

NOTICE OF STANDING COMMITTEE MEETING

Dear Member

The next Ordinary Meeting of the Shire of Bridgetown-Greenbushes Local Laws, Strategy, Policy & Organisation Development Standing Committee Meeting to be held in the Council Chambers on Thursday, 11 May 2017 commencing at 5.30pm.

Signed by T Clynch



Date:

4 May 2017

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AGENDA

For a Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee to be held in the Council Chambers on Thursday, 11 May 2017 commencing at 5.30pm.

Meeting to be opened by the Presiding Member

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
In Attendance - M Larkworthy, Executive Manager Corporate Services
- E Denniss, Executive Manager Community Services
- T M Lockley, Executive Assistant
Apologies - Cr P Scallan

Gallery

Petitions/Deputations/Presentations

Comment on Agenda Items by Parties With an Interest

Confirmation of Minutes

SC.01/0517 Ordinary Meeting held 13 April 2017

A motion is required to confirm the Minutes of the Ordinary Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held 13 April 2017 as a true and correct record.

Announcements/Briefings by Elected Members

Notification of Disclosure of Interests

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

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

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

Reports of Officers

Reports of Officers have been divided into the following Categories:

- Policy
- Local Laws
- Strategy
- Organisation Development

Policy

ITEM NO.	SC.02/0517	FILE REF.	
SUBJECT	Review of Vehicle Acquisition and Use Policies		
OFFICER	Chief Executive Officer		
DATE OF REPORT	4 May 2017		

Attachment 1 Existing Policy A.14 - Motor Vehicles Provided as Part of Salary Package

Attachment 2 Existing Policy M.23 - Passenger Vehicle Use & Acquisition

Attachment 3 Proposed New Policy A.14 – Light Fleet Vehicle Purchasing

Attachment 4 Proposed New Policy M.23 – Use of Pool Vehicle

OFFICER RECOMMENDATION that Council:

1. *Revoke existing Policies A.14 (Motor Vehicles Provided as Part of Salary Package) and M.23 (Passenger Vehicle Use & Acquisition).*
2. *Adopt a new Policy A.14 Light Fleet Vehicle Purchasing as presented in Attachment 3.*
3. *Adopt a new Policy M.23 Use of Pool Vehicle as presented in Attachment 4.*
4. *Direct the CEO to factor in the criteria contained in new Policy A.14 Light Fleet Vehicle Purchasing into the updated 10 Year Plant and Fleet Replacement Plan to be presented to Council during the development of the Long Term Financial Plan and 2017/18 budget. Notwithstanding the adoption of the new policy Council notes there may be a need to phase in the new*

changeover requirements over several years, in particular the purchase of new vehicles for emergency services, parks and waste.

Summary/Purpose

Council currently has two policies that address in part the subject of vehicle acquisition. It is proposed to revoke these two existing policies and replace with two new policies – one specifically dealing with the purchase of light fleet vehicles and the other policy addressing the use of the Shire pool vehicle.

Background

In June 2016 Council endorsed the 10 Year Plant and Fleet Replacement Plan 2016/17 to 2025/26. In the discussions pertaining to that item questions were raised about the need to review changeover intervals for light fleet which was (and still is) based on a 3 year or 80,000km interval. The CEO at the time undertook to research and report back on this issue and at the same time gave a commitment that no light fleet scheduled for changeover in the 2016/17 budget would be actioned until such time as this review had occurred.

Reporting back to Council on this issue has taken longer than anticipated as there have been some considerable consultations within the local government sector. The issue of light fleet changeover intervals is very topical at the moment and a number of local governments have engaged specialists for advice on various options. These local governments have been very cooperative in sharing the results of these investigations and this has led to a recommendation that Council's policies be amended to change its light fleet changeover intervals to 5 years/120,000km whichever occurs first.

Council currently has two policies that in part address the issues around light fleet purchasing. These are:

- Policy A.14 - Motor Vehicles Provided as Part of Salary Package
- Policy M.23 - Passenger Vehicle Use & Acquisition

Policy M.23 predominantly deals with use of the Shire pool vehicle and it is recommended that this policy solely focus on that issue and be retitled to reflect that. Essentially the information relating to the pool vehicle in the current Policy M.23 has been transferred to the new Policy M.23.

All matters concerning the purchase of light fleet vehicles are proposed to be incorporated into a revised Policy A.14 and retitled to reflect that.

