

**Standing Committee Minutes Index – 13 April 2017**

Subject	Page No
<b>Acknowledgment of Country .....</b>	<b>2</b>
<b>Attendance &amp; Apologies.....</b>	<b>2</b>
<b>Attendance of Gallery .....</b>	<b>2</b>
<b>Petitions/Deputations/Presentations.....</b>	<b>2</b>
<b>Comment on Agenda Items by Parties With an Interest.....</b>	<b>2</b>
<b>Confirmation of Minutes .....</b>	<b>2</b>
SC.01/0417 Ordinary Meeting held 9 March 2017.....	2
<b>Announcements/Briefings by Elected Members .....</b>	<b>3</b>
<b>Notification of Disclosure of Interest.....</b>	<b>3</b>
<b>Consideration of Motions of which Previous Notice Has Been Given .....</b>	<b>3</b>
<b>Reports of Officers.....</b>	<b>3</b>
<b>Policy .....</b>	<b>3</b>
<b>Local Laws .....</b>	<b>3</b>
<b>Strategy .....</b>	<b>4</b>
SC.02/0417 Independent Aged Care Unit Development .....	4
SC.03/0417 Minor Amendments to the Local Emergency Management Arrangements (LEMA) .....	8
<b>Organisation Development.....</b>	<b>12</b>
SC.04/0417 Rolling Action Sheet .....	12
<b>Urgent Business Approved By Decision.....</b>	<b>13</b>
<b>Responses to Elected Member Questions Taken on Notice .....</b>	<b>13</b>
<b>Elected Members Questions With Notice.....</b>	<b>13</b>
<b>Briefings by Officers .....</b>	<b>13</b>
<b>Notice of Motions for Consideration at Next Meeting.....</b>	<b>13</b>
<b>Matters Behind Closed Doors .....</b>	<b>13</b>
<b>Closure .....</b>	<b>14</b>
<b>List of Attachments.....</b>	<b>14</b>

Minutes of a Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held in the Council Chambers on Thursday, 13 April 2017 commencing at 5.33pm.

*The Presiding Member opened the Meeting at 5.33pm*

**Acknowledgment of Country – Presiding Member**

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

**Attendance & Apologies**

- Presiding Member - A J Wilson  
- J A Boyle  
- S C Hodson  
- D Mackman  
- J R Moore  
- J Nicholas  
- A Pratico  
- P Quinby  
- P Scallan
- In Attendance - T P Clynch, CEO  
- M Larkworthy, Executive Manager Corporate Services  
- E Denniss, Executive Manager Community Services  
- T M Lockley, Executive Assistant

**Gallery** - Nil

**Petitions/Deputations/Presentations**

**Presentation**

Cr Scallan - Talison Lithium Expansion Project

**Comment on Agenda Items by Parties With an Interest** - Nil

**Confirmation of Minutes**

SC.01/0417 Ordinary Meeting held 9 March 2017

*A motion is required to confirm the Minutes of the Ordinary Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held 9 March 2017 as a true and correct record.*

**Committee Decision**      ***Moved Cr Moore, Seconded Cr Hodson***  
***SC.01/0417 That the Minutes of the Ordinary Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held 9 March 2017 be confirmed as a true and correct record.***

***Carried 9/0***

**Announcements/Briefings by Elected Members** - Nil

**Notification of Disclosure of Interests**

Section 5.65 or 5.70 of the Local Government Act requires a Member or Officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Member or Officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.

A Member who makes a disclosure under Section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during, any discussion or decision making procedure relating to the matter, unless allowed by the Committee/Council. If Committee/Council allow a Member to speak, the extent of the interest must also be stated.

