

Standing Committee Minutes Index – 8 June 2017

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Minutes of a Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held in the Council Chambers on Thursday, 8 June 2017 commencing at 5.32pm.

The Presiding Member opened the Meeting at 5.32pm

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
- D Mackman
- J R Moore
- A Pratico
- P Quinby
- P Scallan

In Attendance - T Clynch, Chief Executive Officer
- M Larkworthy, Executive Manager Corporate Services
- E Denniss, Executive Manager Community Services
- T M Lockley, Executive Assistant

Leave of Absence - Cr J Nicholas
Apologies - Cr S Hodson

Gallery - Nil

Petitions/Deputations/Presentations - Nil

Comment on Agenda Items by Parties With an Interest - Nil

Confirmation of Minutes

SC.01/0617 Ordinary Meeting held 11 May 2017

A motion is required to confirm the Minutes of the Ordinary Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held 11 May 2017 as a true and correct record.

Committee Decision *Moved Cr Quinby, Seconded Cr Moore*

SC.01/0617 That the Minutes of the Ordinary Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held 11 May be confirmed as a true and correct record.

Carried 7/0

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

ITEM NO.	SC.02/0617	FILE REF.	
SUBJECT	Adoption of Strategic Community Plan		
OFFICER	Chief Executive Officer		
DATE OF REPORT	1 June 2017		

Attachment 1 Shire of Bridgetown-Greenbushes 10+ Year Strategic Community Plan 2017

OFFICER RECOMMENDATION that Council adopts the Shire of Bridgetown-Greenbushes 10+ Year Strategic Community Plan 2017 as per Attachment 1 of the Standing Committee agenda.

Summary/Purpose

For Council to consider adopting the draft Strategic Community Plan following the major review process undertaken in 2015/16 and 2016/17.

Background

Council adopted its current Strategic Community Plan in June 2013.

The Strategic Community Plan is a strategy and planning document that reflects the longer term (10+ years) community and local government aspirations and priorities.

The Strategic Community Plan responds to three questions put to the community and the local government:

- Where are we now?
- Where do we want to be?
- How do we get there?

The Integrated Planning Framework and Guidelines of the Department of Local Government and Communities states that at a minimum a desk top review of the Strategic Community Plan should be undertaken every two years, and a full review and renewed long-term visioning process be conducted every four years thus ensuring the community priorities and aspirations are kept up to date and relevant.

Council conducted a desktop review of the Strategic Community Plan in 2015/16.

Under the Integrated Planning and Reporting Framework and Guidelines, all local governments must develop their 10+ year Strategic Community Plan through a community engagement process aimed at identifying long term community aspirations, visions and objectives.

A number of different consultations occurred as part of the review of the Strategic Community Plan or for various informing strategies of the Strategic Community Plan that have relevance to the overall review process for the Strategic Community Plan. This consultation process commenced in 2015 and concluded in December 2016.

The total number of participants in Councils community engagement for the Strategic Community Plan is estimated at 750. Determining actual numbers that participated in the review of some of the informing strategies is difficult as in many cases agencies or groups (not necessarily individuals) were consulted. This is offset by some individuals participating in more than one of the specific engagement opportunities. The estimate of 750 persons is for those that actively participated or registered in the various community engagements. All households in the community had access to some of the community engagement consultations (community survey, community engagement sessions) as these were advertised on a flyer distributed to all postal addresses in the Shire as well as being promoted in other mechanisms.

The different consultations were:

- Community Survey 2015 (211 respondents)
- Community Engagement Sessions November & December 2016 held in Bridgetown, Greenbushes, Catterick and Yornup (109 participants)
- “Bridging Success Workshop” December 2015 (54 participants)
- Review of Sport and Recreation Strategic Plan – 2014/15 (27 local sport and recreation groups)
- Review of Age Friendly Community Plan – 2015/16 (192 participants including agencies)
- Review of Youth Plan – 2016/17 (157 respondents)

Following the completion of the above consultations Council, over the course of three separate workshop sessions, developed the main components of the Strategic Community Plan, being the key goals, objectives and strategies. A ‘Community Engagement Summary Report’ was provided to councillors to assist in determining the views of the community and structuring the Strategic Community Plan to respond to those views.

The Strategic Community Plan articulates a vision which is what the community aspires to create and to be. The Vision is:

A wonderful place to live, work, invest and visit with the community working together to achieve shared objectives

To reach our vision the Strategic Community Plan focuses on five key goals.

1. Our economy will be strong, diverse and resilient
2. Our natural environment is valued, conserved and enjoyed
3. Our built environment is maintained, protected and enhanced
4. A community that is friendly and welcoming
5. Our leadership will be visionary, collaborative and accountable

Objectives and strategies have been developed for each of these key goal areas.

