to Council at a meeting of the Council prior to 31st March;
- b) Adopted by the Council; and
- c) The adoption recorded in the Minutes of the meeting at which it is adopted.

Each year the Compliance Audit Return covers various categories and for the 2016 Return, the areas covered are:

- Commercial Enterprises by Local Governments
- Delegation of Power/Duty
- Disclosures of Interest
- Disposal of Property
- Elections
- Finance
- Local Government Employees
- Official Conduct
- Tenders for Providing Goods and Services

After completing the responses to the questions contained in the 2016 Compliance Audit return it should be noted that compliance was achieved in all areas.

The Compliance Audit Return was presented to Council's Audit Committee at its meeting held on 16 March and following discussions it was recommended Council endorse the Compliance Audit Return without modification as follows:

“Committee Decision Moved Cr Pratico, Seconded Cr Nicholas AC.02/0317 That the Compliance Audit Return for the 2016 calendar year (Attachment 2) be endorsed by the Audit Committee and adopted by Council and forwarded to the Department of Local Government & Communities.”

Statutory Environment – Clauses 13 and 14 of the Local Government (Audit) Amendment Regulations 1999 apply.

Policy Implications – Nil

Integrated Planning

- Strategic Community Plan
Outcome 4.2 – A high standard of governance and accountability
4.2.3 – Ensure compliance with relevant legislation
- Corporate Business Plan
Strategy 4.2.3 – Ensure compliance with relevant legislation
4.2.3.2 – Complete Annual Compliance Return and ensure full compliance
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Budget Implications – Nil

Fiscal Equity - Nil

Whole of Life Accounting - Nil

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

Completion of the annual compliance return is essential for ensuring that the organization meets its statutory obligations in performing its functions.

Continuous Improvement

The contents of the compliance return are reviewed by the Department of Local Government each year.

Voting Requirements – Absolute Majority

**Council Decision Moved Cr Scallan, Seconded Cr Moore
C.02/0317 That the Compliance Audit Return for the 2016 calendar year
(Attachment 1) be adopted by Council and forwarded to the Department of
Local Government & Communities.**

Absolute Majority 9/0

ITEM NO.	C.03/0317	FILE REF.	Legal L45
SUBJECT	Renewal of Lease – Wandillup Bush Fire Brigade Station		
PROPONENT	Estate of E Moyes		
OFFICER	Chief Executive Officer		
DATE OF REPORT	21 March 2017		

Attachment 2 Draft Lease

OFFICER RECOMMENDATION that Council enters into the lease agreement (as per Attachment 2) with the Estate of Mrs Elvey Moyes for lease of Portion Nelson Location 2313 Mockerdillup Road, Wandillup for the purposes of a Fire Station for the Wandillup Bush Fire Brigade.

Summary/Purpose

The lease for land upon which the Wandillup Bush Fire Brigade Station is situated has expired and approval has been obtained from the land owner for its renewal.

Background

In March 2011 Council resolved (C.13/0311) to enter into the lease agreement with Mrs Elvery Moyes for the purposes of a Fire Station for the Wandillup Bush Fire Brigade.

The lease has expired. Agreement has been reached with the Estate of Mrs Moyes for a new lease (5 years with 5 year extension) on the same terms and conditions of the former lease.

Statutory Environment

The lease considerations are well below the value of a major land transaction as defined by Section 3.59 of the Local Government Act 1995 therefore this Section doesn't apply.

Integrated Planning

- Strategic Community Plan
 - Objective 3 – our community enjoys a high quality of life
 - Outcome 3.4 – maintain a safe community
 - Strategy 3.4.2 - monitor emergency risk, preparedness and response
- Corporate Business Plan – Not Applicable
- Long Term Financial Plan - Nil
- Asset Management Plans

The Wandillup Bush Fire Brigade Station is an asset of the Shire and is subject to annual maintenance and management

- Workforce Plan – Not Applicable
- Other Integrated Planning - Nil

Policy - Nil

Budget Implications

The rent payable by the Shire under the draft lease is one peppercorn per annum, payable upon demand.

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 Wandillup Fire Station is sited at Portion Nelson Location 2313 Mockerdillup Road, Wandillup due to its central location within the brigade area. If the lease weren't to be renewed an alternative site would have to be identified and the existing brigade shed dismantled and relocated.

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Council Decision Moved Cr Wilson, Seconded Cr Pratico

C.03/0317 That Council enters into the lease agreement (as per Attachment 2) with the Estate of Mrs Elvey Moyes for lease of Portion Nelson Location 2313 Mockerdillup Road, Wandillup for the purposes of a Fire Station for the Wandillup Bush Fire Brigade.

