

Ordinary Council

AGENDA

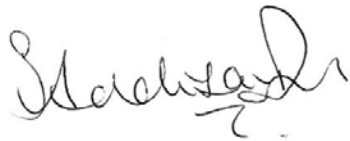
FOR THE MEETING TO BE HELD
WEDNESDAY, 11 SEPTEMBER 2019
IN COUNCIL CHAMBERS,
ALLNUTT TERRACE, AUGUSTA
COMMENCING AT 5:30PM

Meeting Notice

Dear Councillor

I advise that an Ordinary Council Meeting of the Shire of Augusta Margaret River will be held in Council Chambers, Allnutt Terrace, Augusta on Wednesday 11 September 2019, commencing at 5:30pm.

Yours faithfully



STEPHANIE ADDISON-BROWN
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

1. **DECLARATION OF OPENING**
2. **ATTENDANCE**
3. **DISCLOSURES OF INTEREST**
4. **PUBLIC QUESTIONS**
 - 4.1. **Response to Previous Public Questions Taken on Notice**
 - 4.2. **Public Question Time**
5. **APPLICATIONS FOR LEAVE OF ABSENCE**
6. **CONFIRMATION OF MINUTES OF PREVIOUS MEETING**
 - 6.1 **Ordinary Council Meeting held 28 August 2019**
7. **DEPUTATIONS**
8. **PETITIONS**
9. **ANNOUNCEMENTS FROM THE PRESIDING MEMBER**
10. **QUESTIONS FROM MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**
11. **REPORTS OF COMMITTEES AND EMPLOYEE REPORTS**

11.1. Chief Executive Officer

11.1.1 REVIEW OF COMMITTEES AND GOVERNANCE STRUCTURES

LOCATION/ADDRESS	Shire of Augusta Margaret River
APPLICANT/LANDOWNER	Shire of Augusta Margaret River
FILE REFERENCE	GOV/40
REPORT AUTHOR	Claire Schiller, Governance Officer / Council Support
AUTHORISING OFFICER	Stephanie Addison-Brown, Chief Executive Officer

IN BRIEF

- There are currently seven committees established by Council pursuant to section 5.8 *Local Government Act 1995* (LG Act) and s38 *Emergency Management Act 2005*.
- Additionally, Council has established a governance structure, the Capes Regional Organisation of Councils (CapeROC).
- The terms of office for members of these committees and governance structure cease at the local government elections to be held 19 October 2019.
- This provides an opportunity to consider the role and governance structure prior to the appointment of new committee members.
- A review of the instrument of appointment and delegations for each of the committees and governance structures has taken place.

RECOMMENDATION

That Council:

1. Retains the following committees established under s5.8 *Local Government Act 1995*, following the local government elections to be held 19 October 2019:
 - a) Bush Fire Advisory Committee (**BFAC**);
 - b) Audit and Risk Management Committee (**ARMC**).
2. Does not retain the Planning Advisory Committee established under s5.8 *Local Government Act 1995*;
3. Re-establishes the Sport and Recreation Advisory Committee as the Sport and Recreation Reference Group governance structure (*not under s5.8 Local Government Act*), following the local government elections to be held 19 October 2019.
4. Re-establishes the Sustainability Advisory Committee as the Sustainability Reference Group governance structure (*not under s5.8 Local Government Act*), following the local government elections to be held 19 October 2019.
5. Re-establishes the Sustainable Economy Advisory Committee as the Sustainable Economy Reference Group governance structure (*not under s5.8 Local Government Act*), following the local government elections to be held 19 October 2019.
6. Retains the Local Emergency Management Committee (**LEMC**) established under s38 of the *Emergency Management Act 2005* following the local government elections to be held 19 October 2019;
7. Retains the Capes Region Organisation of Councils (**CapeROC**) governance structure established by Council, following the local government elections to be held 19 October 2019;
8. Retains the Instruments of Appointment and Delegation contained in the attachments for the:
 - a) Bush Fire Advisory Committee (**BFAC**); and
 - b) Capes Region Organisation of Councils (**CapeROC**)

9. Adopts the revised Instruments of Appointment and Delegation contained in the attachments for the:
 - a) Audit and Risk management Committee (**ARMC**);
 - b) Local Emergency Management Committee (**LEMC**)
 - c) Sport and Recreation Reference Group (**SRRG**);
 - d) Sustainability Reference Group (**SRG**); and
 - e) Sustainable Economy Reference Group (**SERG**).
10. Writes to organisations represented on Local Emergency Management Committee (**LEMC**), Bush Fire Advisory Committee (**BFAC**) and Sustainable Economy Reference Group (**SERG**) and asks them to re-confirm their delegates, and proxy delegates in the event the delegate is unable to attend.
11. Calls for nominations for community held positions on the Sustainability Reference Group (**SRG**).
12. Calls for nominations for representatives from sport and recreation clubs on the Sport and Recreation Reference Group (**SRRG**).
13. Appoints members to the Audit and Risk Management Committee (**ARMC**) at the Special Meeting of Council held 23 October 2019, following the local government elections.
14. Appoints members to the:
 - a) Bush Fire Advisory Committee (**BFAC**);
 - b) Sport and Recreation Reference Group (**SRRG**);
 - c) Local Emergency Management Committee (**LEMC**);
 - d) Sustainability Reference Group (**SRG**);
 - e) Sustainable Economy Reference Group (**SERG**); and
 - f) Capes Region Organisation of Councils (**CapeROC**);at the Ordinary Meeting of Council following the local government elections.

LOCATION PLAN

Nil

TABLED ITEMS

Nil

BACKGROUND

The Shire of Augusta Margaret River has seven committees of Council. Six of these are established by the Council pursuant to section 5.8 *Local Government Act 1995* (LG Act):

- Bush Fire Advisory Committee;
- Sport and Recreation Advisory Committee;
- Sustainability Advisory Committee;
- Sustainable Economy Advisory Committee;
- Planning Advisory Committee;
- Audit and Risk Management Committee;

And the seventh being the Local Emergency Management Committee, is established by the Council under s38 of the *Emergency Management Act 2005*.

Additionally, Council has established a governance structure, namely:

- Capes Region Organisation of Councils in partnership with Shire of Busselton (CapeROC).

As set out in the Instruments of Appointment and Delegation of each of the committees and CapeROC, the terms of membership shall cease at the date of the local government elections, to be held 19 October 2019, after which time members may be appointed for a further term.

This gives Council the opportunity to review the committees and governance structure, to reconsider their role and adopt any changes to them, prior to the appointment of committee members.

CONSULTATION AND ADVICE

External Consultation

LGIS

DFES

WALGA

Department of Local Government, Sport and Cultural Industries (DLGSCI)

Internal Consultation

CEO

Executive Leadership Team

Coordinator Legal Services

Manager Planning and Development

Sustainability Officer

Sustainable Economy Officer

Community Emergency Services Manager

Recreation Operations Manager

Sustainable Economy Advisory Committee

DISCUSSION / OFFICER COMMENTS

Information and comments on the membership and function of each committee and governance structure established by the Council is provided below. A review of each committee's instrument of appointment and delegation has taken place and comments are provided.

Audit and Risk Management Committee (ARMC)

An audit committee is a mandatory requirement of s7.1A *Local Government Act 1995*. The committee's key role is to support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, internal and external audit functions and ethical accountability. Current membership of the ARMC consists of all seven Councillors and additionally up to two independent consultants to provide additional advice to Council through the Committee. Membership of the ARMC will cease at the local government elections, and appointments of new members will be made at the Special Council Meeting following the elections, on 23 October 2019.

The *Local Government Amendment (Auditing) Bill 2016* made legislative changes to *the LG Act* to provide for the auditing of local government by the Auditor General. Changes to the Act have been supported by amendments to the *Local Government (Financial Management) Regulations 1996* and *Local Government (Audit Regulations)* gazetted on 26 June 2018. Changes to regulations commenced on 27 June 2018. These changes have been incorporated into the ARMC Instrument of Appointment of Delegation (Attachment 1).

Based on advice from LGIS and best practice it is recommended that there be four Councillors on the Committee to allow the remaining Councillors to give oversight of the ARMC during Council meetings and the Instrument of Appointment and Delegation has been amended to reflect this change. It was also recommended that there be an independent member of the AMRC, such as a respected financial expert who is a member of the local community or a finance manager from a neighbouring local government attending on a reciprocal basis. The practicalities of this may be difficult so it recommended that the possibility of having an independent member be discussed at the next ARMC meeting.

The ARMC Instrument of Appointment and Delegation has been reviewed (Attachment 1) and amended in line with these changes.

Bush Fire Advisory Committee (BFAC)

A local government may appoint a BFAC under s 67 *Bush Fires Act 1954*. The BFAC's role is to advise Council on all matters relating to the operations of the *Bush Fires Act 1954*, and on the best and most efficient means of maximising fire control resources in the district. Membership includes the Shire President (if desirous of participating) or Deputy Shire President, one other Councillor, the Chief Bush Fire Control Officer (CBFCO), Deputy Bush Fire Control Officer (DBFCO) and one Bush Fire Control Officer from each Brigade within the Shire.

The BFAC Instrument of Appointment and Delegation (Attachment 2) has been reviewed and there are no proposed changes.

Local Emergency Management Committee (LEMC)

A local government must establish a LEMC under s38 *Emergency Management Act 2005*. Its role is to advise Council on matters relating to emergency management and to develop and assist in the development and review of the Shire's Local Emergency Management Arrangements.

The membership includes:

- The Shire President, or Deputy Shire President if the Shire President decides not to take up the position;
- The Officer in Charge of the Margaret River Police District or delegate(s);
- The Officer in Charge of the Augusta Police District or delegate(s);
- The Officer in Charge of the Volunteer Fire and Rescue Service in Augusta & Margaret River or their delegates;
- The Shire's Chief Bush Fire Control Officer;
- The SES Unit Manager or delegate;
- The Officers in Charge of the St John Ambulance Districts of Augusta & Margaret River or delegate;
- The Officers in Charge of the Shire's Marine Rescue Services for both Augusta & Margaret River or their delegates;
- A health representative from the Margaret River Hospital (Department of Health);
- An officer from the Department of Community Services;
- A representative from the Department of Biodiversity Conservation and Attractions;
- A representative from Department of Fire and Emergency Services;
- A representative from Water Corporation WA (South West Region);
- A representative from Department of Primary Industries and Regional Development;
- A representative from Surf Life Saving WA; and
- Representatives from other agencies as required.

The LEMC Instrument of Appointment and Delegation has been reviewed (Attachment 3) with some minor amendments and an additional objective regarding preparation and review of the Local Emergency Risk Register.

Sport and Recreation Advisory Committee (SRAC)

The SRAC's role is to advise Council on the effective and efficient provision of sport and recreation services and facilities in the Shire and to provide a forum for the dissemination and consideration of information regarding sport and recreation issues. Membership includes the Shire President, if desirous of participating, two Councillors and up to 25 representatives of sport and recreation clubs operating within the Shire.

The SRAC Instrument of Appointment and Delegation (Attachment 4) has been reviewed and it is proposed that this committee be re-established as a reference group. This is further discussed below.

Sustainability Advisory Committee (SAC)

The SAC aims to promote sustainable environmental practices within the Shire and across the community, advise Shire officers and Council how to increase community engagement with sustainable environmental practice, and provide a forum for community representatives, Councillors and Shire officers to focus on sustainability issues. The membership includes the Shire President, if desirous of participating, up to three Councillors, and up to 11 community members with interest and expertise in environmental matters.

