

Ordinary Council

MINUTES

FOR THE MEETING TO BE HELD
WEDNESDAY, 14 NOVEMBER 2018
IN COUNCIL CHAMBERS,
WALLCLIFFE ROAD, MARGARET RIVER
COMMENCING AT 5:30PM

Meeting Notice

Dear Councillor

I advise that an Ordinary Council Meeting of the Shire of Augusta Margaret River will be held in Council Chambers, Wallcliffe Road, Margaret River on Wednesday 14 November 2018, commencing at 5:30pm.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'Gary Evershed', with a long, sweeping horizontal stroke extending to the right.

GARY EVERSHED
CHIEF EXECUTIVE OFFICER

ATTENTION/DISCLAIMER

This agenda has yet to be dealt with by the Council. The Recommendations shown at the foot of each item have yet to be considered by the Council and are not to be interpreted as being the position of the Council. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Council.

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ORDINARY COUNCIL MEETING 14 NOVEMBER 2018

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Minutes of the Ordinary Council Meeting held on Wednesday 14 November 2018, in Council Chambers, 41 Wallcliffe Road, Margaret River, commencing at 5.30pm

Ordinary Council Meeting

1. DECLARATION OF OPENING

The Shire President thanked all in attendance and declared the meeting open at 5.31pm

The Shire President gave an Acknowledgement of Country:

'I acknowledge and respect the traditional custodians of this land and pay our respects to elders past and present and emerging, whose lands we share.'

2. ATTENDANCE

Shire President : Cr Pam Townshend

Councillors : Cr Ian Earl
Cr Naomi Godden
Cr Peter Lane
Cr Pauline McLeod
Cr Julia Meldrum
Cr Mike Smart

Acting Chief Executive Officer : Dr Dale Putland

Acting Director Sustainable Development : Mr Ian McLeod

Director Infrastructure Services : Mr Markus Botte

Acting Director Corporate and Community Services : Mr Andrew Ross

Acting Manager Planning and Development : Mr Matt Cuthbert

Governance / Council Support Officer : Ms Claire Schiller

MEMBERS OF THE PUBLIC : 6

MEMBERS OF THE PRESS
Augusta Margaret River Times : Warren Hatelly

2.1 Apologies

Chief Executive Officer, Gary Evershed

2.2. Approved Leave of Absence

Nil

Cr Lane left Chambers at 5.32pm.

Cr Lane re-entered Chambers at 5.32pm

3. DISCLOSURES OF INTEREST

The Shire President noted the following disclosures of interest had been received by the CEO prior to the meeting:

3.1 Item 11.3.3 Request to Waive Fees for Reservation of Car Parking Bays – Impartiality Interest – Cr Meldrum

Cr Meldrum disclosed as impartiality interest in Item 11.3.3 Request to Waive Fees for Reservation of Car Parking Bays, the nature of the interest being:

'I have been lobbied by the applicant but I believe I can participate in the decision of the item fairly and openly'.

3.2 Item 11.3.3 Request to Waive Fees for Reservation of Car Parking Bays – Impartiality Interest – Cr Towshend

Cr Towshend disclosed as impartiality interest in Item 11.3.3 Request to Waive Fees for Reservation of Car Parking Bays, the nature of the interest being:

'I have been lobbied by the applicant but I believe that I can make an impartial decision on this item and I did not give verbal confirmation that a decision had been made in support prior to the meeting.'

3.3 Item 11.3.3 Request to Waive Fees for Reservation of Car Parking Bays – Impartiality Interest – Cr Godden

Cr Godden disclosed as impartiality interest in Item 11.3.3 Request to Waive Fees for Reservation of Car Parking Bays, the nature of the interest being:

'I have been lobbied by the applicant and I can make a decision an impartially.'

3.4 Item 11.3.3 Request to Waive Fees for Reservation of Car Parking Bays – Impartiality Interest – Cr Lane

Cr Lane disclosed as impartiality interest in Item 11.3.3 Request to Waive Fees for Reservation of Car Parking Bays, the nature of the interest being:

'I have been lobbied by the applicant but I can make a decision on this impartially.'

3.5 Item 11.3.3 Request to Waive Fees for Reservation of Car Parking Bays – Impartiality Interest – Cr Smart

Cr Smart disclosed as impartiality interest in Item 11.3.3 Request to Waive Fees for Reservation of Car Parking Bays, the nature of the interest being:

'I have been lobbied by the applicant. I don't feel that I can make an impartial decision.'

3.6 Item 11.2.2 Environmental Management Fund 2018-19 – Impartiality Interest – Cr Godden

Cr Godden disclosed an impartiality interest in Item 11.2.2 Environmental Management Fund 2018-19, the nature of the interest being:

'I am a member of Transition Margaret River and I can make an impartial decision.'

3.7 Item 11.1.1 Cr Meldrum Completion of Diploma in Local Government – Financial Interest – Cr Meldrum

Cr Meldrum disclosed a financial interest in Item 11.1.1 Cr Meldrum Completion of Diploma in Local Government, the nature of the interest being:

'This item is in regards to me getting Council approval to complete the Diploma in Local Government through WALGA, I am therefore directly affected by this Council decision.'

4. PUBLIC QUESTIONS

4.1. Response to Previous Public Questions Taken on Notice

4.1.1 Response to Mr Jamie McCall - Council Decision (OM2018/231) Local Planning Policy No. 7 – Short Stay Accommodation

At the 24 October 2018 Ordinary Council Meeting, Mr Jamie McCall asked the following questions on behalf of the Registered Accommodation Providers of the Margaret River Region (RAPMRR), in relation to Council decision OM2018/231 regarding Local Planning Policy No.7 Short Stay Accommodation, which were taken on notice.

Q1: In part 2 of the decision \$15,000 was allocated towards engaging casual staff resources for the purpose of increasing planning compliance actions with particular focus on unauthorised holiday homes. Has this been actioned? What are the outcomes to date?

A1: A position description has been prepared and the Shire will soon be publicly advertising the vacant position.

Q2: In part 4 contact was to be made with AirBnB to discuss ways in which holiday homes advertised can identify themselves as having the necessary Shire approvals. Has this been actioned? What are the outcomes to date?

A2: Yes. The Shire is waiting for a response from AirBnB.

Q3: In part 6 the CEO was to investigate engaging the services of a consultant or university research group to research and undertake a study into the economic, social and cultural, environmental impacts of holiday homes on our community so that Council is better informed and equipped to make sound planning decisions for the accommodation sector, the tourism industry and the community into the future. Has this been actioned? What are the outcomes to date? I would like to provide the Council with copies of data gathered by RPAMRR to date, published under the heading Not Fair B&B.

A3: Yes. The Shire have met with two university research institutions from ECU University. Both have shown interest in partnering with the Shire and research institutions from other universities to undertake a research project which could deliver answers to Council's questions. The Shire is currently contacting research institutions from Curtin University to engage collaboratively with ECU in this project. Progress of this partnership is currently dependant on grant funding.

Q4: In part 7 the CEO was to prepare a report investigating options including any possible Local Planning Scheme amendments to decrease permissibility and tighten controls over short stay holiday house accommodation in the Shire's Local Planning Scheme in the Priority Agriculture, General Agriculture, Rural-Residential and Residential zones by November 2018. Has this been actioned? What are the outcomes to date?

A4: Yes – see below.

Q5: In part 8 \$10,000 was allocated to allow engagement of a suitably qualified planning consultant, or employment of additional casual planning staff to prepare the report which will include qualitative and quantitative data that Council requested in Stage 2 of the Holiday Homes Policy Review. Has this been actioned? What are the outcomes to date?

A5: The consultant has been engaged and their report is expected next month. The report will inform the potential preparation of a scheme amendment as per Q4.

Q6: In part 9 a workshop was to be held with Councillors and planning staff at the commencement of this project and at the completion of the project a comprehensive briefing is provided to Councillors before consideration of the report. Has this workshop been held? If so, what are the outcomes?

A6: Yes, the workshop was held and was very useful for both Councillors and planning staff. The consultant has been provided with relevant contextual information arising from the discussions.

Q7: The following questions relate to the issue generally, not the specific Council item.
a) How many holiday homes have been approved in the inland residential zones of the Shire (meaning those not located in Gracetown, Prevelly, Gnarabup and Augusta, as per the Local Planning Strategy definition in relation to the location of holiday homes)?

A7 a) 131

b) How many of these are in residential and rural residential areas respectively?

A7 b) 127

c) How many holiday houses have been approved in the agricultural zones of the Shire?

A7 c) 4

4.2. Public Question Time

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

6.1 Ordinary Council Meeting held 24 October 2018

MOTION / COUNCIL DECISION

CR MELDRUM, CR EARL OM2018/272

That Council confirms the minutes of the Ordinary Council Meeting held on 24 October 2018 to be a true and correct record of the meeting.

CARRIED 7/0

7. DEPUTATIONS

7.1 Item 11.2.1 Proposed Telecommunications Infrastructure (mobile phone tower) – 95 (Lot 3947) Latch Road, Deepdene – Robyn Dennis

Robyn Dennis of 9548 Caves Road, Hamelin Bay addressed the meeting in relation to Item 11.2.1 Proposed Telecommunications Infrastructure (mobile phone tower) – 95 (Lot 3947) Latch Road, Deepdene. A summary of her deputation is as follows:

I appreciate the opportunity to make this deputation regarding the proposed location of a phone tower at Lot 39 Latch Road, Deepdene. I acknowledge that this proposal is part of the Federal Government Black Spot roll out program and I quote from their website 'under the program there are a small number of planned base stations that cannot be built at the original scheduled location. In these cases the mobile network operator will explore all options to deliver new and improved coverage to the original planned area including investigating alternative sites.'

I am not opposed to telecommunications towers providing they do not impact negatively on neighbours or the wider community and conform with planning policies that protect identified values.

Last year, there was an application to construct a Telecommunications Tower on Leeuwin Naturaliste Ridge overlooking Hamelin Bay on Lot 51, Colyer Drive. This was advertised for public comment but withdrawn due to planning constraints.

In July this year, we were notified that there was an application to construct a 243 foot Telecommunications Tower at the Latch Road site, just 2.3 kms from the Colyer Drive site. It is our strong belief that this location is unacceptable and that in the best interests of the community, alternative locations must be investigated for the following reasons.

SPP 5.2 on page 27, Item 11.2.1 of the Council Agenda states in part that infrastructure:

- should not be prominently visible from scenic routes;
- should not compromise environmental, cultural and visual landscape values;
- should avoid detracting from significant views, vistas or panoramas both private and public.

The Leeuwin Naturaliste Ridge Statement of Planning Policy No 7 further emphasises the above by stating that the proposed site is within the Agriculture and Rural Landscape Area. The main overriding policy is Land Use (LUS 4.10) which states "in areas designated Agriculture and Rural landscape, conserving productive agricultural potential and '**RURAL LANDSCAPE VALUES**' will be the principal criterion used in assessing applications". The LNRSSP identifies the main development corridor incorporating new town – sites, villages and hamlets along Bussell Highway, which will undoubtedly create additional demand for mobile coverage and reliable internet.

Page 28 – In regard to Travel Route Corridors The Local Planning Scheme No 1 states (I quote) "prevention of any proposal which would adversely affect the amenity and rural character of landscape value of the area".

We question the accuracy of the Report on a number of points

Figure 3 on page 26 of the Report shows the Indicative Coverage of the proposed Tower on Location 3947. Advice from Telstra Engineers is that buildings and hills **will** interrupt service. We believe the area to the West of the Leeuwin Naturaliste Ridge **cannot** be satisfactorily serviced by this Tower, The Leeuwin Naturaliste Ridge is more than a hill and presents a formidable barrier.

Figure 5 on page 28 – Existing Base Station Locations. This map clearly indicates a gap in Communication Infrastructure east of Bussell Highway between Karridale and Kudardup.

Figure 6 on page 29 shows that 44 sites were 'approached' in their investigations. Our property is shown as having 2 possible sites, yet we have never been approached or consulted, likewise for our adjoining neighbours. Figure 6 confirms a complete lack of investigation east of the development corridor of Bussell Highway.

Why is there a need to locate a tower where the bulk of coverage is focussed on the sparsely populated Leeuwin Naturaliste Ridge? If this tower were located correctly, in the growth area east of Bussell

Highway which is in need of reliable mobile reception, then the 20km radius of coverage would include the Leeuwin Naturaliste Ridge as well as Karridale, Kudardup, Alexandra Bridge and farming and winery populations in between. From a Community Safety perspective these permanent residents require and deserve a consistent reliable telecommunications service. It must be noted that Hamelin Bay has a short busy summer season, the Easter break and 3 two week school holidays periods each year. The remainder of the year is quiet and peaceful. There are private and public landline services available at the caravan park should and emergency occur. Investigation of the area to the East of Bussell Highway development corridor will provide alternative possible sites and will have the dual advantage of avoiding impacts on a significant site while providing a clear public benefit to our 'permanent population' by increasing the service area.

Location 3947 is part of the Turner Brook Wetlands and has high conservation and cultural values. The Hamelin Bay area, in particular these Wetlands, were extremely important to the Wadandi People and are likely, to contain 'important archaeological sites'. In recognition of these values, Commonwealth funding through the Lower Blackwood Land Conservation District Committee (LCDC) has been granted and an ongoing rehabilitation plan has been identified for this location. "Karridale Primary School students have regular excursions to this property to view the rehabilitation work and progress. The association between improving rural land and protecting our valuable rural landscape is of intense interest in our Community and our local school actively promotes awareness in these values with their students and families. A Telecommunications Tower on this site would be direct opposition to the message that is being portrayed to our youth with this progress".

Latch Road directly adjoins the greatly valued Wadandi Track offering isolated walking, cycling and scenic panoramas. It is not acceptable to construct infrastructure of this magnitude beside this highly regarded community and future tourism feature given that there are alternative sites available.

We consider the Council's Report on this proposal correctly identifies Statutory Requirements that are aimed at protecting landscape, cultural amenity and visual values of the site. While recognising these values, the Report appears to downplay or minimize the impact a 243 foot Telecommunications Tower will have on these values.

Given that the location has recognised Landscape and Conservation Values and that State and Local Government Planning Policies and Guidelines are in place to protect these Values we must ask the question....."Will a 243 foot Telecommunications Tower enhance or protect these Values?" If the answer is No, another site must be considered.

If the answer is Yes, then an unwelcome precedent will be set for future non – conforming development proposals.

Beautiful vistas cannot speak for themselves, but they are highly valued by our Community and a huge drawcard for tourism. Protection of these Rural Vistas that make up the "Margaret River Brand", promoted world wide, is paramount. Rural outlooks such as these should not be diminished, not only on this site, but across our whole Shire. We believe a 243 foot Tower cannot be disguised and will adversely impact on the existing rural vista and panorama West of Bussell Highway..... and will not enhance the existing landscape values.

There is no reason why the location cannot be revisited by Proponent with informed consideration being given to the points raised to address concerns. Proceeding with the Tower on the planned site does not address relevant and important concerns and will illustrate an unwelcome example.

I have presented information regarding this issue as briefly and honestly as I can and I ask Councillors to consider that, while there are undoubted benefits in Telecommunications Towers, it is unacceptable to compromise our Rural Landscape Values when there are other alternatives that have not been explored.

I urge Councillors to reject this application and request that the Proponent revisit their application with full contemplation and thoughtfulness to the future and our community.

The Shire President called for questions and then thanked Ms Dennis for her deputation.

**7.2 Item 11.2.1 Proposed Telecommunications Infrastructure (mobile phone tower)
 – 95 (Lot 3947) Latch Road, Deepdene – Ms Carolyn Maxwell**

Ms Carolyn Maxwell of 35 Ewing Street, Augusta, addressed the meeting in relation to Item 11.2.1 Proposed Telecommunications Infrastructure (mobile phone tower) – 95 (Lot 3947) Latch Road, Deepdene. A summary of her deputation is as follows:

1. Towers are an eyesore that clash with the rural landscape.
It will most certainly be an eyesore for us, the three closest neighbours and to people using the proposed 'Rails to Trails' Wadandi track. The closest affected home will be that of an elderly couple who feel powerless.

The owner of the proposed site who is to receive monetary compensation is going to be least affected by this and the following concerns as they are the greatest distance away.
2. Regardless of current research there is a natural suspicion of new technology and the health ramifications. This is a natural wariness due to past mistakes by governments and big business who assured the general public that something was safe when in fact time showed it wasn't. We can all remember the likes of asbestos, cigarettes as a health aid, high powered electricity lines, electricity junction boxes - think Red Simmons son, Roundup, nuclear power stations and the list goes on. Two hundred years ago people didn't know about virus's but that didn't mean they didn't exist.
3. Due to the above, the general buying public are reticent to buy properties close to Telecommunication towers. As a real estate agent, I am currently trying to market a vacant block and a house in the town Centre of Augusta under a smaller Telstra tower. The location of the tower is of major concern to ALL prospective buyers. So effectively the location of a tower close to our properties is devaluing our land. The property owners receiving compensation for its location have it situated as far from most of their property as possible.

As our shire counsellors and representatives, we expect you to speak for and protect our interests especially when dealing with large corporations or government departments.

Do you have a policy for the location of telecommunication towers? If not, I suggest you think down this line because it is going to crop up more frequently. Do you know where towers overlap or are you trusting the information supplied by telecommunication companies who are out to make money for their shareholders?

We already receive mobile coverage at that location so who are their proposed clients with this tower. If its Hamelin Bay I fail to understand how this location is going to service them?

I fail to see that even at 74m how can this tower can clear the ridge and then go down towards the beach?

I urge you to seriously reconsider the location, the reasons for its existence - who are the clients missing out and as our representatives to formulate an acceptable policy for your ratepayers for these necessary eyesores located in our rural environment.

The Shire President called for questions and then thanked Ms Maxwell for her deputation.

**7.3 Item 11.2.1 Proposed Telecommunications Infrastructure (mobile phone tower)
 – 95 Latch Road, Deepdene – Mr Martin Wittek**

Mr Jon Moar, Manager of Site Acquisition and Design and Martin Wittek, State Manager of Radio Networking Engineering, addressed the meeting in relation to Item 11.2.1 Proposed Telecommunications Infrastructure (mobile phone tower) – 95 Latch Road, Deepdene –. A summary of his deputation is as follows:

- We use contractors to locate the best location, who contact landowners regarding the use of land.
- Often landowners are not interested or unavailable, no successful contact has been made.
- This location provides coverage for a portion of Caves Road, Bussell Hwy, Hamelin Bay.
- It would mean a vast improvement in emergency situations.
- The structure is also designed for co-locating equipment with emergency service providers.
- It will allow a quicker response time and reliable data.
- This blackspot area has been acknowledged by the community and coverage has been considered essential by the community, our desire is to help achieve this.
- Other benefits will include applications for remote businesses and services.
- We have three constraints: coverage, cost and time. We have achieved two of these. If not approved, we will not progress another site.

The Shire President called for questions and thanked Mr Wittek and Mr Moar for their deputation.

8. PETITIONS

Nil

9. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

9.1 Recycling Week

The Shire President informed the meeting that it was Recycling Week.

10. QUESTIONS FROM MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

11. REPORTS OF COMMITTEES AND EMPLOYEE REPORTS

11.1. Chief Executive Officer

11.1.1 CR MELDRUM - COMPLETION OF DIPLOMA IN LOCAL GOVERNMENT

LOCATION/ADDRESS	Shire of Augusta Margaret River
APPLICANT/LANDOWNER	Shire of Augusta Margaret River
FILE REFERENCE	GOV/15
REPORT AUTHOR	Megan Smith, Executive Assistant
AUTHORISING OFFICER	Gary Evershed, Chief Executive Officer

Cr Meldrum disclosed a financial interest at Item 3.7 and left chambers at 6.19pm

IN BRIEF

- Cr Meldrum has requested that she complete a Diploma in Local Government. She has already attended five of the required WALGA courses, and has nine to complete. (see attachment).
- Under Council policy a Councillor is entitled to attend some WALGA, LG Professionals (formerly LGMA), Planning Institute of Australia (PIA) and other specific training without requiring a further Council decision;
- Since becoming a Councillor, the total amount spent on training for Cr Meldrum has been \$6,247.43. This includes the ten WALGA courses already completed. Councillors are allocated \$3,000 for their training.
- Council authorisation is required for Councillor Meldrum to attend the modules required to complete the Diploma.

RECOMMENDATION

That Council approves the completion of the Diploma of Local Government for Cr Meldrum, with the requirement that she verbally updates Council on her progress and the value and relevance of the Diploma on an annual basis.

LOCATION PLAN

Nil

TABLED ITEMS

Nil

BACKGROUND

WALGA Diploma in Local Government

WALGA's **Diploma of Local Government (Elected Member)** is the highest level of qualification that an Elected Member can obtain through WALGA Training. It has been designed specifically to meet the skills and knowledge requirements of an Elected Member's role in Western Australia. Encompassing completion of Stages One, Two and Three of WALGA's Learning and Development Pathway, this nationally recognised training program contains 10 units of competency that form the 52756WA Diploma of Local Government (Elected Member).

The Diploma is suitable for Elected Members who have completed WALGA's Elected Member Skill Set and wish to further increase their knowledge and skills to support them to perform their role as defined in the *Local Government Act 1995*.

Key Topics include:

- Roles and responsibilities of an Elected Member
- Statutory environment relating to declarations of interest
- Meeting procedures and high level debating techniques
- Understanding financial forecasting and the impacts of key decision making
- Behaviours required as leaders of Council and prominent leaders in the community

- Integrated planning and reporting framework and long term strategic planning requirements
- Effective policy development and ensuing consultative processes
- Purpose and process of town planning in Local Government
- Importance of long-term asset infrastructure management
- Managing the performance of a Chief Executive Officer

To gain the nationally recognised Diploma qualification, participants must complete Stages One, Two and Three of WALGA's Learning and Development Pathway. In addition, assessment tasks must be completed by the student such as written projects and knowledge questions (examples and not limited to), generally after attending training, to demonstrate they can satisfactorily meet the requirements of the unit(s) of competency related to the training.

Council's adopted policy on councillor training provides guidance for approving councillor attendance at training programs outside of the normal automatic approvals.

Authorised Training / Conferences

This policy permits Councillors to attend training up to a total value of \$3,000 in expenditure per annum without requiring further Council authorisation from the following list of conferences and workshops:

- WALGA Elected Member Training Modules, seminars, forums and workshops;
- WALGA Local Government Convention and associated training courses;
- LG Professionals WA Annual State Conference, SW Conference and other LG Professionals WA seminars and workshops
- The Planning Institute of Australia (PIA) Annual State Conference, seminars and forums;
- Breakfast or workshop speakers identified by the President in liaison with the CEO and advertised by email;

The Shire will arrange for any registrations or bookings to be made as per the advice in the section of this policy referring to training and conference costs

Additional Training / Conference Opportunities require Council Approval

Alternatively a Councillor may apply in writing to the CEO to participate in a relevant alternative conference or training program requiring the approval of Council.

The following matrix provides a numerical score to assist in determining whether the training opportunity will be of sufficient benefit to warrant Councillor attendance.

Conference / Training Assessment Matrix Assessment for WALGA Diploma in Local Government

Criteria	1	2	3	4	5
Relevance to Councillors' governance role under LGA, as opposed to officers' operational role					X
Value for Money & Cost/Benefit					X
Alignment with Council's Strategic Plan and Current Priorities					X
Lack of alternative training opportunities to gain same skills					X
Level of quality networking opportunities with peers					X

Assessment Comments

1. The content is directly relevant to a Councillors' governance role
2. Value for money is rated at 5/5 as the Diploma covers all areas of a councillors responsibilities and is held in Perth or via eLearning. The cost over three years, including assessment fees, would be \$5,955. There would be additional costs associated with travel and accommodation. Based on previous claims, these would amount to

- Travel cost to and from Perth if using private vehicle - \$570
- Accommodation \$220 per night
- Meals approximately \$150

This would apply to six of the eight required units, so would be approximately \$5640 over three years. The total cost would be \$11,595, which is just under the \$3,000 allowed per year for each councillor

3. Alignment with Council's strategic plan is with "Key Result Area 5 – Effective Leadership and Governance"
4. WALGA are the only organisation offering this Diploma course
5. This is an excellent opportunity to network with other elected members and to learn from their experiences

The total point score is 25 which means the Councillor requests to attend the conference is recommended. The Department of Local Government actively encourages all councillors to undertake training which will assist them in the performance of their role.

Training Costs

In accordance with Council policy, the Shire will meet the costs of all the Councillor's accommodation, travel, meals and training costs and any associated insurance costs. Councillors will be required to meet the costs of any additional accommodation and expenses incurred as the Shire will not meet any costs for private travel over and above the number of nights' accommodation and expenses required to attend the training.

Costs can be reduced by car pooling, using public transport, reducing nights away or staying with friends or family. .

As this would use almost the entire training budget for Cr Meldrum, any additional training or conferences that she wishes to attend will have to be separately approved by Council.

CONSULTATION AND ADVICE

External Consultation

WALGA

Internal Consultation

Chief Executive Officer

STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS

Nil

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2018-2022

Key Result Area 5: Effective Leadership and Governance

Community Outcome 5.1: Effective Leadership and Corporate Governance

Strategic Response 5.2: Attract and Develop high quality Councillors

PLANNING FRAMEWORK

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council approves the completion of the Diploma of Local Government for Cr Meldrum, with the requirement that she verbally updates Council on her progress and the value and relevance of the Diploma on an annual basis.

ADVICE TO APPLICANT / PROPONENT

Nil

ATTACHMENTS

1. WALGA Diploma in Local Government – course outline and costs for Cr Meldrum.

RECOMMENDATION / COUNCIL DECISION

CR GODDEN, CR SMART OM2018/273

That Council approves the completion of the Diploma of Local Government for Cr Meldrum, with the requirement that she verbally updates Council on her progress and the value and relevance of the Diploma on an annual basis.

