



**Date: 19 April 2018**

**To: Shire President  
All Councillors**

**Copy: Directors  
Staff**

## **ORDINARY COUNCIL MEETING NOTICE AND AGENDA**

**An Ordinary Council meeting of the Shire of Waroona will be held at the Waroona Shire Offices on 24 April 2018 at 4.00pm to consider and resolve the matters set out in the attached Agenda.**

A handwritten signature in black ink, which appears to read 'Ian Curley', is placed on a light blue rectangular background.

**IAN CURLEY  
CHIEF EXECUTIVE OFFICER**

## **PUBLIC QUESTION TIME**

**AND**

## **PUBLIC STATEMENT TIME**

1. The order of business allows for a Public Question time and a Public Statement time at the beginning of the Meeting. The Presiding Member will announce these times.
2. If you wish to ask a Question or make a Statement about an Agenda Item BEFORE it is considered then it should be made at the Public Question and Public Statement Time at Item 4 on the Agenda Notice Paper in accordance with Council's Procedures and Guidelines for Public Question Time and Receiving Public Statements.
3. The visual or vocal recording of Council meeting proceedings is expressly prohibited, unless the prior approval of the Council has been given.

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# **AGENDA**

1. **DECLARATION OF OPENING/ANNOUNCEMENTS**
2. **RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED**
3. **RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**
- 4.1 **PUBLIC QUESTION TIME**
- 4.2 **PUBLIC STATEMENTS**
5. **APPLICATIONS FOR LEAVE OF ABSENCE**
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.)
7. **PETITIONS/DEPUTATIONS/PRESENTATIONS**
8. **CONFIRMATION OF MINUTES**
- 8.1 **ORDINARY COUNCIL MEETING – 27 MARCH 2018**

**OFFICER RECOMMENDATION**

**That the Minutes of the Ordinary Council Meeting held 27 March 2018 be confirmed as being a true and correct record of proceedings.**

- 9.0 **REPORTS OF OFFICERS AND COMMITTEES**

## 9.1 DIRECTOR TECHNICAL SERVICES

<b>9.1.1 FIRE RECOVERY GRANT FUND – AMENDMENT OF BUDGET</b>	
Reporting Officer / Officer's Interest:	Sarah Park, Environmental Officer; Nil
Responsible Officer / Officer's Interest	Patrick Steinbacher, Director of Technical Services; Nil
Proponent:	NA
Landowner:	NA
Date of Report: 17/04/2018	File No.: 61/1
Previous Reference:	2017/2018 Adopted Budget
Policy Implications:	<i>See heading below</i>
Statutory Implications:	<i>See heading below</i>
Strategic Implications:	Shire of Waroona Strategic Community Plan 2016/17-2025/26.
Financial Implications:	<i>See heading below</i>
<b>LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP):</b>	
<i>No. 2 Environment: Conserving our unique environment</i>	
<i>No. 6 Active Civic Leadership, Good Governance, &amp; Excellence in Management</i>	

### **PROPOSAL SUMMARY**

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

### **BACKGROUND / INITIAL COMMENTS**

A State Natural Resources Management Program grant has been received by the Shire to continue the Landowner Support for Fire Recovery project.

The grant funding will support the project in 2018, which aims to continue the success of the 2017 State NRM funded project to provide land rehabilitation support to landowners affected by the January 2016 Waroona-Yarloop bushfire. Funding will be provided to private landowners (primarily farmers) to undertake land restoration projects, with a focus on weed management, replacement and protection of remnant vegetation/waterways and revegetation projects such as shelterbelts and waterway banks. The project is a partnership between the Shire of Waroona and Peel- Harvey Catchment Council, with input from the Shire of Harvey and other NRM groups in the region whom work with landowners/ farmers.

### **PLANNING – STRATEGIC IMPLICATIONS**

Nil.

### **REFERRALS**

Nil.

### **STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS**

Shire of Waroona Strategic Community Plan 2016/17-2025/26

This item relates to Theme 2: Environment – Conserving our unique environment.



The item also relates to Theme 6: Active Civic Leadership, Good Governance, & Excellence in Management.

### **FINANCIAL ISSUES/IMPLICATIONS**

The 2017/18 budget is to be amended to account for the receiving of this grant. Income account 121030 to be increased and expenditure account 121130 to be increased by an amount of \$55,000 respectively.

### **POLICY ISSUES/IMPLICATIONS**

Nil.

### **STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS**

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

### **LEGAL ISSUES/IMPLICATIONS**

See Statutory Issues.

### **COMMUNITY CONSULTATION**

Nil.

### **OFFICER'S FINAL COMMENTS/CONCLUSIONS**

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

<b>Appendices Attached:</b>	<b>No</b>	<b>Appendices Numbers:</b>
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### **VOTING REQUIREMENTS**

Absolute Majority

### **OFFICER RECOMMENDATION**

**That Council approve amendments to the 2017/18 adopted budget as follows:**

**121130 – ‘Grants - Protection Environment’ be increased by \$55,000.  
121030.370 – Contributions & Donations be increased by \$55,000.**

<b>9.1.2 REQUEST FOR QUOTE 2018/02 – KERBSIDE WASTE AND RECYCLING COLLECTIONS AND ASSOCIATED SERVICES</b>	
Reporting Officer / Officer's Interest:	Patrick Steinbacher, Director Technical Services; No Interest
Responsible Officer / Officer's Interest	Patrick Steinbacher, Director Technical Services; No Interest
Proponent:	Shire of Waroona
Landowner:	n/a
Date of Report: 11/04/2018	File No.: 2018/02
Previous Reference:	Nil
Policy Implications:	See heading below
Statutory Implications:	See heading below
Strategic Implications:	See heading below
Financial Implications:	See heading below
<b>LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): No. 5 Assets, Resources, Financial Management &amp; Sustainability and No. 6 Good Governance</b>	

### **PROPOSAL SUMMARY**

The purpose of this item is to present to Council for its consideration the submissions received for RFQ 2018/02 – Waste and Recycling Collections and Associated Services, and to recommend the award of the contract to the successful contractor.

### **BACKGROUND/INITIAL COMMENTS**

Council's current waste collection contract is set to expire on 30 June 2018. This date is the expiration of the initial three year period, and while the contract allows for two twelve month extensions periods, it was decided after consultation with the Shire of Murray that it would be advantageous to enter into a joint procurement process and test the market with regards to establishing a new contract. The two extension periods of the existing contract are not compulsory and either party to the contract can decline to enter into them.

The contract subject to the new procurement is for an initial period of seven years with three twelve month extension options giving a potential overall period of ten years.

It was anticipated that the longer period of the contract plus the joint procurement process with the Shire of Murray would result in an advantageous outcome that would outweigh the implications of staying with the current contract for one or two more years and then having procure singularly.

The procurement process was conducted via WALGA's Preferred Supplier Panel (contract # CO02/11) which exposes the process to a list of pre-qualified service providers and also results in the process being able to be run as a 'request for quote' (RFQ) rather than a 'request for tender' (RFT). This allows greater flexibility and scope for negotiation.

The Shires of Murray and Waroona engaged Talis Consultants to carry out the procurement and evaluation processes. The RFQ was written with two separable portions, one for the Shire of Murray and one for the Shire of Waroona and these separable portions contained the individual requirements for each Shire.