At the community engagement sessions held last November and December the Shire gave a commitment to attendees that once a final draft of the new Strategic Community Plan was completed it would be released for a final round of community engagement. Accordingly the draft 10+ Year Strategic Community Plan 2017 was

made available for inspection by interested members of the public with a closing date for submissions being 9am Thursday 1 June 2017 (28 day comment period). Submissions could be made in writing or via email. At the closing date no submissions had been received.

Statutory Environment

The requirements for preparation, consideration, consultation and advertising of a Strategic Community Plan are detailed in the Local Government Act 1995 and Local Government (Administration) Regulations 1996.

Local Government Act – Section 5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations - 19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
*Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.

- (10) *A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.*

Integrated Planning

➤ Strategic Community Plan

Self-explanatory in the body of this report

➤ Corporate Business Plan

The Corporate Business Plan is being comprehensively reviewed in light of the contents of the draft Strategic Community Plan and will be presented to the June Council meeting for adoption. Council has already had workshops sessions for the development of this document.

➤ Long Term Financial Plan

The Long Term Financial Plan is currently being reviewed in light of the contents of the draft Strategic Community Plan and will be presented to the June Council meeting for adoption.

➤ Asset Management Plans - Nil

➤ Workforce Plan

The Workforce Plan will be reviewed in 2017/18 in order to assess the implications of the various strategies and actions of the Strategic Community Plan and Corporate Business Plan on the Shire's workforce.

➤ Other Integrated Planning - Nil

Policy - Nil

Budget Implications

The Corporate Business Plan will address the financial implications of actioning the Strategic Community Plan and will be presented to Council's June 2017 meeting.

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity

The comprehensive community engagement process undertaken for the preparation of the Strategic Community Plan has ensured that issues pertaining to social equity have been raised and considered.

Ecological Equity

The comprehensive community engagement process undertaken for the preparation of the Strategic Community Plan has ensured that issues pertaining to ecological equity have been raised and considered.

Cultural Equity

The comprehensive community engagement process undertaken for the preparation of the Strategic Community Plan has ensured that issues pertaining to cultural equity have been raised and considered.

Risk Management – Not Applicable

Continuous Improvement

The integrated planning and reporting framework developed by the Department of Local Government provides a process for local governments to:

- Ensure community input is explicitly and reliably generated
- Provide the capacity for location and specific planning where appropriate
- Infirm the long term objectives of the local government with these inputs
- Identify the resourcing required to deliver against the long term objectives
- Clearly articulate long term financial implications and strategies

Voting Requirements – Absolute Majority

Moved Cr Scallan, Seconded Cr Mackman

That Council adopts the Shire of Bridgetown-Greenbushes 10+ Year Strategic Community Plan 2017 as per Attachment 1 of the Standing Committee agenda.

Amendment Moved Cr Scallan, Seconded Cr Moore

Change 'Our Vision' to read:

'A Beautiful Place to Live'

Working together with the Community to achieve our shared objectives.

Carried 7/0

The Amended Motion Becomes the Substantive Motion – The Motion was Put

Committee Recommendation **Moved Cr Scallan, Seconded Cr Mackman**

SC.02/0617 That Council adopts the Shire of Bridgetown-Greenbushes 10+ Year Strategic Community Plan 2017 as per Attachment 1 of the Standing Committee agenda with the following amendment to 'Our Vision':

'A Beautiful Place to Live'

Working together with the Community to achieve our shared objectives.

Carried 7/0

ITEM NO.	SC.03/0617	FILE REF.	108.3
SUBJECT	Consolidated Asset Management Plan 2016-26		
OFFICER	Asset Management Coordinator and Executive Manager Corporate Services		
DATE OF REPORT	29 May 2017		

Attachment 2 Shire of Bridgetown-Greenbushes Consolidated Asset Management Plan 2016-26

OFFICER RECOMMENDATION that Council adopts the Shire of Bridgetown-Greenbushes Consolidated Management Plan 2016-26 as presented in Attachment 2.

Summary/Purpose

Council is required under the Integrated Planning and Reporting Framework and Guidelines to adopt a Corporate Business Plan that is informed by various strategies and plans, including Asset Management Plans (AMP) developed for Council's various asset classes. Council's existing AMP's have been updated to reflect changes in asset values as a result of works undertaken during 2015/16 on Council's assets and deletion of improvement actions completed.

Background

The Integrated Planning and Reporting Framework and Guidelines were introduced in Western Australia as part of the State Government's Local Government Reform Program. Integrated Planning is the ongoing development and delivery of a Strategic Community Plan and a Corporate Business plan. Asset Management is a core component of the framework.

