

NOTICE OF AN ORDINARY MEETING OF COUNCIL

Dear Council Member

The next Ordinary Meeting of the Shire of Bridgetown-Greenbushes will be held on **Thursday, 30 November 2017** in the Council Chambers, commencing at 5.30pm.

Signed by T Clynch, CEO



Date

22 November 2017

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AGENDA

For an Ordinary Meeting of Council to be held in the Council Chambers on Thursday, 30 November 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 and Leave of Absence

President	- A Pratico
Councillors	- J Bookless - J Boyle - D Mackman - J Moore - J Nicholas - P Scallan - C Wallace - A Wilson
In Attendance	- T Clynch, CEO - M Larkworthy, Executive Manager Corporate Services - E Dennis, Executive Manager Community Services - T Lockley, Executive Assistant

Attendance of Gallery

Responses to Previous Questions Taken on Notice

Public Question Time

Petitions/Deputations/Presentations

Comments on Agenda Items by Parties with an Interest

Applications for Leave of Absence

Confirmation of Minutes

C.01/1117 Ordinary Meeting held 26 October 2017

A motion is required to confirm the Minutes of the Ordinary Meeting of Council held 26 October 2017 as a true and correct record.

C.02/1117 Special Meeting held 23 October 2017

Attachment 1

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

Announcements by the Presiding Member Without Discussion

Notification of Disclosure of Interest

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

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

Questions on Agenda Items by Elected Members

Consideration of Motions of which Previous Notice has been Given

C.03/1117 Parking on Railway Reserve Adjacent to Civic Lane

Submitted by Cr Nicholas

Motion

1. That the Shire of Bridgetown Greenbushes take urgent action to contact the current Lessee of the railway corridor with the aim to immediately prohibit parking on the western side of Civic Lane.
2. That the Shire erect “No Parking” and “Street Name” signs in this area to complement the actions of the Lessee.
3. Until this can happen the Shire Ranger be requested to deter vehicles parking in this area.

Reasons

1. While there is a no parking yellow line along part of this road vehicle drivers are ignoring it and parking on the verge. Clearly the Shire intention with this line is to prohibit parking, however, there appears to have been no policing of this parking in the past or at present so vehicles take advantage of the ease of parking in this area and have made this the overflow for the Shire car park.
2. Parking in this area creates significant safety issues for those using Civic Lane as a thoroughfare which is what the Road was created for in the first place. Vehicle reverse onto Civic Lane without care for users of the roadway and some of this is due to the fact that they may not understand that it is a roadway. There have been several near misses with those using the roadway for its intended purpose as those parking illegally reverse onto the roadway or drive across it to park illegally.
3. On several occasions parkers have driven over the Telecom pit, which sits along this road, breaking the cover and creating a danger to pedestrians and other vehicles.
4. On no other road in the Shire are vehicles permitted to park on the road verge unless dedicated parking bays are in place.

Officer Comment

Civic Lane is a 4 metre wide road reserve running from Steere Street (between car park and railway reserve) to the existing Bridgetown State Emergency Services headquarters. The eastern edge of the road reserve is the edge of the bitumen. Several years ago a yellow line was painted on the edge of the bitumen to stop vehicles parking over the line and hindering the flow of traffic on Civic Lane. The area where vehicles park is wholly within railway reserve within the leased area held by Arc Infrastructure (formerly Brookfield Rail).

At a meeting with representatives from Brookfield Rail (now Arc Infrastructure) in March 2017 the issue of cars parking on the rail reserve off Civic Lane was discussed. Brookfield Rail indicated it would investigate the issue and if necessary it would install bollards along the boundary of the rail reserve in order to prevent cars parking on that land.

If the motion is carried correspondence will be forwarded to Arc Infrastructure requesting it to consider the installation of bollards or other barriers to prevent parking on the railway reserve. If Arc Infrastructure isn't prepared to carry out those type of works approval could be sought from the company for Council to declare it a no parking area and thus signage could be erected and illegal parking controlled.

Until either of the above approvals is obtained the only parking control that can be carried out by Rangers is for vehicles parked across the yellow line on the edge of Civic Lane.

Statutory Environment

Clause 3.15 of Council's Parking and Parking Facilities Local Law allows the Shire to enforce parking restrictions on private land with the consent of the owner or occupier of the land.

Integrated Planning

- Strategic Community Plan
Key Goal 4 - A community that is friendly and welcoming
Objective 4.7 – A safe community
Strategy 4.7.2 - Improve parking and pedestrian accessibility in town centres
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy - Nil

Budget Implications

If Arc Infrastructure installs bollards or other barriers there may not be a requirement for 'no parking' signage however this will be reviewed once details of any works are known. If signage is required the estimated cost would be approximately \$300 and can be funded from existing budget allocations for such signage.

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

Vehicles parking across the yellow line on the edge of Civic Lane can hinder the safe and effective movement of vehicles within the thoroughfare. Also vehicles that wholly park within the railway reserve can still pose a risk to other vehicles if they are required to reverse out onto Civic Lane.

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

C.04/1117 Budget Preparation Program

Submitted by Cr Nicholas

Motion

That the CEO report back to the December Council meeting on the implications and consequences of Council amending its Budget preparation program to ensure that a final draft Budget is endorsed by Council prior to the 30th June each year.

Reasons

1. Having a final draft Budget in place by this date will bring the Council into line with what business is doing and permit the community is well informed about all financial aspects of the budget prior to the commencement of the financial year.
2. While I understand that some small components of the revenue budget cannot be finalised by this date I believe that they can be accurately estimated thus causing only small variations if at all. These can be then addressed in a Budget Review as soon as these figures are confirmed.

Officer Comment

A report can be presented to the December 2017 meeting and will address the consequences of bringing forward the budget adoption date from late July/late August to 30 June, including but not limited to:

- Calculating estimated end of year position (surplus/deficit) to be brought forward;
- Differential rating – due to requirements to determine rate in dollar, public advertising and the need to obtain Ministerial approval (for 2017/18 budget this approval was obtained on 8 August 2017) for at least one existing differential rate Council would have to amend its existing differential rating structure;
- The timing of receiving revaluations from Landgate. In the most recent budget some revaluations weren't received until 18 July 2017.
- Amending the timetable for annual review of integrated planning with the suggestion that some of the documents such as the 10 Year Strategic Works Program can be reviewed prior to mid-year budget review.

Statutory Environment

Section 6.2 of the Local Government Act 1995 requires a local government to have prepared its annual budget by 31 August each year.

Integrated Planning

- Strategic Community Plan
Key Goal 5 - Our leadership will be visionary, collaborative and accountable
Objective 5.1 - Our community actively participates in civic life
Strategy 5.1.4 - People receive Shire information, services and opportunities according to their needs

Objective 5.2 - We maintain high standards of governance, accountability and transparency

Strategy 5.2.3 - Ensure organisational capability

Strategy 5.2.6 - Ensure the future financial sustainability of the organisation

Strategy 5.2.8 - Ensure all legislative responsibilities and requirements are met

Objective 5.3 - We operate within the Integrated Planning Framework

Strategy 5.3.1 - Implement the Shire's Integrated Planning Review Cycle

Strategy 5.3.2 - Apply best practice asset management principles

➤ Corporate Business Plan

The preparation of the annual budget is structured around the Corporate Business Plan which is reviewed annually.

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans - Nil

➤ Workforce Plan - Nil

➤ Other Integrated Planning

The 10 Year Strategic Works Program, 10 Year Plant/Fleet Replacement Plan and 4 Year Building Capital and Maintenance Plan are major informing documents in the development of the annual budget.

Policy - 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

Reports of Officers

Reports of Officers have been divided into Departments as follows:

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

CEO's Office

ITEM NO.	C.05/1117	FILE REF.	
SUBJECT	WALGA Discussion Paper – Climate Change Policy Statement		
OFFICER	Chief Executive Officer		
DATE OF REPORT	20 November 2017		

Attachment 2 WALGA Discussion Paper

Attachment 3 Draft Submission

OFFICER RECOMMENDATION that Council endorses the draft submission on the WALGA discussion paper on climate change.

Summary/Purpose

The Western Australian Local Government Association (WALGA) is reviewing its existing Policy Statement on climate change (last endorsed in 2009) to ensure it reflects the contemporary views of the local government sector and takes into account the significant scientific, technological and political developments that have occurred since 2009.

WALGA has released a discussion paper and is seeking input from local governments on key advocacy priorities for the sector and on the preferred content of the policy statement.

Council's Sustainability Advisory Committee has prepared a submission for Council's consideration. If endorsed by Council the submission will be forwarded to WALGA.

Background

The WALGA discussion paper states that climate change is a key issue for Local Governments that impacts almost all aspects of their operations and responsibilities. As the level of government closest to the community, local governments manage and plan for a range of impacts of climate change, including on community assets, disruption of council services, unbudgeted financial impacts and adverse health impacts on residents. There continues to be significant uncertainty for local government around potential legal liability flowing from climate change effects, actions taken (or not taken) in relation to these effects, and how planning laws, schemes and policies mesh with climate change issues.

The discussion paper further states that local governments have for a number of years, been actively engaged in a range of climate change mitigation and adaptation activity, together with education and encouraging awareness and behaviour change

amongst residents¹. This action is seen to go hand in hand with Local Governments' responsibilities under the *Local Government Act 1995* (WA), in particular:

In carrying out its functions 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. (Section 1.3(3))

The WALGA policy statement on climate change is used to inform WALGA's advocacy position on climate change matters and has been referenced in a number of WALGA submissions to the Australian Government. WALGA is of the view that the current policy statement is now showing its age and recommends that a new policy statement is developed to ensure it reflects the contemporary views of the sector and as a basis for WALGA's policy and advocacy activity. In particular it should be take account of contemporary scientific understanding of the extent and impacts of climate change and political developments domestically and internationally (including the Paris Agreement and the Sustainable Development Goals) since 2009.

The discussion paper outlines key developments since the existing position statement was finalized in 2009, seeks input from Local Government on key advocacy priorities for local government, and on the preferred content of the policy statement. After input has been received and incorporated, WALGA State Council's approval will be sought. The endorsed policy statement will provide the basis for WALGA's climate change advocacy plan, which will further detail how WALGA will promote and prosecute local governments' key climate change priorities over the next one to three years.

Council's Sustainability Advisory Committee has met to prepare a draft submission on the discussion paper and this is presented to Council for endorsement. The Sustainability Advisory committee has restricted its submission to providing responses to 17 questions asked in the discussion paper. A copy of the draft submission is included as Attachment 3.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
Key Goal 2: Our natural environment is valued, conserved and enjoyed
Objective 2.1 - Value, protect and enhance our natural environment
Strategy 2.1.1 - Support and promote sound environmental management practices
Objective 2.4 - An informed community on land management and sustainable living
Strategy 2.4.2 - Encourage the community to have sustainable lifestyles and inform the community on ways to use our environment sustainably

 - Corporate Business Plan - Nil
-

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

Policy

Policy O.10 – ‘Managing the Natural Environment’

The objectives of this policy are:

- within planning decisions promote conservation of ecological systems and the biodiversity they support including ecosystems, habitats, species and genetic diversity;
- within planning decisions assist in the conservation and management of natural resources, including air quality, energy, waterways and water quality, landscape, agriculture and minerals to support both environmental quality and sustainable development over the long term;
- within planning decisions adopt a risk-management approach that aims to avoid or minimize environmental degradation and hazards;
- prevent or minimise environmental problems that might arise as a result of siting incompatible land uses together;
- outline what matters Council will address through the planning system and outline which matters are addressed through other legislation and other agencies; and
- within planning decisions encourage other stakeholders to fulfill their responsibilities to NRM through an environmentally sustainable approach.

