



MINUTES

ORDINARY COUNCIL MEETING

TUESDAY 28 NOVEMBER 2017

(Held at the Shire of Waroona Council Chambers)

TABLE OF CONTENTS

1.	DECLARATION OF OPENING/ANNOUNCEMENTS.....	4
2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED	4
3.	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE	4
4.1	PUBLIC QUESTION TIME	4
4.2	PUBLIC STATEMENTS	4
5.	APPLICATIONS FOR LEAVE OF ABSENCE.....	4
6.	DISCLOSURES OF MEMBERS’ & OFFICERS’ INTERESTS.....	4
7.	PETITIONS/DEPUTATIONS/PRESENTATIONS	4
8.	CONFIRMATION OF MINUTES	5
8.1	ORDINARY COUNCIL MEETING – 24 OCTOBER 2017	5
9.0	REPORTS OF OFFICERS AND COMMITTEES	5
9.1	DIRECTOR TECHNICAL SERVICES.....	6
9.1.1	PROPOSED AMENDMENT TO 2017/18 ADOPTED BUDGET	6
9.2	DIRECTOR DEVELOPMENT SERVICES	8
9.2.1	PROPOSAL TO TRANSFER OWNERSHIP AND MAINTENANCE OF THE CLOSED-CIRCUIT TELEVISION SYSTEM LOCATED IN PRESTON BEACH	8
9.2.2	APPLICATION OF COMMON SEAL – SECTION 70A OF THE TRANSFER OF LAND ACT 1893 NOTIFICATION FOR THE SUBDIVISION OF LOT 16 PARNELL STREET, WAROONA.....	12
9.2.3	REQUEST FOR SUPPORT – PEEL SAYS NO TO VIOLENCE PROJECT ..	15
9.2.4	ADOPTION OF DISABILITY ACCESS AND INCLUSION PLAN 2017 - 2022	19
9.2.5	PROPOSAL TO RENT OUT OFFICE SPACE AT THE WAROONA HEALTH & COMMUNITY RESOURCE CENTRE.....	22
9.2.6	PROPOSED AMENDMENT TO LOCAL PLANNING POLICY 18 – SEA CONTAINERS.....	25
9.2.7	LATE ITEM - PROPOSAL FOR THE MAINTENANCE OF THE MEMORIAL HALL ROOF TRUSSES AND CEILING.....	30
9.3	DEPUTY CEO/DIRECTOR CORPORATE SERVICES	34
9.3.1	ACCOUNTS FOR PAYMENT	34
9.3.2	MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 2017	35
9.3.3	ADOPTION OF 2016/17 ANNUAL REPORT	36
9.3.4	LOCAL GOVERNMENT ELECTIONS 2018-2023 INCLUSIVE.....	38
9.3.5	SOUTH WEST LIBRARY CONSORTIA – FUNDING REQUEST	40
9.4	CHIEF EXECUTIVE OFFICER.....	43
9.4.1	LEASE OF COUNCIL PROPERTY – WAROONA COMMUNITY MEN’S SHED INC.....	43
11.	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN, OR FOR CONSIDERATION AT NEXT MEETING	45
12.	NEW BUSINESS OF AN URGENT NATURE/REPORTS & INFORMATION	45
12.1	ELECTED MEMBERS.....	45
12.2	OFFICERS	45
10.	CONFIDENTIAL REPORTS.....	45

**10.1 CONFIDENTIAL ITEM – SHIRE OF WAROONA MERITORIOUS COMMUNITY
SERVICE AWARDS AND CITIZEN OF THE YEAR AWARDS 201846**

13. CLOSURE OF MEETING46



1. DECLARATION OF OPENING/ANNOUNCEMENTS

The Shire President declared the meeting open at 4.08 pm and welcomed Councillors and Staff present.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

Cr Mike Walmsley	Shire President
Cr Larry Scott	Deputy Shire President
Cr Noel Dew	Councillor
Cr John Salerian	Councillor
Cr Laurie Snell	Councillor
Cr Craig Wright	Councillor
Mr Ian Curley	Chief Executive Officer
Mr Laurie Tilbrook	Deputy CEO/ Director Corporate Services
Mr Patrick Steinbacher	Director Technical Services
Mr Louis Fouche	Director Development Services
Mr Leonard Long	Manager Development Services
Mr Brad Vitale	Community Development Officer
Mrs Sue Cicolari	Executive Support Officer

APOLOGIES

There were two members of the public present at the commencement of the meeting.

LEAVE OF ABSENCE PREVIOUSLY APPROVED

Cr John Mason	Councillor
Cr Naomi Purcell	Councillor

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4.1 PUBLIC QUESTION TIME

Nil

4.2 PUBLIC STATEMENTS

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. DISCLOSURES OF MEMBERS' & OFFICERS' INTERESTS

(Disclosure of interest MUST ALSO be made by the member or officer immediately prior to a matter, for which an interest is being disclosed, is dealt with.)

Cr Dew declared an interest affecting impartiality in Item 9.2.1 as a member of the Preston Beach Progress Association.

7. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil



8. CONFIRMATION OF MINUTES

8.1 ORDINARY COUNCIL MEETING – 24 OCTOBER 2017

COUNCIL RESOLUTION

OCM17/11/111

MOVED: CR DEW

SECONDED: CR SCOTT

That the Minutes of the Ordinary Council Meeting held 24 October 2017 be confirmed as being a true and correct record of proceedings.

CARRIED 6/0

9.0 REPORTS OF OFFICERS AND COMMITTEES

9.1 DIRECTOR TECHNICAL SERVICES

9.1.1 PROPOSED AMENDMENT TO 2017/18 ADOPTED BUDGET	
Reporting Officer / Officer's Interest:	Mychelle Jeffery, Environmental Technical Officer; No Interest
Responsible Officer / Officer's Interest	Patrick Steinbacher, Director Technical Services; No Interest
Proponent:	NIL
Landowner:	NIL
Date of Report: 01/11/2017	File No.: 1/7
Previous Reference:	2017/2018 Adopted Budget
Policy Implications:	<i>See Below</i>
Statutory Implications:	<i>See Below</i>
Strategic Implications:	<i>See Below</i>
Financial Implications:	<i>See Below</i>
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): E, No. 6 "Active Civic Leadership, Good Governance, & Excellence in Management"	

PROPOSAL SUMMARY

The Council is requested to authorise the following amendment to the 2017/18 adopted budget as described below.

BACKGROUND/INITIAL COMMENTS

A Coastwest grant has been received to maintain and protect the Preston Beach coastline and dune system from natural environmental influences and to prevent further impact caused by vehicles and pedestrians. Careful management of the coastal environment is important to ensure coastal dunes are protected particularly in areas where vegetation is poorly established and there is a risk of sand blowouts and erosion causing movement of the dunes.

Dune brushing and replanting has proved to be an effective way of managing this problem to prevent further erosion and to stabilise these areas so revegetation can occur.

Landscaping and revegetation of areas now protected by fencing has been recommended by Aboriginal elders in September 2017. Weeds and invasive species of vegetation have also been identified in the revegetation area and need to be sprayed.

This project is supported by the Waroona Coastal Management Plan by working towards the management, protection, preservation and rehabilitation of the coastal areas.

PLANNING – STRATEGIC IMPLICATIONS

Nil

REFERRALS

Nil



STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

The relevant Strategic Community Plan issue area is number 6 “Active Civic Leadership, Good Governance, & Excellence in Management”.

FINANCIAL ISSUES/IMPLICATIONS

Simple amendment to the 2017/18 adopted budget as per recommendation below

POLICY ISSUES/IMPLICATIONS

Nil

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

Budget Amendments are required to be authorised by an absolute majority.

LEGAL ISSUES/IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

OFFICER'S FINAL COMMENTS/CONCLUSIONS

That the following budget amendment be approved to account for the grant income and corresponding expenditure.

Appendices Attached:	No	Appendices Numbers:
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VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION

OCM17/11/112

MOVED: CR DEW

SECONDED: CR SNELL

1. That it be recommended to the Council that the 2017/18 adopted budget accounts be amended as follows;

120720 – Dune Stabilisation Project Account be increased by \$14,840

121030 – Contributions to Protection of the Environment be increased by \$14,840.

CARRIED BY ABSOLUTE MAJORITY 6/0



9.2 DIRECTOR DEVELOPMENT SERVICES

Cr Dew declared an interest affecting impartiality in Item 9.2.1 as a member of the Preston Beach Progress Association.