The SAC Instrument of Appointment and Delegation (Attachment 5) has been reviewed and it is proposed that this committee be re-established as a reference group. This is further discussed below.

Sustainable Economy Advisory Committee (SEAC)

The role of the SEAC is to formulate for Council's consideration recommendations on policy, programs and projects to support the Augusta Margaret River community to transition to livelihoods and enterprises that are sustainable, climate-resilient, diverse and locally-owned in a circular economy, a regenerative and improving environment and a just community that upholds the rights of everyone.

Currently, the membership includes:

- a) The Shire President if desirous in participating, and one Councillor of the Shire Augusta Margaret River;
OR
Two Councillors should the Shire President decline to participate (one Councillor shall be Chairperson, one shall be Deputy Chairperson);
- b) One representative of the South West Development Commission (SWDC);
- c) One representative of the Margaret River Chamber of Commerce and Industry (MRCCI);
- d) One representative of the Augusta Chamber of Commerce and Industry (Augusta CCI);
- e) One representative of the Margaret River Wine Industry Association (MRWIA);
- f) One representative of the Margaret River Busselton Tourism Association (MRBTA);
- g) One representative of the Cowaramup Retailers Association (CRA);
- h) One representative of the Lower South West Growers Group;
- i) One representative of the Margaret River Regional Producers Association (MRRPA);
- j) One representative of Nature Conservation Margaret River Region (NCRM);
- k) One representative of Creative Corner Inc;
- l) One local representative representing the digital economy;
- m) One representative of Margaret River Regional Environment Centre;
- n) One representative each from two local social justice groups;
- o) One representative of Transition Margaret River; and
- p) One representative of Registered Accommodation Providers Margaret River Region (RAPMRR).

On the 8 May 2019 Council requested SEAC consider rationalising numbers on the committee because the numbers appear unwieldy (OM2019/79).

For the purpose of consolidating membership it could be considered that the Creative Corner firmly represents the digital economy, and duplication here is unnecessary. Therefore it is recommended to remove 'l) One local representative representing the digital economy'.

Further rationalisation could be achieved by removing 'p) One representative of Registered Accommodation Providers Margaret River Region (RAPMRR)' on the basis that they represent one particular viewpoint regarding accommodation in the region, and that a new organisation is currently being formed representing an alternative viewpoint from holiday homes operators. The best way to engage the accommodation sector going forwards could be to invite these organisations to any meetings that will have a particular focus on tourism and accommodation.

Currently membership includes 'n) One representative each from two local justice groups'. It is recommended that the specific organisations to represent social justice issues be identified, rather than leave the nomination and selection process unclear. Currently, social justice is represented on the Committee by the Margaret River Community Centre and Just Home Margaret River.

The SEAC Instrument of Appointment and Delegation (Attachment 5) has been reviewed and membership amended to reflect the above. It is proposed that this committee be re-established as a reference group. This is further discussed below.

Re-Establishment of the SRAC, SAC and SEAC as Reference Groups

Previously established under *section 5.8 of the LG Act*, the SRAC, SAC and SEAC have been legislatively bound by the *Local Government Act 1995*, which includes, but is not limited to; timeframes and statutory advertising; prescription of meeting procedures; methods of voting; disclosures of interest (delegates with financial interests must remove themselves from the meeting and not partake in any discussion or vote); and election of Chair /Deputy Chair processes, resulting in a rigid and formal style of meeting.

Internal consultation and feedback from committee members has highlighted that the SRAC, SAC and SEAC would benefit from fewer governance constraints to allow for flexibility and opportunity for members to raise ideas and promote general discussion.

As a result, consideration has been given to re-establishing the SRAC, SAC and SEAC as reference groups.

Compared to a committee, a reference group has less governance constraints. Reference group meetings are not required to operate under the Shire's Standing Orders Local Law.

Benefits of a Reference Group

- Meetings conducted in a less formal manner leading to greater opportunities for discussion
- Meetings not constrained by needing a quorum
- Flexibility for meeting frequency and schedule
- Potential for members with conflicts of interest to participate in discussion
- Freedom for members to provide comment, expert advice, local knowledge, information and feedback regarding plans, services and programs
- Greater freedom to drive change through ideas and networks
- Greater freedom to mobilise expertise and ideas to influence

The main differences between a Committee established under *the Act* and a Reference Group established as a governance structure are as follows:

- A reference group is not always required to conduct a formal vote but records consensus agreement on actions and any points of agreement/disagreement.
- Meeting notes are reported through relevant directorate reports where the executive ensures that any proposal is consistent with Shire's established strategic and operational plan; within the Shire's staffing and resources capacity; and any funding has been endorsed by Council resolution.
- Matters that require a Council decision to enact can be raised through the executive to enable agenda preparation, e.g. changes to policy, new initiatives which require funding, etc.
- Committee members are legislatively required to disclose conflicts of interests, and in the case of financial interests, remove themselves from the meeting and not partake in any discussion or voting on any matter in which they have an interest. This is further discussed below.

Conflict of Interest

Establishing the SRAC, SAC and SEAC as Reference Groups would allow disclosing members opportunity to remain present and contribute to discussion. This would assist the reference groups achieve their objectives. For example, a key objective of the SEAC is to 'provide a forum for key stakeholder representatives to participate in developing a sustainable economy', and membership includes local groups with expertise on local economic industries to facilitate this objective, many delegates have financial interests as they represent financial stakeholders. This restricts members partaking in discussion, which is counter-intuitive to the objective of the committee and the reason groups were appointed membership, which is to provide information so the committee can make informed decisions.

Whilst financial, proximity and impartiality interest provisions of *the Act* will not apply to the SRAC, SAC or SEAC should they be established as Reference Groups, all members would need to disclose any conflict of interests to ensure probity is maintained at all times.

Summary

It is proposed that the SRAC, SAC and SEAC **not** be established as Committees under *section 5.8 of the LG Act* and instead be re-established by Council as Reference Groups. As Reference Groups, the SRAC, SAC and SEAC will still operate within their Terms of Reference, which will provide:

- A clear statement of objective and the scope of activity to be undertaken;
- Membership / stakeholder representation;
- Tenure of Appointment;
- Meeting procedures; and
- The operational and administrative framework by which activities are to occur.

If established as Reference Groups, the SRAC will be renamed the Sport and Recreation Reference Group (SRRG), the SAC will be renamed the Sustainability Reference Group (SRG), and the SEAC renamed the Sustainable Economy Reference Group (SERG).

The SRAC, SAC and SEAC Instrument of Appointment and Delegation (Attachments 4, 5 and 6) have been reviewed and amended in line with re-establishment as reference groups.

Planning Advisory Committee (PAC)

The PAC was established 24 January 2018 for the purpose of reviewing of the Shire's Local Planning Strategy, Local Planning Scheme, and Local Planning Policies to ensure currency and alignment with State Government directives and provide advice to Council on strategic planning matters. Membership of the PAC included all Councillors. There were no external members.

In December 2018, concept forums were introduced as a method of sharing information with Councillors. Consequently concept forums were utilised for the Local Planning Strategy and Scheme Review, therefore although established, there was no longer need for the committee and it did not officially meet.

Future consultation regarding the Draft Local Planning Strategy will not require this committee.

It is therefore recommended that Council does not retain this committee.

Capes Regional Organisation of Councils (CAPEROC)

A voluntary governance structure formed with the Shire of Augusta Margaret River and City of Busselton which seeks to enhance the capacity of both local governments to deliver social, economic and environmental benefits to their communities and the region by exploring opportunities for economic development, tourism, infrastructure, capability building, funding, and workforce planning. Membership consists of Shire President/Mayor of each Council, two Councillors appointed by each Council, and CEOs.

There are no proposed changes to the current CapeROC Terms of Reference (Attachment 7).

General Comments

With the exception for LEMC, the committees and governance structures are advisory bodies, and do not have any delegated authority. LEMC is authorised to carry out various management functions under the *Emergency Management Act 2005*, but has no delegated authority under the *LG Act*, and shall not expend any Council Funds.

All committees, with exception of the Planning Advisory Committee, are considered to be serving a valuable role, and it is recommended that they are to continue.

It is recommended the Planning Advisory Committee be disbanded as it has been superseded by concept forums and has not officially met since its establishment in January 2018.

It is recommended that the SRAC, SAC and SEAC be re-established as reference groups.

There are no recommendations for the introduction of any new committees. It is preferable to retain the current committees and ensure that Council upholds its authority as the supreme decision making body.

STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS

The Council can establish committees comprising three or more persons to assist in the exercise of its powers and discharge the duties of Council in accordance with the requirements set out in the *Local Government Act 1995*.

A committee is to have its members appointed by Council by absolute majority. A Councillor is entitled to be a member of at least one Council committee or advisory group and if a Councillor nominates himself or herself to be a member of such a committee or advisory group, the local government is to include that Councillor in the members appointed to at least one of those committees as the local government decides. If at a meeting of Council a local government is to make an appointment to a

committee, that has or could have a Councillor as a member, and the Shire President informs the local government of his or her wish to be a member of the committee, the local government is to appoint the Shire President to be a member of the committee (s5.10 (2-5) LGA).

The establishment of the Audit and Risk Management and the Local Emergency Management Committees is mandatory, as noted above.

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 5.1.1: Attract and develop high quality Councillors that are able to lead and articulate the community's aspirations

Service level strategy/plan 5.1.1.6: Conduct election of Shire President and Deputy Shire President and appointment of Councillors to committees

PLANNING FRAMEWORK

Nil

FINANCIAL IMPLICATIONS

The main costs associated with running committees / reference groups are staff time and wages involving mostly out of hours work. Other costs include catering in the form of food and beverage. Council members are also entitled to receive travel reimbursements and other costs in accordance with Council policy.

SUSTAINABILITY IMPLICATIONS

Environmental

Nil

Social

Nil

Economic

Nil

VOTING REQUIREMENTS

Simple Majority

(Although an absolute majority is required to establish a committee, appoint members and to delegate authority to a committee established under s5.8 lg act.)

RECOMMENDATION

That Council:

1. Retains the following committees established under s5.8 *Local Government Act 1995*, following the local government elections to be held 19 October 2019:
 - a) Bush Fire Advisory Committee (**BFAC**);
 - b) Audit and Risk Management Committee (**ARMC**).
2. Does not retain the Planning Advisory Committee established under s5.8 *Local Government Act 1995*;
3. Re-establishes the Sport and Recreation Advisory Committee as the Sport and Recreation Reference Group governance structure (*not under s5.8 Local Government Act*), following the local government elections to be held 19 October 2019.
4. Re-establishes the Sustainability Advisory Committee as the Sustainability Reference Group governance structure (*not under s5.8 Local Government Act*), following the local government elections to be held 19 October 2019.

