



**Date:** 16 October 2019

**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 Council Chambers on Tuesday 22 October 2019 commencing at 4.00 pm to consider and resolve on the matters set out in the attached Agenda.

A handwritten signature in black ink, appearing to read "D. Unsworth", is located below the text of the notice.

**DEAN UNSWORTH**  
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. **OATH OR AFFIRMATION OF ALLEGIANCE AND DECLARATION OF OFFICE TO BE TAKEN BY ELECTED COUNCILLORS**

Mr John Salerian JP will conduct the Oath or Affirmation of Allegiance and Declaration of office for the elected Councillors.

i.	Cr Elect _____	Four Year Term
ii.	Cr Elect _____	Four Year Term
iii.	Cr Elect _____	Four Year Term
iv.	Cr Elect _____	Four Year Term

#### 4. **ELECTION OF SHIRE PRESIDENT**

File Ref: 35/1  
 Author and Title: Dean Unsworth, Chief Executive Officer

##### **Recommendation**

##### **That**

1. **The Chief Executive Officer reads aloud nominations for the position of Shire President and requests those nominated to state verbally if they are willing to accept that nomination, and that votes are cast accordingly as per the *Local Government Act (1995)*.**
2. **That those nominated for Shire President are invited to speak to their nomination for no more than five (5) minutes.**

##### **IN BRIEF**

Under the *Local Government Act 1995 (as amended)* for the election of President, when elected by the Council, nominations are to be given to the CEO in writing at a time announced by the CEO.

If a Councillor is nominated by another Councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.

Voting is by secret ballot as if they were electors voting at an election.

If, when the votes are counted there is an equality of votes, the count is to be discontinued and the meeting is to be adjourned for not more than seven days.

## **BACKGROUND**

As the election for President is to be conducted as if they were electors voting at an election, it is requested that all nominations be received by **3.30pm** on Tuesday 22 October 2019. This will then give officers time to have election papers printed prior to the **4.00pm** commencement of the meeting.

## **STATUTORY ENVIRONMENT**

### **Local Government Act 1995**

Section – 2.11. Alternative methods of filling office of mayor or president

- (1) When an order is made under section 2.1 declaring an area of the State to be a district, the Governor is, by order, to specify whether the first mayor or president of the local government is to be —
  - (a) elected by electors of the district under Part 4; or
  - (b) elected by the council from amongst the councillors under Schedule 2.3, Division 1.
- (2) A local government may change\* the method of filling the office of mayor or president used by the local government from the election by the council method to the election by the electors method.

*\* Special Majority Required*

- (3) A local government may exercise the power conferred by subsection (2) whether or not a proposal has been made under section 2.12.
- (4) The method of filling the office of mayor or president used by a local government is changed from the election by the electors method to the election by the council method if the result of a poll declared under section 2.12A(4) is that a majority of electors of the district who voted at the poll voted in favour of the change.

Section 2.15 – Filling office of deputy mayor or deputy president

The deputy mayor or deputy president is to be elected by the council under Schedule 2.3, Division 2.

### **Schedule 2.3 – When and how mayors, presidents, deputy mayors and deputy presidents are elected by council**

[Sections 2.11(1)(b) and 2.15]

#### **Division 1 – Mayors and presidents**

##### **1. Terms used**

In this Division —

***extraordinary vacancy*** means a vacancy that occurs under section 2.34(1);

***office*** means the office of councillor mayor or president.

##### **2. When council elects mayor or president**

- (1) The office is to be filled as the first matter dealt with —



- (a) at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and
  - (b) at the first meeting of the council after an extraordinary vacancy occurs in the office.
- (2) If the first ordinary meeting of the council is more than 3 weeks after an extraordinary vacancy occurs in the office, a special meeting of the council is to be held within that period for the purpose of filling the office.

### **3. CEO to preside**

The CEO is to preside at the meeting until the office is filled.

### **4. How mayor or president is elected**

- (1) The council is to elect a councillor to fill the office.
- (2) The election is to be conducted by the CEO in accordance with the procedure prescribed.
- (3) Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.
- (3a) Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.
- (4) If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.
- (5) The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.
- (6) Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.
- (7) As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

### **5. Votes may be cast a second time**

- (1) If when the votes cast under clause 4(5) are counted there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and the meeting is to be adjourned for not more than 7 days.
- (2) Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes.
- (3) When the meeting resumes the councillors are to vote again on the matter by secret ballot as if they were electors voting at an election.
- (4) The votes cast under subclause (3) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.

## **Division 2 — Deputy mayors and deputy presidents**



## 6. Terms used

In this Division —

**extraordinary vacancy** means a vacancy that occurs under section 2.34(1);

**office** means the office of deputy mayor or deputy president.

## 7. When council elects deputy mayor or deputy president

- (1) If the local government has an elector mayor or president the office of deputy mayor or deputy president is to be filled as the first matter dealt with —
  - (a) at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and
  - (b) at the first meeting of the council after an extraordinary vacancy occurs in the office.
- (2) If the local government has a councillor mayor or president the office of deputy mayor or deputy president is to be filled —
  - (a) as the next matter dealt with after the mayor or president is elected at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and
  - (b) subject to subclause (3), as the first matter dealt with at the first meeting of the council after an extraordinary vacancy occurs in the office.
- (3) If at a meeting referred to in clause 2(1)(b) the deputy mayor or deputy president is elected to be the mayor or president, the resulting extraordinary vacancy in the office is to be filled as the next matter dealt with at the same meeting.

## 8. How deputy mayor or deputy president is elected

- (1) The council is to elect a councillor (other than the mayor or president) to fill the office.
- (2) The election is to be conducted in accordance with the procedure prescribed by the mayor or president, or if he or she is not present, by the CEO.
- (3) Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.
- (3a) Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.
- (4) If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.
- (5) The council members are to vote on the matter by secret ballot as if they were electors voting at an election.
- (6) Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.
- (7) As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.

## 9. Votes may be cast a second time

- (1) If, when the votes cast under clause 8(5) are counted, there is a equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and, not more than 7 days later, a special meeting of the council is to be held.
- (2) Any nomination for the office may be withdrawn, and further nominations may be made, before or when the special meeting is held.
- (3) When the special meeting is held the council members are to vote again on the matter by secret ballot as if they were voting at an election.
- (4) The votes cast under subclause (3) are to be counted, and the successful candidate determined, under Schedule 4.1 as if those votes were votes cast at an election.

## **SUMMARY**

Nominations for Shire President may be made prior to, or at the time of dealing with Item 6.1 of this Agenda. Nominations will then close and ballot papers will be immediately printed and then the ballot held. A short adjournment will occur while ballot papers are printed.

For the purpose of having ballot papers printed, it is suggested that nominations be provided to the Returning Officer (CEO) prior to this meeting. This may alleviate the need for an adjournment.

## 5. SWEARING IN OF SHIRE PRESIDENT

Mr John Salerian JP will conduct the Oath or Affirmation of Allegiance and Declaration of office of Shire President.

## 6. ELECTION OF DEPUTY SHIRE PRESIDENT

### **RECOMMENDATION**

**That the elected President calls for nominations for the position of Deputy President from the members.**

### **In Brief**

Once nominations close for the position of Deputy President, if there is more than one nomination, there will be a short adjournment to print the ballot papers.

In regards to the election of the Deputy President, Schedule 2.3(2) of the *Local Government Act 1995* states that this election is to be conducted in accordance with the procedure prescribed by the President, or if he or she is not present, by the CEO. Nominations are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations. Council members are to vote on the matter by way of secret ballot.



**7. SWEARING IN OF DEPUTY SHIRE PRESIDENT**

Mr John Salerian JP will conduct the Oath or Affirmation of Allegiance and Declaration of office for Deputy Shire President.

