



Date: 19 November 2015

**To: Shire President
All Councillors**

**Copy: Directors
Staff**

ORDINARY COUNCIL MEETING NOTICE AND AGENDA

An Ordinary Council meeting of the Shire of Waroona will be held at the Waroona Shire Offices on 24 November 2015 at 4.00pm to consider and resolve the matters set out in the attached Agenda.

A handwritten signature in cursive script, appearing to read 'Ian Curley', is placed above the name and title of the signatory.

**Ian Curley
CHIEF EXECUTIVE OFFICER**

PUBLIC QUESTION TIME

AND

PUBLIC STATEMENT TIME

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

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AGENDA

1. **DECLARATION OF OPENING/ANNOUNCEMENTS**
2. **RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED**
3. **RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**
- 4.1 **PUBLIC QUESTION TIME**
- 4.2 **PUBLIC STATEMENTS**
5. **APPLICATIONS FOR LEAVE OF ABSENCE**
6. **DISCLOSURES OF MEMBERS' & OFFICERS' INTERESTS**

(Disclosure of interest MUST ALSO be made by the member or officer immediately prior to a matter, for which an interest is being disclosed, is dealt with.)
7. **PETITIONS/DEPUTATIONS/PRESENTATIONS**
8. **CONFIRMATION OF MINUTES**
 - 8.1 **ORDINARY COUNCIL MEETING – 27 October 2015**

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 27 October 2015 be confirmed as being a true and correct record of proceedings.

- 9.0 **REPORTS OF OFFICERS AND COMMITTEES**

9.1 DIRECTOR TECHNICAL SERVICES

9.1.1 ROAD HIERARCHY			
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: 5/11/2015	File No.: 131/5		
Previous Reference:			
Policy Implications:	See heading below		
Statutory Implications:	See heading below		
Strategic Implications:	See heading below		
Financial Implications:	See heading below		
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): No. 5 "<i>Assets, Resources, Financial Management & Sustainability</i>"			

PROPOSAL SUMMARY

The purpose of this item is to present for Council information and endorsement a Road Hierarchy Document which has been provided under separate cover at **Appendix 9.1.1.**

BACKGROUND/INITIAL COMMENTS

All road networks by their nature are varied, with many different uses, widths, traffic loads, construction, surfaces, condition and importance in evidence across the network. The more important and strategic roads generally evolve to a higher standard while roads that carry little traffic or are not strategically important may stay at a very basic standard for many years, with many variations in between.

This is known as a 'road hierarchy' and they exist in every road network. A road hierarchy document therefore looks at the whole road network and, against predetermined levels, ranks each road (or road section should a road contain sections of differing aspect along its length) into an appropriate level. It also prescribes the standard (pavement thickness, widths, etc) specifications that each road ultimately should meet within each hierarchy level. Therefore not only does it categorise each road relevant to a level but it sets out the requirements of each level.

The draft road hierarchy document is appended which discusses in more detail the philosophy behind the concept.

PLANNING – STRATEGIC IMPLICATIONS

A road hierarchy document allows for more precise and equitable planning of future road needs – for instance, in the case of property development, developers will be able to refer to the road hierarchy document and from it determine exactly the standard that their new roads are required to comply with, which removes the 'case by case' situation that currently exists.



It will also provide guidance for staff and developers for short term developments such as extractive industries that may require additional traffic movements for freight routes by providing road widths and safety standards.

From Council's point of view, it allows for more accurate future corporate coordination and planning as anticipated road upgrades can be aligned with the hierarchy which allows more accurate analysis of costs and need.

REFERRALS

Nil

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

This issue comes under the SCP No 5 “Assets, Resources, Financial Management & Sustainability”

FINANCIAL ISSUES/IMPLICATIONS

POLICY ISSUES/IMPLICATIONS

Nil

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

The drafting of a road hierarchy is not a statutory requirement however it will assist indirectly to other areas which are subject to statutory requirements such as corporate planning.

LEGAL ISSUES/IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

OFFICER'S FINAL COMMENTS/CONCLUSIONS

A formal road hierarchy document can assist officers in many different ways, such as:

- Providing a framework for the determination of a 'level of service' for maintenance activities
- Providing a framework for the extent of upgrades required as a result of traffic increase via a development or industry – once the increase in traffic is determined, the hierarchy document will prescribe exactly what standard the subject roads need to be upgraded to
- Allowing determination of the required hierarchy and therefore the structural requirements level of new roads
- Increases generally the understanding of 'what's out there' in terms of the road network
- Allows for more accurate forward planning

It is not intended that the road hierarchy document as it currently stands will be the final version. As with all such living documents there will be the requirement to regularly review it to ensure it remains relevant and to take into account any future adjustments be they internal or as a result of outside influences. As such, it is recommended that Council endorse the document in its present form but allow the CEO discretion to approve future review and minor amendment processes. Should wholesale modifications be required in the future then it is expected that the document be brought back to Council for endorsement at that time.

Additionally, as there is no ‘one size fits all’ document for any road network, there may be instances where departures from the hierarchy are appropriate and acceptable for various reasons. To this end it is further recommended that the CEO be given discretion to approve minor departures from the hierarchy should he feel it warranted with significant departures being brought back to Council.

Appendices Attached:	Yes	Appendices Numbers: 9.1.1
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VOTING REQUIREMENTS

Simple Majority

<p><u>OFFICER RECOMMENDATION</u></p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the Road Hierarchy document, Appended at 9.1.1 2. Allow the CEO discretion to approve minor amendments and departures from the Road Hierarchy and to determine the requirement for future referral to Council.
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9.1.2 THATCHER STREET QUEENSLAND BOX TREES			
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: 5/11/2015	File No.: 132/6		
Previous Reference:	OCM15/03/022 & OCM15/04/032		
Policy Implications:	See heading below		
Statutory Implications:	See heading below		
Strategic Implications:	See heading below		
Financial Implications:	See heading below		
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): No. 5 "Assets, Resources, Financial Management & Sustainability"			

PROPOSAL SUMMARY

The purpose of this item is to bring back to Council results of a report into the issue of the Queensland Box Trees on Thatcher Street, Waroona.