Budget Implications

There aren't any budget implications associated with submitting a submission to WALGA on the discussion paper.

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

ITEM NO.	C.06/1117	FILE REF.	
SUBJECT	Identification of Bridgetown Sportsground as a Temporary Incident Control Centre Facility		
PROPONENT	Department of Biodiversity, Conservation & Attractions (DBCA)		
OFFICER	Chief Executive Officer		
DATE OF REPORT	20 November 2017		

OFFICER RECOMMENDATION that Council endorse the proposal by the Department of Biodiversity, Conservation & Attractions (DBCA) to identify the Bridgetown Sportsground as a site suitable for temporary use as an incident control centre for the management of bush fires and authorise the CEO to enter into an agreement with DBCA for this purpose.

Summary/Purpose

The Department of Biodiversity, Conservation & Attractions (DBCA) has identified a number of key sites around the south west region that are suitable for temporary use as an incident control centre for the management of bush fires. One site is the Bridgetown Sportsground and Council is requested to endorse this proposal.

Background

The Bridgetown Sports Ground being adjacent to the Shire's incident control centre is an attractive site for increased capacity to augment the Shire's facility. DBCA is seeking formal confirmation from the Shire (Council) to access on-site facilities and utility services (if available).

An agreement would be established based on the following points:

- A DBCA representative will contact the Shire's nominated representatives (proposed to be the CEO and the Community Emergency Services Manager) no later than 12 hours prior to using the facility, however, it is understood and agreed that the department can proceed to access and use the facility should it not be possible to make such contact.
- In order to help ensure that the facility and designated access to the is returned to the condition that was evident immediately prior to the establishment of the ICC, DBCA will make a photographic and written record [being notes made by the department's officer(s)] of the condition prior to entry and erecting the temporary ICC infrastructure, preferably in the presence of the Shire's nominated representative (if time and availability permits).
- As soon as is practicable after demobilisation of the temporary ICC, a DBCA officer will meet with the Shire's nominated representative and reach agreement upon reasonable rehabilitation works for the facility and designated access, as each occasion may require. DBCA will fund fair and reasonable works to rehabilitate the facility and designated access to its pre-use condition, based on prevailing market rates for similar works and materials, as determined by it.

Officer Comment

The location of the Bridgetown Sportsground, adjacent to the Shire's incident control centre (which is also used by DFES depending upon the level of the incident), is an

obvious site for a temporary DBCA incident control centre as synergies and cooperation will occur with the two centres close together.

It is likely that the oval will be the location within the Sportsground for such a use but depending upon the size of the temporary facility being proposed the priority would be to locate the facility on the ex-hockey field (now auskick oval) immediately north of the main oval. However it is acknowledged that if the scale of the incident warrants a larger temporary Incident Control Centre facility then both ovals may have to be used.

It is recommended Council endorse the entering into the proposed agreement.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan
Key Goal 4: A community that is friendly and welcoming
Objective 4.5 - High levels of responsiveness to emergencies and emergency recovery
Strategy 4.5.1 - Monitor risk management and emergency management profiles, procedures and preparedness
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Not Applicable
- Other Integrated Planning - Nil

Policy - 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

Having a pre-determined location for a temporary DBCA Incident Control Centre facility will save valuable time in the initial response to any significant incident that warrants a DBCA presence. The only notable risk with this proposal is potential

damage to the surface of the oval however the wording of the agreement will address rectification of any damage.

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

ITEM NO.	C.07/1117	FILE REF.	754
SUBJECT	Appointment of Fire Control Officers		
PROPONENT	Bridgetown - Greenbushes Bush Fire Brigades		
OFFICER	Community Emergency Services Manager		
DATE OF REPORT	21 November 2017		

OFFICER RECOMMENDATION that Council:

- 1. Appoints Mr Christopher Doherty as Fire Control Officer for the Kangaroo Gully Bush Fire Brigade, with Mr Eric Wheatley being the senior FCO for the Kangaroo Gully Bush Fire Brigade.*
- 2. Appoints Mr Lyndon Pearce as Fire Control Officer for the Yornup Bush Fire Brigade with Mr Michael Campbell being the senior FCO for the Yornup Bush Fire Brigade.*
- 3. Appoints Mr Athol Reid as Fire Control Officer for the Maranup Bush Fire Brigade with Mr Andrew Browne being the senior FCO for the Maranup Bush Fire Brigade.*

Summary/Purpose

For Council to appoint additional Fire Control Officers for the Kangaroo Gully, Yornup and Maranup Bush Fire Brigades.

Background

Several Bush Fire Brigades recently held their Annual General Meeting and nominated additional or 'deputy FCO's' as part of its succession planning strategy.

Before these nominees can act as Fire Control Officers it is necessary for Council to 'officially' appoint them to the position and advertise the appointment in a newspaper circulating in the Shire.

Officer Comment

As part of the Shire's Bush Fire Organisation capacity building strategy, local Brigades have been encouraged to consider succession planning by identifying suitable personnel who can act in senior Brigade positions.

Three Brigades have nominated a 'Deputy FCO' to understudy the FCO role while having the current FCO available to mentor them.

The Bush Fires Act does not recognize the position of Deputy FCO, and as such these nominees would need to be appointed as Fire Control Officers. Section 38 of the Act allows the seniority of Fire Control Officers to be determined thereafter.

Statutory Environment

Section 38 of the Bush Fires Act 1954 which reads:

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

Integrated Planning

- Strategic Community Plan
Objective 5.2: We maintain high standards of governance, accountability and transparency
Outcome 5.2.8: Ensure all legislative responsibilities and requirements are met
- Corporate Business Plan
Strategy 5.2.8 Ensure all legislative responsibilities and requirements are met
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning – N/A

Policy Implications – Nil

Budget Implications

Cost of advertising the appointment will be approximately \$250. Funds are included in the current budget to cover this advertising.

Fiscal Equity – N/A

Whole of Life Accounting – N/A

Social Equity – N/A

Ecological Equity – N/A

Cultural Equity – N/A

Risk Management – N/A

Continuous Improvement – N/A

Voting Requirements – Simple Majority

ITEM NO.	C.08/1117	FILE REF.	
SUBJECT	Unbudgeted Expenditure – Electrical Works at Reserve Adjacent to Bridgedale		
OFFICER	Principal Building Surveyor		
DATE OF REPORT	22 November 2017		

OFFICER RECOMMENDATION that Council approves unbudgeted expenditure of \$3,500 for electrical upgrade at the gazebo located at Reserve 25693 with this capital expenditure to be funded by a transfer of \$3,500 from the Building Maintenance Reserve.

Summary/Purpose

Council approval to incur unbudgeted expenditure to carry out electrical works on the reserve adjacent to Bridgedale is being sought with the funds being secured via a transfer from the Building Maintenance Reserve.

Background

On 24 February 2018, one of the key events of the Bridgetown Sesquicentenary Celebrations – the Blackwood Rhapsody – is being held at Bridgedale and the adjacent Shire reserve (between Bridgedale and the river).

The lighting and other electrical elements at the gazebo are typically only used for events. Once the plans for the 2018 Blackwood Rhapsody were announced an electrical inspection of the gazebo and lighting was carried out and a number of works identified that would have to be undertaken for the event to be held. It has been many years since any use of the electrics at the gazebo has occurred and there has also been some deterioration in the lighting fixtures at the reserve in that period. Works required are replacement of a floodlight, replacement of faulty switches, repairs to the switchboard and installation of a light fitting above the switchboard.

Statutory Environment

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

Integrated Planning

- Strategic Community Plan
Key Goal 3 - Our built environment is maintained, protected and enhanced
Objective 3.2 - Outdoor spaces, places and buildings are fit for purpose
Strategy 3.2.5 - Provide and maintain a range of facilities that cater for the community's needs
- Corporate Business Plan
Strategy 3.2.5 - Provide and maintain a range of facilities that cater for the community's needs
Action 3.2.5.1 - Maintain the Shire's building inventory
Action 3.2.5.2 - Upgrade where required the Shire's buildings where a demonstrated need is identified

- Long Term Financial Plan
No capital works for the gazebo are identified in the Long Term Financial Plan.
- Asset Management Plans
A component of asset management planning is carrying out of condition reporting of assets – the recent electrical inspection was a component of condition reporting
- Workforce Plan – Not Applicable
- Other Integrated Planning - Nil

Policy - Nil

Budget Implications

The 2017/18 budget only contains a minimal amount for building maintenance at the gazebo. If the unbudgeted expenditure is approved a new capital job number will be created and the \$3,500 allocated to that number.

In the 2017/18 budget the Building Maintenance Reserve has a balance of \$148,063.

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

The electrical works are required for the Blackwood Rhapsody event to proceed. Progressive assessment of electrics at all Shire facilities is being carried out with the assessment of the gazebo at Reserve 25693 being brought forward once plans for the Blackwood Rhapsody were announced.

Continuous Improvement – Not Applicable

Voting Requirements – Absolute Majority

Corporate Services

ITEM NO.	C.09/1117	FILE REF.	131
SUBJECT	October 2017 Financial Activity Statements and List of Accounts Paid in October 2017		
OFFICER	Senior Finance Officer		
DATE OF REPORT	21 November 2017		

Attachment 4 October 2017 Financial Activity Statements
Attachment 5 List of Accounts Paid in October 2017

OFFICER RECOMMENDATIONS

- 1. That Council receives the October 2017 Financial Activity Statements as presented in Attachment 4.*
- 2. That Council receives the List of Accounts Paid in October 2017 as presented in Attachment 5.*

Summary/Purpose

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

Background

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

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

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

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

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

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

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

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

Statutory Environment

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

Integrated Planning

- Strategic Community Plan
Key Goal 5: Our leadership will be visionary, collaborative and accountable
Objective 5.2: We maintain high standards of governance, accountability and transparency
Strategy 5.2.8: Ensure all legislative responsibilities and requirements are met
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Policy

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

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

Budget Implications

Expenditure incurred in October 2017 and presented in the list of accounts paid, was allocated in the 2017/18 Budget as amended.

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management – Not Applicable

Continuous Improvement – Not applicable

Delegated Authority – Not Applicable

Voting Requirements – Simple Majority

Planning & Environmental Services – Nil

ITEM NO.	C.10/1117	FILE REF.	A16784
SUBJECT	Proposed Additional Outbuilding (Oversized and Setback Variation)		
PROPONENT	Outdoor World on behalf of Brenton Pettersen		
LOCATION	Lot 367 (19) Diorite Street, Greenbushes		
OFFICER	Manager Planning		
DATE OF REPORT	20 November 2017		

Attachment 6 Location Plan
Attachment 7 Applicant's Submission/Neighbours' Comments
Attachment 8 Proposed Plans

OFFICER RECOMMENDATION: That Council, noting the written support received from adjoining landowners, pursuant to Clause 3.4.4 and Clause 7.6.4 under Town Planning Scheme No. 4, and Design Principle 5.1.3 Performance Criteria P3.1 and Design Principle 5.4.3 Performance Criteria P3 of the Residential Design Codes of WA, waives the provisions of the Shire's Outbuildings in the Residential Zone Policy and grants development approval for the proposed additional outbuilding on Lot 367 (19) Diorite Street, Greenbushes, as per Attachment 8, subject to the following conditions:

- 1. Approval is granted for the proposed outbuilding with a floor area of 69.16m², wall height of 3.0 metres and ridge height of 4.005 metres. Any increase in the floor area, wall or ridge heights of the outbuilding will require separate approval.*
- 2. Approval is granted for a reduced setback of 2.0 metres to the eastern front boundary of Diorite Street for the proposed outbuilding. Any further setback reduction or repositioning of the outbuilding will require separate approval.*
- 3. The proposed outbuilding is to be clad using non-reflective wall and roof materials.*
- 4. The proposed outbuilding is to be used for domestic storage purposes only.*

Summary/Purpose

To consider a development application for an additional oversized outbuilding on Lot 367 (19) Diorite Street, Greenbushes with variations to the aggregate floor area, maximum wall height or front setback, as required under Town Planning Scheme No. 4, the Shire's Outbuildings in the Residential Zone Policy and the Residential Design Codes of Western Australia.