CARRIED 6/0

Cr Meldrum re-entered Chambers at 6.21pm

11.1.2 SHIRE RESPONSE TO DLGSCI INTEGRITY AUDIT

LOCATION/ADDRESS	Shire of Augusta Margaret River
APPLICANT/LANDOWNER	Shire of Augusta Margaret River
FILE REFERENCE	FIN/7
REPORT AUTHOR	Gary Evershed, Chief Executive Officer
AUTHORISING OFFICER	Gary Evershed, Chief Executive Officer

IN BRIEF

- The Shire participated in an Integrity Audit involving Department Local Government, Sport and Cultural Industries staff on 19 and 20 March, 2018.
- The final report has been received and was provided as an attachment for the Audit and Risk Management Committee's (ARMC) consideration on 24 October 2018, the ARMC noted the seven recommendations and the remedial action already being undertaken.
- The audit found that the Shire's systems were "*generally sound*" and that "*The Shire strives to develop its systems and processes whenever it considers there is a need for improvement*". It also found the Code of Conduct for staff to be industry best practice.
- The report noted that the Shire was "not entirely compliant" with some statutory provisions and that "there is scope for improvement" making seven recommendations in this regard.
- The Shire is a learning organisation and strives for continuous improvement so the seven recommendations are being actioned as a matter of priority.

RECOMMENDATION

That Council:

1. Notes the findings and recommendations of the Department Local Government, Sport and Creative Industries (DLGSCI) Integrity Audit of 2018 and the remedial actions planned to eliminate areas of identified non-compliance with statutory requirements and process improvements to reflect industry best practice; and
 2. Adopts the revised Code of Conduct for Councillors and Committee Members contained in Attachment 3 with track changes on page 18 to include expanded information on the Corruption, Crime and Misconduct Act 2003 and the Public Interest Disclosures Act 2003.
-

LOCATION PLAN

Nil

TABLED ITEMS

Nil

BACKGROUND

The Shire voluntarily participated in an Integrity Audit involving Department Local Government, Sport and Cultural Industries staff on 19 and 20 March, 2018. A draft report was provided to the Shire in June 2018 and the Shire provided a number of comments on inaccuracies and omissions in a "Table of Comments on 2018 Integrity Audit Report" In August 2018 (**ATTACHMENT 2**). The final report was received on 21 September, 2018 and is provided to the Audit and Risk Management Committee to note the seven recommendations and the remedial action being undertaken (**ATTACHMENT 1**). The audit found that the Shire's systems were "*generally sound*" and that "*The Shire strives to develop its systems and processes whenever it considers there is a need for improvement*". The report also makes specific recommendations in circumstances where the Shire is not entirely compliant with statutory requirements and these are being actioned as a matter of priority.

The Report states that:

“As part of the Department’s compliance and monitoring process, a probity audit was arranged with the Shire of Augusta Margaret River to examine its general level of compliance in its processes and practices. Representatives from the Department visited the Shire to conduct an Integrity Compliance Audit. The audit was undertaken by Mr Stuart Fraser, Principal Advisory Officer and Mr Andrew Borrett, Senior Project Officer and Ms Marina Sucur, Senior Project Officer who visited the Shire’s offices at Margaret River on 19 to 21 March 2018.

During that visit relevant documents and registers were examined together with the Shire’s procedures. This report examines certain areas of statutory compliance and also comments on matters relating to administrative best practice.

As a result of the Integrity Audit, this report outlines certain processes of the Shire and examines the level of compliance with the Act and associated regulations relating to those processes. The report makes specific recommendations in circumstances where the Shire is not compliant with statutory requirements.

The report also recommends process improvements where the Shire’s processes do not reflect best practice.”

An examination of the Shire registers and documents concluded that the Shire needs to review some of its policies and general administrative procedures.

The following is a summary of issues identified in the Integrity Audit:

- Purchasing and Procurement – suggested improvements required to record keeping practices.
- Delegations – review invalid delegation.
- Financial Interest – suggested improvements for completing primary and annual returns.
- Gifts – Review processes in relation to receipt of and purchase tickets to events.
- Code of Conduct – review for elected members.
- Corporate Credit Cards – review procedures.

Seven specific recommendations were made as follows:

RECOMMENDATION 1:

That the Shire introduce procedures to improve its record keeping practices in regard to supporting greater transparency and accessibility to written records that clearly demonstrates the local government’s compliance with its procurement policy and practices.

RECOMMENDATION 2:

That the Shire continue with its current practice of regular review of its policies.

RECOMMENDATION 3:

That council withdraw the instrument of Delegation 1 “Administrative structure of the local government” as the delegation relates to a duty that only the council can exercise.

RECOMMENDATION 4:

That the Shire provide advice and support to relevant persons on the appropriate information to disclose in financial interest returns, and continues the current practice in reviewing delegations to ensure that returns are lodged by the appropriate employees.

RECOMMENDATION 5:

That the Shire continue to seek further training and to be updated on gifts, especially after the legislation has changed, from accredited bodies for elected members and staff in regard to gifts and financial interest using specific scenarios applicable to the Shire regarding gifts and matters concerning financial interest.

RECOMMENDATION 6:

That the Shire reviews its Code of Conduct for elected members (councillors and committee members) to ensure that it includes all matters relevant to the conduct of elected members as prescribed in the

Local Government Act 1995 and associated Regulations, including the matters described in the Public Sector Commission's "Guide to Developing a Code of Conduct".

RECOMMENDATION 7:

That the CEO reviews the policy and procedures for the use of policy and procedures for the use of Shire's corporate credit cards to ensure that best practice alignment with proper audit standards and the recommended procedures contained in the Department's Use of Corporate Credit Cards Operational Guideline No.11.

CONSULTATION AND ADVICE

External Consultation

- DLGSCI
- Julius Skinner – LSV Borello Lawyers

Internal Consultation

- Executive Leadership Team
- Manager Corporate Services
- Coordinator Legal Services
- Governance Officer

DISCUSSION / OFFICER COMMENTS

The recommendations contained in the report will now be discussed and the proposed remedial action outlined:

RECOMMENDATION 1:

That the Shire introduce procedures to improve its record keeping practices in regard to supporting greater transparency and accessibility to written records that clearly demonstrates the local government's compliance with its procurement policy and practices.

CEO Comment:

The Shire in feedback to the Department has acknowledged that processes and record keeping could be improved and the Shire has been in the process of doing so. The Manager Finance conducted staff training on the Shire's procurement process in March 2018 in regard to ensuring all supporting documentation (i.e. RFQs, Quotes, Correspondence, Evaluations and Contracts) in the procurement process are to be saved electronically into SynergySoft Records and linked to the Purchase Order.

Remedial Action:

1. Ongoing meetings to be held with procurement staff to re-inforce the Shire's procurement requirements.
2. The Finance Section conducts random monthly compliance checks to ensure that staff are following the required procurement record keeping processes.
3. When reviewing the Shire's Purchasing Policy consideration be given to establishing a panel of pre-qualified suppliers in accordance with regulation 24AB of the Functions and General Regulations.

RECOMMENDATION 2:

That the Shire continue with its current practice of regular review of its policies.

CEO Comment:

In relation to this recommendation, the report states that:

"The Shire maintains a Policy Register under the headings of: CEO Policies; Infrastructure Services Policies; Sustainable Development Policies, and; Corporate and Community Services Policies. All appropriate policies have been reviewed within an appropriate timeframe and are available to be viewed on the Shire's website."

...

"The Shire has adopted a comprehensive set of policies that include those required by the Local Government Act 1995 and Regulations for local governments to have in place when dealing with certain matters:"

Remedial Action:

The Shire continues to maintain a schedule and program for reviewing and updating policies.

RECOMMENDATION 3:

That council withdraw the instrument of Delegation 1 “Administrative structure of the local government” as the delegation relates to a duty that only the council can exercise.

CEO Comment:

This has been actioned through a report to the 12 September 2018 with a Council resolution to withdraw Delegation 1.

Remedial Action

That Council receives an annual briefing and subsequent report on the organisational structure and any identified limitations to effective administration, as part of the annual budget consideration process.

RECOMMENDATION 4:

That the Shire provide advice and support to relevant persons on the appropriate information to disclose in financial interest returns, and continues the current practice in reviewing delegations to ensure that returns are lodged by the appropriate employees.

CEO Comment:

Even though not a legal requirement the Report encourages Councillors to make written disclosures on the forms available in the Councillors pigeon holes in the Councillor lounge prior to the meeting rather than by email prior to the meeting or verbally immediately before the item is discussed on the agenda. The report also discovered that some primary and annual returns do not disclose any real property when the Act requires any interest in property required to be disclosed, including a property in which the relevant person resides. Where there is no change, it should say ‘refer to Previous Return’.

Remedial Action

1. Councillors and staff are encouraged to use the Disclosure of Interest forms provided to register written disclosures to the CEO prior to the relevant meetings.
2. To continue to provide Councillors and staff updated information for completing primary and annual returns including notification to use “refer to previous return” if there is no change from the previous year’s return.
3. That the CEO continues the current practice in reviewing delegations to ensure that the appropriate employees lodge returns.

RECOMMENDATION 5:

That the Shire continue to seek further training and to be updated on gifts, especially after the legislation has changed, from accredited bodies for elected members and staff in regard to gifts and financial interest using specific scenarios applicable to the Shire regarding gifts and matters concerning financial interest.

CEO Comment:

The Shire has at all times attempted to comply with the gift requirements in the Act, but the multiple requirements in the Act are complex and open to misinterpretation and confusion. In relation to the acceptance of tickets, the Shire predominantly sponsors events, which are; also major State Tourism WA sponsored events attended by relevant Ministers of the Crown, Directors General and key decision makers. Attendance at sponsored events has been undertaken by successive Presidents and the CEO and to a lesser extent other Councillors over the past ten years as having a legitimate business benefit in furthering the conduct of official business or other legitimate goals of the Shire principally those related to economic development. These business goals are advanced by speaking on behalf of the Shire as required by the official program, representing, and promoting the Shire to the key stakeholders present. In particular attendance at events has been seen as a time and cost effective way of advancing the Shire as a tourist destination, and supporting grant-funding applications by raising awareness of key projects with relevant decision makers. It is also a valuable opportunity to check that Shire sponsorship is properly acknowledged, that events are being run well and that they offer good value for the sponsorship dollar. The support for a Councillor being accompanied by a partner by way of a ticket purchase has previously been seen as being consistent with a cash advance for the reimbursement of expenses for carrying out a function while being accompanied by another person under regulation 32(1)(b) of the *Local Government (Administration) Regulations 1996*. Issues of concern raised include whether elected members and staff attending events are in fact performing an official function and

whether there are potential conflicts of financial interest when approving sponsorship or budgetary items.

In responding the draft findings, the Shire noted that the State Government was in the process of consolidating and simplifying the gift requirements by amending the Act, and that it would not be an effective use of resources for staff and Councillors to undertake comprehensive training prior to the pending amendments. The Shire welcomes the proposed changes to the legislation around gifts in the hope that it will provide greater clarity in interpretation.

In the meantime, the Shire is commissioning independent legal advice on how to deal with Councillor and employee attendance at Shire sponsored events to ensure that the Shire complies with the current requirements until the amendments have been proclaimed. A "tickets and event attendance" policy for Councillors and staff is being prepared and will be presented to Council shortly.

Remedial Action

1. That the CEO seeks Ministerial exemptions for Councillors when considering the adoption of a policy on event sponsorship gifts or the purchase of tickets to facilitate attendance where there may be a potential financial interest involved.
2. That the CEO develops a policy on the acceptance of gifts and the purchase of tickets for Council consideration taking into account the legislative changes proposed.
3. Elected members and staff seek further training and updates, especially after the legislation has changed, from accredited bodies about gifts and financial interest using specific scenarios applicable to the Shire.

RECOMMENDATION 6:

That the Shire reviews its Code of Conduct for elected members (councillors and committee members) to ensure that it includes all matters relevant to the conduct of elected members as prescribed in the Local Government Act 1995 and associated Regulations, including the matters described in the Public Sector Commission's "Guide to Developing a Code of Conduct".

CEO Comment:

The Integrity Audit found that the Shire's Code of Conduct for elected members (councillors and committee members) needed to be reviewed to ensure that it provides relevant and up-to-date information and advice. Since the audit Council has reviewed its Code of Conduct for Councillors on 13 July 2018 and has made relevant changes to the section on gifts to bring it up to date with the *Local Government (Rules of Conduct) Regulations 2007*. It also includes information about reporting any serious misconduct on the part of councillors. The Report found that the Shire's Code of Conduct for employees, adopted in March 2018, is very comprehensive and is considered to be an example of best practice.

Remedial Action

That Council adopts the revised Code of Conduct for Councillors and Committee Members contained in the attachments with track changes on page 18 to include expanded information on the *Corruption, Crime and Misconduct Act 2003* and the *Public Interest Disclosures Act 2003*.

RECOMMENDATION 7:

That the CEO reviews the policy and procedures for the use of Shire's corporate credit cards to ensure that best practice with proper audit standards are aligned with the recommended procedures contained in the Department's Use of Corporate Credit Cards Operational Guideline No. 11.

CEO Comment:

The Shire has a comprehensive policy in place for the use of corporate credit cards which all officers have attested to having read and understood. The Department recommends that each officer also has a signed agreement for the use of the cards. The CEO's contract of employment covers the use of the Corporate Card for "reasonable expenses" in performing the CEO's functions. The register of card holders was also found to have omitted a card holder name when a new card was issued after a previous one had expired.

Remedial Action

That the CEO conducts a review of the policy and procedures for the use of Shire's corporate credit cards to ensure that best practice in accordance with with proper audit standards is adopted and aligned with the recommended procedures contained in the Department's Use of Corporate Credit Cards Operational Guideline No.11.

STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS

The Integrity Audit covers many areas of the *Local Government Act 1995* and accompanying Regulations.

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2017-2021

Key result area 5: Effective leadership and governance

Community Outcome 4: Effective and integrated strategy, planning, financial and asset management

Strategic Response: Ensure information is managed in accordance with statutory requirement and is available for decision making

PLANNING FRAMEWORK

Nil

FINANCIAL IMPLICATIONS

Effective systems minimise the risk of fraudulent activity.

SUSTAINABILITY IMPLICATIONS

Environmental

Nil

Social

Nil

Economic

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council:

1. Notes the findings and recommendations of the Department Local Government, Sport and Creative Industries (DLGSCI) Integrity Audit of 2018 and the remedial actions planned to eliminate areas of identified non-compliance with statutory requirements and process improvements to reflect industry best practice; and
2. Adopts the revised Code of Conduct for Councillors and Committee Members contained in Attachment 3 with track changes on page 18 to include expanded information on the Corruption, Crime and Misconduct Act 2003 and the Public Interest Disclosures Act 2003.

ADVICE TO APPLICANT / PROPONENT

Nil

ATTACHMENTS

1. Department of Local Government, Sport and Cultural Industries Shire of Augusta Margaret River Integrity Audit Report 2018 – Document E1812079
2. Shire's Table of Comments provided to Department in response to draft Audit Report
3. Revised Code of Conduct (13 June 2018) including track changes on page 18.
4. Remedial Action Plan arising from the Audit
5. Local Government, Sport and Cultural Industries Shire of Augusta Margaret River would Integrity Audit Report 2018 – Document E1812079
6. Revised Code of Conduct (13 June 2018) including track changes on page 18.

RECOMMENDATION / COUNCIL DECISION

CR SMART, CR EARL OM2018/274

That Council:

- 1. Notes the findings and recommendations of the Department Local Government, Sport and Creative Industries (DLGSCI) Integrity Audit of 2018 and the remedial actions planned to eliminate areas of identified non-compliance with statutory requirements and process improvements to reflect industry best practice; and**
- 2. Adopts the revised Code of Conduct for Councillors and Committee Members contained in Attachment 3 with track changes on page 18 to include expanded information on the Corruption, Crime and Misconduct Act 2003 and the Public Interest Disclosures Act 2003.**

CARRIED 7/0

11.1.3 2019 SCHEDULE OF DATES AND VENUES FOR ORDINARY COUNCIL MEETINGS AND COMMITTEE MEETINGS

LOCATION/ADDRESS	Shire of Augusta Margaret River
APPLICANT/LANDOWNER	Shire of Augusta Margaret River
FILE REFERENCE	GOV/61
REPORT AUTHOR	Claire Schiller, Governance / Council Support Officer
AUTHORISING OFFICER	Gary Evershed, Chief Executive Officer

IN BRIEF

- Currently, Council conducts business through two Ordinary Meetings of Council per month, occurring on the second and fourth Wednesday of each month (with the exceptions of December and January and school holidays).
- The majority of the meetings are held in Margaret River, three meetings are held annually in Augusta and two meetings are held annually in Cowaramup.
- Council currently operates five committees, which will increase to six in 2019 with the addition of the newly established Sustainable Economy Advisory Committee.
- In accordance with regulation 12 of the *Local Government (Administration) Regulations 1996*, at least once each year a local government is to give local public notice of the dates, times and venues at which the Ordinary Council Meetings and Committee meetings are to be held in the next 12 months.

RECOMMENDATION

That Council:

1. Adopts the following schedules of dates, times and venues for 2019:
 - a) Ordinary Meetings of Council for 2019;
 - b) Augusta Margaret River Audit and Risk Management Committee meetings for 2019;
 - c) Augusta Margaret River Local Emergency Management Committee meetings for 2019;
 - d) Augusta Margaret River Bushfire Advisory Committee meetings for 2019;
 - e) Augusta Margaret River Sport and Recreation Advisory Committee meetings for 2019;
 - f) Augusta Margaret River Sustainability Advisory Committee meetings for 2019; and
 - g) Augusta Margaret River Sustainable Economy Advisory Committee meetings for 2019.
 2. Advertises a public notice of the schedule of dates, times and venues for 2019 for the Ordinary Councils and Committee meetings, in accordance with the *Local Government (Administration) Regulations 1996 (r.12 (1))*.
-

LOCATION PLAN

Nil

TABLED ITEMS

Nil

BACKGROUND

Ordinary Meetings of Council

At the Ordinary Meeting of Council held 22 February 2006, Council adopted a schedule for Council meeting/briefing session times and locations. Council business would be conducted through two Ordinary Meetings of Council per month, occurring on the second and fourth Wednesday of each month (with the exceptions of December and January). The location of meetings would rotate between Margaret River, Cowaramup and Augusta, with the majority held in Margaret River, and two meetings held in both Augusta and Cowaramup.

The 2006 format was amended at the Ordinary Meeting of Council held 12 December 2007, when Council adopted the recommendation to reduce the number of offsite meetings to two per year in Augusta and one per year in Cowaramup.

In March 2009, the decision to change the meeting days for Ordinary Council Meetings from Wednesday to Thursday was adopted by Council. In December 2009, Council resolved to revert the meeting days back to a Wednesday as many local community groups and organisation's meeting dates are scheduled to occur on a Thursday evening, thus allowing Councillors to participate in those community group meetings.

In November 2017, Council resolved not to hold Ordinary Council meetings or Committee meetings during school holidays in acknowledgement of the caring responsibilities of Councillors, staff and community members, resulting in deletion of the second meeting in April, the first meeting in July and the second meeting in September. Council also resolved to hold one additional meeting each in Augusta and Cowaramup, a total of three in Augusta, and two in Cowaramup. Council also resolved to hold one daytime meeting to encourage student attendance.

Committee Meetings

Council currently operates five committees:

- Augusta Margaret River Audit and Risk Management Committee (ARMC)
- Augusta Margaret River Local Emergency Management Committee (LEMC)
- Augusta Margaret River Bush Fire Advisory Committee (BFAC)
- Augusta Margaret River Sport and Recreation Advisory Committee (SRAC)
- Augusta Margaret River Sustainability Advisory Committee (SAC)

In 2019 Council will operate six committees, with the addition of the Sustainable Economy Advisory Committee (SEAC), which Council established on 25 May 2018.

The Instrument of Appointment and Delegations for the following Committees determine the number of meetings to be held each year. As such the:

- ARMC shall meet at least three times per year;
- BFAC shall meet on the third Wednesday in February, May, August and November;
- SRAC meetings are to be held on the first Wednesday of every second month; and
- SAC shall meet on a quarterly basis, on the third Thursday of March, June, September and December; and
- SEAC meetings shall be held on the third Thursday in February, May, August and November.

In November 2017, Council resolved to reschedule SRAC and SAC meeting dates to ensure there were no meetings during school holidays.

The LEMC is established under the *Local Government Act 1995*, the *Emergency Management Act 1995* and the guidance of the State Emergency Management Committee guidelines (Policy 2.5).

CONSULTATION AND ADVICE

External Consultation

Local Government Act 1995

Local Government (Administration) Regulations 1996

Emergency Management Act 1995

Internal Consultation

CEO

Directors

Managers

Committee Meeting Minute Secretaries

Reporting Officers

DISCUSSION / OFFICER COMMENTS

Ordinary Meetings of Council

Currently, Ordinary Meetings of Council are held on the second and fourth Wednesday of each month, with the exceptions of January and December, which each have one meeting only, on the fourth and

second Wednesday respectively, and April, July and September which each have one meeting to allow for no meetings held during the school holidays. The majority of the meetings are held in Council Chambers on Wallcliffe Road, Margaret River. Three meetings are held annually in the Augusta Council Chambers and two meetings are held annually in the Cowaramup Duggan Pavilion.

It is proposed that the schedule of Ordinary Council Meeting venues for 2019 be altered from the 2018 arrangements in that meetings no longer be held in the Duggan Pavilion, Cowaramup.

Duggan Pavilion

In December 2017, the Shire's Safety Representative conducted a safe act observation of the set up for Council meetings at the Duggan Pavilion. Several occupational health and safety hazards were identified;

- the manual handling / transportation of equipment and catering supplies;
- set up of furniture;
- multiple trip hazards;
- lack of appropriate space for employees / Councillors;
- security and the lack of lighting.

Steps have been taken to minimise these hazards, however lack of appropriate space for furniture, equipment, Councillors, employees and members of the community, remains an issue.

The Accommodation Certificate issued pursuant to the Public Building Regs and building plan state Duggan Pavilion has maximum capacity of 90 persons when vacant and unfurnished. When set up for a Council meeting, the occupancy of the building during Council meetings would be much lower.

Rather than restrict community attendance, it is recommended that meetings no longer be held in the Duggan Pavilion and instead be held in Council Chambers which is a more appropriate facility to hold meetings and does not present OSH hazards. Council Chambers is purpose built, and given its close proximity to Cowaramup it is anticipated that it will not affect community participation or public engagement.

Committee Meetings

ARMC

The ARMC is proposed to meet three times in 2019, on the second Wednesday of March and on the fourth Wednesday of June and October, to coincide with relevant Council reporting deadlines, for example the Statutory Compliance Return, Annual Audit Program and Annual Financial Report.

LEMC / BFAC / SRAC / SAC

The LEMC meetings occur on the second Tuesday of February, May, August and November, the BFAC meetings occur on the third Wednesday of February, May, August and November, the SRAC meetings occur on the first Wednesday of every second month with the exception of October, and the SAC meetings occur on the third Thursday of March, June, September and December.

SEAC

On 12 September 2018 Council adopted an Instrument of Appointment for a newly formed Sustainable Economy Advisory Committee (SEAC), which states the SEAC meetings are to be held on the third Thursday of February, May, August and November.

Following adoption of the schedules of dates and venues for 2019 for Ordinary Council and Committee meetings, the dates and venues, as agreed upon, will be advertised in the local paper. The Shire is required to give public notice of any change to the date, time or place of a meeting advertised in the schedules for 2017 (*Local Government Act 1995* (s5.25(g) and *Local Government (Administration) Regulations 1996* (r.12 (1))).

STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS

Local Government Act 1995: s.5.3(1)-(2)

(1) A council is to hold ordinary meetings and may hold special meetings.

(2) Ordinary meetings are to be held not more than 3 months apart.

Local Government Act 1995: s5.4

An ordinary or a special meeting of a council is to be held

- (a) if called for by either*
 - (i) the mayor or president; or*
 - (ii) at least $\frac{1}{3}$ of the councillors;*
- (b) in a notice to the CEO setting out the date and purpose of the proposed meeting; or*
- (c) if so decided by the council.*

Local Government (Administration) Regulations 1996 (r.12 (1a)) (2)

- (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 subregulation (1).*

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2018-2022

Key Result Area 5: Effective leadership and Governance

Community Outcome 5.1: Effective governance and corporate leadership

Strategic Response 5.1.4: Provide Councillors with high quality and current information for effective decision making

Service/legal strategy/plan 5.1.4.1: Convene scheduled Ordinary Meetings of Council and Special Meetings of Council as called by the Shire President, Council or three elected members

The Shire's *Reimbursement of Expenses Policy* states that statutory travel costs will be covered in accordance with the *Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members* under the *Salaries and Allowances Act 1975 Section 7B* and a budget line allocated to Councillor expenses in the annual budget. Councillors' attendance at Council meetings is to be reported in the Shire's Annual Report as per the *Recording of Councillor Attendance at Meetings Policy*.

PLANNING FRAMEWORK

Nil

FINANCIAL IMPLICATIONS

Incidental travel costs related to travel to and from meeting venues are covered in the *Reimbursement of Expenses Policy* and designated in the annual budget deliberations.

SUSTAINABILITY IMPLICATIONS

Environmental

Nil

Social

Offsite meetings held in Augusta enhance participation by all community members from all parts of the Shire.