Respondents had to submit two price schedules, one on the basis that two different contractors were engaged, one for each Shire, and another priced on the basis that one contractor was engaged for both Shires. This offered flexibility and allowed the opportunity to gauge the impact of economies of scale.

An invitation to lodge a response to the RFQ utilising the WALGA system was released on 18 January 2018 and closed on 1 March 2018. The invitation was advertised via the WALGA eQuotes portal which sends notification to each of the relevant pre-qualified contractors:

1. Avon Waste
2. Cleanaway
3. Great Southern Waste Disposal
4. JJ Richards & Sons Pty Ltd
5. Solo Resource Recovery
6. SUEZ
7. Tox Free Australia Pty Ltd
8. Veolia Environmental Services
9. Warren Blackwood Waste

A total of three submissions were received prior to the deadline, being:

1. Cleanaway
2. SUEZ – Conforming
3. SUEZ – Alternative

No non-conforming submissions were received.

The submissions were evaluated by Talis Consultants with assistance by representatives from both Shires and were assessed on price consideration and against the compliance and qualitative criteria. The qualitative criteria was assessed separately by each Shire and the panel while the compliance criteria was assessed collectively. The results of the evaluation was collated by Talis and forms a confidential evaluation report which will be available under separate cover at the OCM. Please note that this report discusses the outcomes for both Shires simultaneously and therefore there is some information contained therein which is not relevant to the Shire of Waroona.

Price was a factor in this request. A financial review was undertaken to gain an understanding of the financial implications for Council. In assessing the best value for money outcome the quoted prices were considered along with related factors affecting the total cost to the Shire. It is important to note that this was carried based on some assumptions as it is not possible to exactly predict the waste services that will be required in any given year. As in all procurement processes while price is a consideration the lowest price is not necessarily recommended for acceptance and the submissions were assessed holistically with all related factors to determine the most advantageous outcome.

**Compliance Criteria**

The compliance criteria for the RFQ were as follows:

<b>Description of Compliance Criteria</b>		
a)	Compliance with the Specifications	yes/no
b)	Compliance with the Conditions of Responding	yes/no





c)	Compliance with and Completion of the Respondent's Offer & Price Information	yes/no
d)	Compliance with the General & Special Conditions	yes/no

The submissions were evaluated against these criteria to assess conformance:

<b>Respondent</b>	a)	b)	c)	d)
Cleanaway	Yes	Yes	Yes	Yes
SUEZ (Conforming)	Yes	Yes	Yes	Yes
SUEZ (Alternative)	Yes	Yes	Yes	No

The alternative submission from SUEZ did not comply however as they also submitted a conforming response the alternative could be accepted, as per the terms of the RFQ.

**Qualitative Criteria**

The qualitative criteria for the RFQ were as follows. Each criterion was weighted to indicate the relative degree of importance:

<b>Description of Qualitative Criteria</b>		<b>Weighting</b>
a)	Demonstrated Experience in Completing Similar Projects	50%
b)	Demonstrated Understanding of the Required Tasks	20%
c)	Skills and experience of key personnel	15%
d)	Respondent's Resources	15%
<b>TOTAL</b>		<b>100%</b>

Each submission was scored against these criteria and the results were as follows:

<b>Respondent</b>	a)	b)	c)	d)	<b>Weighted Qualitative Score</b>
Cleanaway	38.7	15.2	11.7	12.7	78.3
SUEZ (Conforming)	37.3	15.2	11.0	11.7	75.2
SUEZ (Alternative)	37.3	15.2	11.0	11.7	75.2

**Price Considerations**

The submission from Cleanaway proved to be the most advantageous in terms of price following an evaluation where an assumed scenario was inputted into the evaluation spreadsheet, which gave a total annual cost.

This, coupled with their score against the qualitative criteria gives Cleanaway the highest overall ranking, and they have complied with the compliance criteria as shown above.

There are some issues that are facing the recycling industry and which apply regardless of contractor, and should be mentioned as they have a potential future impact on costs.



Firstly China has recently implemented a ‘National Sword’ policy which bans the import of various waste streams and which has had a direct impact on recycling in Western Australia as China is the end destination of the majority of recyclables sourced here. While other markets exist they are likely to also be impacted.

Contamination within the recyclable materials is also a growing problem and recycling operators are looking to implement cost recovery initiatives should contamination reach certain levels.

There is also some uncertainty in the industry about the value of commodities and the impact that will have. Cleanaway have indicated that should the value increase they will be open to entering into a profit sharing mechanism.

Cleanaway was approached regarding these issues however was not in a position to fully respond at the time of evaluation. They have given written assurance that no additional costs will be added without negotiation in good faith with the Shire of Waroona and prior agreement. Officers feel that this is a satisfactory outcome at this time. It is very likely if such costs prove to be inevitable then they would have been applied whether the new procurement process took place at this time or at some time during the two twelve month extension periods of the existing contract. Similarly, should a profit sharing mechanism prove attractive in the future this can be negotiated.

### **PLANNING – STRATEGIC IMPLICATIONS**

Nil

### **REFERRALS**

This matter was determined with assistance from Talis Consultants and Officers of the Shire of Murray.

### **STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS**

This issue comes under sections:

- 5 of the SCP: 5.05 Pursue items and actions which will improve the efficiencies of the organisation
- 6 of the SCP: 6.08 Sharing of Resources [with other Councils]

### **FINANCIAL ISSUES/IMPLICATIONS**

The Waste Management Budget for 2018/19 will be prepared using the costs submitted in Cleanaway’s response.

While it is difficult to exactly quantify the total annual costs of both the existing contract and the proposed replacement, indications are that the annual cost will be only slightly (in the order of less than \$10,000) higher than the current contract. Officers see this as very much a reasonable outcome and makes the decision to share the procurement process with the Shire of Murray as a sound one, as Cleanaway has indicated that the size of the Shire of Murray contract has allowed them to offer the Shire of Waroona very competitive pricing.

Talis Consultant's costs will be met by the 2017/18 waste management budget.

### **POLICY ISSUES/IMPLICATIONS**

Nil

### **STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS**

The procurement process has been conducted as per the relevant sections of the Local Government Act 1995 and Council policy 3.3 'Purchase of Budget Items' and via the processes of the WALGA Preferred Supplier Panel contracts.

### **LEGAL ISSUES/IMPLICATIONS**

At the time of writing the draft contract is being reviewed by Mcleods as a matter of due diligence however there is no reason to believe that there will be any outstanding legal issues.

Cleanaway have raised some legal qualifications and requested the consideration of these to be included and/or amended within the contract. Following discussions with Talis to seek clarification these matters are not seen to adversely affect the contract or pricing and they will be negotiated to an outcome prior to the commencement date.

### **COMMUNITY CONSULTATION**

Nil

### **OFFICER'S FINAL COMMENTS/CONCLUSIONS**

Officers feel that the decision to joint procure in this regard has proven to be a sound one and are very satisfied with the performance of Talis and the proposed outcome. It locks in the waste collection contract for at least seven years and up to ten, which allows for certainty of service and cost.

Cleanaway are the Shire's current waste collection contractor therefore the transition from the old contract to the new will be seamless in terms of the on the ground activities with no major changes to the way the collection is carried out. Cleanaway have provided a professional service with high standards during the period of the current contract and that experience combined with the fact that the cost will likely be only slightly increased makes Officers confident to recommend that Council endorse the recommendation to award the new contract to them.