5. Re-establishes the Sustainable Economy Advisory Committee as the Sustainable Economy Reference Group governance structure (*not under s5.8 Local Government Act*), following the local government elections to be held 19 October 2019.
6. Retains the Local Emergency Management Committee (**LEMC**) established under s38 of the *Emergency Management Act 2005* following the local government elections to be held 19 October 2019;
7. Retains the Capes Region Organisation of Councils (**CapeROC**) governance structure established by Council, following the local government elections to be held 19 October 2019;
8. Retains the Instruments of Appointment and Delegation contained in the attachments for the:
 - a) Bush Fire Advisory Committee (**BFAC**); and
 - b) Capes Region Organisation of Councils (**CapeROC**)
9. Adopts the revised Instruments of Appointment and Delegation contained in the attachments for the:
 - a) Audit and Risk management Committee (**ARMC**);
 - b) Local Emergency Management Committee (**LEMC**)
 - c) Sport and Recreation Reference Group (**SRRG**);
 - d) Sustainability Reference Group (**SRG**); and
 - e) Sustainable Economy Reference Group (**SERG**).
10. Writes to organisations represented on Local Emergency Management Committee (**LEMC**), Bush Fire Advisory Committee (**BFAC**) and Sustainable Economy Reference Group (**SERG**) and asks them to re-confirm their delegates, and proxy delegates in the event the delegate is unable to attend.
15. Calls for nominations for community held positions on the Sustainability Reference Group (**SRG**).
11. Calls for nominations for representatives from sport and recreation clubs on the Sport and Recreation Reference Group (**SRRG**).
12. Appoints members to the Audit and Risk Management Committee (**ARMC**) at the Special Meeting of Council held 23 October 2019, following the local government elections.
13. Appoints members to the:
 - a) Bush Fire Advisory Committee (**BFAC**);
 - b) Sport and Recreation Reference Group (**SRRG**);
 - c) Local Emergency Management Committee (**LEMC**);
 - d) Sustainability Reference Group (**SRG**);
 - e) Sustainable Economy Reference Group (**SERG**); and
 - f) Capes Region Organisation of Councils (**CapeROC**);at the Ordinary Meeting of Council following the local government elections.

ADVICE TO APPLICANT / PROPONENT

Nil

ATTACHMENTS

1. Instrument of Appointment and Delegation for ARMC (revised with track changes)
2. Instrument of Appointment and Delegation for BFAC
3. Instrument of Appointment and Delegation for LEMC (revised with track changes)
4. Instrument of Appointment and Delegation for SRRG (revised with track changes)
5. Instrument of Appointment and Delegation for SRG (revised with track changes)
6. Instrument of Appointment and Delegation for SERG (revised with track changes)
7. Instrument of Appointment and Delegation for CapeROC

11.2. Sustainable Development

11.2.1 SCHEME AMENDMENT 64 FOR INITIATION - REZONE 35 (LOT 4) BUSSELL HIGHWAY, COWARAMUP FROM RESIDENTIAL TO TOWN CENTRE

LOCATION/ADDRESS	35 (Lot 4) Bussell Highway, Cowaramup
APPLICANT/LANDOWNER	Frederick Reidy
FILE REFERENCE	PTY/1243, LND/1/64, PTY/1243
REPORT AUTHOR	Matt Slocomb, Strategic Planning Officer
AUTHORISING OFFICER	Dale Putland, Director Sustainable Development

IN BRIEF

- The site is currently zoned 'Residential', and has a non-conforming use right for the storage of commercial vehicles.
- The site is developed with a corrugated outbuilding, and located at the periphery of the existing Cowaramup town centre with a variety of uses surrounding the site.
- The owner of the site has requested that Council initiate an amendment to rezone the land to 'Town Centre'.
- Owing to the location of the site on a busy corner at the edge of the Cowaramup town centre, its unsuitability for residential use and adjacent non-residential land uses, it is recommended that the amendment be initiated for consultation.

RECOMMENDATION

That Council:

1. In pursuance of Section 75 of the *Planning and Development Act 2005*, amends Local Planning Scheme No.1 by amending the Scheme map to include 35 (Lot 4) Bussell Highway, Cowaramup as being within the Town Centre zone;
 2. Determines that the amendment is 'standard' under the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 given that it is "*an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area*"; and
 3. Requires that prior to consultation commencing that the amendment report is amended in order to be consistent with clause 35(3) of the Planning and Development (Local Planning Schemes) Regulations 2015.
-

SITE AND SURROUNDS

35 (Lot 4) Bussell Highway, Cowaramup (the site) is 1320sqm in area, and currently zoned 'Residential' with a density of 'R15'.

The site is developed with an existing corrugated shed, which has historically been used for machinery storage with some evidence of previous use as a fuel station.

The site is located approximately 45m from Town Centre zoned land at the intersection of Peake Street and Bussell Highway and has frontage to Bussell Highway to the west and Waverley Road to the south. Land opposite is a reserve used for public utilities (communications infrastructure).

Figure 1 below shows the location of the site, with Figure 2 showing the current land use composition surrounding the site.



Figure 1: Location Plan

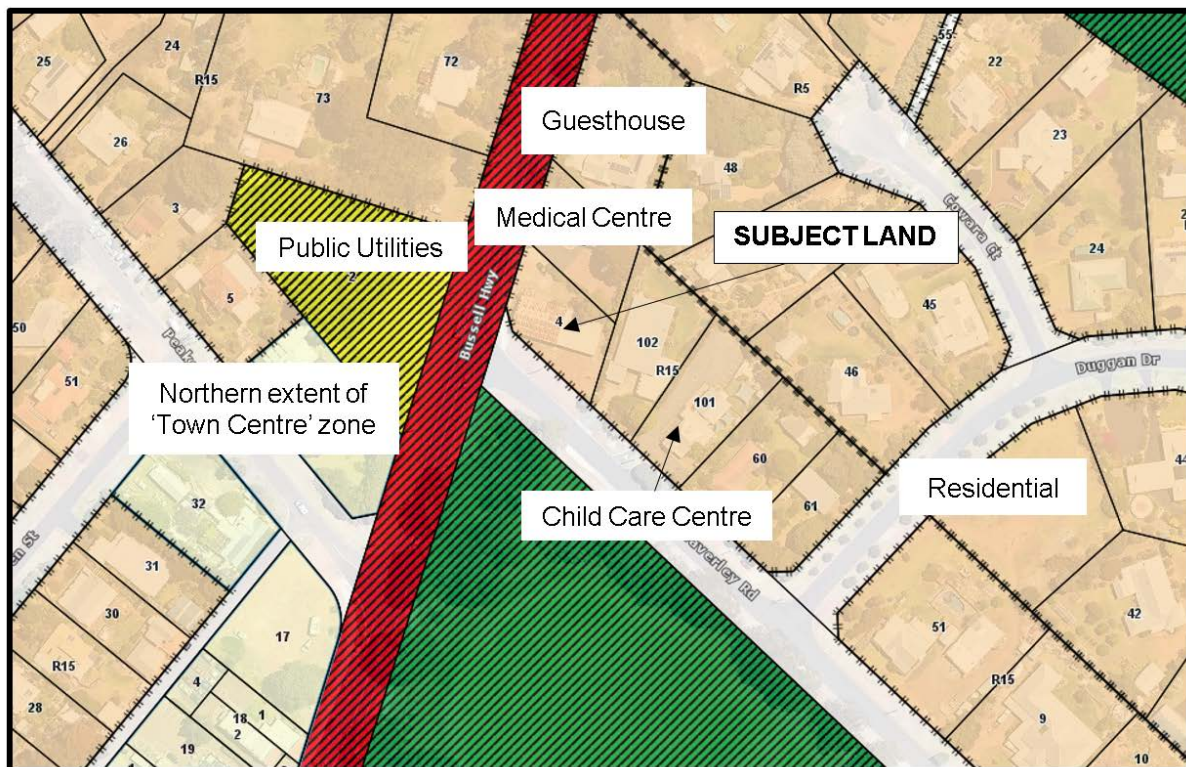


Figure 2 – Surrounding land use composition.

The site is relatively flat and contains some existing vegetation along its northern boundary. The site is serviced by reticulated water, and contains an on-site effluent disposal system. Reticulated sewerage is available approximately 40m to the east along Waverley Road.

The corrugated iron outbuilding located on site is considered to contribute to the village feel of Cowaramup and is representative of the historical status of Cowaramup as an agricultural centre, however is not of sufficient heritage significance to be included in the Shire's Heritage Inventory.

There is some evidence of the site being formerly used as a fuel station, with (currently unused) underground fuel tanks existing on the site. Any such use predates the Shire's records and therefore would also most likely pre date requirements to obtain approvals. The site has been classified as 'possibly contaminated' in August 2018 by the Department of Water and Environmental Regulation, owing to the tanks remaining on the site.

TABLED ITEMS

Nil

BACKGROUND

Planning History

The site was previously used as a depot for a transport company. It currently has approval for a non-conforming use for the storage of garden maintenance equipment.

The Proposal

The applicant is proposing to change the current 'Residential' zoning to 'Town Centre'.

The rationale behind the rezoning is to enable the use of the premises as a drive through coffee outlet with an incidental roastery. This use is not permitted within the 'Residential' zone, and therefore a zoning change is required in order for the proposal to be entertained. '

If the rezoning is approved, the intended development will be subject to a separate planning application. It should be noted that the general nature of the rezoning does not commit the proponent to any particular land use and a variety of different land uses could be pursued within the parameters of the Town Centre zone. If the subject amendment is ultimately approved by the Minister, a future development application for a drive through coffee shop will need to address:

- Resolution of any outstanding contamination issues;
- Potential off site impacts associated with coffee roasting;
- Carparking;
- Access from Bussell Highway which will require approval from Main Roads WA;
- Consistency with clause 4.23.5 which prevents fast food outlets (which includes coffee) from taking 'drive through access' from Bussell Highway; and
- An appropriate form of effluent disposal

The proponent is aware of these matters having discussed them with Shire staff.

The applicants' submission is appended to this report (**Attachment 1**).

PLANNING FRAMEWORK

Local Planning Scheme No. 1

The Site is currently zoned 'Residential' in accordance with LPS1 with a density coding of R15. Within the Residential zone a fast food outlet (use class for a drive through coffee outlet) is an 'X' use, meaning that the use cannot occur without modification to LPS1 through a Scheme Amendment process.

Local Planning Strategy

The subject site is identified for future 'Tourism' use by the Local Planning Strategy (LPS).

The Local Planning Strategy has limited guidance on the expansion or progression of Cowaramup Town centre, requiring that development be undertaken in accordance with the Cowaramup Village Strategy and the Cowaramup Village Centre Design Guidelines.

The LPS is under review and should a change to the lands zoning be supported, a consequential change can be made to the draft Strategy.

Cowaramup Village Strategy

The Shire's Cowaramup Village Strategy (CVS) identifies the site for the purposes of Tourism Accommodation.

The CVS contains a number of measures which guide the development of the Cowaramup town centre, a summary of some of the discussion points is outlined below:

- The strategy sets out to maintain and enhance the distinct village atmosphere, distinctive building forms, communal recreation and rural amenity;
- In respect to the village structure, the strategy promotes a consolidated and compact centre, with a clearly defined entry and exit point to provide orientation and be recognisable, allowing for interesting tourist or retail shops to be located to the north and south entry to the town to provide a sense of place;

- In respect to economic development, the strategy seeks to facilitate diverse precincts within the village centre for a variety of tourism and commercial opportunities and experiences and promote the use of industrial or disused, old or underutilised buildings for use by artists / musicians or start-up businesses.

The overall direction of the strategy is to maintain the existing village character of Cowaramup, whilst promoting its own prosperity and taking advantage of its geographical location within close proximity to the number of wineries/venues throughout the hinterland of Cowaramup and nearby Metricup.