Nil

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

**Reports of Officers**

Reports of Officers have been divided into the following Categories:

- Policy
- Local Laws
- Strategy
- Organisation Development

**Policy** - Nil

**Local Laws** - Nil

## Strategy

<b>ITEM NO.</b>	SC.02/0417	<b>FILE REF.</b>	228
<b>SUBJECT</b>	Independent Aged Care Unit Development		
<b>PROPONENT</b>	Council		
<b>OFFICER</b>	Executive Manager Community Services		
<b>DATE OF REPORT</b>	4 April 2017		

Attachment 1      Correspondence      from      Greenbushes      Aged      Community  
   Committee Inc

### *OFFICER RECOMMENDATIONS*

- 1. That Council endorses the transfer of the joint venture agreement from the Shire of Bridgetown-Greenbushes to Access Housing Australia Ltd.*
- 2. That Council endorses the transfer of the current vesting of the Crown Reserve Land from the Shire of Bridgetown-Greenbushes to Access Housing Australia Ltd.*

### Summary/Purpose

In alignment with Council's Strategic Community Plan and Age Friendly Community Plan Shire officers have been liaising with the South West Development Commission, Greenbushes Aged Community Committee Inc., and funded aged care developer, Access Housing Australia Ltd to explore the provision of additional independent aged care living units in both Bridgetown and Greenbushes. The officer recommendations specifically relate to the development of (fully external funded) independent living units in Greenbushes (Stinton Gardens).

### Background

Bridgetown-Greenbushes has an estimated population of 4,517, with an estimated average population increase of 1.5% per year. The percentage of the population 65 years and over, as of the 2011 Census was 18.7% or 845 people (national average population 65 years and over is 14.7%). The percentage of people 55 years and over, as of the 2011 Census, was 36.1% or 1,630 people. This sector of the population will be included in the 65 and over age range and drastically increase the residential age care requirements for the Shire over the next 10 years.

This Shire is well above the national average for people over the age of 65 with the aged population percentage growing in line with the annual national increase. The number of people 70 years and over at the time of the 2011 Census was 560 people or 12.4% of the population of Bridgetown-Greenbushes.

Council's Strategic Community Plan identifies the need to ensure the community is age friendly. This would include the availability of appropriate 'age friendly' designed and managed independent living options.

Council's Age Friendly Community Plan contains 9 actions regarding housing for seniors including H5 "Continue to support GACC to build additional units at Stinton Gardens."

### Officer Comment

Access Housing Australia Ltd are a not for profit provider of affordable housing (regional office is Bunbury) who have been supported by the South West Development Commission, via Royalties for Regions funding, to develop independent aged care living units in Dardanup and Boyup Brook. A pre-determined proportion of sale proceeds from the sale of these units are quarantined to invest in additional towns to meet the growing need for independent aged care housing. The South West Development Commission identified Greenbushes and Bridgetown as the next two towns with a proposed development of 4 units in each town.

Access Housing representatives are currently exploring suitable sites in Bridgetown (in alignment with their own feasibility study, budget constraints and needs assessment) for private purchase to develop 4 independent units.

Access Housing representatives have been in discussions with the Greenbushes Aged Community Committee (GACC) with a view to Access Housing taking responsibility for the joint venture agreement (currently existing between GACC, the Shire and the Department of Housing) and the development of additional independent living units at Stinton Gardens.

In order for this to occur Council needs to officially resolve to support:

1. Transfer of the joint venture agreement (as a participatory party) from the Shire to Access Housing (along with GACC) so that the joint venture agreement will exist between Access Housing and the Department for Housing. The Department for Housing will retain ownership of the existing 5 units. Access Housing will take on full management responsibilities for the entire Stinton Gardens Estate, with GACC continuing to assist Access Housing to provide local input into: tenant selection; resident support and function centre management.
2. Transfer of the vested crown reserve land (which is currently leased from the Shire to GACC) from the Shire of Bridgetown-Greenbushes to Access Housing.

These proposed changes and developments are fully supported by GACC (refer correspondence at Attachment 1). The Department of Housing has been consulted through the process and is supportive of the proposed changes.

Should Council support the officer recommendations, the Chief Executive Officer will prepare a letter to Access Housing formally advising the organization of Council's support. This letter will facilitate the progression of relevant legal processes to facilitate the changes.

### Statutory Environment

*The Age Care Act (1997)* and associated Age Care Principles provide the legislative framework for aged care services in Australia. In 2013, major legislative changes to the Act and associated principles were passed by Parliament and became law. These changes to the Act were designed to further encourage diverse flexible and responsive aged care services and to promote ageing in place through the linking of care and support services to the places where older people live.

Transfer of the vesting of the land from the Shire of Bridgetown-Greenbushes to Access Housing will occur in accordance with the Land Administration Act.