<b>Appendices Attached:</b>	<b>No</b>	<b>Appendices Numbers:</b>
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### **VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

**That Council:**

- 1. Accepts the quotation from Cleanaway under the WALGA Preferred Supplier Contract CO02/11 for Kerbside Waste and Recycling Collections and Associated Services in accordance with the specifications and rates detailed in their quotation for a period of seven (7) years commencing on 1 July 2018 with an option for three one (1) year extensions to 30 June 2028.**
- 2. Delegates authority to the Chief Executive Officer to negotiate with Cleanaway regarding any legal or financial matters pertaining to the contract.**

## 9.2 DIRECTOR DEVELOPMENT SERVICES

<b>9.2.1 2018 SHIRE OF WAROONA COMMUNITY DEVELOPMENT GRANTS</b>	
Reporting Officer / Officer's Interest:	Brad Vitale – Community Development Officer / Interest affecting impartiality
Responsible Officer / Officer's Interest	Louis Fouche – Director Development Services / No interest
Proponent:	Shire of Waroona
Landowner:	N/A
Date of Report: 16/04/2018	98/1
Previous Reference:	-
Policy Implications:	Nil
Statutory Implications:	Local Government Act 1995
Strategic Implications:	Strategic Community Plan 2016/17 – 2025/26
Financial Implications:	Allocation of \$6,400 in 2016/17 Budget Advertising and administration costs (budgeted)
<b>LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan): Theme 4: Society/Community Wellbeing, Theme 6: Good Governance</b>	

### **PROPOSAL**

Council is requested to consider the recommendation by the Small Grants and Awards Committee for the 2018 Shire of Waroona Community Development Grants.

### **BACKGROUND**

The Shire of Waroona Community Development Grants scheme was developed in 2004 to assist the community with projects and activities that enhance the community in line with community development principles and the Shire of Waroona Strategic Community Plan. The scheme provides up to \$800 for each proposal and has assisted a number of community groups and organisations since its inception.

### **POLICY IMPLICATIONS**

Nil.

### **FINANCIAL IMPLICATIONS**

A total of \$7,000 is available from the 2017/18 Budget for the 2018 Shire of Waroona Community Development Grants. Applications for funding total \$12,722.35. As a result, the program is oversubscribed with requests for funds exceeding the total budget allocated amount by \$5,722.35.

Advertising and administration costs are separately budgeted.

### **STATUTORY IMPLICATIONS**

Section 6.2 of the Local Government Act 1995 requires local governments to prepare and adopt an annual budget.



## **STRATEGIC IMPLICATIONS**

The relevant Strategic Community Plan 2016/17 – 2025/26 areas are Theme 4 – Society / Community Wellbeing, and Theme 6: Good Governance. Relevant strategies include:

- 4.01 Pursue a social environment that is accessible and inclusive for all ages and abilities;
- 4.02 Support, recognise and encourage volunteers; and
- 6.01 Excellence in decision making, improve analysis, improve knowledge, extra training.

## **COMMUNITY CONSULTATION**

The 2018 Shire of Waroona Community Development Grants were advertised in the Drakesbrook Despatch, Harvey-Waroona Reporter and on Council's website. Application forms and guidelines were also distributed to all community organisations on the Shire's database via email. Hard copies of these documents were available from the Shire Office upon request.

Consultation as well as assistance where required by applicants, was made available through the Shire of Waroona Community Development Officer.

## **OFFICER'S COMMENTS**

This year has seen seventeen applications submitted, the same as last year's round.

Applications include three first time applicants being Waroona District High School P&C Association (Kindy), Waroona Poultry Club and Waroona/Wagerup/Yarloop Meals on Wheels.

The following table outlines the applicant organisations and the respective requested amounts.

<b>ORGANISATION</b>	<b>AMOUNT REQUESTED</b>
FRAGYLE	\$800.00
Just Cruizin Street Machiners	\$400.00
Lake Clifton Herron Residents Association	\$624.80
Lions Club of Waroona	\$800.00
Preston Beach Golf Club	\$800.00
St Joseph's P&F Association	\$800.00
Waroona Agricultural Society	\$776.00
Waroona Bowling & Social Club	\$800.00
Waroona Community Men's Shed	\$521.55
Waroona District High School P&C Association (Kindy)	\$800.00
Waroona District High School P&C Association (Whole School)	\$800.00
Waroona Family Support Services	\$800.00
Waroona Football Club	\$800.00
Waroona Karate Club	\$800.00
Waroona Playgroup	\$800.00
Waroona Poultry Club	\$800.00
Waroona/Wagerup/Yarloop Meals on Wheels	\$800.00
<b>TOTAL</b>	<b>\$12,722.35</b>

See **Appendix 9.2.1A** for a comprehensive summary of applications. Previous recipients from 2012-2017 are listed at **Appendix 9.2.1.B**.

<p><b>Appendices Attached: Yes</b></p>	<p><b>Appendices Numbers:</b>  <b>9.2.1A Summary of 2018 Applications</b>  <b>9.2.1B Previous Recipients 2012-2017</b>  <b>9.2.1C 2018 Guidelines</b></p>
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**VOTING REQUIREMENTS**

Simple Majority.

**SMALL GRANTS AND AWARDS COMMITTEE RECOMMENDATION**

That in relation to the 2018 Shire of Waroona Community Development Grants, the Small Grants and Awards Committee recommends that Council awards the following grants from the 2017/18 small grants program:

1. FRAGYLE to receive \$300 to assist with operational expenses;
2. Just Cruizin Street Machiners to receive \$400 to assist with the purchase of promotional signage;
3. Lake Clifton Herron Residents Association to receive \$300 to assist with the purchase of a table and chair trolley;
4. Lions Club of Waroona to receive \$700 to assist with their first year holding the Vintage Machinery Rally;
5. Preston Beach Golf Club to receive \$200 to assist with the purchase of a new commercial fridge;
6. St Joseph’s P&F Association to receive \$300 to assist with the installation of new park setting seats;
7. Waroona Agricultural Society to receive \$300 to assist with the purchase of volunteer communication technology;
8. Waroona Bowling & Social Club to receive \$500 to assist with the purchase of new lawn bowls;
9. Waroona Community Men’s Shed to receive \$300 to assist with the purchase of upgraded equipment;
10. Waroona District High School P&C Association (Kindy) application for \$800 be unsuccessful;
11. Waroona District High School P&C Association to receive \$800 to assist with the purchase of a commercial oven;
12. Waroona Family Support Service to receive \$500 to assist with the holding of school holiday activities;
13. Waroona Football Club to receive \$400 to assist with the Eagles-Demons Football Development Project;
14. Waroona Karate Club application for \$800 be unsuccessful;
15. Waroona Playgroup to receive \$400 to assist with the holding of events throughout the year;
16. Waroona Poultry Club to receive \$800 to assist with expanding the poultry pavilion; and
17. Waroona/Wagerup/Yarloop Meals On Wheels to receive \$800 to assist with the purchase of consumables.