The main differences from the existing Policy A.14 to the proposed new Policy A.14 are:

- Change in optimum replacement timing for light fleet changeover from 3 years/80,000km to 5 years/120,000km whichever occurs first.
- Establishment of vehicle selection criteria and a weighted assessment of all quotes, taking into account safety, environment and economic criteria.
- A review of general requirements for all light fleet vehicles taking into account work duties including types of areas and terrain to be accessed, passenger requirements, type of driving (frequency, darkness, etc.). This has led to a lessening of requirements for a number of vehicles, particularly a lessening of

the number of 4WD vehicles in the future light fleet. One exception is that the requirements for the Shire pool vehicle are proposed to increase and this has been based on feedback from those councillors that drive the vehicle, particularly on long trips.

- A consequence of the review of general requirements has been the amendment of maximum capital outlays for each future vehicle changeover.
- Previously under the 10 Year Plant and Fleet Replacement Plan a number of vehicles were retained past their optimum changeover date and were handed down to parks & gardens, depot and emergency services as a pseudo changeover. This practice is proposed to cease under the proposed new policy as it isn't considered financially efficient to retain vehicles past the new optimum changeover period of 5 years/120,000km. It is also considered to represent a significant risk to place older vehicles in a potentially high risk environment such as that used for emergency services (2 x fast attack fire units and 2 x auxiliary support). At this point in time the financial effects of implementing the new policy haven't been completed as that is better done in the review of the Long Term Financial Plan. If this review raises questions about affordability of purchasing an increased number of vehicles at any particular year the implementation of the new policy may require phasing in over a number of years. This could see some vehicles that have traditionally been retained well past optimum changeover intervals (i.e. emergency services, parks and waste) retained for a few years before full replacement with new vehicles can commence.

In April 2015 Council considered a report on the merits of developing a policy to 'phase-in' novated vehicles provided as part of salary packages. Council subsequently resolved to take no further action in investigating the progressive transfer from a capital purchase model for light fleet (salary packaged vehicles) purchasing to a novated lease model. On this basis the wording regarding novated lease vehicles from existing Policy A.14 has been retained in the new policy -stating they aren't supported but recognising that novated leases may become more prevalent in local government and this matter will be monitored and if necessary a separate report presented to Council if a change in policy is deemed necessary.

Statutory Environment

Nil, however contractual entitlements/provisions overrule the contents of a Council policy.

Integrated Planning

- Strategic Community Plan
 - Objective 4 – a collaborative and engaged community
 - Outcome 4.2 – a high standard of governance and accountability
 - Strategy 4.2.6 – provide quality local government services
 - Outcome 4.5 – long term financial viability
 - Strategy 4.5.3 – seek efficiencies in planning and operations
 - Outcome 4.7 – a high standard of human resource management practices
 - Strategy 4.7.1 – develop and implement a Workforce Plan, including a staff attraction and retention strategy
- Corporate Business Plan
 - Action 4.2.6.1 - – provide quality local government services

- Long Term Financial Plan
The changeover of light fleet as provided for in the 10 Year Plant and Fleet Replacement Program is reflected in the Long Term Financial Plan
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning
10 Year Plant and Fleet Replacement Program – last reviewed by Council in June 2016. All current light fleet is included in this Plan with changeover years varying between three and five years dependent upon annual mileage. With the proposed change under the new policy to a 5 year/120,000km changeover the frequency of changeovers for light fleet will change and if adopted this will be represented in the updated 10 Year Plant and Fleet Replacement Program due to be presented to Council next month via the budget workshop.

Budget Implications

The 10 Year Plant and Fleet Replacement Program will be updated to reflect the changes proposed by the new Vehicle Purchasing Policy (if adopted). This document will inform the annual review of the Long Term Financial Plan and preparation of the 2017/18 budget.

Fiscal Equity – Not Applicable

Whole of Life Accounting

The new vehicle purchasing policy factors in the requirements of whole of life accounting by developing a weighting process to factor in annual whole of life costs, safety and environment when considering the purchase of a vehicle.

Social Equity – Not Applicable

Ecological Equity

The recommended modifications to the policy include requirements for fuel efficient vehicles when considering vehicle purchases.

Cultural Equity – Not Applicable

Risk Management

The recommended modifications to the policy include basic safety requirements for all vehicles as well as identifying specific vehicles where installation of a bull/roo bar is recommended.

Continuous Improvement

Regular review of policies represents good governance.

Voting Requirements – Simple Majority

Local Laws - Nil

Strategy

ITEM NO.	SC.03/0517	FILE REF.	261.1
SUBJECT	2017 Local Government Convention & WALGA Annual General Meeting		
PROPONENT	WALGA		
OFFICER	Senior Administration Officer		
DATE OF REPORT	2 May 2017		

OFFICER RECOMMENDATION that Council determine how many elected members (and who these will be) to attend the 2017 Local Government Convention.