### Policy/Strategic Implications

Council's Age Friendly Communities Plan Housing Objectives include:

- H3 – Continue to lobby state and federal government to support the provision of additional residential aged care in the Shire, based on the higher than average senior population.
- H4 – Continue to support GACC to build additional units at Stinton Gardens and to address the complexity of the application process for new residents.
- H8 – Investigate community housing programs and providers to identify opportunities for development within the Shire.
- H8 – Explore housing approaches by other comparable local governments to identify potential models,

Strategic Community Plan –

- Outcome 3.2 – Bridgetown-Greenbushes is an age friendly community.
- Outcome 3.10 – An inclusive and accessible community.

### Corporate Business Plan

The Corporate Business Plan identifies, as an ongoing action, that Bridgetown-Greenbushes is an age friendly community and that it is an inclusive and accessible community.

Long Term Financial Plan – Not Applicable

### Asset Management Plans

The Age Care Act (1997) and associated Age Care Principles provide the legislative framework for aged care services in Australia. In 2013, major legislative changes to the Act and associated principles were passed by Parliament and became law. These changes to the Act were designed to further encourage diverse flexible and responsive aged care services and to promote ageing in place through the linking of care and support services to the places where older people live.

Workforce Plan – Not Applicable

Other Integrated Planning – Not Applicable

### Budget Implications

There are no budget implications arising from the recommendations, the recommendations seek to improve housing options in the community without the need for capital investment or ongoing maintenance costs being incurred by Council.

Fiscal Equity – Not Applicable

### Whole of Life Accounting - Not Applicable

There are no whole of life accounting implications arising from the recommendations, the recommendations seek to improve housing options in the community without the need for capital investment or ongoing maintenance costs incurred by Council.

### Social Equity

The Shire of Bridgetown-Greenbushes has a high, and increasing, senior population. The opportunity to work with state agencies, not for profit agencies and local representative groups to meet the increasing need for independent living units in Greenbushes (and Bridgetown) achieves social equity principles by ensuring a significant portion of the resident population have access to appropriate housing.

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

### Risk Management

The principles of risk management applied to the recommendations include the collaborative approach to the development of aged care housing in the Shire. The collaboration of state government agencies (Housing Department and South West Development Commission), an experienced not-for-profit development and management Access Housing, GACC and the Shire has demonstrated a multi-faceted approach to improving the housing options available for seniors in the Shire. This collaboration ensures consideration of a wide variety of implications to mitigate risk.

### Continuous Improvement

The principles of continuous improvement applied to the recommendations include the collaborative approach to the development of aged care housing in the Shire. The collaboration of state government agencies (Housing Department and South West Development Commission), an experienced not-for-profit development and management organization, GACC and the Shire has demonstrated a multi-faceted approach to improving the housing options available for seniors in the Shire. Ensuring the needs of the community are met in alignment with experienced service providers, without ongoing maintenance or capital investment from the Shire is considered an improvement in meeting community needs.

Voting Requirements - Simple Majority

### **Committee Recommendation    *Moved Cr Pratico, Seconded Cr Boyle*** ***SC.02/0417***

- 1. That Council endorses the transfer of the joint venture agreement from the Shire of Bridgetown-Greenbushes to Access Housing Australia Ltd.***
- 2. That Council endorses the transfer of the current vesting of the Crown Reserve Land from the Shire of Bridgetown-Greenbushes to Access Housing Australia Ltd.***

***Carried 9/0***

<b>ITEM NO.</b>	SC.03/0417	<b>FILE REF.</b>	555
<b>SUBJECT</b>	Minor Amendments to the Local Emergency Management Arrangements (LEMA)		
<b>PROPONENT</b>	South West Officer of Office for Emergency Management		
<b>OFFICER</b>	Senior Admin Officer		
<b>DATE OF REPORT</b>	4 April 2017		

Attachment 2      2016 Local Emergency Management Arrangements

*OFFICER RECOMMENDATION That the proposed amendments (as outlined in the Report) to the Shire of Bridgetown-Greenbushes Local Emergency Management Arrangements be adopted by Council and forwarded to the South West District Emergency Management Committee prior to 2 May 2017 for acceptance.*

Summary/Purpose

The South West Officer for the Office of Emergency Management has requested minor amendments be made to our Local Emergency Management Arrangements prior to the next meeting of the South West District Emergency Management Committee meeting which is scheduled for 2 May 2017. The reason for the proposed amendments is to ensure compliance and by using up-to-date terminology.