**CARRIED 4/0**



<b>9.2.2 2019 SHIRE OF WAROONA COMMUNITY DEVELOPMENT GRANTS – GUIDELINES, APPLICATION FORM &amp; ACQUITTAL REPORT</b>	
Reporting Officer / Officer's Interest:	Brad Vitale – Community Development Officer / No interest
Responsible Officer / Officer's Interest	Louis Fouché – Director Development Services / No interest
Proponent:	Shire of Waroona
Landowner:	N/A
Date of Report: 05/04/18	98/1
Previous Reference:	Small Grants & Awards Committee Meeting – 10 April 2017
Policy Implications:	Nil
Statutory Implications:	Associations Incorporation Act 2015
Strategic Implications:	Strategic Community Plan 2016/17 – 2025/26
Financial Implications:	See heading in report
<b>LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan</i>): Theme 4: Society/Community Wellbeing, Theme 6: Good Governance</b>	

### **PROPOSAL**

Council is requested to consider the recommendation by the Small Grants and Awards Committee for the proposed amended guidelines for the 2019 Shire of Waroona Community Development Grants.

### **BACKGROUND**

The Shire of Waroona Community Development Grants scheme was developed in 2004 to assist the community with projects and activities that enhance the community in line with community development principles and the Shire of Waroona Strategic Community Plan. The scheme provides up to \$800 for each proposal and has assisted a number of community groups and organisations since its inception.

Last year, there was a diverse range of applicants with varying financial situations, with most organisations clearly meeting the eligibility requirements set in the guidelines. However there was uncertainty regarding the eligibility of larger not-for-profit organisations that have relatively greater access to funding and resources. At its meeting on 10 April 2017, the Small Grants and Awards Committee resolved:

“That the guidelines for the Community Development Grants be reviewed prior to the next grant round in 2018, specifically clarifying the non-eligibility of businesses”.

### **POLICY IMPLICATIONS**

Nil.

### **FINANCIAL IMPLICATIONS**

Budget increased from \$6,400 in 2016/17 to \$7,000 in 2017/18.





## **STATUTORY IMPLICATIONS**

Associations Incorporations Act 2015, Part 5, Division 1, s.64 states that:

1. An incorporated association is a tier 1 association in respect of a financial year if —
  - (a) for the year it has revenue of less than —
    - (i) an amount prescribed for the purposes of this subsection; or
    - (ii) if no amount is prescribed, \$250 000; or
  - (b) the Commissioner has declared the incorporated association to be a tier 1 association in respect of the financial year under section 65(1)(a).
  
2. An incorporated association is a tier 2 association in respect of a financial year if —
  - (a) for the year it is not a tier 1 association or a tier 3 association; or
  - (b) the Commissioner has declared the incorporated association to be a tier 2 association in respect of the financial year under section 65(1)(b).
  
3. An incorporated association is a tier 3 association in respect of a financial year if for the year it has revenue of or exceeding —
  - (a) an amount prescribed for the purposes of this subsection; or
  - (b) if no amount is prescribed, \$1 000 000.
  
4. Revenue is to be calculated for the purposes of this section in accordance with the accounting standards in force at the relevant time (even if the standards do not otherwise apply to the financial year of the incorporated association concerned).

## **STRATEGIC IMPLICATIONS**

The relevant Strategic Community Plan 2016/17 – 2025/26 is Theme 6: Good Governance. Relevant strategies include:

- 6.01 Excellence in decision making, improve analysis, improve knowledge, extra training.
- 6.02 Pursue high professional governance actions: regular reviews of policies, local laws, delegations of authority and various management plans
- 6.06 Maintain high levels of internal controls, including continuous reviews.

## **COMMUNITY CONSULTATION**

Recipients of the 2017 Shire of Waroona Community Development Grants were provided with an opportunity to give feedback on the funding program in the 2017 Acquittal Form. The only feedback was support for the funding program, without any recommendations or suggestions to modify the program.

## **OFFICER'S COMMENTS**

Last year saw the greatest number of applications since the Shire of Waroona Community Development Grants scheme was initiated. As a result, the program was oversubscribed with requests for funds exceeding the total budget allocated amount



by \$7,687. This year has seen seventeen applications submitted, the same as last year’s round. Applications for funding total \$12,722.35. As a result, the program is oversubscribed with requests for funds exceeding the total budget allocated amount by \$5,722.35.

There was a diverse range of applicants with varying financial situations, with most organisations clearly meeting the eligibility requirements set in the guidelines. However there was uncertainty regarding the eligibility of larger not-for-profit organisations that have relatively greater access to funding and resources.

To clarify eligibility and ensure that smaller organisations are competitive in the Community Development Grants, it is proposed to amend the eligibility of incorporated not-for-profit organisations by only allowing incorporated not-for-profits that are classed as a Tier 1 Association in accordance with the Association Incorporations Act 2015 to apply. (See Statutory Implications heading in report).

This proposed amendment also eliminates the requirement to specify sporting clubs in the eligibility, as sporting clubs are not-for-profit organisations that must comply with the Association Incorporations Act 2015.

Other proposed amendments to the Guidelines include:

- An increase to the favourable contribution from organisation towards the total project cost from 25% to 50%;
- That Council approves the grant recipients as recommended by the Small Grants and Awards Committee; and
- Events and infrastructure as eligible expenditure.

<b>Appendices Attached:</b>	<b>No</b>	<b>Appendices Numbers: N/A</b>
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**VOTING REQUIREMENTS**

Simple Majority.

**SMALL GRANTS AND AWARDS COMMITTEE RECOMMENDATION**

**That in relation to the 2019 Shire of Waroona Community Development Grants, the following amendments to the Guidelines be endorsed:**

- 1. To only allow incorporated not-for-profits that are classed as a Tier 1 Association in accordance with the Association Incorporations Act 2015;**
- 2. Remove the specification of sporting clubs;**
- 3. Remove operating expenses and affiliation/memberships as eligible expenditure;**
- 4. Include events and infrastructure as eligible expenditure;**
- 5. Include the clause that Council has the discretion to consider and accept applications that do not clearly meet the guidelines should those applications demonstrate merit and community value;**
- 6. Increase the favourable contribution from the applicant organisation towards the total project cost from 25% to 50%; and**
- 7. Include that Council approves the grant recipients as recommended by the Small Grant & Awards Committee.**

**CARRIED 4/0**



<b>9.2.3 PROPOSED HOLIDAY HOUSE – LOT 27 (NO. 4) LAKE VIEW ROAD, PRESTON BEACH</b>	
Reporting Officer / Officer's Interest:	Leonard Long, Manager Development Services; Nil
Responsible Officer / Officer's Interest	Leonard Long, Manager Development Services; Nil
Proponent:	Joanne Pearmine & Stuart Peacock
Landowner:	Joanne Pearmine & Stuart Peacock
Date of Report: 05/12/2017	File No.: TP2005
Previous Reference:	Nil.
Policy Implications:	Local Planning Policy 1 – Community Consultation Local Planning Policy 26 – Holiday Homes (as amended)
Statutory Implications:	Planning and Development Act 2005; Planning & Development (Local Planning Schemes) Regulations 2015; Peel Region Scheme 2003; Shire of Waroona Local Planning Scheme No. 7 1996.
Strategic Implications:	Shire of Waroona Strategic Community Plan 2016/17-2025/26; Shire of Waroona Local Planning Strategy 2009.
Financial Implications:	<i>See heading below</i>
<b>LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>):</b> <i>No.3 Land Use: Responsible Land Use Planning, and Protecting Rural Land</i>	

### **PROPOSAL SUMMARY**

Council is requested to consider an application for Planning Consent for a Holiday House for twelve (12) people at Lot 27 (No 4) Lake View Road, Preston Beach. The Holiday House is proposed to be located at an existing single house. The applicant proposes a maximum of 12 guests (Holiday House – large) at any one time. The holiday house is proposed to be managed by Aldemor Holiday Services in Preston Beach. A location plan is at **APPENDIX 9.2.3A**, a site plan and parking plan are at **APPENDIX 9.2.3B** and the Property Management Plan is at **APPENDIX 9.2.3C**.