9.2.1 PROPOSAL TO TRANSFER OWNERSHIP AND MAINTENANCE OF THE CLOSED-CIRCUIT TELEVISION SYSTEM LOCATED IN PRESTON BEACH	
Reporting Officer / Officer's Interest:	Leonard Long, Manager Development Services; Nil
Responsible Officer / Officer's Interest	Louis Fouché, Director Development Services; Nil
Proponent:	Shire of Waroona
Landowner:	N/A
Date of Report:	8/11/2017
File No:	34/1
Previous Reference:	N/A
Policy Implications:	Policy No: 1.17 Freedom of Information Policy No: 1.27 Shire of Waroona Risk Management Policy Policy No: 1.31 Asset Management Policy
Statutory Implications:	Privacy Act 1988 (Surveillance Devices Act (WA) 1998)
Strategic Implications:	Shire of Waroona Strategic Community Plan 2014/15-2023/24
Financial Implications:	See Financial Issues
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): <i>Theme 4: Society: Strong sense of Community, addressing Social Issues, and Effective Community Wellbeing</i> <i>Theme 5: Asset Management and Financial Sustainability: Provision of functional Assets to support services, involving Built/acquired Assets, & Infrastructure; Financial Proficiency & Sustainability.</i>	

PROPOSAL SUMMARY

Council is requested to consider the transfer of the Preston Beach Closed-Circuit Television (CCTV) system ownership and maintenance from the Preston Beach Progress Association to the Shire of Waroona.

BACKGROUND/INITIAL COMMENTS

In 2016, the Preston Beach Progress Association (PBPA), with the assistance of a grant from the WA Police, installed a CCTV system consisting of four cameras, a network video recorder and the associated infrastructure.

As part of the installation, equipment also needed to be installed on property owned by the Water Corporation. Subsequently the PBPA entered into a 'Licence and Indemnity Agreement' with the Water Corporation. Some of the CCTV equipment is installed within a privately owned property in Preston Beach.

Due to the narrow band width of the wireless link between Preston Beach and the Shire Offices, it is not possible to stream the footage to the Shire Offices to be recorded. Should Council resolve to approve the transfer of the CCTV system, an alternative location within Preston Beach will need to be identified to house the recorder and associated infrastructure.



Should Council resolve to approve the transfer of the system a fresh agreement will have to be entered into between the Shire and the Water Corporation. The recording equipment along with the required infrastructure currently located within a privately owned property will also need to be relocated to an alternative property within Preston Beach.

PLANNING – STRATEGIC IMPLICATIONS

Nil.

REFERRALS

The Waroona Police have indicated that they rely on being able to view the Preston Beach footage at least once a month and more during the tourist season.

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

Shire of Waroona Strategic Community Plan 2014/15 – 2023/24

This item contributes towards achieving the following:

- Theme 4: Society: Strong sense of Community, addressing Social Issues, and Effective Community Well-being.
- Theme 5: Asset Management and Financial Sustainability: Provision of functional Assets to support services, involving Built/acquired Assets, & Infrastructure; Financial Proficiency & Sustainability.

FINANCIAL ISSUES/IMPLICATIONS

Should Council resolve to approve the transfer of the CCTV system from the PBPA to the Shire there are the following options:

1. Relocate the recording equipment along with the required infrastructure to a Shire owned property in Preston Beach at a cost of approximately \$2,000. This will include the installation of a secure server box as well as a general purpose outlet (GPO).
2. Relocate the recording equipment along with the required infrastructure into one of the Shire owned light poles in Preston Beach. This option would due to the design of the required recorder and equipment cost approximately \$5,000 - \$6,500.

In addition to the cost set out in option 1 and 2, there will be an ongoing cost for the maintenance of the CCTV system of approximately \$2,000 annually which includes the annual licence fee. This cost is likely to increase every year. Also these types of systems do not have an infinite lifespan and may need to be replaced / upgraded every three (3) to five (5) years. On average the replacement of a camera could be approximately \$3,000 to \$5,000.

The above costs have not been included in the 2017/18 budget. Should Council resolve to approve the transfer of the CCTV system from the PBPA to the Shire it is recommended that this be done in the 2018/19 financial year to allow for an appropriate budget allocation.



POLICY ISSUES/IMPLICATIONS

Policy No: 1.17 Freedom of Information

The Shire of Waroona will provide a general right of access to documents and records of the Shire, in accordance with the provisions of the Freedom of Information Act, 1992, and the Guidelines in this Policy.

Objectives:

- a. To assist the public to obtain access to documents and records held by the Shire.
- b. To allow documents to be obtained promptly (and at the lowest reasonable cost) unless they are exempt" within the provisions of the Act.

Policy No: 1.27 Shire of Waroona Risk Management Policy

Risk Management is the systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, analysing, evaluating, treating, monitoring and communication risk.

Policy No: 1.31 Asset Management Policy

The key objective of this policy is to ensure that services delivered by the Shire of Waroona continue to be sustainably delivered. This will be achieved by ensuring that the Infrastructure Assets used to support the service delivery continue to function to the level of service determined by Council.

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

Privacy Act 1988 (Surveillance Devices Act (WA) 1998)

The *Privacy Act 1988* (Privacy Act) is an Australian law which regulates the handling of personal information about individuals. Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable.

LEGAL ISSUES/IMPLICATIONS

See Statutory Issues.

COMMUNITY CONSULTATION

No community consultation is required.

OFFICER'S FINAL COMMENTS/CONCLUSIONS

There is an ongoing expectation from the community for local authorities to have reliable CCTV systems. Currently the system located within Preston Beach is owned by a non-government organisation (Preston Beach Progress Association). Should this association no longer be able to maintain the system it may fall into a state of disrepair. Should the transfer of the CCTV equipment be made under such conditions, it could be at a significant financial cost.



In addition to the financial implications there could also be social implications should the system no longer be operable, as the CCTV system does act as a deterrent to potential vandalism and crime.

Conclusion

The visible presence of CCTV in public spaces can contribute to a reduction in the fear of crime and act as a visible deterrent to potential offenders and also compliments the Designing Out Crime Planning Principles (CPTED).

Appendices Attached:	No	Appendices Numbers:
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VOTING REQUIREMENTS

Simple Majority.

COUNCIL RESOLUTION

OCM17/11/113

MOVED: CR SNELL

SECONDED: CR WRIGHT

That in relation to the request from the Preston Beach Progress Association to transfer the Preston Beach Closed-Circuit Television (CCTV) system ownership and maintenance to the Shire of Waroona, Council resolves that:

- 1. The transfer of the existing CCTV system at Preston Beach in the 2018/2019 financial year, be approved subject to the following:**
 - a. The necessary funding allocation be made in the 2018/2019 budget.**
 - b. A suitable location be found where the recorder and required infrastructure can be stored to the satisfaction of the Chief Executive Officer;**
 - c. The Preston Beach Progress Association obtain approval from the Water Authority Corporation for the existing CCTV equipment and infrastructure to be retained on the existing water tower on Lot 356 (A2302).**
- 2. A policy pertaining to the dissemination of any CCTV footage captured by the system be prepared.**

CARRIED 6/0

9.2.2 APPLICATION OF COMMON SEAL – SECTION 70A OF THE TRANSFER OF LAND ACT 1893 NOTIFICATION FOR THE SUBDIVISION OF LOT 16 PARNELL STREET, WAROONA	
Reporting Officer / Officer's Interest:	Chris Dunlop, Senior Town Planner; Nil
Responsible Officer / Officer's Interest	Leonard Long, Manager Development Services; Nil
Proponent:	Ausurv Surveyors Pty Ltd
Landowner:	Dianne Francisca Pazzano
Date of Report: 15 November 2017	File No.: SD154719
Previous Reference:	Nil
Policy Implications:	Shire of Waroona Policy 1.26 – application of common seal Draft Government Sewerage Policy 2016
Statutory Implications:	<i>Transfer of land Act 1893</i> <i>Local Government Act 1995</i> <i>Planning and Development Act 2005</i>
Strategic Implications:	Nil
Financial Implications:	See heading below
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): <i>No.3 Land Use: Responsible Land Use Planning, and Protecting Rural Land</i>	

PROPOSAL SUMMARY

Council is requested to authorise the application of the Shire of Waroona Common seal in the execution of documents relating to the registration of a notification under section 70A of the Transfer of Land Act 1893, notifying prospective purchasers of the absence of reticulated sewer to lots created under subdivision SD154719.

BACKGROUND / INITIAL COMMENTS

On 10 March 2017, the Shire received a subdivision application referral from the Western Australian Planning Commission (WAPC) for the subdivision of Lot 16 Parnell Street, Waroona.

On 12 April 2017, the Manager Development Services responded to the WAPC under delegated authority recommending approval of the application subject to conditions, including a condition requiring a notification under section 70A of the Transfer of Land Act 1893, advising of the sewer availability.