Carried 9/0

Corporate Services

ITEM NO.	C.04/0317	FILE REF.	131
SUBJECT	February 2017 Financial Activity Statements and List of Accounts Paid in February 2017		
OFFICER	Senior Finance Officer & Executive Manager Corporate Services		
DATE OF REPORT	20 March 2017		

Attachment 3 February 2017 Financial Activity Statements
Attachment 4 List of Accounts Paid in February 2017

OFFICER RECOMMENDATIONS

1. That Council receives the February 2017 Financial Activity Statements as presented in Attachment 3.
2. That Council receives the List of Accounts Paid in February 2017 as presented in Attachment 4.

Summary/Purpose

Regulation 34 of the Local Government (*Financial Management*) Regulations 1996 (the Regulations) requires a local government to prepare each month a statement of financial activity reporting on the sources and applications of its funds. Further, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal and trust funds, a list of those accounts paid in a month are to be presented to the council at the next ordinary meeting (see Reg 13 of the Regulations).

Background

In its monthly Financial Activity Statement a local government is to provide the following detail:

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c) of the Local Government Act;
- (b) budget estimates to the end of the month to which the statement relates;
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the month to which the statement relates.

Each of the Financial Activity Statements is to be accompanied by documents containing:

- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
- (b) an explanation of each of the material variances referred to in sub-regulation (1)(d); and
- (c) such other supporting information as is considered relevant by the Local Government.

The information in a statement of financial activity may be shown:

- (a) according to nature and type classification;
- (b) by program; or
- (c) by business unit.

The Financial Activity Statement and accompanying documents referred to in sub-regulation 34(2) are to be:

- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
- (b) recorded in the minutes of the meeting at which it is presented.

Statutory Environment

Section 6.4 (Financial Report) and Section 6.8 (Expenditure from municipal fund not included in annual budget) of the Local Government Act 1995, and Regulations 13 (List of Accounts) and 34 (Financial activity statement report) of the Local Government (*Financial Management*) Regulations 1996 apply.

Integrated Planning

- Strategic Community Plan 2013
Objective 4: A collaborative and engaged community
Outcome 4.2: A high standard of governance and accountability
Strategy 4.2.3: Ensure compliance with relevant legislation
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Policy

F.6. Purchasing Policy - To ensure purchasing is undertaken in an efficient, effective, economical and sustainable manner that provides transparency and accountability.

F.7. Reporting Forecast Budget Variations Policy - To set a level of reporting detail (in Financial Activity Statement) that ensures that the council is satisfied with the implementation of its annual budget.

Budget Implications

Expenditure incurred in February 2017 and presented in the list of accounts paid, was allocated in the 2016/17 Budget as amended.

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

Council Decision Moved Cr Mackman, Seconded Cr Quinby

C.04/0317

- 1. That Council receives the February 2017 Financial Activity Statements as presented in Attachment 3.**
- 2. That Council receives the List of Accounts Paid in February 2017 as presented in Attachment 4.**

Carried 9/0

ITEM NO.	C.05/0317	FILE REF.	133
SUBJECT	Adoption of the 2016/2017 Budget Review		
OFFICER	Chief Executive Officer Executive Manager Corporate Services		
DATE OF REPORT	9 March 2017		

Attachment 5 2016/2017 Budget Review

OFFICER RECOMMENDATION That Council:

- 1. Adopt the budget review with the variations detailed at Note 2 of the Budget Review document (Attachment 5) for the period 1 July 2016 to 31 January 2017 and amend the budget accordingly.*
- 2. Notes the budget review for the period 1 July 2016 to 31 January 2017 generates a budgeted surplus of \$45,284.*
- 3. Allocates the surplus of \$45,284 to the Building Maintenance Reserve.*

Summary/Purpose

To consider and adopt the Budget Review as presented in the Statement of Financial Activity (Budget Review) for the period 1 July 2016 to 31 January 2017 and accompanying notes.

The budget review was presented to the Audit Committee on 16 March 2017 for review and a summary of the main findings of the budget review is provided in this report.

Background

A Statement of Financial Activity (Budget Review) incorporating year to date budget variations and forecasts to 30 June 2017 for the period ending 31 January 2017 is presented for Council consideration. The Local Government (*Financial Management*) Regulations 1996, regulation 33A, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government and Communities within 30 days of the adoption of the review.

Officer Comment

The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (*Financial Management*) Regulations 1996 and Australian Accounting Standards. A budget review is a detailed comparison of the year to date (31 January 2017) actual results with the adopted or amended budget. The review process establishes whether a Local Government expects to meet its budget commitments i.e. is in receipt of income and incurs expenditure in accordance with the adopted budget.

Council's '*F.7 Reporting Forecast Budget Variations Policy*' sets a minimum reportable variance of \$1,000. In determining items to be included in the budget review this limit has been used as a general guide. As a result of the proposed adjustments presented in Note 2 of the Budget Review document the estimated closing funds have increased from \$0 to \$45,284.