The proposal is considered in relation to the objectives of the strategy in the discussion/comment section of the report.

Cowaramup Village Centre Design Guidelines

The guidelines have been prepared to guide new development within the village, and are required to be applied in accordance with the local planning strategy. Of relevance to the subject proposal is the following objective of the guidelines:

To preserve and enhance areas of architectural or historic character whilst encouraging new development to be innovative and complimentary to the existing authentic character and appearance of the traditional buildings of Cowaramup.

The proposal is considered in relation to the objectives of the guidelines in the discussion/comment section of the report.

DISCUSSION / OFFICER COMMENTS

Appropriateness of the Residential zoning

The site is currently zoned for residential development. The prospect of residential development being realised at the site is considered to be low for the following reasons:

- The existing structure on the site has not historically not been used for residential purposes, and would be difficult to adapt for habitation. A commercial development would allow retention of the existing building.
- The site may have subdivision potential at the current density, and in order to progress residential development it is likely that the existing structure would be removed, which is considered to be an undesirable outcome given the contribution the building makes to the streetscape and character of the village;
- The site is predominantly surrounded by non-residential uses, and the site's proximity to the existing Town Centre zone and the intersection of two busy roads would reduce amenity for residential development and be more suited to a commercial development;
- The potential contamination poses a greater impact and higher remediation standard if the site is to be used for habitation.

In this regard, a change from the existing residential zoning is considered to be appropriate.

Proposed Zoning – Tourism vs Town Centre

The LPS and CVS identify the site for tourism development. The applicant is proposing a change of use to 'Town Centre' which would allow for a wide array of commercial uses to occur at the site into the future.

Notwithstanding the inconsistency in this regard it is considered reasonable to entertain the proposal and progress to consultation given:

- The land has been used for commercial purposes in the past and the existing development is reflective of that use;
- Both a Tourism and Town Centre zoning contemplate a higher level of development intensity than that provided for in the residential zone, accordingly the amendment is not substantially at odds with the direction set out in the LPS and CVS;
- The rezoning will provide increased opportunities for the retention of a structure that is considered to significantly contribute to the character of the townscape and village feel for Cowaramup;
- The proposal would meet the objectives of the CVS in providing a more defined entrance into the Town Centre characterised by distinctive commercial and tourism experiences.

With regard to the extent of commercial zoned land within the Cowaramup townsite, this single property will not add significantly to supply nor is it likely to result in development that may undermine the existing centre.

CONSULTATION AND ADVICE

A key consideration will be the community response to the proposal, and the formal advertising process will allow the views of residents to be sought.

In order to determine the consultation requirements applicable to this amendment, the Planning and Development (Local Planning Schemes) Regulations 2015, require council to determine whether it is a basic, standard or complex amendment. The regulations outline a definition for each form of amendment. In this instance it is recommended that the amendment is standard as it is *“an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area”*.

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2019-2023

Key Result Area 3: Ensuring sustainable development

Community Outcome: Clearly defined areas for growth, renewal and protection.

Strategic Response: Ensure structure plans are designed to preserve and enhance the unique character and sustainability of centres, towns and villages.

Service level strategy/plan: 3.1.2.2 Implement townsite and village strategies where applicable, alongside the Local Planning Scheme.

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Environmental

The proposal provides a mechanism for potential contamination to be examined and rectified.

Social

If the Scheme Amendment is initiated, consultation will occur such that any potential impacts on the amenity of nearby property owners can be assessed. The proposal is considered to accommodate the retention of a character building within the village centre.

Economic

The proposal has the potential to enhance the Cowaramup Village Centre.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council:

4. In pursuance of Section 75 of the *Planning and Development Act 2005*, amends Local Planning Scheme No.1 by amending the Scheme map to include 35 (Lot 4) Bussell Highway, Cowaramup as being within the Town Centre zone;
5. Determines that the amendment is ‘standard’ under the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 given that it is *“an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area”*; and
6. Requires that prior to consultation commencing that the amendment report is amended in order to be consistent with clause 35(3) of the Planning and Development (Local Planning Schemes) Regulations 2015.

ADVICE TO APPLICANT / PROPONENT

Nil

ATTACHMENTS

1. Scheme Amendment Proposal

11.2.2 REVIEW OF MOBILE FOOD BUSINESS POLICY

LOCATION/ADDRESS	Shire of Augusta Margaret River
APPLICANT/LANDOWNER	Shire of Augusta Margaret River
FILE REFERENCE	ECD/22
REPORT AUTHOR	Emma Rogers, Governance (Legal, Risk, Permit) Officer
AUTHORISING OFFICER	Ian McLeod, Coordinator Legal Services and Governance

IN BRIEF

- In June 2016, Council adopted a policy on Mobile Food Businesses (Policy).
- A 12-month mobile food business trial took place following the adoption of the Policy, feedback was received from permit holders and local businesses, and a revised Policy was adopted by Council on 8 November 2017.
- Expressions of interest for mobile food businesses have been advertised every 1-2 years since June 2016 and permits awarded to mobile food businesses operating from the nominated locations identified in the Policy.
- Itinerant mobile food business permits have also been determined by delegated authority in accordance with the Policy.
- A number of minor amendments to the Policy are proposed, the most significant being the proposal of a new trading location for mobile food businesses from Pioneer Park Carpark, Cowaramup, and a new section on sustainability and waste management.
- The purpose of this report is to present a revised Policy to present to Council for adoption for advertising purposes.

RECOMMENDATION

That Council adopts for the purposes of advertising Local Planning Policy No. 13 – Mobile Food Businesses (Draft).

LOCATION

Various locations within the Shire of Augusta Margaret River – See Policy.

TABLED ITEMS

Nil

BACKGROUND

On 22 June 2016, Council adopted a Mobile Food Business Policy (**Policy**). The Policy provides guidance and decision-making criteria for the location and operation of mobile food businesses across the Shire. It aims to encourage and support mobile food businesses, and enhance community experience in key public places across the Shire.

A twelve month trial period took place following the adoption of the Policy, after which feedback was sought from Permit Holders on the application process, nominated locations and operating conditions. A revised Policy was advertised for public consultation, and adopted by Council on 8 November 2017.

Since the adoption of the Policy in 2016, expressions of interest have been advertised every 1-2 years and permits awarded to mobile food businesses operating from the nominated locations identified in the Policy. A number of other permit applications for itinerant mobile food businesses have also been determined by delegated authority, in accordance with the Policy.

Current Mobile Food Business Permits

The current nominated locations for mobile food businesses to operate from in the existing policy are:

- a) Rotary Park Carpark, Reserve 18451;

- b) Margaret River Skate Park, Lot 400 Wallcliffe Rd (following the redevelopment of Skate Park, this location moved to Margaret River Civic and Administration Centre);
- c) Surfers Point Carpark, Reserve 41545;
- d) Rivermouth Carpark, Reserve 41545; and
- e) Flinders Bay Carpark, Reserve 24653.

The table below outlines the mobile food business permits awarded over 2018-19. A majority of the businesses operated over the summer / autumn period, ceasing operation for the winter months. Only one permit was granted to operate at a single location at any one time, with the exception of Flinders Bay, where over summer, two mobile food businesses operated from that location at the same time.

Table 1: Mobile food business permits issued over 2018-19

Permit Holder	Location	Approved operating times
Spice Odysee	Rotary Park carpark	Wed and Fri evenings
Johnny's Surf Shack	Rotary Park carpark	Sat evenings
Margaret River Yakitori	Margaret River Civic and Administration Centre	Sat – Sun evenings
Brew Shack	Surfers Point carpark	Wed - Sun mornings,
Kirk's Kitchen	Rivermouth carpark and MR Civic and Administration Centre	Sat – Thurs (afternoons) (at Rivermouth) Friday evening at MR Civic Admin
Hooked up Fish and Chips	Surfers Point carpark	Mon-Sun evenings
Seaforth Coffee and Events	Flinders Bay	Mon-Sun mornings
Combi coffee	Rivermouth carpark	Mon-Sun mornings
Press and Restore	Surfers Point carpark	Mon, Tues mornings
Mr Wicked's Ice Cream	Flinders Bay foreshore carpark and *Itinerant permit - Margaret River and Augusta residential streets, Turner and Flinders Bay Caravan Parks	School holidays, weekends and public holidays (all day)
Ice Queen	*Itinerant permit – Cowaramup residential streets	One day per week in School holidays

CONSULTATION AND ADVICE

External Consultation

The Draft Local Planning Policy 13 – Mobile Food Business will be advertised for a 21 day period.

Complaints

Over the last 12 months, several noise complaints were made by the same complainant over the following two issues:

1. Noisy generator from a food van trading at Rotary Park;
2. Noisy and repetitive music from ice-cream van trading at Riverslea.

The first issue was dealt with by a warning letter to the Permit Holder advising of the noisy generator, and permitting temporary use of power supply, to allow time to find a solution to mitigate noise.

Numerous complaints by the one complainant were received by the Shire about the second issue. Officers responded with two warning letters to the Permit Holder to reduce the volume of noise when travelling near the complainant's property.

Internal Consultation

Coordinator Environmental Health and Events
Directors

DISCUSSION / OFFICER COMMENTS

A number of minor changes are proposed for the Policy, which involve updating terms and re-wording clauses to improve clarity. The Policy also contained a number of conditions that are applied within

permits, these have been removed from the body of the Policy and are either included in the General standard operating conditions contained in the attached Schedule to the Policy, or applied as Permit conditions when required.

Specific details such as the approved times and days of trading, and parking layout at each approved mobile food business location have also been removed, and are included in the Expression of Interest document attached to this report. This information may vary slightly from year to year, depending on for example, works carried out at the trading location, but will remain within the requirements of the Policy.

One of the most significant changes is the introduction of a new trading location in Cowaramup, Pioneer Park Carpark. There is currently few low cost food options in Cowaramup after lunch and a mobile food business may provide such an option to locals and visitors. This new location would undergo public consultation as a part of the revised Policy. If adopted within the revised policy, it is proposed to advertise this new location in the next EOI towards the end of 2019, for operation of a mobile food business on a Friday, Saturday and Sunday from 4pm to 9pm. The operation of a mobile food business from this location is likely to enhance the experience of users of the park, and activate this space and unlikely to compete with existing cafes in the town due to the proposal being for the evening. There is adequate parking at the times proposed, as the Cowaramup Lions Club patrons would generally use the carpark during the day. On the occasions where an event would be held at Pioneer Park, the mobile food business would be required to obtain permission from the event organisers and the Shire to operate. It is noted that the Cowaramup District Club operates in close proximity to that location, however, the District Club generally caters for local members, and not visitors. Additionally, the National Competition Policy, which all local governments in Australia are required to comply with, prevents the Shire from determining applications based on criteria such as competition with nearby businesses selling similar goods.

A new section on Sustainability and Waste Management has also been included in the Policy, whereby the Shire encourages mobile food businesses to:

- a) Use locally sourced or produced goods;
- b) Use 100% compostable packaging, cutlery, plates etc.
- c) Avoid using single use plastics such as plastic straws, take away containers, cutlery etc.;
- d) Provide re-usable crockery, cutlery etc., that can be washed within mobile food vehicle and re-used; and
- e) Provide bins for recyclable materials, and organic matter clearly labelled to avoid contamination.