On 13 June 2017, the Western Australian Planning Commission approved the application. Condition 4 of the approval requires the registration of a notification under section 70A in relation to sewer availability.

PLANNING – STRATEGIC IMPLICATIONS

Nil.

REFERRALS

Nil.



STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

The relevant Strategic Community Plan issue area is number 3 Land Use: Responsible Land Use Planning, and Protecting Rural Land.

FINANCIAL ISSUES/IMPLICATIONS

The required fee for the clearance of the subdivision of \$219 is required to be paid prior to the Shire issuing a clearance of conditions.

POLICY ISSUES/IMPLICATIONS

Shire of Waroona Policy 1.26 – Application of Common Seal

Policy 1.26 requires the application of the common seal to be witnessed by the Shire President / Deputy Shire President and Chief Executive Officer / Deputy Chief Executive Officer.

Draft Government Sewerage Policy 2016

The Draft Government Sewerage Policy specifies requirements for the connection to reticulated sewer. Infill subdivision of land already zoned for development is generally acceptable under the policy.

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

Transfer of Land Act 1893

Section 70A of the Act states:

- (1) *Where, in relation to land under the operation of this Act —*
- (a) *the local government of the district in which the land is situated; or*
 - (b) *a public authority,*

considers it desirable that proprietors or prospective proprietors of the land be made aware of a factor affecting the use or enjoyment of the land or part of the land, the local government or the public authority may, on payment of the prescribed fee, cause a notification of the factor to be prepared in an approved form and lodged with the Registrar.

Local Government Act 1995

Section 9.49A of the Act states:

- (1) *A document is duly executed by a local government if —*
- (a) *the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*
 - (b) *it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*
- (2) *The common seal of a local government is not to be affixed to any document except as authorised by the local government.*
- (3) *The common seal of the local government is to be affixed to a document in the presence of —*
- (a) *the mayor or president; and*

(b) the chief executive officer or a senior employee authorised by the chief executive officer, each of whom is to sign the document to attest that the common seal was so affixed.

Planning and Development Act 2005

The Planning and Development Act 2005 provides the head of power for the assessment and approval of applications for subdivision.

LEGAL ISSUES/IMPLICATIONS

See statutory issues.

COMMUNITY CONSULTATION

Community consultation is not required for this item.

OFFICER'S FINAL COMMENTS/CONCLUSIONS

The execution of the Section 70A documentation is required for the clearance of the subdivision conditions by the Shire. The notification is a required inclusion on the titles to be created to ensure all prospective purchasers are aware that reticulated sewer is not available.

It is therefore recommended that Council authorise the application of the Shire of Waroona common seal in order to execute the documents.

Appendices Attached:	No	Appendices Numbers:
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VOTING REQUIREMENTS

Absolute Majority.

COUNCIL RESOLUTION

OCM17/11/114

MOVED: CR SNELL

SECONDED: WRIGHT

That in relation to the documentation for the registration of a notification under section 70A of the Transfer of Land Act 1893 for the subdivision of Lot 16 Parnell Street, Waroona and pursuant to section 9.49A of the Local Government Act 1995, Council resolves to authorise:

- 1. The application of the Shire of Waroona Common Seal, and**
- 2. The execution of the required documents by the Shire President and Chief Executive Officer.**

CARRIED BY ABSOLUTE MAJORITY 6/0



9.2.3 REQUEST FOR SUPPORT – PEEL SAYS NO TO VIOLENCE PROJECT	
Reporting Officer / Officer's Interest:	Brad Vitale, Community Development Officer; Peel Community Development Group Deputy Chair
Responsible Officer / Officer's Interest	Louis Fouché, Director Development Services; No Interest
Proponent:	Shire of Waroona
Landowner:	N/A
Date of Report: 10/11/2017	File No.: 48/2
Previous Reference:	Nil
Policy Implications:	Nil
Statutory Implications:	Local Government Act 1995
Strategic Implications:	Strategic Community Plan 2016/17 – 2025/26
Financial Implications:	See heading
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan 2016/17 – 2025/26): 4.01, 4.03, 4.07 and 4.10	

PROPOSAL SUMMARY

Council is requested to consider the invitation from Peel Community Development Group to support the Peel Says No To Violence campaign by becoming a member of the campaign's alliance.

BACKGROUND / INITIAL COMMENTS

Peel Community Development Group is an independent not-for profit group consisting of representatives from the City of Mandurah, the Shire of Waroona, Shire of Murray, Shire of Boddington, Shire of Serpentine-Jarrahdale, Peel Development Commission, government agencies, community organisations, consultants and academics. The group was established in 2001 and works to support and strengthen a positive sustainable community development process in the Peel region, whilst advocating for and supporting the work of the community sector. Peel Community Development Group operates under clear, agreed values and principles that guide all decision-making.

All actions of the organisation aim to contribute to:

- Empowerment of individuals and community;
- Maintaining natural and cultural assets;
- Valuing and including diversity;
- Equality of access; and
- Recognising the unique identity and value of distinct communities.

Peel Community Development Group aims to promote and support services that meet the community's needs while also promoting and supporting community cohesion. The organisation assists in the development of various groups, professionals and leaders in the community and seeks to improve the coordination of community development initiatives.

Peel Community Development Group aims to bring both community development practices and community services together, to address issues and opportunities collaboratively. This is achieved through an understanding and articulation of needs and by raising awareness of issues in the Peel region; whilst maintaining a positive focus on the community sector's strengths and successes. Support for local community networks is important for achieving wide reaching engagement to develop sustainable support structures and reduce isolation for community development practitioners.



Peel Community Development Group has received funding through the Department of Social Services' Building Safer Communities for Women and their Children program to design, implement and evaluate the Peel Says No To Violence (PSNTV) project. The project is one of forty funded, and is supported by the Australian Network for Research on Women's Safety (ANROWS).

The Peel Says No To Violence (PSNTV) project aims to better understand the prevalence of family violence in the region, identify how our community can better support those who experience it, raise awareness of services and support available, and create a movement of people in the wider community to actively support the Peel Says No To Violence message.

The four objectives of the project are:

1. Establish a regional alliance in the Peel region;
2. Collect data and existing research from relevant agencies, and stories and experiences from women and children;
3. Develop alliance initiatives including a community education campaign utilising an active alliance membership model to produce an ongoing series of activities and engagement by alliance members that promote current services in the Peel community, and service delivery improvements and collaboration; and
4. Refine the alliance model and priorities, and education campaign using an action-research methodology.

To achieve these objectives, the Peel Says No To Violence project has been undertaking three components:

1. Research into the incidence and availability of support services for those experiencing family domestic violence in the Peel region, and collecting the stories of women experiencing family domestic violence. (Completed);
2. Alliance development based on an active membership model. (Being undertaken); and
3. Alliance initiatives for which templates will be developed during the Peel Says No To Violence project period, setting up for a diverse range of activities to be implemented by the alliance members on an ongoing basis. (Being undertaken).

Through this work, the project expects to contribute to a long-term vision of a significant and sustained reduction in family and domestic violence in the Peel region.

It is expected that the launch of the Peel Says No To Violence Alliance will highlight the issues in the Peel region and introduce core members of the Alliance and their pledges for action in the next twelve months.

PLANNING – STRATEGIC IMPLICATIONS

Nil.

REFERRALS

Nil.



STRATEGIC COMMUNITY PLAN ISSUES / IMPLICATIONS

The relevant Strategic Community Plan theme is Theme 4 – Society / Community Wellbeing, “Maintain strong sense of community; effective community wellbeing”, particularly the following strategies:

- 4.01 Pursue a social environment that is accessible and inclusive for all ages and abilities;
- 4.03 Provide support services and facilities to assist various community groups [youth, aged, health care, arts, etc.];
- 4.07 Promote tourism, inclusiveness and the local communities of the Shire, by the holding of a variety of events; and
- 4.10 Work in partnership with government and non-government organisations to achieve real and long lasting improvements in safety and wellbeing.

FINANCIAL ISSUES / IMPLICATIONS

Peel Says No To Violence Alliance membership is free of charge, with the only requirement being a pledge to either implement or support an initiative aimed at raising awareness about family and domestic violence in the twelve months following membership.

Given that Waroona Family Support Services is already a core member of the Alliance and already have a number of activities organised, the Shire of Waroona would support these activities, requiring limited officer time, promotion and in-kind contributions.

POLICY ISSUES / IMPLICATIONS

Nil.

STATUTORY ISSUES / ENVIRONMENT / IMPLICATIONS

Nil.