In summary the estimated surplus is represented as follows:

Decrease in Operating Revenues	(\$ 38,229)
Decrease in Operating Expenses (excluding non-cash items)	\$ 264,880
Decrease in Capital Revenues	(\$ 165)
Increase in Capital Expenses	(\$176,115)
Increased Transfers from Reserves	\$ 531
Increased Transfers to Reserves	(\$ 21,500)
Increase in Opening Funds as at 1 July 2016	\$ 15,882
Closing Surplus as at 30 June 2017	\$ 45,284

Set out below is a list of significant variations included in the budget review:

Works Services

- Numerous movements between works and services jobs for wages, plant, overheads and materials/contracts that result in an overall cash savings of \$152,132. \$104,219 of this identified savings is due to wages, overheads and plant charged to the Tweed Road reconstruction job previously budgeted as materials/contracts
- A transfer of \$16,778 from the Sanitation Reserve to cover additional waste service operational costs
- Savings in net change over costs of \$39,919 for identified plant items, these savings are offset by a reduction in the transfer of funds from the Plant and Sanitation Reserve accounts

- Vehicle/plant parts and repairs increased by \$25,000 due to major breakdown of the waste site traxcavator
- Savings of \$30,000 estimated in fuel and oil usage costs

Community Services

- Operations at the Bridgetown Leisure Centre is predicted to result in a net operating subsidy of \$503,851 which is an increase of \$48,345 from the original budget. Of this, \$14,256 is due to additional electricity costs with the balance being attributed to reduced income
- Expenditure and grant revenue of \$25,000 removed for CCTV as the Shire did not qualify under the specific grant criteria
- Expenditure and grant revenue of \$306,728 removed for the regional bridle trail project as grant funds will not be received until 2017/18
- Expenditure and grant revenue of \$14,550 included for installation of shade sails at Thompson Park

CEO/Corporate Services

- Interim rates revenue raised but not budgeted \$14,000
- Reduction in general interest revenue of \$13,500
- Various reallocations of Administration wages and overheads for all departments – no impact on budget
- Various reallocations of building maintenance officer wages and overheads – no impact on budget
- Additional Fire Prevention expenditure of \$24,753 to be reimbursed by DFES (\$8,169 for CESM overtime and \$13,849 for fire fighting costs incurred)
- Expenditure and ESL grant revenue of \$22,843 removed for water tanker garage as grant funds were not available this year
- Reduced income estimates for planning development applications and building/septic approvals totalling \$33,500
- Additional grant revenue of \$20,000 included for the new admin traineeship, noting that \$10,000 of this is also included as a transfer to reserve as the twelve month tenure extends into next financial year
- A reduction in building control contractor costs of \$10,000 due to reduction in building applications received
- An overall increase in salaries and wages cost of \$86,938 due to annual leave and long service leave payouts for terminating staff. This increase is offset by a reduction in the estimated current leave liability as at 30 June 2017

Key Findings

The mid-year budget review has highlighted the following issues that need to be addressed in the 2017/18 budget:

- Budgeting for the works and services program needs to have less regard to historical costs and more emphasis on the level of services expected to be delivered;
- The operating subsidy of the Bridgetown Leisure Centre is inconsistent with the endorsed business plan and contrary to the forecasts included in the budget. Council has identified the need for operational and service delivery

changes at the BLC with a review of the method of service delivery due no earlier than mid 2018. A number of changes in programs and service delivery have been attempted but have not succeeded in meeting budget expectations. It will therefore be necessary for staff to continue to investigate and implement changes that result in an improved financial performance.

The report presented to the Audit Committee recommended that the estimated surplus of \$45,284 be allocated to the Building Maintenance Reserve.

The mid-year budget review was considered by the Audit Committee at its meeting held 16 March 2017 where the following recommendations were carried:

“Committee Decision *Moved Cr Nicholas, Seconded Cr Moore*
AC.03/0317 That the Audit Committee:

- 1. Endorses the budget review for the period 1 July 2016 to 31 January 2017 as presented in Attachment 3 of the Committee agenda.*
- 2. Notes the budget review for the period 1 July 2016 to 31 January 2017 generates a budgeted surplus of \$45,284.*
- 3. Recommends to Council that the surplus of \$45,284 be allocated to the Building Maintenance Reserve.”*

Notwithstanding the wording of Part 1 of the above Committee recommendation a slight amendment to the wording of Part 1 of the recommendation to Council has occurred to ensure that the statutory wording requiring “adoption of a budget review with the variations detailed at Note 2 of the Budget Review document for the period 1 July 2016 to 31 January 2017 and amend the budget accordingly” is contained in the Council resolution.

Statutory Environment

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires:

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.
- (2) Consideration and review is to be given to a local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year.
- (3) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (4) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

**Absolute majority required.*

- (5) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Integrated Planning

- Strategic Community Plan
 - Outcome 4.2 – A high standard of governance and accountability
 - 4.2.3 – Ensure compliance with relevant legislation

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

Policy – Not applicable

Budget Implications

Specific financial implications are as outlined in Note 2 to the Budget Review document.