BACKGROUND/INITIAL COMMENTS

Council previously considered this issue at its OCMs of March and April 2015. At the March meeting it was resolved to let the matter lie on the table (OCM15/03/022) until it could be considered in more detail by the Works Committee and an item was subsequently brought back to the March meeting where the following was resolved:

COUNCIL RESOLUTION

OCM15/04/032

MOVED: CR MASON

SECONDED: CR WRIGHT

That the Council resolve, in relation to the Queensland Box Trees on the North side of Thatcher Street Waroona, between the intersections of Jackson and Elliott Streets:

1. *That the trees be pruned in accordance with Policy No. 5.9 where necessary to maintain vehicle clearance.*
2. *That funds be included in the draft 2015/16 Technical Services budget to cover these works.*
3. *That Council Officers undertake an onsite review of each crossover in the subject section to ascertain the impact of the trees in terms of sight distance onto Thatcher Street, and to identify other general safety related issues posed by the trees, if any.*

CARRIED 5/0

Pursuant to point three of the resolution officers engaged a suitably qualified road and traffic engineer to examine the impact of the trees on each crossover. The report found that while one tree was definitely restricting sightlines to less than that recommended by Australian Standards, a number of others, while not to the same extent, were also restricting sightlines to some degree. The report only concerned itself with the subject trees on the Northern side of Thatcher Street.



PLANNING – STRATEGIC IMPLICATIONS

Nil

REFERRALS

This matter has been referred to

- Works Committee
- Brad Brooksby, Traffic Consultant

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

This issue comes under the SCP No 5 “Assets, Resources, Financial Management & Sustainability”

FINANCIAL ISSUES/IMPLICATIONS

Removal of the tree will cost in the order of \$2,000 including traffic control costs.

Installation of edgelines will cost in the order of \$1,700 including traffic control costs and there will also be the need to reapply the lines in the future however this should only need to occur perhaps every four to five years given the relatively low traffic volumes.

The immediate costs can be covered by the current budget.

POLICY ISSUES/IMPLICATIONS

Nil

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

The removal of trees has obvious environmental implications however given that the Queensland Box Trees are not endemic to the area, there are no statutory environmental issues to work through.

LEGAL ISSUES/IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil at the time of writing, should Council resolve to remove the tree the adjacent landowners will be informed prior.

OFFICER'S FINAL COMMENTS/CONCLUSIONS

The findings of the report found that, when leaving each property in a forward direction, only one tree was located such that it posed a significant risk in terms of a restriction in sight distance – West of Number 50. The report recommended removal of this tree, or alternatively the installation of a white painted edgeline on both sides of the street so that traffic is encouraged to travel closer to the centreline of the street and therefore give entering traffic a refuge to allow drivers more room to move past the trees, improving sightlines. Thatcher Street is in the order of 9.8 metres wide at

the location, therefore the loss of one metre each side will reduce the carriageway width to some 7.8 metres which remains very wide for the application. The street surface beyond the edgelines will still be available for traffic should the need arise.

The members of the Works Committee were consulted with regards to the two options and responded with a 50/50 result for the two options. Officers have considered both options and have determined that the installation of the white lines may be the better of the two, given that the report, while identifying the one tree as definitely restricting sightlines as per the Australian Standard definition, also identified a number of others which restricted vision albeit to lesser degrees. The installation of whitelines will improve sight distances for all properties in the subject section.

Appendices Attached:	Yes	Appendices Numbers: 9.1.2
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VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council approve the installation of white painted edgelines on either side of Thatcher Street, one metre towards the centreline parallel to the existing kerbs, to the prevailing Australian Standards, along the section of Thatcher Street between Elliot Street and the Western property boundary of number 38 Thatcher Street, as shown on Appendix 9.1.2.

9.2 DIRECTOR DEVELOPMENT SERVICES

9.2.1 PROPOSED COMMUNITY FACILITY DEPOT (FIRE SHED) – LOT 1812 (NO. 114) TUART GROVE AVENUE, LAKE CLIFTON (RESERVE 40086)	
Reporting Officer / Officer's Interest:	Chris Dunlop, Senior Town Planner; No Interest
Responsible Officer / Officer's Interest	Louis Fouché Director Development Services; No Interest
Proponent:	Shire of Waroona
Landowner:	Crown (Vested in Shire of Waroona)
Date of Report: 13 October 2015	File No.: TP1794
Previous Reference:	Nil
Policy Implications:	Shire of Waroona Local Planning Policy 1 – Community Consultation Shire of Waroona Local Planning Policy 5 – Setbacks and Building Envelopes
Statutory Implications:	Planning and Development Act 2005 Peel Region Scheme 2003 Town Planning Scheme No. 7 1996
Strategic Implications:	Shire of Waroona Community Strategic Plan 2014/15 – 2023/24 Draft South Metropolitan Peel Sub-Regional Planning Framework 2015 Shire of Waroona Local Planning Strategy 2009
Financial Implications:	<i>See heading in report.</i>
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): Theme 3: Responsible Land Use Planning and Protecting Rural Land	

PROPOSAL SUMMARY

Council is requested to consider an application for Planning Consent for a bush fire brigade facility on Lot 1812 (No. 114) Tuart Grove Avenue, Lake Clifton (Reserve 40086). The proposed development includes a 16.6m x 9m fire brigade building to house 2 firefighting vehicles, facilities including ablutions and associated earthworks, effluent disposal system and earthworks. The propose fire brigade building is to be constructed of steel and clad in Colorbond. Final wall and roof heights will be determined once the tender to construct the building has been awarded. The proposed building is to be set back 32m from the street, 8m from the eastern boundary, 11m from the western boundary and 176m from the rear boundary.

Council is also to consider granting landowner's consent for the application for Planning Consent and the relevant Building approvals.

Site and floor plans and indicative elevations of the proposed building are at **APPENDIX 9.2.1A**.

BACKGROUND/INITIAL COMMENTS

Lot 1812 is a Crown reserve vested in the Shire of Waroona for the purposes of a Bush Fire Brigade. The lot currently contains community and firefighting infrastructure, including the Lake Clifton Community Centre, recreation facilities and



firefighting water tanks. Large native trees are present on the northern portion of the lot, which is subject to this application.

PLANNING – STRATEGIC IMPLICATIONS

Draft South Metropolitan Peel Sub-Regional Planning Framework 2015 (DSMPSRPF)

The DSMPSRPF identifies the future strategic planning direction for the region. Lot 1812 is identified by the DSMPSRPF as Rural.