COMMUNITY CONSULTATION

Peel Community Development Group conducted interviews and focus groups with a wide range of women, families, service providers, and other interested parties across the Peel region in June this year. This included a range of community members and representatives from community organisations in Waroona including Waroona Community Resource Centre, Waroona Family Support Services Waroona Youth Advisory Council and Waroona Senior Citizens Welfare Association, some of which have become Peel Says No To Violence Alliance members.

The organisation has also reviewed the relevant research and surveyed service providers across the Peel region to understand the extent of their services and the potential challenges.

OFFICER'S FINAL COMMENTS / CONCLUSIONS

The Peel Says No To Violence project has already engaged with a range of community members, service providers and other interested parties throughout the Peel region, with a number of initiatives implemented by existing Peel Says No To Violence Alliance members. The project, its supporters and Alliance members were commended for the



project's approach and success to date at the recent Australian Network for Research on Women's Safety (ANROWS) conference held in Alice Springs earlier this year.

The Shire of Waroona has previously supported local community organisations in their initiatives to raise awareness about family and domestic violence, for example assisting Family Support Services with their inaugural White Ribbon Day Sundowner last year. The Shire will be supporting this initiative again this year, as well as the Ladies Morning Tea, both of which have been praised by the Peel Community Development Group.

Peel Says No To Violence Alliance membership is free of charge, and the only requirement is a pledge to either implement or support an initiative aimed at raising awareness about family and domestic violence, which the Shire is already doing.

Appendices Attached:	No	Appendices Numbers:	N/A
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VOTING REQUIREMENTS

Simple Majority.

COUNCIL RESOLUTION

OCM17/11/115

MOVED: CR DEW

SECONDED: CR SCOTT

That Council supports the Peel Says No To Violence project by endorsing Shire membership of the Peel Says No To Violence Alliance for 12 months.

CARRIED 6/0

9.2.4 ADOPTION OF DISABILITY ACCESS AND INCLUSION PLAN 2017 - 2022	
Reporting Officer / Officer's Interest:	Chris Dunlop – Senior Town Planner; Nil
Responsible Officer / Officer's Interest	Leonard long – Manager Development Services; Nil
Proponent:	Shire of Waroona
Landowner:	N/A
Date of Report: 13 November 2017	File No.: 175/1
Previous Reference:	OCM12/11/132 of 27 November 2012 OCM17/10/101 of 24 October 2017
Policy Implications:	Council Policy 1.41 – Legislative Compliance
Statutory Implications:	Disability Services Act 1993
Strategic Implications:	<i>Nil</i>
Financial Implications:	See heading below
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>):	
<i>No.4 Society: A Strong Sense of Community, addressing Social issues, and Effective Community Wellbeing</i>	
<i>No.5 Asset Management and Financial Sustainability: Provision of functional Assets to support services, involving built/acquired assets, & Infrastructure; Financial Proficiency & Sustainability</i>	
<i>No. 6 Good Government: Active & Responsible Civic Leadership, & Excellence in Management</i>	

PROPOSAL SUMMARY

Council is requested to adopt the Shire of Waroona Disability Access and Inclusion Plan 2017-2022. A copy of the plan is at **APPENDIX 9.2.4A**.

BACKGROUND / INITIAL COMMENTS

It is a legislative requirement of the *Disability Services Act 1993* that all local government authorities develop and implement a Disability Access and Inclusion Plan (DAIP) which is subsequently reviewed and amended at a minimum of every five years.

The Shire's current DAIP was adopted by council on 27 November 2012 (OCM12/11/132) and is due to expire at the end of 2017. At its meeting of 24 October Council resolved to advertise the draft DAIP. Public consultation has been undertaken with no submissions being received.

PLANNING – STRATEGIC IMPLICATIONS

Nil.

REFERRALS

The draft DAIP has been formulated in consultation with internal departments and the Disability Services Commission.

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

The relevant Strategic Community Plan issue areas are as follows:

- No.4 Society: A Strong Sense of Community, addressing Social issues, and Effective Community Wellbeing,
- No.5 Asset Management and Financial Sustainability: Provision of functional Assets to support services, involving built/acquired assets, & Infrastructure; Financial Proficiency & Sustainability, and



- No. 6 Good Government: Active & Responsible Civic Leadership, & Excellence in Management

FINANCIAL ISSUES/IMPLICATIONS

Initiatives included in the DAIP do not automatically get included in the relevant year's budget and will need to be considered as part of the annual budget preparation.

POLICY ISSUES/IMPLICATIONS

Council Policy 1.41 – Legislative Compliance states *“The organisation shall have in place suitable processes and procedures to ensure that legislative requirements are both complied with, and that these are completed within the relevant timeframes.”*

STATUTORY ISSUES

Disability Services Act 1993

Part 5 of the Act requires that all public authorities, including local governments, have a DAIP in place and review their DAIP every 5 years.

LEGAL ISSUES/IMPLICATIONS

See Statutory Issues.

COMMUNITY CONSULTATION

The DAIP has been advertised for public comment via the Waroona-Harvey Reporter, with a period of 21 days allowed for submissions to be made. No submissions were received during the consultation period.

OFFICER'S FINAL COMMENTS/CONCLUSIONS

The adoption and implementation of a DAIP is a legislative requirement of the *Disability Services Act 1993*. In order to maintain its legislative compliance the Shire is required to review and maintain the DAIP.

Strategies identified under the outcomes of the draft DAIP form part of the day to day operation of the Shire, as well as planning for improvements to processes and facilities the Shire is responsible for.

Appendices Attached:	Yes	Appendices Numbers:	9.2.4A
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VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

OCM17/11/116

MOVED: CR WRIGHT

SECONDED: CR SALERIAN

- A. That Council adopt the Disability Access and Inclusion Plan 2017 - 2022 at APPENDIX 9.2.4A; and**
- B. Forward the adopted Disability Access and Inclusion Plan to the Disability Services Commission.**

CARRIED 6/0

9.2.5 PROPOSAL TO RENT OUT OFFICE SPACE AT THE WAROONA HEALTH & COMMUNITY RESOURCE CENTRE.	
Reporting Officer / Officer's Interest:	Leonard Long, Manager Development Services; Nil
Responsible Officer / Officer's Interest	Louis Fouché, Director Development Services; Nil
Proponent:	Shire of Waroona
Landowner:	N/A
Date of Report:	17/11/2017
File No:	192/1
Previous Reference:	OCM07/108
Policy Implications:	Policy No: 1.31 Asset Management Policy Policy No: 2.5 Renewal of Council Leases Policy No: 3.1.7 Fees and Charges Policy No: 7.1 Control and Management of Council Property
Statutory Implications:	Local Government Act 1995
Strategic Implications:	Shire of Waroona Strategic Community Plan 2014/15-2023/24
Financial Implications:	See Financial Issues
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): <i>Theme 5: Asset Management and Financial Sustainability: Provision of functional Assets to support services, involving Built/acquired Assets, & Infrastructure; Financial Proficiency & Sustainability.</i>	

PROPOSAL SUMMARY

Council is requested to consider the setting of a proposed rental fee of \$500 per office per month at the Waroona Community Resource Centre.

BACKGROUND/INITIAL COMMENTS

In 2016, the medical offices at the Waroona Health & Community Resource Centre (WHCRC) were vacated and have remained vacant since.

Enquires have been received regarding the potential to lease the medical suites for offices purposes (non-medical) on a long term basis. Notwithstanding this, should the medical suites be required for medical purposes in the future there are alternative offices available at the WCRC to relocate any potential tenants. This condition would be included into any new lease agreement.

PLANNING – STRATEGIC IMPLICATIONS

Nil.

REFERRALS

Nil.

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

Shire of Waroona Strategic Community Plan 2014/15 – 2023/24



This item contributes towards achieving the following:

- Theme 5: Asset Management and Financial Sustainability: Provision of functional Assets to support services, involving Built/acquired Assets, & Infrastructure; Financial Proficiency & Sustainability.

FINANCIAL ISSUES/IMPLICATIONS

The proposed rental fee of \$500 per office per month would generate \$6,000 per office per year.

POLICY ISSUES/IMPLICATIONS

Policy No: 1.31 Asset Management Policy

The key objective of this policy is to ensure that services delivered by the Shire of Waroona continue to be sustainably delivered. This will be achieved by ensuring that the Infrastructure Assets used to support the service delivery continue to function to the level of service determined by Council.

Policy No: 2.5 Renewal of Council Leases

This policy outlines the criteria which needs to be complied with for the Chief Executive Officer to enter into a lease agreement.

Policy No: 3.1.7 Fees and Charges

A review of all fees and charges including plant hire shall be conducted annually prior to the end of June, and included with annual budget documentation in the month of August.

Policy No: 7.1 Control and Management of Council Property

The policy provides guidance on the leasing, hiring or use of Council property.