Economic

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council:

1. Adopts the following Schedules of dates, times and venues for 2019:

SHIRE OF AUGUSTA MARGARET RIVER
ORDINARY COUNCIL MEETING 14 NOVEMBER 2018

a) Ordinary Meetings of Council for 2019:

	First meeting of month commencing at 5.30pm	Second meeting of month commencing at 5.30pm
JANUARY	N/A	Wednesday 23 (Margaret River)
FEBRUARY	Wednesday 13 (Margaret River)	Wednesday 27 (Margaret River)
MARCH	Wednesday 13 (Augusta)	Wednesday 27 (Margaret River)
APRIL	Wednesday 10 (Margaret River)	No meeting
MAY	Wednesday 8 (Margaret River)	Wednesday 22 (Margaret River)
JUNE	Wednesday 12 (Augusta)	Wednesday 26 (Margaret River)
JULY	No meeting	Wednesday 24 (Margaret River)
AUGUST	Wednesday 14 (Margaret River)	Wednesday 28 (Margaret River) commencing at 2pm
SEPTEMBER	Wednesday 11 (Augusta)	Wednesday 25 (Margaret River)
OCTOBER	No meeting	Wednesday 23 (Margaret River)
NOVEMBER	Wednesday 13 (Margaret River)	Wednesday 27 (Margaret River)
DECEMBER	Wednesday 11 (Margaret River)	N/A

b) Augusta Margaret River Audit and Risk Management Committee meetings for 2019:

DATE	VENUE	TIME
Wednesday 13 March	Augusta Council Chambers	4.30pm
Wednesday 24 June	Margaret River Mainbreak Meeting Room	4.30pm
Wednesday 23 October	Margaret River Mainbreak Meeting Room	4.30pm

c) Augusta Margaret River Local Emergency Management Committee meetings for 2019:

DATE	VENUE	TIME
Tuesday 12 February	Margaret River Council Chambers	4:30pm
Tuesday 14 May	Augusta Council Chambers	4:30pm
Tuesday 13 August	Margaret River Council Chambers	4.30pm
Tuesday 12 November	Margaret River Council Chambers	4:30pm

d) Augusta Margaret River Bush Fire Advisory Committee meetings for 2019:

DATE	VENUE	TIME
Wednesday 20 February	Margaret River Council Chambers	6:00pm
Wednesday 15 May	Augusta Council Council Chambers	6:00pm
Wednesday 21 August	Margaret River Council Chambers	6.00pm

SHIRE OF AUGUSTA MARGARET RIVER
ORDINARY COUNCIL MEETING 14 NOVEMBER 2018

Wednesday 20 November	Margaret River Council Chambers	6:00pm
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e) Augusta Margaret River Sport and Recreation Advisory Committee meetings for 2019:

DATE	VENUE	TIME
Wednesday 6 February	Margaret River Mainbreak Meeting Room	7.00pm
Wednesday 3 April	Margaret River Mainbreak Meeting Room	7.00pm
Wednesday 5 June	Margaret River Mainbreak Meeting Room	7.00pm
Wednesday 7 August	Margaret River Mainbreak Meeting Room	7.00pm
Wednesday 16 October	Margaret River Mainbreak Meeting Room	7.00pm
Wednesday 4 December	Margaret River Mainbreak Meeting Room	7.00pm

f) Augusta Margaret River Sustainability Advisory Committee meetings for 2019:

DATE	VENUE	TIME
Thursday 15 March	Margaret River Mainbreak Meeting Room	5:30pm
Thursday 21 June	Margaret River Mainbreak Meeting Room	5.30pm
Thursday 20 September	Margaret River Mainbreak Meeting Room	5:30pm
Thursday 20 December	Margaret River Mainbreak Meeting Room	5:30pm

g) Augusta Margaret River Sustainability Economy Advisory Committee meetings for 2019:

DATE	VENUE	TIME
Thursday 21 February	Margaret River Mainbreak Meeting Room	5:30pm
Thursday 16 May	Margaret River Mainbreak Meeting Room	5.30pm
Thursday 15 August	Margaret River Mainbreak Meeting Room	5:30pm
Thursday 19 December	Margaret River Mainbreak Meeting Room	5:30pm

2. Advertises a public notice of the Schedules of dates and venues for 2019 for the Ordinary Council and Committee meetings, in accordance with the *Local Government (Administration) Regulations 1996 (r.12 (1))*.

ADVICE TO APPLICANT / PROPONENT

Nil

ATTACHMENTS

Nil

The Acting CEO notified the meeting of the following administrative corrections:

- 1 f) SAC meeting dates were corrected to reflect meetings be held on Thursdays.

SHIRE OF AUGUSTA MARGARET RIVER
ORDINARY COUNCIL MEETING 14 NOVEMBER 2018

1 g) SEAC December meeting date was amended from 19 December to 5 December, in line with not holding meetings during the school holidays.

RECOMMENDATION / COUNCIL DECISION

CR EARL, CR GODDEN OM2018/275

That Council:

1. Adopts the following Schedules of dates, times and venues for 2019:

a) Ordinary Meetings of Council for 2019:

	First meeting of month commencing at 5.30pm	Second meeting of month commencing at 5.30pm
JANUARY	N/A	Wednesday 23 (Margaret River)
FEBRUARY	Wednesday 13 (Margaret River)	Wednesday 27 (Margaret River)
MARCH	Wednesday 13 (Augusta)	Wednesday 27 (Margaret River)
APRIL	Wednesday 10 (Margaret River)	No meeting
MAY	Wednesday 8 (Margaret River)	Wednesday 22 (Margaret River)
JUNE	Wednesday 12 (Augusta)	Wednesday 26 (Margaret River)
JULY	No meeting	Wednesday 24 (Margaret River)
AUGUST	Wednesday 14 (Margaret River)	Wednesday 28 (Margaret River) commencing at 2pm
SEPTEMBER	Wednesday 11 (Augusta)	Wednesday 25 (Margaret River)
OCTOBER	No meeting	Wednesday 23 (Margaret River)
NOVEMBER	Wednesday 13 (Margaret River)	Wednesday 27 (Margaret River)
DECEMBER	Wednesday 11 (Margaret River)	N/A

b) Augusta Margaret River Audit and Risk Management Committee meetings for 2019:

DATE	VENUE	TIME
Wednesday 13 March	Augusta Council Chambers	4.30pm
Wednesday 26 June	Margaret River Mainbreak Meeting Room	4.30pm
Wednesday 23 October	Margaret River Mainbreak Meeting Room	4.30pm

c) Augusta Margaret River Local Emergency Management Committee meetings for 2019:

DATE	VENUE	TIME
Tuesday 12 February	Margaret River Council Chambers	4:30pm
Tuesday 14 May	Augusta Council Chambers	4:30pm
Tuesday 13 August	Margaret River Council Chambers	4.30pm
Tuesday 12 November	Margaret River Council Chambers	4:30pm

d) Augusta Margaret River Bush Fire Advisory Committee meetings for 2019:

SHIRE OF AUGUSTA MARGARET RIVER
ORDINARY COUNCIL MEETING 14 NOVEMBER 2018

DATE	VENUE	TIME
Wednesday 20 February	Margaret River Council Chambers	6:00pm
Wednesday 15 May	Augusta Council Council Chambers	6:00pm
Wednesday 21 August	Margaret River Council Chambers	6:00pm
Wednesday 20 November	Margaret River Council Chambers	6:00pm

e) Augusta Margaret River Sport and Recreation Advisory Committee meetings for 2019:

DATE	VENUE	TIME
Wednesday 6 February	Margaret River Mainbreak Meeting Room	7.00pm
Wednesday 3 April	Margaret River Mainbreak Meeting Room	7.00pm
Wednesday 5 June	Margaret River Mainbreak Meeting Room	7.00pm
Wednesday 7 August	Margaret River Mainbreak Meeting Room	7.00pm
Wednesday 16 October	Margaret River Mainbreak Meeting Room	7.00pm
Wednesday 4 December	Margaret River Mainbreak Meeting Room	7.00pm

f) Augusta Margaret River Sustainability Advisory Committee meetings for 2019:

DATE	VENUE	TIME
Thursday 14 March	Margaret River Mainbreak Meeting Room	5:30pm
Thursday 20 June	Margaret River Mainbreak Meeting Room	5.30pm
Thursday 19 September	Margaret River Mainbreak Meeting Room	5:30pm
Thursday 12 December	Margaret River Mainbreak Meeting Room	5:30pm

g) Augusta Margaret River Sustainability Economy Advisory Committee meetings for 2019:

DATE	VENUE	TIME
Thursday 21 February	Margaret River Mainbreak Meeting Room	5:30pm
Thursday 16 May	Margaret River Mainbreak Meeting Room	5.30pm
Thursday 15 August	Margaret River Mainbreak Meeting Room	5:30pm
Thursday 5 December	Margaret River Mainbreak Meeting Room	5:30pm

2. Advertises a public notice of the Schedules of dates and venues for 2019 for the Ordinary Council and Committee meetings, in accordance with the *Local Government (Administration) Regulations 1996 (r.12 (1))*.

CARRIED 7/0

11.2. Sustainable Development

11.2.1 TELECOMMUNICATIONS INFRASTRUCTURE (PHONE TOWER) - 95 (LOT 3947) LATCH ROAD, DEEPDENE

LOCATION/ADDRESS	95 (Lot 3947) Latch Road, Deepdene
APPLICANT/LANDOWNER	Planning Solutions Urban And Regional Planning
FILE REFERENCE	PTY/11603
REPORT AUTHOR	Angela Satre, Acting Statutory Planning Coordinator
AUTHORISING OFFICER	Dale Putland, Director Planning and Development Services

IN BRIEF

- A proposal has been received for the development of telecommunications infrastructure (70m high monopole for mobile phone transmission) by Telstra at 95 (Lot 3947) Latch Road, Deepdene.
- During the public advertising period 20 submissions were received regarding the development including one 'indifferent' submission, thirteen in support and six opposed. Those opposed are primarily concerned with the visual impact of the development, justification for the location sought, proximity to residences and health impacts.
- The proposal is in compliance with the relevant policy framework and is recommended for conditional approval.

RECOMMENDATION

That Council conditionally approves the proposed Telecommunications Infrastructure (Mobile Phone Tower) at 95 (Lot 3947) Latch Road, Deepdene.

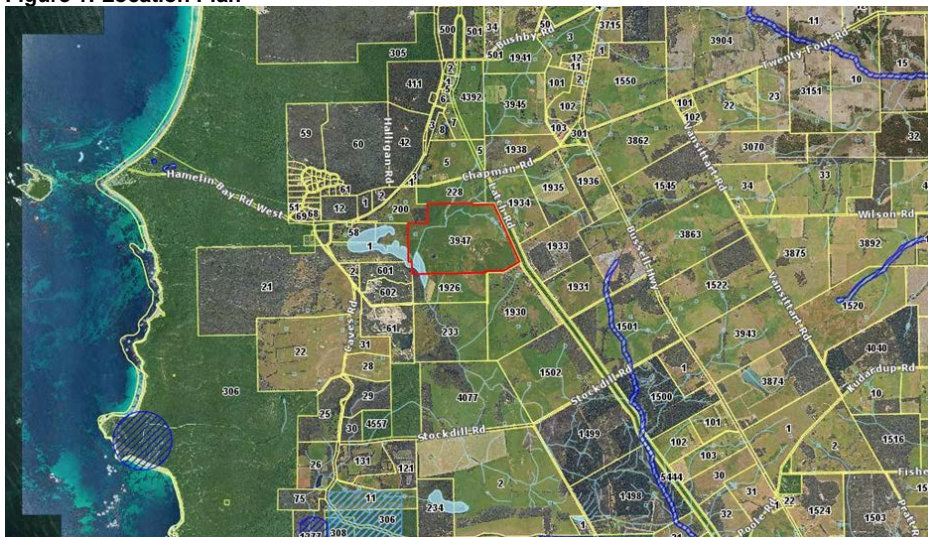
LOCATION PLAN

The development site, at 95 (Lot 3947) Latch Road (the site), is located approximately 4km south west of Karridale and 5 kilometres east of Hamelin Bay. The property is situated midway between Caves Road and Bussell Highway (refer to Figure 1). The site is cleared and utilised for grazing and is relatively flat and level with a gradual slope to the west.

The tower is proposed to be located 120m west of Reserve 47049 (Wadandi Track) a vegetated Travel Route Corridor.

The site is zoned Priority Agriculture under *Local Planning Scheme No. 1* (the Scheme).

Figure 1: Location Plan



TABLED ITEMS

Nil

BACKGROUND

The proposal was considered by the Delegated Approval Unit (DAU) on 16 October 2018 at which time it was recommended for approval. Councillors have however exercised their right to call for the matter to be brought to them for determination.

THE PROPOSAL

The proposed Telstra mobile phone tower ('Telecommunications Infrastructure') is part of the Federal Government Black Spot rollout programme.

The proposal is a 70m high monopole fitted with antennae up to a total height of 74m. A 100m² compound is proposed at the tower base bound by a security fence.

The tower is proposed to be located in the south west of the site 120m from the eastern boundary and 100m from the southern boundary (refer to Figure 2).

Access is to be taken from the existing track on Latch Road which runs parallel to the Wadandi Track to the east of the site.

The proposed tower is to be finished in a non-reflective galvanised finish. The equipment shelter at the base is proposed in Colorbond 'pale eucalypt' (refer to Figure 4). The proponent advises that the facility will also provide a reserved area on the guyed mast between 54m and 60m for communications infrastructure associated with an emergency services organisation. The proposal is expected to provide coverage to the broader locality as depicted in Figure 3.

Figure 2: Site Plan

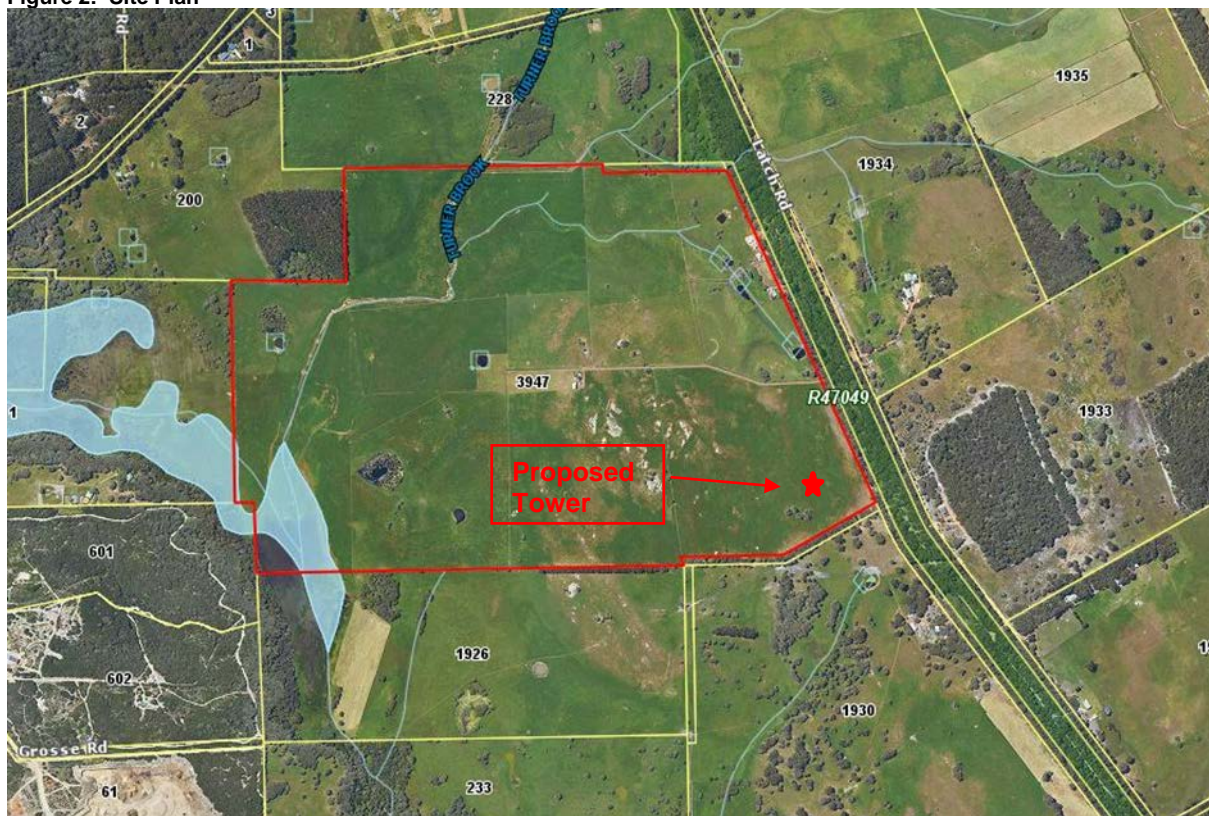


Figure 3: Indicative Coverage Map

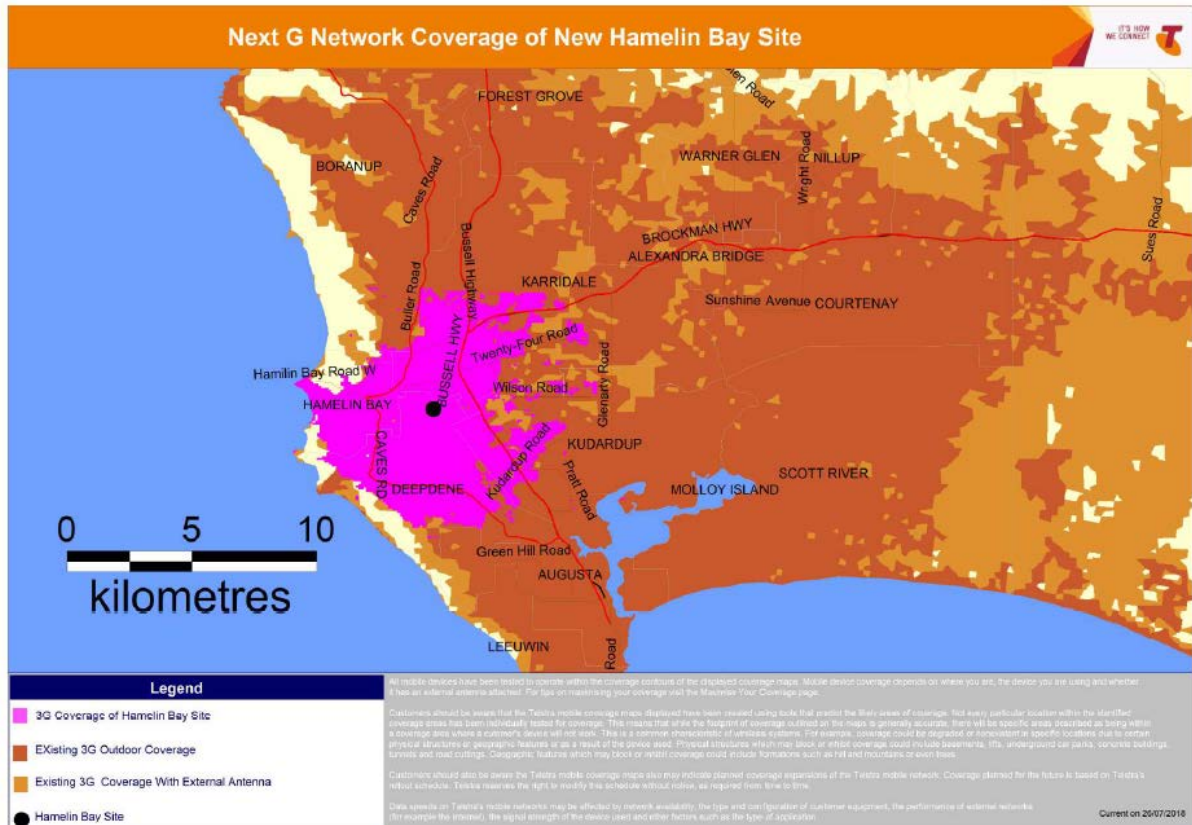


Figure 4: Photo Montage



CONSULTATION AND ADVICE

External Consultation

The proposal was advertised to landowners within at least 2km radius of the site. At the close of the advertising period, 20 submissions were received including one 'indifferent' comment, thirteen

submissions of support and six submissions of objection. A summary of the submissions is provided in the Schedule of Submissions annexed as **Attachment 1**. The main areas of concern are in relation to the visual impact of the development, queries about the justification for the site that was chosen and the location of the tower on the selected property, proximity to residences and perceived health impacts. These factors are discussed in detail in the Schedule of Submissions and further in this report.

STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS

Statement of Planning Policy 5.2 Telecommunications Infrastructure (SPP5.2)

The objectives of SPP5.2 are to manage the impacts of telecommunications infrastructure, facilitate its provision in an efficient and environmentally responsible manner, ensure the infrastructure is included in planning processes as *'essential infrastructure for business, personal and emergency reasons..'* and seeks to promote a consistent approach in planning decisions. SPP5.2 applies guidelines for the location, siting and design of structures and notes that the benefit of improved telecommunication services should be balanced with the visual impact to the surrounding area.

SPP5.2 provides a set of measures to assess the visual impact of a proposed telecommunications facility and seeks to ensure infrastructure is located:

- *'...where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites...'*;
- Where it will not compromise environmental, cultural, social and visual landscape values;
- To avoid detracting from significant views of vistas or panoramas both public or private; and
- Will display design features sympathetic to its surrounds.

Assessment against the requirements of SPP5.2 is discussed further in this report.

Leeuwin Naturaliste Ridge Statement of Planning Policy 6.1 (LNRSP)

The Site is identified as 'General Character' and the location of the tower is adjacent to the Wadandi Track a 'Travel Route Corridor' as identified in the LPS and LNRSP. Travel Route Corridors are *'...key areas which allow people opportunities to access and experience adjoining areas along the Primary Transport Network. These corridors may include areas where rural or natural significance have been identified'*.

The site exists in the broader land use strategy area classified as 'Agriculture and Rural Landscape'. Key policy objectives of the area are to conserve productive agricultural potential and rural landscape values (LUS 4.10). The area is important to the mosaic of rural land uses and this land classification can have a high exposure to tourist routes.

Pursuant to SPP5.2 and as recognised in the LNRSP, significant viewing locations relevant to the Site are Caves Road and the Wadandi Track reserve. The impact of the tower when viewed from these locations is a key factor for consideration in the assessment of the proposal as discussed further in the report.

Local Planning Strategy (LPS)

The site exists in Visual Management Zone 'B' where:

"Developments or changes of use may be visually apparent but should nevertheless be subordinate to established landscape patterns. Introduced visual elements may be apparent in the landscape but should not be visually dominant".

The Strategy states that development within Travel Route Corridors will need to have regard for:

- the preservation of vegetation for the use of land for agricultural purposes;
- prohibition of advertising;
- prevention of *'...any proposal which would adversely affect the amenity, rural character and landscape values of the area...Where development must be exposed, the Local Government will encourage the use of materials which will be complementary to, or enhance, the rural landscape'*.

Local Planning Scheme No. 1

Telecommunications Infrastructure is a 'D' discretionary land use in the zone, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval.

Pursuant to Scheme clause 4.33, development that can be seen from a Travel Route Corridor, is to comply with the Travel Route Corridor and Landscape policies and objectives of the LNRSP to *'...minimise any adverse impact on rural character, amenity and landscape values..'*

A 60m development setback applies for proposals adjacent to Travel Route Corridor and in this case the tower is proposed to be setback 120m from the affected boundary.

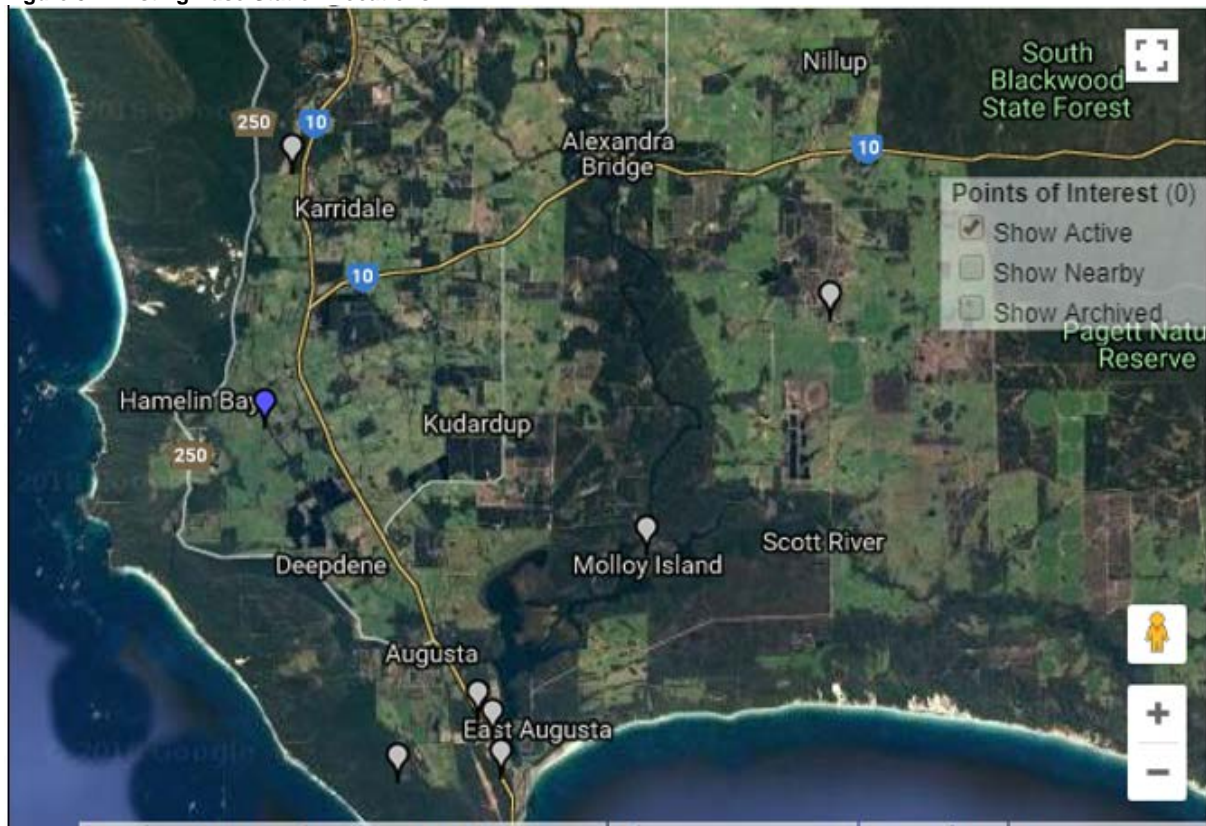
Telecommunication towers are not subject to the height limitations of buildings under the provisions of the Scheme.

DISCUSSION / OFFICER COMMENTS

Justification for the Site

Pursuant to SPP5.2, telecommunications infrastructure should be co-located where possible. As shown in Figure 5, the nearest existing facilities are located at Karridale (7.72km from the Site) and Molloy Island (12km from the Site). The proponent advises that existing base stations already contain Telstra equipment and / or are too far removed from the area to achieve coverage objectives as co-location sites. Given the considerable distance to alternative base stations, co-location in this case is not possible.