**8. SEATING ALLOCATION FOR COUNCILLORS****RECOMMENDATION**

That the CEO shall allot, by ballot, a position at the council table by each member.

**9. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE****10. PUBLIC QUESTION TIME****11. APPLICATIONS FOR LEAVE OF ABSENCE****12. 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.)

**13. PETITIONS/DEPUTATIONS/PRESENTATIONS****14. CONFIRMATION OF MINUTES****14.1 ORDINARY COUNCIL MEETING – 24 SEPTEMBER 2019****RECOMMENDATION**

That the Minutes of the Ordinary Council Meeting held 24 September 2019 be confirmed as being a true and correct record of proceedings.

**14.2 CEO RESOURCE SHARING COMMITTEE MEETING – 1 OCTOBER 2019**

File Ref: 184/1

Author and Title: Dean Unsworth, Chief Executive Officer

Voting Requirements: Simple Majority

Appendices 8.2

**RECOMMENDATION**

That Council receives and notes the Minutes and Appendices of the CEO Resource Sharing Committee Meeting held on Tuesday 1 October 2019.



## 15. ELECTION OF COMMITTEE MEMBERS AND REPRESENTATIVES

### Council Standing Committees (Members only)

- a. Finance & Audit Committee  
(4 Councillors)

Meeting requirements: Meets 3-4 times per year, Feb, July, Dec and additional in April/May if needed.

**RECOMMENDATION:**

**That all Councillors are elected to the Finance and Audit Committee.**

- b. Works & Services Committee  
(4 Councillors) Meets as required.
- c. Council Staff Management Committee  
(4 Councillors)
- d. Waste Management Advisory Committee  
(4 Councillors) Meets as required.
- e. Waroona Health & Medical Committee  
(4 Councillors) Meets as required
- f. Economic Development Committee  
(4 Councillors) Meets as required.

Officer comment:

At the Councillor Briefing Session held on 24 September, 2019, it was recommended that Committees b, c, d, e and f are disbanded for a more inclusive and less regimented approach by way of a monthly Councillor Briefing Session, where items that would be raised through the above committees are dealt with in a more timely and less bureaucratic way with input from all elected members.

### Other Council Committees/Groups

- a. Recreation Advisory Committee  
4 Councillors & 2 Community Representatives

Meeting requirements: As required (generally in evening)

Officer Comment:

While four Councillors currently sit on this Committee, the make-up could be smaller.

**RECOMMENDATION:**

**That Councillors \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ are elected to the Recreation Advisory Committee.**



- b. Small Grants & Awards Committee  
(4 Councillors)

Meeting requirements: As required (usually 2 meetings per year)

Officer Comment:

While four Councillors currently sit on this Committee, the make-up could be smaller.

**RECOMMENDATION:**

**That Councillors \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ are elected to the Small Grants and Awards Committee.**

- c. Occupational Safety & Health Committee  
(1 Councillor and 1 proxy) Meets quarterly Mar, June, Sept, Dec.

Officer Comment:

It is recommended that elected members are not included on the Occupational Health and Committee as it is an operational, legal and contractual responsibility of the Chief Executive Officer under the Local Government Act (1995) and the Occupational Safety and Health Act (1984).

- d. Waroona Visitor Centre Working Group  
(2 Councillors and 2 members of the public, supported by the Manager Corporate Services and Visitor Centre Manager)

Meeting requirements: New working group created in 2018. Has not met as there were no submissions from the public when advertised.

**RECOMMENDATION:**

**That Councillors \_\_\_\_\_, and \_\_\_\_\_ are elected to the Waroona Visitor Centre Working Group.**

**The appointment of Representatives and delegates to the Advisory Committees; Committees and Progress Associations; Local Organisations; Regional Bodies/Committees; and Special Purpose Committees and Groups for the 2019-2021 period:**

Advisory Committee Representatives

- a. Bush Fire Advisory Committee  
(1 Councillor) Meets as required (2 meetings per year)
- b. Local Emergency Management Committee  
(1 Councillor, EMC) Meets quarterly at 3 pm)

Committees and Progress Association Representatives

- a. Preston Beach Progress Association  
b. (1 Councillor) Meets once a month.
- b. Lake Clifton/Herron Progress & Sports Association  
(1 Councillor) Meets once a month.



Delegates to Local Organisations

- a. Wagerup Community Consultative Network  
(1 Councillor)

Delegates to Regional Bodies/Committees

- a. Peel Zone – Western Australian Local Government Association  
(2 Councillors)
- b. Regional Road (Sub) Group (South West)  
(1 Councillor & 1 proxy) Meets 5 times per year evenly spaced, Monday mornings at 9.30 am at Shire of Dardanup, Eaton.
- c. COASTSWAP  
(1 Councillor) & TP. Meets as required (generally 2 meetings per year)
- d. Mid-West/Wheatbelt (Central) Joint Development Assessment Panel  
(2 Councillors and 2 alternate delegates) *(previously Cr Dew & Cr Scott (Cr Walmsley & Cr Mason as alternate delegates)* Meets as required.

Special Purpose Committees and Groups

- a. Waroona Interagency Committee  
(1 Councillor) Meets Bi-monthly, Tuesdays/Wed 11am to 1pm
- b. Harvey River Task Force  
(1 Councillor)
- c. Alcoa Waroona Sustainability Fund  
(2 Councillors)

Liaison to other Committees/Organisations

- a. Coolup Land Conservation District Committee  
(1 Councillor)
- b. Peel Mosquito Management Group  
(1 Councillor)
- c. Waroona Historical Society  
(1 Councillor) Meets monthly 3.30 – 5.00pm
- d. Long Term Residue Management Committee  
(1 Councillor) Meets once a quarter
- e. Peel Trails Group  
Community Development Officer
- f. Lesueur Community Consultative Committee  
(1 Councillor)

- g. Peron Naturaliste Partnership  
(1 Councillor and 1 proxy) Meets 2-3 times a year generally 10am – 1pm.
- h. Alcoa Wagerup Environmental Improvement Plan Stakeholder Reference Group  
1 staff member
- i. Willowdale Mine Environmental Improvement Plan Stakeholder Reference Group.  
1 staff member
- j. Peel Biosecurity Group  
1 Councillor or (1 Staff Member) Meets once a month

**16. REPORTS OF OFFICERS AND COMMITTEES**

**16.1 DIRECTOR TECHNICAL SERVICES**

Nil.

## 16.2 DIRECTOR STRATEGIC DEVELOPMENT

<b>16.2.1 VEHICLE IDENTIFIER STICKER SYSTEM PROCEDURE</b>	
<b>File Ref:</b>	24/2
<b>Previous Items:</b>	N/A
<b>Applicant:</b>	N/A
<b>Author and Title:</b>	Louis Fouché, Director Strategic Development; No Interest
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	16.2.1

### RECOMMENDATION

That Council:

1. adopt Community Emergency Services Procedure “Vehicle Identifier Sticker System” as identified in Appendix 16.2.1; and,
2. acknowledge that the Incident Controller or a suitably Authorised Person may override or revoke the access of any vehicle into an incident area at any time.

### IN BRIEF

- Adopt a local procedure in support of the Department of Fire and Emergency Services (‘DFES’) Vehicle Identifier Sticker (‘VIS’) system.

### BACKGROUND

At the 2010 State Bushfire Forum representatives identified the need for some form of identification or Vehicle Identifier for farmer response vehicles that provide direct assistance to a bushfire event.

The Perth Hills Bushfire Review 2011 also recommended that the then Fire and Emergency Services Authority of Western Australia (FESA) staff should adhere to the “Guidelines for Operating Private Equipment at Fires” booklet when vehicles are offered during an incident.