Council adopted AMP's for all its asset classes at its meeting held 30 June 2016, as follows:

- Transport Infrastructure Asset Management Plan;
- Parks, Reserves and Other Infrastructure Asset Management Plan;
- Property Infrastructure Asset Management Plan; and
- Plant and Equipment Asset Management Plan

The above plans have been updated to incorporate all capital expenditure on assets undertaken during 2015/16. Improvement plan action items completed during the year have also been deleted.

Officer Comment

Under Council's Asset Management Policy F.15, Council is not required to adopt Asset Management Plans, however, it is important that Council is informed of the current state of its assets, and how it is proposed that these assets are managed and resourced in the future based on a 'whole of life' cost approach that will be incorporated into the Long Term Financial Plan.

The Asset Management Plans include improvement plans that outline the actions required to reduce the potential of a funding gap between the required level of renewal/upgrade of assets as compared to the actual funding currently being provided through the Budget and Long Term Financial Planning process.

Preparing AMP's enable Council to produce the asset ratios required under the Local Government (Financial Management) Regulations 1996 as part of Annual Financial Statement reporting.

AMP's are 'living' documents and need to be regularly updated and actions noted in the associated improvement plans. Improvements are required in the quality of data held for all of Council's asset classes. These improvements include ensuring the useful lives, remaining useful lives, replacement cost and current condition of Council's assets are accurately rated and recorded as these factors have a major influence on the projected renewal cost and ultimately on the size of any reported funding 'gap'.

Key components of each individual AMP have been consolidated into a single document titled Shire of Bridgetown-Greenbushes Consolidated Asset Management Plan 2016-2026. This document is presented for Council endorsement.

Statutory Environment

Section 5.56 of the Local Government Act 1995 – Planning for the Future
Regulation 19DA of the Local Government (Administration) Regulations 1996 – Planning for the Future

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

 - Objective 4: A collaborative and engaged community
 - Outcome 4.5: Long term financial viability
 - Strategy 4.5.1: Develop and implement the Integrated Planning and Reporting Framework

 - Objective 4: A collaborative and engaged community
 - Outcome 4.10 Best practice asset management
- Corporate Business Plan
 - Action 4.5.1.1 Progressively implement the Integrated Planning and Reporting Framework requirements, ensuring compliance with Local Government Act and regulations.
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Policy

Council's 'F.15 Asset Management' policy provides:

“Responsibility:

- Council is responsible for adopting the policy and ensuring that sufficient resources are applied to manage the assets.

- The Chief Executive Officer has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council.”

Budget Implications – Not applicable

Fiscal Equity – Not applicable

Whole of Life Accounting

The Asset Management Plans enshrine the principle of whole of life accounting costs to ensure assets are managed responsibly and cost effectively.

Social Equity

Council’s Asset Management Policy F.15 requires social equity principles are considered in the development of asset management strategies and plans in accordance with Council’s Strategic Community Plan.

Ecological Equity

Council’s Asset Management Policy F.15 requires ecological equity principles are considered in the development of asset management strategies and plans in accordance with Council’s Strategic Community Plan.

Cultural Equity – Not applicable

Risk Management

Failure to identify and fund gaps between required and planned expenditure in relation to managing assets will result in a high likelihood of asset failures occurring that may compromise safety to users of the asset and in-turn a financial implication to undertake reactive maintenance.

Continuous Improvement

AMP’s contain an asset management improvement plan detailing a program of tasks to be completed and resources required to increase the level of confidence in the AMP’s and level of the organisation’s asset management maturity.

Voting Requirements – Simple Majority

**Committee Recommendation Moved Cr Boyle, Seconded Cr Pratico
SC.03/0617 That Council adopts the Shire of Bridgetown-Greenbushes
Consolidated Management Plan 2016-26 as presented in Attachment 2. Noting
amended vision under section 3.2.**

Carried 7/0

ITEM NO.	SC.04/0617	FILE REF.	
SUBJECT	Potential Outsourcing of Selected Park Maintenance Functions		
PROPONENT	Council		
OFFICER	Chief Executive Officer		
DATE OF REPORT	31 May 2017		

OFFICER RECOMMENDATION that Council defer any further consideration of potential outsourcing of selected parks and gardens maintenance functions until such time as it has adopted service levels for parks and gardens functions, expected to be towards the end of 2017.

Summary/Purpose

At its February 2017 meeting Council resolved to seek a report back on the implications and processes that would require consideration if Council was to consider outsourcing of some parkland maintenance functions.

Background

Council, at its February 2017 meeting resolved:

C.03/0217 That the CEO report back to Council prior to or during the 2017/18 budget process on the implications and processes that would be required for Council to consider calling for expressions of interest from suitable contractors to take over maintenance of a number of Shire parks including but not limited to Memorial Park, Blackwood River Park, Geegelup Park and Thompson Park.

The above resolution was derived from a notice of motion submitted by Cr Pratico.