Background

In accordance with the *Emergency Management Act 2005*, each Shire is required to have an up-to-date document known as the Local Emergency Management Arrangements (LEMA) that forms the basis of its Emergency Management policy.

The Shire of Bridgetown-Greenbushes adopted its revised LEMA at its meeting held on 15 December 2016:

*“C.07/1216 That Council adopts the 2016 Shire of Bridgetown-Greenbushes Local Emergency Management Arrangements (LEMA).”*

Following adoption, the document was submitted to the South West Officer for the Office of Emergency Management. The Officer has now reviewed the document and has requested the following minor amendments be made prior to the document being submitted to the South West District Emergency Management Committee:

<b>Page No.</b>	<b>Amendment</b>
Cover Page	<p>Include:</p> <ul style="list-style-type: none"> <li>• These arrangements have been produced and issued under the authority of S. 41(1) of the <i>Emergency Management Act 2005</i>, endorsed by the Bridgetown-Greenbushes Local Emergency Management Committee and the Council of the Shire of Bridgetown-Greenbushes. The Arrangements have been tabled for noting with the South West District Emergency Management Committee and State Emergency Management Committee.</li> <li>• Insert council meeting resolution number if available.</li> </ul>
5	Distribution List – Other - “DFES – Emergency....” - Remove ‘Emergency Management WA’
7	“Glossary of Terms” - At the end of the introduction paragraph add the

	<p>words: “or the WA Emergency Risk Management Guide.”</p>
8	<p>General Acronyms:</p> <ul style="list-style-type: none"> <li>• Change DPaW to P&amp;W</li> <li>• Add IMT – Incident Management Team</li> <li>• Add OEM – Office of Emergency Management</li> <li>• Add WANDRRA – Western Australia Natural Disaster Relief and Recovery Arrangements</li> </ul>
9	<p>“Authority” - Remove sentence: “These arrangements have been prepared in accordance with requirements of the EM Act 2005” as this will be on the front cover.</p>
9	<p>Above paragraph commencing “A copy of the LEMA is kept at the Shire of Bridgetown-Greenbushes Administration Office.....” insert heading “Document Availability”.</p> <p>At the end of the paragraph add “and may be accessed on the Shire website – <a href="http://www.bridgetown.wa.gov.au">www.bridgetown.wa.gov.au</a>”</p>
9	<p>After “Profile” - Include new section “Community Consultation” and sentence: “Consultation took place with members and Agency representatives of the LEMC”.</p>
10	<p>“Purpose” - Add the following:</p> <ul style="list-style-type: none"> <li>• A description of emergencies that are likely to occur in the local government district;</li> <li>• Other matters about emergency management in the local government district prescribed by the Regulations</li> </ul>
10	<p>“Scope” – Add introduction paragraphs to read: “These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs’ individual plans.</p> <p>These arrangements are to serve as a guideline to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.”</p>
13	<p>“Resources” – At end of opening paragraph include a link to the Resource Register.</p>
16	<p>“Managing Risk...”</p> <ul style="list-style-type: none"> <li>• Amend “early 2005” to “2012”</li> <li>• Delete “the Australian New Zealand Standard for Risk Management 4360:2004” and replace with “ISO 31000”.</li> </ul>
16	<p>After “Emergency Management Structure and Response Levels” and before table, insert the following:</p> <p><b>Coordination of Emergency Operations</b> It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The Shire of Bridgetown-Greenbushes is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.</p>

	<p><b>Incident Support Group (ISG)</b> The ISG is convened by the Controlling Agency appointed Incident Controller to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.</p> <p>The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.</p> <p><b>Triggers for an ISG</b> The triggers for an incident support group are defined in State EM Policy Statement 5.2.2 and State EM Plan Section 5.1. These are; a) where an incident is designated as Level 2 or higher; b) multiple agencies need to be coordinated.</p> <p><b>Membership of an ISG</b> The Incident Support Group is made up of agencies’ representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group.</p> <p>The Recovery Coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to recovery. The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.</p> <p>Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.</p> <p><b>Frequency of Meetings</b> The frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.</p> <p><b>Location of ISG Meetings</b> The location of ISG meetings will be determined by where the emergency has taken place but will most likely be the Shire of Bridgetown-Greenbushes Council Chambers located on the 3<sup>rd</sup> Floor of the Shire’s Administration building, 1 Steere Street, Bridgetown.</p>
17	<p>Above “Local Government Communication Process” – insert heading “Media Management and Public Information” plus following introduction:</p> <p>“Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the</p>