These objectives are also reflected in the criteria which applicants are assessed upon, when applying via expressions of interest for approved locations, and through the general application process for other locations. Including these objectives within the criteria does not make adhering to them mandatory, but encourages sustainable practices amongst mobile food business operators and community.

The Policy showing tracked changes of the proposed amendments is attached to this report.

STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS

A trading permit is required under the Shire of Augusta Margaret River Activities in Thoroughfares and Public Places and Trading Local Law 2010 or Shire of Augusta Margaret River Local Government Property Local Law 2013 for selling goods or services in public places or on Local Government Property. General standard permit conditions are set in accordance with the Local Laws.

The awarding of permits through the expression of interest process, and applications received throughout the year are determined by the Director of Sustainable Development or Coordinator of Legal Services under delegation, pursuant to section 5.42 and 5.44 *Local Government Act 1995*.

The local laws are made under the provisions of Part 5 of the *Local Government Act 1995*.

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2019-2023

Key Result Area 4: Vibrant and diverse economy

Outcome 4.4: Competitive and sustainable business environment

Strategic Response: Work with commercial and retail enterprises to increase year-round stability.
Key Result Area 3: Ensuring sustainable development
Community Outcome 4: Sustainable resource use and waste management
Strategic response: Encourage the community to reduce, reuse and recycle

PLANNING FRAMEWORK

These commercial uses would generally require planning approval under LPS1. As an itinerant use that otherwise requires a local law permit, there is no purpose in duplication of approval requirements. The recommended policy subsequently proposes to use Council's discretion to exempt these uses from the need to obtain planning approval. This is on the basis of the inherently 'temporary' nature of these activities.

FINANCIAL IMPLICATIONS

The mobile food business fees have been adopted in the Shire's Schedule of Fees and Charges for 2018/19.

SUSTAINABILITY IMPLICATIONS

Environmental

Encouraging sustainable practices and waste minimisation techniques across mobile food business operators.

Social

The presence of mobile food businesses in approved locations aims to enhance community experience in key public places and recreational reserves across the Shire.

Economic

The policy will provide a greater range of food options for consumers and will add vibrancy and attract visitors to particular areas.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council adopts for the purposes of advertising Local Planning Policy No. 13 – Mobile Food Businesses (Draft).

ADVICE TO APPLICANT / PROPONENT

Nil

ATTACHMENTS

1. Draft Mobile Food Business Policy
2. Draft Expression of Interest document for mobile food businesses
3. Draft Expression of Interest attachment

11.2.3 AMENDMENT 65, WALLCLIFFE HOUSE, FOR INITIATION

LOCATION/ADDRESS	101 Wallcliffe Road, Margaret River
APPLICANT/LANDOWNER	Taylor Burrell Barnett Town Planning & Design
FILE REFERENCE	LND/1/65
REPORT AUTHOR	Matt Cuthbert, Strategic Project Officer
AUTHORISING OFFICER	Dale Putland, Director Sustainable Development

This Item will be published as a late report.

11.3. Infrastructure Services

11.3.1 MARGARET RIVER NIGHT MARKETS - REQUEST FOR WAIVER OF CAR PARKING AND BANNER FEES

LOCATION/ADDRESS	Townview Terrace & Ned Higgins Lane, Margaret River
APPLICANT/LANDOWNER	Somersault Events
FILE REFERENCE	FIN/130
REPORT AUTHOR	Bronwyn Granville, Executive Assistant Infrastructure Services
AUTHORISING OFFICER	David Nicholson, A/Director Infrastructure Services

IN BRIEF

- There are five Night Markets scheduled for the 2019-20 season to be held at Memorial Park, Margaret River.
- Somersault Events have applied for 100% fee waiver for the reservation of 16 Parking Bays and 50% fee waiver for the display of banner fees associated with the 2019-20 Night Markets.
- The total fee equates to \$5,802.50, being \$5,520 for parking and \$282.50 for banner display.
- Council previously approved 100% parking bay fee waiver for the 2018-19 Night Markets.
- As the request for fee waiver exceeds the delegated approval of \$3,000, Council's consideration and approval is required.

RECOMMENDATION

That Council:

1. Approves a 50% fee waiver for Somersault Events for reservation of parking bays for the 2019-20 Night Markets;
2. Approves a 50% fee waiver for Somersault Events for display of banner fees associated with the 2019-20 Night Markets; and
3. Advises the applicant to request an in-kind Council contribution toward the future management of the Margaret River Night Markets in 2020-21 as a local community event.

LOCATION PLAN



TABLED ITEMS

Nil

BACKGROUND

The Margaret River Night Markets (MRNM) is a popular family friendly event held once per month from November to March at Memorial Park, Margaret River. Vendors include local traders and food van businesses.

The operator/applicant (Somersault Events) have stated in their application that they do not make any profit from running these events and are happy to continue as long as they do not lose money in doing so. They advise the popular event has been embraced by the Margaret River community and any overflow is likely to be directed to the hospitality businesses on the main street (Attachment 1).

To facilitate operation of the event, the operator has applied to reserve 12 parking bays along the west side of Townview Terrace and a further four parking bays in the Memorial Park toilet car park, accessed from Ned Higgins Lane. These parking bays are reserved for a variety of food vans and additional power generators required. Whilst the Night Markets commence setting up around 12.00pm, the parking bays are reserved from 6.30am on the day of the market to ensure there are no issues with parked cars hindering the bump in for event participants. These areas are marked off by tape and witches hats.

The current Schedule of Fees and Charges includes a fee for the short-term reservation of requested parking bays of \$69/day and Banner License of \$56.50/market.

At its meeting of 14 November 2018, Council approved a 100% parking fee waiver for the 2018-19 Night Markets of \$5,737.50. The organisers are applying for the same fee waiver for 2019-20 Night Markets with 50% of the banner fees being added.

CONSULTATION AND ADVICE

External Consultation

Applicant

Internal Consultation

Asset Services, Planning Services, Project Manager

DISCUSSION / OFFICER COMMENTS

The parking bays are located within a retail/commercial location, adjacent Memorial Park, opposite the Village at Margs Shopping Centre and at the rear of retail businesses in the main street. It is anticipated the Main Street Redevelopment works will be underway, which may have a short term impact on the parking availability for this area. However, the Project Manager has indicated the Night Markets will not affect the works on the main street and any traffic diversions along Townview Terrace can be re-directed along Le Souef Street for short periods of time, if the need arises.

Under Policy FI12.3 Waiver of Fees and Charges, the applicant must meet at least one of the following criteria to be eligible for fee waiver of fees:

- 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 policy also states a maximum of 50% of the fee and charge will be considered for waiver. The applicant has submitted a combined fee waiver for all five markets including parking fees and banner fees, as indicated below:

	Parking Fees 16 @ \$69/day	Banner Fees to be displayed week prior at Reuther Park
Fee per Market	\$1,104	\$56.50
Total of 5 Markets	\$5,520	\$282.50
Requested Fee waiver	100% (\$5,520)	50% (\$141.25)

The requested fee waiver does not meet some of the requirements listed in the Policy, as detailed:

- Although the applicant states they do not operate the Night Markets at a profit, they are not a registered 'not for profit' organisation.
- The policy states a maximum of 50% of the fees and charges will be considered for waiver.

Shire officers appreciate the Night Markets are a supported, valued and well-patronised community event for which the event organiser advises that they do not generate a profit. Food vans pay a fee to the operator to attend the market, however, 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.

Although too late for this financial year, there may be an opportunity for future Council Contributions to be considered for inclusion as a local community event and for a review of the policy to take place.

STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS

Nil

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2019-23

Key result area 4: Vibrant and diverse economy

Outcome 4: Competitive and sustainable business environment

Strategy 4: Foster sustainable economic growth which provides local employment

PLANNING FRAMEWORK

Nil

FINANCIAL IMPLICATIONS

The fees listed are included in the adopted 2019-20 Schedule of Fees and Charges. Under certain conditions, Policy F12.3 Waiver of Fees and Charges (Attachment 2) allows for up to 50% reimbursement of fees.

A 50% waiver of parking bay and banner fees represent a total of \$2901.25 of income foregone. A full waiver of parking bay fees and a 50% waiver of banner fees totals \$5661.25. The income from these fees goes into general revenue.

SUSTAINABILITY IMPLICATIONS

Environmental

Nil

Social

The Night Market events enhances the visitor and community experience at a central location in the town centre. Markets create a vibrant and welcoming family friendly atmosphere.

Economic

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

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council:

1. Approves a 50% fee waiver for Somersault Events for reservation of parking bays for the 2019-20 Night Markets;
2. Approves a 50% fee waiver for Somersault Events for display of banner fees associated with the 2019-20 Night Markets; and
3. Advises the applicant to request an in-kind Council contribution toward the future management of the Margaret River Night Markets in 2020-21 as a local community event.

ADVICE TO APPLICANT / PROPONENT

Council Decision

ATTACHMENTS

1. Somersault Events – Letter requesting Fee Waiver
2. Fee waiver application and Policy FI12.3 Waiver of Fees and Charges

11.4. Corporate and Community Services

11.4.1 FINANCIAL ACTIVITY STATEMENT REPORT - JULY 2019

LOCATION/ADDRESS	N/A
APPLICANT/LANDOWNER	Shire of Augusta Margaret River
FILE REFERENCE	FIN/14
REPORT AUTHOR	Andrew Ross, Acting Director Corporate and Community Services
AUTHORISING OFFICER	Stephanie Addison Brown, Chief Executive Officer

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 31 July 2019.

RECOMMENDATION

That Council receives the Monthly Financial Report – July 2019 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:

- (a) annual budget estimates;
- (b) budget estimates to the end of the month to which the statement relates;
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) material variances between the comparable amounts referred to in (b) and (c); and
- (e) 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 24 July 2019 (**OM2019/136**) 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 31 July of \$27.937 million. This result was higher than the expected year to date budgeted position of \$0.190 million. The following details the main reasons for this favourable variation to Budget.

Operating revenue is \$26.130 million above budget. The main contributor to this favourable result is the billing of rates and waste fees and charges occurred in late July when it was budgeted for August.

Operating expenditure on a year to date basis is \$0.493 million or 16.8% below budget. The main contributing factors are materials and contracts being \$0.469 million or 41.5% under budget and insurances being \$0.103 million or 25.6% under budget. Over budget employee expenses of \$0.069 million or 5.9% have partially offset these under expenditures. It should also be noted depreciation has not been allocated as the capitalisation of assets at 30 June 2019 has not been finalised.

Grants for capital works are \$0.237 million under budget. The main reason for this variation is the Main Roads WA direct grant of \$0.247 million budgeted for August was received in July.