Officer Comment

'Outsourcing' is the term used to describe the situation where a government agency enters into a contract with an outside supplier to provide goods or services that had previously been provided internally.

Outsourcing of specific local government services (such as parks maintenance) is not uncommon however if determining to proceed down this path a Council needs to be very clear on the outcomes it wishes to achieve – for example is it to save money?, achieve a better quality of service?, or obtain specialist services beyond the capacity of employees?

The reasons provided by Cr Pratico with his notice of motion indicate that he is seeking a better quality of service and the way to provide this is via outsourcing some specific park maintenance. As Council adopted the notice of motion by a majority vote it is assumed this is also the intent of the Council.

Council's resolution seeks information on the implications and processes that would require consideration if Council was to consider outsourcing of some parkland maintenance functions.

The processes that would have to be followed are:

- Dependent on the extent of any outsourcing proposal there may be a need to call tenders from prospective suppliers in accordance with Section 3.57 of the Local Government Act 1995 and Part 4 of the Local Government (Functions and General) Regulations 1996. The threshold for running a request for tender process is where the value of the purchase (service) being sought is \$150,000 or greater.
- Included in the Request for Tender documentation would be specifications for the services being sought including frequency and technical description. For example if mowing services were to be sought the specifications would stipulate how often (i.e. once per fortnight) and to what height (i.e. 12-20mm) this mowing is to occur. Dependent upon the location and usage of parks the frequency and technical description would vary.
- If the value of the work being sought was expected to be less than \$150,000 then an Expression of Interest process outside the tender process can be run however the information required for both processes is relatively the same.
- To run an initial tender process the expertise of WALGA Procurement Services would be sought.
- Council's Asset Management Plans highlight the need to document our existing and desired levels of service. Currently our service levels for parks maintenance are essentially not documented with service levels being either developed on an ad-hoc basis or determined by the relevant staff.
- The question that needs to be raised is how can Council determine it wants a better quality of service when the existing levels of service are undefined? Making a determination that the current quality of service is poor is a subjective decision. If service levels for each park were established Council could then make an objective decision on how it wishes to deliver those services.
- At the time of reporting to Council in February 2017 as part of Cr Pratico's notice of motion Shire staff had been working on developing service levels for parks and gardens services and functions. Since then a consultant has been engaged to assist staff to determine and review existing parks and gardens service levels and develop draft service levels for presentation to Council. Included in this process is a classification of parks into a hierarchy (classes that summarize the types of activities that are performed within each park area) and development of operations and maintenance schedules for each park area. These schedules will identify:
 - All reactive and planned maintenance tasks that are carried out annually;
 - The annual timing that tasks occur;
 - The quantity of assets that each task is performed upon;
 - The time required to complete each task;
 - Who performs each task (contractor, staff, etc.);
 - The cost associated with performing each task; and
 - The total annual cost of each task and of all tasks for each park and hierarchical class.
- The above approach has a number of benefits, including:
 - Clearly determining a schedule of works for each park (or park hierarchical class) to deliver a predetermined level of service; and
 - Enabling a transparent estimate of annual costs to be determined for each park and hierarchical class.

- Based on the above information it is considered premature for Council to proceed with any expression of interest or request for tender for potential outsourcing of any parks and gardens maintenance. Completion of the current service level assessment process is expected by August 2017 at which point engagement with Council is to occur. Full completion of the process after which service levels will be clearly defined and costed can be expected by the end of 2017.

The implications associated with Council considering outsourcing of some parkland maintenance functions are varied and could include:

- Potential loss of flexibility as contractors would most likely only be required to meet the technical specification of the contract. Currently parks and gardens staff respond to reactive maintenance requests and perform a number of non-core tasks such as setting up for events, assisting with traffic management, etc. When weather prevents tasks such as mowing other tasks more suitable to that weather are performed. Weather clauses would have to be built into any contract for outsourced maintenance works.
- Impact upon staff morale. In addition to job security fears staff have interpreted Council's February 2017 resolution as being a criticism of the standard/quality of work they perform.
- Community feedback and expectations.
- Potential redundancy costs. The question of whether redundancies would occur can't be determined at this stage but if outsourcing was to occur redundancies would have to be assumed due to affordability. The relevant enterprise bargaining agreement for parks and gardens staff has a specific redundancy clause requiring specific notice to be provided and payment of a redundancy package equivalent to 3 weeks for every completed year of service capped at 52 weeks and payment of 50% of accumulated sick leave.
- Contract management/supervision would still be required – the extent of that could only be determined once Council was to determine what functions it wished to consider for outsourcing.
- Any contract with a supplier would be for a fixed term and would include processes and penalties for non-performance. Any non-performance would have to be proven and a dispute resolution process would have to be articulated in the contract.