Shire of Waroona Local Planning Strategy (LPS)

Lot 1812 is located within the Lake Clifton precinct and designated as a reserve for conservation, recreation, open space and forestry under the LPS.

REFERRALS

The Director Technical Services did not raise any issues in relation to the proposal.

The Manager Development Services stated that a certified building permit application will be required.

The Engineering Technical Officer advised that no permits would be required for the clearing of vegetation.

The Shire's Environmental Health Officer advised that a standard septic system with a 13m leach drain would be considered acceptable for effluent disposal.

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

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

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

FINANCIAL ISSUES / IMPLICATIONS

Construction

The construction of the proposed facility is currently awaiting tender. The funds for the construction of the building have been provided by DFES. Further information regarding any contribution that may be made by the Shire will be included in the report to Council for the awarding of the tender for the construction of the facility.

Maintenance

The ongoing maintenance of the proposed facility will be the responsibility of the Shire, however costs associated with this will be recouped via DFES.

POLICY ISSUES / IMPLICATIONS

Local Planning Policy 1 – Community Consultation (LPP1)

LPP1 states that where a use classified as SA with a local impact is proposed consultation is to be undertaken to owners and occupiers of affected neighbour properties.

Local Planning Policy 5 – Setbacks and Building Envelopes (LPP5)

LPP5 provides the basis for the assessment of proposed variations to setback requirements in areas where the Residential Design Codes are not applicable.

The policy statements of LPP5 set out the considerations to be made when assessing proposed setback variations including the potential for impact on surrounding properties, vegetation, the streetscape and amenity of the locality as well as the ability for potential impacts to be mitigated through conditions of approval.

STATUTORY ISSUES/ENVIRONMENT / IMPLICATIONS

Shire of Waroona Town Planning Scheme No. 7 (TPS)

The subject land is zoned Rural Residential (RRes 1) under the TPS. The objective of the Rural Residential zone is:

“... select and appropriately zone areas wherein subdivision and development of smallholdings will be permitted to provide for such uses as rural residential and hobby farms, and also make provision for retention of the rural landscape and amenity in a manner consistent with the orderly and proper planning of such areas.”

Community Facility Depot is a ‘SA’ use in the Rural Residential zone.

Clause 4.15.3 (b) of the TPS states that where no building envelope is identified for a lot in the Rural Residential zone setbacks of 40m from the street and rear boundaries and 20m from side boundaries are to be maintained.

Clause 6.1.1 states that subject to Clause 6.1.2, a person shall not commence or carry out development on any land zoned or reserved by the Scheme without first having applied for and obtained the Planning Consent of the Council in accordance with the provision of the Scheme.

Section 8.2 of the TPS sets out provisions for the advertising of applications under the TPS.

LEGAL ISSUES / IMPLICATIONS

Lot 1812 is crown land vested in the Shire of Waroona for the purposes of a Bush Fire Brigade. As such the proposed Fire Shed is in accordance with the vesting of the site. No lease agreement is proposed for the facility.

COMMUNITY CONSULTATION

Community consultation has been undertaken in accordance with LPP1 and section 8.2 of the TPS. Consultation letter where mailed to owners of nearby properties with a period of 21 days provided for comments to be made. During the consultation period one submission was received. A schedule of submissions is at **APPENDIX 9.2.1B**.

OFFICER'S FINAL COMMENTS/CONCLUSIONS

Variations to Setbacks

The TPS requires minimum setbacks in the Rural Residential zone of 40m from the front and rear boundaries and 20m from side boundaries. The location of the proposed facility varies these requirements as follows:

Front Boundary: 32m in lieu of 40m
Eastern Boundary: 8m in lieu of 20m
Western Boundary: 11m in lieu of 20m

Given the narrow width of the lot (45m) relative to the required 20m side setback and the desired location of the facility adjacent to the existing firefighting water tanks on the lot, variations to the side and front setbacks are proposed. In accordance with LPP5 the proposed variations are not considered to have a detrimental impact on the adjoining properties due to the substantial existing vegetation, ability for the building to blend in with the landscape and location of buildings on adjacent lots.

Policy statement (b) of LPP5 requires consideration of the impact of the proposed setbacks on vegetation. The area proposed to be developed contains numerous large established native trees that are required to be removed in order to accommodate construction, as does the remainder of the lot. As such the proposed location is not considered to have a greater impact on vegetation than any other that could be proposed.

In accordance with policy statement (c) the proposed building will be well screened from the street by existing mature vegetation, in addition the building will be designed to blend with the open woodland landscape of the locality.

Policy statement (d) of LPP5 refers to the ability of potential concerns to be mitigated via conditions of approval. A condition has been included in the officer's recommendation requiring final elevation plans, including colour schemes, to be to the satisfaction of the Shire.

Vesting

Lot 1812 is crown land vested in the Shire of Waroona for the purposes of a Bush Fire Brigade. As such the proposed Fire Shed is in accordance with the vesting of the site.

Community Infrastructure

The proposed bushfire brigade facility represents an increased level of service provision to the Lake Clifton community and enhanced community safety.

Conclusion

The proposed bushfire brigade facility will enhance the community safety for the Lake Clifton area. The proposed variations to TPS provisions relating to setbacks are considered to be consistent with LPP5 and therefore acceptable. The proposed Community Facility Depot (Fire Shed) is therefore recommended for approval subject to conditions.

Appendices Attached:	Yes	Appendices Numbers:	9.2.1A & B
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VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION

- 1. That in relation to the proposed Community Facility Depot (Fire Shed) on Lot 1812 (Reserve 40086), Tuart Grove Avenue, Lake Clifton, Council resolves to:**
 - A. Grant landowner's consent for the development and construction of the proposed Community Facility Depot on Lot 1812 (Reserve 40086), Tuart Grove Avenue, Lake Clifton.**
 - B. Approve the application for planning consent subject to the following conditions:**
 - 1. The development shall occur in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval from the Shire of Waroona subject to the following:**
 - a) Prior to the commencement of the use, the applicant shall submit final elevation plans and a schedule of building materials and colour schemes to be used on the external facades of buildings and structures for the approval of the Shire of Waroona. The approved schedule is to be implemented in full and thereafter maintained to the satisfaction of the Shire of Waroona.**
 - 2. All stormwater and drainage run-off shall be contained on site to the specification and satisfaction of the Shire of Waroona. Without the prior written approval of the Shire of Waroona no stormwater is to be discharged into or on the road reserve, or connected to a Council stormwater legal point of discharge.**
 - 3. Building materials are to be of a standard and colour scheme complementing and blending in with the amenity of the area and the existing development on site to the satisfaction of the Shire of Waroona.**
 - 4. The development approved is to be substantially commenced within two (2) years after the date of this determination. The approval lapses if the development has not substantially commenced before the expiry of that period.**