Consequently FESA developed a Vehicle Identifier Sticker (VIS) that could be affixed to the windscreen of a vehicle. The system involved FESA supplying Vehicle Identifier Packs (stickers and “Guidelines for Operating Private Equipment at Fires” booklet) to participating Local Governments. The booklet is also available online on the Department of Fire and Emergency Services (DFES) website.

The Vehicle Identifier Sticker is valid for a maximum of two bushfire seasons, expiring at the end of September of the second year.

The system recognises the ability of Local Government in using local knowledge regarding the background and skills of the person applying for the vehicle identifier, to determine which vehicles are eligible.

Local Governments were able to opt into the system and were responsible for the issuing of stickers and keeping of a register for approved vehicles including the vehicle registration numbers, VIN numbers or chassis numbers.



Because of concerns from some members of their community, the draft procedure and associated application form as seen in **Appendix 16.2.1** was developed by the Shire of Murray and adopted by their Council on 27 June 2019.

Given the evacuation of the community during the Waroona fires in 2015 and 2016, concerns regarding access through Vehicle Control Points (VCPs) were also raised by community members and emergency services and brigade members. This aspect was considered in the Report of the Special Enquiry into the January 2016 Waroona Fire (Ferguson Enquiry) with a recommendation to issue identification cards to relevant emergency services members and volunteers. It was also recommended that DFES consider issuing temporary windscreen signage to such personnel.

### **REPORT DETAIL**

The adoption of this procedure and associated application form will clearly establish the expected requirements for members of the public who wish to assist with fire suppression activities in their own personal vehicles/equipment.

DFES has set a number of minimum conditions which have been included on the conditions of the application form, but additional conditions have been added to ensure better safety and oversight.

Some members of the community may wish to have unrestricted entry for all of their vehicles to access closed roads to assist at bushfires and / or to return to their properties to protect their assets and provide welfare to their stock or pets. It is important to note that the VIS system is not for this purpose and approval will only be provided to suitably identified persons with vehicles or equipment that can actively assist in the suppression of a bushfire.

A Restricted Access Permit System (RAPS) has been developed by DFES to allow residents to access properties once the immediate threat has passed:

- for a short period to collect valuables and pets;
- to return to properties during daylight / restricted hours; or
- to return to properties (i.e. rural landowners) until permits are revoked.

Given the significant risk to people and property associated with bushfires, the VIS system should not be confused with the RAP system.

Ultimately, the Incident Controller determines and manages access to and from the incident area. There is no automatic right of entry and the Incident Controller can override the access for vehicles with a VIS.

It is anticipated that the presence of a VIS will enable the Incident Controller to quickly assess the vehicle in the knowledge that the owner has been issued with the “*Guidelines for Operating Private Equipment at Fires*” booklet and agreed to the conditions on the application form.

### **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 4</b>	Society/Community Wellbeing
<b>Aspiration</b>	Maintain strong sense of community and effective community wellbeing
<b>Strategy</b>	Work in partnership with other agencies to effectively plan for and coordinate various emergency services. (Such as fires, floods, storms and accidents).



## **OTHER STRATEGIC LINKS**

N/A.

## **STATUTORY ENVIRONMENT**

In relation to special powers of Bush Fire Control Officers the *Bush fires Act 1954* provides the following in Section 39 –

- (1) Subject to the provisions of this Act a bush fire control officer appointed under this Act by a local government may, in the exercise of his functions and the performance of his duties under this Act, do all or any of the following things –
  - (h) employ a person or use the voluntary services of a person to assist him, subject to his directions in the exercise of any of the foregoing powers; and

In relation to insurance the *Bush fires Act 1954* provides the following in Section 37 –

- (1) A local government that maintains a bush fire brigade shall obtain and keep current:
  - (a) a policy of insurance that insures volunteer fire fighters for compensation, payable in accordance with subsection (2) for injury caused to them while they are engaged under this Act in normal brigade activities; and
  - (b) a policy of insurance that, subject to subsection (10), insures against loss or damage all appliances, equipment, and apparatus of the bush fire brigade and any privately owned appliance, equipment, or apparatus that is used under the direction of a bush fire control officer, or an officer or a member of a bush fire brigade for the purposes of this Act.

The term “**volunteer fire fighter**” means a bush fire control officer, a person who is a registered member of a bush fire brigade established under this Act or a person working under the direction of that officer or member.

## **SUSTAINABILITY & RISK CONSIDERATIONS**

*Economic - (Impact on the Economy of the Shire and Region)*

The adoption of the new procedure will not financially impact the community.

*Social - (Quality of life to community and/or affected landowners)*

The procedure has no significant impact on the quality of life of the community.

*Environment – (Impact on environment’s sustainability)*

N/A.

*Policy Implications*

### **Policy Corp042 – Bush Fire Brigades**

The intent of the Bush Fire Brigades Policy is to provide guidelines to the Bush Fire Brigade staff of the Shire of Waroona by:

- Ensuring that all activities are compliant with the Bush Fire Act 1954
- Outlining and clarifying the roles, responsibilities and operational procedures of the Bush Fire Brigade.
- Delivering a best practice approach to the delivery of bush fire services within the Shire of Waroona.



- Ensuring consistency and compliance with the Department of Fire & Emergency Services (DFES) Standard Operating Procedures relevant to the operations of Bush Fire Brigades.

This policy and associated Operational Procedures / Management Guide represents the expected standards of the Shire of Waroona.

Bush Fire Brigades are operated under the direction of the Chief Bush Fire Control Officer. Modifications to Operational guidelines must be approved by the Chief Executive Officer.

#### *Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
Extreme	The adoption of the proposed procedure enhances the governance and oversight of community members in attendance in their own private equipment during bushfires, therefore reducing the level of risk.

### **CONSULTATION**

The Shire of Murray procedure was copied and circulated to the Shire of Waroona Chief (CBCO) and Deputy Chief Bushfire Control Officer as well as the Brigade Captains for Preston Beach, Lake Clifton and Waroona West Bushfire Brigades for comment.

The CBCO as well as the Brigade Captain for Preston Beach and Waroona West Bushfire Brigade responded by supporting the procedure.

### **RESOURCE IMPLICATIONS**

#### *Financial*

The cost of administering the procedure will be absorbed as part of normal operational costs.

#### *Workforce*

Staff resourcing required to administer the approval and issuing of VIS is not considered to be significant.

### **OPTIONS**

Council has the option of:

1. Endorsing the Procedure as detailed in Appendix 9.2.1;
2. Endorsing the Procedure with amendments; or
3. Rejecting the Procedure.

## **CONCLUSION**

The DFES Vehicle Identifier Sticker Procedure and application should be embraced given the issue regarding access for private equipment providing assistance at bushfires has been a concern with the Shire, Bushfire Brigades, the community and DFES.

It must be emphasised that the use of Vehicle Identifier Stickers is not to allow unrestricted entry of any vehicles to return to properties to protect assets and provide welfare to stock / pets. Vehicle Identifier Stickers will only be granted to vehicles and/or equipment that are capable of actively assisting in bushfire suppression.

The Restricted Access Permit System is the appropriate system to allow access to the general community after the immediate threat has subsided.

Council must also acknowledge that ultimately it is the Incident Controller who determines and manages access to and from the fire ground and that the Incident Controller can override or revoke the access of vehicles/equipment with Vehicle Identifier Stickers into an incident area at any time.

<b>16.2.2 WAROONA YOUTH PRECINCT SITE SELECTION – COMMUNITY CONSULTATION</b>	
<b>File Ref:</b>	File No.: 47/1; 126/1; 126/8
<b>Previous Items:</b>	OCM 19/05/045 RAC 8/10/19
<b>Applicant:</b>	Shire of Waroona
<b>Author and Title:</b>	Kelly Nottle, Community Development Officer - No interest.
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	9.3.1A, B, C

### RECREATION ADVISORY COMMITTEE RECOMMENDATION

That Council:

1. Supports the development of the Waroona Youth Precinct at site 1 (Lot 91 Hill Street Waroona - Waroona Recreation and Aquatic Centre grounds).