Conclusion

It is considered premature for Council to proceed to considering outsourcing of any parks and gardens functions. The current review of parks and gardens service levels will in due course provide Council with the necessary information to determine whether to proceed with further investigation of outsourcing of some parks and gardens functions.

Statutory Environment

There are no statutory requirements in council considering this report however dependent upon the direction Council may choose to take there may be a need for compliance with Section 3.57 of the Local Government Act 1995 and Part 4 of the Local Government (Functions and General) Regulations 1996. There may also be employment related implications for parks and gardens staff that will need to be

determined with regard to applicable legislation, employment awards and the applicable enterprise bargaining agreement.

Integrated Planning

➤ Strategic Community Plan

Objective 4 – a collaborative and engaged community

Outcome 4.5 – Long term financial viability

Strategy 4.5.3 - Seek efficiencies in planning and operations

Strategy 4.5.6 - Regularly review service level provision

Outcome 4.10 - Best practice asset management

Strategy 4.10.1 - Develop and implement asset management plans

➤ Corporate Business Plan

Action 4.5.3.2 - Review current parkland/cemetery maintenance procedures (implemented from 2016/17)

Action 4.5.6.1 - Review one service delivery area per year (implemented from 2016/17)

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans

The establishment of service levels and their regular review is a fundamental objective of Council's Asset Management Plans

➤ Workforce Plan

Dependent upon any decision made about outsourcing the Workforce Plan may require review to specifically address the implications of such a decision.

➤ Other Integrated Planning - Nil

Policy - Nil

Budget Implications – Nil at this stage however dependent upon Council decision there may be a need to include funds in the 2017/18 budget for costs associated with the procurement processes.

Fiscal Equity – Not Applicable

Whole of Life Accounting

Maintenance schedules would need to be established as part of any contract associated with outsourcing of parks maintenance. As stated previously determining maintenance requirements as part of a proposed contract would be difficult in the absence of agreed service levels for each park proposed to be covered by such a contract.

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

There would be risks if council determined to proceed to outsourcing without having clear objectives of what it is attempting to achieve by such a direction and without knowing specifically what level of service it is seeking from outsourcing. It would be preferable for Council to adopt service levels for each park and determine if this changes the way our parks are maintained. After a suitable period of time Council could again consider whether alternative service delivery models (such as outsourcing) need to be investigated.

Continuous Improvement

Reviewing methods of service delivery is encouraged however it is necessary to know the desired service levels before commencing such a review.

Voting Requirements – Simple Majority

Committee Recommendation Moved Cr Pratico, Seconded Cr Moore
SC.04/0617 That Council defer any further consideration of potential outsourcing of selected parks and gardens maintenance functions until such time as it has adopted service levels for parks and gardens functions, expected to be towards the end of 2017.

Carried 7/0

Organisation Development

ITEM NO.	SC.05/0617	FILE REF.	
SUBJECT	Adoption of 2017/18 Fees & Charges		
OFFICER	Executive Manager Corporate Services		
DATE OF REPORT	29 May 2017		

Attachment 3 Draft 2017/18 Schedule of Fees & Charges

OFFICER RECOMMENDATION that Council:

- 1. Adopt the 2017/18 Schedule of Fees & Charges as per Attachment 3.*
- 2. Determine the waste collection rate under Section 66 of the Waste Avoidance and Resource Recovery Act at the time of adoption of the 2017/18 budget.*
- 3. Determine the kerbside rubbish and recycling collection charges at the time of adoption of the 2017/18 budget.*

Summary/Purpose

To consider and adopt the Schedule of Fees & Charges for 2017/18.

Background

Council adopts its Schedule of Fees & Charges separate to the budget adoption process. This allows Council the time to consider the fees & charges at a meeting of the Standing Committee. Also as the budget will not be adopted prior to 30 June, adoption of the 2017/18 Schedule of Fees & Charges this month will allow them to take effect from 1 July 2017.

Under Council's draft Long Term Financial Plan 2013-2028, fees and charges are proposed to increase annually by 6.2%. At its budget workshop held 22 May 2017 Council considered the increase in fees and charges that would apply in 2017/18. It was noted the Long Term Financial Plan annual increase of 6.2% was predicated on a 3.2% CPI increase. Taking into account the current CPI rate of 1.0% and current economic climate Councillors indicated an increase of 3.4% would be considered. This has been factored into the draft 2017/18 fees and charges, the attached draft includes an increase of 3.4% to fees and charges subject to appropriate rounding of some fees.

The attached Schedule of Fees and Charges shows the fees and charges for 2016/17 and the recommended charges for 2017/18.