Noting the written support received from surrounding landowners, the rationale provided by the applicant that the proposed outbuilding is modest in size and is to be clad using non-reflective materials, it is recommended that the provisions of the Shire's Policy be waived and approval be granted subject to conditions.

Background

A development application has been received seeking approval to erect an additional outbuilding on Lot 367 (19) Diorite Street, Greenbushes, corner of Maranup Ford Road. The lot is zoned 'Residential R12.5' under Town Planning Scheme No. 4 (TPS4) and has an area of 1361m². The existing house is located centrally within the property, with an existing 35m² shed located in the rear south-western corner.

The proposed outbuilding will be 9.22 metres long and 7.55 metres wide with a floor area of 69.16m², with respective wall and ridge heights of 3.0 metres and 4.005 metres. The outbuilding is to be clad with 'Deep Ocean' dark blue coloured walls, roof and trimming.

The aggregate floor area of the existing and proposed outbuilding will be 104 metres, which exceeds the 80m² maximum aggregate area under the Policy for a 'Standard' outbuilding. Under the Policy, where a lot is 1000m² or greater in size a larger sized outbuilding can be considered up to 10% of the lot area (up to maximum floor of 150m²). Given the subject lot is 1361m² in area, outbuildings with an aggregate area of 136.1m² for this property, subject to compliance with other policy requirements.

The proposed outbuilding is to be located in the south-eastern corner of the property, and set back only 2.0 metres from the eastern boundary to Diorite Street, and 1.0 metre to the southern side boundary. Under the Residential Design Codes of WA an outbuilding is not to be located within the primary or secondary street setback area, discussed below.

The applicant has provided a rationale for the size and location of the proposed outbuilding (see Attachment 7) with the additional 3.0 metre wall height and floor area needed to garage four wheel drive vehicles. The reduced setback to Diorite Street is to allow adequate turning area within the yard to access the garage, and to ensure a 6.0 metre separation to the house so to exempt the outbuilding from compliance with bushfire regulations.

Letters of support were received directly from the landowners of the two adjoining properties (also see Attachment 7). The land is directly opposite the Greenbushes Primary School oval so consultation with the school or Department of Education is not considered necessary.

Noting the above, and the terms of the Shire's Outbuildings in the Residential Zone Policy and the Residential Design Codes discussed below, Council could support the additional floor area, wall height and reduced front setback based on the following:

- The outbuilding is to be constructed using non-reflective 'Deep Ocean' dark blue cladding and trimming, and will complement the roof colour of the existing house.
- Although set back only 2.0 metres from the Diorite Street boundary, the property directly fronts the Greenbushes Primary School sports, so impact upon residential street will be negligible.
- The proposed ridge height of 4.005 is below the permitted 4.2 metre height and the 15° roof pitch is modest.

- Support was received from the two adjoining residential neighbours, and the proposed outbuilding is not expected to have a detrimental impact upon neighbouring properties or the broader landscape.
- The property has an area of 1361m², allowing potentially for 136m² of outbuildings, whereas only 104m² aggregate is proposed including the existing 35m² outbuilding.

Noting no objections were received from surrounding landowners, and the proposed outbuilding will not have any detrimental impact on the adjoining properties, it is therefore recommended that the Outbuildings in the Residential Zones Policy be waived and that development approval is granted subject to conditions.

Statutory Environment

- Shire of Bridgetown-Greenbushes Town Planning Scheme No. 4

Clause 3.4.4 of TPS4 provides Council with the power to waive or modify a scheme development requirement (except for development in respect of the Residential Design Codes). *“The power conferred by this clause may only be exercised if the Council is satisfied that:*

- (a) approval of the proposed development would be consistent with the orderly and proper planning of the locality and the preservation of the amenities of the locality;*
- (b) the non-compliance will not have any adverse effect upon the occupiers or users of the development of the locality or the inhabitants of the locality or upon the likely future development of the locality.”*

The proposed outbuilding, noting the additional wall height and reduced front setback, is not expected to have an adverse effect upon the residential amenity of surrounding properties.

Clause 7.6.4 of TPS4 states *“A Town Planning Scheme Policy shall not bind the Council in respect of any application for Planning Approval but the Council shall take into account the provisions of the policy and objectives which the policy was designed to achieve before making its decision.”*

Clause 7.6.5 of TPS3 states “In determining an application for Planning Approval, Council shall have regard to any Town Planning Policy adopted under the powers of this Scheme, and may impose conditions of approval in conformity with the requirements of that policy.”

Council has the discretion to waive policy provisions where Council is satisfied that the objectives of the policy have been taken into account. The proposed outbuilding will exceed the 2.7 metre Standard wall height and Standard 80m² aggregate area, and has a reduced setback to the eastern front boundary as required under the Residential Design Codes. Waiving of those policy requirements is considered acceptable for the reasons discussed in this report.

Policy

- Residential Design Codes of Western Australia

Under *Design Principle 5.1.3 P3.1 Buildings* are to be set back from lot boundaries so as to:

- reduce impacts of building bulk on adjoining properties;
- provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and
- minimise the extent of overlooking and resultant loss of privacy on adjoining properties.

Under *C3.1 Deemed-to-comply* requirements buildings are acceptable where (inter alia) set back in accordance with Tables 1, 2a and 2b of the R-Codes, being 7.5m front (average) and 1.0 metre to side (wall length less than 9.0m).

Under Design Principle 5.4.3 Outbuildings P3 ‘Outbuildings that do not detract from the streetscape or the visual amenity of resident or neighbour property’ are compliant.

Under Deemed-to-comply requirement C3 outbuildings are permitted that are not attached to a dwelling, are non-habitable, do not exceed 60m² (or 10% aggregate site area), do not exceed respective wall or ridge heights 2.4 metres and 4.2 metres, not within the primary or secondary setback areas, do not reduce the required amount of open space and setback in accordance with Tables 2a and 2b.

The proposed outbuilding satisfies the side setback, however is technically located in the front setback area fronting Diorite Street, as the existing house is setback approximately 8.5 metres in from Diorite Street boundary. The proposed outbuilding therefore is to be setback 2.0 metres from the Diorite Street boundary in lieu of the required 7.5 metre front average setback.

The existing house is located centrally within the property and essentially faces more northwards towards the street corner of Diorite Street and Maranup Ford Road. The location of the proposed outbuilding however is more in keeping with frontage to a secondary street where a 2.0 metre setback would ordinarily be applicable.

As discussed below, the Shire’s Outbuildings in the Residential Zone Policy allows for larger outbuildings subject to certain criteria being met including compliance with maximum floor areas and building heights, use of non-reflective materials and compliance with required setbacks.

Although noting the aggregate floor area, over height wall and reduced setback to Diorite Street, the proposed outbuilding is to be clad in dark blue coloured materials, and is unlikely to have a detrimental impacts upon neighbours or the streetscape.

- Shire’s Outbuildings in the Residential Zone Policy

The Policy recognises the varying needs of families for outbuilding space for garaging vehicles, boats, caravans and other items, domestic workshops, games rooms, studios, etc. The Policy also recognises that most outbuildings are usually bland metal structures devoid of architectural features such as windows and

verandahs and when incorporating reflective surfaces there is a greater potential for adverse impacts on the landscape and nuisance for neighbours.

The objective of the Policy *“is to achieve a balance between*

- *Providing for the legitimate garaging, storage and other domestic needs of people living in residential areas; and*
- *Minimising the adverse impacts outbuildings may have on the amenity (eg. peace and quiet), appearance and character of residential neighbourhoods, and on neighbours.”*

The Standard Requirements under the Policy allows for larger outbuildings than permitted under the R-Codes, with a floor area up to 80m², wall height of 2.7 metres and ridge height of 4.2 metres and setback in accordance with the Town Planning Scheme unless a variation is approved.

Applications for ‘Non-Complying Outbuildings’ with the above standards, such as the aggregate area, are to be assessed on a case by case basis and may be permitted subject to (inter alia) the following:

- “(b) Demonstration that the larger size is required to satisfy specific domestic needs as detailed on the application submitted;*
- (c) The lot being a minimum size of 1000m²;*
- (d) Must be sited behind the front setback line for the dwelling;*
- (e) Use of non-reflective materials or screening;*
- (f) The sizes not exceeding*
 - *Area on lot – 10% of the site area where the lot is less than 1500m² and lots over 1500m² have a maximum area on lot of 150m²;*
 - *Wall height of 3.0 metres*
 - *Ridge height of 4.2 metres.*
- [(g)] Screening from the street and neighbouring properties to the satisfaction of the Shire;*
- [(h)] No objections being received from the adjoining landowners.”*

Applications that do not meet the above requirements are to be determined by Council as ‘Non Permitted Outbuildings’.

Whilst the proposed outbuilding has a floor area of 69.16m² (aggregate of 104m²) wall height of 3.0 metres and ridge height of 4.005 metres, and although noting the support from surrounding landowners, the proposed outbuilding does not meet the ‘Non Complying Outbuilding’ requirements as the building is only setback 2.0 metres to the front boundary with Diorite Street. Given the limited impact upon the streetscape screening of the outbuilding using vegetation or other means is not considered necessary.

Noting written support from adjoining neighbours, and although noting the variations to the Policy and R-Codes approval, for the proposed outbuilding is recommended.

Strategic Plan Implications

- Strategic Community Plan - Nil
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil

- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Budget Implications

The required development application fee has been paid to consider the policy and setback variations.

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

The supportive submissions received from surrounding landowners have assisted consideration of the proposal.

Delegated Authority

Nil - Officers do not have delegated authority to approve the application as it requires waiving of a local planning policy and must therefore be determined by Council.

Voting Requirements – Simple Majority

ITEM NO.	C.11/1117	FILE REF.	A12722
SUBJECT	Proposed Outbuilding (Setback Variation)		
PROPONENT	Trevor and Rosamund Mead		
LOCATION	Lot 11 (10) Dean Street, Bridgetown		
OFFICER	Manager Planning		
DATE OF REPORT	21 November 2017		

Attachment 9	Location Plan
Attachment 10	Applicant's Submission (including neighbours' support)
Attachment 11	Proposed Plans

OFFICER RECOMMENDATION: That Council, noting the written support received from adjoining landowners, pursuant to Clause 3.4.8 grants development approval for the proposed outbuilding on Lot 11 (10) Dean Street, Bridgetown, as per Attachment 11, subject to the following conditions:

- 1. Approval is granted for the proposed outbuilding with a floor area of 108m², wall height of 3.6 metres and ridge height of 4.56 metres. Any increase in the floor area, wall or ridge heights of the outbuilding will require separate approval.*
- 2. Approval is granted for a reduced setback of 1.0 metres to the western side boundary for the proposed outbuilding. Any further setback reduction or repositioning of the outbuilding will require separate approval.*
- 3. The proposed outbuilding is to be used for domestic storage purposes only.*

Summary/Purpose

To consider a development application for a proposed outbuilding on Lot 11 (10) Dean Street, Bridgetown, with a variation to the side setback as required under Town Planning Scheme No. 3.