### IN BRIEF

- There has been significant consultation undertaken to consider the preferred site for a Waroona Youth Precinct, including interviews, surveys and a report by CONVIC.
- Three sites were originally identified as possible locations for the development of the Waroona Youth Precinct.
  - Waroona Recreation and Aquatic Centre;
  - Old Basketball Courts adjacent to the Waroona Oval; and
  - Centennial Park.
- The feedback received is divided between the Recreation and Aquatic Centre and the Showgrounds.



## **BACKGROUND**

In April of 2018, the Shire commenced an investigation to develop a concept plan for the creation of a public open space accessible to the community and visitors. This space would provide equipment, facilities and infrastructure for people of all ages to connect and play – creating a youth precinct, family and recreational hub for the community in Waroona.

This concept plan is then to be used to develop a budget and source funding for project implementation.

In October of 2018, CONVIC were commissioned to deliver a concept design for the Waroona Youth Precinct. As part of these works, a site selection assessment was undertaken for three sites – the existing skate park, old basketball courts adjacent to the Waroona Oval and Centennial Park.

## **REPORT DETAIL**

The development of a Waroona Youth Precinct has been identified in the Future Waroona document. The development will create a youth and family friendly public open space accessible to residents and visitors and will include a skate park, play and discovery equipment, ablution facilities, shade and seating and infrastructure for people of all ages to connect and engage.

A site assessment matrix (**Appendix 16.2.2A**) prepared by CONVIC for the three sites, took into consideration the following criteria.

- Physical site conditions & technical considerations,
- Access / Transport,
- Natural surveillance, security and safety,
- Proximity to amenities (water, ablutions, shade, food & drink),
- Impact on existing facilities, adjoining uses and users,
- Distance from housing & incompatible land use,
- Event space opportunities (multiplicity of use),
- Maintenance issues,
- Context & amenity, and
- Consistency with Strategic Objectives.

## **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 4</b>	Society/Community wellbeing
<b>Aspiration</b>	Maintain a strong sense of community and effective community wellbeing
<b>Strategy 4.01</b>	Pursue a social environment that is accessible and inclusive for all ages and abilities.
<b>Strategy 4.04</b>	Plan for future uses of facilities by different groups in various parts of the shire.
<b>Strategy 4.05</b>	Attempt to provide a variety of quality, safe, attractive user friendly facilities for recreation, health and social purposes, where financially possible

## **OTHER STRATEGIC LINKS**

- **Waroona Town Centre Strategy and Masterplan 2003**

The Implementation section (5.2) of the Masterplan proposes to:

6. introduce youth focused precinct adjacent to football oval with upgrade of existing amenities and recreational facilities, and
8. allow for formalised tree planting within bitumised courts in order to be utilised as weekend market place.

- **Waroona Youth Precinct Site Selection Matrix Report**

The recommendation from CONVIC is to locate the proposed Youth Precinct approximately 70m further south onto the old basketball courts.

## **STATUTORY ENVIRONMENT**

- *Local Government Act 1995*
- *Land Administration Act 1997*

## **SUSTAINABILITY & RISK CONSIDERATIONS**

### *Economic - (Impact on the Economy of the Shire and Region)*

The development of a quality youth precinct could attract visitors to the town thereby potentially boosting the amount of spending in town.

### *Social - (Quality of life to community and/or affected landowners)*

The development has the ability to improve the quality of life of the existing community, and is unlikely to have an impact on any adjoining landowners.

### *Environment – (Impact on environment's sustainability)*

The development is unlikely to have an impact on the environment regardless of its location.

### *Policy Implications*

Nil

### *Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
Low	Risk of negative response from members of the community that preferred alternative sites.

## **CONSULTATION**

Initial community consultation regarding the features of the Youth Precinct was completed during Youth Week in April 2019. In addition, a Community consultation strategy was developed and implemented. Of the 32 responses, the result was as follows:

Existing skate park – Recreation Centre	14	43.75%
Showgrounds – old Basketball Courts	14	43.75%
Showgrounds – old Tennis Courts	3	9.38%
Other	1	3.13%

(Appendix 16.2.2B and Appendix 16.2.2C)

## **RESOURCE IMPLICATIONS**

### *Financial*

Council allocated \$20,950 in the 2018/19 Adopted Budget for the concept development of the Waroona Youth Precinct. \$7650 was spent on community consultation and site selection matrix. **(Appendix 16.2.2A)** The remaining \$13,300 was carried forward into 19/20 budget, to be spent on:

- Stage 2 – Geotechnical surveys
- Stage 3 - Concept design.

A further \$50,000 has been received through the Waroona Alcoa Sustainability Fund. The site selected may have an impact on the costs to develop and construct the Waroona Youth Precinct.

### *Workforce:*

Consultants will need to be engaged to undertake the required stage 2 Geotechnical Survey as well as Stage 3 Concept design. With the management of the overall project to be accommodated within existing staff resources.

## **OPTIONS**

Council has the following key options:

1. Supporting the development of the Waroona Youth Precinct at site 1 (Lot 91 Hill Street - Waroona Recreation and Aquatic Centre grounds).
2. Supporting the development of the Waroona Youth Precinct at site 2 (Reserve 8746 – Old Basketball Courts).

## **CONCLUSION**

CONVIC using their Site Selection Matrix recommended that the skate park be located at the Waroona Showgrounds, this recommendation was put to the Recreation Advisory Committee who supported the consultant's recommendation. However, when the recommendation was presented to Council, OCM 19/05/045, it was resolved that the location of the skate park be put out for further community consultation.

The location of a youth precinct is critical in ensuring the future usage and effectiveness of this community asset. CONVIC has stated that the selected site should have the capability to:

- Create a centralised social hub for young people
- Allow users of different ages to interact with each other
- Allow users of different abilities to learn from each other
- Create strong links with other existing community facilities and amenities.

Taking into consideration the above, achieving the success of these points officers support the existing skate park location being the better choice, in particular the capacity to expand the area for future development in creating a precinct that enables multi uses such as sport, leisure, music, arts, youth hub and public open space. Officers are of the opinion that the skate park would address the local communities needs at a socially inclusive level rather focus on the possible economic benefit first.

### 16.3 EXECUTIVE MANAGER PLANNING & BUILDING SERVICES

<b>16.3.1 APPLICATION OF COMMON SEAL – SECTION 70A OF THE TRANSFER OF LAND ACT 1893 NOTIFICATION FOR THE SUBDIVISION OF LOT 11 RECREATION ROAD, WAROONA</b>	
<b>File Ref:</b>	SD154613
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	R.I.T. McEwen
<b>Author and Title:</b>	Chris Dunlop, Senior Town Planner; No Interest
<b>Voting Requirements:</b>	Absolute Majority
<b>Appendix Number</b>	Nil

#### **RECOMMENDATION**

**That Council:**

1. **authorise the application of the Shire of Waroona Common Seal for the execution of documents required for the registration of a notification under section 70A of the Transfer of Land Act 1893 in relation to the subdivision of Lot 11 Recreation Road, Waroona.**

#### **IN BRIEF**

- Condition 5 of the WAPC approval of the subdivision requires the registration of a notification advising that reticulated sewerage is not available to the lots.
- Application of the Shire of Waroona Common Seal is required for the execution of the documents in order to provide clearance of the subdivision conditions.
- Application of the Shire of Waroona Common Seal requires the consent of Council.

#### **BACKGROUND**

On 30 March 2017 the Shire received a referral from the Western Australian Planning Commission requesting comment on the proposed subdivision of Lot 11 Recreation Road into two lots.

On 12 April 2017 the Shire responded under delegation to the referral advising its support of the proposed subdivision.

