



**Date: 18 October 2018**

**To: Shire President  
All Councillors**

**Copy:** Directors  
Executive Manager  
Managers  
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 23 October 2018 at 4.00pm to consider and resolve the matters set out in the attached Agenda.

A handwritten signature in black ink, appearing 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 – 25 September 2018**

## **OFFICER RECOMMENDATION**

**That the Minutes of the Ordinary Council Meeting held 25 September 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 WATER CORPORATION APPLICATION FOR TEMPORARY ROAD CLOSURE – BRIDGEWORKS ON CORONATION ROAD</b>	
Reporting Officer / Officer's Interest:	Patrick Steinbacher, DTS; No Interest
Responsible Officer / Officer's Interest	Patrick Steinbacher, DTS; No Interest
Proponent:	Water Corporation
Landowner:	Shire of Waroona/State of Western Australia
Date of Report: 16/10/2018	File No.: 50/4
Previous Reference:	Nil
Policy Implications:	Nil
Statutory Implications:	Nil
Strategic Implications:	Nil
Financial Implications:	Nil
<b>LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>):</b> <b>4.10 <i>Work in partnership with Government and Non-government Organisations to achieve real and long lasting improvements in safety and wellbeing.</i></b>	

### PROPOSAL SUMMARY

The Water Corporation owns a bridge on Coronation Road that crosses the Harvey River (see Location Plan at **Appendix 9.1.1A**) The bridge requires substantial major refurbishment works and a component of these works require the bridge to be fully closed to traffic for a period of three weeks. This item seeks Council approval for this temporary closure.

### BACKGROUND/INITIAL COMMENTS

The letter from the Water Corporation (**attached at Appendix 9.1.1B**) essentially sets out their plans for the bridgeworks although it should be pointed out that in paragraph four the correct year is 2019, not 2018 as written. Exact dates are not available at this early stage as the progress of the works will largely determine those.

As can be seen from the letter the Water Corporation has carried out some initial consultation with local businesses who might be impacted by such a closure, and encountered no major concerns. The Water Corporation or its contractors will be responsible for notification of the closure, traffic management, any queries from the public at all times and stakeholder engagement throughout the closure period and the works in general.

The most obvious detour route will be Dorsett Road however there is also the Somers/Bristol/Johnston Road route. Traffic management plans have not been finalised, however the Shire will work with the Water Corporation to this end.

### PLANNING – STRATEGIC IMPLICATIONS

Nil

### REFERRALS

Nil

**STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS**

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**

Nil

**POLICY ISSUES/IMPLICATIONS**

Nil

**STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS**

Nil

**LEGAL ISSUES/IMPLICATIONS**

Nil

**COMMUNITY CONSULTATION**

Nil

**OFFICER'S FINAL COMMENTS/CONCLUSIONS**

Officers feel that, while the closure will be a hindrance for some local residents and road users in general, it is the only realistic option open to the Water Corporation and are comfortable to recommend that Council support it.

<b>Appendices Attached:</b>	<b>Yes</b>	<b>Appendices Numbers:</b>	<b>9.1.1 A &amp; B</b>
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**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

**That Council:**

- 1. Approve the proposal from the Water Corporation to temporarily close Coronation Road to traffic for a period of three weeks during January and February 2019.**
- 2. Gives the Chief Executive Officer delegated authority to liaise with the Water Corporation to determine and approve final details.**

<b>9.1.2 TENDER – RFT 2018/03 – SUPPLY OF BITUMEN SEALS AND ASPHALT</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: 17 October 2018	File No.: RFT 2018/03
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 (Strategic Community Plan-SCP): No. 5 "<u>Assets, Resources, Financial Management &amp; Sustainability</u>"</b>	

**PROPOSAL SUMMARY**

The purpose of this item is to present to Council for its consideration the tenders received for the tender 2018/03 – Supply of Bitumen Seals and Asphalt.

**BACKGROUND/INITIAL COMMENTS**

Council’s 2018/19 budget includes an allocation for the procurement of services for bitumen and asphalt for the construction program. As the total cost of the services will exceed \$150,000 a tender process was necessary.

A specification was prepared and the tender was advertised. The closing date of the tender 25<sup>th</sup> September 2018.

The Scope of Works contained in the specification called for the submission of prices the supply and spray bitumen (for primer seals), Supply, spray and cover (second coats and reseals) and supply and application of asphalt for various roads subject to the 2018/19 construction season.

The specification also stated that the following criteria would be used in the evaluation of the submissions:

- Tendered Price 50%
- Relevant Experience 25%
- Tenderer’s Resources 25%

The specification sets out how the tenderers were to address the second and third criteria.

The principal has adopted a best value for money approach to this tender evaluation. This means that, although price is considered, the tender containing the lowest price will not necessarily be accepted, nor will the tender ranked the highest on the qualitative criteria. The extent to which a tenderer demonstrates greater satisfaction of each of these will result in a greater score.





A scoring system was used for the assessment of the qualitative criteria and the tendered price which included allowance for the buy local policy.

### **PLANNING – STRATEGIC IMPLICATIONS**

Nil

### **REFERRALS**

Nil

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

This issue comes under the SCP No 5 “Assets, Resources, Financial Management & Sustainability” and fits within the SCP [5] sub-item 5.03 “Timely Renewal or Replacement of Assets”; 5.03.04 “Roads and Bridges – Maintenance”

### **FINANCIAL ISSUES/IMPLICATIONS**

The procurement of contractors to carry out the 2018/19 construction program has been allocated in the 2018/19 budget. Funding sources include Roads to Recovery, Regional Road Group and Council’s own funds.

### **POLICY ISSUES/IMPLICATIONS**

Nil

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

The tender process has been conducted as per the relevant sections of the Local Government Act 1995 and Council policy 3.3 ‘Purchase of Budget Items’.

### **LEGAL ISSUES/IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION**

Nil

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

Three submissions were received:

- Downer Road Infrastructure Services
- Malatesta
- Fulton Hogan

Following the evaluation of the submissions the aggregate scores are as follows:

- |                                       |     |
|---------------------------------------|-----|
| • Downer Road Infrastructure Services | 543 |
| • Malatesta Investments               | 547 |
| • Fulton Hogan                        | 560 |

All submissions were of a very high standard and all were compliant. Scores were based on the submitted information.

All three tenderers are well known by Shire officers. Fulton Hogan have been the Shire's bitumen contractor for a number of years and have provided very sound service throughout. Therefore officers are confident in recommending them as the successful tenderers.

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

Simple Majority

<b><u>OFFICER RECOMMENDATION</u></b>	
<b>That Council award Tender RFT 2018/03 Supply of Bitumen Seals and Asphalt to Fulton Hogan based on the following schedule of prices:</b>	
<b>BITUMEN</b>	<b>PRICE (ex GST)</b>
Total Prime Seal Cost/m <sup>2</sup>	\$1.78
Cold Bitumen emulsion cost/m <sup>2</sup>	\$1.33
Mob/ Demob (Total Per Visit)	\$430.00
Total Second Coat Cost/m <sup>2</sup>	\$3,600.00
Price for sweeping	\$1,040.00
Price for Mob/ Demob	\$2,200.00
Hot Polymer Modified Bituminous Treatment	\$4.41
<b>ASPHALT</b>	
Asphalt 25mm/m <sup>2</sup>	\$25.02
Asphalt 50mm/m <sup>2</sup>	\$35.52
Asphalt Mob/DeMob	\$2,200.00

<b>9.1.3 TENDER – RFT 2018/04 – PROVISION OF GOODS AND SERVICES FOR MINOR ELECTRICAL WORK</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: 17 October 2018	File No.: RFT2018/04
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 "<u>Assets, Resources, Financial Management &amp; Sustainability</u>"</b>	

### **PROPOSAL SUMMARY**

The purpose of this item is to present to Council for its consideration the tenders received for the tender 2018/04 – Provision of Goods and Services for Minor Electrical Work.