Noting the written support received from adjoining landowners, the rationale provided by the applicant, and that the outbuilding will replace an existing albeit smaller outbuilding already built up to the boundary, it is recommended that approval be granted subject to conditions.

Background

A development application has been received seeking approval to erect an outbuilding Lot 11 (10) Dean Street, Bridgetown. The lot is zoned 'Rural under Town Planning Scheme No. 3 (TPS3) and has an area of 8140m². The existing house is located centrally within the property, with two existing outbuildings, one located on the site of the proposed outbuilding which has a nil setback to the western side boundary.

The proposed outbuilding will be 12 metres long by 9 metres wide with a floor area of 108m², with a wall height of 3.6 metres and ridge height of 4.56 metres. The outbuilding is to be clad with Zinalume materials for the walls, roof and trimming. The wall length of the proposed outbuilding adjoining the boundary is 12 metres whereas the wall length of the existing outbuilding is approximately 11.5 metres.

The proposed outbuilding is to be located in the north-western corner of the property, and set back only 1.0 metre from the western boundary in lieu of the required 7.5

metre setback under 4.5.1 of TPS3. The existing outbuilding is approximately 70m² in area whereas the proposed outbuilding is larger with a floor area of 108m².

The applicant has provided a rationale for the size and location of the proposed replacement outbuilding (see Attachment 10) with the reduced setback necessary to allow continued access for the landowners caravan. The adjoining neighbours of the property immediately to the west co-signed the applicant's letter and a copy of the plans, supporting the proposed outbuilding and reduced setback.

Noting the above, Council could support the proposed outbuilding and reduced setback based on the following:

- The proposed outbuilding is to be setback 1.0 metre from the side boundary in lieu of the required 7.5 metre setback, to replace the existing outbuilding which is in a state of disrepair and already has a nil setback.
- The proposed outbuilding is not expected to have any detrimental impact upon local rural amenity.
- Support was received from the landowners of the immediately affected adjoining property to the west.

Noting support from the immediately affected adjoining neighbours, and that the proposed replacement outbuilding is not expected to have any detrimental impact on the adjoining properties, it is therefore recommended development approval is granted subject to conditions.

Statutory Environment

- Shire of Bridgetown-Greenbushes Town Planning Scheme No. 3

Clause 3.4.8 of TPS4 provides Council with the power to waive or modify a scheme development requirement (except for development in respect of the Residential Design Codes). *"The power conferred by this clause may only be exercised if the Council is satisfied that:*

- (c) approval of the proposed development would be consistent with the orderly and proper planning of the locality and the preservation of the amenities of the locality;*
- (d) the non-compliance will not have any adverse effect upon the occupiers or users of the development of the locality or the inhabitants of the locality or upon the likely future development of the locality."*

The proposed outbuilding, noting the reduced side setback, is not expected to have any detrimental impacts upon surrounding properties or local rural amenity.

Policy - Nil

Strategic Plan Implications

- Strategic Community Plan - Nil
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil

- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Budget Implications

The required development application fee has been paid to consider the policy and setback variations.

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

The supportive submission received from adjoining landowners has assisted consideration of the proposal.

Delegated Authority

The Chief Executive Officer does not have delegate authority to vary setback less than 75% of the required setback so the application must therefore be determined by Council.

Voting Requirements – Simple Majority

ITEM NO.	C.12/1117	FILE REF.	650
SUBJECT	Proposed Excision from State Forest No. 20 – Rationalisation of George Street Storage Tank Compound		
PROPONENT	Department of Biodiversity, Conservation and Attractions - Parks & Wildlife Service		
OFFICER	Manager Planning		
DATE OF REPORT	20 November 2017		

Attachment 12 DBCA Correspondence (including location plan)

OFFICER RECOMMENDATION: That Council supports proposed excision of a 2.25 hectare portion of State Forest No. 20 for tenure rationalisation of the George Street Storage Tank Compound by the Water Corporation, as per Attachment 12, and requests that a sealed crossover from George Street to the compound is provided.

Summary/Purpose

To support the excision of a 2.25 hectare portion of State Forest 20, to secure the tenure of the George Street Storage Tank Compound for the Water Corporation, which contains critical infrastructure as part of the Bridgetown Regional Water Supply Scheme (BRWSS).

Background

The Department of Biodiversity, Conservation and Attractions' (DBCA) Parks and Wildlife Service has written to the Shire seeking comment from Council regarding the proposed excision of 2.25 hectares of State Forrest No. 20, located at the corner of George Street and Stanifer Street, Greenbushes.

The DBCA, on behalf of the Water Corporation, has advised that the infrastructure within the compound is critical to the BRWSS and the Water Corporation is now seeking to secure tenure over the site.

The land is reserved for State Forest under Town Planning Scheme No. 4, with water service infrastructure located here for many years, in a much smaller compound of around 1600m². As part of Water Corporation's new Bridgetown Regional Water Supply Scheme (BRWSS) substantially more investment has been made in the land including a very large water storage tank and supporting infrastructure, with the fenced compound enlarged to around 8000m² plus cleared land to around 1.5 hectares. Although the land to be excised will have an area of 2.2 hectares no additional vegetation clearing is anticipated.

The fenced compound is setback approximately 40 metres from the George Street boundary, with remnant vegetation in this buffer area providing some visual screening of the facility from the houses directly opposite.

The entrance to the tank compound is currently accessed via a gravel driveway coming off a sealed portion of George Street. Vehicle movements to and from the tank compound as well as water run-off has caused some gravel dispersion across George Street. Although the dispersion is not significant at this stage, sealing of the crossover could limit gravel washing onto the road, and reduce any traffic noise and dust, although traffic levels are expected to be modest.

Statutory Environment

- Shire of Bridgetown-Greenbushes Town Planning Scheme No. 4

The subject land is zoned State Forest under Town Planning Scheme No. 4 however it will be necessary to change the zoning to 'Public Purpose – Water Supply' (or similar) as part of the Local Planning Scheme No. 6 preparation.

Policy Implications – Nil

Strategic Plan Implications

- Strategic Community Plan

Key Goal 1: Our economy will be strong, diverse and resilient

- Objective 1.1 A diverse economy that provides a range of business and employment opportunities
- Strategy 1.1.5 Pursue improvements to infrastructure and services, including utilities

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

Budget Implications – Nil

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity

Vegetation clearing for the infrastructure compound and surrounding site has already been undertaken.

Cultural Equity – Not applicable

Risk Management – Not applicable

Continuous Improvement – Not applicable

Delegated Authority

The Chief Executive Officer considers it appropriate that Council consideration is necessary.

Voting Requirements – Simple Majority

ITEM NO.	C.13/1117	FILE REF.	A50140
SUBJECT	Proposed Use Not Listed – Brewery		
PROPONENT	Dionne and Cecelia Karafilis		
LANDOWNER	Dionne Karafilis		
LOCATION	Lot 78 (RSN 312) Blackbutt Road, Catterick		
OFFICER	Manager Planning		
DATE OF REPORT	21 November 2017		

Attachment 13 Location Plan
Attachment 14 Applicant's Submission/Proposed Plans

OFFICER RECOMMENDATION: That Council:

- 1. Pursuant to Clause 3.2.5 and Clause 4.3.1 of Town Planning Scheme No. 4, determines that the proposed 'Use Not Listed – Brewery' is consistent with the objectives and purposes of the 'Rural 1 – Extensive Farming' zone and may be considered for development approval subject to public consultation and detailed assessment.*
- 2. Directs the Chief Executive Officer to undertake necessary public consultation in relation to Point 1. above, and subject to no objections being received grants delegated authority to the Chief Executive Officer to determine the development application subject to appropriate conditions.*

Summary/Purpose

To consider a development application for a proposed brewery operation, as in conjunction with the existing winery, on Lot 78 (RSN 312) Blackbutt Road, Catterick. It is recommended that Council determine that the 'Use Not Listed – Brewery' is consistent with the objectives and policies of the 'Rural 1 – Extensive Farming' zone and that the proposed development may be considered for development approval, and subject to no objections grants delegated authority to the Chief Executive Office, to determine the application subject to appropriate conditions.

Background

A development application has been received seeking approval to establish a brewery, in conjunction with the existing winery, Lot 78 (RSN 312) Blackbutt Road, Catterick.

The lot is zoned 'Rural 1 – Extensive Farming' under Town Planning Scheme No. 4 (TPS4) and the lot has an area of 38.7413 hectares. The property contains an existing winery building known as Karafilis Organics, a number of dams, vineyard, paddocks and areas of remnant vegetation.

The existing winery was developed in 2008 with development approval granted by the Shire under delegated authority in December 2006, including a cellar door sales component for a maximum of 30 patrons at any one time. Under TPS4 a Winery is listed as an 'AA' discretionary use under Table 1 - Zoning Table and defined under Schedule 1 – Interpretations as "Winery – means any land or buildings used for the production and/or sale to the public of viticultural produce."

The applicants are now seeking to expand the onsite production to include beer, essentially for offsite sale and marketing through their restaurant in Fremantle (see Attachment 14). The applicants intend using the existing winery making facility and equipment including tanks, pumps, bottling and labelling, to manufacture modest volumes of beer (up to 20 kL per year), focusing on ginger beer, tea beer, pale ale, red ale, stout and lager styles.

Under the *Planning and Development (Local Planning Schemes) Regulations 2015*, a “Brewery means premises the subject of a producer’s licence authorising the production of beer, cider and spirits granted under the *Liquor Control Act 1988*.”

The main ingredients to be used in the beer making include malts, hops and extracts sourced from commercial suppliers in the Perth Region, with onsite rain water used for some brews. As the production of beer relates to horticultural rather than viticultural products, the proposed new use must be defined as a Brewery however this use is not currently listed or defined under TPS4.

The proposal can therefore not be considered under delegated authority and instead Council may consider the proposal pursuant to Clause 3.2.5 of TPS4 which states:

“If the land use for a particular purpose is not specifically referred to in the Zoning Table and cannot reasonably be determined as falling within the interpretation of one of the use classes shown, Council may:

- (i) determine that the use is not consistent with the objectives and purposes of the particular zone, and is therefore not permitted; or*
- (ii) determine by absolute majority that the proposed use is consistent with the objectives and purposes of the Zones and thereafter follow the ‘SA’ procedures of **Clause 5.2** in considering an application for Planning Consent.”*

Following an onsite meeting with Shire staff, the applicants have now provided further information on the proposed water supply, treatment and distribution, as detailed in Attachment 14. The existing winery operation currently produces less than 25kL per year of wine product wastewater and solids, with the proposed brewery operation to produce less than 20kL per year, with the total wastewater volume produced from these combined product volumes unlikely to exceed 100kL per year. The Shire’s Manager Environment Health has visited the site and reviewed the information provided and raises no significant concerns at this time, with the proposal also to be subject to approval by the Department of Health in Perth.

Whilst the existing cellar door sales area will continue to operate at modest levels with beer manufactured onsite to also be offered, however the applicant’s do not anticipate any significant increase in onsite visitors.

The property is surrounded by farmland and letters of support already provided by most landowners of surrounding properties. Given the existing facility is to be used for the beer manufacturing no additional impacts upon neighbours of rural amenity are anticipated.

The Environmental Protection Authority Guidance for the Assessment of Environmental Factors – Separation Distances between Industrial and Sensitive

Land uses (June 2005) recommends a buffer distance of between 200 to 500 (depending upon size and type of product) for beverage manufacturing – alcoholic, which includes a brewery, distillery or winery.