OFFICER RECOMMENDATION that of the Elected Members selected to attend the Local Government Convention, Council appoints two of these as its voting delegates to represent the Shire of Bridgetown-Greenbushes at the Western Australian Local Government Association Annual General Meeting.

OFFICER RECOMMENDATION that if Council determines to submit a Notice of Motion(s) for the Annual General Meeting, the Motion(s) are to be submitted in the format set out by WALGA.

Summary/Purpose

Each year WALGA holds its Annual General Meeting during the Local Government Convention with all member Councils being invited to submit Notices of Motions for this meeting.

In addition, pursuant to the WALGA Constitution, all member Councils are entitled to be represented by two (2) voting delegates. Voting delegates may be either elected members or serving officers and the names of these delegates will be required to be submitted to WALGA in either late June or early July.

Background

An invitation has been issued to all local authorities to submit motions for inclusion on the Agenda for consideration at the 2017 Annual General Meeting. Having regard to the Association's constitutional requirement to provide completed Agenda papers to all Member Councils at least 30 days before the date of the AGM, it will not be possible to include motions received after the closing date of 5 June. Any motions proposing alterations or amendments to the Association's Constitution must be received by 12 May 2017 in order to satisfy the 60 day constitutional notice requirements.

Guidelines for Formulation of Motions

- Motions should focus on policy matters rather than issues which could be dealt with by the State Council with minimal delay.

- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come Local Government Week or would it be better handled immediately by the Association through the State Council.
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to members – ie; does awareness need to be raised on the particular matter.
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by member Councils must be accompanied by fully researched and documented supporting comment.

Local Government Convention

The 2017 Local Government Convention will commence on Wednesday, 2 August and concludes with a gala dinner on Friday evening, 4 August. There will however be a forum and reception for Mayors and Presidents on the day preceding the Convention. The venue is again the Perth Convention & Exhibition Centre and in preparation for the AGM, which will be held on the Wednesday, the proponent is requesting the CEO to register the names of our voting delegates.

Prior to the AGM, all member local governments will be provided with copies of the Agenda papers (these should be distributed during late June or early July) and a report on the Motions will be presented to Council to enable Council to determine how it would like its voting delegates to vote on each Motion.

Elected Member representation during the past five years has been:

2016	2015	2014	2013	2012
Cr Nicholas Cr Moore Cr Pratico	Cr Pratico Cr Hodson Cr Mackman Cr Scallan	Cr Pratico Cr Boyle Cr Mackman	Cr Pratico Cr J Moore Cr Mackman Cr Hodson Cr Scallan Cr Nicholas	Cr B Moore Cr Pratico Cr Mackman Cr Williams

The tentative schedule for the Convention is set out as follows:

Date	Event	Start Time
1 August	Mayors & Presidents Forum	3.30pm
	Mayors & Presidents Reception	5.30pm
2 August	State & Local Government Forum	8.30am

	Registration for AGM and collection of voting keypads	10.00am
	Honour Recipients Luncheon	12.00noon
	WALGA AGM opening (including Honours Awards Presentations)	1.30pm
	Convention Opening Welcome Reception	5.30pm
3 August	ALGWA AGM and Breakfast	7.00am
	Opening and Convention Sessions	9.00am
	Sundowner	5.30pm
4 August	Convention Breakfast with Matthew Pavlich	7.30am
	Convention Sessions	9.00am
	Convention Gala Dinner	7.00pm

The Convention Programs and Registration forms will be distributed during May.

Statutory Environment

WALGA Constitution in relation to the Annual General Meeting

Integrated Planning

- Strategic Community Plan
 - Outcome 4.2 – A High Standard of Governance and Accountability
 - 4.2.1 – Continue to provide Elected Member training and development
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning – Nil

Policy/Strategic Plan

Policy M.4 – Conference Attendance (clause 6) which reads:

“6. Attendance at Local Government Week

- Council will allocate funds in its annual budget to provide for up to a maximum of 4 elected member delegates to attend Local Government Week.
- The Shire President and Deputy President will have automatic rights to attend Local Government Week each year.
- The selection of the other 2 elected member delegates (or more if the Shire President and/or the Deputy President choose not to attend) will occur with regard to the following criteria:

- Whether the elected member has previously attended Local Government Week with preference being given to those members that have not previously attended the event as a delegate.
- The length of service by the elected member.
- Based on the above criteria an elected member with service of 1 year would be given the option of attending Local Government Week over an elected member with a greater period of service that has previously attended Local Government Week as a Council delegate.”