### **BACKGROUND/INITIAL COMMENTS**

Council's 2018/19 budget includes an allocation for minor electrical work. As the total cost of the electrical work is anticipated to exceed \$150,000, a tender process was necessary.

A specification was drawn up and the tender was advertised. The closing date of the tender 25<sup>th</sup> September 2018.

The Scope of Works contained in the specification called for the submission of prices the provisions of goods and services for minor electrical work throughout the various buildings etc owned by the Shire. There are no guarantees as to the quantity of materials or services required for the 2018/19 financial year.

The resultant contract will have an initial period commencing at the date of execution of the contract until 30 June 2019. The tender also allows for a twelve month extension to 30 June 2020 and an additional twelve month extension to 30 June 2021, both subject to the contractor meeting its requirements in the preceding period and Principal approval. The tender allows for adjustments in the rates as per clause 4.1.2 only. Clause 4.1.2 permits the contractor to annually review its prices based on the likely work to come and removes the speculation that may arise should tenderers be requested to submit their price for a longer period given the possible uncertainty around quantity of work and the economic climate in future years. The use of twelve month extensions also gives the Principal flexibility should it be deemed pertinent to end the contract at the end of either of the first two periods.

The specification also stated that the following criteria would be used in the evaluation of the submissions:



- |                                       |     |
|---------------------------------------|-----|
| • Tendered Price                      | 50% |
| • Relevant Experience                 | 10% |
| • Key Personnel Skills and Experience | 10% |
| • Respondents Resources               | 10% |
| • Demonstrated Understanding          | 10% |
| • Value Adding Proposal               | 10% |

The specification sets out how the tenderers were to address the last 5 criteria.

The principal has adopted a best value for money approach to this tender evaluation. This means that, although price is considered, the tender containing the lowest price will not necessarily be accepted, nor will the tender ranked the highest on the qualitative criteria. The extent to which a tenderer demonstrates greater satisfaction of each of these will result in a greater score.

A scoring system was used for the assessment of the qualitative criteria and the tendered price which included allowance for the buy local policy.

### **PLANNING – STRATEGIC IMPLICATIONS**

Nil

### **REFERRALS**

Nil

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

This issue comes under the SCP No 5 “Assets, Resources, Financial Management & Sustainability” and fits within the SCP [5] sub-item 5.03 “Timely Renewal or Replacement of Assets”

### **FINANCIAL ISSUES/IMPLICATIONS**

The use of contractors for minor electrical services is allowed for in the 2018/19 budget.

### **POLICY ISSUES/IMPLICATIONS**

Nil

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

The tender process has been conducted as per the relevant sections of the Local Government Act 1995 and Council policy 3.3 ‘Purchase of Budget Items’.

### **LEGAL ISSUES/IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION**

Nil

**OFFICER'S FINAL COMMENTS/CONCLUSIONS**

Six submissions were received:

- Amps 'n Volts
- Nites Electrical
- Curtis Electrical
- MPowerUE
- Real Steel Electrics
- Strong Electrical Services

Following the evaluation of the submissions the aggregate scores are as follows:

- |                              |     |
|------------------------------|-----|
| • Amps 'n Volts              | 558 |
| • Nites Electrical           | 478 |
| • Curtis Electrical          | 563 |
| • MPowerUE                   | 482 |
| • Real Steel Electrics       | 491 |
| • Strong Electrical Services | 499 |

All submissions were of a very high standard and all were compliant. Scores were based on the submitted information.

Of the tenderers, only Curtis Electrical (Council's current contractor) are known to officers. Being a local company Curtis Electrical were given a 5% discount during evaluation as per Council Policy 3.4 Local Purchasing. Curtis Electrical have worked with the Shire for many years and have a wide range of experience in the Local Government, mining, domestic and rural industries therefore officers are confident in recommending them as the successful tenderers.

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

Simple Majority

**OFFICER RECOMMENDATION**

**That Council award Tender RFT 2018/04 Provision of Goods and Services for Minor Electrical Work to Curtis Electrical Contracting Pty Ltd for a period ending 30 June 2019 based on the following schedule of prices, with the option of extension by 12 months to 30 June 2020 and an additional 12 months to 30 June 2021, subject to Principal approval and allowing for price increases as per 4.1.2 of the tender document.**

<b>Normal Hourly Labour Rates</b>	<b>Hourly Rate (ex GST)</b>
1.a Tradesman Labour	\$85.00
1.b Apprentice Labour	\$55.00
<b>After Hours Labour Rates</b>	
2.a Tradesman Labour	\$95.00
2.b Apprentice Labour	\$55.00
Call Out Fee	\$200.00
<b>Plant &amp; Equipment</b>	
Trenching charged per metre	\$6.00
Cable Locator	\$25.00
Percentage Mark-up on Materials (\$29,000)	10.00%

<b>9.1.4 TENDER – RFT 2018/05 – SUPPLY &amp; DELIVERY OF GRAVEL BASECOURSE MATERIAL</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: 17 October 2018	File No.: RFT2018/05		
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 "<u>Assets, Resources, Financial Management &amp; Sustainability</u>"</b>			

**PROPOSAL SUMMARY**

The purpose of this item is to present to Council for its consideration the tenders received for the tender 2018/05 – Supply and Delivery of Gravel Basecourse Material.

**BACKGROUND/INITIAL COMMENTS**

Council’s 2018/19 budget includes an allocation for the purchase of gravel for use in the construction program. As the total cost of the gravel will exceed \$150,000, a tender process was necessary.

A specification was drawn up and the tender was advertised. The closing date of the tender 25<sup>th</sup> September 2018.

The Scope of Works contained in the specification called for the submission of prices the supply and delivery of gravel to the various road works sites subject to the 2018/19 construction season and to the Shire Depot.

Tenderers were also instructed to describe the method in which they intended to determine volumes delivered, however the specification reserved the Shire’s right to reject any method and implement another.

The specification also stated that the following criteria would be used in the evaluation of the submissions:

- Tendered Price 50%
- Relevant Experience 15%
- Tenderer’s Resources 15%
- Demonstrated Understanding 10%
- Value Adding Proposal 10%

The specification sets out how the tenderers were to address the last four criteria.

The principal has adopted a best value for money approach to this tender evaluation. This means that, although price is considered, the tender containing the lowest price



will not necessarily be accepted, nor will the tender ranked the highest on the qualitative criteria. The extent to which a tenderer demonstrates greater satisfaction of each of these will result in a greater score.

A scoring system was used for the assessment of the qualitative criteria and the tendered price which included allowance for the buy local policy.

### **PLANNING – STRATEGIC IMPLICATIONS**

Nil

### **REFERRALS**

Nil

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

This issue comes under the SCP No 5 “Assets, Resources, Financial Management & Sustainability” and fits within the SCP [5] sub-item 5.03 “Timely Renewal or Replacement of Assets”; 5.03.04 “Roads and Bridges – Maintenance”

### **FINANCIAL ISSUES/IMPLICATIONS**

The purchase of the gravel is allowed for in the 2018/19 budget. Funding sources include Roads to Recovery, Regional Road Group Black Spot and Council’s own funds.

### **POLICY ISSUES/IMPLICATIONS**

Nil

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

The tender process has been conducted as per the relevant sections of the Local Government Act 1995 and Council policy 3.3 ‘Purchase of Budget Items’.

### **LEGAL ISSUES/IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION**

Nil

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

Two submissions were received:

- Charles Hull Contracting
- MGM Bulk

Following the evaluation of the submissions the aggregate score was as follows:

- Charles Hull Contracting: 524
- MGM Bulk 491





Both submissions were of a very high standard and all were compliant. Scores were based on the submitted information.