On 4 May 2017 the Western Australian Planning Commission approved the proposed subdivision. Condition 5 of that approval requires the registration of a notification on the titles to be created stating that reticulated sewerage is not available to the lots.

On 18 September 2019 the Shire received a request for the clearance of subdivision conditions, requiring the execution of the Section 70A documents.



**REPORT DETAIL**

The execution of the section 70A documents is required in order to clear the conditions of subdivision and facilitate the creation of two new residential lots. The proposed lots are to be 1,823m<sup>2</sup> and 2,170m<sup>2</sup> and are currently zoned for residential development.

**SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 1</b>	Places for People
<b>Aspiration</b>	Managing Our Future Growth
<b>Strategy 1.03</b>	Promote availability of serviced land for residential, commercial and industrial use.

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

- Transfer of Land Act 1893 - Section 70A of the Act.
- Local Government Act 1995

**SUSTAINABILITY & RISK CONSIDERATIONS**

*Economic - (Impact on the Economy of the Shire and Region)*

Progressive in fill subdivision will contribute to the expanded rate base for the shire and provide opportunities for new development.

*Social - (Quality of life to community and/or affected landowners)*

Nil.



*Environment – (Impact on environment's sustainability)*

Nil.

*Policy Implications*

Nil.

*Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
Low	Execution of the documents to place a notification on the new titles is not considered a risk to the Shire.

**CONSULTATION**

Nil.

**RESOURCE IMPLICATIONS***Financial*

All costs associated with the registration of the notification are to be borne by the developer.

*Workforce*

Processing of request forms part of the normal working duties of the planning section.

**OPTIONS**

Council has the option of:

1. Endorsing the execution of the required documents, enabling the creation of two new lots.
2. Refuse to endorse the execution of the documents, preventing the clearance of subdivision conditions and creation of new lots.

**CONCLUSION**

The execution of the notification documents is required in order to create the new lots in line with the approved subdivision. The request does not pose any risk to the shire and is therefore recommended to be executed.

## 16.4 DEPUTY CHIEF EXECUTIVE OFFICER / DIRECTOR CORPORATE SERVICES

<b>16.4.1 LISTING OF PAYMENTS FOR THE MONTH OF SEPTEMBER 2019</b>	
<b>File Ref:</b>	1/3 - Creditors
<b>Previous Items:</b>	N/A
<b>Applicant:</b>	N/A
<b>Author and Title:</b>	Ashleigh Nuttall, Manager Corporate Services
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	16.4.1

### RECOMMENDATION

That Council:

1. receive the following payments made throughout the month of September 2019;

<b>Municipal</b>	<b>Cheque 9273 - 9292</b>	<b>\$23,633.35</b>
	<b>EFT 30719 - 30887</b>	<b>\$440,086.00</b>
<b>Direct wages</b>	<b>01/09/19 – 30/09/19 inclusive</b>	<b>\$258,483.37</b>
<b>Direct Debit</b>	<b>01/09/19 – 31/09/19</b>	<b>\$41,446.99</b>
<b>Trust</b>	<b>Cheque 11228 - 11231</b>	<b>\$2,708.03</b>
	<b>EFT30815, 30616</b>	
<b>GRAND TOTAL</b>		<b>\$766,357.74</b>

as attached at appendix 16.4.1.

### IN BRIEF

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 2019.

### BACKGROUND

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



## **REPORT DETAIL**

As Council has delegated authority to the Chief Executive Officer to execute payments from the municipal fund and the trust fund a list of accounts paid are required to be submitted to Council showing the prescribe information.

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.

## **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 6</b>	Good Governance
<b>Aspiration</b>	Active civic leadership and excellence in management
<b>Strategy 6.05</b>	High legislative compliance

## **OTHER STRATEGIC LINKS**

Nil

## **STATUTORY ENVIRONMENT**

As per Regulation 13 of the Local Government (Financial Management) Regulations 1996 the following is required;

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared
  - (a) the payee's name; and
  - (b) the amount of the payment; and
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transaction.
  
- (2) A list of accounts for approval to be paid is to be prepared each month showing
  - (a) for each account which requires council authorisation in that month
    - (i) the payee's name; and
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction; and
  - (b) the date of the meeting of the council to which the list is to be presented.
  
- (3) A list prepared under sub regulation (1) or (2) is to be —
  - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

## **SUSTAINABILITY & RISK CONSIDERATIONS**

*Economic - (Impact on the Economy of the Shire and Region)*

*Nil*

*Social - (Quality of life to community and/or affected landowners)*

*Nil*

*Environment – (Impact on environment's sustainability)*

*Nil*

*Policy Implications*

*Nil*

*Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
Low	If the required information is not presented to Council in accordance with the Local Government (Financial Management) Regulation 1996 it may result in a qualified audit report and an unclean compliance return submitted to the Department of Local Government, Sport & Cultural Industries.

## **CONSULTATION**

*Nil*

## **RESOURCE IMPLICATIONS**

*Financial*

*Nil*

*Workforce*

*Nil*

## **OPTIONS**

Council has the option of:

1. Receive the listing of payments presented for the month of September 2019
2. Not receive the listing of payments presented for the month of September 2019

## **CONCLUSION**

The listing of payments as per the attached appendix is a true reflection of the expenditure from the Municipal and Trust Fund accounts for the month of September 2019. All expenditure is accordance with the 2019/20 adopted budget and is presented as per the prescription within regulation 13 of the Local Government (Financial Management) Regulation 1996.

<b>16.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2019 TO 30 SEPTEMBER 2019</b>	
<b>File Ref:</b>	1/1 – Annual Statements
<b>Previous Items:</b>	OCM. 24 Sept 2019 Item 9.4.2 (OCM19/09/108)
<b>Applicant:</b>	
<b>Author and Title:</b>	Ashleigh Nuttall, Manager Corporate Services
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	16.4.2

### **RECOMMENDATION**

**That Council receive the Monthly Statement of Financial Activity for the period 1 July 2019 to 30 September 2019 as presented.**

### **IN BRIEF**

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**

The Local Government Act 1995 in conjunction with regulation 34(1) of the Local Government (Financial Management) Regulations 1996 requires a monthly Statement of Financial Activity to be presented to Council detailing the prescribed information within 2 months after the end of the month to which the statement relates.

### **REPORT DETAIL**

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

### **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 6</b>	Good Governance
<b>Aspiration</b>	Active civic leadership and excellence in management
<b>Strategy 6.05</b>	High legislative compliance

### **OTHER STRATEGIC LINKS**

Shire of Waroona 2019/20 Annual Budget

### **STATUTORY ENVIRONMENT**

Local Government Act 1995 – Section 6.4

Local Government (Financial Management) Regulations 1996 – Section 34

### **SUSTAINABILITY & RISK CONSIDERATIONS**

*Economic - (Impact on the Economy of the Shire and Region)*

Nil

*Social - (Quality of life to community and/or affected landowners)*

Nil

*Environment – (Impact on environment's sustainability)*

Nil

*Policy Implications*

All financial policies from Policy FIN002 through to Policy FIN035

*Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
Moderate	Inadequate financial performance monitoring could lead to over/under budget expenditure which could affect council's financial position and/or financial ratios.
Low	If the required information is not presented to Council in accordance with the Local Government (Financial Management) Regulation 1996 it may result in a qualified audit report and an unclean compliance return submitted to the Department of Local Government, Sport & Cultural Industries.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

*Financial*

Nil

*Workforce*

Nil

**OPTIONS**

Council has the option of:

1. Receiving the monthly financial statement of financial activity for the period of 1 July 2019 to 30 September 2019
2. Not receiving the monthly financial statement of financial activity for the period of 1 July 2019 to 30 September 2019

**CONCLUSION**

That Council receive the monthly financial statements prepared in accordance with the Local Government Act 6.4 and Local Government (Financial Management) Regulations 1996 section 34.