Budget Implications – Funds are allocated in the budget each year to enable up to four (4) delegates (and the CEO) to attend the Local Government Convention.

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement – Attendance of Elected Members to the annual Local Government Convention gives an insight into local government on a State-wide basis and provides ‘net-working’ opportunities for Councillors attending.

Voting Requirements – Simple Majority

ITEM NO.	SC.04/0517	FILE REF.	500
SUBJECT	Draft Warren Blackwood Stock Route Memorandum of Understanding		
PROPONENT	Department of Parks & Wildlife and Shire of Bridgetown-Greenbushes		
OFFICER	Grants and Services Manager		
DATE OF REPORT	4 May 2017		

Attachment 5 Draft Warren Blackwood Stock Route Memorandum of Understanding

Attachment 6 Warren Blackwood Stock Route Map

OFFICER RECOMMENDATION that Council adopts the Draft Warren Blackwood Stock Route Memorandum of Understanding.

Summary/Purpose

To identify Councils designated responsibilities outlined in the Warren Blackwood Stock Route (WBSR) Draft Memorandum of Understanding (MOU), and adopt the MOU.

Background

In 2009 a number of regional projects were identified in the Regional Trails Master Plan for the Warren Blackwood Region, commissioned by the Warren Blackwood Alliance of Councils (WBAC). The Shire of Bridgetown-Greenbushes' Trails Development Advisory Committee offered to progress two regional projects to benefit trails tourism for the region (Blackwood River Mapping Project and Regional Stock Route Bridle Trail). A number of additional projects have evolved to complement these projects and enhance trails tourism in the region (including the regional oral histories project).

Feasibility Study

The Warren Blackwood Stock Route (regional bridle trail) began in earnest in 2011 with the initial assessment of the potential project followed by a successful funding application to Lotterywest for the purpose of commissioning a trails consultant to undertake a feasibility study. The feasibility study was finalised in February 2014.

The outcomes of the Feasibility Study were;

- Start up and literature review
- Trail assessment and alignment
- Potential rest stop infrastructure plan
- Consultation with Key Stakeholders
- GIS mapping

Oral History Project

To capture the cultural and historical aspect of stock driving in the South West, funding was also successfully secured to undertake a collection of oral histories. An oral historian was commissioned to record the histories of several of the prominent regional farming families that had participated in historical stock driving. A copy of the oral histories was given to the respective families, a complete copy of the six histories was given to each of the Shire Libraries and a complete copy is stored at the state library (J S Batty Library of West Australian History).

Second Planning stage

In March 2014 Lotterywest supported the second planning stage of the Warren Blackwood Stock Route. Several months into the second stage planning a review of the project was undertaken, due to delays in progress by the consultant. The Shire of Bridgetown-Greenbushes organised a series of meetings with landowners/managers to review the project, completed the trail alignment and established the most effective and cost efficient way to work toward project completion. This was undertaken in house in a relatively short time frame in partnership DPaW and at minimal cost.

The outcomes of the second planning stage were;

- The trail alignment completed.
- Land Managers in support of trail alignment
- The Trail User Conduct Guidelines,
- Bushfire Protocol,
- Horse Biosecurity and
- Traffic Management Plan including sign inventory had also been completed.

Construction Stage

At the August 2016 meeting of the WBAC, 4 potential options were proposed in light of an unsuccessful funding application to the SWDC for the final (construction) stage of the project. These options included cessation of the project, progress the project in a staged fashion, resubmitting a funding application to SWDC for the original scope of works or constructing a self-reliant trail.

WBAC members determined to proceed with the original scope of works under the auspice of the Shire of Bridgetown-Greenbushes, resubmitting a funding application seeking SWDC/Royalties for Regions funding.

At the same meeting the WBAC members agreed to include an additional 85km section of trail from Nannup through to Scott River as part of the trail route which was not included in the Regional Trails Master Plan, the feasibility or planning stage of the project thus far. The inclusion expanded the scope of works and project budget to include costs associated with the construction of the trail in its entirety.