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

Local Government Act 1995

The *Local Government Act 1995* sets out the provisions for a local authority to receive revenue and income including the setting of fees and charges. The act also provides the local authority the ability to amend their fees and charges after the adoption of the local government budget.

LEGAL ISSUES/IMPLICATIONS

See Statutory Issues.

COMMUNITY CONSULTATION

No community consultation is required.



OFFICER'S FINAL COMMENTS/CONCLUSIONS

Notwithstanding the advertising and calling for interest for the use of the medical suites by medical practitioners the offices at the WHCRC remain vacant. In order to widen the scope of possible tenants including non-medical related it is important to have a clear rental cost.

Conclusion

All buildings incur maintenance costs regardless of them being occupied or not. Should the office space at the WHCRC be leased out it would generate an additional income to the Shire which would assist inter alia with maintenance costs.

Appendices Attached:	No	Appendices Numbers:
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VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION

OCM17/11/117

MOVED: CR SCOTT

SECONDED: CR SNELL

That in relation to the rental of the offices located within the Waroona Health & Community Resource Centre, Council resolves that:

- 1. A rental fee of \$500 per office per month be approved, which is to be adjusted annually through the budget process.**
- 2. The 2017/18 fees and charges be amended to include the rental fee imposed in 1 above.**
- 3. The Chief Executive Officer is delegated authority to enter into lease/rental agreements with prospective tenants at the Waroona Health & Community Resource Centre.**

CARRIED BY ABSOLUTE MAJORITY 6/0

9.2.6 PROPOSED AMENDMENT TO LOCAL PLANNING POLICY 18 – SEA CONTAINERS	
Reporting Officer / Officer's Interest:	Chris Dunlop, Senior Town Planner; Nil
Responsible Officer / Officer's Interest	Leonard Long, Manager Development Services; Nil
Proponent:	Shire of Waroona
Landowner:	N/A
Date of Report: 13/11/2017	File No.: LPP18
Previous Reference:	OCM06/206
Policy Implications:	Local Planning Policy 18 – Sea Containers
Statutory Implications:	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015 Shire of Waroona Local Planning Scheme No.7, 1996
Strategic Implications:	Shire of Waroona Strategic Community Plan 2014/15-2023/24
Financial Implications:	Advertising costs (incorporated in operational budget)
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): <i>Theme 3: Responsible Land Use Planning and Protecting Rural Land</i>	

PROPOSAL SUMMARY

Council is requested to initiate the amended version of Local Planning Policy 18 – Sea Containers (LPP18).

BACKGROUND/INITIAL COMMENTS

The current version of LPP18 was adopted by Council at its Ordinary Meeting of 24 October 2006. Since that time LPP18 has been applied in the assessment of development applications.

The policy is proposed to be amended to address issues and inconsistencies that have arisen in the day to day application of the policy.

Changes proposed to the policy include;

- Re-wording of the ‘purpose’ of the policy
- Updating references to the Scheme and planning legislation;
- Updating the format of LPP18 to conform with the Shire’s current local planning policy manual;
- Removing the list of zones in which sea containers may be permitted;
- Removing the maximum number of sea containers permissible on a single lot; and
- Removing standard approval conditions from LPP18.
- Removal of the 3m setback requirement.

A copy of the revised policy is at **Appendix 9.2.6A**. Changes are indicated by deleted text being struck through and new text included being highlighted.

PLANNING – STRATEGIC IMPLICATIONS

Nil.



REFERRALS

The draft policy will be referred to internal departments, prior to being referred to Council for final adoption.

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

Shire of Waroona Strategic Community Plan 2014/15 – 2023/24

This item contributes towards achieving Theme 3: Responsible Land Use Planning and Protecting Rural Land.

FINANCIAL ISSUES/IMPLICATIONS

Cost of Advertising the Policy within the budget (incorporated into Council's existing advertising expenses associated with the Sea to Scarp publication).

POLICY ISSUES/IMPLICATIONS

Nil.

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

Planning and Development Act 2005

The Planning and Development Act 2005 provides for the preparation of Region and Local Planning Schemes and Section 162 specifies that where required in a planning scheme, development is not to commence without approval of a development application.

Planning and Development (Local Planning Schemes) Regulations 2015

Schedule 2 of the Regulations sets out deemed provisions for Local Planning Schemes that are to be read as part of the Local Planning Scheme.

Clause 4 of Schedule 2 sets out the procedure for making a local planning policy.

- (1) *If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —*
- (a) *publish a notice of the proposed policy in a newspaper circulating in the Scheme area, giving details of —*
- (i) *the subject and nature of the proposed policy; and*
 - (ii) *the objectives of the proposed policy; and*
 - (iii) *where the proposed policy may be inspected; and*
 - (iv) *to whom, in what form and during what period submissions in relation to the proposed policy may be made;*
- (b) *if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;*
- (c) *give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.*

- (2) *The period for making submissions in relation to a local planning policy must not be less than a period of 21 days commencing on the day on which the notice of the policy is published under subclause (1)(a).*
- 3) *After the expiry of the period within which submissions may be made, the local government must —*
- (a) *review the proposed policy in the light of any submissions made; and*
- (b) *resolve to —*
- (i) *proceed with the policy without modification; or*
- (ii) *proceed with the policy with modification; or*
- (iii) *not to proceed with the policy.*
- (4) *If the local government resolves to proceed with the policy, the local government must publish notice of the policy in a newspaper circulating in the Scheme area.*
- (5) *A policy has effect on publication of a notice under subclause (4).*
- (6) *The local government —*
- (a) *must ensure that an up-to-date copy of each local planning policy made under this Scheme is kept and made available for public inspection during business hours at the offices of the local government; and*
- (b) *may publish a copy of each of those local planning policies on the website of the local government.*

Clause 5 of Schedule 2 prescribes the procedure for amending a local planning policy.

Shire of Waroona Local Planning Scheme No.7 1996 (TPS)

Although a Town Planning Scheme policy does not bind Council, it shall have regard for the policy when making a decision.

LEGAL ISSUES/IMPLICATIONS

See Statutory Issues.

COMMUNITY CONSULTATION

Clause 4(1) of the Regulations require a draft Planning Policy to be advertised in a local newspaper, allowing a minimum of 21 days for submissions. Council must consider submissions received on the draft policy and subsequently decide to adopt or not proceed with the Policy.

OFFICER'S FINAL COMMENTS/CONCLUSIONS

The addressing of the day to day operational issues of LPP18 forms part of the Shire's ongoing review of its Local Planning Policy Manual. The regular review of local planning policies plays an important role in ensuring that all policies are clear, up to date with current best practice and are achieving their objectives.

The changes proposed to LPP18 will allow for greater flexibility in its implementation which will facilitate the achievement of better development outcomes.

It is also necessary to remove prescription in policies where there is no statutory basis for such requirement/s.



Residential Zones:

Where a sea container is being proposed to be used as an ‘outbuilding’ on a lot as part of a single house in a ‘Residential Zone’ it would be required to comply with the deemed-to-comply provisions of the Residential Design Codes (R-Codes). If the ‘outbuilding’ does not comply with the R-Codes then a development application would be required.

Non-Residential Zones:

The draft policy has been amended to reflect the actual provisions of the TPS. The zone provisions in the TPS already dictate the statutory requirements for individual land uses within each zone. Sea containers can be located in zones not currently reflected in the current policy. The Urban 3 ‘Service Commercial’ Zone for instance provides for uses including light and service industry where sea containers could potentially be used for storage and transport purposes. Provided sea containers are suitably screened and/or upgraded in appearance they can be in keeping with the general amenity of such uses.

The 3m setback requirement has been removed as this is a duplication of the TPS or R-Codes requirements which set out setback requirements.

Removing the maximum number of sea containers permissible on a lot recognises the scale of industrial development within the Shire. Large industrial sites could require more sea containers for storage and transport purposes. Development approvals for these sites will ensure that areas used for the storage and placement of sea containers can be appropriately managed and located to eliminate impacts on amenity.

Standard conditions previously included in the policy are proposed to be removed to allow for greater flexibility in the response to specific circumstances involved in applications for sea containers. The need to specify particular outcomes to be achieved via screening and/or upgrading of appearance will vary dependent on the individual circumstances / merit of each application.

Conclusion

Overall the changes to LPP18 are not expected to result in substantial alterations to its implementation, rather an increased level of efficiency and consistency should result. It is therefore recommended that Council adopt the draft Local Planning Policy 18 – Sea Containers for advertising.

Appendices Attached:	Yes	Appendices Numbers:	9.2.6A
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VOTING REQUIREMENTS

Simple Majority.