<b>16.4.3 SHIRE ADMINISTRATION OFFICE CLOSURE FOR THE CHRISTMAS PERIOD</b>	
<b>File Ref:</b>	44/2 – Administration Centre
<b>Previous Items:</b>	OCM. 23rd October 2018 Item 9.4.4 (OCM18/10/104)
<b>Applicant:</b>	N/A
<b>Author and Title:</b>	Ashleigh Nuttall, Manager Corporate Services
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	16.4.3 - POLICY CORP055 – End of Year Closure of the Administration Office

### **RECOMMENDATION**

**That Council:**

- 1. authorises the closure of the Shire Administration office including Licensing and the Library from 4:00pm Tuesday 24 December 2019 and reopens on Thursday 2 January 2020;**

<b>25 December 2019 Wednesday</b>	<b>-</b>	<b>Christmas Day Public Holiday</b>
<b>26 December 2019 Thursday</b>	<b>-</b>	<b>Boxing Day Public Holiday</b>
<b>27 December 2019 Friday</b>	<b>-</b>	<b>Propose to Close</b>
<b>30 December 2019 Monday</b>	<b>-</b>	<b>Propose to Close</b>
<b>31 December 2019 Tuesday</b>	<b>-</b>	<b>Propose to Close</b>
<b>1 January 2020 Wednesday</b>	<b>-</b>	<b>New Year's Day Public Holiday; and</b>

- 2. adopts a policy (as appended) that the administration office will be closed from 3pm Christmas Eve and reopen on the subsequent working day after the New Year's Day public holiday, and the CEO be able to at their discretion, approve additional closures of the Library, Works Depot Office and the Aquatic & Recreation Centre during this period.**

### **IN BRIEF**

To seek Council's endorsement for the closure of the Administration office during the Christmas and New Year holiday period from 4pm Christmas eve and reopen the 2 January 2020.

It is also proposed that this initiative is established as a Council policy moving forward.

### **BACKGROUND**

Previously 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.

Council has been closing the administration office consistently for the Christmas – New Year's period since 2013.



## **REPORT DETAIL**

It is proposed that Council consider the closure of the Administration office from 4pm on Christmas Eve Tuesday 24 December 2019 and reopen Thursday 2 January 2020.

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 2019 Wednesday	-	Public Holiday (Christmas Day)
26 December 2019 Thursday	-	Public Holiday (Boxing Day)
27 December 2019 Friday	-	Public Officers Holiday (Due 2 <sup>nd</sup> January)
30 December 2019 Monday	-	Propose to Close
31 December 2019 Tuesday	-	Propose to Close
1 January 2020 Wednesday	-	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 and Facebook page.

The Works Depot will also 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 the Library 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 3 non-public holiday days. If an employee has no accrued leave this time off will be leave without pay.

## **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 6</b>	Good Governance
<b>Aspiration</b>	Active civic leadership and excellence in management
<b>Strategy 6.03</b>	Excellence in reporting

## **OTHER STRATEGIC LINKS**

Nil

## **STATUTORY ENVIRONMENT**

Nil



## **SUSTAINABILITY & RISK CONSIDERATIONS**

*Economic - (Impact on the Economy of the Shire and Region)*

Nil

*Social - (Quality of life to community and/or affected landowners)*

Nil

*Environment – (Impact on environment's sustainability)*

Nil

*Policy Implications*

New policy to be established CORP055 – End of Year Closure of Administration Building

*Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
Low	Members of the public require information which will be available on Council's website, the answering machine and via emergency contacts. If an incident occurs available staff will be required to be called in to deal with the incident.

## **CONSULTATION**

Nil

## **RESOURCE IMPLICATIONS**

*Financial*

Nil

*Workforce*

Nil

## **OPTIONS**

Council has the option of:

1. Authorise the closure of the administration office and subsequent facilities if relevant.
2. Not authorise the closure of the administration office and subsequent facilities if relevant.
3. Adopt the End of Year Office Closure Policy.
4. Not adopt the End of Year Office Closure Policy.

## **CONCLUSION**

It is proposed that Council endorse the closing of the Administration office, and allow the CEO to use their discretion with relation to the closure of other Council facilities during the Christmas and New Year's period. That Council approve the policy to establish guidelines for the end of year closure for future years.

<b>16.4.4 SHIRE OF WAROONA MEETING PROCEDURES LOCAL LAW 2019</b>	
<b>File Ref:</b>	26/6
<b>Previous Items:</b>	OCM. 28 Mar 00 Item 10.5.4 (9041) OCM. 22 Aug 00 Item 10.5.5 (9200) OCM. 27 Mar 01 Item 10.5.3 (9357) OCM. 26 Jun 01 Item 10.5.3 (9438) OCM. 27 Mar 12 Item 9.3.3 (OCM12/03/037) OCM. 26 Jun 12 Item 9.3.3 (OCM12/06/075)
<b>Applicant:</b>	Shire of Waroona
<b>Author and Title:</b>	Brad Vitale, Corporate Compliance Officer; Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	16.4.4

### **RECOMMENDATION**

That:

1. council approves for the making of the proposed Shire of Waroona Meeting Procedures Local Law 2019, as detailed at Appendix 9.4.4 in accordance with section 3.12(3)(a) and (b) of the Local Government Act 1995; and
2. council approves for the Chief Executive Officer to –
  - a. undertake State-wide and local advertising, and arrange for the display of public notices relating to the proposed local law that invite public submission for a minimum of 6 weeks;
  - b. make copies of the proposed local law available to the general public;
  - c. forward a copy of the proposed local law to the Minister for Local Government, and prepare National Competition Policy documentation after the close of the submission period; and
  - d. prepare a further report on the proposed local law for Council consideration after the closing date for submissions.

### **IN BRIEF**

Council is requested to consider the proposed Shire of Waroona Meeting Procedures Local Law 2019 and progress the enactment in accordance with the requirements of the *Local Government Act 1995*.

### **BACKGROUND**

The current Shire of Waroona Standing Orders Local Law 2001 were reviewed for public comment in March 2012 and formally adopted by Council in June 2012, as per the following resolution:

COUNCIL RESOLUTION  
OCM12/06/075  
MOVED: Cr Witney  
SECONDED: Cr Salerian



*That the Council:*

1. *Amends the following Shire of Waroona Local Law – Local Government Property;*
2. *Prepares a Repeal Local Law to repeal the following obsolete local laws:*
  - *Fencing & Tennis Court Floodlighting*
  - *Bushfire;*
3. *Supports the retention of the following local laws with no amendment:*
  - *Dogs*
  - *Thoroughfares*
  - *Cemeteries*
  - *Extractive Industries*
  - *Standing Orders*
  - *Health;*
4. *Notes that no new local laws are considered necessary at this point;*
5. *A further report be prepared to consider proposed draft amendments to the Local Government Property Local Law and to finalise the repealing of local laws as outlined in point 2 above.*

**CARRIED BY ABSOLUTE MAJORITY 6/0**

Under the *Local Government Act 1995*, local laws are required to be reviewed every eight (8) years.

### **REPORT DETAIL**

As the proposed Shire of Waroona Meeting Procedures Local Law 2019 is not considered to be a minor amendment to the Shire of Waroona Standing Order Local Law 2001, it will be necessary to recommence the local law making process required by the *Local Government Act 1995*.

### **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 6</b>	Good Governance.
<b>Aspiration</b>	Active Civic Leadership and Excellence in Management.
<b>Strategy 6.02</b>	Pursue high professional governance actions, regular reviews of policies, local laws, delegations of authority and various management plans.

### **OTHER STRATEGIC LINKS**

Nil.