ADVICE TO APPLICANT:

- a) The applicant is advised that no site works shall commence until a Building Permit has been issued by the Shire of Waroona. This planning approval does not grant consent to commence building works. Furthermore, the proposed development is to comply with the National Construction Code 2015.**
- b) The applicant is advised that sewer infrastructure on the premises is to comply with the provisions of the Health Act 1911.**

9.2.2 LOT 266 (RESERVE 8746), SOUTH WESTERN HIGHWAY, WAROONA – PROPOSED SHED	
Reporting Officer / Officer's Interest:	Jeremy Durston – Town Planner; No Interest Jason Robertson – Manager Development Services; No Interest
Responsible Officer / Officer's Interest	Louis Fouché – Director Development Services; No Interest
Proponent:	Lions Club of Waroona
Landowner:	Shire of Waroona
Date of Report: 9/11/2015	File No.: TP1799
Previous Reference:	N/A
Policy Implications:	Local Planning Policy 1 – Community Consultation
Statutory Implications:	Peel Regional Scheme 2003; Shire of Waroona Town Planning Scheme No. 7 of 1996; Building Act 2011
Strategic Implications:	Local Planning Strategy 2009 Shire of Waroona Strategic Community Plan 2014/15-2023/24
Financial Implications:	See report
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): Theme 3: Responsible Land Use Planning and Protecting Rural Land.	

PROPOSAL SUMMARY

Applications for the following have been received on Lot 266 South Western Highway, Waroona (Reserve 8746).

- Planning Consent for the construction of a new shed.
- A Demolition Permit for the removal of the existing shed on the site.
- A Building Permit for the construction of a new shed.

The Waroona Lions Club is the proponent and the proposed shed will replace the existing shed located on the site. The Waroona Lions Club holds the lease (Shire of Waroona lease number 135) over the building. The location and site plans can be seen at **APPENDIX 9.2.2A** and the elevation plans can be seen at **APPENDIX 9.2.2B**.

The proposed new shed is 13.1m by 9.0m (117.9m²) with a maximum height of 4.655m and is to be constructed with steel frame and steel, Colorbond cladding in Heritage Green colour. The proposed shed will be used as the Animal Nursery for Agricultural Society events and will otherwise be used for storage. The proposed storage shed will be set back 4.2m from the Millar Street boundary of the lot. The proposed shed will replace the existing shed structure currently located at the site. The existing shed is a flat-roofed steel clad structure finished in Zinalume, with approximate dimensions of 12.0m by 6.5m.

Council is to consider granting landowner consent as well as determining the application for planning consent. (The Demolition Permit and Building Permit will be determined under delegated authority).

BACKGROUND / INITIAL COMMENTS

This proposal was considered by the Recreation Advisory Committee at its meeting on 17 November 2015 and recommended for approval.

Lot 266 has an area of 2.0363 Ha and has a gradual slope from east to west. Directly to the south of the proposed shed location is a mature, native tree and the site is otherwise clear of vegetation. The lot forms part of the reserve that is home to the Waroona Agricultural Society, Waroona Bowling Club and Waroona Football Club.

The Waroona Lions Club has a history of involvement in community projects at the grounds and now wishes to build the proposed shed. The land is vested in the Shire of Waroona.

PLANNING – STRATEGIC IMPLICATIONS

Local Planning Strategy (LPS)

The subject lot is located within the Waroona Town Precinct of the LPS. It is the aim of the Shire to provide for the enhancement and the planned expansion of the Waroona town site.

Within the LPS the subject lot is designated as Open Space, Recreation, Conservation and Forestry.

INTERNAL REFERRALS

The Manager of Development Services stated that there are no issues with the proposal. It was advised that a building permit will be required.

The Director of Technical Services required that the standard drainage condition be applied.

The Manager Development Serviced advised that the necessary site risk management procedures related to demolition and construction will be addressed through the Demolition and Building Permit process.

STRATEGIC COMMUNITY PLAN ISSUES / IMPLICATIONS

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

This item contributes towards achieving theme number 3: Land Use – Responsible Land Use Planning and Protecting Rural Land.

FINANCIAL ISSUES / IMPLICATIONS

To be addressed, potentially but not limited to:

Lease agreement; Preventive and reactive insurances; and Maintenance agreement.

POLICY ISSUES / IMPLICATIONS

Local Planning Policy 1 – Community Consultation (LPP1)

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

LPP1 requires that an application with non-compliance is to be advertised to owners and occupiers of affected neighbouring properties for a period of 21 days.

STATUTORY ISSUES / ENVIRONMENT/IMPLICATIONS

Peel Region Scheme (PRS) 2003

Clause 12, Purposes of zones, states:

Land is classified into zones under the Scheme for the following purposes:

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

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

The subject lot is located within the 'Urban 2 – Community & Civic' zone of the Shire of Waroona Town Planning Scheme No. 7 (TPS 7) and is subject to Clause 4.6 of TPS 7, which relates specifically to that zoning.

6.1.1 Subject to Clause 6.1.2, a person shall not commence or carry out development on any land zoned or reserved by the Scheme without first having applied for and obtained the Planning Consent of the Council in accordance with the provision of the Scheme.

Clause 4.6.1, Objective and Policies states, Council's objective for the zone is to encourage the establishment of civic and community use facilities in this area adjoining the Town Centre, and ensure that the amenity and streetscapes of the zone are satisfactorily enhanced. Council's policies will therefore be to:

- permit a wide range of uses consistent with the zone objective;
- encourage the establishment of uses which contribute to the welfare and activity of the community;
- permit medium density housing to appropriate Residential Code standards;
- ensure that development attains a high standard of appearance and convenience of use.