Figure 5: Existing Base Station Locations



In order to identify a suitable site, the proponent advises that a total of 44 sites were approached in the investigation to find a candidate site (refer to Figure 6).

Figure 6: Discounted Sites



Of those land owners approached, the *'majority of landowners did not respond to approaches or were not interested...'*. Candidate sites were also ruled out for reasons including:

- the proposal is not a discretionary land use in the Leeuwin Naturaliste Ridge Landscape Amenity zone which occurs on some land parcels in the broader area;
- unwillingness of the Department of Biodiversity Conservation and Attractions (DBCA) to consider the proposal on reserved land;
- restrictions arising due to restrictive covenants over other parcels of land zoned Rural Residential; and
- lack of willingness on behalf of land owners of other potentially suitable sites.

The proponent advises that the Latch Road site will provide coverage into the Hamelin Bay Caravan Park / beachfront area as well as servicing extensive sections of both Caves Road and Bussell Highway and the surrounding community.

Location of the Tower on Site

The tower is proposed to be setback 120m from the eastern boundary and approximately 100m from the southern boundary of the Site. The proponent advises that the location of the tower on the Site was determined based on a number of factors including:

- The ability to achieve the best coverage with least impact on the community, visual amenity and ability to service the facility.
- Its location adjacent to existing power which runs parallel to and west of the proponent's eastern boundary.
- The additional costs and works involved in seeking to install the tower farther west on the site and at greater distance to the fibre supply.
- Unsuitability of the site geography toward the west of the proposed location and the need to minimise hard digging required for foundations and trenching.
- The ability to service and maintain the tower in its proposed location.
- Landowner instructions to locate the tower with least interference with rural operations on the site.

Proximity to Residences

Concern was raised about the proximity of the site to neighbouring dwellings. Two dwellings, other than the landowner's dwelling, exist within 700m of the tower site and are each setback a considerable distance (360m and 660m) from the proposed tower site. Both dwellings are screened by existing mature vegetation. A buffer of mature vegetation also exists along the southern boundary of the site adjacent to the proposed tower location. While a view of the tower above the treeline will be provided, the tower will not otherwise be prominent in the landscape when viewed from neighbouring dwellings. In the past, Council has insisted that a minimum 100m setback be provided to dwellings, which the proposal easily achieves.

Health Impacts

Electromagnetic emissions (EME) are controlled and regulated by separate Federal Government legislation. The EME predictive report submitted with the application calculates that emissions at this facility are estimated to equate to a maximum of 0.09% (less than 1/1,000th) of the Australian Communications and Media Authority (ACMA) mandated public exposure limit. Notwithstanding, based on current research there are no established health effects that can be attributed to the low RF EME exposure from mobile phone base station antennas (Australian Radiation Protection and Nuclear Safety Agency).

Visual Impact

The primary assessment criterion is the extent to which the proposal is *prominently visible from significant viewing locations*, which as informed by the LNRSP are the Wadandi track and Caves Road both of which are 'travel route corridors' (see Figure 7 for key viewing locations).

A view in the distance of the top of the tower may occur over a 300m long portion of Caves Road from vehicles heading north from the intersection of Cosy Corner Road. The top of the tower may be visible at interspersed locations from vehicles heading south at the intersection of Caves and Chapman Roads. The remaining portions of Caves Road and Chapman Road are fringed by vegetation such that the tower will not be visible. The proposed tower will not be visible from Bussell Highway.

Figure 7: Potential Tower Views (refer to yellow arrows)



The location of the tower responds to concerns about views. While the tower will be visible from Caves Road, it will not be prominent in the landscape given the considerable screening by existing vegetation and the considerable setbacks provided. Interspersed views of the tower will be provided from a portion of the Wadandi Track reserve however the reserve is densely vegetated and the view would be significantly screened by vegetation. This responds to the requirements of the LNRSP which requires that development be screened from travel route corridors.

Pursuant to SPP5.2, the tower would not be located on a culturally, socially significant site with visual landscape value. The tower would be located on a portion of agricultural land well setback from boundaries.

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2018-2022

Key Result Area 3: Managing Growth Sustainably:

Community Outcome 3.1: Clearly defined areas for growth and renewal

Strategic Response: Implement Local Planning Scheme No. 1

Service level strategy/plan: Provide planning Services

PLANNING FRAMEWORK

Telecommunications infrastructure is a discretionary land use in the Priority Agriculture zone.

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Environmental

The proposal does not involve any impacts to vegetation due to its installation or servicing.

Social

There will be a visual impact arising from the proposal and as experienced by adjoining occupiers. Additionally the provision of telecommunications services in a consistent manner across the Shire is beneficial from a community safety perspective.

Economic

Increased and reliable access to telecommunications is beneficial for economic development particularly for businesses and people working from home.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council grants approval for a Telecommunications Infrastructure (Phone Tower) at 95 (Lot 3947) Latch Road, Deepdene subject to compliance with the following conditions:

1. The development is to be carried out in compliance with the plans and documentation listed below and endorsed with Council's stamp, except where amended by other conditions of this consent.

Plans and Specifications	P1 – P4 received at the Shire offices on 18 June 2018.
--------------------------	--

2. If the development, the subject of this approval, is not substantially commenced within two (2) years from the date of this letter, the approval shall lapse and be of no further effect. Where an approval has lapsed, development is prohibited without further approval being obtained.
3. The approved telecommunications monopole is permitted up to a maximum height of 70m, measured from ground level to the top of the monopole, and a maximum of 74m to the top of any associated antennae fixed to the monopole.
4. The Telecommunications Infrastructure shall be dismantled and removed from the site at the time the infrastructure is no longer functioning and operational.

ADVICE TO APPLICANT / PROPONENT

Nil

ATTACHMENTS

1. Schedule of Submissions

RECOMMENDATION

CR SMART, CR EARL

That Council grants approval for a Telecommunications Infrastructure (Phone Tower) at 95 (Lot 3947) Latch Road, Deepdene subject to compliance with the following conditions:

1. The development is to be carried out in compliance with the plans and documentation listed below and endorsed with Council's stamp, except where amended by other conditions of this consent.

Plans and Specifications	P1 – P4 received at the Shire offices on 18 June 2018.
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3. The approved telecommunications monopole is permitted up to a maximum height of 70m, measured from ground level to the top of the monopole, and a maximum of 74m to the top of any associated antennae fixed to the monopole.
4. The Telecommunications Infrastructure shall be dismantled and removed from the site at the time the infrastructure is no longer functioning and operational.

0/0

Cr Lane moved the following amendment:

AMENDMENT / COUNCIL DECISION

CR LANE, CR EARL OM2018/276

That the following be added as condition 5:

5. That Telstra contributes \$2000 to the planting of endemic species along the Wadandi Track reserve in order to screen the tower from the Wadandi Track and neighbouring property.

CARRIED 7/0

REASON

Cr Lane spoke to the motion, stating that he has visited the site earlier and suggested additional screening would make it fully screened from the Wadandi Track and adjoining owners.

This then became the primary motion:

PRIMARY MOTION

CR SMART, CR EARL

That Council grants approval for a Telecommunications Infrastructure (Phone Tower) at 95 (Lot 3947) Latch Road, Deepdene subject to compliance with the following conditions:

2. The development is to be carried out in compliance with the plans and documentation listed below and endorsed with Council's stamp, except where amended by other conditions of this consent.

Plans and Specifications	P1 – P4 received at the Shire offices on 18 June 2018.
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2. If the development, the subject of this approval, is not substantially commenced within two (2) years from the date of this letter, the approval shall lapse and be of no further effect. Where an approval has lapsed, development is prohibited without further approval being obtained.
3. The approved telecommunications monopole is permitted up to a maximum height of 70m, measured from ground level to the top of the monopole, and a maximum of 74m to the top of any associated antennae fixed to the monopole.
3. The Telecommunications Infrastructure shall be dismantled and removed from the site at the time the infrastructure is no longer functioning and operational.
4. That Telstra contributes \$2000 to the planting of endemic species along the Wadandi Track reserve in order to screen the tower.

0/0

Cr Godden then moved the following procedural motion:

PROCEDURAL MOTION / COUNCIL DECISION

CR GODDEN, CR MCLEOD OM2018/277

That the item be deferred to the 28 November 2018 to allow the proponent to clarify the information around why this site was selected as opposed to the other options.

CARRIED 4/3

CRS EARL, SMART AND LANE VOTED AGAINST

REASON

To allow the proponent clarify the site selection process.

11.2.2 ENVIRONMENTAL MANAGEMENT FUND 2018-19

LOCATION/ADDRESS	Shire wide
APPLICANT/LANDOWNER	Shire of Augusta Margaret River
FILE REFERENCE	FIN/153
REPORT AUTHOR	Jared Drummond, Sustainability Planning Officer
AUTHORISING OFFICER	Dale Putland, Director Sustainable Development

Cr Godden disclosed an impartiality interest in this Item at 3.6 Disclosures of Interest.

IN BRIEF

- The Shire have received a number of applications for funding via the Environmental Management Fund (EMF) 2018-19.
- This report provides a summary of each grant application.
- An assessment of the applications against the relevant guidelines has determined that nine (9) projects are suitable for funding.
- This report also provides a brief summary of the Sustainability Advisory Committee (SAC) minutes from 20 September 2018 (**Attachment 1**).

RECOMMENDATION

That Council:

1. Funds the following grant applications through the Environmental Management Fund 2018-19:
 - a) Mokidup - Stage One - Undalup Association Inc (\$7,200);
 - b) Feral pig control - Lower Blackwood Landcare Committee (\$11,569);
 - c) Dieback wash-down - Riverglen chalets (\$3,800);
 - d) Water Education - Transition Margaret River (\$5,100);
 - e) Fire and Biodiversity - Margaret River Independent School (\$5,800);
 - f) Donovan Street restoration – Environmental Research Group Augusta (\$10,888);
 - g) Our Patch - Nature Conservation Margaret River (\$11,226);
 - h) Environmental volunteering - Nature Conservation Margaret River (\$27,730); and
 - i) Western Ringtail Possum project - Nature Conservation Margaret River (\$22,700).
 2. Allocates \$1,215 to Augusta Community Development Association for GST costs associated with the Donovan Street bushland research book.
 3. Receives the minutes of the Sustainability Advisory Committee held on 20 September 2018.
-

LOCATION PLAN

Nil

TABLED ITEMS

Nil

BACKGROUND

The EMF is a fund specifically set aside for projects which achieve local environmental and sustainability outcomes. When the EMF was adopted in 2017/18, Council requested that the Sustainability Advisory Committee provide direction on which projects should be funded.

CONSULTATION AND ADVICE

During August 2018, the Shire sought expressions of interest from local community groups/organisations and individuals for EMF funding. A total of 14 grant applications were received, with a combined value of \$270,000.

The size of the EMF is \$100,000. A further \$100,000 is available for Shire initiated projects, which will be delivered by various business units (not discussed in this report). Grant applications that meet the following EMF themes are available for funding. The themes are:

- a) biodiversity protection – includes projects such as revegetation, strategic weed control;
- b) waterway health – includes projects such as river or creek foreshore revegetation, projects to improve water quality;
- c) coastal management and protection - includes projects such as strategic erosion and access control, revegetation, and weed control; and
- d) environmental education and capacity building of the community, development of information materials and training.

Both Shire officers and SAC have assessed the applications separately and as a group. The outcomes of the individual assessment processes were very consistent and at the subsequent SAC meeting, consensus was developed, and Shire officers and SAC members support the recommendation to Council.

DISCUSSION

Assessment of EMF applications

The following is a summary of each of the projects (as provided by the applicants) supported for funding:

1. Heritage preservation at Mokidup (Ellensbrook) – Undalup Association Inc. - (funding sought - \$49,973)

The core team will first assess the area to determine areas of focus, carry out an archaeological assessment and cultural plant survey. This will involve use of a drone (by a specialist) to connect the on-ground work with a holistic view of the area. Cultural flora and fauna surveys will include installing motion-sensor cameras to monitor the local and feral animals to Mokidup. Undalup cultural rangers and community trainees will be working alongside Elders and heritage specialists. Dune stabilisation efforts will include temporary wind fencing to restore the stability of the landform and so protect the exposed and sensitive cultural features. Other erosion control measures will include installing bollards to prevent vehicle traffic as well as brushing, weed control and localised revegetation; using materials sourced locally, and in partnership with local rangers and NRM officers. The team will develop culturally-appropriate signage that explores Wadandi heritage and connections.

Officer comments: Localised project located on state land, however overall project considered valuable to an important site and meets EMF guidelines. Due to funding constraints, SAC members discussed the possibility of limiting funding to a portion of the project. Discussions were held with Undalup regarding the option of funding Stage 1 rather than the entire project. Undalup were pleased with this outcome as they had already applied for a grant application through Department of Aboriginal Affairs (DAA) for the remaining project costs. Councillors requested Shire officers to contact Undalup to see whether there was an additional project that could be funded through this round of EMF funding. A response was not received at the time of finalising this report. Additional projects carried out by Undalup will be considered in the next round of EMF in 2019/20. For now, it is recommended that Council fund Stage 1 of the Mokidup project valued at \$7,200. **Support**

2. Feral Pig control - Lower Blackwood Landcare Committee (funding sought - \$11,569)

The Lower Blackwood Vertebrate Pest Management Group (LBVPMG) aims to control the increase in feral pig population and reduce their impact on our unique environment and agricultural industry. The estimate of the population in the Southwest is many thousands and at their rapid propagation rate, (two litters per year of up to ten piglets), the future feral pig population in the Southwest can hardly be imagined. Feral pigs have an enormous impact on the environment, water and agriculture and this project will be a vital contributor to the reduction of their population.

Officer comments: An under reported but increasing problem that could impact on other environmental projects within the Shire. Considered value for money. **Support**

3. Operation Washdown: reduction of *Phytophthora cinnamomi* - Riverglen chalets (funding sought - \$3,800)

*Mountain bike riders and bushwalkers accessing the Rails to Trails network and other nearby natural areas concern Riverglen Chalets about the potential spread of *Phytophthora cinnamomii*. We are proposing to build and establish a wash-down area that can be used by mountain bike riders and*

bushwalkers to safely clean their equipment, but also provide education on the importance of managing activities and cleaning equipment to minimise the spread of Phytophthora cinnamomic (Dieback) and other soil borne pathogens. Location to wash-down station to be located within the property, for benefit of both visitors and the public. Installed with assistance from Gary Muir who has developed a dieback wash down facility prototype, installed for footwear in the City of Busselton. Station to be accompanied by educational interpretative signage on dieback control.

Officer comments: Valuable on ground works, cultural change through environmental education. Value for money. Funding request is above \$3,000 threshold for private land. Project targets public land, and variation is therefore supported. **Support**

4. Wild Margaret River: Transition Margaret River In association with Giant Light Steps Environmental Stewardship Alliance (funding sought - \$5,100)

This application requests funding to allow:

- *3 community training workshops adapted from the water component of Living Smart;*
- *Design and production of display materials and flyers to support a range of public involvement opportunities;*
- *Four Sustainability Seminars on aspects of water conservation, water sensitive cities, climate change adaptation and river conservation;*
- *Library sustainability community sessions based on water conservation, sustainable living;*
- *Professional/technical advice, skills, required for major events (Show, Expo) that cannot be sourced pro bono;*
- *A training event in association with Giant Light Steps (details to be negotiated);*
- *Engagement of a Project Coordinator to work with TMR volunteers to ensure effective delivery and reporting/budget management.*

Officer comments: Value for money, good use of materials and technology/media. **Support**

5. Fire and biodiversity - Margaret River Independent School (funding sought - \$5,800)

MRIS wish to engage a suitably qualified consultant to complete a Fire and Biodiversity plan outlining how the school can comply with fire regulations while protecting and promoting biodiversity. In particular, the consultant will develop a mosaic burn plan, which considers habitat trees, and fauna along with detailed post fire weed management. This school will monitor results along with holding a public workshop to talk about its fire management techniques. Local Aboriginal elders will be engaged in the project to provide input into the plan along with presenting at the workshop.

Officer comments: Good quality representative bushland reserve, good partnership with aboriginal groups. Outcomes will provide good examples on how to achieve fire control and biodiversity outcomes. **Support**

6. Donovan Street bushland protection – Environmental Research Group Augusta (funding sought - \$10,888)

The creation, in July 2018, of a network of firebreaks and management tracks by(DFES, aimed at protecting the surrounding Augusta townsite, requires further support. These tracks and firebreaks need to be closed to other-than official vehicles and a weed management program is needed to protect both the track integrity and the future preservation of the many unique and sensitive values within the reserve. Funding is sought for installation of gates and bollards, and weed control.

Officer comments: Localised to one site, however very important environmental values. Unallocated Crown Land. Work will be in liaison with other government agencies to achieve good environmental outcomes. The SAC minutes refer to a funding request of \$9,889, however as the group is not GST registered, they have requested that additional funding is provided to cover GST costs. **Support**

7. Environmental volunteering – Nature Conservation MR (funding sought - \$27,730)

This project aims to increase environmental volunteering in the Shire by continuing previous support to Friends of Reserves Groups and providing environmental volunteering and training opportunities for a wider volunteer audience. The project allows the Shire to make a major contribution to waterway, coastal and biodiversity protection in close partnership with the local community. Building on work

funded by the EMF previously a renewed focus aims to shift Friends of Reserve Groups to a higher level of self-sufficiency by providing planning, mentoring and networking support. In parallel, on ground environmental volunteer activities and targeted volunteer training events will be delivered linking where possible with Friends of Reserves activities. These events will be aimed at increasing engagement and skills and knowledge of a larger group of community volunteers.

Officer comments: Increased volunteer programs covering a larger area. Good environmental outcomes proposed. **Support**

8. Our Patch – Nature Conservation MR (funding sought - \$11,226)

'Our Patch' works closely with Year 3 and Year 6 teachers to develop and deliver a structured program based around learning experiences in the local environment. We reach about 500 children annually, working with local partners including research scientists, Wadandi custodians, local farmers and landholders. The program exposes students to current environment issues and solutions and is designed to closely integrate with Nature Conservation's other programs to ensure students are experiencing real life situations.

Officer comments: Strong community financial support, good community exposure. **Support**

9. Western Ringtail Possum Conservation - Nature Conservation MR (funding sought - \$22,700)

This project will continue the successful partnership with the Shire to protect the critically endangered Western Ringtail Possum (WRP) in the Margaret River region. The project aims to increase understanding of WRP populations within the Shire, and in the long term implement appropriate conservation action to assist with species survival. The project will assist the Shire to make a significant contribution to threatened species protection and biodiversity protection in the region.

Officer comments: Great initiative, lots of work already underway by broad range of stakeholders and a lot of information already gathered, could be applied to land use planning processes. **Support**

Those projects not recommended for funding are discussed at **Attachment 2**.

Donovan Street bushland (research book) – funding of GST component

Council awarded Augusta Community Development Association (ACDA) \$14,150 through the EMF 2017-18 program to prepare a research book on Donovan Street bushland. The group has been invoiced an additional \$1,215 GST for printing expenditures. The group were of the understanding that they were not required to pay GST. ACDA are not registered for GST and therefore cannot claim GST expenses, and as a result, they are in debt of \$1,215. It is recommended that Council allocate ACDA an additional \$1,215 to cover the GST costs associated with publishing.

Sustainability Advisory Committee Minutes – 20 September 2018

Other than a recommendation on the EMF, SAC did not make any recommendations to council requiring attention. Council should however be aware that SAC member Peter Little resigned from SAC on 15 October. Both staff and SAC members have thanked Peter for his valuable contribution to sustainability initiatives in the Shire.

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2018-2022

Key Result Area 1: Valuing, protecting and enhancing the natural environment

Community Outcome 1: Ecology and biodiversity protection

Strategic Response 1: Develop partnerships with governments and the community to identify ecological values, inform best management practice and protect the biodiversity of the shire

Service level strategy 1.1.1.1: Priority project: Coordinate and implement the delivery of the Environmental Management Fund to deliver improved environmental outcomes including community delivery through grants.

PLANNING FRAMEWORK

The Environmental Sustainability Strategy (ESS) provides the overarching planning framework for the EMF.

FINANCIAL IMPLICATIONS

The projects recommended for support total \$107,218 being \$7,218 over the allocated budget. The strength of the projects did not warrant any of the supported projects being excluded. A marginal increase in funding can be absorbed and would be in line with Council's stated objective of continuing to grow the EMF. The overspend would result in \$93,000 being available for internal EMF projects rather than \$100,000. This is generally in accordance with Council's original endorsement of the EMF, which allocated approximately 50% to internal and external EMF projects.

SUSTAINABILITY IMPLICATIONS

Environmental

The EMF program will deliver an unprecedented number of environmental projects in the Shire. This will have long lasting benefits for the natural environment.

Social

The EMF seeks to establish community partnerships through delivery of EMF projects.

Economic

The EMF budget will assist in delivering a large number of quality environmental projects. The external grant program represents value for money, as each project requires an equal share of in kind support.

RECOMMENDATION

That Council:

1. Funds the following grant applications through the Environmental Management Fund 2018-19:
 - a) Mokidup - Stage One - Undalup Association Inc (\$7,200);
 - b) Feral pig control - Lower Blackwood Landcare Committee (\$11,569);
 - c) Dieback wash-down - Riverglens Chalets (\$3,800);
 - d) Water Education - Transition Margaret River (\$5,100);
 - e) Fire and Biodiversity - Margaret River Independent School (\$5,800);
 - f) Donovan Street restoration – Environmental Research Group Augusta (\$10,888);
 - g) Our Patch - Nature Conservation Margaret River (\$11,226);
 - h) Environmental volunteering - Nature Conservation Margaret River (\$27,730); and
 - i) Western Ringtail Possum project - Nature Conservation Margaret River (\$22,700).
2. Allocates \$1,215 to Augusta Community Development Association for GST costs associated with the Donovan Street bushland research book.
3. Receives the unconfirmed minutes of the Sustainability Advisory Committee held on 20 September 2018.

ATTACHMENTS

1. Sustainability Advisory Committee Minutes – 20 September 2018
2. Unsupported applications

RECOMMENDATION / COUNCIL DECISION

CR EARL, CR MELDRUM OM2018/278

That Council:

1. Funds the following grant applications through the Environmental Management Fund 2018-19:
 - a) Mokidup - Stage One - Undalup Association Inc (\$7,200);
 - b) Feral pig control - Lower Blackwood Landcare Committee (\$11,569);
 - c) Dieback wash-down - Riverglens Chalets (\$3,800);
 - d) Water Education - Transition Margaret River (\$5,100);
 - e) Fire and Biodiversity - Margaret River Independent School (\$5,800);
 - f) Donovan Street restoration – Environmental Research Group Augusta (\$10,888);
 - g) Our Patch - Nature Conservation Margaret River (\$11,226);
 - h) Environmental volunteering - Nature Conservation Margaret River (\$27,730); and
 - i) Western Ringtail Possum project - Nature Conservation Margaret River (\$22,700).
3. Allocates \$1,215 to Augusta Community Development Association for GST costs associated with the Donovan Street bushland research book.
4. Receives the unconfirmed minutes of the Sustainability Advisory Committee held on 20 September 2018.

CARRIED 7/0

11.2.3 LOCAL ENERGY ACTION PLAN - FINAL ADOPTION

LOCATION/ADDRESS	Shire wide
APPLICANT/LANDOWNER	Shire of Augusta Margaret River
FILE REFERENCE	ENV/119
REPORT AUTHOR	Jared Drummond, Sustainability Planning Officer
AUTHORISING OFFICER	Dale Putland, Director Sustainable Development

IN BRIEF

- A requirement of the 2017-2021 Corporate Plan is a review of the Local Energy Action Plan (LEAP).
- The draft LEAP has gone through an extensive consultation process, including workshopping with the Sustainability Advisory Committee (SAC).
- A number of modifications to LEAP targets and actions are recommended in response to submissions provided during consultation.

RECOMMENDATION

That Council adopts the Local Energy Action Plan subject to modifications.

LOCATION PLAN

Nil

TABLED ITEMS

Nil

BACKGROUND

The LEAP was initially prepared in 2010 in accordance with the global Cities for Climate Change (CCP) Program framework. Despite CCP since being disbanded, Council made a conscious decision to continue to progress towards reducing corporate and community emissions, and address the challenges created by climate change.

An annual inventory of emissions is undertaken by a company commissioned by the Shire to determine how well the Shire and community are progressing towards the LEAP targets. Review of the LEAP was identified as a CEO priority in 2017/18. It was also identified in the *Corporate Plan 2017-2021* as a key project for 2017/18.

CONSULTATION

On 13 June 2018, Council initiated to advertise LEAP to the broader community and key stakeholders. A total of four submissions were received from:

- Transition Margaret River
- Augusta Margaret River Clean Community Energy
- South West Development Commission
- Private submission (Lyn Serventy)

Prior to finalising LEAP, Council requested that a meeting be held with SAC members to review the proposed community actions in the draft revised LEAP, and for the workshop to be informed by the Energise Margaret River survey results and other community submissions. A meeting was held with SAC on 15 October to discuss outcomes of consultation and the survey. SAC resolved to:

Recommend final adoption of the modified (advertised) LEAP subject to:

- *Changes as required in response to submissions received during the advertising period (inclusive of SAC comments)*

- An updated introduction which reflects the urgency of climate change action as contained in the October 2018 IPCC report
- Inclusion of a new recommendation which recommends that the Shire together with a wide range of local community groups across all sectors conduct a Climate Change Summit as a basis for a future Climate Change Action Plan which will replace LEAP as the primary driver for shared action and commitments to mitigation and adaptation measures into the future.

The report responds to these recommendations.