	Controlling Agency.”
17	<p>“Financial Arrangements” – new paragraph to be included under heading:</p> <p>“State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire of Bridgetown-Greenbushes is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the Shire of Bridgetown-Greenbushes occurs to ensure the desired level of support is achieved.”</p>

Due to time constraints it is not possible for the LEMC to review the proposed amendments prior to this Report being submitted to Council as the next meeting of the LEMC is not due to be held until 16 May 2017. If the proposed amendments are approved by Council, the updated LEMA will be distributed to all members of the LEMC as well as being included in the LEMC Agenda.

#### Statutory Environment

##### *Emergency Management Act 2005 – Section 36 (Functions of Local Government)*

It is a function of a local government —

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- (b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government under this Act

#### Integrated Planning

- Strategic Community Plan
  - Objective 4: A collaborative and engaged community
  - Outcome 4.9: Maintain appropriate emergency services and planning
    - Strategy 4.9.1: Monitor the Shire’s risk management profile and exposure to risk
    - Strategy 4.9.4: Monitor and review emergency management policies and strategies
- Corporate Business Plan
  - Objective: A collaborative and engaged community
  - Desired Outcome: Maintain appropriate emergency services and planning
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning – N/A

Policy Implications - Nil

Budget Implications - Nil

Fiscal Equity – N/A

Whole of Life Accounting – N/A

Social Equity

The Local Emergency Management Arrangements cover the whole of the Shire and its population.

Ecological Equity – N/A

Cultural Equity – N/A

Risk Management

The Local Emergency Management Arrangements is the framework for Council's Emergency Risk Management practices.

Continuous Improvement

The proposed amendments ensure that best practices and continuous improvement is occurring within Council's Emergency Management portfolio.

Voting Requirements - Simple Majority

**Committee Recommendation Moved Cr Scallan, Seconded Cr Hodson  
SC.03/0417 That the proposed amendments (as outlined in the Report) to the  
Shire of Bridgetown-Greenbushes Local Emergency Management  
Arrangements be adopted by Council and forwarded to the South West District  
Emergency Management Committee prior to 2 May 2017 for acceptance.**

**Carried 9/0**

**Organisation Development**

<b>ITEM NO.</b>	SC.04/0417	<b>FILE REF.</b>	209
<b>SUBJECT</b>	Rolling Action Sheet		
<b>OFFICER</b>	Chief Executive Officer		
<b>DATE OF REPORT</b>	1 March 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 Pratico, Seconded Cr Mackman  
SC.04/0417 That the information contained in the Rolling Action Sheet be  
noted.*

***Carried 9/0***

**Urgent Business Approved by Decision** - Nil

**Responses to Elected Members Questions Taken on Notice** - Nil

**Elected Members Questions With Notice** - Nil

**Briefings by Officers**

- Leisure Centre Virtual Fitness Proposal
- Volunteers Function Debrief

**Notice of Motions for Consideration at Next Meeting** - Nil

**Matters Behind Closed Doors** - Nil

**Closure**

*The Presiding Member closed the Meeting at 7.42pm*

**List of Attachments**

Attachment	Item No.	Details
1	SC.02/0417	Correspondence from Greenbushes Aged Community Committee Inc
2	SC.03/0417	2016 Local Emergency Management Arrangements

Minutes checked and authorised by CEO, Mr T Clynh		19.4.17
--	---	---------

**CERTIFICATION OF MINUTES**

As Presiding Member, I certify that the Minutes of the Local Laws, Strategy, Policy & Organisation Development Standing Committee Meeting held 13 April 2017 were confirmed as a true and correct record of the proceedings of that meeting at the Standing Committee meeting held on 11 May 2017.

.....11 May 2017

unconfirmed minutes