Clause 4.6.2, Setbacks states, minimum setbacks from lot boundaries or any proposed road widening shall be in accordance with the following:

Residential Uses - R Code Standards

Other Uses:



Street Frontage 6 metres
Side Boundaries 3 metres
Rear Boundary 10 metres

Clause 6.12.1 of the TPS states that no building shall exceed 9m in height above natural ground level.

Clause 8.2 of the TPS outlines the requirements for advertising of applications and Clause 8.2.3(b) specifies that owners of potentially effected land must be notified and that submissions may be made throughout a 21 day consultation period.

Building Act 2011

The Building Act 2011 is the primary instrument by which building control is exercised and standards are set for buildings and demolitions in Western Australia.

The primary building document for building work is the national Construction Code (NCC), Building Code of Australia. Council, as permit authority for building works conducted throughout the Shire, controls the construction, occupation and demolition of buildings through the issue and enforcement of permits according to the Building Code of Australia and Australian Standards adopted by reference.

The proposal to replace the existing shed with a new structure at the subject location requires the issue of both a Demolition Permit and Building Permit prior to the works being undertaken.

LEGAL ISSUES / IMPLICATIONS

The Waroona Lions Club holds the lease over the subject building, designated “Animal Nursery” in addition to one other building on the site, designated “Jim’s Kitchen”, through Lease 135 with the Shire of Waroona. The existing lease will continue to operate for the proposed building under the same conditions that apply to the current building.

The issuance of a Demolition Permit and Building Permit will include the requirement to satisfy all necessary Occupational Health and Safety requirements for the site.

COMMUNITY CONSULTATION

In accordance with TPS clause 8.2 and LPP1 advertising letters were mailed to potentially effected neighbours, highlighting the proposed boundary setback, with a consultation period of 21 days. No submissions have been received during the advertising period.

OFFICER'S FINAL COMMENTS / CONCLUSIONS

The proposed storage shed, a Class10 structure that replaces the ageing building on the site, is considered to be incidental development to the existing land use on the lot.

The proposed storage shed is consistent with the TPS, LPS and existing land use and type of buildings on the subject lot. It is not considered that the proposed development will result in any detrimental effects on the amenity of the area. While a variation to the boundary setback is proposed, the setback will be the same as the

existing shed to be replaced. The proposal is therefore recommended for approval subject to appropriate conditions.

Appendices Attached:	Yes	Appendices Numbers:	9.2.2A & B
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VOTING REQUIREMENTS

Simple Majority

RECREATION ADVISORY COMMITTEE RECOMMENDATION

The Recreation Advisory Committee recommends that in relation to the proposed Shed on Lot 266 (Reserve 8746), South Western Highway, Waroona, Council resolves to:

- A. Grant landowner's consent for the proposed Shed on Lot 266 (Reserve 8746), South Western Highway, Waroona.
- B. Grant landowner's consent for a Demolition Permit for the existing Shed and a Building Permit for the proposed Shed on Lot 266 (Reserve 8746), South Western Highway, Waroona.
- C. Approve the application for Planning Consent subject to the following conditions:
 1. The development shall occur in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval from the Shire of Waroona.
 2. All stormwater and drainage run-off shall be contained on site to the specification and satisfaction of the Shire of Waroona. Without the prior written approval of the Shire of Waroona no stormwater is to be discharged into or on the road reserve, or connected to a Council stormwater legal point of discharge.
 3. Building materials are to be of a standard and colour scheme complementing and blending in with the amenity of the area and the existing development on site to the satisfaction of the Shire of Waroona.
 4. The development approved is to be substantially commenced within two (2) years after the date of this determination. The approval lapses if the development has not substantially commenced before the expiry of that period.

ADVICE TO APPLICANT:

The applicant is advised that no site works shall commence until a Demolition Permit and Building Permit have been issued by the Shire of Waroona. This planning approval does not grant consent to commence building works. The proposed development is to comply with the National Construction Code 2015.

9.2.3 LOT 316 (RESERVE 8746), PARNELL STREET, WAROONA – PROPOSED CATTLE STALLS	
Reporting Officer / Officer's Interest:	Jeremy Durston – Town Planner; No Interest Jason Robertson – Manager Development Services; No Interest
Responsible Officer / Officer's Interest	Louis Fouché – Director Development Services; No Interest
Proponent:	Waroona Agricultural Society Inc.
Landowner:	Shire of Waroona
Date of Report: 18/11/2015	File No. A2188, 154/1.
Previous Reference:	N/A
Policy Implications:	Nil
Statutory Implications:	Planning and Development Act 2005 Peel Regional Scheme 2003 Shire of Waroona Town Planning Scheme No. 7 of 1996 Building Act 2011
Strategic Implications:	Local Planning Strategy 2009 Shire of Waroona Strategic Community Plan 2014/15-2023/24
Financial Implications:	See report
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): Theme 3: Responsible Land Use Planning and Protecting Rural Land.	

PROPOSAL SUMMARY

A request has been received from the Waroona Agricultural Society to consider a proposal for the construction of new Cattle Stalls on Lot 316 (Reserve 8746) Parnell Street, Waroona. The request requires Council to grant landowner's consent for the following applications:

- Planning consent for the construction of new Cattle Stalls.
- Demolition permit for the removal of one set of existing Cattle Stalls on the site.
- Building permit for the construction of new Cattle Stalls.

The location and site plans can be seen at **APPENDIX 9.2.3A** and the plans relating to the proposal can be seen at **APPENDIX 9.2.3 B**.

The proposed Cattle Stalls will replace the ageing set of timber and steel stalls on the site and will have dimensions of 10.5m by 5.5m. The cattle stalls will be connected at a right angle to the remaining set of existing stalls. Construction will be steel frame and steel roof cladding with some internal steel panels. The design will be similar to the more modern stalls already on site.

The proposed Cattle Stalls will be set back approximately 20m from the Millar Street boundary of the lot.

Council is also requested to consider granting delegated authority to the Chief Executive Officer for the determination of an application for planning consent for the proposed Cattle Stalls, subject to the proponent submitting a complete application including sufficiently detailed plans. (The necessary demolition permit and building

permit may be determined under existing delegated authority, subject to Council granting landowner consent).

BACKGROUND / INITIAL COMMENTS

The existing set of cattle stalls are reportedly in poor condition and safety concerns have been expressed by the Waroona Agricultural Society regarding their ongoing use. The Waroona Agricultural Society has received approval from the Alcoa Waroona Sustainability Fund for the funding of part of the cost of new Cattle Stalls.