Of the tenderers, only Charles Hull Contracting (Council's current contractor) is known to officers. Being a local company, they were given a 5% discount during evaluation as per Council Policy 3.4 Local Purchasing. Charles Hull Contracting has been the Shire's contractor for several years and their product has been consistently high quality therefore officers are confident in recommending them as the successful tenderers.

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

Simple Majority

**OFFICER RECOMMENDATION**

**That Council award Tender RFT 2018/05 Supply and Delivery of Gravel to Charles Hull Contracting based on the schedule of rates below.**

	<b>Distance from Quarry (Waroona) to Shire Work Site (km)</b>	<b>Per Cubic Meter</b>
Supply, Load and Deliver	Southern Estuary Road	\$35.00
	Wealand Road	\$35.00
	Johnston Road	\$35.00
	Coronation Road	\$35.00
	Somers Road	\$35.00
	Waroona Shire Depot Thatcher Street	\$35.00
	Generic Rate (30km max radius)	\$45.00



<b>9.1.5 TENDER – RFT 2018/07 – PROVIDE TRAFFIC MANAGEMENT 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: 17 October 2018	File No.: 2018/07
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 "<u>Assets, Resources, Financial Management &amp; Sustainability</u>"</b>	

### **PROPOSAL SUMMARY**

The purpose of this item is to present to Council for its consideration the tenders received for the tender 2018/07 – Provide Traffic Management Services.

### **BACKGROUND/INITIAL COMMENTS**

Council's 2018/19 budget includes an allocation for traffic management services as part of the works and construction programme. As the total cost of the services is anticipated to exceed \$150,000 a tender process was necessary.

A specification was drawn up and the tender was advertised. The closing date of the tender was 25 September 2018.

The Scope of Works contained in the specification called for the submission of prices for traffic management services for the construction and work programme to an estimate of 1150 hours.

The resultant contract will have an initial period commencing at the date of execution of the contract until 30 June 2019. The tender also allows for a twelve month extension to 30 June 2020 and an additional twelve month extension to 30 June 2021, both subject to the contractor meeting its requirements in the preceding period and Principal approval. The tender allows for adjustments in the rates as per clause 4.1.2 only. Clause 4.1.2 permits the contractor to annually review its prices based on the likely work to come and removes the speculation that may arise should tenderers be requested to submit their price for a longer period given the possible uncertainty around quantity of work and the economic climate in future years. The use of twelve month extensions also gives the Principal flexibility should it be deemed pertinent to end the contract at the end of either of the first two periods.

The specification also stated that the following criteria would be used in the evaluation of the submissions:

- Tendered Price 50%
- Relevant Experience 15%
- Key Personnel skills and experience 15%



- Tenderers Resources 10%
- Demonstrated Understanding 10%

The specification sets out how the tenderers were to address last four criteria.

The principal has adopted a best value for money approach to this tender evaluation. This means that, although price is considered, the tender containing the lowest price will not necessarily be accepted, nor will the tender ranked the highest on the qualitative criteria. The extent to which a tenderer demonstrates greater satisfaction of each of these will result in a greater score.

A scoring system was used for the assessment of the qualitative criteria and the tendered price which included allowance for the buy local policy.

### **PLANNING – STRATEGIC IMPLICATIONS**

Nil

### **REFERRALS**

Nil

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

This issue comes under the SCP No 5 “Assets, Resources, Financial Management & Sustainability” and fits within the SCP [5] sub-item 5.03 “Timely Renewal or Replacement of Assets”; 5.03.04 “Roads and Bridges – Maintenance”

### **FINANCIAL ISSUES/IMPLICATIONS**

The procurement of contractors to carry out traffic management services as part of the works programme been allocated in the 2018/19 budget.

### **POLICY ISSUES/IMPLICATIONS**

Nil

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

The tender process has been conducted as per the relevant sections of the Local Government Act 1995 and Council policy 3.3 ‘Purchase of Budget Items’.

### **LEGAL ISSUES/IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION**

Nil

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

Nine submissions were received:

- AW Roadworks
- CB Traffic Solutions
- Contraflow
- Evolution Group
- Peak Traffic
- QTM
- SJ Traffic Management
- Traffic Force
- Wagerup Civil

Following the evaluation of the submissions the aggregate scores are as follows:

• AW Roadworks	474
• CB Traffic Solutions	540
• Contraflow	652
• Evolution Group	556
• Peak Traffic	589
• QTM	493
• SJ Traffic Management	532
• Traffic Force	602
• Wagerup Civil	512

Contraflow are a large company based in Perth with a sub branch in Pinjarra. They are currently contracted to Western Power which suggests they are a competent operator and experienced in complex traffic management challenges. Based on these, officers are confident to recommend them as the successful tenderer.

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

Simple Majority

**OFFICER RECOMMENDATION**

**That Council award Tender RFT 2018/07 Provide Traffic Management Services to Contraflow for a period ending 30 June 2019 based on the following schedule of prices, with the option of extension by 12 months to 30 June 2020 and an additional 12 months to 30 June 2021, subject to Principal approval and allowing for price increases as per 4.1.2 of the tender document.**

Prepare Traffic Control Diagram	\$75.00
Prepare Worksite Traffic Management Plan	\$80.00
<b>Normal Hourly Rates</b>	
One Personnel, one vehicle and all standard signs, cones and bollards	\$47.03
Two Personnel, one vehicle and all standard signs, cones and bollards	\$80.91
Additional Traffic Controller	\$35.34
<b>Weekday Night Works</b>	
One Personnel, one vehicle and all standard signs, cones and bollards	\$61.51
Two Personnel, one vehicle and all standard signs, cones and bollards	\$107.14
Additional Traffic Controller	\$50.20
<b>Weekend and/ or Public Holidays Overtime</b>	
One Personnel, one vehicle and all standard signs, cones and bollards	\$61.51
Two Personnel, one vehicle and all standard signs, cones and bollards	\$107.14
Additional Traffic Controller	\$50.20
<b>Additional Items for Unspecified Works</b>	
Illuminated flashing arrow sign	\$36.36
Barrier Board (mounting legs inclusive)	\$4.54
Water Filled Barrier (to AS/NZS 3845:1999)	\$4.54
Portable Traffic Signals	\$136.36
Temporary fixed Traffic Signals	\$136.36
Electronic Notification Boards	\$80.00
Hire of any single sign (mounting legs inclusive)	\$0.55
Hire of any single cone or bollards	\$0.55

<b>9.1.6 TENDER – RFT 2018/06 – SUPPLY &amp; DELIVERY OF CRUSHED LIMESTONE</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: 17 October 2018	File No.: RFT2018/06		
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 "<u>Assets, Resources, Financial Management &amp; Sustainability</u>"</b>			

### **PROPOSAL SUMMARY**

The purpose of this item is to present to Council for its consideration the tenders received for the tender 2018/06 – Supply and Delivery of Crushed Limestone.

### **BACKGROUND/INITIAL COMMENTS**

Council's 2018/19 budget includes an allocation for the purchase of limestone for use in the construction program. As the total cost of the material will exceed \$150,000, a tender process was necessary.

A specification was drawn up and the tender was advertised. The closing date of the tender 25<sup>th</sup> September 2018.

The Scope of Works contained in the specification called for the submission of prices the supply and delivery of limestone to the various road works sites subject to the 2018/19 construction season and to the Shire Depot.

Tenderers were also instructed to describe the method in which they intended to determine volumes delivered, however the specification reserved the shire's right to reject any method and implement another.

The specification also stated that the following criteria would be used in the evaluation of the submissions:

- Tendered Price 50%
- Relevant Experience 15%
- Tenderer's Resources 15%
- Demonstrated Understanding 10%
- Value Adding 10%

The specification sets out how the tenderers were to address the last four criteria.