There are a small number of non-regulatory fees proposed for an increase in excess of 3.4% in order to set a fee that better fits the cost of providing the service or for other reasons. These are explained below:

- Vehicle Impounding Fee – increased to reflect administration time and costs involved in dealing with abandoned vehicles.
- Degassing fridges – fee has been increased by 3.4% then rounded to ensure total fee is a multiple of tokens.
- Various Town Planning Fees – fees have increased following consideration of the cost to provide the various services.
- Interment in Traditional Section (Including Right of Burial) – fee adjusted to reflect interment cost plus grant of right of burial
- Clean Uncontaminated Inert Waste Disposal – fee has been set to reflect costs associated with managing Council's inert waste site
- Living Longer Living Stronger – fees have increased following a detailed assessment of the costs associated with delivering this program. The fee was previously capped by the initial grant funding agreement.

The following non-regulatory fees propose no increase or an increase less than 3.4% for reasons explained:

- Rate Instalment Fee – fee has been reduced to reflect the actual costs of administering the rate instalment program as required by the Local Government Act.
- Photocopying Fees – all fees remain as per the 2016/17 charges. An increase is not being recommended following an assessment of other providers' fees and actual costs to deliver this service.
- Council/Standing Committee Recordings – This fee remains as per the 2016/17 charge as the current fee is considered adequate given the cost of providing the recordings.
- Permit to Keep More than 2 Dogs – fee has decreased following a review of the administration time and costs associated with processing these applications.
- Permit to Keep More than 3 Cats – fee has decreased following a review of the administration time and costs associated with processing these applications.
- Kennel Fee of Impounded Dog/Cat – Previously only one fee applied. This has now been split into two new fees one for Dog Kennel Fee and one for Cat

Kennel Fee. The new fees reflect the difference in costs associated with impounding a dog versus a cat.

- Internment in Lawn Section including Grant of Right of Burial – fee adjusted to reflect interment cost plus grant of right of burial
- Hire of Community Bus – all rates have remained as per the 2016/17 charges. An increase is not being recommended following an assessment of other provider's fees and actual costs to deliver this service.
- Greenbushes Community Bus Service Fee Per Passenger – it is difficult for the driver to have appropriate change. Fee is currently \$8.00 and the intent is this fee will be increased to the nearest dollar in future years to mitigate the need for the driver to have a supply of small change.
- Hall Hire Alcohol Surcharge – fee has remained as per the 2016/17 charge as this fee was considered adequate given the administrative processing costs.
- Fees in the Pool Only Membership category and all aquatic fees have remained as per the 2016/17 charges to reflect Council's preference to not increase fees and charges for the aquatic facility as determined at the May 2017 Council Budget Workshop.
- All fees relating to Personal Training Services – fees have not increased due to consideration of the price at which this type of service is provided by other centres.
- Express Fitness Casual Class (30 minutes) – fees have not increased due to their alignment with other 30 minute class options in the Centre and consideration of the price at which this type of service is provided by other centres.
- Replacement Leisure Centre Membership Card – this is a standard fee payable to a third party for the cost of replacing the lost card.
- Direct Debit Cancellation Fee for Leisure Centre Memberships – fee has not increased due to this being a standard fee payable to a third party for the administrative costs associated with cancelling the direct debit.
- Casual Social Sports Entry Fee – fees have not increased due to consideration of the price at which this type of service is provided by other centres with a view to encouraging young people to utilise the facility.
- Nordic Walking Pole Hire – fee has not increased as the equipment hire fee is competitive with similar equipment hire in other centres.
- Lil Fishes/Learn 2 Swim Fee – class fee has decreased due to the program being correctly priced as a 30 minute (not 60 minute) class.
- Library Meeting Room Hire Charges – fees have not increased due to usage rates being low; the focus being on increasing usage to increase income rather than decreasing usage by raising the fee.
- Summer Outdoor Film Festival – fees have remained the same as per the 2016/17 charges to mitigate the need for officers to have a supply of small change.

It is proposed to introduce the following new non-regulatory fees and charges in 2017/18:

- Seizure and Vehicle Impound of Registered Dog/Cat
- Seizure and Vehicle Impound of Unregistered Dog/Cat
- Micro Chipping of Dog/Cat
- Disposal of Tractor and Grader Tyres (maximum of 4 tyres per customer) < 1 meter – 6 tokens per tyre

- Disposal of Tractor and Grader Tyres (maximum of 4 tyres per customer) < 2 meter – 14 tokens per tyre
- Development Applications - Landowner Referral (Letters only)
- Relocated Dwelling Inspection Fee (Per Hour) – replaces previous fee structure categorised by distance
- Relocated Dwelling Development Condition Inspection Fee
- Placement of Ashes – Boronia Memorial Wall Bridgetown
- Placement of Ashes – Remembrance Wall Greenbushes
- Placement and Registration of Memorial (No ashes)
- Community Bus Hire – Minimum Bus Hire Charge
- Pool Annual Family Pass - Extra Child 2 - 17 years
- BLC Seniors Program - 10 Class pass
- BLC Seniors Program - Casual per session
- Gym 10 Class Entry - Youth 14 - 17 years
- Gym Casual Entry - Youth 14 - 17 years
- Health & Fitness 10 Class Pass - Youth 14 -17 years
- Health & Fitness Casual Class - Youth 14 -17 years
- Health & Fitness/Gym - 1 Month Youth 14 - 17 years
- Health & Fitness/Gym - 12 Month Youth 14 - 17 years
- Health & Fitness/Gym - 3 Month Youth 14 - 17 years
- Health & Fitness/Gym - 6 Month Youth 14 - 17 years
- Individual 1 on 1 Swimming Lesson - 30 mins
- Individual 1 on 1 Swimming Lesson - 30 mins Concession