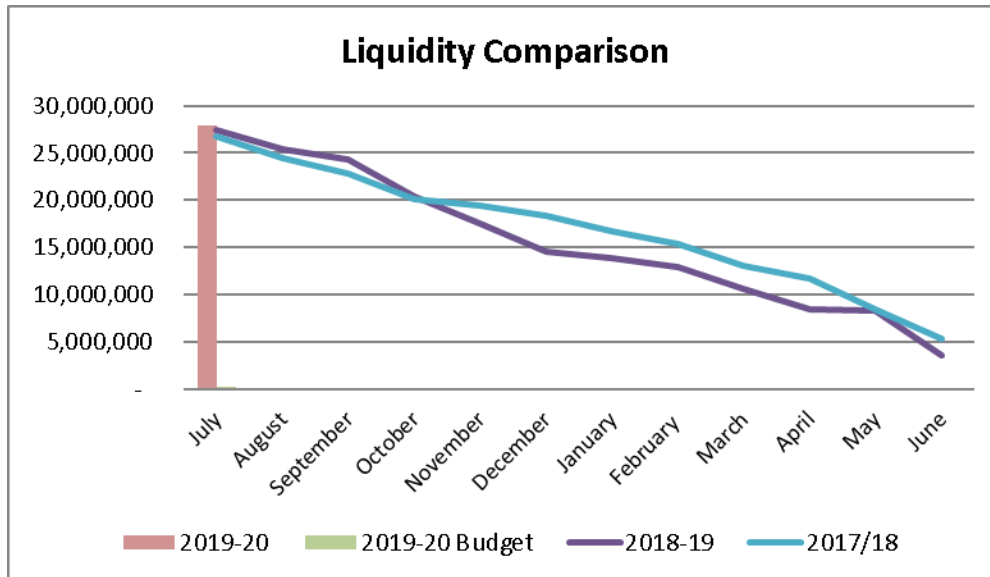
Capital expenditure of \$0.093 million during the month compared to the budget for the month of \$0.960 million. On a year to date basis capital expenditure is \$0.867 million under budget. The major causes of this variation are:

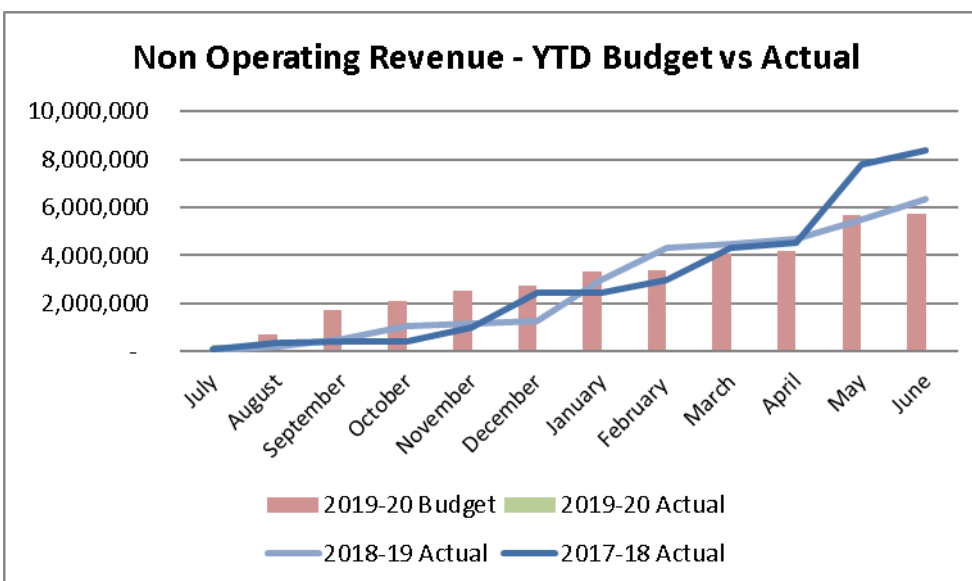
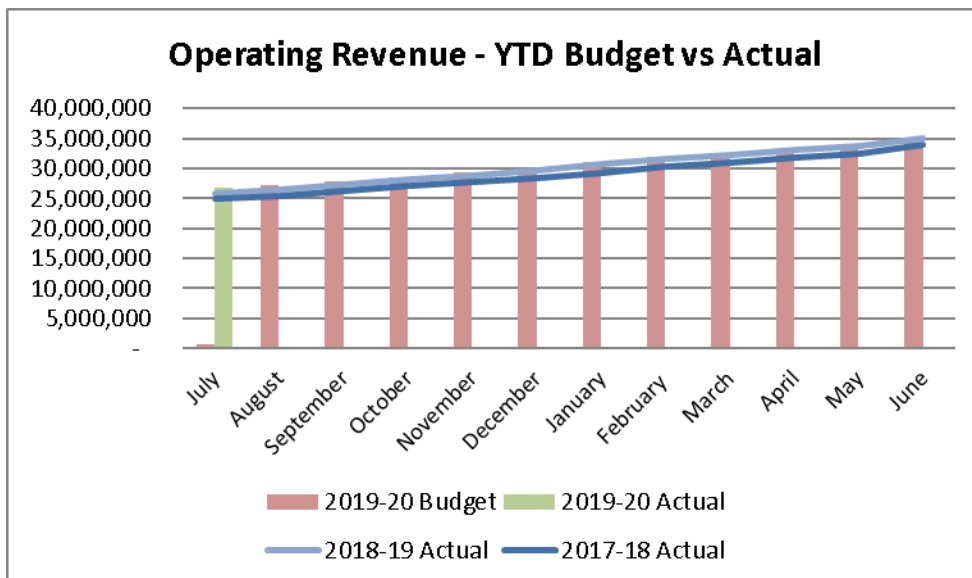
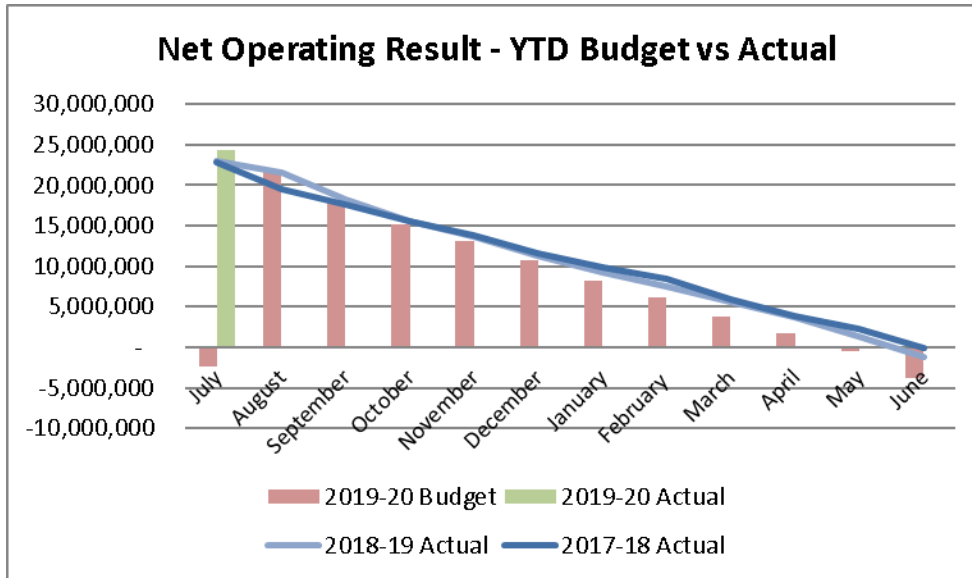
- construction invoices for the HEART project were not received in time to be processed in July;
- various purchases for the HEART project such as furniture and signage did not occur in July; and
- the invoice for a replacement truck has not been received although the vehicle has been delivered and the expenditure accrued in 2018-19.

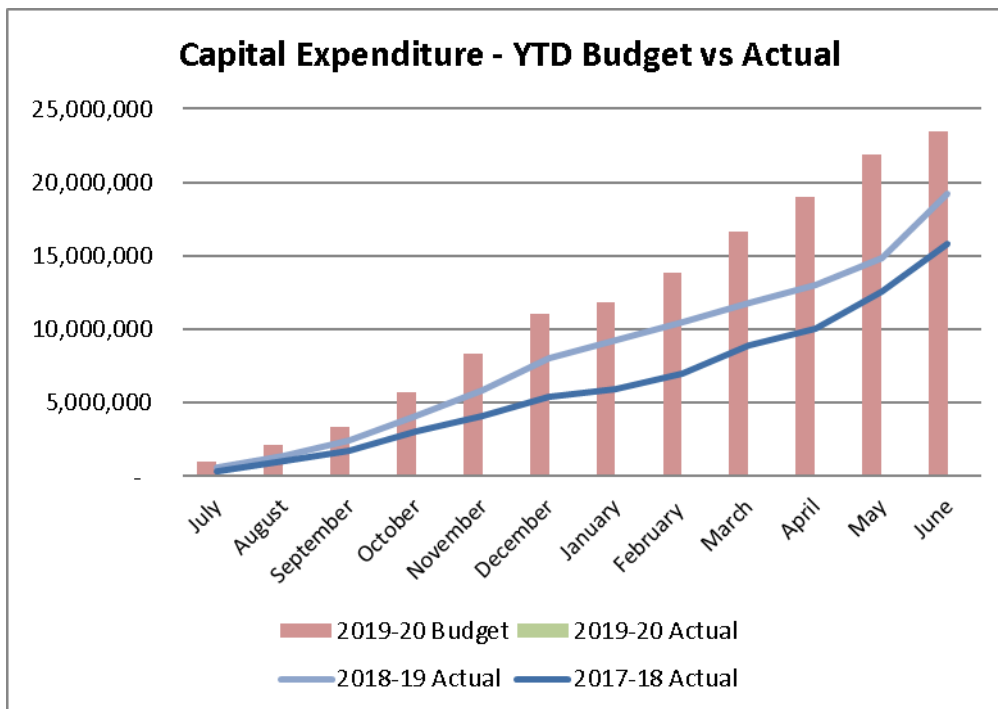
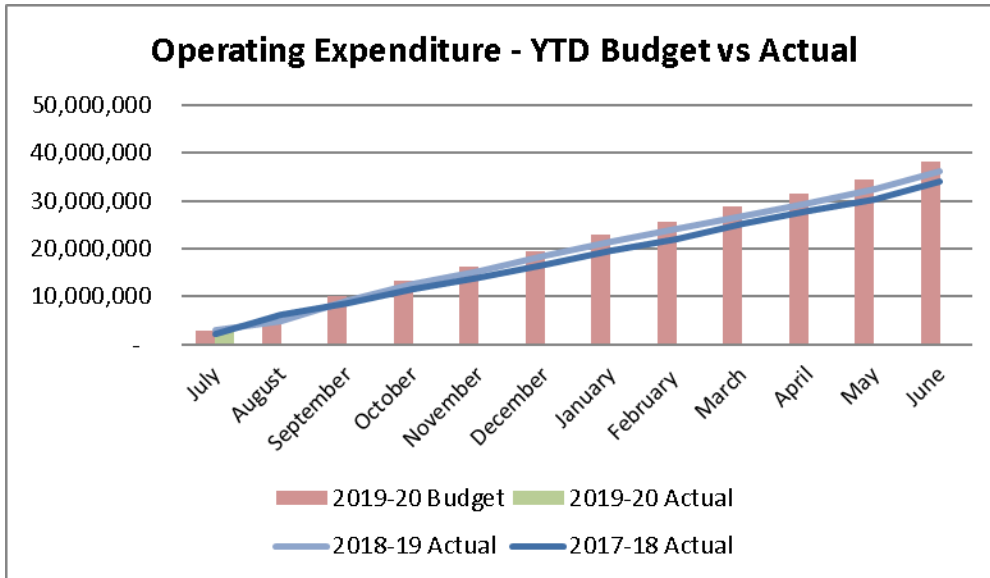
The main items of capital expenditure for the month included:

- \$93,212 for audio visual equipment for the HEART;
- \$93,959 on road related projects of which \$1,877 was spent on infrastructure upgrade projects and \$92,082 was spent on infrastructure renewal projects. The Wallcliffe Road reconstruction project and gravel resheeting were the main areas of expenditure.