The principal has adopted a best value for money approach to this tender evaluation. This means that, although price is considered, the tender containing the lowest price



will not necessarily be accepted, nor will the tender ranked the highest on the qualitative criteria. The extent to which a tenderer demonstrates greater satisfaction of each of these will result in a greater score.

A scoring system was used for the assessment of the qualitative criteria and the tendered price which included allowance for the buy local policy.

### **PLANNING – STRATEGIC IMPLICATIONS**

Nil

### **REFERRALS**

Nil

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

This issue comes under the SCP No 5 “Assets, Resources, Financial Management & Sustainability” and fits within the SCP [5] sub-item 5.03 “Timely Renewal or Replacement of Assets”; 5.03.04 “Roads and Bridges – Maintenance”

### **FINANCIAL ISSUES/IMPLICATIONS**

The purchase of the material is allowed for in the 2018/19 budget. Funding sources include Roads to Recovery, Regional Road Group, Black Spot and Council’s own funds.

### **POLICY ISSUES/IMPLICATIONS**

Nil

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

The tender process has been conducted as per the relevant sections of the Local Government Act 1995 and Council policy 3.3 ‘Purchase of Budget Items’.

### **LEGAL ISSUES/IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION**

Nil

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

Two submissions were received:

- Charles Hull Contracting
- MGM Bulk

Following the evaluation of the submissions the aggregate score was as follows:



- Charles Hull Contracting: 520
- MGM Bulk 495

Charles Hull Contracting has supplied limestone to Council on several occasions and their product and service has met the specifications in the past. Therefore officers are comfortable to recommend that Charles Hull Contracting be awarded the tender in this instance.

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

Simple Majority

**OFFICER RECOMMENDATION**

**That Council award Tender RFT 2018/06 Supply and Delivery of Crushed Limestone to Charles Hull Contracting based on the schedule of rates below.**

	<b>Distance from Quarry (Waroona) to Shire Work Site (km)</b>	<b>Per Cubic Metre</b>
Supply, Load and Deliver	Southern Estuary Road	\$23.00
	Johnston Road	\$23.00
	Coronation Road	\$23.00
	Somers Road	\$23.00
	Waroona Shire Depot Thatcher Street	\$23.00
	Generic Rate (30km max radius)	\$33.56



## 9.2 DIRECTOR STRATEGIC DEVELOPMENT

<b>9.2.1 REVIEW OF STRATEGIC COMMUNITY PLAN 2018/19 – 2027/28</b>	
Reporting Officer / Officer's Interest:	Brad Vitale, Community Development Officer; Nil
Responsible Officer / Officer's Interest	Louis Fouche, Director Strategic Development; Nil
Proponent:	Shire of Waroona
Landowner:	Not Applicable
Date of Report: 15/10/18	File No.: 38/1
Previous Reference:	9.3.3 of 20 December 2016
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 (<i>Strategic Community Plan-SCP</i>):</b>	
<i>No 6 Good Governance: Active &amp; Responsible Civic Leadership, &amp; Excellence in Management</i>	

### **PROPOSAL SUMMARY**

Council is requested to consider the reviewed Strategic Community Plan 2018/19 to 2027/28.

### **BACKGROUND / INITIAL COMMENTS**

The Strategic Community Plan is the Council's principal 10-year strategy and planning document. It is the guiding document of the Integrated Planning and Reporting Framework. A minor review of the strategic community plan must occur at least every two years, with a major review to occur at least every four years.

A minor strategic review is primarily a desktop exercise and usually focuses on resetting the Corporate Business Plan with consequential amendments to the core informing strategies as required. Assuming there are no major changes proposed, community engagement is discretionary. However, if significant changes are on the cards, then community engagement or consultation is expected. The degree of engagement should be reflective of the significance of the proposed change.

A major strategic review re-engages with the community on the vision and key choices for the coming ten and four years.

As the last major strategic review was conducted in 2016, a minor strategic review was undertaken this year to develop the proposed Strategic Community Plan. This review did not involve community consultations, rather an update to the demographics/statistics and format of the plan. The next major strategic review will occur in 2020.

### **PLANNING – STRATEGIC IMPLICATIONS**

Nil.

### **REFERRALS**

Nil.



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

The relevant Strategic Community Plan issue area is number 6 – Good Governance “Active civic leadership and excellence in management”.

## **FINANCIAL ISSUES/IMPLICATIONS**

Nil.

## **POLICY ISSUES/IMPLICATIONS**

Nil.

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

### **LOCAL GOVERNMENT ACT 1995**

#### **Part 5, Division 5, s. 5.56 – Planning for the future**

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

[Section 5.56 inserted by No. 49 of 2004 s. 42(6).]

### **LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996**

#### **Part 5, Division 3, r. 19CA – Information about modifications to certain plans to be included**

- (1) This regulation has effect for the purposes of section 5.53(2)(i).
- (2) If a modification is made during a financial year to a local government’s strategic community plan, the annual report of the local government for the financial year is to contain information about that modification.
- (3) If a significant modification is made during a financial year to a local government’s corporate business plan, the annual report of the local government for financial year is to contain information about that significant modification.

#### **Part 5, Division 3, r. 19C – Strategic community plans, requirements for**

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.

- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and Local Government (Administration) Regulations 1996 Annual reports and planning Part 5 Planning for the future Division 3 r. 19DA As at 21 Jan 2017 Version 03-f0-00 page 19 Extract from [www.slp.wa.gov.au](http://www.slp.wa.gov.au), see that website for further information
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
  - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.

\*Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

*[Regulation 19C inserted in Gazette 26 Aug 2011 p. 3483-4.]*

*Part 5, Division 3, r. 19D – Adoption of plan, notice of to be given*

- (1) After the adoption of a strategic community plan, or modification of a strategic community plan, under regulation 19C, the local government is to give local public notice in accordance with sub-regulation (2).
- (2) The local public notice is to contain –
  - (a) notification that –

- (i) a strategic community plan for the district has been adopted by the council and is to apply to the district for the period specified in the plan; and
  - (ii) details of where and when the plan may be inspected;
- (b) where a strategic community plan for the district has been modified –
- (i) notification that the modifications to the plan have been adopted by the council and the plan as modified is to apply to the district for the period specified in the plan; and
  - (ii) details of where and when the modified plan may be inspected.

### **LEGAL ISSUES/IMPLICATIONS**

Nil.

### **COMMUNITY CONSULTATION**

As the last major strategic review involving community consultation was conducted in 2016, a minor strategic review was undertaken this year to develop the proposed Strategic Community Plan. This review did not involve community consultations, rather an update to the background information (demographics/statistics) and format of the plan. The next major strategic review involving community consultation will occur in 2020.

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

The proposed Strategic Community Plan (**Appendix 9.2.1**) contains the same vision, values and strategic themes as the plan adopted in 2016, however has been updated with current demographics and statistics, and reformatted to align with trends among other local governments. This version also contains additions including a message from the Shire President, greater overview of the Integrated Planning and Reporting Framework, and information on Council and its roles and responsibilities.

<b>Appendices Attached:</b>	<b>Yes</b>	<b>Appendices Numbers:</b>	<b>9.2.1</b>
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### **VOTING REQUIREMENTS**

Absolute Majority.

