

DISCRETIONARY SERVICES REVIEW POLICY

Policy Type: Council Policy

**Policy Owner: Director Community
Development**

Policy No. CP- 038

Last Review Date: 10 December 2019

POLICY OBJECTIVES

To ensure that any discretionary services delivered by the City of Melville are provided within a consistent, equitable, and measured community benefit assessment process so as to meet the *Local Government Act 1995 1.3 (3)* which states “*In carrying out its function a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity*”

POLICY SCOPE

The Policy is applicable to all discretionary services and products delivered by the City of Melville.

DEFINITIONS / ABBREVIATIONS USED IN POLICY

Discretionary Service:	Services or products delivered in addition to those carried out as a result of statutory or legislative requirements under the general competence provisions of the Local Government Act 1995.
Executive Functions Test:	Test to define that local government is not in direct competition with the private sector and/or best placed to deliver the service or product.
Intergenerational Equity:	The provision of equity within and between generations.

POLICY STATEMENT

The City of Melville is committed to ensuring financial sustainability through new efficiencies and alignment of service delivery with community requirements and identified priorities.

To ensure value for money for ratepayers, services need to be regularly reviewed to ensure opportunities for

- Service and activity improvements;
- Cost savings and income generation;
- Service level optimisation;
- Improved efficiency and resource usage;
- Investigation of alternative modes of service delivery.

Some discretionary services frequently offered are large scale, well-established and are regarded as part of the mainstream activities of the City of Melville. In addition, extensions to statutory services can also include a range of advisory services that enhance the operation and delivery of the service.

The decision to provide discretionary services is influenced by such things as state and federal government policies and service standards; social capital gap analysis and local stakeholder engagement. Discretionary services must be regularly reviewed to ensure their continued relevance to the community. One of the tools utilised to do this is a Community Benefit Assessment.

The Community Benefit Assessment considers the underlying principles of:

- intergenerational equity (the provision of equity within and between generations);
- competitive neutrality;
- social responsibility; and
- economic guardianship.

The Community Benefit Assessment considers:

- the role of the City in the provision of the service (i.e. one of monitor, advocate, facilitator, funder, or provider);
- the level of need for the service determined by a needs/gap analysis;
- the level to which the community wants and values the service;
- delivery options;
- possible duplication of the service by another agency (private or government)
- social, environmental, economic and governance implications;
- the Executive Functions Test; and
- Stakeholder relationship management and engagement.

The Discretionary Services Review Policy contributes to achieving the stated purpose of the *Local Government Act of 1995*, which is intended to result in:

- better decision-making by local governments;
- greater community participation in the decisions and affairs of local governments;
- greater accountability of local government to their communities; and
- more efficient and effective local government.



References that may be applicable to this Policy

Legislative Requirements:

Local Government Act 1995

Procedure, Process Maps, Work Instructions:

Community Benefit Assessment

Other Plans, Frameworks, Documents Applicable to Policy:

Strategic Community Plan 2016-2026

Stakeholder Engagement Framework

CP-002 Stakeholder Engagement Policy

Delegated Authority No:

ORIGIN/AUTHORITY

Ordinary Meeting of Council

15/12/2009

ITEM NO.

C09/5100

REVIEWS

Ordinary Meeting of Council

20/12/2011

D11/8042

Ordinary Meeting of Council

19/11/2013

CD13/8057

Ordinary Meeting of Council

17/11/2015

CD15/8075

Ordinary Meeting of Council

12/12/2017

CD17/8103

Ordinary Meeting of Council

10/12/2019

CD19/8122