The cost associated with the “construction” stage relates to the infrastructure development of campsites located along the 320km trail, the purchase and installation of trail markers,

- Building approval
- Site earthworks
- Purchase and installation of
 - Basic (2 sided) camp shelters,
 - Toilets
 - Horse yards,
 - Rainwater tanks and
 - Watering troughs

It is noted that, of the 12 campsites located along the trail, 1 is already being upgraded by DPaW to meet the needs of equine trail users (Shannon Park in the Shire of Manjimup) therefore the cost to WBAC represents the development of 11 campsites, trail signage and marking. 5 Campsites are located on Shire managed land and 7 on DPaW managed land.

Location of proposed campsites:

Western Route

- Son Place, Bridgetown – Shire Bridgetown-Greenbushes
- Willow Springs, Nannup – DPaW
- Nannup Caravan Park, – Shire of Nannup
- Darradup Road, – DPaW
- Kookaburra Road, – DPaW
- Scott River, – Shire of Nannup

Southern Route

- Alco Block, – DPaW
- Smeathers Road, Manjimup – DPaW
- Quinninup Old School Site - Shire of Manjimup
- Shannon Camp – DPaW development
- Steve’s Road – DPaW

- Broke Inlet, – Shire of Manjimup
- Point of Interest – Preston Road/Deeside Road old camping site(development not included at this point)

Campsite Infrastructure:

- Shelter (6mx4m – reduced size)
- Water tanks
- Toilet
- Troughs
- Horse yards
- Detailed campsite signs including;
 - Description of trail to next campsite
 - Indicate caution where required on next trail section
 - DPaW requirements for use of next trail section
 - Interpretive information on one of the farming families
 - Code of conduct for use of trail and campsites
 - Map of next section of trail

Trail Development:

- Trail markers
- Trail guideposts
- Traffic Management signage

Shire covered costs associated with

- Building approval
- Campsite earth works
- Traffic signage
- Trail Markers
- Project audit

Following the extensive planning for the project funding for the final (construction) stage of the project was secured by Shire of Bridgetown-Greenbushes' as lead agency on behalf of the WBAC. This funding was received and has been confirmed from Lotterywest and the South West Development Commission (SWDC) in December 2016 and January 2017 respectively.

Officer Comment

The aim of the WBSR is to create a regional tourist attraction, in the form of a 320km bridle trail based on historic stock routes. The project has been 5 years in the planning and is a primary project of the WBAC. The project is identified in the Regional Trails Master Plan and has linkages to existing and aspirational bridle trails in the Shires of Augusta-Margret River, Busselton, Plantagenet, Cranbrook, Boyup Brook and Denmark.

Given the unique and diverse natural environment across the three shires of the Warren Blackwood a regional tourism icon such as the WBSR, offers a significant economic development opportunity for the Warren Blackwood region as a means of highlighting its natural beauty and encouraging new business development.

The WBSR traverses land within the boundaries of the three shires of the Alliance (Bridgetown-Greenbushes, Nannup and Manjimup) and traverses rail corridor leased

by Brookfield Rail and land managed by DPaW. The primary objective of the tripartite Memorandum of Understanding (MOU) is to express the willingness of the parties to collaborate with the planning, development, maintenance and management of the Warren Blackwood Stock Route (WBSR). Subsequently, each individual member (Shire) is required to formally endorse the draft MOU. Endorsement by the WABC is also required, and is anticipated to follow the individual Shire Council endorsement being secured.

The draft MOU seeks to establish the highest standards of cooperation and understanding between the collaborating parties described above for the planning, construction and maintenance of the WBSR. In particular it defines the functions and responsibilities of DPaW, the individual Shires and the WBAC. The MOU is intended to be an administrative document which seeks to ensure mutually beneficial working arrangements, and to clarify the roles and relationship between all stakeholders.

Each stakeholder included in the MOU has access to resources, skills and equipment that will be crucial to the development and ongoing management and maintenance of the WBSR. The Shires and DPaW have statutory management responsibility for land managed by each entity. The WBAC has a commitment to deliver unique regional trails experiences and perpetuate the legacy and history of stock droving as a unique feature of agriculture in the region.

The draft MOU, in its current form has been extensively reviewed and approved by DPaW, is currently being considered by the individual members of the WBAC and has been adopted by the Council of the Shire of Nannup at their April 2017 meeting.

Statutory Environment – Not applicable

Integrated Planning

Strategic Community Plan

Objective 1 – A strong resilient and balanced economy.

Outcome 1.1 - A diverse range of employment opportunities

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

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

Strategy 1.2.9 – Improve facilities for tourists.

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

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

Strategy 2.4.2 – Implement the Regional Trails Master Plan

Objective 3 – our community enjoys a high quality of life

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

Strategy 3.1.7 – Implement the Regional Trails Master Plan

Corporate Business Plan

The Corporate Business Plan identifies, as an ongoing action, the need to identify opportunities for the development of nature trails such as multi-use walk, bike, kayak

and bridle trails for implementation of the Warren Blackwood Regional Trails Master Plan.