### **OFFICER RECOMMENDATION**

**That Council adopt the reviewed Strategic Community Plan 2018/19 to 2027/28.**

<b>9.2.2 PROPOSED 24 HOUR RECREATIONAL VEHICLE FREE STAY AREAS IN PRESTON BEACH (RESERVE 32010) AND WAROONA (RESERVE 8746 &amp; LOT 601 WEIR ROAD)</b>	
Reporting Officer / Officer's Interest:	Brad Vitale, Community Development Officer; Nil
Responsible Officer / Officer's Interest	Louis Fouche, Director Strategic Development; Nil
Proponent:	Shire of Waroona
Landowner:	Shire of Waroona
Date of Report: 10/10/18	File No.: 27/1
Previous Reference:	9.2.4 of 24 April 2018
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/Community Wellbeing: A Strong Sense of Community, addressing Social issues, and Effective Community Wellbeing</i>	
<i>No.5 Asset Management and Financial Sustainability: Responsible stewardship of assets, effective resources supervision (including staff and human resources issues), and pursuit of best practice financial management and sustainability”</i>	

### **PROPOSAL SUMMARY**

Council is requested to consider:

1. The establishment of the Preston Beach 24 Hour Recreational Vehicle Free Stay Area trial site (Reserve 32010) as a permanent site for the period May 1 – October 31 each year; and
2. The provision of consent to allow two additional trial sites at Waroona Showgrounds (Reserve 8746) and Drakesbrook Weir (Lot 601 Weir Road) for the period May 1 – October 31 2019.

No fee is proposed for the use of the areas. The areas of use will be limited to 5 recreational vehicles in accordance with the restrictions and limitations outlined in **APPENDIX 9.2.2A.**

### **BACKGROUND / INITIAL COMMENTS**

A 24 Hour Recreational Vehicle Free Stay Area was trialled at the Preston Beach carpark between May 1 and October 31 this year. With no negative reports, and minimal regulation required by the Shire's Rangers and Preston Beach Volunteer Rangers, the trial can be deemed a success.

Due to the success of the Preston Beach trial site, at its meeting of 25 September 2018 the Economic Development Committee recommended that two new trial sites be implemented in Waroona – one at Waroona Showgrounds, and one at Drakesbrook Weir. These two trial sites will follow the same requirements, limitations and regulations as the Preston Beach trial site, with signage to be erected at both sites. The provision of these two sites is considered to be an important improvement to the diversity of tourism accommodation within Waroona.



## **PLANNING – STRATEGIC IMPLICATIONS**

Nil.

## **REFERRALS**

Nil.

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

The relevant Strategic Community Plan issue areas are:

Number 1 – Local Economy “Managing future growth”

Number 4 – Society/Community Wellbeing “A strong sense of community and effective community wellbeing”

Number 5 – Asset Management and Financial Sustainability “Responsible stewardship of assets, effective resources supervision (including staff and human resources issues), and pursuit of best practice financial management and 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 \$3,000.

## **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.

### **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

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.

#### Shire of Waroona Local Planning Scheme 1996

Under the Local Planning Scheme, Reserve 32010 is reserved as Regional Open Space, Reserve 8746 is zoned as Urban 2 Community & Civic and Lot 601 Weir Road is zoned as a Waterbody.

### **LEGAL ISSUES/IMPLICATIONS**

The use of the proposed Drakesbrook Weir trial site is subject to a lease agreement with the Water Corporation.

Given the fencing of the Waroona Showgrounds, the proposed trial site may impact formal and informal arrangements with community organisations and for events including Peel Football League matches, Waroona Agricultural Show, and Waroona Vintage Machinery Rally, requiring specific arrangements with access during these events.

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

### **COMMUNITY CONSULTATION**

Formal consultation has not been undertaken in relation to this item. However, the Preston Beach trial has not generated negative reports, and minimal regulation is required by the Shire's Rangers and Preston Beach Volunteer Rangers.

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

The provision of 24 Hour Recreational Vehicle Free Stay Areas is considered to be an important improvement to the diversity of tourism accommodation within the shire. The trial at Preston Beach held during the off peak period of 2018 has been deemed successful, providing an indication that the proposal could be made permanent and/or extended to other areas in the shire in the future.

The use of the proposed parking areas at the Preston Beach and Drakesbrook Weir sites is not expected to significantly compromise the functionality of the sites during the off peak period. The use of the proposed parking area at the Waroona Showgrounds site may impact (and be impacted by) other users, community



organisations and events, however this site is already used for recreational vehicle camping and contains a sullage point for waste water. The two proposed new trial sites at the Waroona Showgrounds and Drakesbrook Weir both have access to ablutions.

The use of the areas will be conditional on compliance with the provisions set out in **APPENDIX 9.2.2A**, 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: 9.2.2A B &amp; C</b>
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### **VOTING REQUIREMENTS**

Simple majority

### **ECONOMIC DEVELOPMENT COMMITTEE RECOMMENDATION**

**That in relation to the 24 Hour Recreational Vehicle Free Stay Area, the Committee recommends to Council that the Shire of Waroona:**

- 1. Replicates the initiative at Waroona Showgrounds, allocating bays adjacent to the Waroona Junior Football Club canteen illustrated in APPENDIX 9.2.2B for the period of May 1 – October 31 in 2019 as a trial, in accordance with the restriction and limitations of the Preston Beach site outlined in APPENDIX 9.2.2A;**
- 2. Replicates the initiative at Drakesbrook Weir, allocating bays in the car park area adjacent to the ablutions illustrated in APPENDIX 9.2.2C for the period of May 1 – October 31 in 2019 as a trial, in accordance with the restrictions and limitations of the Preston Beach site outlined in APPENDIX 9.2.2A; and**
- 3. Approve the Preston Beach trial site to be established as a permanent 24 Hour Recreational Vehicle Free Stay Area for the period of May 1 – October 31 each year, in accordance with the current restrictions and limitations outlined in APPENDIX 9.2.2A**
- 4. The CEO be authorised to extend or reduce the season of the Free Stay Areas based on seasonal and other factors that may impact the suitability of providing such a service.**



<b>9.2.3 PROPOSED ALLOCATION OF FUNDS FOR ECONOMIC DEVELOPMENT PROJECTS</b>	
Reporting Officer / Officer's Interest:	Brad Vitale, Community Development Officer; Nil
Responsible Officer / Officer's Interest	Louis Fouche, Director Strategic Development; Nil
Proponent:	Shire of Waroona
Landowner:	N/A
Date of Report: 10/10/18	File No.: 121/2
Previous Reference:	9.1.3 of 10 August 2018
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/Community Wellbeing: A Strong Sense of Community, addressing Social issues, and Effective Community Wellbeing</i>	

### **PROPOSAL SUMMARY**

Council is requested to consider the allocation of funds towards economic development projects as proposed by the Economic Development Committee.

### **BACKGROUND / INITIAL COMMENTS**

At its meeting held on Tuesday, 25<sup>th</sup> September 2018, the Economic Development Committee agreed that revitalising the appearance of the main street would be a valuable and effective project, and recommended that Council allocates \$2,000 towards installing local tourism images on empty shop front windows and \$13,000 towards installing murals and streetscape artwork.

### **PLANNING – STRATEGIC IMPLICATIONS**

Nil.

### **REFERRALS**

Nil.

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

The relevant Strategic Community Plan issue areas are:

Number 1 – Local Economy “Managing future growth”

Number 4 – Society/Community Wellbeing “A strong sense of community and effective community wellbeing”



**FINANCIAL ISSUES/IMPLICATIONS**

Council adopted the 2018/19 budget at the Special Council Meeting held on Friday 10<sup>th</sup> August 2018 which included an allocation of \$15,000 towards economic development projects.

**POLICY ISSUES/IMPLICATIONS**

The relevant Policy implication is:

Policy 3.2 – Budget Preparation

**STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS**

Local Government Act 1995

*Part 6, Division 2, s. 6.2 – Local government to prepare annual budget*

**LEGAL ISSUES/IMPLICATIONS**

Access to privately owned properties will require permission from building owners.

**COMMUNITY CONSULTATION**

The Economic Development Committee recommends that the Shire collaborates with Waroona Action Group and Waroona Business Support Group (sub-committee of the Peel Chamber of Commerce and Industry Inc.) to liaise with owners of the affected buildings, and develop designs for both projects for Council to consider. No further community consultation is required.