Fiscal Equity

The budget has been reviewed based on sound financial management and accountability principles and is considered to deliver a sustainable economic outcome for Council and the community.

Whole of Life Accounting – Not applicable

Social Equity

The budget has been reviewed to deliver social outcomes identified in various planning and community supporting strategies that have previously been adopted by the council.

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management – Not Applicable

Continuous Improvement – Not applicable

Delegated Authority - Not Applicable

Voting Requirements – Absolute Majority

Council Decision Moved Cr Wilson, Seconded Cr Pratico

C.05/0317 That Council:

- 1. Adopt the budget review with the variations detailed at Note 2 of the Budget Review document (Attachment 5) for the period 1 July 2016 to 31 January 2017 and amend the budget accordingly.**
- 2. Notes the budget review for the period 1 July 2016 to 31 January 2017 generates a budgeted surplus of \$45,284.**
- 3. Allocates the surplus of \$45,284 to the Building Maintenance Reserve.**

Absolute Majority 9/0

Planning & Environmental Services - Nil

Works & Services

ITEM NO.	C.06/0317	FILE REF.	
SUBJECT	Budget Amendments – 2016/17 Works Program		
OFFICER	Executive Manager Works & Services and Chief Executive Officer		
DATE OF REPORT	22 March 2017		

OFFICER RECOMMENDATION that Council:

1. *Amends its 2016/17 budget as follows:*

- i. Job RT07 Nelson Street – increase expenditure by \$20,000 from \$150,000 to \$170,000.*
- ii. Job RT27 Padbury Road – increase expenditure by \$32,050 from \$35,000 to \$67,050.*
- iii. Job RT68 Walter Willis Road – increase expenditure by \$39,908 from \$35,000 to \$74,908.*
- iv. Job RT72 Dalmore Road – increase expenditure by \$7,870 from \$90,000 to \$97,870.*
- v. Job RT73 Hester Street – increase expenditure by \$35,000 from \$50,000 to \$85,000.*
- vi. Job RT74 Hampton Street – decrease expenditure by \$34,000 from \$34,000 to \$0.*
- vii. Job RT75 Hornby Street – decrease expenditure by \$11,256 from \$35,000 to \$23,744.*
- viii. Job RT76 John Street - decrease expenditure by \$38,000 from \$38,000 to \$0.*
- ix. Job RT77 Grange Road - increase expenditure by \$8,451 from \$30,000 to \$38,451.*
- x. Job RT78 Kendall Road - decrease expenditure by \$33,693 from \$49,514 to \$15,821.*
- xi. Job RR16 Mockerdillup Road – increase expenditure by \$400 from \$21,000 to \$21,400.*
- xii. Job RC44 Centreline Marking – decrease expenditure by \$14,029 from \$17,209 to \$3,180.*
- xiii. Job RC39 Wilga Road - decrease expenditure by \$4,330 from \$44,309 to \$39,979.*
- xiv. Job RC45 Sportsground Access Road – increase expenditure by \$1,498 from \$50,000 to \$51,498.*
- xv. Job FP18 Forrest Street Footpath – increase expenditure by \$8,000 from \$34,000 to \$42,000.*
- xvi. Job FP34 Steere Street Nibs – decrease expenditure by \$24,657 from \$24,657 to \$0.*
- xvii. Job FP26 Hester Street Footpath – decrease expenditure by \$1,200 from \$18,800 to \$17,600.*
- xviii. Job DR21 Palmers Road Drainage – decrease expenditure by \$35,300 from \$47,000 to \$11,700.*

- xix. Job DR05 Phillips Street Drainage – decrease expenditure by \$16,521 from \$46,844 to \$30,323.
 - xx. Job ZA02 Road Maintenance Outside Unsealed – increase expenditure by \$59,809 from \$348,464 to \$408,273.
2. Notes the deferral or carry-forward of the following jobs for consideration in the 2017/18 budget:
- i. RT74 - Hampton Street
 - ii. RT76 - John Street
 - iii. FP34 - Steere Street Nibs
 - iv. FP26 - Hester Street Footpath
 - v. DR21- Palmers Road drainage

Summary/Purpose

Due to some changes in scope of some road construction jobs in the 2016/17 budget and recent resignations from the works crew affecting short term capacity, a further review (outside the mid-year budget review) of the works & services road construction and maintenance programs has been conducted. This has led to a number of proposed budget amendments as detailed in the report.

Background

Separate to the mid-year budget review (refer item C.05/0317) a specific review of the budget allocations and expenditure of the Shire's works construction program has been undertaken.