COUNCIL RESOLUTION

OCM17/11/118

MOVED: CR WRIGHT

SECONDED: CR SALERIAN

1. That in relation to Local Planning Policy 18.0 – Sea Containers and pursuant to Clause 4 of Schedule 2 to the *Planning and Development (Local Planning Scheme) Regulations 2015*, Council resolves to initiate the amended policy in accordance with APPENDIX 9.2.6A for advertising purposes.

CARRIED 6/0

9.2.7 LATE ITEM - PROPOSAL FOR THE MAINTENANCE OF THE MEMORIAL HALL ROOF TRUSSES AND CEILING.	
Reporting Officer / Officer's Interest:	Leonard Long, Manager Development Services; Nil
Responsible Officer / Officer's Interest	Louis Fouché, Director Development Services; Nil
Proponent:	Shire of Waroona
Landowner:	N/A
Date of Report:	23/11/2017
File No:	44/5
Previous Reference:	N/A
Policy Implications:	Policy 1.27 Risk Management Policy Policy No: 1.31 Asset Management Policy Policy No: 3.3 Purchasing and Procurement Policy
Statutory Implications:	Local Government Act 1995 Local Government Act (Functions and General) Regulations, 1996 (as amended in 2015)
Strategic Implications:	Shire of Waroona Strategic Community Plan 2014/15-2023/24
Financial Implications:	See Financial Issues
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): Theme 5: Asset, Resources, Financial Management & Sustainability: Responsible Stewardship of Assets, Effective Resource Supervision (including Staff / HR issues), and pursuit of best practice Financial Management & Sustainability.	

PROPOSAL SUMMARY

Council is requested to consider the re-allocation of funding for the maintenance of the Memorial Hall ceiling as well as the procurement process to be followed for the proposal.

BACKGROUND/INITIAL COMMENTS

As a result of general maintenance and a subsequent structural engineering review at the Memorial Hall, the ceilings in both the Supper Room and Kitchen were replaced. Remedial work was also required to some roof trusses. Subsequently the decision was made to close these areas to the public. The roof timbers as well as the ceiling in the Supper Room were repaired/replaced under emergency provisions in order to avoid further damage to the structure. Whilst that work was occurring a Structural Engineer was engaged to undertake an assessment of the Main Hall. The report identified issues with the ceiling panels and their potential to fall. The condition of the roof timbers could not be assessed until the ceiling had been removed.

The work in the Supper Room and kitchen is now complete and the ceiling in the main hall has now been removed. A Structural Engineer has inspected the roof timbers and is preparing a report on any potential remedial work that is required. Following the receipt of the Structural Engineers report a request for quotation (RFQ) for the required work will be advertised in the local newspaper.

PLANNING – STRATEGIC IMPLICATIONS

Nil.

REFERRALS

Comments have been received from the Deputy CEO regarding the financial implications of the proposal. (See Financial Issues/Implications heading).

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

Shire of Waroona Strategic Community Plan 2014/15 – 2023/24

This item contributes towards achieving the following:

- Theme 5: Asset, Resources, Financial Management & Sustainability: Responsible Stewardship of Assets, Effective Resource Supervision (including Staff / HR issues), and pursuit of best practice Financial Management & Sustainability.

FINANCIAL ISSUES/IMPLICATIONS

Preliminary estimates indicate that the repairs to the roof trusses and the replacement of the ceiling with a suspended ceiling, LED lighting, associated rewiring and eight fans may be below the tender threshold of \$150,000. Should the RFQ's result in the cost being under that of the tender threshold Council is requested to approve the following:

- Reallocation of a maximum of \$145,000.00 from the Council Building Construction Reserve to Recreation & Culture – Public Halls & Civic Uses – Capital Expenditure Account 2474.

However, should the RFQ's reflect that the required repair / replacement costs to the Memorial Hall exceed that of the tender threshold, it is proposed that tender process is entered into and that Council resolves to either:

- Top up the \$145,000.00 from the Council Building Construction Reserve with loan borrowings, or
- Reallocate funds currently reserved for other Shire projects.

The Council Building Construction reserve contained funds of \$228,854 as at 1 July 2017. Of this amount \$75,000 is allocated to construction cost of the proposed Preston Beach Community Centre. The balance of the Reserve was for consideration of an extension to the Waroona Health & Community Resource Centre, however, an extension is not currently required due to the vacant doctor's surgery area.

A further transaction of \$145,000 would effectively deplete this reserve and Council would need to consider its future building construction requirements in accordance with its Long Term Financial Plan.

POLICY ISSUES/IMPLICATIONS

Policy No: 1.27 Risk Management Policy

The purpose of risk management is to develop cultures, processes and structures that are directed towards the effective management of potential opportunities and adverse

effects. It also is designed to reduce the potential costs of risk by reducing liability, preventing litigation and improving loss control.

Policy No: 1.31 Asset Management Policy

The key objective of this policy is to ensure that services delivered by the Shire of Waroona continue to be sustainably delivered. This will be achieved by ensuring that the Infrastructure Assets used to support the service delivery continue to function to the level of service determined by Council.

Policy No: 3.3 Purchasing and Procurement Policy

This policy provides the various threshold parameters i.e.:

- \$60,000 - \$149,999.99 requires at least 3 written quotes, or call for quotations through local or state wide public notice.
- \$150,000 and above requires the Shire to conduct a public tender process.

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

Local Government Act 1995

The *Local Government Act 1995* sets out the provisions for a local authority for Financial Management.

Local Government Act (Functions and General) Regulations, 1996 (as amended in 2015)

Regulation 11A of the Local Government (Function and General) Regulations, linked to section 3.57 of the Local Government Act 1995, specifies that a Local Government must prepare, or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less or worth \$150,000 or less.

Regulation 11 of the Local Government (Function and General) Regulations, linked to section 3.57 of the Local Government Act 1995, specifies that a Local Government must publically invite tenders for another person to supply goods or services if the consideration under the contract is, or expected to be, more, or worthy more than \$150,000.

LEGAL ISSUES/IMPLICATIONS

See Statutory Issues.

COMMUNITY CONSULTATION

No community consultation is required.

OFFICER'S FINAL COMMENTS/CONCLUSIONS

As a result of the age of the Memorial Hall it can be expected that the building will require ongoing monitoring to identify any maintenance and repairs needed. In order for the Hall to be used by the community, the roof trusses must be repaired and the ceiling replaced to ensure the safety of any occupants / users.



In addition to the required roof truss and ceiling repairs there is also some electrical wiring and lighting which needs to be repaired / upgraded. While the ceiling is removed, it provides the perfect opportunity for these works to be done.

Conclusion

The Memorial Hall is a significant Shire asset and is frequently used by the community for a variety of functions. The repair of the roof trusses and the replacement of the ceiling will upgrade the interior of the hall and prolong its life.

Appendices Attached:	No	Appendices Numbers:
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VOTING REQUIREMENTS

Absolute Majority.

COUNCIL RESOLUTION

OCM17/11/119

MOVED: CR SCOTT

SECONDED: CR SNELL

That in relation to the maintenance required to the Waroona Memorial Hall roof trusses and ceilings, Council resolves that:

- 1. The 2017/18 adopted budget be amended as follows:**
 - a. Capital Expenditure account 124740.660 be increased by \$145,000;**
 - b. Capital Income account 124350.660 transfer from Reserve be increased by \$145,000; and**
 - c. Reserve account “Council Building Construction Reserve” be increased by \$145,000.**
- 2. Requests for quotations be publicly advertised as soon as practicable.**
- 3. The Chief Executive Officer is delegated authority to start a tender process should the request for quotation result in costs exceeding \$150,000.**
- 4. Council consider funding options if the cost of the work is to exceed \$150,000.00, including the option of loan funds.**

CARRIED BY ABSOLUTE MAJORITY 6/0

9.3 DEPUTY CEO/DIRECTOR CORPORATE SERVICES

9.3.1 ACCOUNTS FOR PAYMENT	
Reporting Officer / Officer's Interest:	Kathy Simpson, Finance Officer / Nil
Responsible Officer / Officer's Interest	Ashleigh Nuttall – Manager Corporate Services / Nil
Proponent:	N/A
Landowner:	N/A
Date of Report: 9/11/17	File No.: 1/3
Previous Reference:	N/A
Policy Implications:	N/A
Statutory Implications:	N/A
Strategic Implications:	N/A
Financial Implications:	N/A
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): No. 6 "Active Civic Leadership, Good Governance, & Excellence in Management"	
Voting Requirements	Simple Majority