**OFFICER'S FINAL COMMENTS/CONCLUSIONS**

The \$15,000 allocation to economic development projects presents two positive community development opportunities:

1. Funding to implement projects that will impact the local economy and tourism; and
2. Opportunity for collaboration between the Shire and local community organisations and businesses.

Waroona Action Group and Waroona Business Support Group are the most appropriate organisations to collaborate with, and both are relatively new with a keen interest in community projects.

The allocation of funding recommended by the Economic Development Committee will assist these organisations to implement small scale, achievable and manageable projects, as well as improve the main street appearance.

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

Absolute majority.



**ECONOMIC DEVELOPMENT COMMITTEE RECOMMENDATION**

**That in relation to the \$15,000 allocated towards economic development projects in the 2018/19 budget, the Economic Development Committee recommends to Council that the Shire of Waroona:**

- 1. Allocates \$2,000 towards installing local tourism images on empty shop front windows; and**
- 2. Allocates \$13,000 towards installing murals and streetscape artwork;**

**With designs for both projects requiring approval of the Economic Development Committee.**

### 9.3 EXECUTIVE MANAGER PLANNING & BUILDING SERVICES

<b>9.3.1 PROPOSED ADDITIONS TO EDUCATIONAL ESTABLISHMENT – LOTS 123 &amp; 252 (NO. 14) MILLAR STREET, WAROONA</b>	
Reporting Officer / Officer's Interest:	Chris Dunlop, Senior Town Planner; Nil
Responsible Officer / Officer's Interest	Leonard Long; Executive Manager Planning and Building Services; Nil
Proponent:	St Joseph's School
Landowner:	Catholic Church
Date of Report: 15/10/2018	File No.: TP2072
Previous Reference:	Nil
Policy Implications:	Nil
Statutory Implications:	<i>Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015</i>
Strategic Implications:	Nil
Financial Implications:	See heading below
<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 extensions and alterations to the existing St Josephs' School at 14 Millar Street, Waroona. The alterations are predominately internal, with the exception of additions to the most north-eastern building within the school grounds. Plans showing details for the proposed works are at **APPENDIX 9.3.1A**.

#### **BACKGROUND / INITIAL COMMENTS**

The site has been used for the purposes of an Educational Establishment for an extended period, with the school forming an important part of the local community.

The proposed extensions and alterations will cater for improved facilities at the school. Extensions are proposed to the existing kindergarten / preschool building to provide new ablutions, store rooms, kitchen and an additional classroom. The proposed extensions are adjacent to Hesse Street and will have a minimum setback of 1m.

Internal alterations are proposed to the existing reception and administration area. These works will not affect the footprint or external appearance of the building.

#### **PLANNING – STRATEGIC IMPLICATIONS**

The site is identified as Town Centre by the Shires' Local Planning Strategy.

#### **REFERRALS**

Internal comments have not raised any issues.



**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 relevant application fee has been submitted with the application.

**POLICY ISSUES/IMPLICATIONS**

Nil.

**STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS**

The site is zoned Urban 1 – Town Centre under Local Planning Scheme No. 7. An ‘Educational Establishment’ is a D use in the Urban 1 – Town Centre zone.

Planning consent is required for the works in terms of Clause 60 of Schedule 2 to the *Planning and Development (Local Planning Schemes) Regulations 2015*.

**LEGAL ISSUES/IMPLICATIONS**

See statutory issues.

**COMMUNITY CONSULTATION**

N/A

**OFFICER'S FINAL COMMENTS/CONCLUSIONS**

The proposed extensions and alterations are considered necessary to provide enhancement of the existing school facility. The extensions proposed to the existing kindergarten / preschool building meet the required setbacks as per Local Planning Scheme No. 7.

Vehicle access and manoeuvring will not be impacted by the proposed works. The proposal meets all applicable criteria under Local Planning Scheme No. 7 and is therefore recommended for approval.

<b>Appendices Attached:</b>	<b>Yes</b>	<b>Appendices Numbers: 9.3.1A</b>
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**VOTING REQUIREMENTS**

Simple Majority



**OFFICER RECOMMENDATION**

**That in relation to the proposed additions and alterations to the existing Educational Establishment at Lots 123 & 252 (No. 14) Millar Street, Waroona, Council resolves to approve the development application subject to the following conditions:**

- 1. The development shall be carried out and fully implemented in accordance with the details indicated on the application and stamped approved plans.**
- 2. Building materials are to be of a standard and colour scheme complementing and blending in with the amenity of the area and existing dwelling.**

<b>9.3.3 AMENDMENT OF COUNCIL POLICY 3.28 – EXEMPTION OF FOOD STALL LICENCE FEES.</b>	
Reporting Officer / Officer's Interest	Leonard Long; Executive Manager Planning & Building Services / Nil Interest
Proponent:	Requested by Councillor Walmsley,
Landowner:	N/A
Date of Report: 12/10/2018	File No.: 12/2
Previous Reference:	OCM March 2017 – Item 9.4.1 OCM September 2018 – Item 9.3.3
Policy Implications:	Policy 3.28 – Exemption of Food Stall Licence Fees Policy 3.1.7 – Fees and Charges
Statutory Implications:	Local Government Act 1995 Food Act 2008
Strategic Implications:	Nil
Financial Implications:	See heading below
<b>LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP):</b> <i>Theme 4: Society and community wellbeing; and</i> <i>Theme 5: Assets, Resources, Financial Management &amp; Sustainability.</i>	

### **PROPOSAL SUMMARY**

Council is requested to consider amending Council Policy 3.28 – Exemption of Food Stall Licence Fees, to provide clarity on which events and which stallholders are to be exempt from Council's prescribed fee of \$27 for the registration of a food stall (daily rate) when attending events hosted in the Shire of Waroona.

*At its meeting of 25 September 2018 Council resolved to lie the matter on the table for further consideration at its meeting of October 2018.*

### **BACKGROUND / INITIAL COMMENTS**

Councillor Walmsley has requested that this matter be brought to the Council for consideration, specifically, in relation to food stallholders attending the Lions Markets held at the Showgrounds.

Currently, Council Policy 3.28 - Exemption of Food Stall Licence Fees states –

*That it be a Council policy that all food stallholders, excepting those which are local volunteer groups or organisations attending the Waroona Agricultural Show, All Australian Car Day and Vintage Machinery Rally are required to pay the prescribed daily food stall license fee.*

This policy is not applicable to other functions and, currently, all food stall holders attending the Lions markets and any other event should be paying the stallholders fee.

The request from the Lions Club is to exempt all food stall holder fees for vendors at the monthly Lions markets. The request is based on the expense to vendors affecting the viability of the markets.

Should Council be receptive to the Lions Club request, officer's request that clarity be provided around all other categories of events.

Council is requested to consider whether the daily fee exemption for food stallholders should or should not be applied to events organised by –

Local not for profit events – eg Waroona Show, Lions Markets

Non-local not for profit events – eg Coolup Dressage event

Local or non-local for profit events – eg Grapest Run, Lake Clifton Tavern Markets

And, whether or not the daily fee exemption for food stallholder should be applied to stallholders who are –

Local not for profit groups and organisation,

Non-local for profit groups and organisations,

Local for profit businesses and individuals,

Non-local for profit businesses and individuals.

### **PLANNING – STRATEGIC IMPLICATIONS**

Nil.

### **REFERRALS**

Nil.

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

The relevant Strategic Community Plan issue areas are:

- Number 5 “Assets, Resources, Financial Management and Sustainability”.
- Number 4: “Society and community wellbeing”.

### **FINANCIAL ISSUES/IMPLICATIONS**

Should Council resolve to amend Council Policy 3.28 - Exemption of Food Stall Licence Fees, based on the income received during the 2017/18 financial year, Council may reduce its annual income by approximately \$600.