DISCUSSION

Response to Submissions

Corporate actions

The following actions were developed for inclusion in the LEAP and advertised accordingly. Changes proposed during the consultation period are shown in red with an explanation for each change detailed in the table below:

Proposed action	Outcome	Cost (\$)
Install add-on features to the recently installed dehumidifier (Rec Centre) to improve energy efficiency.	Proposed energy reductions.	\$10k (18/19 budget)
Install solar PV installation (approx. 20kW in total) at the Augusta Civic Centre and Margaret River Shire depot following a structural assessment.	Expected to reduce emissions by approximately 30 tCO ₂ e' per annum, and electricity costs by approximately \$8,000 p/a.	\$25k (18/19 budget)
Continue to work with Planet Footprint (or similar) to manage the Shires energy and fuel data.	Provides an accurate inventory of Shire energy consumption.	\$6k (18/19 budget)
Investigate installation of Install a 30kW – 60kW (approx.) solar PV system on the roof of the new HEART project following review of projected energy consumption. Reason for change: The HEART project provides an ideal opportunity for installation of solar PV. The rear roof is angled approx. 20 degrees north for optimum solar location, is capable of accommodating a much larger array of solar PV than originally proposed.	Reduce emissions by approx. 90 tCO ₂ e' per annum, and projected annual saving of \$24,000 (3 yr payback).	Approx. \$35k through HEART. Require approx. \$50k funding in 2019/20 budget.
Investigate installation of a 78kW 60-80kW (approx.) solar PV system addition at the Margaret River Recreation Centre or other Shire building following a detailed structural assessment and business case. Reason for change: Provides for variability in system size, and location of proposed system.	Reduce emissions by approx. 90 tCO ₂ e' per annum, and annual saving of \$24,000 to 32,000. Recommended through 2016 energy audit.	Approx. \$80k - \$100k or Power Purchase Solar Agreement (2020-21 following preliminary assessments).
Prepare individual energy audits for largest energy consuming Shire buildings. Implement outcomes of audits following a cost/benefit and energy efficiency analysis.	Provides valuable recommendations to reduce energy/costs.	Approx. \$4k per audit.
Prepare Council policy/guidelines to mandate inclusion of energy efficiency requirements and investigation of energy generation for new Shire buildings/additions, public open spaces, major developments etc. Reason for inclusion: Ensures a wide range of major development responds to sustainability.	Results in energy efficient design buildings, and improves heating/cooling levels.	TBD

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Engage an electricity broker to negotiate new electricity contract, advising on solar PPA options as desired inclusive of solar installation opportunities.	Expected to reduce electricity costs. Savings used to invest in LEAP.	\$5,000 (every two years -currently being undertaken)
Investigate voltage optimisation services to reduce unnecessary electricity consumption at larger sites.	Optimise actual consumption requirements.	To be determined.
Investigate opportunities for installation of LED lighting in newly proposed subdivisions. Reason for inclusion: Recent changes support installation of LED street lighting in new subdivisions.	Benefits realised through reduced emissions from LED use.	To be determined.
Consideration of purchasing energy from a renewable facility if one is developed in the shire. Reason for inclusion: Purchasing renewable energy not only promotes cleaner forms of energy, but it also seeks to achieve emission targets.		

Community actions

Proposed action	Outcome	Cost (\$)
Purchase thermal imagery camera to assist homeowners to detect areas of the home that are performing inefficiently.	Provide landowner with tools to improve energy efficiency.	\$1,000
Investigate opportunities for home energy audits. Reason for inclusion: The Energise Margaret River Survey recommended this as a valuable action. (41% respondents). This will provide valuable information to landowners/tenants on energy awareness.		
Utilise the Margaret River and Augusta libraries as a platform for environmental education to the wider community showcasing sustainability	Effective source to educate community (e.g low impact living program).	Internal resources
Continue partnership Provide administrative support i.e. promotion of events etc. to Transition Margaret River to educate the broader community on energy efficiency and renewable energy opportunities sustainability related matters. Reason for change: There is currently no formal partnership between the Shire and Transition Margaret River. Given that not all Transition projects relate to energy and LEAP, it is recommended that promotion of events rather than forming a partnership is the most applicable path forward.	Effective sources to educate community on energy efficiency.	Internal resources
Host annual seminars to promote renewable energy opportunities and energy efficient building strategies.	Promotes energy conservation and highlights efficient technologies.	\$5,000 (18/19 draft budget)
Include the latest information on the website/other sources on how to save energy at home, sustainable design, alternative transport and waste reduction/recycling opportunities, solar PV financing, bulk buy opportunities and progress on emission targets.	Effective source to educate community.	Internal resources
Review the Shire's Sustainable Design Policy to include solar PV installations for commercial buildings and residential subdivision.	Planning mechanism to increase renewables and solar passive design.	Internal resources
Implement Living Smart or alternative sustainability education course i.e. Low Impact Living workshops, on an annual basis, inclusive of a session on 'speed date a solar expert'. Reason for inclusion: In response to submissions.	Existing LEAP action amended, to consider a range of workshops that promote energy conservation.	Internal resources

<p>Review the Dunsborough Community Energy project to see if it can be replicated in our Shire. Reason for inclusion: Investigating successful community energy campaigns is relevant to LEAP.</p>		
<p>Recommend that the Shire together with a wide range of local community groups across all sectors conduct a Climate Action Summit as a basis for a future Climate Change Action Plan that will replace LEAP as the primary driver for shared action and commitments to mitigation and adaptation measures into the future. Reason for inclusion: The above action was identified by SAC as the future pathway in response to action on energy use and climate change.</p>	<p>Develop community partnerships and an agreed pathway forward to reduce emissions.</p>	<p>Internal resources. Also \$25k in the 2018/19 budget to assist with climate change.</p>

An updated introduction

In October 2018, the Intergovernmental Panel on Climate Change (IPCC) released a special report detailing the likelihood and impacts of global warming 1.5 degrees above preindustrial levels by 2052, if global emissions are not immediately and drastically cut.

The SAC has requested that the introduction to the LEAP be modified to reflect the urgency of climate change action as a contribution towards avoiding the predicted negative impacts for people, economies and ecosystems.

Climate Action Summit

Whilst supportive of finalising the current LEAP (subject to modifications), the SAC's view is that future climate change mitigation and adaptation actions need to be more significant and shared across a greater cross section of the community. The SAC recommend that the Shire take a lead role in hosting a 'Climate Action Summit' as a means of commencing the process of developing a new, bold and innovative approach to emissions reduction which would replace the LEAP.

Whilst the SAC's aspiration is for the summit to occur in the near future, the Shire does not currently possess the budget or human resources to undertake this project to a high standard. However, there are opportunities to achieve the necessary resources, if a longer lead time is allowed, such as:

- There is currently \$25,000 allocated for completion of a climate change adaptation plan. If the plan can be deferred until post summit, this money could, with Council's support, be directed to progressing the summit;
- Budget deliberations will occur in the first and second quarters of 2019, at which time suitable funding could be directed towards this project;
- The Summit could be held to celebrate the opening of HEART given the expectations for a large conference and need for a suitably sized venue.
- A longer lead time will allow a high calibre of presenters to be sought given the need to work around existing commitments.

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2018-2022

Key Result Area 3: Valuing the natural environment

Community Outcome 3: Climate Change Mitigation and Response

Strategic Response 1.2.1.4: Conduct a review of the Local Energy Action Plan.

Service level strategy/plan: Local Energy Action Plan

FINANCIAL IMPLICATIONS

An amount of \$63,000 is allocated in the draft 2018/19 budget to implement actions set out in the draft LEAP.

As discussed in this report, \$25,000 could be repurposed to commencing planning for the Climate Action Summit however in order to achieve a high quality outcome, further funds will need to be committed in the 2018/19 budget.

SUSTAINABILITY IMPLICATIONS

Environmental

Carbon reduction has a direct environmental benefit.

Social

LEAP provides the Shire with the opportunity to set examples of climate change adaptation and create a benchmark for sustainability across the wider community.

Economic

There are economic benefits for the Shire and the community, through ensuring efficient energy management and reducing corporate costs. Reductions in energy use and/or changes to current energy use may result in less expenditure on energy consumption.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council:

1. Adopts a revised LEAP inclusive of additional actions discussed in this report and outlined at Attachment 1;
2. Removes completed actions from the document as set out at Attachment 2;
3. Includes a modified introduction in the document, which reflects the urgency of climate change action as contained in the October 2018 IPCC report;
4. Modifies section 4.0 of the document to reflect that the future of the LEAP will be subject to a Climate Action Summit;
5. Defers the Climate Change Response Plan included as a priority project in both the Corporate and Operational Business Plans for progress in 2018/19 in preference to the progress of a Climate Action Summit to be held in the new HEART centre during the second half of 2019; and
6. Reallocates the \$25,000 located at TNP33, from Climate Change Responses Plan to Climate Change Action Summit.

ADVICE TO APPLICANT / PROPONENT

Nil

ATTACHMENTS

1. Additional actions to be included.
2. Actions to be deleted
3. Schedule of Submissions

RECOMMENDATION

CR GODDEN, CR MCLEOD

That Council:

1. Adopts a revised LEAP inclusive of additional actions discussed in this report and outlined at Attachment 1;
2. Removes completed actions from the document as set out at Attachment 2;
3. Includes a modified introduction in the document, which reflects the urgency of climate change action as contained in the October 2018 IPCC report;
4. Modifies section 4.0 of the document to reflect that the future of the LEAP will be subject to a Climate Action Summit;
5. Defers the Climate Change Response Plan included as a priority project in both the Corporate and Operational Business Plans for progress in 2018/19 in preference to the progress of a Climate Action Summit to be held in the new HEART centre during the second half of 2019; and
6. Reallocates the \$25,000 located at TNP33, from Climate Change Responses Plan to Climate Change Action Summit.

0/0

Cr Godden moved the following amendment:

AMENDMENT / COUNCIL DECISION

CR GODDEN, CR MELDRUM OM2018/279

That point 5 and 6 be omitted and replaced with the following:

- 5. Requests officers to organise, in partnership with the Sustainability Advisory Committee, a Climate Action Summit to be held in the first half of 2019, for community members, Council, the Shire and State and Federal Government representatives to develop comprehensive and ambitious and well considered actions on climate change that can be undertaken by the whole community, and inform Council's Climate Action Plan.**

CARRIED 7/0

REASON

Cr Godden provided the following reason:

'SAC proposed the Climate Action Summit as a process for community members, Council, relevant Shire staff and State and Federal Government representatives, to collectively develop climate change actions that can be undertaken by the Shire, State and Federal Governments, industry, community groups and community members. The Summit is not intended to be a conference. The Summit would inform a Climate Action Plan to be completed in 2018-19 that includes clear actions for the Shire, the community, and other levels of government. The Plan will have clear and measurable targets for AMR to significantly reduce its emissions and adapt and respond to the realities of the impacts of climate change on communities, environment, cultures and the economy. '

This then became the primary motion:

PRIMARY MOTION / COUNCIL DECISION

CR GODDEN, CR MCLEOD OM2018/280

That Council:

- 1. Adopts a revised LEAP inclusive of additional actions discussed in this report and outlined at Attachment 1;**
- 2. Removes completed actions from the document as set out at Attachment 2;**
- 3. Includes a modified introduction in the document, which reflects the urgency of climate change action as contained in the October 2018 IPCC report;**
- 4. Modifies section 4.0 of the document to reflect that the future of the LEAP will be subject to a Climate Action Summit;**
- 5. Requests officers to organise, in partnership with the Sustainability Advisory Committee, a Climate Action Summit to be held in the first half of 2019, for community members, Council, the Shire and State and Federal Government representatives to develop comprehensive and ambitious and well considered actions on climate change that can be undertaken by the whole community, and inform Council's Climate Action Plan.**

CARRIED 7/0

Members of the public and press left Chambers at 7.01pm.

Crs McLeod and Lane crossed Chambers to the public gallery in acknowledgment of members of the public leaving, then immediately returned to their seats.

11.2.4 WASTE FEASIBILITY STUDY

LOCATION/ADDRESS	Shire of Augusta Margaret River
APPLICANT/LANDOWNER	Shire of Augusta Margaret River
FILE REFERENCE	COR/266
REPORT AUTHOR	Ruth Levett, Manager Health Waste and Ranger Services
AUTHORISING OFFICER	Dale Putland, Director Sustainable Development

The Final Feasibility Study report from consultants GFG Consulting contains commercially sensitive information and is therefore Confidential. It is provided as a separate Confidential Attachment to this report.

IN BRIEF

- The Davis Road Waste Management Facility in Witchcliffe, is the location of the Shire's only landfill, and is scheduled to close in four to five years.
- This provides an opportunity for the Shire to transition from the current landfilling model to a more sustainable means of disposing, reusing and recycling its waste.
- The Shire commissioned GFG Consulting to conduct a Waste Feasibility Study (the Study) in 2018 to prepare a sustainable and cost effective model for the future management of waste generated within the region.
- The findings of the Study reveal that there is the potential to divert 70% of all waste from landfill by processing, re-using and recycling of waste materials, commencing with the introduction of a three-bin system for general waste, recycling and combined food and garden organics.
- Recommended changes will require a significant education campaign to prepare the community prior to and during the implementation of the transition to a more sustainable waste management system.

RECOMMENDATION

That Council:

1. Adopts the Confidential Feasibility Study Final Report from GFG Consultants; and
 2. Resolves to support the move to a sustainable model of managing waste for unwanted materials generated within the Shire and authorises the CEO to proceed to implement the recommendations of this report.
-

LOCATION PLAN

Nil

TABLED ITEMS

Nil

BACKGROUND

In 2015, along with the South West Regional Waste Group, the Shire had previously made a commitment to investigate a regional landfill facility. A consultant's report recommended a preferred site at Capel and it was agreed that the option be explored with the view to it being built within some five to seven years. As a result of the investigation it was revealed that the Capel site was unsuitable due to environmental concerns and the presence of a mining lease. Planning for the Capel site was abandoned after it was rejected by the local community of Capel.

The Regional Group have more recently expressed the desire to investigate more sustainable options to manage waste within the region, however, to date, this has not been actioned by the group. The Shire has indicated its willingness to participate in the regional investigation but due to time constraints and the on-going uncertainty of the group's preferred course of action, it has proceeded with its own study.

In January 2018 the Shire engaged GFG Consulting to undertake a Waste Feasibility Study that would look at how waste is currently managed in the Shire and investigate options to improve resource recovery and reach a target of 70% diversion of waste from landfill.

The Shire are under significant constraints to design and implement a future solution for waste management. Although extensions to the landfill facility at Davis Road are nearing completion, the life of the landfill is limited, with four to five years of operating life left at the facility. Based on the constrained life of the landfill asset, the Shire determined that sustainable long-term solutions for waste disposal must be identified, planned and scheduled for roll-out prior to 2020.

The following were the required key outcomes of the Feasibility Study:

- A desktop review of previous studies and reports;
- Waste audit and characterisation study of domestic and other waste streams;
- Site investigations review;
- Research into waste management processes for various waste streams;
- Review of waste transfer stations;
- Waste education strategy;
- Transport and logistics review;
- Financial analysis; and
- Two comprehensive cost-effective models.

The key objectives of the Study were to:

- Provide the Shire with a sustainable option for the management of the Shire waste, one that will meet the goals of the Shire Community Strategic Plan;
- Determine the most efficient and cost-effective model for the recovery and disposal of the various waste streams generated within the Shire, for a minimum of ten (10) years and up to twenty (20) years;
- Ensure that the model for the processing and disposal of waste can be implemented without the need to increase waste charges beyond annual CPI increases; and
- Provide a model that will form the basis of the Shire's Master Plan and inform both the Strategic Waste Management Plan and the Long-Term Financial Plan.

CONSULTATION AND ADVICE

External Consultation

Three Community information sessions were held between 16-18 October 2018 in the town sites of Augusta, Cowaramup and Margaret River. Shire officers presented the Feasibility Study results, recommendations and answered public questions.

Internal Consultation

A Councillor briefing session was held on 10 October 2018 where GFG Consulting presented the Feasibility Study Results, the 20-year financial analysis model and recommendations.

DISCUSSION / OFFICER COMMENTS

With the impending closure of Davis Road landfill and the expiry of the Shire's kerbside collection contracts, it was seen as an opportune time to explore options for the management of waste generated within the region. Coupled with the Shire's strategic long term goal to divert 70% of waste from landfill, this provided the motivation to consider a more sustainable model.

There were a number of business drivers that were considered within the Feasibility Study:

- Reduce per capita waste management operating costs for the Shire;
- Ensure that the Shire's Waste Strategy maintains good standing within the community based on social, environmental and financial sustainability;
- Minimise environmental and financial risk associated with waste management;
- Develop waste management solutions that are sympathetic to regional waste management imperatives; and
- Identify potential improvements in waste management including new technologies.

The financial analysis of the bin systems has provided clear guidance that a three-bin system is achievable within the existing fee structure. This is also the model that has obtained the maximum community support through the survey and community workshops. There has been a very clear indication that the community is ready to move to a more sustainable solution for the disposal and recycling of its waste. With this said, there are many issues to consider in making this decision. The mix of urban and rural population with a variety of bin systems will require considerable education. A substantial behaviour change program will be needed to address the number of visitors and tourists to the region. Despite these obvious challenges, it is an achievable goal. The Education Strategy outlines the framework for future campaigns from the time of adoption and extending for five years, when it is anticipated that the new system will have become the norm.

The State Government has introduced a standard for bin colours and is promoting a Better Bin System that consists of three bins for the separate collection of organic waste, recyclable materials and general waste. It currently provides funding for local governments that introduce this system by way of grants to assist with the purchase of new bins. Additional grants are available for infrastructure development and program implementation.

In order to achieve a 70% diversion of waste from landfill, it is recommended that the Shire adopt the recommendations from the consultant's report and commence the implementation of the project.

STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS

Waste Avoidance and Recovery Act 2007

Health Act 1911

Health Local Laws 1999

West Australian State Waste Strategy

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Key result area 1 Valuing the natural environment

Community Outcome: 1.3 Sustainable waste management

Strategic Response: 1.3.1 Reduce the environmental impact of waste and maximise conservation of natural resources

Service level strategy/plan: 1.3.1.4 Management of kerbside collection contracts (domestic and recycling)

Corporate Business Plan 2018-2022

Key Result Area 3: Develop and implement long term waste plans, a Master Plan and Waste Management Strategy, supported by Waste Management Plans for Shire waste facilities

Community Outcome: 3.4 Sustainable resource use and waste management

Strategy 1: Treat waste as a resource

3.4.1.1 Partner with the Western Australia Waste Authority to improve local outcomes for waste management

Strategy 2: Reduce raw material use and increase materials and energy recovery

3.4.2.1 Priority project: Develop and implement long term waste plans, a Master Plan and Waste Management Strategy, supported by Waste Management Plans for Shire waste facilities

3.4.2.2 Manage the Davis Road Waste Facility and the Wallis Road Treatment Plan, including construction of new facilities and plans for relocation

Strategy 3: Reduce environmental impact of waste and maximise conservation of natural resources

3.4.3.1 Make waste recovery a priority by implementing practices that support a circular economy, including on-site processing options, returning products to local markets where possible and minimising waste transport

Strategy 4: Encourage the community to reduce, reuse and recycle

3.4.4.1 Develop and implement a community education campaign for community behaviour change for waste management

PLANNING FRAMEWORK

Nil

FINANCIAL IMPLICATIONS

The implementation phases of the approved waste management model and three-bin system will require additional consideration to detail costs for the proposed changes and how these will be funded from projected revenue and expenditure from Waste Reserves and/or from the annual budget allocations. Each component of the approved model will be presented in a separate report to Council with an appropriate budget outlining revenue and expenditure. The Feasibility Study Financial Analysis tool will be utilised to prepare the annual waste budget for any proposed changes that are approved as a result of this Study or for those that require further consideration.

Where possible, submissions for grants will be made to obtain capital and operational funding for various parts of the project. These include the partial funding for a third bin, a bin monitoring programme and a regional grant for infrastructure for a range of processing equipment for the proposed Transfer Station at Davis Road.

It is not anticipated that this project will result in any significant increase in rates beyond what is projected in the proposed financial model for the three-bin system implementation.

SUSTAINABILITY IMPLICATIONS

Environmental

There are significant benefits to be gained from adopting the recommendations of the Waste Feasibility Study. There will be a major reduction in landfill gas generated from food and garden organic materials when organics are captured in the third bin and removed from landfill. A number of initiatives will ensure that transport miles are minimised to reduce fuel emissions. These include a compaction system following the closure of Davis Road to facilitate the transport of larger but fewer loads, the separation and recycling of waste streams and reprocessing of materials within the region.

Social

The majority of the population want to do the right thing when it comes to managing their waste and we, as a Shire, have the opportunity to provide our residents and ratepayers with the right tools to achieve maximum recovery. Further social benefits will be seen through the education campaign and complementary programs which will encourage community participation and activation.

Economic

Based on the financial analysis, the cost of providing a 3-bin service to residents and others, will increase the annual service fee, however, progressive reduction of the Waste Facilities Maintenance Rate will balance out this increase. The amount of materials landfilled will reduce and landfill space will be conserved, thus extending the landfill life and the need to transport waste. There is also an opportunity to recover materials that have value and will produce an income for the Shire. Over time, successful separation of materials could result in a reduced rate for the service. It will also ensure that any levy imposed on waste sent to landfill by the state government, will be minimal due to the reduced tonnages.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council:

1. Adopts the Confidential Feasibility Study Final Report from GFG Consultants; and
2. Resolves to support the move to a sustainable model of managing waste for unwanted materials generated within the Shire and authorises the CEO to proceed to implement the following actions:
 - a. Commences preparation for the implementation of a mandatory three-bin Food Organics/Garden Organics (FOGO) system from 1 July 2019, consisting of:
 - i. 240 litre yellow lidded green bin for recyclables collected fortnightly;
 - ii. 240 litre lime green lidded green bin for FOGO collected weekly; and
 - iii. 140 litre red lidded green bin for general waste collected fortnightly.
 - b. Submits an application to the Waste Authority for the Better Bins Program to partially fund the third bin, and the Bin Tagging Program for post rollout monitoring, in November 2018;
 - c. Tenders for the Kerbside Collection Service based on a the three-bin FOGO system outlined in recommendation 3 above;

- d. Adopts a more simplified charging model for kerbside services, incorporating all waste charges as one rubbish rate;
- e. Introduces extensive branding and program identity, including but not limited to social media, website and app development;
- f. Develops an Education Campaign and programmes to facilitate the effective implementation of the three-bin FOGO system; with the objective of reducing contamination of the FOGO bin and reducing overall waste generation;
- g. Commences planning to transition the existing Davis Road Waste Management Facility from primarily a landfill operation into an integrated, community-friendly waste transfer station and resource recovery centre.
- h. Commences the development of a local FOGO management facility, through an Expression of Interest and Tender process, assessing the viability of these proposals against the financial analysis modelling tool;
- i. Investigates options for the future of the Cowaramup, Rosa Brook and Alexandra Bridge Transfer Stations and East Augusta bulk bin service with the view to potential closure and replacement with an alternative waste collection solution, in close consultation with affected community members;
- j. Investigates the introduction of a service pricing principle where, as far as practicable, each major activity will meet its own operating expenses from the revenues that the activity generates creating a 'pay your own way' philosophy;
- k. Encourages innovative businesses that assist in reducing waste and in directing waste away from landfill into reuse and recycling, and agrees to promote these and similar services through its website, social media, direct consultation and other engagement methods;
- l. Promotes segregation at source of Construction & Demolition (C&D) waste, including the Shire's own projects, to maximise value by working with builders and developers through the planning, demolition and building processes; and
- m. Promotes value at source of landfill gate fees either through low pricing for segregated loads, or higher fees for co-mingled materials.

ADVICE TO APPLICANT / PROPONENT

Nil

ATTACHMENTS

1. Confidential Report of GFG Consulting

RECOMMENDATION

CR EARL, CR GODDEN

That Council:

1. **Adopts the Confidential Feasibility Study Final Report from GFG Consultants; and**
2. **Resolves to support the move to a sustainable model of managing waste for unwanted materials generated within the Shire and authorises the CEO to proceed to implement the following actions:**
 - a. **Commences preparation for the implementation of a mandatory three-bin Food Organics/Garden Organics (FOGO) system from 1 July 2019, consisting of:**
 - i. **240 litre yellow lidded green bin for recyclables collected fortnightly;**
 - ii. **240 litre lime green lidded green bin for FOGO collected weekly; and**
 - iii. **140 litre red lidded green bin for general waste collected fortnightly.**
 - b. **Submits an application to the Waste Authority for the Better Bins Program to partially fund the third bin, and the Bin Tagging Program for post rollout monitoring, in November 2018;**
 - c. **Tenders for the Kerbside Collection Service based on a three-bin FOGO system outlined in recommendation 'a' above;**
 - d. **Adopts a more simplified charging model for kerbside services, incorporating all waste charges as one rubbish rate;**
 - e. **Introduces extensive branding and program identity, including but not limited to social media, website and app development;**
 - f. **Develops an Education Campaign and programmes to facilitate the effective implementation of the three-bin FOGO system; with the objective of reducing contamination of the FOGO bin and reducing overall waste generation;**

- g. Commences planning to transition the existing Davis Road Waste Management Facility from primarily a landfill operation into an integrated, community-friendly waste transfer station and resource recovery centre.
- h. Commences the development of a local FOGO management facility, through an Expression of Interest and Tender process, assessing the viability of these proposals against the financial analysis modelling tool;
- i. Investigates options for the future of the Cowaramup, Rosa Brook and Alexandra Bridge Transfer Stations and East Augusta bulk bin service with the view to potential closure and replacement with an alternative waste collection solution, in close consultation with affected community members;
- j. Investigates the introduction of a service pricing principle where, as far as practicable, each major activity will meet its own operating expenses from the revenues that the activity generates creating a 'pay your own way' philosophy;
- k. Encourages innovative businesses that assist in reducing waste and in directing waste away from landfill into reuse and recycling, and agrees to promote these and similar services through its website, social media, direct consultation and other engagement methods;
- l. Promotes segregation at source of Construction & Demolition (C&D) waste, including the Shire's own projects, to maximise value by working with builders and developers through the planning, demolition and building processes; and
- m. Promotes value at source of landfill gate fees either through low pricing for segregated loads, or higher fees for co-mingled materials.

0/0

Cr Lane moved the following amendment:

AMENDMENT / COUNCIL DECISION

CR LANE, CR EARL OM2018/280

That the following be added as point 'n' of the recommendation:

- n. Continues to investigate and assess the environmental impacts of plastics and specifically micro plastics contained within the compost produced in processing organics.