Although the existing winery is set back only approximately 35 metres to the closest southern boundary, and 45 metres to the closest western boundary, the closest dwelling or sensitive receptor is currently 870 metres to the west, with surrounding land used for farming purposes. The existing winery has been in operation since 2008 and the Shire is unaware of any issues arising since that time, plus preliminary written support has already been provided by most adjoining landowners. Application of a 200 metre buffer around the facility is considered reasonable, with development of dwellings unlikely within that distance on adjoining land to the west and south.

A minor watercourse traverses the property, feeding the dam located to the east of the winery building. Noting the existing waste disposal system for the winery has been in place for a number of years, and although noting a modest increase in wastes for the proposed beer production, no adverse impacts upon the local water system are expected. Consultation with the new Department of Water and Environmental Regulation may be appropriate though as part of formal public consultation.

Noting the above, it is therefore recommended that Council determines the proposed brewery is consistent with the objective and policies of TPS4 applicable to the 'Rural 1 – Extensive Farming' zone, and that development approval may be considered, and subject to no objections delegated authority be granted to the Chief Executive Officer to determine the application and apply appropriate conditions.

Statutory Environment

- Town Planning Scheme No. 4

Part III - Zones

Clause 3.2.5 Zoning Table

In relation to a 'Use Not Listed', Clause 3.2.5 of TPS4 states that *"If the land use for a particular purpose is not specifically referred to in the Zoning Table and cannot reasonably be determined as falling within the interpretation of one of the use classes shown, Council may:*

- (iii) determine that the use is not consistent with the objectives and purposes of the particular zone, and is therefore not permitted; or*
- (iv) determine by absolute majority that the proposed use is consistent with the objectives and purposes of the Zones and thereafter follow the 'SA' procedures of **Clause 5.2** in considering an application for Planning Consent."*

Part IV – Objectives, Policies and Development Requirements

Clause 4.1 General Objectives and Policies

Clause 4.1 of TPS4 sets the General Objectives and Policies being “*Council’s general objective is to ensure that the Scheme protects the District’s present economic base, whilst allowing where appropriate, for development of more intensive forms of agriculture, for growth of the District’s tourist potential, and for increased settlement within certain areas of the District.*”

Council’s General Policies will therefore be to (inter alia):

- (e) require development, under a Planning Consent procedure, to achieve and maintain satisfactory standards of amenity;*
- (f) protect, wherever possible and consistent with the General Objective, the District’s landscape and rural character.”*

Clause 4.3.1 Rural 1 Zone – Extensive Farming

In regard to the ‘Rural 1 – Extensive Farming’ zone Clause 4.3.1 states that “*Council’s objective, recognising that the physical characteristics and location of land within the Zone are conducive to agriculture on an extensive basis and that this constitutes a major component of the District’s economy, will be to give priority to the continued viability of this activity.*”

Furthermore, Council’s Policies will therefore be to (inter alia):

- “(b) Permit a range of uses reasonably appropriate to the objective.”*

Clause 4.10 Amenity and Development

Under Clause 4.10 of TPS4, “*Council’s objective will be to ensure that the overall amenity of the district is retained and enhanced for the benefit of residents and in the interest of the District’s tourist potential, and that the landscape values of the environment are maintained.*”

The location, scale and type of operation for the proposed brewery, in conjunction with the existing winery facility, are considered reasonable.

Part V – Planning Consent

Clause 5.2 Advertising of Applications

Pursuant to Clause 5.2.1 of TPS4, development approval can not be granted for an application unless notice of the application is first given in accordance with the provisions applicable to an ‘SA’ Special Approval use. Pursuant to Clause 5.2.3 the Shire can give notice by correspondence direct to owners or occupiers of land likely to be affected by the granting or approval; publication of a notice in the local newspaper; and display of onsite signage; all inviting submissions within a 21 day period. Pursuant to Clause 5.2.4 following the submission period, the application must then be determined, having regard to the submissions.

Council has the discretion, by Absolute Majority, to determine that the proposed ‘Use Not Listed – Brewery is consistent with the general and specific objectives of

TPS4 and the 'Rural 1 – Extensive Farming' zone and that development approval may be granted.

Should Council determine that the proposed use is not consistent with the general and specific objectives and policies of TPS4, the proposal is therefore not permitted and must be refused.

Noting the modest scale of the proposed operation, the use of surrounding land and separation from sensitive land uses, there is minimal impact expected upon surrounding properties, the local environment and the local road network.

It is therefore recommended that Council support the proposal as a 'Use Not Listed' for the purpose of public consultation, and grant delegation to the Chief Executive Officer to determine the application should no objections be received as a result of public consultation.

Clause 5.3 Determination of Application

Pursuant to Clause 5.3.2, Council having regard to any matter required by the Scheme, may either refuse to grant approval, or grant approval subject to conditions or nil conditions as Council thinks fit. Under Clause 5.3.3, where Council approves an application, a time limit may be imposed for which that consents remains valid.

It is recommended that following public consultation and subject to no objections that delegated authority be granted to the Chief Executive Officer to determine the application and apply appropriate conditions.

Policy

- State Planning Policy 2.5 Rural Planning (SPP 2.5)

The Western Australian Planning Commission (WAPC) published SPP 2.5 Rural Planning in December 2016, together with the supporting Rural Planning Guidelines Version 3, and the content must be considered during assessment of relevant development applications.

The Policy Objectives relevant to this application include (inter alia):

- (a) support existing, expanded and future primary production through the protection of rural land, particularly priority agricultural land and land required for animal premises and/or the production of food;
- (e) avoid and minimise land use conflicts;
- (g) protect and sustainably manage environmental, landscape and water resource assets.

'Policy Measure 5.12 Preventing and managing impacts in land use planning', recognises one of the key elements in achieving the objectives of SPP 2.5 is to ensure that zones, sites and land uses are suitable with appropriate management of offsite impacts and buffers if necessary. As discussed above, applying a 200 metre buffer is considered reasonable however there are no residential dwellings located on adjoining land within that buffer area, and unlikely to be on land to the west and south given land form and watercourse constraints.

- State Planning Policy 3.7 – Planning in Bushfire Prone Areas

Portions of the property are identified within the bushfire prone area however no additional buildings are proposed, and the proposed brewery use is not considered to be minor development or a vulnerable or high risk land use. Therefore the requirements of SPP 3.7 and associated Guidelines for Planning in Bushfire Prone Areas are not considered applicable in this case.

- Shire's Natural Environment Strategy

The Shire of Bridgetown-Greenbushes Natural Environment Strategy was adopted by Council in July 2008. The purpose of the Strategy is to ensure that proposed developments are environmentally sustainable and consideration of relevant general principles, water resources, air quality and the landscape are assessed. Other than wastewater management no significant issues have been identified and the proposal is supported.

- Shire of Bridgetown-Greenbushes Managing the Natural Environment Policy

The Shire of Bridgetown-Greenbushes Managing the Natural Environment Policy was adopted by Council in October 2008, and is to be read in conjunction with the Natural Environment Strategy. Consideration of the relevant objectives and policy measures including water resources and soil & land has been undertaken and no significant issues have been identified, with the proposal supported.

Strategic Plan Implications

- Strategic Community Plan 2017

Key Goal 1: Our economy will be strong, diverse and resilient

- *Objective [1.1] A diverse economy that provides a range of business and employment opportunities*
- *Strategy 1.1.1 Encourage long term growth in the district in order to retain and enhance services*
- *Objective [1.2] A proactive approach to business development*
- *Strategy 1.2.1 Embrace a "can do" approach to development*

Key Goal 2: Our natural environment is valued, conserved and enjoyed

- *Objective 2.1 Value, protect and enhance our natural environment*
- *Strategy 2.1.1 Support and promote sound environmental management practices*
- *Objective 2.6 Development is sympathetic to the landscape*
- *Strategy 2.6.1 Planning processes allow for a diverse range of land and development opportunities*

Key Goal 5: Our leadership will be visionary, collaborative and accountable

- *Objective 5.1 Our community actively participates in civic life*
- *Strategy 5.1.1 The community is involved in local decision making*
- *Strategy 5.1.4 People receive Shire information, services and opportunities according to their needs*

The proposed brewery operation will provide additional employment opportunities and a locally based food producer. The proposed brewery is not expected to have any significant detrimental impacts upon the local environment or rural amenity. The

proposed development must be advertised for public comment and any submissions duly considered prior to determination.

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

Budget Implications

The required development application fee has been paid to consider the proposal.

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity

The proposed development is not expected to create any significant social or amenity issues.

Ecological Equity

The proposed development is not expected to create any significant environmental issues.

Cultural Equity – Not applicable

Risk Management – Not applicable

Continuous Improvement – Not applicable

Delegated Authority

Nil - Officers do not have delegated authority to determine if the proposal is consistent with the objectives and policies of the particular zone, and whether development approval can be considered. A decision of Council by Absolute Majority is therefore required.

Voting Requirements – Absolute Majority

ITEM NO.	C.14/1117	FILE REF.	
SUBJECT	Public Health Act 2016 Implementation		
OFFICER	Manager Environmental Health		
DATE OF REPORT	30 November 2017		

OFFICER RECOMMENDATION that Council:

1. Notes the report on the phased in implementation of the Public Health Act 2016.
2. Delegates to the Chief Executive Officer authority for the purpose of Part 2 of the Criminal Procedure Act 2004 to designate a person or class of person as Authorised Officers or Approved Officers for the purpose of Part 2 of the Criminal Procedure Act 2004 and the Criminal Procedure Act 2004 be added to the list of legislation contained in Delegation A.2 'Authorisation of Officers'.

Summary/Purpose

Public Health legislation in Western Australia is currently undergoing comprehensive reform to modernise the out dated Health Act 1911 provisions and deal with emerging public health issues. This report seeks to inform Council of the current status of public health and the proposed reforms over the next 3-5 years.

Background

The new *Public Health Act 2016* which received royal assent on the 25 July 2016 provides for a comprehensive reform of public health regulation in Western Australia, replacing the *Health Act 1911* through a staged implementation process over a 3 – 5 year timeframe. There are 5 stages to the implementation process, with transitional arrangements in place over this period to allow the *Health Act 1911* to remain in effect providing legislative coverage to existing regulations and local laws.

Stage 3 of the implementation came into effect in 2017 which primarily enables local government authorities, under Section 21 of the *Public Health Act 2016*, the power to delegate the duty conferred or imposed on it to administer the Act to the Chief Executive Officer.

The *Health (Asbestos) Regulations 1992* have also been amended to increase penalties for offences under the Regulations and enable local government authorities to issue infringement notices for specified offences. Certificate of authority cards issued under the *Public Health Act 2016* will include wording identifying that the person is an authorised officer appointed to issue infringement notices in accordance with the *Health (Asbestos) Regulations 1992*. This will enable immediate enforcement action for asbestos offences and provide a deterrent to offenders.

Officer Comment

The new *Public Health Act 2016* has been in the draft stages for many years and now that it is finally here it will provide a modern, proactive approach to promoting and regulating emerging public health issues in Western Australia. *The Health Act 1911* was over 100 years old and therefore many of the issues it was designed to address have either changed over time or have been sufficiently addressed by alternative legislation. The Health Act provided a reactive, inflexible approach to health regulation.