Financial performance against budget are shown in the following charts.







Following is the Statement of Financial Activity for the year ending 31 July 2019.

SHIRE OF AUGUSTA MARGARET RIVER
ORDINARY COUNCIL MEETING 11 SEPTEMBER 2019

SHIRE OF AUGUSTA MARGARET RIVER STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 July 2019						
BUSINESS UNITS	2018-19	2019-20	2019-20	2019-20	2019-20	YTD
	Last Year	Approved	Month of	YTD	YTD	Variance
	Actual	Budget	July	Budget	Actual	>10% & >\$10,000
	\$	\$	\$	\$	\$	
Net Current Assets at 1 July surplus/(deficit)	5,254,476	3,587,167		3,587,167	3,666,667	
Revenue from Operating Activities						
Rates	21,890,185	22,523,990	21,907,291	7,000	21,907,291	21,900,291
General Financing	2,434,801	1,565,093	104,625	81,150	104,625	23,475
Members of Council	81	200	0	0	0	0
Chief Executive Officer	3,000	0	0	0	0	0
Director Corporate & Community	2,610	0	0	0	0	0
Director Sustainable Development	5,443	0	0	0	0	0
Director Infrastructure	0	0	0	0	0	0
Finance	31,738	20,100	0	0	0	0
Records	939	400	60	0	60	0
Corporate Services	724	0	0	0	0	0
Customer Services	183,110	183,800	13,430	15,150	13,430	0
Information Comm. Technology	1,564	1,440	164	120	164	0
Human Resources	0	0	0	0	0	0
Community Planning & Development	45,008	49,555	1,345	1,920	1,345	0
Legal & Governance	0	0	0	0	0	0
Communications & Marketing	0	0	0	0	0	0
Community Fire & Emergency Services	625,587	531,010	0	9,652	0	0
Rangers	187,353	190,814	6,806	11,087	6,806	0
Libraries	52,096	39,720	2,671	3,150	2,671	0
Environmental Health	134,824	124,460	76,713	78,310	76,713	0
Outside School Hours Care	545,885	430,700	54,247	50,850	54,247	0
Waste Services	4,926,642	4,901,376	4,445,361	150,169	4,445,361	4,295,192
Planning & Development Services	302,919	284,000	22,972	23,500	22,972	0
Community Buildings	8,269	41,000	214	0	214	0
MR Recreation Centre	887,454	815,600	44,219	71,100	44,219	(26,881)
Cultural Centre	3,500	65,000	0	0	0	0
Augusta Recreation Centre	29,264	37,500	1,854	3,000	1,854	0
Gloucester Park	64,696	67,500	3,208	22,500	3,208	(19,292)
Parks and Gardens	13,771	12,800	1,160	0	1,160	0
Asset Services	79,936	89,400	741	25,700	741	(24,959)
Landcare & Environmental Services	22,348	0	0	0	0	0
Construction	10,000	0	0	0	0	0
Maintenance	139	0	0	0	0	0
Plant Program	51,174	12,373	0	0	0	0
Caravan Parks	2,105,517	2,091,140	50,795	49,250	50,795	0
Building Services	208,795	240,000	15,821	20,000	15,821	0
Sustainable Economy	0	0	0	0	0	0
Works Overheads	0	0	0	0	0	0
Plant Operation Costs	2,637	0	0	0	0	0
Other Property and Services	214,417	47,000	0	0	0	0
	35,076,427	34,365,971	26,753,695	623,608	26,753,695	26,130,087
Expenditure from Operating Activities						
Revenue	(348,314)	(346,438)	(20,355)	(19,981)	(20,355)	0
General Financing	(608,634)	(649,202)	(84,331)	(83,761)	(84,331)	0
Members of Council	(302,205)	(330,775)	(22,411)	(21,927)	(22,411)	0
Chief Executive Officer	(970,318)	(600,706)	(63,099)	(66,600)	(63,099)	0
Director Corporate & Community	(411,667)	(486,767)	(29,388)	(24,625)	(29,388)	0
Director Sustainable Development	(685,730)	(445,212)	(37,505)	(34,333)	(37,505)	0
Director Infrastructure	(319,812)	(439,036)	(24,225)	(30,791)	(24,225)	0
Finance	(1,033,099)	(1,068,164)	(316,161)	(301,599)	(316,161)	0
Records	(184,627)	(197,974)	(15,624)	(14,666)	(15,624)	0
Corporate Services	(309,477)	(225,800)	(15,941)	(15,025)	(15,941)	0
Customer Services	(486,100)	(510,738)	(44,825)	(38,765)	(44,825)	0
Information Comm. Technology	(1,008,605)	(945,668)	(232,326)	(221,272)	(232,326)	0
Human Resources	(662,414)	(686,022)	(74,778)	(57,819)	(74,778)	(16,959)
Community Planning & Development	(573,239)	(787,806)	(42,569)	(36,852)	(42,569)	0
Legal & Governance	0	(297,554)	(21,759)	(20,694)	(21,759)	0
Communications & Marketing	0	(562,671)	(43,531)	(22,768)	(43,531)	0
Community Fire & Emergency Services	(1,276,657)	(1,338,102)	(59,910)	(106,728)	(59,910)	46,817
Rangers	(664,147)	(694,694)	(46,225)	(52,807)	(46,225)	0
Beach Lifeguards	(113,857)	(111,586)	(152)	(50)	(152)	0
Libraries	(955,190)	(1,011,190)	(65,822)	(71,907)	(65,822)	0
Environmental Health	(538,784)	(558,328)	(54,823)	(40,767)	(54,823)	(14,056)
Outside School Hours Care	(445,712)	(455,666)	(48,717)	(28,404)	(48,717)	(20,313)
Waste Services	(2,630,626)	(3,142,330)	(108,419)	(354,491)	(108,419)	246,072
Planning & Development Services	(1,000,273)	(1,281,978)	(67,627)	(88,093)	(67,627)	20,466
Landcare & Environmental Services	(501,221)	(761,967)	(14,977)	(47,803)	(14,977)	32,826
Community Buildings	(1,827,369)	(2,108,088)	(64,086)	(132,489)	(64,086)	68,403
MR Recreation Centre	(2,208,340)	(2,102,355)	(141,766)	(142,664)	(141,766)	0
Margaret River Heart	(511,612)	(1,082,025)	(138,812)	(182,344)	(138,812)	43,532
Augusta Recreation Centre	(120,184)	(111,974)	(1,984)	(5,657)	(1,984)	0
Gloucester Park	(201,530)	(258,000)	(2,244)	(4,350)	(2,244)	0
Parks and Gardens	(2,793,645)	(2,911,900)	(114,383)	(159,912)	(114,383)	45,529
Asset Services	(1,047,190)	(1,253,065)	(78,007)	(96,095)	(78,007)	18,089
Construction	0	0	0	0	0	0
Maintenance	(9,176,571)	(8,753,850)	(217,218)	(265,720)	(217,218)	48,502
Plant Program	(56,529)	(64,913)	0	0	0	0
Caravan Parks	(1,263,097)	(1,311,826)	37 (45,742)	(68,527)	(45,742)	22,785
Building Services	(179,163)	(169,282)	(13,535)	(12,122)	(13,535)	0
Sustainable Economy	0	(112,024)	(7,845)	(8,456)	(7,845)	0
Works Overheads	(619,676)	105,698	(92,840)	(81,755)	(92,840)	(11,085)
Plant Operation Costs	113,966	164,528	40,197	26,949	40,197	13,248
Other Property and Services	(480,221)	(43,000)	(9,303)	0	(9,303)	0
	(36,401,872)	(37,938,450)	(2,443,065)	(2,935,670)	(2,443,065)	492,605

SHIRE OF AUGUSTA MARGARET RIVER
ORDINARY COUNCIL MEETING 11 SEPTEMBER 2019

SHIRE OF AUGUSTA - MARGARET RIVER STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 July 2019						
BUSINESS UNITS	2016-17	2019-20	2019-20	2019-20	2019-20	YTD
	Last Year	Approved	Month of	YTD	YTD	Variance
	Actual	Budget	July	Budget	Actual	>10% & >\$10,000
	\$	\$	\$	\$	\$	
Operating activities excluded from Budget						
Depreciation on assets	9,379,885	9,361,200	0	0	0	0
(Profit)/Loss Asset Disposal	(28,893)	22,540	0	0	0	0
	9,350,992	9,383,740	0	0	0	0
Amount attributable to operating activities	13,280,023	9,398,428	24,310,629	1,275,105	27,977,296	
INVESTING ACTIVITIES						
Non Operating Grants & Contributions						
Community Fire & Emergency Services	549,244	1,280,000	0	0	0	0
Waste Services	170,000	70,000	0	0	0	0
Planning & Development Services	491,111	204,000	7,497	17,000	7,497	0
Community Buildings	3,030,000	1,159,268	0	0	0	0
Parks and Gardens	340,407	0	0	0	0	0
Asset Services	9,000	36,000	0	0	0	0
Construction	1,765,206	2,961,987	246,987	0	246,987	246,987
Other Property & Services	0	0	0	0	0	0
	6,354,968	5,707,255	254,484	17,000	254,484	237,484
Capital Investment						
Purchase Land Held for Resale	0	0	0	0	0	0
Purchase Land and Buildings	(8,928,462)	(3,601,862)	(99,418)	(810,000)	(99,418)	710,582
Purchase Infrastructure Assets - Other	(2,850,429)	(1,918,000)	(40,714)	(95,000)	(40,714)	54,286
Purchase Infrastructure Assets - Roads	(4,411,844)	(15,660,000)	(93,959)	0	(93,959)	(93,959)
Purchase Plant and Equipment	(2,203,704)	(2,064,000)	141,200	0	141,200	141,200
Purchase Furniture and Equipment	(694,598)	(230,100)	(90)	(54,600)	(90)	54,510
Proceeds from Disposal of Assets	1,049,016	435,000	0	0	0	0
Proceeds from Sale of Land Held for Resale	388,182	0	0	0	0	0
	(17,651,839)	(23,038,962)	(92,981)	(959,600)	(92,981)	866,619
Amount attributable to investing activities	(11,296,871)	(17,331,707)	161,503	(942,600)	161,503	
FINANCING ACTIVITIES						
Repayment of Debentures	(853,961)	(924,549)	(122,495)	(122,495)	(122,495)	0
Repayment of Leases	0	(241,897)	(41,217)	(20,223)	(41,217)	0
Advances to Community Groups	(40,000)	0	0	0	0	0
Proceeds from Self-Supporting & IF Loans	16,815	18,277	0	0	0	0
Proceeds from New Loan	500,000	0	0	0	0	0
Unspent Loan	0	0	0	0	0	0
Transfers to Cash Reserves	(3,826,936)	(1,113,076)	(38,587)	0	(38,587)	(38,587)
Transfers from Cash Reserves	5,887,597	10,194,525	0	0	0	0
Amount attributable to financing activities	1,683,515	7,933,280	(202,299)	(142,718)	(202,299)	(38,587)
Net Current Assets Surplus (Deficit)	3,666,667	(0)	24,269,834	189,787	27,936,501	

Investments

At 31 July 2019 the Shire's cash on hand, deposits and investments totalled \$25,828,787 (a decrease of \$5,368,017 to last month's total of \$31,196,804) and total investment interest earned for the year was \$52,965 and did not achieve the budget of \$63,400. The recent decisions of the Reserve Bank to reduce the cash reference rate to 1% will impact the Shire's ability to achieve its interest on investments projections which were based on a historically higher interest rate.