A number of Town Planning Regulatory Fees have also been deleted from or included into Council's fees and charges document to better inform applicants of potential fees payable.

In addition it is recommended that the following Council fees be deleted (note a number have been replaced by new fees that have been better worded or clarified):

- Bed & Breakfast Annual Surveillance Fee – deleted following consideration at Council's Budget Workshop
- Copy of Septic Tank Plans – combined with fee for copy of building plans
- Development Application Change of Use - Extractive Industry greater than 1ha of land proposed to be used for extraction – existing fee structure streamlined
- Subdivision Clearance Legal Fees (if applicable)
- Assessment of Lease Agreement – Legal Fees
- Extractive Industry Licence Application Fee (additional to payment of applicable first year licence fee)
- Extractive Industry Licence Transfer Fee
- Extractive Industry Annual License Application Fee - Where the overall area of excavation is less than one hectare, payable annually
- Extractive Industry Annual License Application Fee - Where the overall area of excavation is greater than 1 hectare, payable annually
- Relocated Dwelling Inspection Fee - Where building is located within Shire of Bridgetown-Greenbushes – fee replaced by new per hour rate
- Relocated Dwelling Inspection Fee - Where building is located within South-West Region of WA – fee replaced by new per hour rate
- Relocated Dwelling Inspection Fee - Where building is located in Perth

Metropolitan Area or elsewhere within 3 hour drive from Bridgetown – fee replaced by new per hour rate

- Relocated Dwelling Inspection Fee - Where building is located greater than 3 hours drive from Bridgetown – fee replaced by new per hour rate
- Bookeasy training for new members per hour – this service is now part of Visitor Centre membership
- Amended Building Plans Minor Amendments (minimum fee) – new building licence fee would be payable
- Amended Building Plans Major Amendments (minimum fee or based on % – new building licence fee would be payable

A review of hall hire charges has also been undertaken with the aim of simplifying the existing categories being charged. The proposed streamlined fee structure will ensure consistency when fees are being applied to bookings. A separate reduced fee is not proposed for Community Groups as an allowance is made in the budget for the CEO to donate all or part of hire charges on application.

Many fees (e.g. development application fees, building fees, swimming pool inspection fees, dog/cat fees, FOI fees, etc) are regulatory and Council does not have the discretion to set fees higher than permitted by the applicable legislation. If these fees are changed during the year the revised fee automatically replaces the fee referenced in Council's Schedule of Fees & Charges without the need for Council to formally modify the schedule.

Historically Council sets its rubbish and recycling collection charges and waste collection rate at the time of budget adoption as these fees and the rate are imposed on a cost recovery basis.

In the event of Council adopting the fees & charges in June it is intended they will apply from 1 July 2017. A notice will be inserted in the Manjimup Bridgetown Times advising of the new fees and the commencement date as per Section 6.19 of the Local Government Act.

Statutory Environment

Section 6.16(1) and (2) of the Local Government Act states:

- (1) *A local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*
- (2) *A fee or charge may be imposed for the following —*
 - (a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
 - (b) *supplying a service or carrying out work at the request of a person;*
 - (c) *subject to section 5.94, providing information from local government records;*
 - (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
 - (e) *supplying goods;*
 - (f) *such other service as may be prescribed.*

Section 6.17(1) of the Local Government Act states:

In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —

- (a) the cost to the local government of providing the service or goods;*
- (b) the importance of the service or goods to the community; and*
- (c) the price at which the service or goods could be provided by an alternative provider.*

Policy Implications – Nil

Integrated Planning

- Strategic Community Plan 2013
 - Objective 4 a collaborative and engaged community
 - Outcome 4.6 the revenue needs are managed in an equitable and sustainable manner
 - Strategy 4.6.2 identify appropriate areas for the application of the user pays cost recovery principle
- Corporate Business Plan 2013-2017
 - Action 4.6.2.1 Assess level of fees and charges to apply cost recovery principle where appropriate
- Long Term Financial Plan
 - Council's Long Term Financial Plan proposes an annual increase in fees and charges of 6.2% from 2014/15 to 2027/28.
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Budget Implications

The draft 2017/18 budget will have a number of income streams that will be estimated using the draft Schedule of Fees & Charges.