Long Term Financial Plan

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

Asset Management Plans

All assets installed/constructed on Council land and any infrastructure along the trail within Shire boundaries will require inclusion on Councils Asset Management Plans.

Workforce Plan

No additional workforce/staffing resources are required with regard to the recommendation as existing staffing resources are sufficient to progress this project.

Other Integrated Planning

10 Year Works Program – should Council endorse the MOU there will be an ongoing commitment to maintain the identified trail infrastructure installed on DPaW and Shire managed land which would be reflected in the 10 year works program, in relation to maintenance.

Budget Implications

There are no budget implications arising from the officer recommendation, the ongoing maintenance costs will be included within the annual budget development process. No additional workforce/staffing resources are required with regard to the recommendation as existing staffing resources are sufficient to progress this project. The salaries and materials/contracts expenditure required for ongoing maintenance of the trail (as outlined in the MOU) will be identified in the budget planning process post construction (2018-2019 onwards).

Fiscal Equity – Not Applicable

Whole of Life Accounting

Council has a clear commitment within its Strategic Community Plan and Corporate Business Plan to the development of local and regional trails. Whole of life accounting principles are achieved through the extensive, progressive planning of the project and through consideration of recommendations such as that presented in this report.

Social Equity – Not Applicable

Ecological Equity

The principles of ecological equity are considered by providing well managed and maintained trails that protect natural environments by minimising the impact of trail users (including the development of Rare Flora & Fauna Reports and Hygiene Reports, prepared by DPaW, for each proposed campsite within the overall project development).

Cultural Equity – Not Applicable

Risk Management

Risk management is achieved by the extensive planning of the proposed project, including the development of documents such as the draft MOU to ensure all roles and responsibilities for all stakeholders are outlined and agreed to prior to the construction stage of the project commencing. Continued shared maintenance of the trails will continue risk mitigation to trail users.

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Organisation Development

ITEM NO.	SC.05/0517	FILE REF.	
SUBJECT	Councillor Fees/Allowances		
PROPONENT	Salaries and Allowances Tribunal		
OFFICER	Chief Executive Officer		
DATE OF REPORT	4 May 2017		

Attachment 7 2017 Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members

OFFICER RECOMMENDATION that Council:

1. *Retain the method of payment of Councillor and President meeting fees as an annual attendance fee rather than a per meeting basis.*
2. *Set Councillor Attendance Fees and Allowances for the following in 2017/18:*
 - *Annual Attendance Fee for Council Members within the range of \$7,612 to \$16,205.*
 - *Annual Attendance Fee for Shire President within the range of \$7,612 to \$25,091.*
 - *Annual President's Allowance within the range of \$1,015 to \$36,591.*
 - *Provision of an Annual Deputy President Allowance to an amount 25% of the amount determined for the Annual President's Allowance.*
 - *Annual Information and Communications Technology Allowance within the range of \$500 to \$3,500.*

Summary/Purpose

To consider the method and amount of meeting fees/allowances for councillors.

Council is to have regard to the recent determination by the Salaries and Allowances Tribunal when setting fees or allowances for 2017/18.

Background

Part 5, Division 8 (Sections 5.98, 5.98A, 5.99 and 5.99A) of the Local Government Act provides for council members (councillors) to receive certain payments

The Salaries and Allowances Tribunal (the Tribunal) has completed its annual review of fees, allowances and expenses for elected council members of Local Governments throughout Western Australia. The determination which will operate

from 1 July 2017 establishes a scale of payments and provisions for reimbursement of expenses in accordance with the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

The Tribunal has divided all local governments into four bands based on a number of factors such as population, size of budget, complexity of issues, etc. The Shire of Bridgetown-Greenbushes has been classified as a Band 3 local government (same as for 2015/16).

The Salaries and Allowances Tribunal has determined there will be no increase at this time to the band ranges. This determination has been made in light of the serious economic conditions facing Western Australia at this time.

The Tribunal notes that a majority of local governments retain the capacity to provide an increase within the current band parameters. While noting the annual CPI increase for December 2016 (the latest available figures) was 0.5%, each local government must satisfy itself that there is sound justification to award any increase within their allotted band in the current economic climate.

The Tribunal has made the same determination regarding local government CEO remuneration however this report is restricted to addressing elected member fees and remuneration only.