### **BACKGROUND / INITIAL COMMENTS**

The subject 728m<sup>2</sup> lot is located within the Preston Beach Town site. The topography of the lot slopes from the rear lot boundary to the front lot boundary. The lot boundaries are shared with five other Urban 9 – Preston Beach zoned lots. Mature native vegetation is located throughout the lot. No boundary fences are in place.

#### **Previous approvals**

A building permit (BA1987082) is issued for a dwelling, which was approved on the 02/10/1987.

A building permit (BA2010088) is issued for a patio, which was approved on the 09/08/2010.



A building permit (BA2014148) is issued for a bathroom extension, which was approved on the 19/12/2014.

### **PLANNING – STRATEGIC IMPLICATIONS**

#### **Local Planning Strategy 2009 (LPS)**

The subject lot is designated as Residential within and located within the Coastal Precinct. Council's objective is to provide for the enhancement of the Preston Beach Townsite.

Primary Uses of the designated area include: Single House, Grouped Dwelling, Home Occupation, and Home Office.

### **REFERRALS**

Upon referral to internal departments the following comments were received:

The Director of Technical Services provided comment regarding off-street parking; that there shall be sufficient space within the lot to accommodate the expected number of cars. Also the recommendation to include an advice note regarding prohibited on-street parking.

Building Services provided comment regarding the Building Code of Australia requirements for the building.

Health Services provided comment concluding that the details provided for the current septic system, would not have the capacity sufficient for use by a maximum of 12 people. To comply with *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* the waste disposal for standard concrete leach drains would need to be a minimum length of 26m (2 x 13m alternating leach drains).

### **STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS**

#### **Shire of Waroona Strategic Community Plan 2016/17-2025/26**

This item relates to Theme 3: Land Use – Responsible Land Use Planning and Protecting Rural Land.

### **FINANCIAL ISSUES/IMPLICATIONS**

The retrospective planning consent application fee of \$666 has been received. The annual renewal fee of \$73 is applicable.

### **POLICY ISSUES/IMPLICATIONS**

#### **Local Planning Policy 1 – Community Consultation**

The objective of this policy is to ensure that an appropriate level of community notification is undertaken to keep any potentially affected landowners aware of a development proposal and to allow them opportunity to make a submission to allow their concerns to be considered by Council prior to making a decision.

The policy requires that an application for a Discretionary Use under the Zoning Table is to be advertised to owners and occupiers of affected neighbouring properties for a period of 14 days.

### Local Planning Policy 26 – Holiday Homes

The draft Local Planning Policy 26 – Holiday Homes was initiated for advertising by Council during the Ordinary Council Meeting held 27<sup>th</sup> March 2018. The amendments to the policy are primarily updates to terms that make the policy consistent with planning legislation (i.e. Homes to House). The proposed amendments have no significant impact on this assessment.

LPP 26 aims to regulate short stay accommodation in order to minimise uncertain legal environment, issues of inequity with other service providers and land use conflict. Implementation of the policy ensures a high standard of development and management of holiday homes and minimise potential adverse impacts on the amenity of neighbouring residential lots. The policy regulates the subject land use in order to contribute to the high standard of amenity for this section of the tourism industry in Preston Beach.

The objectives of this policy are to:

- To recognise the increasing market demand for holiday homes within the Shire of Waroona and to provide operators and other stakeholders with clarity on the issues that Council wishes to address.
- To encourage holiday homes in residential dwellings in appropriate zones and locations where the proponent addresses relevant issues and suitably manages the use on an ongoing basis.
- To ensure that these types of uses do not compromise the amenity of residential areas or nearby residents.
- Encourage operators to abide by recognised best practice, relevant legislation and this policy.
- To support the role of holiday homes as part of the tourism industry.

The policy was adopted in June 2012 and is based on the following state government documents:

- Western Australian Planning Commission Guidelines: Holiday Homes - Short Stay Use of Residential Dwellings;
- Tourism Council Western Australia Holiday Home Rental Best Practice Standards; and
- Planning Bulletin 99 – Holiday Home Guidelines.

### **STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS**

#### Planning and Development Act 2005

The Act provides the statutory head of power for enforcement of Local Planning Schemes and regulations made under the Act.

#### Planning and Development (Local Planning Schemes) Regulations 2015

Under Schedule 2 - Deemed Provisions for local planning schemes Clause 60 Requirement for Development Approval states the following:



*“A person must not commence or carry out any works on, or use, land in the Scheme area unless —*

- (a) the person has obtained the development approval of the local government under Part 8; or*
- (b) the development is of a type referred to in clause 61.”*

### Peel Region Scheme 2003 (PRS)

Under the Peel Region Scheme the subject lot is zoned Urban.

Cl.12 Purposes of zones, states:

Land is classified into zones under the scheme for the following purposes –

- a) Urban — to provide for residential development and associated local employment, recreation and open space, shopping, schools and other community facilities.

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

The subject lot is located within the ‘Urban 9 – Preston Beach’ zone of the Shire of the TPS and is subject to Clause 3.12 of the TPS.

Clause 3.12.1, Objective and Policies states, Council’s objective is to ensure that the Preston Beach Townsite develops for residential, holiday accommodation and recreational uses in a manner consistent with protection of the environment and landscape of the area. Council’s policies will therefore be to:

- support the District Planning Strategy recommendations for development of the zone with flexibility to adapt to changing circumstances;
- permit, at the discretion of Council, a range of uses compatible with the character and intent of the zone;
- require that development be of a scale, construction and appearance which is, in the opinion of Council, appropriate to the area;
- ensure that development has minimal adverse impact on the Yalgorup National Park and Coastal reserves which abut the zone;
- implement the adopted Management Plan for the Preston Beach Coast.

A Holiday House is a “D” Use under Clause 3.2 Zoning Table. In terms of clause 3.3(2) of the scheme a “D” use is a discretionary land use that is not permitted unless the local government has exercised its discretion by granting development approval.

### **LEGAL ISSUES/IMPLICATIONS**

See Statutory Issues.

### **COMMUNITY CONSULTATION**

In accordance with the provisions of LPP1 and Clause 64 of the Deemed Provisions, notification letters were sent to adjoining / affected neighbours and an advertisement published on the Shire website.

A 14 day period was provided for comments relating to the application between 9 November 2017 and 23 November 2017.



A summary of the submissions received and officer comments in relation to the submissions is at **APPENDIX 9.2.3D**.

### **OFFICER'S FINAL COMMENTS/CONCLUSIONS**

The development and use of land for a Holiday House is consistent with the objective of the Preston Beach zone including, ensuring that the Townsite develops for residential and holiday accommodation.