CARRIED 7/0

REASON

Cr Lane spoke to the motion, stating that micro plastics were an ever growing problem and he had never seen an assessment done.

This then became the primary motion:

PRIMARY MOTION / COUNCIL DECISION

CR EARL, CR GODDEN OM2018/281

That Council:

- 1. Adopts the Confidential Feasibility Study Final Report from GFG Consultants; and
- 2. Resolves to support the move to a sustainable model of managing waste for unwanted materials generated within the Shire and authorises the CEO to proceed to implement the following actions:
 - a. Commences preparation for the implementation of a mandatory three-bin Food Organics/Garden Organics (FOGO) system from 1 July 2019, consisting of:
 - i. 240 litre yellow lidded green bin for recyclables collected fortnightly;
 - ii. 240 litre lime green lidded green bin for FOGO collected weekly; and
 - iii. 140 litre red lidded green bin for general waste collected fortnightly.
 - b. Submits an application to the Waste Authority for the Better Bins Program to partially fund the third bin, and the Bin Tagging Program for post rollout monitoring, in November 2018;
 - c. Tenders for the Kerbside Collection Service based on a the three-bin FOGO system outlined in recommendation 3 above;

- d. Adopts a more simplified charging model for kerbside services, incorporating all waste charges as one rubbish rate;
- e. Introduces extensive branding and program identity, including but not limited to social media, website and app development;
- f. Develops an Education Campaign and programmes to facilitate the effective implementation of the three-bin FOGO system; with the objective of reducing contamination of the FOGO bin and reducing overall waste generation;
- g. Commences planning to transition the existing Davis Road Waste Management Facility from primarily a landfill operation into an integrated, community-friendly waste transfer station and resource recovery centre.
- h. Commences the development of a local FOGO management facility, through an Expression of Interest and Tender process, assessing the viability of these proposals against the financial analysis modelling tool;
- i. Investigates options for the future of the Cowaramup, Rosa Brook and Alexandra Bridge Transfer Stations and East Augusta bulk bin service with the view to potential closure and replacement with an alternative waste collection solution, in close consultation with affected community members;
- j. Investigates the introduction of a service pricing principle where, as far as practicable, each major activity will meet its own operating expenses from the revenues that the activity generates creating a 'pay your own way' philosophy;
- k. Encourages innovative businesses that assist in reducing waste and in directing waste away from landfill into reuse and recycling, and agrees to promote these and similar services through its website, social media, direct consultation and other engagement methods;
- l. Promotes segregation at source of Construction & Demolition (C&D) waste, including the Shire's own projects, to maximise value by working with builders and developers through the planning, demolition and building processes; and
- m. Promotes value at source of landfill gate fees either through low pricing for segregated loads, or higher fees for co-mingled materials.
- n. Continues to investigate and assess the environmental impacts of plastics and specifically micro plastics contained within the compost produced in processing organics.

CARRIED 7/0

**11.2.5 PROPOSED TELECOMMUNICATIONS INFRASTRUCTURE (MOBILE PHONE TOWER) -
RESERVE 51096 (LOT 331) LEEUWIN ROAD, AUGUSTA**

LOCATION/ADDRESS	Reserve 51096 (Lot 331) Leeuwin Road, Augusta
APPLICANT/LANDOWNER	Planning Solutions Urban And Regional Planning
FILE REFERENCE	RES/51096
REPORT AUTHOR	Matt Slocomb, Acting Strategic Projects Officer and Senior Planning Officer
AUTHORISING OFFICER	Dale Putland, Director Sustainable Development

This Item was deferred at the 24 October 2018 Ordinary Meeting of Council in order to give the proponent opportunity to consider alternative locations.

Negotiations between DPaW and Telstra are in progress and will determine the publication date of this report.

At the time of the meeting, negotiations were still in progress.

Cr Earl therefore moved the following procedural motion:

PROCEDURAL MOTION / COUNCIL DECISION

CR EARL, CR GODDEN OM2018/282

That the item be deferred to the 28 November 2018.

CARRIED 7/0

11.3. Infrastructure Services

11.3.1 EXCISION OF LAND FROM R47049 FOR ROAD RESERVE, 5459 BUSSELL HIGHWAY

LOCATION/ADDRESS	5459 (Lot 122) Bussell Hwy, Witchcliffe
APPLICANT/LANDOWNER	Leeuwin Parklands Pty Ltd
FILE REFERENCE	RES/47049 PTY/5337
REPORT AUTHOR	Doug Sims, Technical Officer – Assets and Land Administration
AUTHORISING OFFICER	Markus Botte, Director Infrastructure Services

IN BRIEF

- Lot 122 Bussell Hwy, Witchcliffe, is subject of a conditional subdivision approval issued by the Western Australian Planning Commission (WAPC) allowing creation of 41 new residential lots.
- Lot 122 is dissected by Reserve R47049, which encompasses the Wadandi Track.
- 14 lots proposed to be created as part of the subdivision will be located to the east of Reserve R47049 and these lots shall have no direct access onto Bussell Hwy.
- To facilitate access, the WAPC approval requires creation of a new road reserve at the applicant's expense, crossing Reserve R47049 at the southern boundary of Lot 122.
- Under Section 51 of the *Land Administration Act 1997* (LAA) this action requires Council support.

RECOMMENDATION

That Council supports the excision of land from Lot 5459 on Deposited Plan 27434 for road reserve shown as Lot 301 on Plan 20180919 S-2 and the amalgamation of the same land into Lot 122 on Plan 401622.

LOCATION PLAN



TABLED ITEMS

Nil

BACKGROUND

Lot 122 Bussell Hwy, Witchcliffe, is the subject of a conditional subdivision approval issued by the WAPC allowing creation of 41 new residential lots. Lot 122 Bussell Hwy is located just to the north of the Witchcliffe townsite and is dissected by Reserve R47049. 14 lots proposed to be created as part of the subdivision will be located to the east of Reserve R47049 and these lots have no direct access onto Bussell Hwy.

Reserve 47049 is vested with the Shire for the purpose of a Heritage Trail and forms the corridor for the Wadandi Track walking and cycling trail. Nominally the width of the reserve is 60m, it traverses the Shire from the north to the south and encompasses a section of the constructed Wadandi Track on varying alignment. It consists of many individual lots. Lot 5459 on Plan 27434 is one of these lots (Attachment 2).

To facilitate access to the 14 proposed residential lots on the western side of Bussell Hwy, the WAPC approval requires a new road reserve to be created across Reserve R47049 at the landowner's/applicant's expense and at a location that aligns with the southern boundary of Lot 122.

The WAPC plan of subdivision approval (Attachment 3) depicts the excision of this section of the reserve, more specifically within Lot 5459 on Plan 27434, facilitating the new road connection between the eastern and western portions of the lot. The land required to be excised is shown in detail as Lot 301 on Plan 20180919 S-2 (Attachment 1).

Related to this, condition 21 of the WAPC subdivision approval requires existing driveways/crossovers to Bussell Hwy to be closed and uniform fencing installed along the boundary of Bussell Hwy to prohibit vehicle access onto Bussell Hwy. Condition 22 requires a covenant preventing vehicle access onto Bussell Hwy being lodged on the Certificate of Titles of the proposed lots 1 to 8 (inclusive). The covenant is to specify: *"No vehicle access is permitted to and from Bussell Hwy (as applicable)."* Therefore, the proposed 14 lots situated between Bussell Hwy and R47049 require the creation of a road reserve to provide formal road access to these lots.

CONSULTATION AND ADVICE

External Consultation

Department of Planning, Lands and Heritage (DPLH). The applicant/owner to seek formal support from the Local Government for the excision of land required for road reserve, from Reserve R47049 by way of a Council resolution, pursuant to section 51 of the LAA.

Internal Consultation

Infrastructure Services

Planning and Development Services

DISCUSSION / OFFICER COMMENTS

The applicant has requested the Shire to commence the land administrative process to ensure the land transaction, excision and amalgamation envisaged by the WAPC can be completed in advance of the first stage of the subdivision, which is scheduled for mid-2019.

If supported by Council, the excision of land from the reserve under Sec. 51 LAA and the amalgamation of the land into Lot 122 under Sec. 87 LAA and the road dedication under Sec.168 of the *Planning and Development Act 2005* (PDA) will all appear in the 'in order for dealings' panel on the 'Freehold' Deposited Plan. What this means is the land transactions will all occur simultaneously on the lodgement of the Deposit Plan with Landgate. This gives the Shire the security the excised land from the reserve will not become freehold land (thus losing the continuity of the Wadandi Track) should the development fail to progress.

The creation of road link across the Wadandi Track will not have any significant impact on users of the track. There are numerous road crossings along the existing constructed sections of the track (between Cowaramup and Forest Grove) and this one will be lightly trafficked. The track crossing will be constructed and signed to ensure that walkers and cyclists can cross safely.

STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS

Section 51 of the LAA. deals the excision of land from a Crown reserve. Sec 87 of the LAA deals with the sale of Crown land for amalgamation with adjoining land.
Sec. 168 PDA deals with the dedication of land as road reserve.

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2018-2022

Key Result Area 5: Effective strategy, planning and asset management

Community Outcome 5.2.3.3: Provide land administration services

PLANNING FRAMEWORK

Nil

FINANCIAL IMPLICATIONS

The applicant will meet all associated costs including the purchase of the land from the Crown in order for the land to be amalgamated into Lot 122.

SUSTAINABILITY IMPLICATIONS

Environmental

No clearing will be required as the alignment of the proposed road reserve will be across cleared farmland.

Social

This proposed 41 lot subdivision will add to the social network of the Witchcliffe townsite and generate greater usage of the Wadandi Track.

Economic

The proposed 41 lot subdivision will generate economic activity in relation to construction works associated with the subdivision and future residential development.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council supports the excision of land from Lot 5459 on Deposited Plan 27434 for road reserve shown as Lot 301 on Plan 20180919 S-2 and the amalgamation of the same land into Lot 122 on Plan 401622.

ADVICE TO APPLICANT / PROPONENT

Nil

ATTACHMENTS

1. Plan 20180919 S-2
2. Lot 5459 on Deposited Plan 27434
3. WAPC subdivisional approval No. 156107

RECOMMENDATION / COUNCIL DECISION

CR EARL, CR SMART OM2018/283

That Council supports the excision of land from Lot 5459 on Deposited Plan 27434 for road reserve shown as Lot 301 on Plan 20180919 S-2 and the amalgamation of the same land into Lot 122 on Plan 401622.

CARRIED 7/0

11.3.2 PROPOSED SITE EROSION AND SAND DRIFT LOCAL LAW

LOCATION/ADDRESS	Shire of Augusta Margaret River
APPLICANT/LANDOWNER	Shire of Augusta Margaret River
FILE REFERENCE	COR/291
REPORT AUTHOR	Merryn Delaney, Environment Officer
AUTHORISING OFFICER	Markus Botte, Director Infrastructure Services

IN BRIEF

- Construction work and ground disturbing activities can result in the transportation of sediments or pollutants from land into the waterbodies or watercourses
- A sediment and erosion control 'toolbox', a suite of guidelines and documents, has been developed to guide owners and occupiers of land on best practice sediment and pollutant management.
- An Erosion and Sediment Control Local Law is proposed to ensure the Shire has the ability to apply enforcement to owners or occupiers of land which fail to adequately stabilise soil on land in order to prevent sediment or pollutant from leaving the land.

RECOMMENDATION

That Council:

1. Notes the purpose and effect of the proposed *Erosion and Sediment Control Local Law 2018* as follows:
 - (a) The purpose of the proposed *Erosion and Sediment Control Local Law 2018* is to require management measures to prevent erosion and the escape of sediment and pollutant from land.
 - (b) The effect of the proposed *Erosion and Sediment Control Local Law 2018* is that all owners or occupiers of land within the Shire will need to comply with the provisions of this local law.
 2. Provides notification in accordance with section 3.12 of the *Local Government Act 1995* of the Shire's intention to make the *Erosion and Sediment Control Local Law 2018*.
-

LOCATION PLAN

Not applicable – Local Law will apply to the entire Shire.

TABLED ITEMS

Nil

BACKGROUND

Construction work and ground disturbing activities can result in the transportation of sediments or pollutants from the land into receiving waterbodies or watercourses.

This can result in clogging of drainage infrastructure, local flooding and the export of pollutants attached to sediments, particularly nutrients, which can result in significant negative impacts on aquatic fauna and flora due to a decreased in water quality of downstream receiving environments.

The Shire of Augusta Margaret River has experienced ongoing sediment and erosion issues associated with the region's clay soils at local construction sites. Despite existing educational programs and implementation of development conditions to manage this, transport of sediment into waterbodies or watercourses is still a concern to the Shire. As a result, the Shire engaged a consultant with experience in this field to develop a range of tools to more effectively address these issues and protect the water quality of its unique waterbodies or watercourses and associated ecosystems.

The first stage of the project was the preparation of a scoping report and subsequent development of a management toolbox to review relevant legislation, policy, studies and reports as they relate to the management of sediment during development and construction related activities. The scoping report

summarised the outcomes of consultation with other local governments in WA and interstate who have been successful in improving sediment management as part of the development process. Guidance is provided on the practices considered necessary for improved outcomes, having consideration of the most recent research findings from the WA Sediment Taskforce administered by Perth Natural Resource Management (NRM).

The report recommended a selection of tools to for implementation by the Shire to improve sediment management during the various stages of development and construction related activities. This includes the identification of critical management practices that are considered most relevant and effective for the environmental conditions in the Shire.

The sediment management toolbox, a suite of guidelines and documents, includes:

- A draft Local Law
- Subdivision and development conditions
- Education
 - o Building information sheet
 - o Subdivision and development information sheet
 - o Community information sheet to introduce the local law
- Enforcement
 - o Checklist for collecting standard information at building and subdivision and development sites that would be used to assist in data required to issue fines and/or monitoring changes to the sites over time.

The consultant was also contracted to run two workshops;

- the first workshop was for Shire staff and introduced the proposed sediment control tool box, to ensure relevant staff were aware of the project and their roles in the implementation
- The second workshop was directed at the construction industry, particularly builders and developers, to introduce the project and the intention to apply a local law.

CONSULTATION AND ADVICE

External Consultation

The consultant employed is highly experienced in stormwater management and reviewed other local and regional governments programs in Australia. The local laws of a number of local government's addressing erosion and sand drift have been reviewed.

Following development of the toolbox, builders and developers within the Shire were invited to a workshop with the consultant and Shire staff. This workshop was particularly useful and the proposed sediment control toolbox was well received by those in attendance. The workshop allowed for an exchange of information and feedback from participants. It was suggested that the Local Law would help to create an even playing field for all construction contractors when they are quoting for work.

The Shire received advice from the Department of Local Government, Sport and Cultural Industries (DLGSCI) on the local law adoption process.

The *Local Government Act 1995* requires the Shire to advertise its intention to make new local laws by way of state-wide public notice, including in both the state and local newspapers for 6 weeks.

Internal Consultation

Asset Services
Building Services
Planning Services
Legal Services
Environmental Health
Infrastructure Services

DISCUSSION / OFFICER COMMENTS

The *Erosion and Sediment Control Local Law 2018* will provide the Shire with the head of power needed to require landowners, builders, trades and developers within the Shire to install and maintain sediment management measures. The Local Law is based on the City of Nedlands' Site Erosion and Sand Drift Local Law 2014 and the Town of Claremont's Site Erosion and Sand Drift Local Law 2016. These local

law examples are recommended by the Sediment Task Force (Perth NRM) as best practice and appropriate for Western Australian conditions. These examples have been enhanced for clarity and to reflect the regional setting of the Shire of Augusta Margaret River.

The Local Law has been prepared to require land owners, builders and developers to take reasonably practical measures to stabilise their land, and to prevent soil, sediment and pollutant from leaving the land or directly or indirectly entering waterbodies or watercourses. The law provides the Shire of Augusta Margaret River with the option to issue infringements for non-compliance.

It is noted that it is not possible to prevent all fine particles from leaving land and construction sites, particularly during major rainfall events. The intention of the Local Law is that adequate processes are in place and maintained to capture a proportionate amount of discharged soil, sediment and pollutant.

It is also recognised that there is a need for more education for the construction industry as many were not aware of the extent of the problem, or lack understanding what is required to be applied at the construction site level to ensure that they can comply with the intent of the local law.

The Shire will continue to engage with and educate the industry about the standards that will be required.

STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS

Making Local Laws

Clause 3.12 of the *Local Government Act 1995* prescribes the procedure for making local laws. The following steps must be undertaken:

1. The President is to give notice to the Council meeting of the proposed local law's purpose and effect; (Notice can be achieved by including the purpose effect in the minutes of the meeting)
2. State-wide public notice including:
 - (a) stating the intention to make the proposed local law with a summary of its purpose and effect;
 - (b) where a copy of the local law being reviewed can be obtained; and
 - (c) that submissions can be made by a deadline not less than 6 weeks from when the notice was published;
3. Provide a copy of the proposed local law and notice to the Minister for Local Government and any other Minister who administers an act under which the local law is being made;
4. Council is to consider any submissions made;
5. Council make the local law by absolute majority so long as it is not significantly different from what was proposed;
6. Effect the local law through publishing it in the Government Gazette;
7. Provide copies of the local law to responsible Ministers; and
8. After publishing the local law in the Government Gazette, there is to be local public notice including:
 - (a) the local law's title;
 - (b) the local law's purpose and effect; and
 - (c) where a copy of the local law can be inspected or obtained.
9. Send documents (Explanatory Memorandum, checklist and e-copy) to Joint Standing Committee on Delegated Legislation.

PLANNING FRAMEWORK

Nil

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2018-2022

Key Result Area 1: Valuing, protecting and enhancing the natural environment

Community Outcome 2: Healthy waterways and their foreshores

Strategy 1: Develop partnerships to maintain, improve and measure the quality and ecological values of waterways, rivers and wetlands and ensure environmental flows through urban and rural catchments

FINANCIAL IMPLICATIONS

State-wide and local advertising of the proposed local law is required. The advertising charges will be covered from existing budget allocations. Enforcement and compliance auditing may require

consideration of additional staff resources in the future and as part of annual budget deliberations. Initially, increased operational costs may be partially recovered as a result of enforcement actions.

SUSTAINABILITY IMPLICATIONS

Environmental

The Local Law will support environmental management programs that protect the local amenity and health of the Shire's waterways and waterbodies. The transport of soil, sediment and pollutant into the Margaret River has been identified as a large threat to the river's health in the Margaret River Protection Strategy. A similar risk exists in relation to the Blackwood River and other waterbodies and watercourses within the Shire of Augusta Margaret River.

Social

Through this program, the Shire will be endeavouring to continue to engage with and educate the construction industry to improve management practices.

Transport of soil, sediment and pollutant from construction sites is highly conspicuous when the river is brown, and triggers community concern about impacts on the environment.

Economic

The value healthy natural waterbodies and watercourse is difficult the measure in economic terms, but the Margaret River and Blackwood River are both widely valued throughout the community and supports the economic and tourism potential of the Shire of Augusta Margaret River.

The cost to of cleaning sediment out of detention basins and stormwater systems has not previously been separately recorded but improved record keeping is underway as this is a significant ongoing cost to the Shire.

VOTING REQUIREMENTS

Absolute Majority

RECOMMENDATION

That Council:

1. Notes the purpose and effect of the proposed *Erosion and Sediment Control Local Law 2018* as follows:
 - (a) The purpose of the proposed *Erosion and Sediment Control Local Law 2018* is to require management measures to prevent erosion and the escape of sediment and pollutant from land.
 - (b) The effect of the proposed *Erosion and Sediment Control Local Law 2018* is that all owners or occupiers of land within the Shire will need to comply with the provisions of this local law.
2. Provides notification in accordance with section 3.12 of the *Local Government Act 1995* of the Shire's intention to make the *Erosion and Sediment Control Local Law 2018*.

ADVICE TO APPLICANT / PROPONENT

Nil

ATTACHMENTS

1. Proposed Shire of Augusta-Margaret River *Site Erosion and Sand Drift Local Law 2018*

RECOMMENDATION / COUNCIL DECISION

CR MELDRUM, CR LANE OM2018/284

That Council:

1. **Notes the purpose and effect of the proposed *Erosion and Sediment Control Local Law 2018* as follows:**
 - (a) The purpose of the proposed *Erosion and Sediment Control Local Law 2018* is to require management measures to prevent erosion and the escape of sediment and pollutant from land.**
 - (b) The effect of the proposed *Erosion and Sediment Control Local Law 2018* is that all owners or occupiers of land within the Shire will need to comply with the provisions of this local law.**
2. **Provides notification in accordance with section 3.12 of the *Local Government Act 1995* of the Shire's intention to make the *Erosion and Sediment Control Local Law 2018*.**

CARRIED BY ABSOLUTE MAJORITY 7/0

11.3.3 REQUEST TO WAIVE FEES FOR RESERVATION OF CAR PARKING BAYS

LOCATION/ADDRESS	Townview Terrace & Ned Higgins Lane, Margaret River
APPLICANT/LANDOWNER	Somersault Events
FILE REFERENCE	FIN/130
REPORT AUTHOR	Hilary Metcalfe, Customer Service Officer, Asset Services
AUTHORISING OFFICER	Dale Putland, Director Sustainable Development

Cr Smart disclosed an impartiality interest at Item 3.5 and left Chambers at 7.22pm

Acting CEO advised the meeting that he has not had any role in preparation of the report.

Cr Earl verbally disclosed an impartiality interest in this item, stating the nature as follows:

'There may be a perception in the community that I have an interest. I have not been approached. I am bitterly disappointed it is included in the attachment.'

Cr Townshend disclosed impartiality interest at Item 3.2 and stated that she had been lobbied but never gave indication of position.

Cr Godden disclosed an impartiality interest at item 3.3 and stated she had been lobbied but did not promise support.

Cr Meldrum disclosed impartiality at item 3.1 and stated that she had been lobbied but never gave indication of position.

Cr Lane disclosed impartiality interest at item 3.4 and stated that he had been lobbied but never gave indication of position.

IN BRIEF

- The Shire has a standard fee for the reservation of parking bays .The standard fee is currently \$67.50 per bay per day.
- Somersault Events has lodged a request to reserve 12 parking bays on Townview Terrace and 5 parking bays in the Memorial Park toilet carpark on Ned Higgins Lane, from 6.30am on the days of the Night Markets (one Friday evening per month from November to March).
- The fee payable is \$1,147.50 per day and \$5,737.50 for the five scheduled Night Markets events.
- Somersault Events has applied for a 100% fee waiver for all five Night Market events scheduled for the 2018/19 season.
- As the request exceeds the \$3,000 limit that Shire officers can waive under delegated Authority (Policy F112.3) and is contrary to several other provisions of this policy, it has been referred to Council for a decision.

RECOMMENDATION

That Council approves a 50% fee waiver for Somersault Events for reservation of parking bays for the 2018/19 Night Markets.

LOCATION PLAN



TABLED ITEMS

Nil

BACKGROUND

The Night Markets are a popular event attended by many locals and visitors to the region and have a family friendly atmosphere. The vendors are local traders and food van businesses who pay a fee to the operator to attend. The applicant (Somersault Events) states in their application that they do not make a profit running the event and are happy to work on a voluntary basis, but cannot lose money in staging the event.

To facilitate operation of the event, the applicant has applied to reserve 12 parking bays along the west side of Townview Terrace for food vans and a further five parking bays in the Memorial Park toilet car park (off Ned Higgins Lane) for food van and generator (refer to Attachment 1). Whilst the Night Markets do not commence setting up until approximately 2 pm on Fridays, the parking bays have to be reserved from 6.30am in the morning as they might otherwise become occupied by long-duration parking. The operator of the markets "reserves" the parking bays by placing witches hats and tape.

The parking bays are located in a prime retail/commercial location, opposite The Village at Margs Shopping Centre and at the rear of shops in the main street. The Schedule of Fees and Charges includes a fee for the short-term reservation of parking bays (\$67.50/day or part thereof). The cost to reserve the 17 requested parking bays requires payment of \$1,147.50 per event and a total of \$5,737.50 for all five events.

The applicant has applied for a fee waiver (refer to Attachment 2), and stated in a supporting email that the fees would make the event unviable (Refer to Attachment 3).

CONSULTATION AND ADVICE

External Consultation

Applicant

Internal Consultation

Asset Services, Planning Services

DISCUSSION / OFFICER COMMENTS

Shire policy FI12.3 Waiver of fees and charges (refer to Attachment 4) lists a number of eligibility criteria for fee waivers, all of which must be met:

- Operate in the Shire of Augusta Margaret River
- Be an incorporated, community-based and not for profit organisation functioning within the Shire
- Be an educational institution

The applicant also has to be an incorporated community-based not-for-profit organisation/educational institution.

The policy states that applicants are permitted to apply once per financial year. A maximum of 50% will be considered as listed in the Schedule of Fees and Charges adopted by Council. Fees are to be paid upfront and if a "Waiver of Fees and Charges" is granted, a reimbursement for the approved amount will be forwarded to the successful applicant.

The requested fee waiver does not meet the requirements of the current policy for the following reasons:

- Whilst stating that they do not operate at a profit, the applicant is a commercial business and not a not-for-profit community-based organisation; and
- The applicant has applied to waive 100% when the maximum permitted is 50%.

Shire officers appreciate that the Night Markets are a well-patronised and valued community event and that the organiser does not operate the event for a profit. The applicant has advised that if the Shire charged the full fee for the parking bays, it would make the event financially unviable. On this basis it is recommended that a 50% fee waiver be applied, consistent with the waiver available for a not-for-profit organisation.

STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS

Nil

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2018-2022

Key Result Area. Vibrant and Diverse economy

Community Outcome. Sustainable economic development

Strategy: Foster sustainable economic growth which provides local employment

PLANNING FRAMEWORK

Nil

FINANCIAL IMPLICATIONS

The fees are payable as per the Schedule of Fees and Charges 2018/2019 adopted by Council. The Fee Waiver Policy FI12.3 allows for up to 50% reimbursement under certain conditions. In this case, the requested fee waiver exceeds Officer's delegated authority.