The mid-year budget review has a baseline of 31 January 2017 whereas this specific report has a baseline of 21 March 2017. For the purpose of reporting to Council the sanctity of the 31 January mid-year budget review date has been maintained therefore the works construction program has been reassessed outside of that budget review process.

Since the assessment processes used in compilation of the mid-year budget review there has been some significant changes to the works crew with two employees (labourer and grader driver) resigning and yet to be replaced. At the same time some of the scopes for specific works jobs were amended due to unforeseen factors during the construction period. These issues have in some cases led to either increases or savings on original budget estimates or have led to a recommendation that some specific jobs be deferred to 2017/18.

Below is a table listing various works jobs contained in the 2016/17 budget that are proposed for amendment, together with reasons for these amendments.

Job No.	Job Description	Budget Review Amount (\$)	Estimated Final Cost (\$)	Difference Surplus/(Deficit) (\$)	Comments
RT07	Nelson Street	150,000	170,000	(20,000)	Some unforeseen issues extended the construction timetable. With the job being predominantly done in-house the majority of increased costs were wages, overheads and plant costs
RT27	Padbury Road	35,000	67,050	(32,050)	The scope of this job was

					increased due to the need for greater tree clearing and drainage than had been envisaged in the preliminary design
RT68	Walter Willis Road	35,000	74,908	(39,908)	The savings identified in other jobs listed in this table will allow an increase in the length of road to be gravel sheeted than allowed under the current budget allocation
RT72	Dalmore Road	90,000	97,870	(7,870)	Additional length of re-sheeting done to complete section of road near Falnash Road
RT73	Hester Street	50,000	85,000	(35,000)	Significant drainage issues identified during course of works. A revised drainage design done to direct drainage away from new terrace seating area
RT74	Hampton Street	34,000	0	34,000	It is proposed to defer this job to 2017/18 with the savings used to fund the other works described in this table
RT75	Hornby Street	35,000	23,744	11,256	Less kerbing and drainage required resulting in savings
RT76	John Street	38,000	0	38,000	It is proposed to defer this job to 2017/18 with the savings used to fund the other works described in this table
RT77	Grange Road	30,000	38,451	(8,451)	The savings identified in other jobs listed in this table will allow an increase in the length of road to be gravel sheeted
RT78	Kendall Road	49,514	15,821	33,693	In the mid-year budget review this job was increased by \$20,514 however since that review an invoicing error has been identified and the actual costs were actually less than the originally budgeted amount
RR16	Mockerdillup Road	21,000	21,400	(400)	Works completed with very small cost overrun
RC44	Centreline Marking	17,209	3,180	14,029	MRWA has agreed to fund new centreline marking on Hester Road and Henderson Road therefore savings on Council expenditure will occur
RC39	Wilga Road	44,309	39,979	4,330	Works completed with small savings realised
RC45	Sportsground Access Road	50,000	51,498	(1,498)	Works completed – suitable end point had to be created thus small over-expenditure

						occurred
FP18	Forrest Street Footpath	34,000	42,000	(8,000)		Works to be done by contractor and quotes are higher than anticipated when preparing original budget
FP34	Steere Street Nibs	24,657	0	24,657		Works deferred pending removal of barricades at Freemasons Hotel and further consultation with MRWA. Job is to be included in 2017/18 budget
FP26	Hester Street Footpath	18,800	17,600	1,200		Significant earthworks and disruption to adjoining properties would occur for this footpath to be constructed therefore a review of this job is recommended as part of the 2017/18 budget process. The “materials” component of this job has been separated and is proposed to be carried-forward to the 2017/18 budget.
DR21	Palmers Road Drainage	47,000	11,700	35,300		Agreement with adjacent property owner for easement and disposal of stormwater yet to be reached therefore it is intended to carry-forward this job to the 2017/18 budget. The \$11,700 retained for this job represents the “materials” component with the \$35,300 in wages, overheads and plant costs to be transferred to other jobs scheduled for completion in 2016/17
DR05	Phillips Street Drainage	46,844	30,323	16,521		A revised scope for this job has seen smaller sized pipes required which has resulted in savings
ZA02	Road Maintenance Outside Unsealed	348,464	408,273	(59,809)		The overall savings in the above 19 capital works jobs totalled \$59,809 and this amount is proposed to be reallocated to unsealed road maintenance. This will allow more maintenance grading, culvert maintenance and shoulder maintenance to occur

In the mid-year budget review report a comment was made that future budgeting for the works and services program needs to have less regard to historical costs. Discussions at senior management level on this issue have occurred and some

changes to our budget development processes have been identified for further investigation between now and the commencement of the budget process.