Appendices Attached:	Yes	Appendices Numbers: 9.3.1
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<u>COUNCIL RESOLUTION</u>		
OCM17/11/120		
MOVED: CR DEW		
SECONDED: CR WRIGHT		
That Vouchers numbered:		
<u>ACCOUNT</u>	<u>CHEQUE NOS.</u>	<u>TOTAL \$</u>
Municipal	Cheques 8742 - 8766	\$26,205.25
Trust (Cheque/EFTs)	EFT 26166, 26251, 26313-26318 Chq: 11145-11150	\$5,019.03
Electronic Transfers Municipal Fund	EFT 26081 to 26312	\$482,633.83
Direct Wages	01/10/17 – 31/10/17 inclusive	\$182,207.40
Direct Debits	01/10/17 – 31/10/17	\$567.21
GRAND TOTAL:		<u>\$696,632.72</u>
and attached at Appendix 9.3.1 be endorsed.		
CARRIED 6/0		

9.3.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 2017	
Reporting Officer / Officer's Interest:	Ashleigh Nuttall – Manager Corporate Services / Nil
Responsible Officer / Officer's Interest	Ashleigh Nuttall – Manager Corporate Services / Nil
Proponent:	N/A
Landowner:	N/A
Date of Report: 16/10/17	File No.: 1/1
Previous Reference:	N/A
Policy Implications:	N/A
Statutory Implications:	N/A
Strategic Implications:	N/A
Financial Implications:	N/A
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): No. 6 "Active Civic Leadership, Good Governance, & Excellence in Management"	
Voting Requirements	Simple Majority

Appendices Attached: Yes	Appendices Numbers: 9.3.2
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COUNCIL RESOLUTION

OCM17/11/121

MOVED: CR SNELL

SECONDED: CR SCOTT

That the Monthly Statements of Financial Activity for the period 1 July 2017 to 31 October 2017 be received and noted.

CARRIED 6/0

9.3.3 ADOPTION OF 2016/17 ANNUAL REPORT	
Reporting Officer / Officer's Interest:	Laurie Tilbrook – Deputy CEO/Director Corporate Services / Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook – Deputy CEO/Director Corporate Services / Nil
Proponent:	Shire of Waroona
Landowner:	N/A
Date of Report: 20.11.2017	File No.: 8/1
Previous Reference:	N/A
Statutory/Policy Implications:	Local Government Act 1995 – Section 5.35 & 5.55
Strategic Implications:	See heading below
Financial Implications:	Nil
Asset Mgt. & LCC Implications:	Nil
Workforce Implications:	Nil
LINKED TO STRATEGIC OBJECTIVE NUMBER (SCP): 6 ACHIEVE ACTIVE CIVIC LEADERSHIP	

PROPOSAL

The 2016/17 Annual Report (**provided under separate cover**) is to be presented to the Annual Meeting of Electors on Tuesday 19 December 2017.

STRATEGIC IMPLICATIONS

Preparation of the Annual Report and subsequent conduct of the Annual Electors meeting supports the Council's obligations pursuant to Community Strategic Plan objective No.6 "Achieve Active Civic Leadership".

Future annual reports will be required to comply with the "Integrated Planning & Reporting Framework". This will involve documenting compliance/progress/outcomes with the Councils Community Strategic Plan taking into account detailed objectives contained with the Corporate Business Plan.

Further details are provided at page 40 of the Annual Report.

REFERRALS

N/A

FINANCIAL IMPLICATIONS

N/A

POLICY ISSUES

Nil.

STATUTORY IMPLICATIONS

As above.

LEGAL ISSUES

Nil.

COMMUNITY CONSULTATION

The plan is required to be available for public consultation from Monday 28 November.

OFFICERS COMMENTS

In accordance with Section 5.54 and 5.55 the report is to be accepted by the Council and will then be available to the general public from Thursday 30 November 2017. Hard copies and an electronic version will be made available.

Appendices Attached: Yes (Separately Bound Document)	Appendices Numbers:
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VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

OCM17/11/122

MOVED: CR DEW

SECONDED: CR SNELL

That the 2016/2017 Annual Report for the Shire of Waroona be adopted.

CARRIED 6/0

9.3.4 LOCAL GOVERNMENT ELECTIONS 2018-2023 INCLUSIVE	
Reporting Officer / Officer's Interest:	Laurie Tilbrook, Deputy CEO/Director Corporate Services; Nil Interest
Responsible Officer / Officer's Interest	Laurie Tilbrook, Deputy CEO/Director Corporate Services; Nil Interest
Proponent:	Shire of Waroona
Landowner:	N/A
Date of Report: 21/11/17	File No.: 6/1
Previous Reference:	
Policy Implications:	<i>Nil</i>
Statutory Implications:	<i>See heading below</i>
Strategic Implications:	<i>See heading below</i>
Financial Implications:	<i>See heading below</i>
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): <i>No 6 Good Government: Active & Responsible Civic Leadership, & Excellence in Management</i>	

PROPOSAL SUMMARY

The Council's current agreement with the State Electoral Commission to conduct all elections, polls or referendums will expire on 31 December 2017.

The Council is therefore requested to consider the reappointment of the Commissioner for a further six year period, which will cover 3 electoral cycles (Oct 2019, 2021 & 2023), together with any extraordinary elections or polls which may occur during this timeframe.

BACKGROUND / INITIAL COMMENTS

The Council has utilised the services of the Commissioner for 12 years. Re-appointment would seem logical given community acceptance of postal voting and the high participation rates of the past where voter turnout has consistently exceeded that of State averages.

PLANNING – STRATEGIC IMPLICATIONS

N/A

REFERRALS

N/A

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

The relevant Strategic Community Plan issue area is number 6 – Good Governance, Active and Responsible Civic Leadership and Excellence in Management.

FINANCIAL ISSUES/IMPLICATIONS

The Council is required to provide funding for each election (biennial) which is based on a quotation supplied by the Commission.

Assumptions are made when providing this quote (eg, number of candidates) and adjustments made if necessary.



As a guide the budget estimate for the recent 2017 elections was \$14,570.

POLICY ISSUES/IMPLICATIONS

Nil

STATUTORY IMPLICATIONS

In order for the appointment to be finalised the Council is required to seek written agreement from the Commission in accordance with Section 4.20(4) of the Local Government Act 1995.

Following this approval the Council would then be required to make a declaration including finalising the appointment and method of conduct of subsequent elections (ie, postal).

LEGAL ISSUES/IMPLICATIONS

N/A

COMMUNITY CONSULTATION

N/A

OFFICER'S FINAL COMMENTS/CONCLUSIONS

The following resolution is required to enact this proposal.

“That the Council seeks written agreement in accordance with Section 4.20(4) of the Local Government Act 1995 for the Electoral Commissioner to conduct all elections, polls and referendums until the end of 2023”.

Appendices Attached:	No	Appendices Numbers:
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VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION

OCM17/11/123

MOVED: CR SCOTT

SECONDED: CR SNELL

That the Council seeks written agreement in accordance with Section 4.20(4) of the Local Government Act 1995 for the Electoral Commissioner to conduct all elections, polls and referendums until the end of 2023.

CARRIED BY ABSOLUTE MAJORITY 6/0



9.3.5 SOUTH WEST LIBRARY CONSORTIA – FUNDING REQUEST	
Reporting Officer / Officer's Interest:	Ashleigh Nuttall, Manager Corporate Services; Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook, Deputy CEO/Director Corporate Services; Nil
Proponent:	
Landowner:	
Date of Report: 20/11/2017	File No.: 148/1
Previous Reference:	Nil
Policy Implications:	<i>See heading below</i>
Statutory Implications:	<i>See heading below</i>
Strategic Implications:	<i>See heading below</i>
Financial Implications:	<i>See heading below</i>
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): <i>No 6 Good Government: Active & Responsible Civic Leadership, & Excellence in Management</i>	

PROPOSAL SUMMARY

That Council give consideration to the funding request submitted by the Library Consortia Team through the Shire of Dardanup for a part time support officer, funding to complete a check on De-duplication for the combined catalogues and a Consortia website for members of the public.

BACKGROUND / INITIAL COMMENTS

Investigation into the current Library Management System (LMS) AmLib discovered that this product was no longer supported by upgrades and was slowly being phased out and replaced with a new system created by OCLC (UK). As Council inevitably would need to replace the current system, it was beneficial to move forward with the South West Library Consortia to have the future ability to provide our residents with the best possible service.

As of June 2016 the Shire of Waroona entered into a participation agreement with 12 other South West Councils to become the first shared library management system across multiple Local Government agencies in WA. The participating Local Governments involved in the 'One Card' system are; Cities of Bunbury and Busselton and Shires of Dardanup, Boyup Brook, Bridgetown Greenbushes, Capel, Boddington, Donnybrook Balingup, Harvey, Manjimup, Nannup and Waroona.