## **STATUTORY ENVIRONMENT**

### **Local Government Act 1995**

Section 5.25 of the *Local Government Act 1995* (the Act) refers to regulations (such as a Local Law) being made for the conduct of meeting. The Act's intention is to have procedures for the proper and appropriate running of a meeting. These procedures are specified in detail through the implementation of a Local Law.

Council may make local laws in accordance with Part 3 of the Act and in so doing, all local laws are then to be reviewed within eight years of their commencement date.

The process of adopting or amending a local law is set out in section 3.12 of the Act and is summarised in Table 1 below with further information provided following the table.

*Table 1 - Timeline for making local laws.*

<b>Task</b>	<b>LGA Section</b>	<b>Effective Date</b>
<b>Report to Council for approval to advertise proposed new Local Laws.</b>  <b><i>(President to give notice of the purpose and effect to the meeting of the proposed local law).</i></b>	3.12(2)	Tuesday, 22 October 2019
<b>Give State-wide and local public notice and make copies available to the general public.</b>	3.12(3)(a)	<u>The West Australian – Tuesday, 29 October 2019</u> <u>Harvey Waroona Reporter – Tuesday, 29 October 2019</u>
<b>Closing date for submissions to be received (not less than 6 weeks).</b>	3.12(4)	Friday, 13 December 2019 <i>(46 days)</i>
<b>Give copy of the proposed local law and the notice to the Minister for Local Government and prepare National Competition Policy review after advertising.</b>	3.12(3)(b)	Tuesday, 29 October 2019
<b>Consider submissions and report back to Council to determine whether to make a Local Law (absolute majority required).</b>	3.12(4)	Tuesday, 25 February 2020
<b>Publish Local Laws in Government Gazette and give copy to the Minister for Local Government.</b>	3.12(5)	Tuesday, 10 March 2020
<b>Give State-wide and local public notice advising that the new laws have been made, the title, and make copies available to the general public.</b>	3.12(6)	Tuesday, 17 March 2020
<b>Prepare explanatory memorandum and submit with copy of the new Local Laws to Parliamentary Joint Standing Committee on Delegated Legislation.</b>	3.12(6)	Tuesday, 17 March 2020

Section 3.12 of the Act deals with the procedure for making local laws –

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.



- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
- (a) give State-wide public notice stating that —
    - (i) the local government proposes to make a local law the purpose and effect of which is summarised in the notice; and
    - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
    - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;
 and
  - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
  - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.
- \* Absolute majority required.*
- (5) After making the local law, the local government is to publish it in the *Gazette* and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the *Gazette* the local government is to give local public notice —
- (a) stating the title of the local law; and
  - (b) summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and
  - (c) advising that copies of the local law may be inspected or obtained from the local government's office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section —
- making** in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

Of relevance is section 3.12(4), where a local law initially proposed is significantly different, section 3.13 applies and in this case the major amendments proposed are considered to enact section 3.13.

Section 3.13 states that if during the procedure for making a proposed local law the local government decides to make a local law that would be significantly different from what it first proposed, the local government is to recommence the procedure.

The following fulfils the requirement defined in Regulation 3:



NOTICE of purpose and effect of the proposed Shire of Waroona Meeting Procedures Local Law 2019:

***“The purpose of this local law is to provide the rules for the conduct of meetings of the council and its committees.***

***The effect of this local law is intended to result in—***

- (a) better decision-making by the council and committees;***
- (b) the orderly conduct of meetings dealing with council business;***
- (c) better understanding of the process of conducting meetings; and***
- (d) the more efficient and effective use of time at meetings.”***

Local Government (Functions and General) Regulations 1996

Regulation 3 of the Regulations provides that:

*“For the purpose of section 3.12 [of the Local Government Act 1995], the person presiding at a Council meeting is to give notice of the purpose and effect of a local law by ensuring that —*

- (a) the purpose and effect of the proposed local law is included in the agenda for that meeting; and*
- (b) the minutes of the meeting of the council include the purpose and effect of the proposed local law.”*

Local Government (Rule of Conduct) Regulations 2007

Regulation 4 of the Local Government (Rule of Conduct) Regulations 2007 creates a minor breach of the Act for failing to comply with a local law as to conduct at council or committee meetings.

**SUSTAINABILITY & RISK CONSIDERATIONS**

*Economic - (Impact on the Economy of the Shire and Region)*

Not applicable.

*Social - (Quality of life to community and/or affected landowners)*

Not applicable.

*Environment – (Impact on environment’s sustainability)*

Not applicable.

*Policy Implications*



CORP006 – Agenda for Monthly Meeting

To detail the protocol to be used when preparing the Council monthly Ordinary meeting agenda.

CORP008 – Public Question Time and Receiving Public Statements

To provide guidance on the consideration of “Public Question Time” and “Public Statements” applicable to the conduct of Ordinary Council meetings, Special Council meetings and Council Committees.

CORP024 – Staff Matters

To ensure staff matters that are brought to the Council’s attention remain confidential.

CORP047 – Petitions and Deputations

To detail the protocol to be used for the receiving and accepting of petitions and deputations.

*Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
	Detail the risk and any measures in place / to be put in place to manage risk.

**CONSULTATION**

- The Shire will undertake State-wide and local advertising, and arrange for the display of public notices relating to the proposed local law that invite public submission for a minimum of 6 weeks.
- Submissions received during this period will be considered in preparation of the next Council report regarding this item.
- McLeod’s Barristers and Solicitors
- Department of Local Government, Sport & Cultural Industries

**RESOURCE IMPLICATIONS***Financial*

The cost of making the proposed local law which includes re-advertising and gazettal is approximately \$2,000. Funds are available in the 2019/2020 budget for the project cost.

*Workforce*

Nil.

**OPTIONS**

Council has the option of:

1. Accepting the officer recommendation to commence the process to make the proposed Shire of Waroona Meeting Procedures Local Law 2019.
2. Rejecting the proposal to make a new meeting procedures local law.



**CONCLUSION**

It is recommended that Council commences the process under *the Local Government Act 1995* to make the proposed Shire of Waroona Meeting Procedures Local Law 2019 to provide for the orderly conduct of meetings of the Council and its Committees and effectively manage the business of meetings.

## 16.5 CHIEF EXECUTIVE OFFICER

<b>16.5.1 WAROONA 2030 STRATEGIC COMMUNITY PLAN, 2020-24 CORPORATE BUSINESS PLAN AND BUSINESS CASE DEVELOPMENT</b>	
<b>File Ref:</b>	38/1
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	N/A
<b>Author and Title:</b>	Dean Unsworth, Chief Executive Officer
<b>Voting Requirements:</b>	Absolute Majority
<b>Appendix Number</b>	N/A

### RECOMMENDATION

That Council:

1. endorses the proposed timetable that includes a business community strategic workshop, community and staff workshops as identified within this report; and
2. the 2019/20 adopted budget be amended by the reallocation of funds as follows:
  - decrease expenditure (Furniture & Equipment A/C 0544) by \$30,000 from \$35,000 to \$5,000;
  - Decrease expenditure Computer Support (sub budget 714) by \$10,000 from \$216,740 to \$206,740; and
  - Authorise expenditure of \$40,000 (A/C 0092.711) for the purpose of:
    - a. the development of the Waroona 2030 Strategic Community Plan
    - b. the Shire of Waroona 2020-2024 Corporate Business Plan;
    - c. development of a Waroona Business Strategic Plan; and
    - d. development of business plans as part of grant funding application to State, Commonwealth and other agencies funding opportunities and the 2021 State Government election commitments.

### IN BRIEF

- Council is required to develop a new Strategic Community Plan by 30 June 2020.
- A fully researched, detailed, integrated and community-led approach to developing a “Waroona 2030” Strategic Community Plan is recommended.
- A detailed 4-year Corporate Business Plan should underpin and illustrate the specific projects that will be undertaken to achieve the vision and objectives contained within the Waroona 2030 Strategic Community Plan and how they will be funded.
- Key infrastructure and community project priorities should be developed to fully developed Business Cases and feasibility studies with detailed economic rationale.