Statutory Environment

Regulation 33A of the Local Government (Financial Management) Regulations 1996 pertains to Councils undertaking a mid-year budget review (refer Item C.05/0317). Technically this specific review of the works & services road construction and maintenance programs falls outside the mid-year budget review the process followed in conducting this review has been similar,

Integrated Planning

- Strategic Community Plan
Strategic Community Plan 2013
Objective 1 – a strong, resilient and balanced economy
Outcome 1.5 – maintain an appropriate standard of transport networks, roads and pathways
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Not Applicable
- Other Integrated Planning
The forthcoming review of the 10 Year Strategic Works Program will need to consider the insertion of the jobs recommended for deferral to 2017/18. This may result in jobs currently in Year 2 of the program not progressing through to Year 1 (2017/18).

Budget Implications

The recommendations will have no net effect on the 2016/17 budget however it does result in the works proposed for Hampton Street, John Street, Steere Street nibs, Hester Street footpath and Palmers Road drainage not occurring this year.

Fiscal Equity

The officer recommendation proposes the reallocation of expenditure for a number of different works jobs including the deferral of five specific jobs. Members of the public that would have benefited from those specific works being done this year may feel the outcomes are inequitable however it is proposed that the deferred works will be presented to Council for inclusion in the draft 2017/18 budget.

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

**Council Decision Moved Cr Pratico, Seconded Cr Mackman
C.06/0317 That Council:**

1. Amends its 2016/17 budget as follows:

- i. Job RT07 Nelson Street – increase expenditure by \$20,000 from \$150,000 to \$170,000.**
- ii. Job RT27 Padbury Road – increase expenditure by \$32,050 from \$35,000 to \$67,050.**
- iii. Job RT68 Walter Willis Road – increase expenditure by \$39,908 from \$35,000 to \$74,908.**
- iv. Job RT72 Dalmore Road – increase expenditure by \$7,870 from \$90,000 to \$97,870.**
- v. Job RT73 Hester Street – increase expenditure by \$35,000 from \$50,000 to \$85,000.**
- vi. Job RT74 Hampton Street – decrease expenditure by \$34,000 from \$34,000 to \$0.**
- vii. Job RT75 Hornby Street – decrease expenditure by \$11,256 from \$35,000 to \$23,744.**
- viii. Job RT76 John Street - decrease expenditure by \$38,000 from \$38,000 to \$0.**
- ix. Job RT77 Grange Road - increase expenditure by \$8,451 from \$30,000 to \$38,451.**
- x. Job RT78 Kendall Road - decrease expenditure by \$33,693 from \$49,514 to \$15,821.**
- xi. Job RR16 Mockerdillup Road – increase expenditure by \$400 from \$21,000 to \$21,400.**
- xii. Job RC44 Centreline Marking – decrease expenditure by \$14,029 from \$17,209 to \$3,180.**
- xiii. Job RC39 Wilga Road - decrease expenditure by \$4,330 from \$44,309 to \$39,979.**
- xiv. Job RC45 Sportsground Access Road – increase expenditure by \$1,498 from \$50,000 to \$51,498.**
- xv. Job FP18 Forrest Street Footpath – increase expenditure by \$8,000 from \$34,000 to \$42,000.**
- xvi. Job FP34 Steere Street Nibs – decrease expenditure by \$24,657 from \$24,657 to \$0.**
- xvii. Job FP26 Hester Street Footpath – decrease expenditure by \$1,200 from \$18,800 to \$17,600.**
- xviii. Job DR21 Palmers Road Drainage – decrease expenditure by \$35,300 from \$47,000 to \$11,700.**
- xix. Job DR05 Phillips Street Drainage – decrease expenditure by \$16,521 from \$46,844 to \$30,323.**
- xx. Job ZA02 Road Maintenance Outside Unsealed – increase expenditure by \$59,809 from \$348,464 to \$408,273.**

2. Notes the deferral or carry-forward of the following jobs for consideration in the 2017/18 budget:

- i. RT74 - Hampton Street**
- ii. RT76 - John Street**
- iii. FP34 - Steere Street Nibs**
- iv. FP26 - Hester Street Footpath**
- v. DR21- Palmers Road drainage**

Carried 9/0

Community Services - Nil

Consideration of Standing Committee Recommendations

Items adopted by Council using the en bloc system were:

C.08/0317 Request for Council to Adopt a 'Wood Encouragement Policy'
C.09/0317 Proposed Policy – Salary Packaging
C.11/0317 Rolling Action Sheet

To allow for numerical follow through of Reports/Items, the above Council Decisions are marked with an *

C.07/0317	Standing Committee Minutes – 9 March 2017 – Attachment 6
-----------	--

Note: All Attachments referenced in the Standing Committee Recommendations below are as per the Standing Committee Agenda.

C.08/0317	Request for Council to Adopt a 'Wood Encouragement Policy'
-----------	--

Committee Recommendation Moved Cr Boyle, Seconded Cr Quinby
SC.02/0317 That Council, noting the recommendation from its Sustainability Advisory Committee, declines to adopt the proposed Wood Encouragement Policy.