Fiscal Equity

The fees are determined having regard to the cost of providing the service, the scope of the service and the anticipated preparedness of a person to pay the fee.

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement

All fees are reviewed annually. Historically most fees have not covered the cost of providing the service the subject of the fee and this was a fundamental reason behind the direction within the Long Term Financial Plan for Council to increase fees & charges by 6.2% per annum.

Voting Requirements – Absolute Majority

Moved Cr Pratico, Seconded Cr Quinby

That Council:

1. Adopt the 2017/18 Schedule of Fees & Charges as per Attachment 3.
2. Determine the waste collection rate under Section 66 of the Waste Avoidance and Resource Recovery Act at the time of adoption of the 2017/18 budget.
3. Determine the kerbside rubbish and recycling collection charges at the time of adoption of the 2017/18 budget.

Amendment Moved Cr Pratico, Seconded Cr Moore

That Council adopt the 2017/18 Schedule of Fees & Charges as per Attachment 3 with the following minor changes:

- Page 8 - 'Impounding Fees' – Change last line (Over 3kms ...) to read: "The impounding fees include driving, leading or otherwise transporting the animal or animals no more than a distance of 3 km. Where the distance is more than 3 km, an additional charge equivalent to the actual costs of transporting the animal or animals is to be paid in respect of each animal impounded other than a suckling animal", and remove the charge of 0.11c per km.
- Page 24 – 'Group Fitness Room' – Single fee \$32.00 per hour.
- Page 24 – 'Sports Court – Permanent Bookings' – Three fees being: Groups - \$32.00ph, Training \$25.65ph, Training half court \$12.80ph.

Carried 7/0

The Amended Motion becomes the Substantive Motion – The Motion was Put **Committee Recommendation** *Moved Cr Pratico, Seconded Cr Quinby*

That Council:

1. ***Adopt the 2017/18 Schedule of Fees & Charges as per Attachment 3 with the following minor changes:***
 - ***Page 8 - 'Impounding Fees' – Change last line (Over 3kms ...) to read: "The impounding fees include driving, leading or otherwise transporting the animal or animals no more than a distance of 3 km. Where the distance is more than 3 km, an additional charge equivalent to the actual costs of transporting the animal or animals is to be paid in respect of each animal impounded other than a suckling animal", and remove the charge of 0.11c per km.***
 - ***Page 24 – 'Group Fitness Room' – Single fee \$32.00 per hour.***
 - ***Page 24 – 'Sports Court – Permanent Bookings' – Three fees being: Groups - \$32.00ph, Training \$25.65ph, Training half court \$12.80ph.***
2. ***Determine the waste collection rate under Section 66 of the Waste Avoidance and Resource Recovery Act at the time of adoption of the 2017/18 budget.***

3. Determine the kerbside rubbish and recycling collection charges at the time of adoption of the 2017/18 budget.

Carried 7/0

ITEM NO.	SC.06/0617	FILE REF.	209
SUBJECT	Rolling Action Sheet		
OFFICER	Chief Executive Officer		
DATE OF REPORT	1 June 2017		

Attachment 4 Rolling Action Sheet

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

Summary/Purpose

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

Background

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

Statutory Environment – Nil

Policy/Strategic Plan Implications – Nil

Budget Implications – Nil

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

**Committee Recommendation Moved Cr Scallan, Seconded Cr Moore
SC.06/0617 That the information contained in the Rolling Action Sheet be noted.**

Carried 7/0

Urgent Business Approved by Decision - Nil

Responses to Elected Members Questions Taken on Notice - Nil

Elected Members Questions With Notice - Nil

Briefings by Officers

CEO

Development of dump point at Bridgetown Showgrounds

Notice of Motions for Consideration at Next Meeting - Nil

Matters Behind Closed Doors - Nil

Closure

The Presiding Member closed the Meeting 6.36pm

List of Attachments

Attachment	Item No.	Details
1	SC.02/0617	Shire of Bridgetown-Greenbushes 10+ Year Strategic Community Plan 2017
2	SC.03/0617	Shire of Bridgetown-Greenbushes Consolidated Asset Management Plan 2016-26
3	SC.05/0617	Draft 2017/18 Schedule of Fees & Charges
4	SC.06/0617	Rolling Action Sheet

Minutes checked and authorised by CEO, Mr T Clynch		9.6.17
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CERTIFICATION OF MINUTES

As Presiding Member, I certify that the Minutes of the Local Laws, Strategy, Policy & Organisation Development Standing Committee Meeting held 8 June 2017 were confirmed as a true and correct record of the proceedings of that meeting at the Standing Committee meeting held on 13 July 2017.

.....13 July 2017