Lot 316 has an area of 5.665 Ha and has a gradual slope from east to west. The north-eastern corner of the lot includes stock yards, stalls, sheds and buildings used by the Waroona Agricultural Society.

Lot 316 is Crownland vested in the Shire of Waroona. In addition to the Waroona Agricultural Society the lot is also home to the Waroona Bowling Club, the Waroona Football Club and the Waroona Community Men's Shed.

At its meeting of Tuesday 17 November 2015 the Recreational Advisory Committee recommended that the proposal be supported in principle and that Council grant landowner's consent for the required Planning Consent, Demolition Permit and Building Permit.

Previous Applications

TP1148 – Application for planning consent for a Scoreboard, approved under delegation 11 April 2008.

TP1165 – Application for planning consent for a Steel Framed Shed, approved under delegation 15 August 2008.

TP1785 – Application for planning consent for the Community Men's Shed, approved by Council 25 August 2015, OCM 14/08/096.

PLANNING – STRATEGIC IMPLICATIONS

Local Planning Strategy (LPS)

The subject lot is located within the Waroona Town Precinct of the LPS. It is the aim of the Shire to provide for the enhancement and the planned expansion of the Waroona town site.

Within the LPS the subject lot is designated as Open Space, Recreation, Conservation and Forestry.

INTERNAL REFERRALS

Referral advice will be sought from the appropriate internal departments upon lodgement of a complete application for Planning Consent by the proponent.

STRATEGIC COMMUNITY PLAN ISSUES / IMPLICATIONS**Shire of Waroona Strategic Community Plan 2014/15-2023/24**

This item contributes towards achieving theme number 3: Land Use – Responsible Land Use Planning and Protecting Rural Land.

FINANCIAL ISSUES / IMPLICATIONS

To be addressed, potentially but not limited to:

Lease agreement; Preventive and reactive insurances; and Maintenance agreement.

POLICY ISSUES / IMPLICATIONS

Nil

STATUTORY ISSUES / ENVIRONMENT/IMPLICATIONS**Planning and Development Act 2005**

The Planning and Development Act 2005 provides for the preparation of Region and Local Planning Schemes and provide the head of power for the enforcement of the Scheme and any policies adopted under it.

Peel Region Scheme (PRS) 2003

Clause 12, Purposes of zones, states:

Land is classified into zones under the Scheme for the following purposes:

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

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

The subject lot is located within the 'Urban 2 – Community and Civic' zone of the Shire of Waroona Town Planning Scheme No. 7 (TPS 7) and is subject to Clause 4.6 of TPS 7, which relates specifically to that zoning.

6.1.1 Subject to Clause 6.1.2, a person shall not commence or carry out development on any land zoned or reserved by the Scheme without first having applied for and obtained the Planning Consent of the Council in accordance with the provision of the Scheme.

Clause 4.6.1, Objective and Policies states, Council's objective for the zone is to encourage the establishment of civic and community use facilities in this area adjoining the Town Centre, and ensure that the amenity and streetscapes of the zone are satisfactorily enhanced. Council's policies will therefore be to:

- permit a wide range of uses consistent with the zone objective;
- encourage the establishment of uses which contribute to the welfare and activity of the community;

- permit medium density housing to appropriate Residential Code standards;
- ensure that development attains a high standard of appearance and convenience of use.

Clause 4.6.2, Setbacks states, minimum setbacks from lot boundaries or any proposed road widening shall be in accordance with the following:

Residential Uses - R Code Standards

Other Uses:

Street Frontage 6 metres
Side Boundaries 3 metres
Rear Boundary 10 metres

Clause 6.12.1 of the TPS states that no building shall exceed 9m in height above natural ground level.

Building Act 2011

The Building Act 2011 is the primary instrument by which building control is exercised and standards are set for buildings and demolitions in Western Australia.

The primary building document for building work is the national Construction Code (NCC), Building Code of Australia. Council, as permit authority for building works conducted throughout the Shire, controls the construction, occupation and demolition of buildings through the issue and enforcement of permits according to the Building Code of Australia and Australian Standards adopted by reference.

The proposal to replace the existing cattle stalls at the subject site requires the issue of both a demolition permit and building permit prior to the works being undertaken.

LEGAL ISSUES / IMPLICATIONS

The Waroona Agricultural Society holds the lease over the subject site, executed with the Shire of Waroona. The existing lease may require reviewing to include the location of the proposed new buildings / structures.

The issuance of a demolition permit and building permit will include the requirement to satisfy all necessary Occupational Health and Safety requirements.

COMMUNITY CONSULTATION

Not Required.

OFFICER'S FINAL COMMENTS / CONCLUSIONS

The proposed Cattle Stalls will replace the ageing stalls on the site, improve the function of the facilities and remove the safety concerns relating to the current stalls. The proposal is considered to be incidental development to the existing land use.

The preliminary proposal for the Cattle Stalls is consistent with the TPS, LPS, existing land use and types of structures on the subject lot. The proposed development is not

expected to result in any detrimental effects on the amenity of the area. The proposal is therefore recommended for approval subject to the lodgement of an acceptable application for planning consent, a demolition permit and a building permit.

Appendices Attached:	Yes	Appendices Numbers:	9.2.3A&B
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VOTING REQUIREMENTS

Simple Majority

RECREATION ADVISORY COMMITTEE RECOMMENDATION

The Recreation Advisory Committee recommends that in relation to the proposed Cattle Stalls on Lot 316 (Reserve 8746), Parnell Street, Waroona, Council resolves to:

- A. Grant in-principle support for the proposed Cattle Stalls.**
- B. Grant landowner's consent for an application for planning consent for the proposed Cattle Stalls.**
- C. Grant delegated authority for the Chief Executive Officer to determine an application for planning consent for the proposed Cattle Stalls subject to the proponent submitting a complete application including sufficiently detailed plans.**
- D. Grant landowner's consent for a demolition permit application for the existing Cattle Stalls to be removed.**
- E. Grant landowner's consent for a building permit application for the proposed Cattle Stalls.**