### BACKGROUND

A Strategic Community Plan (SCP) is the overarching and guiding blueprint that guides the Council, the organisation and the community in achieving its intended vision and



aspirations into the future. A Corporate Business Plan (CBP) is a document that identifies specific projects and actions that will bring the vision and aspirations to fruition.

The current SCP was a full review in 2016 and a desktop review adopted in 2018.

The current CBP was adopted in August 2019. However, with a new SCP being undertaken this year, the CBP will also naturally be reviewed. In this CBP there are no projects or actions that have been detailed. It is intended that the new CBP will include these.

### **REPORT DETAIL**

Council is requested to adopt a community-led approach to the development of a Waroona 2030 Strategic Community Plan. A ground-up approach is recommended in order to capture the aspirations of the residents of Waroona.

It is recommended that work commence on the SCP immediately with the following strategy recommended to ensure that there is significant community input.

Dates	Action
13 November 2019	Waroona staff workshop with Shire of Murray staff to identify synergies at an operational level and potential shared projects.
November-December	Community survey sent to every resident.
19 November 2019	Presentation and workshop with the business community by Barry Urquhart part funded by the Peel Development Commission.
Late November 2019	Joint workshop with Waroona Councillors, staff and stakeholders.
November 2019	Workshop with community representatives via public advertising.
November 2019	Random sample selection for an additional community workshop.
February 2020	Workshop with a newly formed Community Reference Group.
February 2020	Adopt the Waroona Business Strategic Plan.
March 2020	Workshop with Councillors to review a draft Waroona 2030 Strategic Community Plan and Corporate Business Plan.
March 2020	Draft "Waroona 2030" Strategic Community Plan and 2020-2024 Corporate Business Plan advertised for public comment.
May 2020	Waroona 2030 Strategic Community Plan and 2020-2024 Corporate Business Plan presented to Council for endorsement.

### **STATUTORY ENVIRONMENT**

*Local Government Act (1995)*

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.



*Local Government Regulations (1996)*

## 19C. Strategic community plans, requirements for (Act s. 5.56)

- (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
  - (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.

## 19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business 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 corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —

- (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
  - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
  - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business 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.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

### **SUSTAINABILITY & RISK CONSIDERATIONS**

#### *Economic - (Impact on the Economy of the Shire and Region)*

There will be no direct impact to the community as funding required is a reallocation of internal projects that could be reconsidered in future budgets.

The SCP is the document that will give direction towards a stronger economic future for the Shire of Waroona.

#### *Social - (Quality of life to community and/or affected landowners)*

The SCP is a document that will give direction towards a stronger economic future for the Shire of Waroona.

#### *Environment – (Impact on environment's sustainability)*

The SCP is a document that will give direction towards a stronger economic future for the Shire of Waroona.

#### *Policy Implications*

There are no policy implications with this item.

#### *Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
High	There is a high reputational risk if there is not a clear strategic direction for the Shire of Waroona.

### **CONSULTATION**

Consultation with staff has been undertaken, with staff supportive of funding re-allocation for a more strategic and community use.



## **RESOURCE IMPLICATIONS**

### *Financial*

Currently there is no funding available to undertake the Waroona 2030 Strategic Community Plan. However, there has been two internal projects that have been identified that are not seen as critical.

In the current budget, there is an amount of \$35,000 to upgrade the staff kitchen. It is considered that only \$5000 be used for more minor upgrades.

Further, there is an amount of \$10,000 to upgrade the Shire of Waroona intranet. Based on community need, it is considered that this project could be reconsidered at a future time.

### *Workforce*

There will be significant workforce requirements to undertake the community survey, workshops, development of the Strategic Plans, however work priorities will be managed to ensure the objectives of this project are met.

## **OPTIONS**

Council has the option of:

1. Accepting the officer recommendation.
2. Amending or not accepting the officer recommendation.

## **CONCLUSION**

In order to align the Council, shire administration and the community towards a prosperous future, the Waroona 2030 Strategic Community Plan and 2020-2024 Corporate Business Plans are critical. Also, it is critical in order to have any reasonable chance at obtaining state and commonwealth funding for key infrastructure and community projects, detailed business plans are needed to be developed. These Business Plans must have a cost/benefit rationale and economic benefit analysis, and are undertaken by external economic and business analysts.

As the new Waroona 2030 Strategic Community Plan will guide the direction of Council for a decade, funds need to be reallocated and work commence on this important work as soon as possible.

<b>16.5.2 ANNUAL ELECTORS MEETING, DECEMBER &amp; JANUARY COUNCIL MEETING</b>	
<b>File Ref:</b>	8/1 – Annual Electors Meeting 35/1 - Councillors
<b>Previous Items:</b>	OCM. 23rd October 2018 Item 9.5.1 (OCM18/10/105)
<b>Applicant:</b>	
<b>Author and Title:</b>	Ashleigh Nuttall, Manager Corporate Services
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	Nil

### **RECOMMENDATION**

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

- a) that the December 2019 Ordinary Council Meeting be held on Tuesday 17 December 2019 commencing at 4.00pm; and**
- b) that the 2018/19 Annual Meeting of Electors be held on Tuesday 17 December 2019 commencing at 6.00pm.**

### **IN BRIEF**

To set the date and time for the December 2019 Council Meeting and the 2019 Annual Electors Meeting.

### **BACKGROUND**

In previous years Council has brought forward the December Ordinary Council meeting to the 3<sup>rd</sup> Tuesday of the month and included the Annual Electors Meeting.

Council policy (CORP006) states that the ordinary monthly meeting of Council shall be the fourth Tuesday of every month at 4.00pm except for the month of January.

### **REPORT DETAIL**

The December 2019 Council meeting is scheduled for Tuesday 24 December and it is recommended that the meeting be held one week prior to the scheduled day on Tuesday 17 December 2019 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 17 December 2019.

As per Council Policy CORP006 – Agenda for Monthly Meetings; there is to be no January 2020 ordinary council meeting.

## **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 6</b>	Good Governance
<b>Aspiration</b>	Active civic leadership and excellence in management
<b>Strategy 6.05</b>	High legislative compliance

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

Local Government (Administration) Regulation 1996,

12. Meetings, public notice of (Act s. 5.25(1)(g))

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
  - (a) the ordinary council meetings; and
  - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in sub regulation (1).

### **SUSTAINABILITY & RISK CONSIDERATIONS**

*Economic - (Impact on the Economy of the Shire and Region)*

Nil

*Social - (Quality of life to community and/or affected landowners)*

Nil

*Environment – (Impact on environment’s sustainability)*

Nil

*Policy Implications*

Council Policy CORP006 – Agenda for Monthly Meetings

This policy states that the ordinary monthly meeting of Council shall be held on the fourth Tuesday of every month commencing at 4.00pm except for the month of January.

Council Policy CORP007 - 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.



*Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
Low	Members of the public are unaware of the changes to Council meeting times, therefore meeting changes are to be advertised through Shire publications, website and social media.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS***Financial*

Nil

*Workforce*

Nil

**OPTIONS**

Council has the option of:

1. Authorise the date amendment of the December Ordinary Council meeting to Tuesday 17<sup>th</sup> 4.00pm and include the Annual Electors meeting for the same date at 6.00pm.
2. Not authorise the date amendment of the December OCM and the inclusion of the Annual Electors meeting.

**CONCLUSION**

Following precedent set in prior years it is recommended that the Ordinary Council Meeting for December be brought forward from the 4th Tuesday to the week prior, and the Annual Electors Meeting be scheduled for the same day at 6.00pm.

**17. CONFIDENTIAL REPORTS**

Nil.

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

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

**20. CLOSURE OF MEETING**