The *Public Health Act 2016* provides scope to evaluate public health risks for a particular local area whilst allowing a flexible and proactive framework for the regulation of public health issues including:

- Promoting public health and well-being in the community
- Helping to prevent disease, injury, disability and premature death
- Informing individuals and communities about public health risks
- Encouraging individuals and their communities to plan for, create and maintain a healthy environment
- Supporting programs and campaigns intended to improve public health
- Collecting information about the incidence and prevalence of diseases and other public health risks for research purposes
- Reducing the health inequalities in public health of disadvantaged communities

Through delegation, the *Public Health Act 2016* will enable local government Chief Executive Officers to appoint suitably qualified authorised officers immediately upon commencement with the local government authority. This process will alleviate the delay experienced by new environmental health officers under the old legislation in having their appointment authorised by the Executive Director, Public Health of the WA Department of Health. The legislation also details appropriate qualifications required by authorised officers to enable appointment by local government Chief Executive Officers.

The new legislation requires local government authorities to both enforce the *Public Health Act 2016* and report annually on the activities it undertakes. Authorised officers (previously known as environmental health officers) are responsible for investigating any public health matter within their jurisdiction. Section 30 of the *Public Health Act 2016* requires authorised officers to be issued a certificate of authority card by the Local Government. It is envisaged this certificate of authority card would be signed or approved by the delegate of the Council who would be the Chief Executive Officer.

The next stage of the implementation process that involves Local Government is Stage 5 (3-5 year timeline) where a review of existing legislation under the old *Health Act 1911* will be completed. The proposal will see a reduction from approx. 30 plus health regulations enforced by environmental health officers, to 5 modern regulations. A current summary of the proposed regulations is outlined in the table below.

Proposed new subsidiary legislation themes under the new <i>Public Health Act 2016</i>	Intended purpose of proposed legislation	Existing regulations under the <i>Health (Miscellaneous Provisions) Act 1911</i> likely to be amalgamated
Events Regulations	To manage public health risks associated with public events and mass gatherings.	<ul style="list-style-type: none"> • Newly proposed regulations
Body Art and Personal Appearance Regulations	To protect persons who participate in a body art or personal appearance type procedure from infectious diseases and other infections.	<ul style="list-style-type: none"> • Health (Skin Penetration Procedure) Regulations 1998
Built Environment Regulation	To protect persons from public health risks related to the built environment	<ul style="list-style-type: none"> • Health (Asbestos) Regulations 1992 • Construction Camp Regulations • Health (Air-Handling and Water Systems) Regulations 1994

		<ul style="list-style-type: none"> • Health (Aquatic Facilities) Regulations 2007 • Health (Public Buildings) Regulations 1992 • Health (Temporary Sanitary Conveniences) Regulations 1997 • Health Act (Carbon Monoxide) Regulations 1975 • Health Act (Laundries and Bathrooms) Regulations • Health (Garden Soil) Regulations 1998 • Also may include provisions for: <ul style="list-style-type: none"> ○ Lodging Houses ○ Houses Unfit for Occupation ○ Morgues
Pest and Vector Regulation	To protect persons from the public health risks from biting insects and pesticides used to control pest numbers	<ul style="list-style-type: none"> • Health (Pesticides) Regulations 2011 • Health (Poultry Manure) Regulations 2001 • And may include requirements to regulate mosquitoes
Water Regulation	To provide a risk-based legislative framework to all waters (drinking water, wastewater, recycled water and recreational water)	<ul style="list-style-type: none"> • Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 • Health Act (Underground Water Supply) Regulations 1959 • Sewerage (Lighting, Ventilation and Construction) Regulations 1971

Whilst the review of the main regulations outlined above will be completed over the next 3-5 years, it was identified that enforcement issues relating to offences under *Health (Asbestos) Regulations 1992* could not wait that long so the Department of Health has completed this process now.

Previously the *Health (Asbestos) Regulations 1992* did not provide adequate enforcement options and subsequent deterrent for non-compliance with the legislation. The amendments provide for the ability to issue infringement notices with increased penalties.

To enable these changes to occur, a local government may appoint a person or class of person to be authorised officers or approved officers for the purposes of Part 2 of the Criminal Procedure Act 2004, and these appointments must be in writing. Authorised officers will be the persons who are authorised to issue the infringement notices under the Regulations on behalf of the local government. Approved officers are the persons authorised to extend the period to pay or withdraw an infringement notice but they are not eligible to also be appointed as an authorised officer.

For the Shire this means that the Manager Environmental Health will be appointed as the authorised officer and the Chief Executive Officer will be the approved officer.

Currently under Delegation A.2 ‘Authorisation of Officers’ the Criminal Procedure Act 2004 isn’t listed therefore a specific delegation has been listed in the officer recommendation of this report.

A person appointed by a local government as an authorised person in accordance with the Regulations, must be issued with a certificate, badge or identity card identifying the officer as a person to issue infringement notices under the Regulations. The certificate of authority intended to be issued under section 30 of the

Public Health Act 2016 will provide the necessary identification for an authorised officer.

In addition to the legislation review other important activities for consideration will be the requirement to implement a local public health plan, undertake public health assessments of development proposals and the registration/licensing of certain public health risk activities.

Of these additional requirements the local public health planning will be a significant one for local governments; however these will not be required to be in place until two years after the completion of stage 5 therefore we have approximately 7 years from now to complete this process.

Public health planning is about taking a proactive approach to preventative health, with the focus being on achieving long-term public health outcomes through the planning process.

Public health planning enables governments to:

- Regularly assess the public health needs of the community
- Articulate the public health vision, objectives and policy priorities for the community
- Allocate resources to achieve health and wellbeing priorities and
- Monitor and report progress.

To minimise the number of separate planning processes required of local government, Local Plans may be integrated with the existing planning processes under the *Local Government Act 1995*.

Statutory Environment

Public Health Act 2016

Health (Miscellaneous Provisions) Act 1911 (previously Health Act 1911)

Health (Asbestos) Regulations 1992

Criminal Procedures Act 2004

Integrated Planning

➤ Strategic Community Plan

Key Goal 4 - A community that is friendly and welcoming

Objective 4.2 – Programs and facilities that encourage community resilience

Strategy 4.2.10 - Maintain and enhance community services, including education and health

Key Goal 5 - Our leadership will be visionary, collaborative and accountable

Objective 5.2 - We maintain high standards of governance, accountability and transparency

Strategy 5.2.8 – Ensure all legislative responsibilities and requirements are met

➤ Corporate Business Plan

Strategy 4.2.10 - Maintain and enhance community services, including education and health

Action 4.2.10.1 - Advocate on behalf of the community on health and educational needs

Strategy 5.2.8 – Ensure all legislative responsibilities and requirements are met

Action 5.2.8.1 - Conduct health inspections of food premises, accommodation outlets, etc. (annually)

Action 5.2.8.2 - Provide effective regulatory services (annually)

➤ Long Term Financial Plan

The costs of preparing a local health plan have yet to be determined and as that detail is determined the Long Term Plan will be amended (via annual review) to reflect those costs.

➤ Asset Management Plans – Nil

➤ Workforce Plan – The resourcing implications associated with preparing and implementing a local health plan can be considered in a future review of the Workforce Plan.

➤ Other Integrated Planning - Nil

Policy - Nil

Budget Implications

There are any budget implications for consideration of this report.

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

Works & Services - Nil

Community Services - Nil

Consideration of Standing Committee Recommendations

C.15/1117	Standing Committee Minutes – 9 November 2017 – Attachment 15
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Note: All Attachments referenced in the Standing Committee Recommendations below are as per the Standing Committee Agenda.

C.16/1117	Establishment of the Local Laws, Strategy, Policy & Organisation Development Standing Committee
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Committee Recommendation Moved Cr Scallan, Seconded Cr Bookless
SC.02/1117

1. That Council establishes the Local Laws, Strategy, Policy & Organisation Development Standing Committee for the two year term expiring on 19 October 2019.
2. That Council endorses the Instrument of Appointment & Delegation as per Attachment 1 for the Local Laws, Strategy, Policy & Organisation Development Standing Committee.
3. The membership of the Committee shall consist of all Councillors. The CEO shall attend meetings and cause other Officers to attend where their input is required.
4. The quorum for the Committee shall be at least 50% of the number of offices, whether vacant or not; i.e. 5.
5. Meetings of the Committee shall be held on the second Thursday in each month excepting the months of December and January each year (where no meetings are held) and October 2019 (due to Local Government elections), commencing at 5.30pm.
6. The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.

C.17/1117	Annual Review of Policies
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Committee Recommendation Moved Cr Pratico, Seconded Cr Scallan
SC.03/1117 That Council:

1. Endorse the following Policies with minor modifications as set out in the body of the report:
 - M.3 Conference Attendance and Training with the following modifications:
 - a) Point 4 – reword as follows: “Any Councillor or staff member attending an approved conference or training program requiring overnight accommodation that elects to stay with relatives or friends (ie; not in motel/hotel accommodation), be paid an amount as set out for the same or similar circumstances under the Public Service Award 1992 issued by the Western Australian Industrial Relations Commission.”
 - b) Amend Part 6 by changing heading from “Local Government Week” to “Local Government Convention”, and amend last paragraph by

including the words “and Council delegate to the South West WALGA Zone” after the words “Shire President”.

- c) Delete proposed new part 5 and retain existing numbering.
- M.10 Meetings of Council and Committee – Distribution and Release of Minutes
- M.29 – Election of President & Deputy President with the following modification: Amend points 3 and 5 to read: “Where there are two or more candidates, all candidates will remain in the room and make their presentation when called upon. Ballot papers will be distributed to all elected members present and at the conclusion of the count the CEO will declare the President/Deputy President elected.”
- M.35 – Ward Meetings with the following modifications:
 - a) Part 3 – reword as follows: “For South Ward, a majority of the Ward Councillors must agree for a Ward Meeting to be called, and for North Ward, both Councillors must agree for a Ward Meeting to be called.”
 - b) Changes to part 7 and 16 as outlined in the body of the report.
- M.37 – Audio Recordings of Meetings
- M.38 Advertising of Annual General Meeting of Electors
- A.3 Staff – Tertiary Study
- A.4 Facility Opening Hours to the Public - as outlined in the body of the report with the following minor change to dot point 2: Remove “between 16 December and 3 February” and replace with “during the summer school holiday period”.
- A.15 Library – Personal Use Computer
- F.2 Depreciation of Assets
- F.3 Investment Policy
- F.5 Regional Price Preference
- F.6 Purchasing Policy
- F.8 Facility Hire – with minor modifications as outlined in the body of the report, deleting the words “Please note”.
- F.14 Buy Local Purchasing
- F.15 Asset Management
- F.18 Self Supporting Loans to Shire Community/Sporting Groups
- F.19 Assets Financing and Borrowings
- WS.7 Crossovers
- WS.8 Temporary Closure of a Road for an Event
- WS.14 – Gravel Road Development & Maintenance – Opening paragraph delete the words “Council Strategic Plan 2004/05-2008/09” and replace with “Councils current Strategic Community Plan”.
- WS.15 Multi Combination Vehicles – Application for Council Support
- WS.18 Pesticides Spraying – as outlined in the body of the report deleting dot point 2 (dealing with Clause 3 of the Policy), and under dot point 4 (dealing with Clause 5 of the Policy) adding ‘Community Gardens’ to people who will notified before spraying.
- B.2 Building Permit Application Fee Exemptions
- O.1 Vandalism
- O.5 Provision of refreshments to Firefighters by Incident Controller
- O.9 Bush Fire Brigade Personal Protective Equipment

2. Revoke the following Policies:
 - M.13 Sexual Harassment/Workplace Bullying
 - M.28 Reimbursement of Expenses Incurred by Council Members
 - A.13 Email/Internet
 - WS.12 Kerbing
3. Adopt new Policy M.13 Anti-Discrimination, Sexual Harassment and Bullying.
4. Adopt new Policy A.13 Information Communication Technology Use.
5. With the revocation of existing Policies M.28 and WS.12 renumber Policies in the Members and Works & Services sections accordingly.
6. Note and retain all other Policies without modification except Policies which have been presented as separate Items:
 - A.17 Library Membership
 - A.20 Library Loans
7. Amend the Policy Headings to incorporate:
 - Policy number and Name
 - Adoption Date and Council Resolution Number
 - Last Review Date or Variation Date and Council Resolution Number.