The application is required to be considered in accordance with the provisions of Local Planning Policy 26 – Holiday Homes (LPP 26). An assessment of the application against the matters to be considered in LPP 26 is as follows:

A minimum of three parking bays are required for the proposed Holiday House. The dimensions of a parking bay under AS2890.1 2004 are 5.4m long, 2.4m wide.

The 7.5m setback between the existing Single House and the front lot boundary provides adequate space for three parking bays. The existing 'looped' limestone driveway provides space for three parking bays, as shown on the site plan. However, subsequent of the driveway and parking design, one car will be parked in at all times.

No on street parking is permitted or proposed with the application.

Waste services contracted by the Shire and provided by Cleanaway extend to the Preston Beach locality. It is recommended that an advice note be included so the applicant is aware they will need to organise a waste collection at the subject site.

Details of the septic system are included in the application. The Environmental Health Officer advised that the system will be required to be upgraded in order to accommodate twelve (12) people and comply with *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*.

The applicant has been made aware of the required upgrade and has conferred with a plumber regarding the upgrade as well as the cost. The applicant proposed that in accordance with the Environmental Health Officer's recommendation, they will install 2 x 13m leach drains with trafficable lids for the septic tanks.

A likely location for the additional leach drain will be between the existing leach drain and the front lot boundary. Subsequently, that space cannot be used for parking.

A Property Management Plan was prepared by Aldemor Holiday Services and submitted with the application. The Management Plan is consistent with the provisions of the Policy including:

- a) Details of the agreement with the management company including maintenance and cleanliness. As well as contact information. The management company is located within Preston Beach and therefore within 1 hour from the subject lot.
- b) The Code of conduct within the Management Plan includes various noise restrictions.
- c) Noise pollution is addressed within time restrictions and a "no extreme party policy" that is in place.

In terms of potential impact on the amenity of neighbouring residents due to the noise pollution that may be caused by patrons staying at the holiday house, it is noted that the Property Management Plan details noise restrictions that are as follows:

- Music being played must be reduced to an inaudible level outside the property by 10pm;
- A No Extreme Party Policy is in place and policy and/or nuisance call outs will result in immediate removal of the occupants;
- The name and contact details of the management company will be distributed to the immediate neighbours and all complaints should be directed to Aldemor.

It is also noted that the Property Management Plan states that one of the managers will be available 24hours a day, 7 days a week.

A Fire and Emergency Plan was submitted as part of the Property Management Plan.

The Property Management Plan is consistent with all requirements stipulated under the policy.

It is recommended that a condition be included regarding the information to be displayed in the holiday house in order to make the proposed land use compliant with the policy provisions.

Given the above assessment, the proposal is considered to be consistent with the objectives of the zone and the provisions of LPP 26. For this reason the application is recommended for approval.

<b>Appendices Attached:</b>	<b>Yes</b>	<b>Appendices Numbers:</b>	<b>9.2.3A-D</b>
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**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

**That in relation to the proposed Holiday House at Lot 27 (No. 4) Lakeview Road, Preston Beach, Council resolves to approve the application subject to the following conditions:**

- 1. The Holiday House (Large) hereby approved shall occur in accordance with the plans and specifications approved with the application and these shall not be altered or modified without the prior written approval of Council.**
- 2. No more than twelve (12) guests are to be accommodated in the Holiday House at any given time.**
- 3. A minimum of three (3) car parking bays are to be provided for on-site. Car parking bays are to comply with Australian Standard 2890.1 2004 (as amended). All parking associated with the Holiday House shall be contained wholly on site. No verge parking is permitted.**





4. The Holiday House Management Plan prepared by Aldemor Holiday Services at Preston Beach submitted by the applicant and dated 12 October 2017 is to be implemented to the satisfaction of the Shire of Waroona and subject to the following changes:
  - The 'No Extreme Party Policy' section of the Management plan being renamed to 'No Party Policy'.
5. The following information is to be displayed in the Holiday House:
6. Caretaker/manager or Management Company and its contact details.
7. Emergency contact details.
8. Code of Conduct.
9. Fire and Emergency Response Plan.
10. The Planning Consent for the Holiday House shall expire at the end of one (1) year from the notice of approval.

**ADVICES NOTES:**

- A. Please note that this Planning Consent must be renewed before the one (1) year approval period expires for the Planning Consent to remain valid. An annual renewal fee of \$73 currently applies.
- B. Any proposed changes to the nature of the Holiday House or any of the conditions of approval requires the consent of Council.
- C. Please note that the landowner / property manager of the property shall remain responsible for the management of the conduct and behaviour of the occupants of the Holiday House at all times in order to preserve the amenity of the area.
- D. The owner is encouraged to prepare a Fire and Emergency Plan. The Fire and Emergency Plan may include the provision of the following fire safety measures:
  - Provision of fire extinguishers, fire blankets and internal hardwired smoke alarms.
  - Outside barbeques to be gas or electric.
  - Emergency Evacuation Plan.
  - Access to water supply.
- E. The Building Regulations (2012) require the owner of a dwelling to have compliant smoke alarms installed prior to the transfer of ownership, or when a dwelling is made available for rent or hire. Owners must ensure that the smoke alarm(s):
  - Are in accordance with the Building Code of Australia (BCA) applicable at the time of installation of the alarms (the BCA

- specifies the minimum standards and location that smoke alarms must comply with); and
- Are not more than 10 years old at the time of the transfer of ownership, or making the dwelling available for rent or hire; and
  - Are in working order; and
  - Are permanently connected to consumer mains power.
- F. In dwellings where the construction of the building does not permit a space to conceal the wiring or where no mains power is available, smoke alarms with a 10 year battery life may be permitted.
- G. The Holiday House owner is encouraged to become a member of a suitable holiday house accreditation agency. See the Tourism Council of WA's website for further detail (<http://www.tourismcouncilwa.com.au/accreditation>).
- H. Please note that, should the current septic system be insufficient to cater for twelve guests at any one time, an upgrade to the septic system will be required in order to comply with the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*. Please contact the Shire of Waroona Environmental Health Department for further information.
- I. The applicant is advised that waste is to be removed from the lot to the satisfaction of the Shire of Waroona. Please contact the Shire to register for waste collection.
- J. The applicant is advised that a crossover application is required. Details and advice on this can be sought from the Shire's Technical Services Directorate.

<b>9.2.4 PROPOSED 24 HOUR RECREATIONAL VEHICLE FREE STAY AREA IN PRESTON BEACH CARPARK (RESERVE 32010)</b>	
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:	Shire of Waroona (vested)
Date of Report: 10/4/2018	File No.: A2245
Previous Reference:	Nil
Policy Implications:	Nil
Statutory Implications:	Caravan Parks and Camping Grounds Act 1995 Land Administration Act 1997 Planning and Development Act 2005 Caravan Parks and Camping Grounds Regulations 1997 Planning and Development (Local Planning Schemes) Regulations 2015 Peel Region Scheme 2003 Shire of Waroona Local Planning Scheme 1996
Strategic Implications:	<i>See heading below</i>
Financial Implications:	<i>See heading below</i>
<b>LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>):</b>	
<i>No.5 Asset Management and Financial Sustainability: Provision of functional Assets to support services, involving built/acquired assets, &amp; Infrastructure; Financial Proficiency &amp; Sustainability</i>	

### **PROPOSAL SUMMARY**

Council is requested to consider providing its consent to allow 24 Hour Recreational Vehicle Free Stay Area in the Preston Beach carpark (Reserve 32010).