Meeting Fees or Annual Attendance Fees – Councillors other than Shire President
Pursuant to Section 5.98 of the Local Government Act a council member, mayor or president who attends a council or committee meeting is entitled to be paid a fee set by the Council within the range stipulated in the Tribunal's determination.

Pursuant to Section 5.99 of the Local Government Act a Council may decide by absolute majority that instead of paying council members, mayors or presidents a meeting fee it will be pay an annual attendance fee within the range stipulated in the Tribunal's determination.

For Band 3 Council is able to set a meeting fee for council members other than the President of between \$191 and \$406 for council meetings and between \$96 and \$203 for committee meetings.

Alternatively Council, via absolute majority can pay an annual attendance fee within the range of \$7,612 to \$16,205.

In 2016/17 Council resolved to pay a councillor annual attendance fee of \$8,500 (no change from previous year).

Meeting Fees or Annual Attendance Fees – Shire President
The Mayor President can be provided with a higher meeting or annual attendance fee in recognition of the greater workload and responsibility associated with presiding at a council meeting.

For Band 3 Council is able to set a council meeting fee for the President between \$191 and \$628 for council meetings. The President would receive the same meeting fee for committees as determined for council members by the Council. Alternatively

Council, via absolute majority can pay the President an annual attendance fee within the range of \$7,612 to \$25,091.

In 2015/16 Council resolved to pay a President's annual attendance fee of \$10,200 (no change from previous year).

Annual Allowance for President

Under Section 5.98 of the Local Government Act Council can determine an allowance for the President (separate from meeting or annual attendance fees) within the range of \$1,015 to \$36,591.

In 2015/16 Council resolved to pay a President's Allowance of \$8,500 (no change from previous year)

Annual Allowance for Deputy President

For the latter, Section 5.98A of the Local Government Act allows Council to provide a special allowance to the Deputy President with the amount of the allowance being 25% of the President's allowance.

In 2016/17 Council resolved to pay a Deputy President's Allowance and has done so for several years.

Meetings Fees or Annual Attendance Fee?

It is recommended that Council retain the "annual" method for determining councillor allowances rather than changing to a "per meeting" fee. The advantages of the "annual" method include:

- A "per meeting" fee doesn't take into account all the work that a councillor does in between Council or Committee meetings. A councillor may undertake a significant amount of work between meetings but if he/she misses a meeting due to legitimate reasons they would not receive any payment towards that work.
- Under the Local Government Act only Council or committee meetings trigger payment of a meeting fee. This Council uses the "working party" process extensively and those meetings, which can generate more work for a councillor than some committee meetings, would not provide a meeting fee to participating councillors.
- Whilst the annualising of meetings fees can result in councillors receiving a fee when not attending meetings such as when an apology or on leave of absence it is still a relatively rare occurrence for a councillor to take extended leave of absence.

Reimbursement of Expenses Including Annual Allowances in Lieu of Reimbursement

Under the Local Government Act and Local Government (Administration) Regulations elected members are entitled to reimbursement of telecommunications, information technology, child care, travel and accommodation expenses. Policy M.30 (Reimbursement of Expenses Incurred by Council Members) provides guidance on these entitlements.

Pursuant to Section 5.99A of the Local Government Act Council can decide by absolute majority that instead of reimbursing councillors for all of a particular type of expense it pay an annual allowance.

Where a Council has decided to pay council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the LG Act, section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.

In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:

- (a) the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;
- (b) the capacity of local governments to set allowances appropriate to their varying operational needs;
- (c) the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads);
- (d) the varying travel requirements of council members in local governments associated with geography, isolation and other factors.

The Tribunal has retained the Information and Communications Technology Allowance with a permissible range between \$500 and \$3,500.

In 2016/17 Council resolved to pay an Annual Information and Communications Technology Allowance of \$2,060 (no change from previous year).

Statutory Environment – Local Government Act

5.98. Fees etc. for council members

- (1) A council member who attends a council or committee meeting is entitled to be paid —
 - (a) the prescribed minimum fee for attending a council or committee meeting; or
 - (b) where the local government has set a fee within the prescribed range for council or committee meeting attendance fees, that fee.
- (2A) A council member who attends a meeting of a prescribed type at the request of the council is entitled to be paid —
 - (a) the prescribed minimum fee for attending a meeting of that type; or
 - (b) where the local government has set a fee within the prescribed range for meetings of that type, that fee.
- (2) A council member who incurs an expense of a kind prescribed as being an expense —
 - (a) to be reimbursed by all local governments; or
 - (b) which may be approved by any local government for reimbursement by the local government and which has been approved by the local government for reimbursement,is entitled to be reimbursed for the expense in accordance with subsection (3).
- (3) A council member to whom subsection (2) applies is to be reimbursed for the expense —
 - (a) where the minimum extent of reimbursement for the expense has been prescribed, to that extent; or
 - (b) where the local government has set the extent to which the expense can be reimbursed and that extent is within the prescribed range (if any) of reimbursement, to that extent.