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

The fee and the exemption of such a fee is in terms of the *Local Government Act 1995*.

### **LEGAL ISSUES/IMPLICATIONS**

In terms of the *Food Act 2008*, prior to operating any food business, such business is required to give notice to the Shire regardless of a fee imposed or not. As such should Council resolve to amend the policy any food stall holder selling to the public would still be required to complete the necessary registration form and obtain approval prior to the event.



**COMMUNITY CONSULTATION**

Nil

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

Simple Majority

**OFFICER RECOMMENDATION**

**That Council resolves to amend Policy 3.28 Exemption of Food Stall Licence Fees and gives its clear direction as to the type or events and types of food stallholders that will be eligible for fee exemptions, and that a suitable policy be developed for consideration at the next meeting.**

## 9.4 DEPUTY CHIEF EXECUTIVE OFFICER / DIRECTOR CORPORATE SERVICES

<b>9.4.1 PAYMENT LISTING FOR THE MONTHS OF SEPTEMBER 2018</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: 15/10/18	File No.: 1/3
Previous Reference:	N/A
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 (<i>Strategic Community Plan-SCP</i>): No. 6 “Active Civic Leadership, Good Governance, &amp; Excellence in Management”</b>	

### **PROPOSAL SUMMARY**

The purpose of this report is to present the listing of payments made from the Shire's Municipal and Trust funds throughout the month of September 2018.

### **BACKGROUND / INITIAL COMMENTS**

The attached appendix lists the payments from Council Municipal and Trust funds for the month applicable as per requirements of the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

As per Regulation 13 of the Local Government (Financial Management) Regulations 1996 the following information is required to be presented to Council;

- The Payee's name;
- The amount of the payment;
- The date of the Payment; and
- Sufficient information to identify the transaction

### **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, & Excellence in Management.

### **FINANCIAL ISSUES/IMPLICATIONS**

Nil



**POLICY ISSUES/IMPLICATIONS**

Nil

**STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS**

Local Government Act 1995 – Section 6.4 and Local Government (Financial Management) Regulations 1996 – Section 13

**LEGAL ISSUES/IMPLICATIONS**

Nil

**COMMUNITY CONSULTATION**

Nil

**OFFICER'S FINAL COMMENTS/CONCLUSIONS**

All payments made from Council’s Municipal and Trust account were completed in accordance with the adopted budget.

That Council receive the payment listing for the period as per the appendices.

<b>Appendices Attached:</b>	<b>Yes</b>	<b>Appendices Numbers:</b>	<b>9.4.1</b>
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**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That Vouchers numbered:

<b><u>ACCOUNT</u></b>	<b><u>CHEQUE NOS.</u></b>	<b><u>TOTAL \$</u></b>
Municipal	Cheques 9003 - 9020	\$16,541.82
Trust (Cheque/EFTs)	Chq: 11188-11190 EFT 28539 - 28619	\$24,589.37
Electronic Transfers Municipal Fund	EFT 28540 to 28696	\$411,984.94
Direct Wages	01/09/18 – 30/09/18 inclusive	\$164,320.20
Direct Debits	01/09/18 – 30/09/18	\$38,068.64
<b>GRAND TOTAL:</b>		<b><u>\$655,504.97</u></b>

and attached at Appendix 9.4.1 be endorsed.



<b>9.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2018 TO 30 SEPTEMBER 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: 15/10/2018	File No.: 1/1
Previous Reference:	N/A
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 (<i>Strategic Community Plan-SCP</i>):</b>	
<i>No 6 Good Government: Active &amp; Responsible Civic Leadership, &amp; Excellence in Management</i>	

### **PROPOSAL SUMMARY**

The purpose of this report is to present the financial position of Council as at the reporting date as per requirements of the Local Government Act 1995 and the Local Government (Financial Management) Regulation 1996.

### **BACKGROUND / INITIAL COMMENTS**

The monthly financial report recognises the financial position of Council at the reporting date and contains the following information;

- a) Annual budget estimates taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c) of the Local Government Act 1995;
- b) Budget estimates to the end of the month to which the statement relates;
- c) Actual amounts of expenditure, revenue and income to the end of the month to which the statements relate;
- d) The material variance between the comparable amounts referred to in the paragraphs (b) and (c); and
- e) The net current assets at the end of the month to which the statement relates.

The following information is included in the report;

- Statement of Financial Activity by Programme
- Statement of Financial Activity by Nature and Type, and
- Statement of Financial Position
- Note 1 – Significant Accounting Policies
- Note 2 – Graphical Representation
- Note 3 – Net Current Funding Position
- Note 4 – Cash and Investments
- Note 5 – Major Variances
- Note 6 – Budget Amendments
- Note 7 – Receivables
- Note 8 – Grants & Contributions
- Note 10 – Capital Disposals and Acquisitions

- Note 11 – Significant Capital Projects
- Note 12 – Trust
- Note 13 - Borrowings

### **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, & Excellence in Management.

### **FINANCIAL ISSUES/IMPLICATIONS**

Nil

### **POLICY ISSUES/IMPLICATIONS**

Accounting policies - Policy 3.1.1 to Policy 3.1.7

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

Local Government Act 1995 – Section 6.4 and Local Government (Financial Management) Regulations 1996 – Section 34

### **LEGAL ISSUES/IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION**

Nil

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

That Council receive the monthly statement of financial activity for the period as per the appendices.

<b>Appendices Attached:</b>	<b>Yes</b>	<b>Appendices Numbers:</b>	<b>9.4.2</b>
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### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER RECOMMENDATION**

**That Council receive the Monthly Statement of Financial Activity for the period 1 July 2018 to 30 September 2018 as presented.**

<b>9.4.3 PROPOSED AMENDMENTS TO 2018/19 ADOPTED BUDGET</b>	
Reporting Officer / Officer's Interest:	Ashleigh Nuttall, Manager Corporate Services; Nil
Responsible Officer / Officer's Interest	Ashleigh Nuttall, Manager Corporate Services; Nil
Proponent:	Shire of Waroona
Landowner:	N/A
Date of Report: 15/10/18	File No.: 1/7
Previous Reference:	9.1.3 of 10 August 2018
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**

Council is requested to authorise several amendments to the 2018/19 adopted budget as described below.

### **BACKGROUND / INITIAL COMMENTS**

A number of grants have recently been received which were not able to be accounted for at the time that the 2018/19 Budget was adopted. The relevant income and expenditure accounts for these grants must be amended to reflect this. The grants are as follows:

<b>Funding Source</b>	<b>Purpose</b>	<b>Amount</b>
WA Police	Road safety campaign equipment	\$824
Meerlinga Foundation	Children's Week activities	\$1,000
Department of Communities	Thank A Volunteer Day activities	\$1,000
Australian Alcohol & Drug Foundation	Local Drug Action Team activities	\$22,000

### **PLANNING – STRATEGIC IMPLICATIONS**

Nil.

### **REFERRALS**

Nil.

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

The relevant Strategic Community Plan themes are Theme 5 – Assets, Resources, Financial Management & Sustainability, and Theme 6 – Good Governance.

**FINANCIAL ISSUES/IMPLICATIONS**

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

<b>Account</b>	<b>Proposed Budget Amendments</b>	<b>Amount</b>
114630	Increase budgeted income	\$1,000
114820	Increase budgeted expenditure	\$1,000
152130	Increase budgeted income	\$23,824
153320	Increase budgeted expenditure	\$23,824

**POLICY ISSUES/IMPLICATIONS**

Nil.

**STATUTORY IMPLICATIONS**

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

**LEGAL IMPLICATIONS**

Nil.

**COMMUNITY CONSULTATION**

Not required.