9.3 DEPUTY CEO/DIRECTOR CORPORATE SERVICES

9.3.1 ACCOUNTS FOR PAYMENT	
Reporting Officer / Officer's Interest:	Kathy Simpson, Finance Officer / Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook – Deputy CEO/Director Corporate Services / Nil
Proponent:	N/A
Landowner:	N/A
Date of Report: 16/11/15	File No.: 1/3
Previous Reference:	N/A
Policy Implications:	N/A
Statutory Implications:	N/A
Strategic Implications:	N/A
Financial Implications:	N/A
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): No. 6 "Active Civic Leadership, Good Governance, & Excellence in Management"	
Voting Requirements	Simple Majority

Appendices Attached:	Yes	Appendices Numbers:	9.3.1
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<u>OFFICER RECOMMENDATION</u>		
That Vouchers numbered:		
<u>ACCOUNT</u>	<u>CHEQUE NOS.</u>	<u>TOTAL \$</u>
Municipal	Cheques 8151 - 8178	\$26,850.97
Trust (Cheque/EFTs)	EFT 21263, Chqs: 11060	\$1,603.00
Electronic Transfers Municipal Fund	EFT 21264 to 21466	\$464,723.62
Direct Wages	01/10/2015 – 31/10/2015 inclusive	\$162,456.40
Direct Debits	1/10/15 – 31/10/15	\$743.19
GRAND TOTAL:		<u>\$656,377.18</u>
and attached at Appendix 9.3.1 be endorsed.		



9.3.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015	
Reporting Officer / Officer's Interest:	Ashleigh Nuttall – Manager Financial Services / Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook - Deputy CEO/Director Corporate Services / Nil
Proponent:	N/A
Landowner:	N/A
Date of Report: 18/11/15	File No.: 1/1
Previous Reference:	N/A
Policy Implications:	N/A
Statutory Implications:	N/A
Strategic Implications:	N/A
Financial Implications:	N/A
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): No. 6 "Active Civic Leadership, Good Governance, & Excellence in Management"	
Voting Requirements	Simple Majority

Appendices Attached:	Yes	Appendices Numbers:	9.3.2
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OFFICER RECOMMENDATION

That the Monthly Statements of Financial Activity for the period 1 July 2015 to 31 October 2015 be received and noted.

9.3.3 PURCHASE OF ADDITIONAL VOLUNTEER RANGER VEHICLE	
Reporting Officer / Officer's Interest:	Laurie Tilbrook, Deputy CEO; Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook, Deputy CEO; Nil
Proponent:	Shire of Waroona
Landowner:	N/A
Date of Report: 17 November 2015	File No.: 125/1 & 130/1
Previous Reference:	N/A
Policy Implications:	Nil
Statutory Implications:	See heading below
Strategic Implications:	Nil
Financial Implications:	See heading below
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): <i>No 6 Active Civic Leadership, Good Governance, & Excellence in Management</i>	

PROPOSAL SUMMARY

The Council is requested to endorse an amendment to the 2015/16 adopted budget to enable the purchase of an Utility Terrain Vehicle (UTV) for use by volunteer rangers at Preston Beach.

BACKGROUND / INITIAL COMMENTS

As Councillors would be aware the Council purchased an ATV for use by volunteer rangers in October 2012. This vehicle was considered for trade replacement in the current financial year.

Unfortunately trade in valuations were considered poor and the replacement was placed on hold. Subsequently the Manager Ranger and Emergency Services (Ron Porter) has indicated that as a result of his investigation the current ATV is impracticable for the majority of ranger functions and if replaced then a more appropriate model (eg UTV) should be considered.

This largely relates to:

- The current “razor” model is built for recreational sport purposes.
- The lack of doors is not practicable.
- A full body harness restraint is not appropriate
- There is very limited storage on the vehicle
- Seating is modified for sporting purposes.

Conversely a UTV vehicle:

- Has opening doors and is specifically designed for 2 people
- Has ordinary seat belt system and proper seating
- Has a larger footprint (better protection from rollover)
- Has a carrying tray
- Has a stronger roll over protection system (ROPS)
- Requires less modifications to be road licenced.

For the upcoming summer roster it is recommended that both vehicles be utilised with a view to reassessing our requirements at the conclusion of summer.

PLANNING – STRATEGIC IMPLICATIONS

Nil.

REFERRALS

Both the Shire President and Chief Executive Officer are supportive of the proposal.

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

There would be no capital cost to the Council to purchase the vehicle. It is requested that authority be granted to transfer the funds from the Councils “Volunteer Ranger Reserve Account” which is reserved specifically for the proposed purpose.

This account is expected to have an end of year balance of \$47,000 less \$17,000 for the vehicle purchase.

POLICY ISSUES/IMPLICATIONS

Nil.

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

The Council would need to ensure that its staff and volunteers have had appropriate training and induction in the use of a UTV.

There are likely to be special conditions on the license of the vehicle which may restrict usage patterns.

LEGAL ISSUES/IMPLICATIONS

There are no inherent legal implications with this proposal.

COMMUNITY CONSULTATION

Not required.

OFFICER'S FINAL COMMENTS/CONCLUSIONS

It is acknowledged that there are different terrains in a beach environment from the beach itself to varying levels of dunes, however there is no doubt that the UTV is a better “workhorse” and is much more operator friendly.

At least one potential supplier has offered to demonstrate/trial the vehicle in our own environment to assist the final decision, however it is felt that with both vehicles on hand during an entire season this would enable a full assessment.

The Council would, prior to the next budget, decide –

- To keep both the ATV & UTV (in which case the ATV would be replaced by way of trade or,
- Sell the ATV outright, or
- Sell the UTV outright.

Appendices Attached:	No	Appendices Numbers:
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VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

- 1. That the Council authorise the purchase of a suitable Utility Terrain Vehicle (UTV) for use by Council and Volunteer Rangers up to the value of \$17,000 (ex GST).**
- 2. That the 2015/16 adopted budget be amended as follows:**
 - Debit account 0924 \$17,000 to enable purchase of Utility Terrain Vehicle**
 - Debit reserve account 4854 to enable transfer of funds from Preston Beach Volunteer Rangers Account.**
 - Credit account 0965 to receive funds from Volunteer Ranger Reserve Account.**

9.3.4 ADOPTION OF 2014/15 ANNUAL REPORT	
Reporting Officer / Officer's Interest:	Laurie Tilbrook – Deputy CEO/Director Corporate Services / Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook – Deputy CEO/Director Corporate Services / Nil
Proponent:	Shire of Waroona
Landowner:	N/A
Date of Report: 17.11.2015	File No.: 8/1
Previous Reference:	N/A
Statutory/Policy Implications:	Local Government Act 1995 – Section 5.35 & 5.55
Strategic Implications:	See heading below
Financial Implications:	Nil
Asset Mgt. & LCC Implications:	Nil
Workforce Implications:	Nil
LINKED TO STRATEGIC OBJECTIVE NUMBER (SCP): 6 ACHIEVE ACTIVE CIVIC LEADERSHIP	

PROPOSAL

The 2014/15 Annual Report (**provided under separate cover**) is to be presented to the Annual Meeting of Electors on Tuesday 22nd December 2015.