SUSTAINABILITY IMPLICATIONS

Environmental

Nil

Social

The Night Market events enhances the visitor and community experience at a central location in the town centre.

Economic

The Night Market events provide economic opportunities for local business and local employment.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council approves a 50% fee waiver for Somersault Events for reservation of parking bays for the 2018/19 Night Markets.

ADVICE TO APPLICANT / PROPONENT

Nil

ATTACHMENTS

1. Parking bays reservation request
2. Fee waiver application
3. Supporting information and correspondence from applicant
4. Policy F112.3 Waiver of Fees and Charges

RECOMMENDATION

CR EARL, CR TOWNSHEND

That Council approves a 50% fee waiver for Somersault Events for reservation of parking bays for the 2018/19 Night Markets.

0/0

Cr Townshend foreshadowed the following alternative motion:

FORESHADOWED MOTION

Council requests that the CEO:

- a) Erect removable "Strictly no parking from 4pm today – Night markets" at each of the 12 bays along Townview Terrace and the 6 bays on Ned Higgins Lane (associated with the Memorial Park toilet block) and their closure advertised in the local papers to ensure the bays remain open to the general public up until 4pm;
- b) Parking fees are applied pro rata for the time the parking bays are occupied – 4pm – 8pm (4 hrs) representing 1/3rd daily rate of \$67.90 per parking bay - \$22.63
- c) Parking fees are waived for the parking bays on Ned Higgins Lane – associated with the Memorial Park toilet block;
- d) A 50% discount is applied to parking fees thus calculated \$22.63 x 12 (\$135.80 per night market);
- e) Parking fees are payable prior to each night market session; and
- f) Parking fees are applied from December 2019 – 2022.

Debate continued on the primary motion. Cr Townshend then moved the following amendment:

AMENDMENT

CR TOWNSHEND, CR EARL

That the figure '50%' be omitted and replaced with the figure '75%'.

0/0

REASON

Cr Townshend spoke to the amendment stating that this type of event was a great way to attract visitors and create a vibrant living place. A 75 % fee waiver would encourage and make viable the event to continue in the future.

Cr Meldrum foreshadowed the following amendment:

FORESHADOWED AMENDMENT

That the figure '50%' be omitted and replaced with the figure '100%'.

With consent of the seconder, Cr Townshend amended the figure from 75% to 100%.

Cr Meldrum then withdrew the foreshadowed amendment.

The amendment was then put as follows:

AMENDMENT / COUNCIL DECISION

CR TOWNSHEND, CR EARL OM2018/285

That the figure '50%' be omitted and replaced with the figure '100%'.

CARRIED 4/2

CR MCLEOD AND LANE VOTED AGAINST

This then became the primary motion:

During debate, prior being put to vote, Cr Lane disclosed an impartiality interest as his son plays music in a band at the night markets.

Cr Lane left Chambers at 7.45pm

The primary motion was then put:

PRIMARY MOTION / COUNCIL DECISION

CR EARL, CR TOWNSHEND OM2018/286

That Council approves a 100% fee waiver for Somersault Events for reservation of parking bays for the 2018/19 Night Markets.

CARRIED 5/0

Cr Smart and Lane re-entered Chambers at 7.46pm

11.4. Corporate and Community Services

11.4.1 LIST OF PAYMENTS FOR SEPTEMBER 2018

LOCATION/ADDRESS	Shire of Augusta Margaret River
APPLICANT/LANDOWNER	Shire of Augusta Margaret River
FILE REFERENCE	FIN/42
REPORT AUTHOR	Anja Gerganoff, Accounts Payable Officer
AUTHORISING OFFICER	Annie Riordan, Director Corporate Community Services

IN BRIEF

It is a requirement of the Local Government (Financial Management) Regulations 1996 that payments made under delegated authority by the CEO are reported to Council on a monthly basis showing details of each account paid since the last such list was prepared.

RECOMMENDATION

That Council notes the September 2018 List of Payments for \$3,841,620.20 as certified correct by the Chief Executive Officer.

LOCATION PLAN

Nil

TABLED ITEMS

Nil

BACKGROUND

Where Council has delegated authority to the CEO to make payments from the Shire's bank accounts then under Local Government (Financial Management) Regulations 1996, Regulation 13 (1) a list of such payments is to be prepared each month for noting by Council.

CONSULTATION AND ADVICE

External Consultation

Nil

Internal Consultation

Nil

DISCUSSION / OFFICER COMMENTS

Table 1 below provides a summary of the payments made and Table 2 makes comparison between payments for the 2016-17 and 2017-18 financial years.

The List of Payments attachment provides further details as required under Regulation 13 (1). These details are as follows.

- (a) The payee's name;
- (b) The amount of the payment;
- (c) The date of the payment; and
- (d) Sufficient information to identify the transaction.

In order to improve operational efficiency and reduce costs, the Shire's Finance team continually liaise with creditors paid by cheque to encourage them to switch to EFT.

SHIRE OF AUGUSTA MARGARET RIVER
ORDINARY COUNCIL MEETING 14 NOVEMBER 2018

TABLE 1 – SUMMARY OF PAYMENTS MADE IN THE MONTH SEPTEMBER 2018

MODE OF PAYMENT	CHEQUE / EFT NUMBERS	SUB-TOTAL	AMOUNT
Cheques (includes reimbursement of credit cards)	42337-42347 and CHQ 0 for DD payment.	\$ 12,292.40	\$ 12,292.40
EFT	66721-67158	\$2,867,634.03	
	Direct Debits	\$ 961,693.77	\$3,829,327.80
TOTAL			\$3,841,620.20

TABLE 2 – COMPARISON WITH PRIOR YEAR OF PAYMENTS

MONTH	CHEQUES 2017-18	EFT/DD 2017-18	TOTAL PMTS 2017-18	CUMULATIVE PAYMENTS	CHEQUES 2018-19	EFT/DD 2018-19	TOTAL PMTS 2018-19	CUMULATIVE PAYMENTS
JULY	11,911.90	4,058,767.09	4,070,678.99	3,693,703.78	26,103.88	5,421,569.55	5,447,673.43	5,447,673.43
AUGUST	12,189.23	3,345,515.25	3,357,704.48	7,417,044.16	24,324.24	3,479,792.07	3,504,116.31	8,951,789.74
SEPTEMBER	22,462.49	9,460,770.44	9,483,232.93	15,746,398.37	12,292.40	3,829,327.80	3,841,620.20	12,793,409.94
OCTOBER	14,248.57	6,213,632.69	6,227,881.26	20,776,246.78				
NOVEMBER	16,796.25	3,002,051.85	3,018,848.10	23,314,937.30				
DECEMBER	16,784.55	3,486,311.03	3,503,095.58	26,037,639.47				
FEBRUARY	23,253.79	3,016,860.48	3,040,114.27	28,570,044.69				
FEBRUARY	8,323.20	3,158,631.14	3,166,954.34	31,081,914.60				
MARCH	13,755.44	3,754,347.57	3,768,103.01	33,900,567.24				
APRIL	21,948.61	3,759,184.07	3,781,132.68	38,890,752.20				
MAY	12,777.70	4,065,100.21	4,077,877.91	41,953,695.96				
JULY	63,421.26	7,100,844.90	7,164,266.16	46,063,662.23				
	237,872.99	54,422,016.72	54,659,889.71	54,659,889.71				

STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS

Local Government Act 1995, s 6.10, and
Local Government (Financial Management) Regulations 1996, r 13

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2018-2022

Key Result Area 5: Effective leadership and governance

Community Outcome 2: Effective and integrated strategy, planning,
financial and asset management

Strategic Response: Ensure the Shire's financial performance is well managed and leads to a strong
financial position

Service level strategy/plan: Continue to monitor and analyse monthly, year to date and annual financial
performance.

PLANNING FRAMEWORK

Nil

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Environmental

Nil

Social

Nil

Economic

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council notes the September 2018 List of Payments for \$3,841,620.20 as certified correct by the
Chief Executive Officer.

ADVICE TO APPLICANT / PROPONENT

Nil

ATTACHMENTS

1. List of Payments for September 2018

RECOMMENDATION / COUNCIL DECISION

CR MELDRUM, CR EARL OM2018/287

**That Council notes the September 2018 List of Payments for \$3,841,620.20 as certified correct
by the Chief Executive Officer.**

CARRIED 7/0

11.4.2 FINANCIAL ACTIVITY STATEMENT REPORT - SEPTEMBER 2018

LOCATION/ADDRESS	N/A
APPLICANT/LANDOWNER	Shire of Augusta Margaret River
FILE REFERENCE	FIN/14
REPORT AUTHOR	Andrew Ross, Manager Corporate Services
AUTHORISING OFFICER	Annie Riordan, Director Corporate and Community Services

IN BRIEF

- The monthly financial activity statement report is a standard financial reporting item prepared in accordance with the provisions of *the Local Government Act 1995* and Regulation 34 of the Local Government (Financial Management) Regulations 1996.
- Council is to consider the financial results for the period ending 30 September 2018.

RECOMMENDATION

That Council receives the Monthly Financial Report – September 2018 in accordance with Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the Local Government (Financial Management) Regulations 1996.

LOCATION PLAN

Nil

TABLED ITEMS

Nil

BACKGROUND

In accordance with Financial Management Regulation 34 the Shire is to prepare each month a Statement of Financial Activity reporting on the sources and applications of funds, as set out in the annual budget under Financial Management Regulation (1) (d), for that month with the following details:

- annual budget estimates;
- budget estimates to the end of the month to which the statement relates;
- actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- material variances between the comparable amounts referred to in (b) and (c); and
- net current assets at the end of the month to which the statement relates.

Also under Financial Management Regulation 34(5) Council are to adopt each year a material variance threshold. At the Ordinary Meeting of Council on 25 July 2018 (**OM2018/186**) Council adopted a monthly variance for reporting of material variances, where financial activity is greater than 10% and \$10,000.

CONSULTATION AND ADVICE

External Consultation

Nil

Internal Consultation

Business unit managers were provided the draft monthly financial reports for their business units and have provided their comments on variances greater than 10% and \$10,000.

DISCUSSION / OFFICER COMMENTS

The commentary contained in the body of this report is in line with Financial Management Regulation (2)(b) that requires commentary on material variances to the Statement of Financial Activity at the nature/type, program or business unit level.

The Statement of Financial Activity shows a year to date actual closing position at 30 September of \$24.261 million (\$1.093 million lower than last month's result of \$25.354 million). This result was higher than the expected year to date budgeted position of \$22.837 million. The following details the main reasons for this favourable variation to Budget.

Operating revenue is \$0.316 million or 1.23% above budget (last month \$0.068 million or 0.3% above budget). The main contributors to this favourable result are higher than budget operating grants of part receipt of the Mitigation Activity Funding grant of \$0.162 million, and fees and charges of \$0.162 million with the main over budget variation being in the Waste Services area.

Operating expenditure on a year to date basis is \$0.982 million or 9.6% below budget (last month \$0.852 million or 14.9% below budget). The main contributing factors are employee expenses being \$0.140 million or 3.6% under budget (last month \$0.082 million or 3.0% under budget) and materials and contracts are \$0.655 million or 21.6% below budget (last month \$0.644 million or 29.3% below budget).

Timing of staff recruitment has contributed to employee expenses being under budget for a number of areas including CEO, Community Buildings, Parks and Gardens and Waste Services. Training and seasonal labour requirements have also contributed to under budget employee expenses. The timing of various operating projects has contributed to materials and contracts being under budget and the areas with the largest variations include Asset Services, Information Technology, Parks and Gardens, Waste Services and Community Planning and Development. Over budget materials and contracts expenditure for the Maintenance area partly offsets the above.

Grants for capital works are \$0.432 million or 45.5% under budget (last month on budget). A combination of higher than budgeted developer contributions, earlier receipt of road related project grants and a higher than budgeted Main Roads WA grant have offset the impact of grant claims not yet being eligible to be submitted for the HEART project.

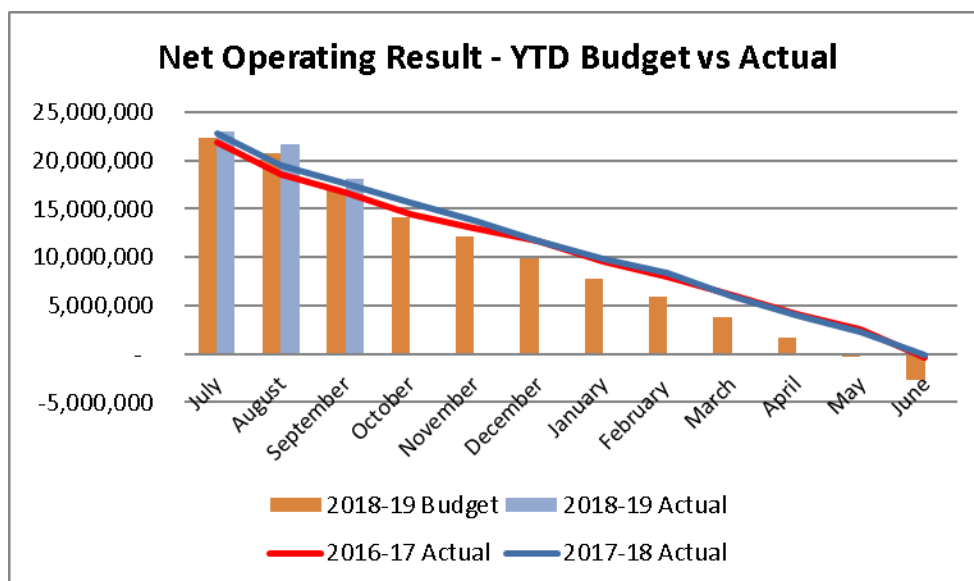
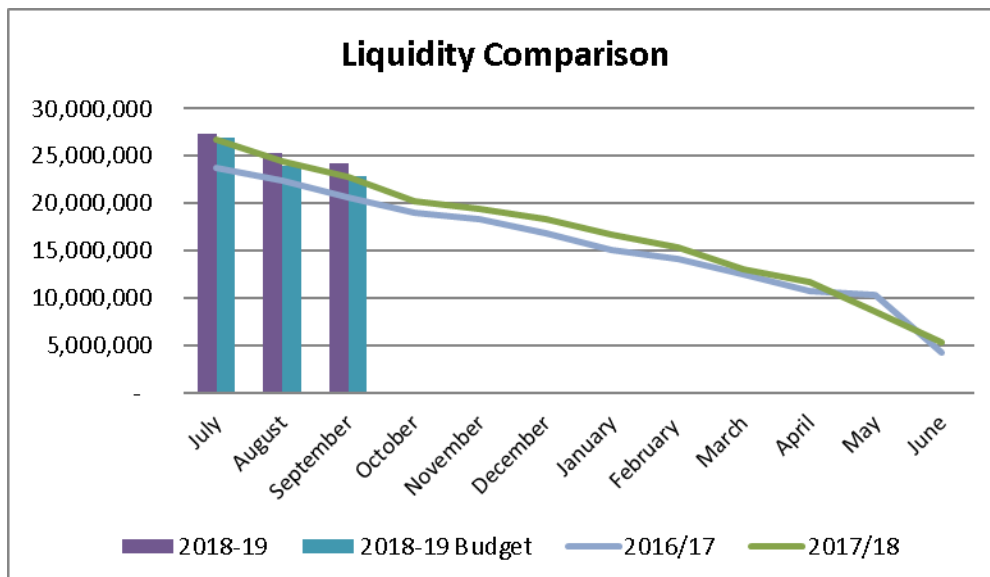
Capital expenditure of \$1.045 million during the month compared to the budget for the month of \$0.919 million. On a year to date basis capital expenditure is \$0.441 million under budget (last month \$0.567 million under budget). The major causes of this variation are:

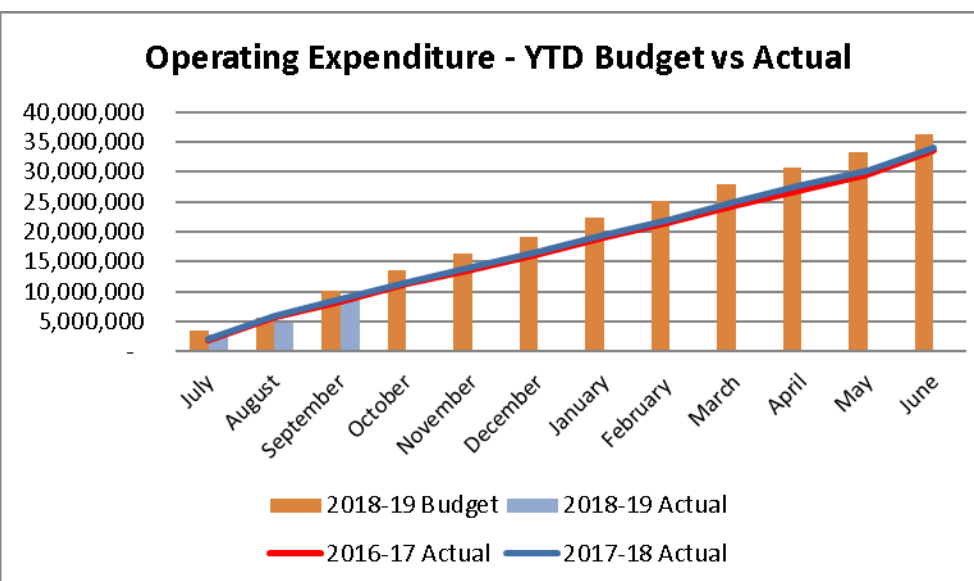
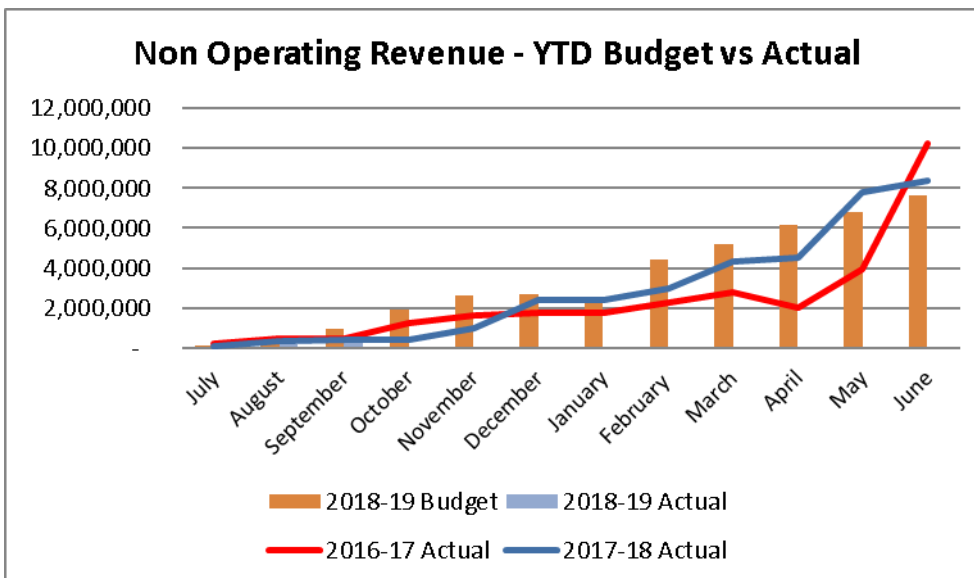
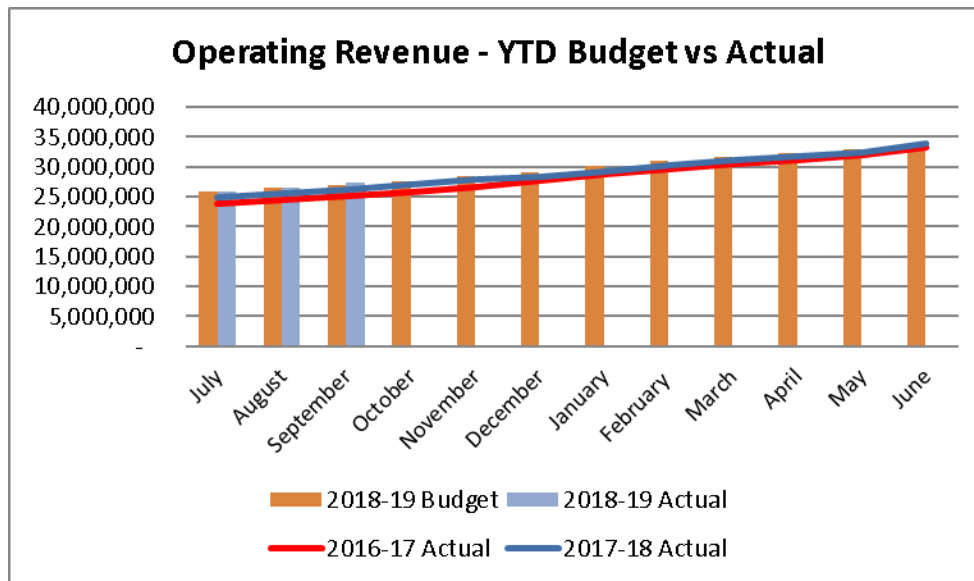
- the ICT project to replace the production servers has commenced and further expenditure will be incurred;
- the construction of the extension for the Cowaramup BFB shed commenced earlier than was profiled;
- various projects for the Rangers have not commenced as was profiled;
- quotes for shelving for the Augusta Library are being obtained with delivery expected in January, the budget profile for this project was incorrect;
- \$0.089 million of waste services projects have not yet commenced;
- community buildings expenditure is \$0.847 million under budget projections with the main reason being the cash flow forecast for the Cultural Centre project has been revised and now varies to the budget profile;
- procurement for some projects for the Margaret River Recreation Centre and Augusta recreation have commenced but are not in accordance with budget profiling;
- \$0.018 million upgrade of the Cowaramup BMX club budgeted for July is now anticipated for December;
- parks and gardens expenditure exceeded budget by \$0.463 million as the second instalment of \$0.320 million for the shared use oval at Rapids Landing primary school was processed earlier than budgeted and the playground equipment replacement program and John Archibald Drive landscaping project have commenced earlier than expected;
- the Gnarabup coastal erosion project has been delayed and is \$0.015 million under budget;
- road and related projects are \$0.233 million over budget as some works have commenced earlier than anticipated;
- plant and equipment purchases are \$0.071 million under budget as delivery of trailer is expected in October and a number of purchases are under budget; and
- an outstanding invoice for the power upgrade at Turner Caravan Park is the main reason for caravan parks expenditure being \$0.089 million under budget.

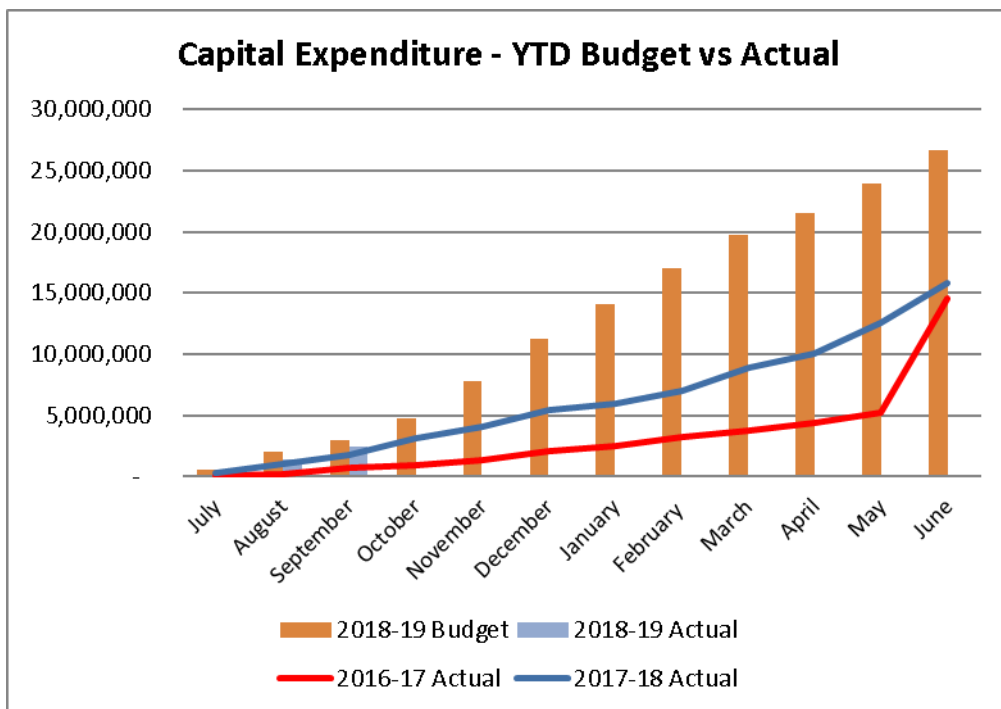
Capital expenditure for the month included the following.

- \$117,500 for replacement production servers;
- \$28,741 for the construction of the Cowaramup BFB shed extension;
- \$19,300 on various waste management projects;
- \$396,435 for various community building projects including works for the Cultural Centre project, Margaret River River Mouth toilet block and the Augusta Recreation Centre asbestos removal and reinstatement project;
- \$41,805 on various Parks and Gardens projects including Wallcliffe Road reserve works in front of the Margaret River Youth Precinct, development of the Rapids Landing Primary School public open space; Gloucester Park Lower Western Oval development and landscaping of John Archibald Drive;
- \$195,032 on road related projects of which \$89,407 was spent on infrastructure upgrade projects and \$105,626 was spent on infrastructure renewal projects. The Burnside Road/Caves Rd intersection which is funded from developer contributions, drainage projects, Margaret River main street upgrade project, asphalt overlays, various road reconstruction projects, gravel resheeting and preservation of marine structures were the main areas of expenditure; and
- \$245,256 was spent to replace a multi tyred roller, a turf tidy and 4 utilities.

Financial performance against budget are shown in the following charts.







Following is the Statement of Financial Activity for the year ending 30 September 2018.