C.18/1117	Annual Review of Council Delegations
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Committee Recommendation Moved Cr Mackman, Seconded Cr Pratico
SC.04/1117 That Council:

1. Amend the following delegations as outlined in the report:
 - A.2 – Authorisation of Officers
 - E.2 – Recording of Procedures
 - F.10 – Disposal of Surplus Equipment, Materials, Tools, Etc.
 - WS.1 – Multi Combination Vehicles
 - O.5 – Offences – Bush Fires Act as outlined in the report, rewording to read: “This delegation extends to the issue and withdrawals of infringement notices in accordance with the provisions of Section 59A of the Act”.
2. Revoke Delegation O.7 – Harvesting Bans as the head of power for prohibiting or regulating the carrying out of any activity or operation rests with a bush fire control officer under Regulation 38A of the Bush Fire Regulations.
3. Note and retain the contents of the following Delegations to the CEO without amendment:
 - A.1 – Acting Chief Executive Officer
 - A.3 – Transfer of Land Document
 - A.4 – Exercising Powers of the Local Government
 - A.5 – Execution of Contracts
 - A.6 – Appointment of PID Officer
 - A.7 – EEO Implementation Officer
 - E.1 – Code of Conduct – Complaints Officer
 - F.1 – Payment from Municipal Fund and Trust Fund

- F.2 – Donations
 - F.3 – Write Off of Money Owing to the Local Government
 - F.4 – Contract Variations
 - F.5 – Tenders for Providing Goods & Services
 - F.6 – Recreation Centre Fees
 - F.7 – Authority to Invest Surplus Funds
 - F.8 – Budget Expenditure
 - F.9 – Acceptance of Tenders
 - WS.2 – Events on Roads
 - P.1 – Development Applications Extension of Time
 - P.2 Setback Variations
 - P.3 Subdivisions
 - P.4 Development Applications
 - P.5 Road Closures
 - P.6 Subdivisional Road Names
 - P.7 Subdivision Clearance
 - P.8 Directional Signs
 - P.9 Provision of Streets in Subdivisions under Planning and Development Act 2005
 - P.10 Signs and Hoardings
 - B.1 – Powers and Duties Building Act 2011 - CEO
 - B.2 – Powers and Duties Building Act 2011 – Principal Building Surveyor
 - O.1 – Firebreak Order – Variation
 - O.2 – Proceedings Under Dog & Cat Acts
 - O.3 – General Orders
 - O.4 – Removal of Hazards
 - O.6 – Enforcement and legal Proceedings
 - O.8 – Use of Blackwood River for Active Recreation
 - O.9 – Use of Shire Reserves for Camping
 - O.10 – Fire Management Plan
4. Adopt the following new Council to CEO Delegations as detailed in Attachment 6:
- A.8 - Determining Applications Under Local Laws and Enforcement of Local Law Provisions
 - A.9 - Notices Requiring Certain Things to be Done by Owner or Occupier of land and Additional Powers When Notice is Given
 - A.10 - Conferences, Seminars, Meetings and Training Courses – Reimbursement of Councillor Expenses
 - A.11 - Authorising and Affixing of the Common Seal
 - O.11 - Applications for Exemptions to Keep More than Prescribed Number of Dogs
 - O.12 – Administration of the Cat Act
 - O.13 – Administration of the Dog Act
 - O.14 – Section 39 and section 40 Certificates
 - O.15 – Impounding of Goods Including Abandoned Vehicles
 - O.16 – Temporary Accommodation Applications
 - O.17 – Administration of the Food Act
 - O.18 - Administration of the Local Government (Uniform Local Provisions) Regulations

- F.11 – Rates and Service Charges
- WS.3 – Temporary Closure of Thoroughfares

C.19/1117	Review of Library Membership and Loans Policy
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Committee Recommendation Moved Cr Boyle, Seconded Cr Nicholas
SC.05/1117 That Council revokes Policy A.17 Library Memberships and A.20 Library Loans and replaces them with the Draft Library Member & Loan Policy at Attachment 7.

Committee Recommendation Moved Cr Boyle, Seconded Cr Mackman
SC.05/1117a That Council adopts the Borrowing Guidelines at Attachment 8.

Committee Recommendation Moved Cr Boyle, Seconded Cr Pratico
SC.05/1117b That Council revoke the \$10.30 Library Programs Fee & Charge for overdue books.

C.20/1117	Draft Shire of Bridgetown-Greenbushes Municipal Heritage Inventory Review
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Committee Recommendation Moved Cr Scallan, Seconded Cr Nicholas
SC.06/1117 That Council adopt the draft Shire of Bridgetown-Greenbushes Municipal Heritage Inventory Review, as per Attachment 12, and directs the Chief Executive Officer to undertake public advertising including direct consultation with landowners of recognised places, with a report to be presented to a future meeting of Council.

C.21/1117	Local Trails Plan
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Committee Recommendation Moved Cr Bookless, Seconded Cr Pratico
SC.07/1117 That Council adopt the revised draft Local Trails Plan as per Attachment 13 incorporating the following modifications from the Draft Plan presented to Council in August 2017:

- (i) On page 6, 1.2 Definition of Trails - the list of trails will include driving.
- (ii) On page 7, 1.3 Purpose of this Plan-the list of trails in the brackets will be changed so that the list is in the same order as in the definition on page 6 – walking, mountain biking, canoeing, horse riding and driving.
- (iii) On page 9, findings of the ERSS 2010 dot-point Cycling- will include the statement - the findings in this study do not differentiate between mountain biking and cycling.
- (iv) On page 9, findings of the ERSS 2010 dot-point Bushwalking – will be changed to - 8th most popular activity nationally and 14th in this state.
- (v) On page 9, finding of the ERSS 2010 2 more dot points will be included;
 - Canoeing and kayaking is the 26th most popular recreation/sport activity nationally and 23rd most popular in WA.
 - Horse riding is ranked 31st most popular activity nationally and 32nd in WA. Equestrian activities are more than 3.7 times higher in areas outside major cities (Australian Social Trends June 2011 Sport and Physical Recreation; www.abs.gov.au/socialtrends).

- (vi) On page 10, 2.3 Horse Riding Trends – the brackets will be changed to (approximately 166,900 people nationally and 14,500 in WA).
- (vii) On page 33 the reference - Australian Sports Commission (2010) Exercise, Recreation and Sport Survey has been included to the reference page.
- (viii) On page 33 the references are rearranged in alphabetical order.

C.22/1117	Establishment of Committees
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Committee Recommendation Moved Cr Boyle, Seconded Cr Scallan
SC.08/1117 That Council establishes the following Committees for the two year term expiring 19 October 2019:

- Audit Committee
- Bush Fires Advisory Committee
- Local Emergency Management Committee
- Emergency Planning & Preparedness Advisory Committee
- Roadwise Advisory Committee
- CEO Performance Review Committee
- Access & Inclusion Advisory Committee
- Sustainability Advisory Committee
- Trails Development Advisory Committee
- Youth Services Advisory Committee

C.23/1117	Audit Committee
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Committee Recommendation Moved Cr Mackman, Seconded Cr Boyle
SC.09/1117 That Council endorses the Instrument of Appointment & Delegation for the Audit Committee as shown in Attachment 14 subject to the following:

1. The membership of the Committee is to be four (4) elected members.
2. The quorum for the Committee shall be 2.
3. Meetings of the Committee shall be at least twice in a financial year.
4. The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.
5. The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.
6. Any change of Committee Membership will require endorsement by the Council.

Committee Recommendation Moved Cr Pratico, Seconded Cr Bookless
SC.09/1117a That Council determine the elected member representatives to be Crs Pratico, Scallan, Moore and Bookless.

C.24/1117	Bush Fires Advisory Committee
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Committee Recommendation Moved Cr Pratico, Seconded Cr Scallan
SC.10/1117 That Council endorses the Instrument of Appointment & Delegation for the Bush Fires Advisory Committee as shown in Attachment 15 subject to the following:

1. The membership shall consist of:
 - Maximum of two (2) Elected Members
 - CEO (or his representative)
 - Chief Fire Control Officer
 - Fire Control Officers (or his/her deputies) for each of the Shire’s Bush Fire Brigades
 - Bush Fires Training Coordinator
 - Bridgetown Volunteer Fire & Rescue Service representative
2. The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.
3. Meetings of the Committee shall be held at least twice per year at dates to be determined by the Committee.
4. The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.
5. The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.
6. Any change of Committee Membership will require endorsement by the Council.

Committee Recommendation Moved Cr Pratico, Seconded Cr Moore
SC.10/1117a That Council determine the elected member representatives to be Crs Pratico and Wallace.

C.25/1117	Local Emergency Management Committee
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Committee Recommendation Moved Cr Mackman, Seconded Cr Pratico
SC.11/1117 That Council endorses the Instrument of Appointment & Delegation for the Local Emergency Management Committee (LEMC) as shown in Attachment 16 subject to the following:

1. This Committee is established as an Advisory Committee under Section 5.9(2)(d) of the Local Government Act 1995.
2. The membership shall consist of:
 - Three (3) Elected Members, one being the President who will be Chairman of the Committee.
 - The Shire’s Recovery Coordinator and Deputy Recovery Coordinator.
 - The Shire’s Chief Bush Fire Control Officer.
 - One (1) representative from each of the following agencies:
 - Police Department (Deputy Chairman)
 - State Emergency Service (SES)

- Bridgetown Volunteer Fire & Rescue
 - St John Ambulance
 - St John Ambulance Regional Community Paramedic
 - Bridgetown Hospital
 - Department of Fire & Emergency Services (DFES)
 - Department of Biodiversity Conservation and Attractions (DBCA)
 - Talison Lithium
 - Red Cross
 - Child Protection and Family Services
 - Water Corporation
 - Western Power
 - Education Department
 - Community Emergency Management Officer as an ex-officio member
 - State Emergency Management Committee (SEMC) Officer as an ex-officio member
3. The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.
 4. Meetings of the Committee shall be held during February, May, August and November each year commencing at 5.30pm.
 5. The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.
 6. The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.
 7. Any change of Committee Membership will require endorsement by the Council.

Committee Recommendation Moved Cr Boyle, Seconded Cr Nicholas
SC.11/1117a That Council note the Shire President as one of its three elected member representatives on the Committee determine the other elected member representatives to be Crs Wilson and Wallace. Furthermore Council appoint Cr Pratico as the Presiding Member and the Officer in Charge, Bridgetown Police as Deputy Presiding Member.

C.26/1117	Emergency Planning & Preparedness Advisory Committee
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Committee Recommendation Moved Cr Mackman, Seconded Cr Pratico
SC.12/1117 That Council endorses the Instrument of Appointment & Delegation for the Emergency Planning and Preparedness Advisory Committee as shown in Attachment 17 subject to the following:

1. The membership shall consist of a maximum of four (4) elected members.
2. The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.
3. The Committee shall meet on at least one occasion per annum and as required by the Presiding Member or Council.

4. The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.
5. The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.
6. Any change of Committee Membership will require endorsement by the Council.