STRATEGIC IMPLICATIONS

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

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

Further details are provided at page 36 of the Annual Report.

REFERRALS

N/A

FINANCIAL IMPLICATIONS

N/A

POLICY ISSUES

Nil.

STATUTORY IMPLICATIONS

As above.

LEGAL ISSUES

Nil.

COMMUNITY CONSULTATION

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

OFFICERS COMMENTS

In accordance with Section 5.54 and 5.55 the report is to be accepted by the Council and will then be available to the general public from Monday 30 November 2015. Hard copies and an electronic version will be made available.

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

Simple Majority

OFFICERS RECOMMENDATION

That the 2014/2015 Annual Report for the Shire of Waroona be adopted.

9.4 CHIEF EXECUTIVE OFFICER

9.4.1 2015 REVIEW OF COUNCIL POLICY MANUAL, DELEGATIONS REGISTER AND CODE OF CONDUCT FOR ELECTED MEMBERS AND STAFF	
Responsible Officer / Officer's Interest:	Ian Curley – Chief Executive Officer/Nil
Proponent:	N/A
Landowner:	N/A
Date of Report: 12/11/2015	File No.: 111/1
Previous Reference:	N/A
Policy Implications:	Council is required to review the Policies and Delegations once in every financial year.
Statutory Implications:	Council is required to review the Policies and Delegations once in every financial year.
Strategic Implications:	Policies may form part of Council's strategic vision
Financial Implications:	Nil
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): No. 6 "Active Civic Leadership, Good Governance, & Excellence in Management"	

PROPOSAL SUMMARY

To review Council Policies, review and endorse Delegations to the Chief Executive Officer and re-adopt Council's Code of Conduct for Elected Members and Staff.

BACKGROUND/INITIAL COMMENTS

1. Council's Policy Manual - a number of minor changes are proposed for Council's policies listed at **Appendix 9.4.1A**. The list is to be read in conjunction with the current Policy Manual.
2. The Delegations Register list at **Appendix 9.4.1B** contains delegations that have previously been authorised by Council and are recommended for re-endorsement.
3. The Council's Code of Conduct for Elected Members and Staff listed at **Appendix 9.4.1C** is recommended for re-adoption without modification.

PLANNING – STRATEGIC IMPLICATIONS

As above.

REFERRALS

N/A

COMMUNITY CONSULTATION

N/A

Appendices Attached:	Yes	Appendices Numbers: 9.4.1A, B, C
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VOTING REQUIREMENTS

Absolute Majority

OFFICERS RECOMMENDATION

That Council review and endorse the modifications to the Council Policy Manual and adopt the new Policies as proposed at *Appendix 9.4.1A*, endorse the Delegations Register and new delegations included at *Appendix 9.4.1B* and re-adopt the Council's Code of Conduct for Elected Members and Staff included at *Appendix 9.4.1C*.

9.4.2 COUNCIL MEETINGS – DECEMBER 2015, JANUARY & FEBRUARY 2016	
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: 17 November 2015	File No.: 35/1
Previous Reference:	OCM12/10/119 (October 2012), OCM13/10/112 (October 2013), OCM14/10/128 (October 2014)
Policy Implications:	Council policy 1.13
Statutory Implications:	Nil
Strategic Implications:	Nil
Financial Implications:	Nil
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): <i>No 6 Active Civic Leadership, Good Governance & Excellence in Management</i>	

PROPOSAL SUMMARY

To confirm the date for the December 2015 Ordinary Council Meeting, 2014/15 Annual Electors Meeting and the February 2016 Ordinary Council Meeting.

BACKGROUND / INITIAL COMMENTS

The December 2015 Council meeting is scheduled for Tuesday 22 December 2015 and it is recommended that the meeting be held as per normal on that day commencing at 4.00pm. The ordinary meeting will be preceded by the Audit & Finance Committee meeting at 3.00pm.

The Annual Electors meeting for 2014/15 be held at 6.00pm on the same day as the December Council meeting, as occurred last year. Note - the Council has previously resolved the timetable for the Annual Electors Meeting at the October OCM.

The January 2016 Council meeting is scheduled for Tuesday 26 January 2016. Council, generally, does not hold a January meeting. If urgent business arising during this period a Special Council meeting can be held.

It is also recommended that the February 2016 Ordinary Council meeting remain on the 4th Tuesday (February 23rd).

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

Council is required to advertise ordinary and special council meeting dates and times.

OFFICER'S FINAL COMMENTS/CONCLUSIONS

Officers request that the Council meeting for February 2016 remain the 4th Tuesday of the month to allow staff sufficient time to prepare reports and items to Council including the six monthly budget review.

Appendices Attached:	No	Appendices Numbers:
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VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

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

1. December 2015 Ordinary Council Meeting to be held on Tuesday 22 December at 4.00pm
2. 2014/15 Annual Electors meeting to be held on Tuesday 22 December 2015 commencing at 6:00pm.
3. No January 2016 Council meeting be held.
4. February 2016 Council meeting to be held on Tuesday 23 February 2015 commencing at 4.00pm.

- 10. CONFIDENTIAL REPORTS – PROVIDED UNDER SEPARATE COVER**
 - 10.1 CONFIDENTIAL ITEM - MARRI TREE – MCDOWELL STREET**
 - 10.2 CONFIDENTIAL ITEM – MCDOWELL STREET VERGE TREES**
 - 10.3 CONFIDENTIAL ITEM – ILLEGAL DEVELOPMENT – MCDOWELL STREET**
 - 10.4 CONFIDENTIAL ITEM – 2016 PREMIER’S AUSTRALIA DAY AWARDS AND MERITORIOUS COMMUNITY SERVICE AWARDS**

- 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**