Parking is to be limited to a maximum of 24 hours and will be regulated by the Shire's Rangers Services. Initially a trial period operating from 1 May 2018 till 31 October 2018 is proposed.

No fee is proposed for the use of the parking area. The area of use will be limited to 5 recreational vehicles in accordance with the conditions set out in **APPENDIX 9.2.4B**.

### **BACKGROUND / INITIAL COMMENTS**

There is currently no availability for overnight caravan parking within the Preston Beach townsite. The provision of such a facility is considered to be an important improvement to the diversity of tourism accommodation within Preston Beach.

### **PLANNING – STRATEGIC IMPLICATIONS**

Nil.

### **REFERRALS**

The Director Technical Services has recommended that the bays proposed to be used for overnight parking be appropriately marked and signage installed detailing the conditions of stay.



## **STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS**

The relevant Strategic Community Plan issue area is number 5 – Asset Management and Financial Sustainability: Provision of functional Assets to support services, involving built/acquired assets, & Infrastructure; Financial Proficiency & Sustainability.

## **FINANCIAL ISSUES/IMPLICATIONS**

No fee is proposed for the use of the overnight parking area. Regulation of the use will be accommodated within the existing operating budget. Initial expenditure to demarcate the available bays and erect signage is expected to be \$1,500.

## **POLICY ISSUES/IMPLICATIONS**

Nil.

## **STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS**

### Planning and Development Act 2005

The Act provides a head of power for regulations and schemes made under it.

### Land Administration Act 1997

The Act provides a head of power for vesting and management orders in relation to crown land. Reserve 32010, which includes the parking area shown in **APPENDIX 9.2.4A** is a Crown Reserve vested in the Shire of Waroona for the purposes of recreation.

### Caravan Parks and Camping Grounds Act 1995

The Act provides a head of power for the *Caravan Parks and Camping Grounds Regulations 1997*.

### Caravan Parks and Camping Grounds Regulations 1997

Regulation 11 (d) (i) states that a person may camp on any land which is reserved under the *Land Administration Act 1997* and placed under the care control and management of a state instrumentality, in accordance with the permission of that instrumentality.

### Planning and Development (Local Planning Schemes) Regulations 2015

Clause 61(2)(a) of Schedule 2 to the Regulations states that a use wholly located on an area identified as a regional reserve under a region planning scheme is exempt from development approval of the local government.

### Peel Region Scheme 2003 (PRS)

Clause 20(b) of the Scheme states that reserved land vested in a public authority may be used by the public authority without the approval of the Commission if the land is used for any purpose for which the land may be lawfully used by the public authority.

Reserve is reserved under the PRS as Regional Open Space.

### **Shire of Waroona Local Planning Scheme 1996 (LPS)**

Reserve 32010 is reserved under the LPS as Regional Open Space.

### **LEGAL ISSUES/IMPLICATIONS**

In the consideration of the long term implementation of the proposal Council may consider the adoption of a local law to provide specific provisions relating to overnight parking.

### **COMMUNITY CONSULTATION**

Formal consultation has not been undertaken in relation to this item. Any comments received during the trial period may be considered by Council as part of the further consideration of the proposal.

### **OFFICER'S FINAL COMMENTS/CONCLUSIONS**

The provision of 24 Hour Recreational Vehicle Free Stay Area is considered to be an important improvement to the diversity of tourism accommodation within Preston Beach. A trial of such a use during the off peak period of 2018 is expected to provide an indication of whether the proposal could be made permanent or extended to other areas in the shire in the future. It will also enable the Shire to get an understanding of what other potential issues may arise with the concept.

The use of the appropriate parking areas is not expected to significantly compromise the functionality of the car park during the off peak period of users of the car park. The use of the area will be conditional on compliance with the provisions set out in **APPENDIX 9.2.4B**, which will include a sign on site. Depending on the results of the trial, specific parking bays could be allocated for overnight stay of Recreational Vehicles in the future.

<b>Appendices Attached:</b>	<b>Yes</b>	<b>Appendices Numbers:</b>	<b>9.2.4A&amp;B</b>
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### **VOTING REQUIREMENTS**

Absolute Majority.

### **OFFICER RECOMMENDATION**

**That in relation to the proposed 24 hour recreational vehicle free stay within Reserve 32010 Preston Beach and pursuant to Regulation 11 of the *Caravan Parks and Camping Grounds Regulations 1997*, Council resolves to provide consent for free camping within Reserve 32010, for the period of 1 May 2018 to 31 October 2018 subject to the conditions outlined in **APPENDIX 9.2.4B**. The CEO is authorised to impose additional conditions and to resolve any disputes if the necessity arises.**

**9.3 DEPUTY CEO/DIRECTOR CORPORATE SERVICES**

<b>9.3.1 ACCOUNTS FOR PAYMENT</b>	
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: 11/4/18	File No.: 1/3
Previous Reference:	N/A
Policy Implications:	N/A
Statutory Implications:	N/A
Strategic Implications:	N/A
Financial Implications:	N/A
<b>LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): No. 6 “Active Civic Leadership, Good Governance, &amp; Excellence in Management”</b>	
<b>Voting Requirements</b>	<b>Simple Majority</b>

<b>Appendices Attached:</b>	<b>Yes</b>	<b>Appendices Numbers:</b>	<b>9.3.1</b>
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<b><u>OFFICER RECOMMENDATION</u></b>		
<b>That Vouchers numbered:</b>		
<b><u>ACCOUNT</u></b>	<b><u>CHEQUE NOS.</u></b>	<b><u>TOTAL \$</u></b>
Municipal	Cheques 8869 - 8898	\$77,360.11
Trust (Cheque/EFTs)	Chq: 11166-11169 EFT 27201, 27202	\$6,224.86
Electronic Transfers Municipal Fund	EFT 27112 to 27344	\$1,025,861.61
Direct Wages	01/03/18 – 31/03/18 inclusive	\$194,332.20
Direct Debits	01/03/18 – 31/03/18	\$914.53
<b>GRAND TOTAL:</b>		<b><u>\$1,304,693.31</u></b>
<b>and attached at Appendix 9.3.1 be endorsed.</b>		



<b>9.3.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2017 TO 31 MARCH 2018</b>	
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: 18/4/18	File No.: 1/1
Previous Reference:	N/A
Policy Implications:	N/A
Statutory Implications:	N/A
Strategic Implications:	N/A
Financial Implications:	N/A
<b>LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): No. 6 “Active Civic Leadership, Good Governance, &amp; Excellence in Management”</b>	
<b>Voting Requirements</b>	<b>Simple Majority</b>

<b>Appendices Attached:</b> Yes	<b>Appendices Numbers:</b> 9.3.2
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### **OFFICER RECOMMENDATION**

**That the Monthly Statements of Financial Activity for the period 1 July 2017 to 31 March 2018 be received and noted.**

<b>9.3.3 YARN BOMB WAROONA – AMENDED PROJECT PROPOSAL</b>	
Reporting Officer / Officer's Interest:	Ashleigh Nuttall, Acting Deputy Chief Executive Officer; Nil
Responsible Officer / Officer's Interest	Ashleigh Nuttall, Acting Deputy Chief Executive Officer; Nil
Proponent:	
Landowner:	
Date of Report: 17/04/2018	File No.: 143/2
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>
<b>LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP):</b>	
<i>No.1 Local Economy: Managing Future Growth</i>	
<i>No.4 Society: A Strong Sense of Community, addressing Social issues, and Effective Community Wellbeing</i>	
<i>No 6 Good Government: Active &amp; Responsible Civic Leadership, &amp; Excellence in Management</i>	

### **PROPOSAL SUMMARY**

Currently the Yarn Bomb Waroona project was approved by the Visitor Centre Working Group to be run for a three month period beginning in November and continuing through to the end of January. A proposal to extend this timeframe to a year round project is provided by the Visitor Centre Manager.