Committee Recommendation Moved Cr Pratico, Seconded Cr Mackman
SC.12/1117a That Council determine the elected member representatives to be Crs Pratico, Boyle and Bookless.

C.27/1117	Roadwise Advisory Committee
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Committee Recommendation Moved Cr Moore, Seconded Cr Pratico
SC.13/1117 That Council endorses the Instrument of Appointment & Delegation for the Roadwise Advisory Committee as shown in Attachment 18 subject to the following:

1. The membership shall consist of:
 - Three(3) elected members
 - One (1) representative in total from the local schools in Bridgetown or Greenbushes.
 - One (1) representative from each of the following organisations:
 - Country Women’s Association, Bridgetown
 - Bridgetown Volunteer Fire & Rescue
 - Bridgetown Police
 - St John Ambulance
 - Community Representative
3. The quorum for the Committee shall be at least 50% of the offices of committee members, whether vacant or not. At least one Council representative must be present at all meetings.
4. The Committee should meet on at least five occasions each year.
5. The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.
1. The Committee shall operate in strict accord with its governing Instrument of Appointment and Delegation.
2. Any change of Committee Membership will require endorsement by Council.

Committee Recommendation Moved Cr Pratico, Seconded Cr Moore
SC.13/1117a That Council determine the elected member representatives to be Crs Pratico, Nicholas and Moore.

C.28/1117	CEO Performance Review Committee
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Committee Recommendation Moved Cr Mackman, Seconded Cr Pratico
SC.14/1117 That Council endorses the Instrument of Appointment & Delegation for the CEO Performance Review Committee as shown in Attachment 19 subject to the following:

1. The membership of the Committee is to be 3 elected members.
2. The quorum for the Committee shall be 2.
3. Meetings of the Committee shall be held as required or determined by the Committee members.
4. The termination of the Committee shall be at the conclusion of the 16/17 CEO Performance Review.
5. The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.
6. Any change of Committee Membership will require endorsement by the Council.

Committee Recommendation Moved Cr Pratico, Seconded Cr Scallan
SC.14/1117a That Council determine the elected member representatives to be Crs Mackman, Nicholas and Moore.

C.29/1117	Access & Inclusion Advisory Committee
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Committee Recommendation Moved Cr Moore, Seconded Cr Mackman
SC.15/1117 That Council endorses the Instrument of Appointment & Delegation for the Access & Inclusion Advisory Committee as shown in Attachment 20 subject to the following:

1. The membership shall consist of:
 - Three (3) elected member
 - One (1) representative from Enable South West Inc.
 - One (1) representative from Geegeelup Village Inc.
 - One (1) representative from Silver Chain
 - One (1) representative from Red Cross
 - Seven (7) Community representatives;
 - Bronwyn Mitchell
 - Jana Mayhew
 - Ursula Wade
 - Joan Leader
 - Harold Thomas
 - Clare Quinn
 - Jesse Donovan
2. The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.

3. The Committee shall meet on at least four occasions per year.
4. The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.
5. The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.
6. Any change of Committee Membership will require endorsement by the Council.

Committee Recommendation Moved Cr Moore, Seconded Cr Bookless
SC.15/1117a That Council determine the elected member representatives to be Crs Wilson, Mackman and Bookless.

C.30/1117	Sustainability Advisory Committee
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Committee Recommendation Moved Cr Boyle, Seconded Cr Wallace
SC.16/1117 That Council endorses the Instrument of Appointment & Delegation for the Sustainability Advisory Committee as shown in Attachment 21 subject to the following:

1. The membership shall consist of two (2) elected members and a maximum of seven community members. The community members are to be:
 - Mikkel Christensen
 - Jenny Dewing
 - Adrian Williams
 - Hal Reid
 - Dennis Flockton
 - Geoff Bourgault
 - Vacant
2. The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.
3. The Committee shall meet on at least one occasion every four months.
4. The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.
5. The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.
6. Any change of Committee Membership will require endorsement by the Council.

Committee Recommendation Moved Cr Moore, Pratico
SC.16/1117a That Council determine the elected member representatives to be Crs Mackman and Boyle.

C.31/1117	Trails Development Advisory Committee
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Committee Recommendation Moved Cr Scallan, Seconded Cr Pratico
SC.17/1117 That Council endorses the Instrument of Appointment & Delegation for the Trails Development Advisory Committee as shown in Attachment 22 subject to the following:

1. The membership shall consist of:
 - Three elected members;
 - A representative from the Department of Biodiversity Conservation and Attractions (DBCA); and
 - Eight community members being –
 - Bruce Yates
 - Paul Stephens
 - David Morton
 - Cody Ward
 - Vivienne Haynes
 - Bev Szolkowski
 - Wendy Menzie
 - Erica Shedley
2. The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.
3. The Committee shall meet on at least one occasion every four months.
4. The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.
5. The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.
6. Any change of Committee Membership will require endorsement by the Council.

Committee Recommendation Moved Cr Mackman, Seconded Cr Nicholas
SC.17/1117a That Council determine the elected member representatives to be Crs Wallace, Nicholas and Scallan.

C.32/1117	Youth Services Advisory Committee
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Committee Recommendation Moved Cr Bookless, Seconded Cr Pratico
SC.18/1117 That Council endorses the Instrument of Appointment & Delegation for the Youth Services Advisory Committee as shown in Attachment 23 subject to the following:

1. The membership shall consist of:
 - 2 elected members
 - 3 representatives from Youth
 - 1 participant from the Youth Leadership Programme
 - 1 representative from each of the following organisations:

- Bridgetown High School
 - Child Protection
 - SW Mental Health
 - Bridgetown Medical Centre/Health Professional
 - Bridgetown Police
 - Blackwood Youth Action Inc
 - Blackwood Parent Support
2. The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.
 3. The Committee shall meet on at least four occasions per year..
 4. The termination of the Committee shall be as at 19 October 2019 or otherwise as specified in the Local Government Act 1995.
 5. The Committee shall operate in strict accord with its governing Instrument of Appointment & Delegation.
 6. Any change of Committee Membership will require endorsement by the Council.

Committee Recommendation Moved Cr Boyle, Seconded Cr Pratico
Sc.18/1117a That Council determine the elected member representatives to be Crs Pratico and Bookless.

C.33/1117	Establishment of Council Working Groups
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Committee Recommendation Moved Cr Scallan, Seconded Cr Mackman
SC.19/1117 that Council re-establishes the following Working Groups for the two year term expiring 19 October 2019:

- Community Grants & Service Agreements Working Group (membership open to any interested elected member)
- Bridgetown Cemetery Upgrade Working Group (retain membership structure from 2015-17)
- Bridgetown Sesquicentennial Working Group (retain membership structure from 2017)

C.34/1117	Council Delegates to External Committees
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Committee Recommendation Moved Cr Scallan, Seconded Cr Pratico
SC.20/1117 That Council appointed delegates to the following Committees:

- South West WALGA Zone – Cr Pratico
- Regional Road Group (primary and deputy representative) – Cr Scallan (primary) and Cr Nicholas (Deputy)
- Bridgetown Greenbushes Business & Tourism Association – Cr Bookless

Committee Recommendation Moved Cr Scallan, Seconded Cr Pratico
SC.20/1117a That Council's representatives on the Board of the Warren Blackwood Alliance of Councils be the Shire President and Deputy President.

C.35/1117	Rolling Action Sheet
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Committee Recommendation Moved Cr Boyle, Seconded Cr Pratico
SC.21/1117 that the information contained in the Rolling Action Sheet be noted.

C.36/1117	Adoption of En Bloc Items
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A motion is required to adopt the En Bloc items.

Receival of Minutes from Management Committees – Nil

Urgent Business Approved by Decision

Responses to Elected Member Questions Taken on Notice - Nil

Elected Members Questions With Notice

Notice of Motions for Consideration at the Next Meeting

Matters Behind Closed Doors (Confidential Items)

In accordance with Section 5.23(2) of the Local Government Act the CEO has recommended Items C.13/1212 and C.14/1212 be considered behind closed doors as the subject matter relates to the following matters prescribed by Section 5.23(2):

- The personal affairs of any person.

In accordance with Clause 4.2 of the Standing Orders Local Law the contents of these items are to remain confidential and must not be disclosed by a member to any person other than a member of Council or an employee of the Council to the extent necessary for the purpose of carrying out his or her duties.

ITEM NO.	C.37/1117	FILE REF.	244
SUBJECT	Citizen of the Year Awards		
PROPONENT	Council		
OFFICER	Senior Admin Officer		
DATE OF REPORT	13 November 2017		

Attachment 16 Confidential Information on Nominees for the ‘Citizen of the Year Awards’

OFFICER RECOMMENDATION that Council considers all nominations and selects a successful candidate for Award categories where nominations were received.

Summary/Purpose

The purpose of this Item is for Council to select the successful nominees for the 2018 Citizen of the Year Awards, more commonly known as the ‘Australia Day Awards’.

Background

The Australia Day Active Citizenship Awards program has been delivered in partnership with local governments for more than 15 years. The program has evolved into one of the key activities and draw-cards for local governments at their annual Australia Day celebrations.

The criteria for the 2018 Awards remained the same as for 2017 with the four categories being:

- Citizen of the Year
- Citizen of the Year – Youth (under 25 years)
- Citizen of the Year – Senior (over 65 years)
- Active Citizenship – Group or Event

In 2017, changes were made to the way in which nominations were submitted. Nominations are now submitted on-line direct to the Australia Day Council (WA). The closing date was brought forward to 31 October to enable local governments to select their winners during their November round of meetings with the results having to be provided to the Australia Day Council (WA) in early December.

All nominations received are kept confidential. Winners of individual categories will be advised so that they are available to attend the Australia Day celebration. The President will present the Awards to the successful nominees during the “Aussie Breakfast” celebration on 26 January 2018.

Statutory Environment – Not applicable

Integrated Planning

- Strategic Community Plan
 - Key Goal 4: A community that is friendly and welcoming
 - Objective 4.4: Promoting Volunteerism
 - Outcome 4.4.1: Acknowledge volunteers and the contribution they make to our community *[Although this objective is not specifically directed to the Australia Day Awards, people and groups nominated are all volunteers in our community]*
- Corporate Business Plan
 - Strategy 4.4.1: Acknowledge volunteers and the contribution they make to our community
 - Action Ref. 4.4.1.2: Coordinate the Australia Day Awards
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning – N/A

Policy

O.16 – Australia Day Events

Budget Implications - Certificates are provided by the Australia Day Council WA, however Council is responsible for the cost of framing – approximately \$500. Funds for framing have been included in the current budget.

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

Closure

The President to close the Meeting

List of Attachments

Attachment	Item No.	Details
1	C.02/1117	Special Meeting Minutes – 23 October 2017
2	C.05/1117	WALGA Discussion Paper
3	C.05/1117	Draft Submission
4	C.09/1117	October 2017 Financial Activity Statements
5	C.09/1117	List of Accounts Paid in October 2017
6	C.10/1117	Location Plan
7	C.10/1117	Applicant's Submission/Neighbours' Comments
8	C.10/1117	Proposed Plans
9	C.11/1117	Location Plan
10	C.11/1117	Applicant's Submission (including neighbour's support)
11	C.11/1117	Proposed Plans
12	C.12/1117	DBCA Correspondence (including location plan)
13	C.13/1117	Location Plan
14	C.13/1117	Applicant's Submission/Proposed Plans
15	C.15/1117	Standing Committee Minutes – 9 November 2017
16	C.37/1117	Confidential Information on Nominees for the 'Citizen of the Year Awards'

Agenda Papers checked and authorised by T Clynch, CEO		22.11.17
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