Since this projects inception, staff from the larger Local Governments have been assisting the small Council's with limited resources with training, advice, assistance and support. Shire of Dardanup are proposing that each Council assist financially with the implementation of the following;

- A Part time FTE to act as support staff to the Consortia (20hrs/week);
- Engage the vendor to De-duplicate the 12 combined catalogues; and
- Host a basic website for the Consortia for the members of the public.

The costing of these items are to be split the same as the annual fees for the system which is by Local Government population.



The attached letter from the Shire of Dardanup includes further information.

PLANNING – STRATEGIC IMPLICATIONS

Nil

REFERRALS

Nil

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

The relevant Strategic Community Plan issue area is number 6 Good Government: Active & Responsible Civic Leadership and Excellence in Management

FINANCIAL ISSUES/IMPLICATIONS

Funding is requested for the following;

Part time support officer to the Consortia at 20hrs/week	Annual	\$50,575
Vendor to De-duplicate the 12 combined catalogues	Triennial	\$7,500
Host a website for the Consortia	Annual	\$3,500

The portion of costs to the Shire of Waroona if support is given to all three options will be \$904 for 2017/18 (includes 6 months expenditure for the support officer), \$1,347 for 2018/19 and 2019/20. Please note these figures do not include CPI increases.

There is no need to complete a \$904 budget amendment for this financial year as there is sufficient funding under the Library expenditure to account for this cost.

POLICY ISSUES/IMPLICATIONS

Nil

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

Nil

LEGAL ISSUES/IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

OFFICER'S FINAL COMMENTS/CONCLUSIONS

It is the Officer's recommendation that Council support this request from the Shire of Dardanup to implement a part time Consortia Support Officer, engage the vendor to complete a de-duplication of the 12 catalogues and host a Consortia member website.

There is sufficient funding within the Library accounts to provide funding for this financial year, therefore a budget amendment is not needed.



Future years funding will be allocated during the budget processes.

Appendices Attached:	Yes	Appendices Numbers:	9.3.5
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VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

OCM17/11/124

MOVED: CR WRIGHT

SECONDED: CR SNELL

That Council support the request proposed from the Shire of Dardanup for the provisions of support to the Shire of Waroona Library with;

- Part time support officer to the Consortia at 20hrs/week;**
- Vendor to De-duplicate the 12 combined catalogues; and**
- Host a website for the Consortia.**

Expenditure for 2017/18 of \$904 exists in the current budget, with future year funding to be included in subsequent budgets.

CARRIED 6/0



9.4 CHIEF EXECUTIVE OFFICER

9.4.1 LEASE OF COUNCIL PROPERTY – WAROONA COMMUNITY MEN'S SHED INC	
Reporting Officer / Officer's Interest:	John Crothers, CCP/Project Officer
Responsible Officer / Officer's Interest	Ian Curley; CEO; No Interest
Proponent:	Waroona Community Men's Shed Inc
Landowner:	Shire of Waroona
Date of Report: 01 November 2017	File No.: 19/1: & Legal Docs
Previous Reference:	No previous lease issued
Policy Implications:	None
Statutory Implications:	Section 5 of Strategic Community Plan
Financial Implications:	Minimal
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): No. 5 "Asset Management – Responsible Stewardship of Council Assets"	

PROPOSAL SUMMARY

For Council to adopt a new Lease proposal to be entered into with Waroona Community Men's Shed Incorporated, with regard to the use of Council property, being portion of Reserve 8746, part of Lot 316, Parnell Street, Waroona.

BACKGROUND/INITIAL COMMENTS

The new lease agreement is proposed for a period of 2.5 years initially, covering the construction period and the 2 years of the development Application approval. The draft lease allows for an option of an automatic extension to the lease of a further 8 year period, commencing from 1st July 2020, with it to expire on 30th June 2028. The lease amount is proposed at the standard cost of \$100 per year, in line with other Not-for-Profit organisations.

PLANNING – STRATEGIC IMPLICATIONS

None Applicable

REFERRALS

None Applicable

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

The relevant Strategic Community Plan issue area is number 5 "Asset Management – sub-item 5.07 Responsible Stewardship of Council Assets".

FINANCIAL ISSUES/IMPLICATIONS

There are no significant financial implications emanating from this proposal.

The proposed lease amount is \$100 per year, plus GST.

POLICY ISSUES/IMPLICATIONS

There are no policy issues or implications emanating from this report.



STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

There are no statutory issues or environment implications emanating from this report.

LEGAL ISSUES/IMPLICATIONS

There are no legal issues or implications relating to this matter.

COMMUNITY CONSULTATION

No community consultations are seen as being necessary on this matter.

OFFICER'S FINAL COMMENTS/CONCLUSIONS

A Council resolution on the proposed Lease is now sought.

Appendices Attached:	Yes	Appendices Numbers:	9.4.1
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VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

OCM17/11/125

MOVED: CR SCOTT

SECONDED: CR WRIGHT

1. That the proposed Lease Agreement with the Waroona Community Men's Shed, Incorporated, for the lease of part or Reserve 8746, part of Lot 316, Parnell Street Waroona, be adopted;
2. That the Common Seal of Council be affixed to the Lease Agreement;
3. That the Shire President and CEO be authorised to sign and complete all matters relating to this Lease Agreement.

CARRIED 6/0

The Shire President advised that the Order of Business will be changed to allow for Items 11-12 to be dealt with prior to closing the meeting to members of the public for the confidential Items 10.1.

11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN, OR FOR CONSIDERATION AT NEXT MEETING

Nil.

12. NEW BUSINESS OF AN URGENT NATURE/REPORTS & INFORMATION

12.1 ELECTED MEMBERS

Nil.

12.2 OFFICERS

Nil

COUNCIL RESOLUTION

OCM17/11/126

MOVED: CR SCOTT

SECONDED: CR DEW

That the meeting be closed to members of the public in accordance with Section 5.23(2)(d) of the Local Government Act 1995, to deal with an Item relating to allocating Community Awards, the time being 4.50 pm.

CARRIED 6/0

10. CONFIDENTIAL REPORTS

Cr Snell declared an interest affecting impartiality in Item 10.1 as a member of FRAGYLE and the Waroona Agricultural Society.

Cr Salerian declared an interest affecting impartiality in Item 10.1 as a member of the Waroona Agricultural Society and Waroona Bowling Club.

Cr Walmsley declared an interest affecting impartiality in Item 10.1 as a member of the Waroona Agricultural Society and Waroona Bowling Club.

Cr Scott declared an interest affecting impartiality in Item 10.1 as a member of the Waroona Bowling Club.

Brad Vitale declared an interest affecting impartiality as a member of the Waroona Agricultural Society and Waroona Amateur Basketball Association.



10.1 CONFIDENTIAL ITEM – SHIRE OF WAROONA MERITORIOUS COMMUNITY SERVICE AWARDS AND CITIZEN OF THE YEAR AWARDS 2018**COUNCIL RESOLUTION****OCM17/11/127****MOVED: CR WALMSLEY****SECONDED: CR WRIGHT**

- A. That the Council award the following:**
- 1. Shire of Waroona Meritorious Community Service Award 25 Years and Over – Maree Ellis and Mike Le Roy;**
 - 2. Shire of Waroona Meritorious Community Service Award Under 25 Years – no recommendation for an award in this category;**
 - 3. Australia Day WA Citizen of the Year Award – Lynda Le Roy**
 - 4. Australia Day WA Citizen of the Year Youth Award - no recommendation for an award in this category;**
 - 5. Australia Day WA Citizen of the Year Senior Award - no recommendation for an award in this category; and**
 - 6. Australia Day WA Citizen of the Year Active Citizenship Award (Community Group / Event) – Friends of Ramsar Action Group for the Yalgorup Lakes Environment (FRAGYLE).**
- B. That all persons and community groups involved in receiving awards through the 2017 Keep Australia Beautiful Tidy Towns Sustainable Communities Awards be formally recognised during the 2018 Australia Day Awards ceremony.**

CARRIED 6/0**COUNCIL RESOLUTION****OCM17/11/128****MOVED: CR SNELL****SECONDED: CR WRIGHT****That the meeting proceed in public, the time being 5.40 pm.****CARRIED 6/0****13. CLOSURE OF MEETING**

There being no further business the Chairperson closed the meeting the time being 5.40 pm.



I CERTIFY THAT THESE MINUTES WERE CONFIRMED AT THE SPECIAL COUNCIL MEETING HELD 19 DECEMBER 2017 AS BEING A TRUE AND CORRECT RECORD OF PROCEEDINGS.

.....
PRESIDING MEMBER
.....
DATE