**OFFICER'S FINAL COMMENTS/CONCLUSIONS**

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

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

Absolute Majority

<p><b><u>OFFICER RECOMMENDATION</u></b></p> <p><b>That Council approve to amend the 2018/19 adopted budget as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. Income Account #114630 Contributions/Donations and correlating Expenditure Account #114820 Youth Activities be increased by \$1,000; and</b></li> <li><b>2. Income Account #152130 Grants &amp; Contributions and correlating Expenditure Account #153320 Grant Expenditure be increased by \$23,824.</b></li> </ol>
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<b>9.4.4 SHIRE OFFICE CLOSURE FOR THE CHRISTMAS PERIOD</b>	
Reporting Officer / Officer's Interest:	Ashleigh Nuttall – Manager Corporate Services; No Interest
Responsible Officer / Officer's Interest	Laurie Tilbrook – Deputy Chief Executive Officer; No Interest
Proponent:	Not Applicable
Landowner:	Not Applicable
Date of Report: 15/10/2018	File No.: 44/2
Previous Reference:	Not Applicable
Policy Implications:	Not Applicable
Statutory Implications:	Not Applicable
Strategic Implications:	Not Applicable
Financial Implications:	Not Applicable
<b>LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>):</b> <i>No 6 Active Civic Leadership, Good Governance, &amp; Excellence in Management</i>	

### **PROPOSAL SUMMARY**

To seek Council's endorsement for the closure of the Administration office during the Christmas and New Year holiday period from close of business Monday 24 December 2018 and reopen Wednesday 2 January 2019.

### **BACKGROUND / INITIAL COMMENTS**

It is proposed that Council consider the closure of the Administration office from close of business Monday 24 December 2018 and reopen Wednesday 2 January 2019.

During this period there is minimal requirement of customer service and administration needs to the community. It has been discussed with a number of staff that believe there is little or no benefit of the Administration office being open during this period, as the majority of enquiries in previous years have been of a non-urgent nature, or are enquiries of the refuse site and pick up information which will be advertised widely leading up to the holiday period. It would be a welcomed gesture from Council to acknowledge the efforts of the team by agreeing to close the office during this time.

The following time line shows that there is 2 non-public holiday days that the office will be closed for;

25 December 2018 Tuesday	-	Public Holiday (Christmas Day)
26 December 2018 Wednesday	-	Public Holiday (Boxing Day)
27 December 2018 Thursday	-	Public Officers Holiday (Due 2 <sup>nd</sup> January)
28 December 2018 Friday	-	Propose to Close
31 December 2018 Monday	-	Propose to Close
1 January 2019 Tuesday	-	Public Holiday (New Year's Day)

If Council accepts this proposal it can be assured that emergency contact details for each department will be advertised leading up to this period as well as a plan of action in the instance that something unforeseen were to occur. The closure will be



communicated to the community well in advance through newsletter/paper, posters, messages on hold, and the Shire's website.

The Works Depot will be closed throughout this period although a skeleton crew will be maintained and the Rangers provided by the Shire of Murray will be rostered on as normal. This time of the year is also a quiet time of the year for Library services and it is recommended that they shut down for the same period.

All staff members who want to take advantage of this close down period will need to have accrued leave which will cover the 2 non-public holiday days. If an employee has no accrued leave this time off will be leave without pay.

### **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**

NIL

### **POLICY ISSUES/IMPLICATIONS**

NIL

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

NIL

### **LEGAL ISSUES/IMPLICATIONS**

NIL

### **COMMUNITY CONSULTATION**

NIL

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

In previous years other Local Governments were consulted and 90% close their administration office between Christmas and New Year.

Some of the central reasons that the majority of Council's take this action is; it is a gesture from Council as well as the Chief Executive officer to recognise the efforts of staff from the year past, this time of the year is quite due to members of the public

away on holidays and it is a good time for staff to have a break and spend time with family.

It is proposed that Council endorse the closing of the Administration office during the Christmas and New Year's break.

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

Simple Majority

### **OFFICER RECOMMENDATION**

**That Council authorises the closure of the Shire Administration office including Licensing and the Library from 3:00pm Monday 24 December 2018 and reopens on Wednesday 2 January 2019 which includes the 3 public holidays, 1 public service officer public holiday (due 2 January 2019) and 2 standard working days;**

<b>24 December 2018 Monday</b>	<b>- 3pm Closure</b>
<b>25 December 2018 Tuesday</b>	<b>- Christmas Day Public Holiday</b>
<b>26 December 2018 Wednesday</b>	<b>- Boxing Day Public Holiday</b>
<b>27 December 2018 Thursday</b>	<b>- Public Officers Public Holiday</b>
<b>28 December 2018 Friday</b>	<b>- Propose to Close</b>
<b>31 December 2018 Monday</b>	<b>- Propose to Close</b>
<b>1 January 2019 Tuesday</b>	<b>- New Year's Day Public Holiday</b>

## 9.5 CHIEF EXECUTIVE OFFICER

<b>9.5.1 ANNUAL ELECTORS MEETING / DECEMBER &amp; JANUARY COUNCIL MEETING</b>	
Reporting Officer / Officer's Interest:	Ian Curley – Chief Executive Officer / Nil
Responsible Officer / Officer's Interest	Ian Curley – Chief Executive Officer / Nil
Proponent:	Not Applicable
Landowner:	Not Applicable
Date of Report: 15 October 2018	File No.: 35/1
Previous Reference:	OCM16/10/114 October 2016 & OCM17/10/109 October 2017
Policy Implications:	Council Policy 1.13
Statutory Implications:	Nil
Strategic Implications:	Nil
Financial Implications:	Nil
<b>LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): E, No. 6 "Active Civic Leadership, Good Governance, &amp; Excellence in Management"</b>	

### **PROPOSAL SUMMARY**

To set the date and time for the December 2018 Council Meeting, the 2018 Annual Electors Meeting and consider the need for a January 2019 Council meeting.

### **BACKGROUND/INITIAL COMMENTS**

The December 2018 Council meeting is scheduled for Tuesday 25 December and it is recommended that the meeting be held one week prior to the scheduled day on Tuesday 18 December 2018 commencing at 4.00pm.

It is suggested that the Annual Electors Meeting be held at 6.00pm on the same day as the December Council meeting Tuesday 18 December 2018.

The January Council meeting is scheduled for Tuesday 22 January 2019. Council generally does not hold a January meeting and it is recommended that this occurs again. If urgent business arises during this period a Special Council meeting can be held.

### **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**

Nil

**POLICY ISSUES/IMPLICATIONS****Council Policy 1.13 Annual Electors Meeting – Minutes – Resolutions**

This policy states that the Annual Electors Meeting is to be held where practical during the second week of December. As timing permits the Ordinary Council Meeting is to be held during the third week of December, therefore it is recommended that the Annual Electors Meeting will be scheduled for 6.00pm following the closure of that meeting.

**STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS**

Nil

**LEGAL ISSUES/IMPLICATIONS**

Nil

**COMMUNITY CONSULTATION**

Nil

**OFFICER'S FINAL COMMENTS/CONCLUSIONS**

Following precedent set in prior years it is recommended that the Ordinary Council Meeting for December be brought forward from the 4<sup>th</sup> Tuesday to the week prior, and the Annual Electors Meeting be scheduled for the same day at 6.00pm. Additionally it is recommended that there be no January Council Meeting held in 2019.

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

Simple Majority

**OFFICER RECOMMENDATION**

**That Council give public notice of the following schedule for upcoming meetings;**

- 1. That the December 2018 Council Meeting be held on Tuesday 18 December 2018 commencing at 4.00pm**
- 2. That the 2017/18 Annual Electors Meeting be held on Tuesday 18 December 2018 commencing at 6.00pm**
- 3. That no January 2019 Ordinary Council Meeting be held.**

**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**