### **BACKGROUND / INITIAL COMMENTS**

The original proposal accepted by the Visitor Centre Working Group in 2015 was to selectively yarn bomb along South Western Highway. This included the Visitor Centre gardens, car park and some public areas. This initiative has also been taken up by some of the local businesses who have displayed yarn bombing items on their store fronts.

The aim of the project is to actively involve the Shire's volunteers and community members in an initiative which strives to increase the profile of the Shire, entice travelling visitors to stop and interact with the local area and businesses as well as create a draw card for other visitors to purposely travel through Waroona on their journey.

The previously approved timeframe for this project was from November through to January. It is now proposed to continue this project throughout the calendar year.

The locations to be included in the yarn bombing project are; The Visitor Centre gardens, car park and surrounds, the information bay at the northern end of town, locations leading into the CBD and CBD.

### **PLANNING – STRATEGIC IMPLICATIONS**

Nil



**REFERRALS**

Nil

**STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS**

Shire of Waroona Strategic Community Plan 2016/17 – 2025/26 linked objectives are;

Theme 1: Local Economy – Managing our future growth

Theme 4: Society/Community Wellbeing – Maintain strong sense of Community;  
Effective Community wellbeing

Theme 6: Good Governance – Active civic leadership and excellence in management

**FINANCIAL ISSUES/IMPLICATIONS**

The financial cost of this project is minimal to Council as majority of the materials are donated and the installations are completed by the volunteers.

There are some staffing implications for coordinating and organising this project though this can also be handled by the Visitor Centre Manager and volunteers.

**POLICY ISSUES/IMPLICATIONS**

Nil

**STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS**

Nil

**LEGAL ISSUES/IMPLICATIONS**

Nil

**COMMUNITY CONSULTATION**

An informal and formal survey of the Yarn Bombing has been conducted by the Visitor Centre to gauge the response for the project by locals and visitors. The overall response has been positive and support the project continuing.

**OFFICER'S FINAL COMMENTS/CONCLUSIONS**

The proposal is to extend the yarn bombing project from its three month timeframe to a year round project.

Items to consider with relation to this project are;

- Installations and maintenance of the yarn bombing
- Weather implication on the installations (wet weather)
- Community Group involvement in the project
- Staffing time and costs and Volunteer input

- Risk assessment (public liability and OSH requirements)
- Removal of all left over materials from installations (litter)
- To what standard condition the installations are to be kept
- Storage of excess materials used for the project

<b>Appendices Attached:</b>	<b>Yes</b>	<b>Appendices Numbers:</b>	<b>9.3.3</b>
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### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER RECOMMENDATION**

**That Council consider the amended project proposal and support that the project be extended to all year round with the following conditions;**

- a) Installations to be monitored on a regular basis and keep in reasonable condition;**
- b) Damaged or deteriorating installations will be attended to within 5 working days;**
- c) All feedback to be directed to the Waroona Visitor Centre and reported on a monthly basis back to Management; and**
- d) All occupational safety requirements with relation to installation, positioning and removal be followed.**

<b>9.3.4 PROPOSED AMENDMENTS TO 2017/18 ADOPTED BUDGET</b>	
Reporting Officer / Officer's Interest:	Ashleigh Nuttall, Acting Deputy CEO; No interest
Responsible Officer / Officer's Interest	Ashleigh Nuttall, Acting Deputy CEO; No interest
Proponent:	Shire of Waroona
Landowner:	N/A
Date of Report:	File No.: 1/7
Previous Reference:	2017/18 Adopted Budget
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>
<b>LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP):</b>	
<i>No.5 Asset Management and Financial Sustainability: Provision of functional Assets to support services, involving built/acquired assets, &amp; Infrastructure; Financial Proficiency &amp; Sustainability</i>	
<i>No 6 Good Government: Active &amp; Responsible Civic Leadership, &amp; Excellence in Management</i>	

### **PROPOSAL SUMMARY**

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

### **BACKGROUND / INITIAL COMMENTS**

#### Capital Budget Amendments

Where funds have been allocated to specific capital items and there has been savings it is requested to move those saving from those individual capital accounts to the Recreation Centre's Building capital account to allow for urgent repairs to various roof sections to prevent further damage through water leakage.

### **PLANNING – STRATEGIC IMPLICATIONS**

Nil

### **REFERRALS**

Nil

### **STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS**

The relevant Strategic Community Plan reference numbers are;

- 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**

The following chart provides a summary of the changes which result in the overall budget remaining in a balanced position.

<b>2017/2018 BUDGET</b>		<b>Increase/ (decrease) in available cash</b>
<b>PROPOSED BUDGET AMENDMENTS</b>		
105440	Governance Buildings Capital - Ceiling replacement	(5,500)
109340	Furn & Equip - Security System Capital - CCTV upgrades	(2,700)
123940	Community Amenities Buildings Capital - Cemetery Shed Demo	(1,100)
171140	Recreation Centre Furniture & Equip Capital	(1,500)
171540	Recreation Centre Plant & Equipment Capital	(10,300)
135740	Waroona Visitors Centre - Furniture & Equip Capital	(1,000)
171040	Recreation Centre Buildings Capital	22,100
<b>TOTAL INCREASE/(DECREASE) TO 2017/18 BUDGET</b>		<b>0</b>

**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**

Not required

**OFFICER'S FINAL COMMENTS/CONCLUSIONS**

A number of small budget amendments are to be considered to allow officer to continue their duties and responsibilities whilst staying within approved budget figures.

<b>Appendices Attached:</b>	<b>Yes</b>	<b>Appendices Numbers:</b>	<b>9.3.4</b>
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**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION**

That Council approve to amend to the 2017/18 adopted budget as follows;

- Account 105440 Governance Buildings Capital be decreased by \$5,500
- Account 109340 Furn & Equip - Security System Capital be decreased by \$2,700
- Account 123940 Community Amenities Buildings be decreased by \$1,100
- Account 171140 Recreation Centre Furniture & Equip Capital be decreased by \$1,500
- Account 171540 Recreation Centre Plant & Equipment Capital be decreased by \$10,300
- Account 135740 Waroona Visitors Centre - Furniture & Equip Capital be decreased by \$1,000
- Account 171040 Recreation Centre Buildings Capital be increased by \$22,100

**9.4 CHIEF EXECUTIVE OFFICER**

Nil.

**10. CONFIDENTIAL REPORTS**

Nil

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

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

**12.1 ELECTED MEMBERS**

**12.2 OFFICERS**

**13. CLOSURE OF MEETING**