- (4) If an expense is of a kind that may be approved by a local government for reimbursement, then the local government may approve reimbursement of the expense either generally or in a particular case but nothing in this subsection limits the application of subsection (3) where the local government has approved reimbursement of the expense in a particular case.
- (5) The mayor or president of a local government is entitled, in addition to any entitlement that he or she has under subsection (1) or (2), to be paid —
 - (a) the prescribed minimum annual local government allowance for mayors or presidents; or
 - (b) where the local government has set an annual local government allowance within the prescribed range for annual local government allowances for mayors or presidents, that allowance.
- (6) A local government cannot —
 - (a) make any payment to; or
 - (b) reimburse an expense of,a person who is a council member or a mayor or president in that person's capacity as council member, mayor or president unless the payment or reimbursement is in accordance with this Division.
- (7) A reference in this section to a **committee meeting** is a reference to a meeting of a committee comprising —
 - (a) council members only; or
 - (b) council members and employees.

[Section 5.98 amended by No. 64 of 1998 s. 36; No. 17 of 2009 s. 33.]

5.98A. Allowance for deputy mayor or deputy president

- (1) A local government may decide* to pay the deputy mayor or deputy president of the local government an allowance of up to the prescribed percentage of the annual local government allowance to which the mayor or president is entitled under section 5.98(5).

* *Absolute majority required.*

- (2) An allowance under subsection (1) is to be paid in addition to any amount to which the deputy mayor or deputy president is entitled under section 5.98.

[Section 5.98A inserted by No. 64 of 1998 s. 37.]

5.99. Annual fee for council members in lieu of fees for attending meetings

A local government may decide* that instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings —

- (a) the prescribed minimum annual fee; or
- (b) where the local government has set a fee within the prescribed range for annual fees, that fee.

* *Absolute majority required.*

5.99A. Allowances for council members in lieu of reimbursement of expenses

A local government may decide* that instead of reimbursing council members under section 5.98(2) for all of a particular type of expense it will instead pay all council members —

- (a) the prescribed minimum annual allowance for that type of expense; or
- (b) where the local government has set an allowance within the prescribed range for annual allowances for that type of expense, an allowance of that amount,

and only reimburse the member for expenses of that type in excess of the amount of the allowance.

* *Absolute majority required.*

Policy Implications

Policy M.30 (Reimbursement of Expenses Incurred by Council Members) addresses expenses other than meeting fees.

Strategic Plan Implications - Nil

Budget Implications

As part of the annual budget process Council sets annual attendance fees (or per meeting fees) within the permissible range set by the Tribunal

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 is required for payments of allowances to elected members.

ITEM NO.	SC.06/0417	FILE REF.	209
SUBJECT	Rolling Action Sheet		
OFFICER	Chief Executive Officer		
DATE OF REPORT	1 May 2017		

Attachment 8 Rolling Action Sheet

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

Summary/Purpose

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

Background

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

Statutory Environment – Nil

Policy/Strategic Plan Implications – Nil

Budget Implications – Nil

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Urgent Business Approved by Decision

Responses to Elected Members Questions Taken on Notice

Elected Members Questions With Notice

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

Briefings by Officers

Notice of Motions for Consideration at Next Meeting

Matters Behind Closed Doors

Closure

The Presiding Member to close the Meeting

List of Attachments

Attachment	Item No.	Details
1	SC.02/0517	Existing Policy A.14 - Motor Vehicles Provided as Part of Salary Package
2	SC.02/0517	Existing Policy M.23 - Passenger Vehicle Use & Acquisition
3	SC.02/0517	Proposed New Policy A.14 – Light Fleet Vehicle Purchasing
4	SC.02/0517	Proposed New Policy M.23 – Use of Pool Vehicle
5	SC.04/0517	Draft Warren Blackwood Stock Route Memorandum of Understanding
6	SC.04/0517	Warren Blackwood Stock Route Map
7	SC.05/0517	2017 Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members
8	SC.06/0517	Rolling Action Sheet

Agenda Papers checked and authorised by CEO, Mr T Clynch		4.5.17
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