Council Decision Moved Cr Scallan, Seconded Cr Wilson

***C.08/0317 That Council, noting the recommendation from its Sustainability Advisory Committee, declines to adopt the proposed Wood Encouragement Policy.**

Carried 9/0

C.09/0317	Proposed Policy – Salary Packaging
-----------	------------------------------------

Committee Recommendation Moved Cr Pratico, Seconded Cr Hodson
SC.03/0317 That Council adopt Policy A.26 – Salary Packaging.

Council Decision Moved Cr Scallan, Seconded Cr Wilson

***C.09/0317 That Council adopt Policy A.26 – Salary Packaging**

Carried 9/0

C.10/0317	The Youth Plan 2017-2021
-----------	--------------------------

Committee Recommendation Moved Cr Scallan, Seconded Cr Pratico
SC.04/0317 That Council notes the content of the written submission received from Blackwood Youth Action as per Attachment 3 and the notes the Submission Schedule as per Attachment 4.

Committee Recommendation Moved Cr Scallan, Seconded Cr Pratico
S.04/0317a That Council adopts the revised Draft Youth Plan 2017-2021 (Attachment 5) with the 3 changes as identified in Attachment 4 as follows:

- (i) On page 14 where the names of the service providers and youth organisations are detailed, No 11 Blackwood Youth Advocacy Inc. will be changed to read Blackwood Youth Action Inc.
- (ii) On Page 14, in the Key Theme Table under the heading “Concerns” the points below will be included:
 - Lack of accessibility to services due to transport.
 - Small number of services available
 - Lack of anonymity
 - Few opportunities in the out of school environment to support and engage marginalised and at risk youth.
- (iii) On Page 7, subheading ‘Education’ – end of 2nd paragraph - change ‘might be offered’ to ‘would be offered’.

Committee Recommendation Moved Cr Scallan, Seconded Cr Pratico
SC.04/0317b Adopts the Youth Advisory Committee Instrument of Appointment & Delegation as per Attachment 6.

Council Decision Moved Cr Pratico, Seconded Cr Hodson
C.10/0317

- 1. That Council notes the content of the written submission received from Blackwood Youth Action as per Attachment 3 and the notes the Submission Schedule as per Attachment 4.**
- 2. That Council adopts the revised Draft Youth Plan 2017-2021 (Attachment 5) with the 3 changes as identified in Attachment 4 as follows:**
 - (i) On page 14 where the names of the service providers and youth organisations are detailed, No 11 Blackwood Youth Advocacy Inc. will be changed to read Blackwood Youth Action Inc.**
 - (ii) On Page 14, in the Key Theme Table under the heading “Concerns” the points below will be included:**
 - Lack of accessibility to services due to transport.**
 - Small number of services available**
 - Lack of anonymity**
 - Few opportunities in the out of school environment to support and engage marginalised and at risk youth.**
 - (iii) On Page 7, subheading ‘Education’ – end of 2nd paragraph - change ‘might be offered’ to ‘would be offered’.**

Carried 9/0

Council Decision Moved Cr Pratico, Seconded Cr Wilson

C.10/0317a That Council invokes clause 18.1 of the Standing Orders to allow for informal discussion at 6.21pm.

Carried 9/0

Council Decision Moved Cr Wilson, Seconded Cr Scallan

C.10/0317b That application of clause 18.1 of the Standing Orders cease at 6.32pm.

Carried 9/0

Council Decision Moved Cr Scallan, Seconded Cr Wilson

C.10/0317c Adopts the Youth Advisory Committee Instrument of Appointment & Delegation as per Attachment 6, subject to the membership comprising:

(i) A minimum of one elected members as Council representative(s)

(ii) A maximum of 11 community/service agency representatives.

Appointed members:

- **One (1) representative from the Bridgetown High School**
- **One (1) representative from Child Protection**
- **One (1) representative from SW Mental Health**
- **One (1) representative from Bridgetown Medical Centre/Health Professional**
- **One (1) representative from Police**
- **One (1) representative from Blackwood Youth Action Inc.**
- **One (1) representative from Blackwood Parent Support**
- **Three (3) representatives from youth community (preferably of different age ranges for example; 12-15, 16-18, 19-24**
- **One (1) participant at any one time from the Youth Leadership Programme**

(iii) One 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 Council.

Absolute Majority 9/0

Reason for Amending Committee Recommendation: Specific representation from different youth age groups on the Youth Advisory Committee is preferred.

C.11/0317	Rolling Action Sheet
-----------	----------------------

Committee Recommendation Moved Cr Pratico, Seconded Cr Quinby
SC.05/0317 That the information contained in the Rolling Action Sheet be noted.