SHIRE OF AUGUSTA MARGARET RIVER
ORDINARY COUNCIL MEETING 14 NOVEMBER 2018

SHIRE OF AUGUSTA MARGARET RIVER STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 September 2018							
BUSINESS UNITS	2017-18 Last Year Actual \$	2018-19 Approved Budget \$	2018-19 Month of Sept \$	2018-19 YTD Budget \$	2018-19 YTD Actual \$	YTD Variance >10% & >\$10,000	Comments
Net Current Assets at 1 July surplus/(deficit)	4,331,506	5,103,678		5,103,678	5,254,476		Includes advance payment of FAGs for 2018-19
Revenue from Operating Activities							
Rates	20,943,450	21,769,660	205,322	21,468,910	21,390,732	0	
General Financing	2,274,065	1,492,719	79,759	370,762	399,707	0	
Members of Council	179	500	32	125	32	0	
Chief Executive Officer	75,226	0	(1)	0	0	0	
Director Corporate & Community	14,010	27,500	933	2,000	1,345	0	
Director Sustainable Development	1,000	0	0	0	0	0	
Director Infrastructure	0	0	0	0	0	0	
Finance	73,146	15,941	2,269	1,000	2,269	0	
Records	920	0	0	0	90	0	
Corporate Services	2,158	1,500	352	1,000	352	0	
Customer Relations	198,836	193,800	14,718	45,450	43,077	0	
Information Comm. Technology	10,024	0	273	0	673	0	
Human Resources	39,000	20,000	0	0	0	0	
Community Planning & Development	37,910	43,917	1,510	9,850	6,211	0	
Emergency and Fire Services	621,007	305,449	161,400	0	161,718	161,718	Perm: 50% of Bushfire Mitigation Activities Fund grant
Rangers	207,086	211,700	12,122	43,250	38,613	0	
Libraries	39,913	38,700	4,303	10,800	12,752	0	
Environmental Health	121,961	123,915	2,573	78,804	81,157	0	
Outside School Hours Care	456,838	463,300	43,700	107,175	152,240	45,065	Perm: school holidays care, new subsidies & grants
Waste Services	4,890,517	4,927,040	91,668	4,322,525	4,440,486	0	
Town Planning	281,277	318,360	20,184	79,590	75,636	0	
Community Buildings	16,611	0	214	0	637	0	
MR Recreation Centre	802,510	829,900	67,782	189,600	208,112	0	
Cultural Centre	8,280	1,300	0	0	0	0	
Augusta Recreation Centre	29,460	41,500	4,272	10,000	8,312	0	
Gloucester Park	73,174	74,500	2,866	35,500	27,818	0	
Parks and Gardens	5,835	4,400	0	4,400	0	0	
Asset Services	129,897	105,600	2,242	23,300	43,098	19,798	Timing: invoicing of annual fees
Landcare	1,950	25,000	0	0	955	0	
Maintenance	20,893	0	0	0	0	0	
Plant Program	47,511	2,000	15,995	0	16,550	16,550	Timing: items to be auctioned
Caravan Parks	2,046,017	2,176,194	83,992	166,900	169,296	0	
Building Control	260,398	248,200	13,607	66,075	50,577	(15,498)	Timing: pool inspection fees
Works Overheads	328	0	0	0	0	0	
Plant Operation Costs	9,081	0	0	0	0	0	
Other Property and Services	127,766	20,000	25,000	4,000	25,000	21,000	
	33,868,235	33,482,595	857,088	27,041,016	27,357,445	316,429	
Expenditure from Operating Activities							
Revenue	(459,373)	(319,444)	(20,159)	(86,122)	(73,113)	13,009	Timing: printing & stationery, debt recovery costs
General Financing	(559,612)	(604,642)	74,521	(133,084)	(38,273)	94,811	Perm: loan interest accrual reversal
Members of Council	(329,429)	(393,224)	(22,683)	(76,256)	(62,657)	13,599	Timing: CEO performance review, training
Chief Executive Officer	(996,984)	(1,356,786)	(57,139)	(299,839)	(258,389)	41,450	Timing: employee costs & projects
Director Corporate & Community	(410,508)	(498,770)	(28,309)	(144,142)	(95,048)	49,094	Timing: projects (community infrastructure, Scott River)
Director Sustainable Development	(677,279)	(686,350)	(47,938)	(175,592)	(161,534)	0	
Director Infrastructure	(242,171)	(385,540)	(25,873)	(98,611)	(84,394)	14,217	Timing: employee costs
Finance	(916,635)	(966,222)	(34,799)	(361,679)	(358,825)	0	
Records	(176,219)	(194,632)	(14,521)	(52,468)	(49,728)	0	
Corporate Services	(253,867)	(272,840)	(25,560)	(61,055)	(57,388)	0	
Customer Relations	(517,871)	(547,932)	(40,320)	(144,471)	(135,643)	0	
Information Comm. Technology	(1,056,950)	(1,158,039)	(128,893)	(513,021)	(422,407)	90,614	Timing: software licences, special projects
Human Resources	(606,178)	(665,960)	(44,299)	(182,126)	(167,958)	0	
Community Planning & Development	(594,080)	(727,906)	(34,227)	(204,057)	(144,423)	59,634	Timing: various projects
Emergency and Fire Services	(1,190,120)	(1,112,859)	(157,024)	(334,253)	(273,508)	60,745	Timing: BFB expenditure & contract services
Rangers	(667,645)	(702,644)	(53,101)	(205,278)	(158,189)	47,089	Timing: contract services & burials
Beach Lifeguards	(88,010)	(126,220)	(139)	(845)	(896)	0	
Libraries	(952,077)	(987,441)	(84,124)	(266,397)	(238,467)	27,930	Timing: employee costs, stock
Environmental Health	(499,847)	(570,020)	(37,659)	(154,949)	(131,504)	23,445	Timing: employee costs
Outside School Hours Care	(443,311)	(438,968)	(32,803)	(120,550)	(110,790)	0	
Waste Services	(2,944,241)	(2,811,796)	(231,204)	(720,823)	(572,052)	148,771	Timing: projects, waste collection & disposal, tfr stns
Town Planning	(947,132)	(1,087,572)	(75,258)	(282,696)	(245,479)	37,217	Timing: projects
Landcare	(434,887)	(668,198)	(15,602)	(111,629)	(54,385)	57,244	Timing: projects
Community Buildings	(1,877,839)	(1,954,385)	(249,630)	(503,168)	(442,302)	60,866	Timing: building maintenance & cleaning
MR Recreation Centre	(2,368,501)	(2,265,198)	(220,132)	(593,329)	(547,109)	0	
Cultural Centre	(1,753,337)	(478,307)	(52,786)	(300,507)	(299,067)	0	
Augusta Recreation Centre	(144,593)	(167,514)	(14,276)	(53,635)	(26,695)	26,940	Timing: projects scheduled for later in the year
Gloucester Park	(256,965)	(234,304)	(37,163)	(54,201)	(45,625)	0	
Parks and Gardens	(3,932,611)	(2,554,964)	(329,000)	(629,355)	(577,788)	0	
Asset Services	(916,344)	(1,136,808)	(77,483)	(324,992)	(238,506)	86,486	Timing: projects
Construction	0	0	0	0	0	0	
Maintenance	(8,554,748)	(8,508,587)	(1,914,897)	(2,206,399)	(2,547,784)	(341,385)	Timing/Perm: Storm damage works, drainage
Plant Program	(52,314)	(169,042)	(7,029)	(57,864)	(23,732)	34,132	Timing: Items to be auctioned later in the year
Caravan Parks	(1,392,722)	(1,386,056)	(111,806)	(352,848)	(228,630)	124,218	Timing: employee costs, maintenance
Building Control	(160,526)	(175,620)	(12,824)	(46,604)	(44,275)	0	
Works Overheads	(158,890)	(75,018)	(63,131)	(220,153)	(251,561)	(31,408)	
Plant Operation Costs	149,843	209,208	(82,438)	(97,248)	(28,217)	69,031	Timing: over recovery, actual costs lower & no depn
Other Property and Services	(78,087)	(51,000)	1,579	(9,000)	(1,332)	0	
	(37,462,056)	(36,231,600)	(4,308,129)	(10,179,246)	(9,197,676)	981,570	

SHIRE OF AUGUSTA MARGARET RIVER
ORDINARY COUNCIL MEETING 14 NOVEMBER 2018

SHIRE OF AUGUSTA - MARGARET RIVER STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 September 2018						
BUSINESS UNITS	2016-17 Last Year Actual \$	2018-19 Approved Budget \$	2018-19 Month of Sept \$	2018-19 YTD Budget \$	2018-19 YTD Actual \$	YTD Variance >10% & >\$10,000
Operating activities excluded from Budget						
Depreciation on assets	9,114,195	9,146,640	2,362,954	2,286,660	2,362,954	0
(Profit)/Loss Asset Disposal	1,550,599	147,042	(40,995)	52,864	(34,169)	(87,033)
Movement in deferred pensioner rates	(5,295)	0	0	0	0	0
Movement in employee benefit provisions (non-current)	(24,592)	0	0	0	0	0
Loss on revaluation of land held for resale	61,000	0	0	0	0	0
Loss on revaluation of fixed assets	1,854,315	0	0	0	0	0
	12,550,222	9,293,682	2,321,959	2,339,524	2,328,784	(10,740)
Amount attributable to operating activities	13,287,907	11,648,355	(1,129,082)	24,304,972	25,743,028	
INVESTING ACTIVITIES						
Non Operating Grants & Contributions						
Community Planning & Development	1,435,323	0	0	0	0	0
Emergency and Fire Services	746,412	818,078	0	0	0	0
Waste Services	(26,450)	0	0	0	0	0
Town Planning	435,459	200,000	0	25,000	168,167	143,167
Community Buildings	2,500,000	4,155,268	0	700,000	0	(700,000)
MR Recreation Centre	0	0	0	0	0	0
Gloucester Park	13,030	0	0	0	0	0
Parks and Gardens	24,000	332,207	0	0	0	0
Asset Services	8,450	45,000	0	0	0	0
Construction	3,238,427	2,114,039	352,054	224,478	349,523	125,045
	8,374,650	7,664,592	352,054	949,478	517,690	(431,788)
Capital Investment						
Purchase Land Held for Resale	0	0	0	0	0	0
Purchase Land and Buildings	(3,226,406)	(11,279,595)	(425,858)	(1,576,927)	(758,481)	818,446
Purchase Infrastructure Assets - Other	(3,960,237)	(4,528,639)	(61,105)	(192,490)	(512,465)	(319,975)
Purchase Infrastructure Assets - Roads	(5,787,854)	(8,273,574)	(195,032)	(270,160)	(503,077)	(232,917)
Purchase Plant and Equipment	(2,749,965)	(2,204,690)	(245,256)	(646,090)	(574,844)	71,246
Purchase Furniture and Equipment	(80,425)	(341,500)	(117,500)	(222,000)	(117,591)	104,409
Proceeds from Disposal of Assets	583,960	1,457,182	803,181	831,000	805,829	0
	(15,220,926)	(25,170,816)	(241,570)	(2,076,667)	(1,660,629)	441,209
Amount attributable to investing activities	(6,846,275)	(17,506,224)	110,484	(1,127,189)	(1,142,939)	
FINANCING ACTIVITIES						
Repayment of Debentures	(578,281)	(853,730)	(47,531)	(207,125)	(207,124)	0
Advances to Community Groups	(18,815)	0	0	0	0	0
Proceeds from Self-Supporting & IF Loans	12,701	11,317	1,338	6,094	7,432	0
Proceeds from New Loan	2,450,000	500,000	0	0	0	0
Transfers to Cash Reserves	(5,715,268)	(3,044,815)	(59,459)	(139,881)	(139,881)	0
Transfers from Cash Reserves	2,662,506	9,245,097	0	0	0	0
Amount attributable to financing activities	(1,187,156)	5,857,869	(105,652)	(340,912)	(339,573)	0
Net Current Assets Surplus (Deficit)	5,254,476	0	(1,124,250)	22,836,872	24,260,517	

Investments

At 30 September 2018 the Shire's cash on hand, deposits and investments totalled \$40,090,266 (an increase of \$7,116,173 to last month's total of \$32,974,093) and total investment interest earned for the year was \$189,762 and exceeded the budget of \$182,100.

Term Deposits – Cash Management

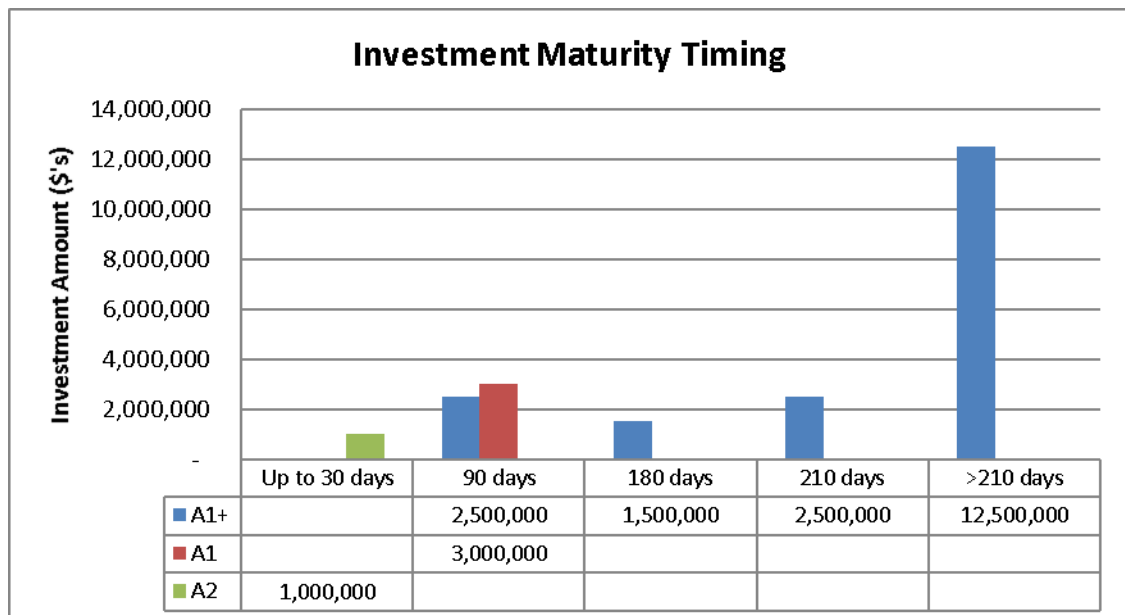
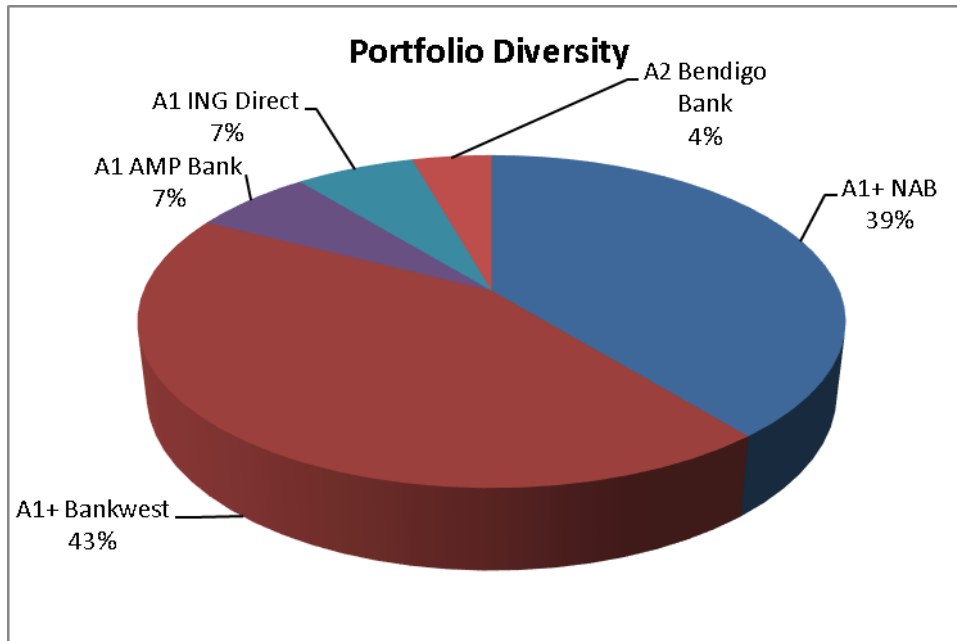
At the end of September the Shire had the following short-term facilities (term deposits).

Term Days	Maturity	Institution (ADI)	Principal \$	Interest Rate	Interest \$
183	2/10/18	Bendigo Bank	1,000,000	2.45%	12,284
183	5/12/18	AMP	1,500,000	2.75%	20,681
182	20/12/18	Bankwest	2,500,000	2.80%	34,904
175	21/12/18	ING	1,500,000	2.55%	18,339
364	15/3/19	Bankwest	1,500,000	2.50%	37,397
365	11/4/19	National Australia Bank	2,500,000	2.62%	65,500
365	18/7/19	NAB	1,500,000	2.74%	41,100
365	16/8/19	Bankwest	4,000,000	2.76%	110,400
365	6/9/19	Bankwest	2,000,000	2.70%	54,000
265	13/9/19	National Australia Bank	5,000,000	2.70%	135,500
			23,000,000		530,105

During the month the following changes occurred to term deposits:

- A \$2 million term deposit with Bankwest matured on 6/9/2018 and was rolled over for 12 months at 2.70%; and
- A \$5 million term deposit with NAB matured on 13/9/18 and was rolled over for 12 months at 2.71%.

The average rate of interest to be paid on all of the term deposits is 2.66%.



The Shire also has an Overnight Cash Deposit Facility (OCDF) with WA Treasury Corporation (WATC) which is used to hold the Royalties for Regions funds allocated for the main street redevelopment project. The South West Development Commission are a joint signatory for this facility. During the month interest of \$6,719 was earned and the current balance of the investment is \$5.463 million. The current rate of interest earned on this facility is 1.45% and is set at 5 basis points lower than the Reserve Bank's cash reference rate.

In-Kind Support

At 30 September 2018 fee waivers, donations and financial assistance sponsorships totalled \$8,135 and included \$3,900 of sporting sponsorships and \$4,235 of fee waivers.

Reserves

Movement to reserves represent interest earned on reserve funds. During the month no reserve transfers were processed.

STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS

Financial Management Regulation 34 requires a local government to prepare each month a Statement of Financial Activity reporting on the sources and applications of funds, as set out in the annual budget under Financial Management Regulation 22(1) (d).

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2018-2022

Key Result Area 5: Effective leadership and governance

Outcome 6: Measure and report on success and sustainability

Strategy 1: effectively measure our success and progress to a sustainable future

Service level strategy/plan: Continue to monitor monthly, year to date and annual financial performance including preparation of the annual financial report.

PLANNING FRAMEWORK

Nil

FINANCIAL IMPLICATIONS

The overall financial performance of the Shire is as summarised in this report.

SUSTAINABILITY IMPLICATIONS

Environmental

Nil

Social

Nil

Economic

As stated in the report

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council receives the Monthly Financial Report – September 2018 in accordance with Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the Local Government (Financial Management) Regulations 1996.

ADVICE TO APPLICANT / PROPONENT

Nil

ATTACHMENTS

1. Monthly Financial Report consisting of:
 - a. Notes to and forming part of the Statement of Financial Activity
 - b. Financial Reports by Business Units

RECOMMENDATION / COUNCIL DECISION

CR EARL, CR MELDRUM OM2018/288

That Council receives the Monthly Financial Report – September 2018 in accordance with Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the Local Government (Financial Management) Regulations 1996.

CARRIED 7/0

11.4.3 SPORTS AND RECREATION ADVISORY COMMITTEE MEETING MINUTES - 17 OCTOBER 2018

LOCATION/ADDRESS	Shire of Augusta Margaret River
APPLICANT/LANDOWNER	Shire of Augusta Margaret River
FILE REFERENCE	REC/36
REPORT AUTHOR	Hannah Waters, Executive Assistant Corporate and Community Services
AUTHORISING OFFICER	Annie Riordan, Director Corporate and Community Services

IN BRIEF

- On the 17 October 2018, the Sports and Recreation Advisory Committee (SRAC) held its bi-monthly meeting.
- The Margaret River Hockey Club are intending to undertake a site survey on the crushed line stone area next to the Margaret River Bowling Club to determine the suitability to support development of a training facility.
- The SRAC provided in principle support for the crushed limestone area next to the Margaret River Bowling Club to be utilised for the future development of a hockey training facility.
- Delegates provided updates on their clubs.

RECOMMENDATION

That Council:

1. Receives the unconfirmed minutes of the Sport and Recreation Advisory Committee meeting held 17 October 2018.
 2. Notes the Augusta Golf Club and the Margaret River Basketball Associations retention of their membership on the Sports and Recreation Advisory Committee.
 3. Notes Margaret River Hockey Club's intention to undertake a site survey on the crushed limestone area next to the Margaret River Bowling Club to determine the suitability to support development of a training facility.
 4. Notes the Sports and Recreation Advisory Committees' in principle support for the crushed limestone area next to the Margaret River Bowling Club to be utilised for the future development of a hockey training facility.
-

LOCATION PLAN

Nil

TABLED ITEMS

Nil

BACKGROUND

Sports and Recreation Advisory Committee meetings are held bi-monthly on the first Wednesday of the month.

CONSULTATION AND ADVICE

External Consultation

SRAC delegates

Internal Consultation

Nil

DISCUSSION / OFFICER COMMENTS

Retention of SRAC membership

At the last Sports and Recreation Advisory Committee meeting held 1 August 2018 a notice of motion for non-attendance to meetings was given to the Augusta Golf Club and the Margaret River Basketball Association noting that their committee membership would be voted upon at the October meeting.

Notification was received from the Augusta Golf Club delegate that non-attendance was due to serious family health issues and the difficulty of attending night meetings in Margaret River, travelling from and to Augusta. This advice satisfied the notification requirements for the Golf Club to remain an active, voting committee member.

A delegate from the Margaret River Basketball Association had not attended the meetings in February, April or June, however a new club delegate was nominated by the club and attended the August 2018 meeting. The club has 350 enrolments for the season, has attended the last two meetings and wishes to remain an active committee member. As a result, the committee voted for the Margaret River Basketball Association to retain their Sports and Recreation Advisory Committee membership.

Margaret River Hockey Club Inc.

At the SRAC meeting held 1 August 2018, the Margaret River Hockey Club Inc. received in principle support from the committee to pursue a feasibility study to establish a multi-use shared facility adjacent to the current tennis club courts. The subsequent survey showed that the area behind the tennis courts is not suitable for their needs.

Further investigations has shown that the crushed limestone area next to the Margaret River Bowling Club and behind the Margaret River Recreation Centre may be a potential alternative site to support a half or three quarter, size hockey pitch for training and a modified junior game format.

After a presentation from the club and discussions, the committee were in favour of the Hockey Club's plan and moved the following recommendation:

RECOMMENDATION

The Sports and Recreation Advisory Committee provide in principle support for:

- 1. The Margaret River Hockey Club to progress a site survey to determine the suitability of the crushed limestone area next to the Margaret River Bowling Club to support the development of a Hockey training facility.*
- 2. Future development of the crushed limestone area next to the Margaret River Bowling Club for the development of a Hockey training facility.*

Moved: Fred Yates

Seconded: Nick Dornan

Carried: All

Updates from the Clubs

The delegates provided updates on their clubs/associations.

STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS

Nil

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2018-2022

Key Result Area 5: Effective leadership and governance

Community Outcome 5.1: Effective governance and corporate leadership

Strategic Response 5.1.5: Develop effective partnerships and strategic alliances to maximise community benefits

Service level strategy/plan 5.1.5.2: Hold regular meetings with the Sport and Recreation Advisory Committee

PLANNING FRAMEWORK

Nil

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Environmental

Nil

Social

Sporting groups provide members of the community the opportunity for physical fitness and socialisation.

Economic

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council:

1. Receives the unconfirmed minutes of the Sport and Recreation Advisory Committee meeting held 17 October 2018;
2. Notes the Augusta Golf Club and the Margaret River Basketball Associations retention of their membership on the Sports and Recreation Advisory Committee;
3. Notes Margaret River Hockey Club's intention to undertake a site survey on the crushed limestone area next to the Margaret River Bowling Club to determine the suitability to support development of a training facility; and
4. Notes the Sports and Recreation Advisory Committees' in principle support for the crushed limestone area next to the Margaret River Bowling Club to be utilised for the future development of a hockey training facility.

ADVICE TO APPLICANT / PROPONENT

Nil

ATTACHMENTS

1. Unconfirmed Sports and Recreation Advisory Committee meeting minutes and attachments – 17 October 2018.

RECOMMENDATION / COUNCIL DECISION

CR MELDRUM, CR EARL OM2018/289

That Council:

1. Receives the unconfirmed minutes of the Sport and Recreation Advisory Committee meeting held 17 October 2018;
2. Notes the Augusta Golf Club and the Margaret River Basketball Associations retention of their membership on the Sports and Recreation Advisory Committee;
3. Notes Margaret River Hockey Club's intention to undertake a site survey on the crushed limestone area next to the Margaret River Bowling Club to determine the suitability to support development of a training facility; and
4. Notes the Sports and Recreation Advisory Committees' in principle support for the crushed limestone area next to the Margaret River Bowling Club to be utilised for the future development of a hockey training facility.

CARRIED 7/0

12. MOTIONS FROM MEMBERS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12.1 Report on Strategies to Encourage and Support Local Businesses – Cr Meldrum

At the 24 October 2018 Ordinary Meeting of Council, Cr Meldrum gave notice of the following motion:

MOTION

That Council requests that the CEO prepare a report with strategies that the Shire could undertake to encourage and support local businesses to competitively tender for contracts to the AMR Shire.

MOTION / COUNCIL DECISION

CR MELDRUM, CR GODDEN OM2018/290

That Council requests that the CEO prepare a report with strategies that the Shire could undertake to encourage and support local businesses to competitively tender for contracts in the AMR Shire.

CARRIED 7/0

13. MOTIONS FOR CONSIDERATION AT NEXT MEETING

Nil

14. NEW BUSINESS OF AN URGENT NATURE

14.1. Members

Nil

14.2. CEO

Nil

15. CONFIDENTIAL BUSINESS

Nil

16. CLOSURE OF MEETING

The Shire President thanked all in attendance and declared the meeting closed at 7.58pm