Council Decision Moved Cr Scallan, Seconded Cr Wilson

***C.11/0317 That the information contained in the Rolling Action Sheet be noted.**

Carried 9/0

C.12/0317	Adoption of En Bloc Items
-----------	---------------------------

Council Decision Moved Cr Scallan, Seconded Cr Wilson

C.12/0317 That Council adopts Items C.08/0317, C.09/0317 and C.11/0317 of the Local Laws, Strategy, Policy & Organisation Development Standing Committee and hereby resolves in the terms of each of the Committee Recommendations.

Carried 9/0

Receival of Minutes from Management Committees - Nil

Urgent Business Approved by Decision

ITEM NO.	C.13/0317	FILE REF.	
SUBJECT	Shire Representative at National Tidy Towns Awards		
OFFICER	Chief Executive Officer		
DATE OF REPORT	29 March 2017		

Reason for Urgent Business: Travel and accommodation bookings need to be made as early as possible

OFFICER RECOMMENDATION that Item C.13/0317 be accepted as urgent business.

OFFICER RECOMMENDATION that Council:

- 1. Approve unbudgeted expenditure of \$1,500 to send a Shire representative to the National Tidy Towns Awards, to be held in Triabunna, Tasmania on 11-12 May 2017.*
- 2. Nominate the CEO to be the Shire representative.*

Summary/Purpose

The National Tidy Towns Awards are being held in Triabunna, Tasmania on 11-12 May 2017. Council has been requested to consider sending a representative to attend the Awards.

Background

On 23 September 2016 Greenbushes was announced the overall winner of the Western Australian Tidy Towns Awards. As State winner Greenbushes will participate in the National Tidy Towns Awards, to be held at Triabunna in Tasmania (note Triabunna was the national award winner in 2016). Triabunna is located approximately 90 minutes' drive north of Hobart.

Winning the overall Western Australian Tidy Towns award was an incredible achievement by the Greenbushes Tidy Towns Committee and its band of volunteers. When winning the award the Minister for Environment noted that out of a population of about 600 people, more than 400 volunteered their time to contribute to some outstanding sustainability initiatives in Greenbushes.

The National Tidy Towns Awards are to be held on 11-12 May 2017. Thirteen community representatives from Greenbushes are intending to travel to Tasmania and attend the National awards. Via Cr Scallan a query was made to the Shire asking if it wished to send a representative to the awards. After discussion with the Shire President and Cr Scallan the CEO was identified as being a suitable representative from the Shire to attend. Whilst Cr Scallan is attending the awards he is doing so as a member of the Greenbushes Tidy Towns Committee and not necessarily as a councillor.

The costs associated with sending a Shire representative to the National Tidy Towns Awards would be unbudgeted expenditure.

Statutory Environment

Section 6.8 of the Local Government Act requires an absolute majority decision for expenditure not included in the annual budget.

Integrated Planning

- Strategic Community Plan
 - Objective 3 – our community enjoys a high quality of life
 - Outcome 3.8 – maintain our strong sense of community
 - Strategy 3.8.3 – continue to acknowledge and support volunteers and community groups
 - Objective 4 – a collaborative and engaged community
 - Outcome 4.1 – a community that actively participates in civic life
 - Strategy 4.1.2 – continue to acknowledge and support volunteers and community groups
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans – Not Applicable
- Workforce Plan – Not Applicable
- Other Integrated Planning - Nil

Policy - Nil

Budget Implications

Estimated costs to send a representative to the National Tidy Towns Awards are \$1,500, consisting of:

Airfares - \$750
Accommodation - \$420
Meals and other Expenses - \$330

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

Council Decision *Moved Cr Pratico, Seconded Cr Wilson
C.13/0317 That Item C.13/0317 be accepted as urgent business.*

Carried 9/0

Council Decision *Moved Cr Scallan, Seconded Cr Pratico
C.13/0317a That Council approves unbudgeted expenditure of \$1,500 to send
a Shire representative to the National Tidy Towns Awards, to be held in
Triabunna, Tasmania on 11-12 May 2017.*

Absolute Majority 9/0

Responses to Elected Member Questions Taken on Notice - Nil

Elected Members Questions With Notice - Nil

Notice of Motions for Consideration at the Next Meeting - Nil

Matters Behind Closed Doors (Confidential Items) - Nil

Closure

The President closed the Meeting at 6.36pm

List of Attachments

Attachment	Item No.	Details
1	C.02/0317	2016 Compliance Audit Return
2	C.03/0317	Draft Lease
3	C.04/0317	February 2107 Financial Activity Statements
4	C.04/0317	List of Accounts Paid in February 2017
5	C.05/0317	2016/17 Budget Review
6	C.07/0317	Standing Committee Minutes – 9 March 2017

Minutes checked and authorised by T Clynch, CEO		10.4.17
--	---	---------

CERTIFICATION OF MINUTES

As Presiding Member, I certify that the Minutes of the Council Meeting held 30 March 2017 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on 27 April 2017.

..... 27 April 2017

unconfirmed minutes