Term Deposits – Cash Management

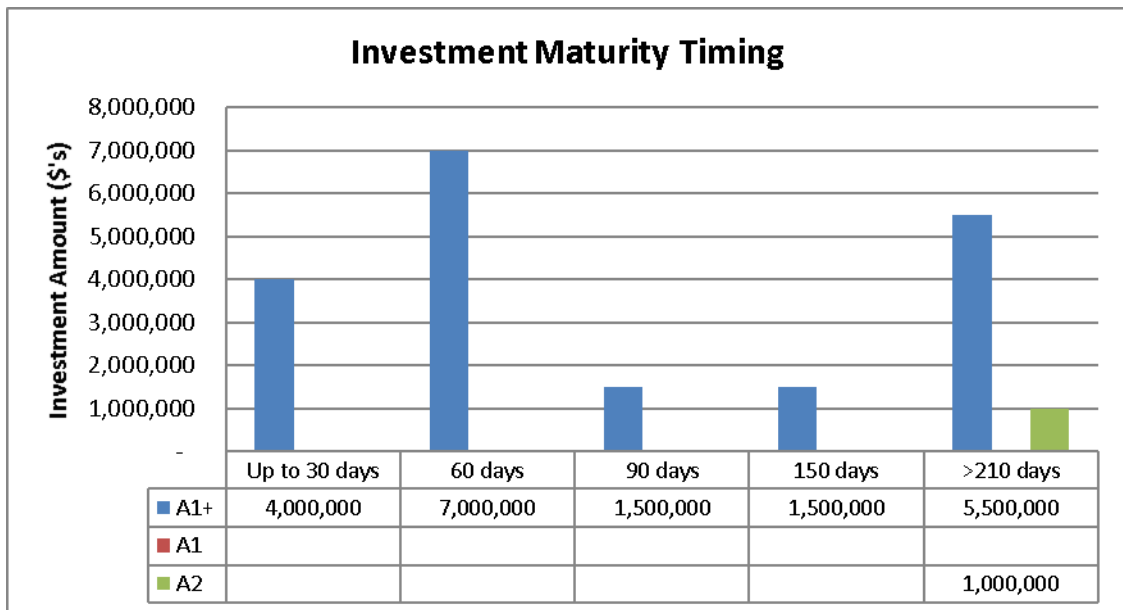
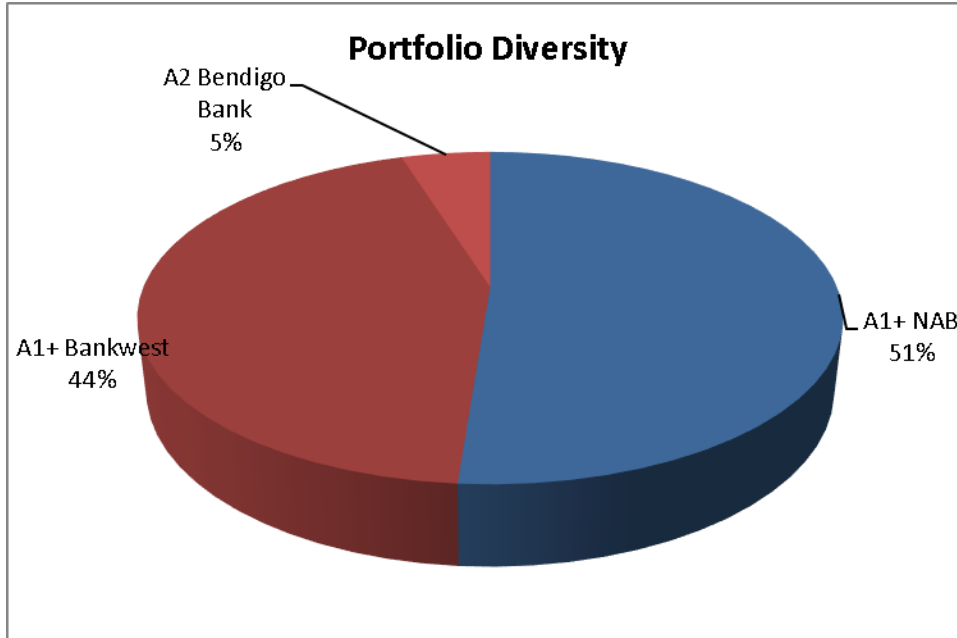
At the end of July the Shire had the following short-term facilities (term deposits).

Term Days	Maturity	Institution (ADI)	Principal \$	Interest Rate	Interest \$
182	2/4/20	Bendigo Bank	1,000,000	2.45%	24,567
270	10/12/19	Bankwest	1,500,000	2.50%	27,740
365	10/4/20	National Australia Bank	2,500,000	2.45%	61,250
365	17/7/20	NAB	1,500,000	1.85%	27,750
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
365	8/5/20	National Australia Bank	1,500,000	2.36%	35,400
150	3/10/19	Bankwest	1,500,000	2.20%	13,562
			20,500,000		490,169

During the month the following changes occurred to term deposits:

- A term deposit with NAB matured on 18/7/2019 and was rolled over for 12 months at 1.85% (previous interest rate was 2.74%).

The average rate of interest to be paid on all of the term deposits is 2.44%.



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 \$4,536 was earned and the current balance of the investment is \$5.532 million. The current rate of interest earned on this facility is 0.95% and is set at 5 basis points lower than the Reserve Bank's cash reference rate.

In-Kind Support

At 31 July 2019 fee waivers, donations and financial assistance sponsorships totalled \$7,932 and included \$6,100 of sporting sponsorships and \$1,832 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 2019-2023

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 – July 2019 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

11.4.2 SPORT AND RECREATION ADVISORY COMMITTEE MEETING - 7 AUGUST 2019

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	Andrew Ross, Acting Director Corporate and Community Services

IN BRIEF

- Due to the number of apologies received for the meeting scheduled for the 5 June 2019, a quorum was not going to be reached so the meeting was cancelled.
- On the 7 August 2019, the Sport and Recreation Advisory Committee (SRAC) held its bi-monthly meeting.
- Future administration details for the Sport and Recreation Advisory Committee were discussed.
- The committee provided support for the Margaret River Football Club to submit an interest free loan application to the Shire for additional storage space.
- Delegates provided updates on their clubs.

RECOMMENDATION

That Council:

1. Receives the confirmed minutes of the Sport and Recreation Advisory Committee meeting held 3 April 2019;
 2. Receives the unconfirmed minutes of the Sport and Recreation Advisory Committee meeting held 7 August 2019; and
 3. Notes the Sport and Recreation Advisory Committees support for the Margaret River Football Club to submit an interest free loan application for additional storage space.
-

LOCATION PLAN

Nil

TABLED ITEMS

Nil

BACKGROUND

Sport 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

Administration of the Sport and Recreation Advisory Committee

Delegates were updated on attendance requirements associated with being part of the committee in addition to being advised that the current committee would be dissolved with the upcoming Local Government elections. Delegates were asked to update their contact details and those of the club Presidents so information on the upcoming elections could be distributed.

Interest Free Loan Application to be submitted by Margaret River Football Club

Football Margaret River enquired about how the Shire's interest free loan process worked as they require a much large storage area than is currently available. The Club has an initial quote totalling \$23,500 however this does not include the site works. The Club were advised that quotes would need to be sought for the entire project (including the site works) and that interest free loans would require dollar for dollar matching up to a maximum of \$20,000. Due to the bi-monthly meeting cycle and the dissolving of the SRAC in October in line with the Local Government Elections the Chairperson suggested a motion of support be moved. After discussion the committee moved a motion supporting the submission of an Interest Free Loan by the Club subject to the Shire receiving all of the necessary paperwork.

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 2019-2023

Key Result Area 5: Effective leadership and governance

Community Outcome 5.1: Effective governance and corporate leadership

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 confirmed minutes of the Sport and Recreation Advisory Committee meeting held 3 April 2019;
2. Receives the unconfirmed minutes of the Sport and Recreation Advisory Committee meeting held 7 August 2019; and
3. Notes the Sport and Recreation Advisory Committees support for the Margaret River Football Club to submit an interest free loan application for additional storage space.

ADVICE TO APPLICANT / PROPONENT

Nil

ATTACHMENTS

1. Confirmed minutes of the Sport and Recreation Advisory Committee meeting held 3 April 2019.
2. Unconfirmed minutes of the Sport and Recreation Advisory Committee meeting held 7 August 2019.

11.4.3 HOUSING ADVOCACY OFFICER PROJECT FINAL QUARTER YEAR TWO REPORT

LOCATION/ADDRESS	Shire of Augusta Margaret River
APPLICANT/LANDOWNER	Shire of Augusta Margaret River
FILE REFERENCE	CSV/104
REPORT AUTHOR	Jason Cleary, Coordinator Community Development and Planning
AUTHORISING OFFICER	Andrew Ross, Acting Director Corporate and Community Services

IN BRIEF

- Council endorsed in January 2017 (OM2017/15) to provide Just Home with \$20,000 per annum for three (3) years commencing the 2017-18 financial year, for part funding of a Housing Advocacy Officer (HAO) - subject to co-matched funding - to enable regular data collection and reporting.
- The Just Home Housing Advocacy Officer commenced in July 2017 and have provided all year one reporting and the first three quarterly reports for year two.
- Just Home have now provided the final quarter report for year two, 1 April -30 June 2019.

RECOMMENDATION

That Council accepts the final quarter report, year two, 1 April -30 June 2019.

LOCATION PLAN

Nil

TABLED ITEMS

Nil

BACKGROUND

Affordable housing and homelessness has been a discussion between Council and community members for a number of years. Homelessness exists on a global scale, with little progress over time in reducing the incidence of people living without a secure home. A definition of homelessness and its surrounding data continues to be debated universally.

There is limited data available in relation to homelessness and associated service use within the Shire. The Australian Bureau of Statistics (ABS) advises there is no single variable in the Census which can accurately inform on homelessness.

Just Home, the Margaret River Community Centre (MRCC) and the Margaret River Soup Kitchen are local providers of support services to those facing housing stress. These groups report an increase in the use of local services in recent years.

The Shire's Affordable Housing Strategy 2015 and the Homelessness Policy 2016 acknowledge that the challenge of homelessness is multi-faceted and requires involvement by all levels of government, non-government, private and community sectors. The Affordable Housing Strategy identifies the need for and availability of affordable housing, setting out a series of measures aimed at assisting with the delivery of affordable housing of a type and quantity sufficient to meet with the defined demand. Most importantly, the Strategy focuses only on outcomes which can feasibly be delivered by the Shire.

For the last two years Just Home have dedicated their efforts to reducing housing stress and preventing homelessness in the Augusta Margaret River area through volunteer efforts. The group incorporated in May 2017 and compiled a long term action plan as a result of engagement conducted over 2016 as part of the Shire's Homelessness Policy. This includes the Housing Advocacy Project which includes a funded position to provide immediate support to people experiencing or at risk of homelessness and housing stress in Augusta Margaret River, and to monitor local experiences for rigorous data collection. Through this work Council committed \$20,000 in the 2017-18 budget and further two financial years to

Just Home to part fund this project (OM2017/15). Year one and two have now been completed and year 3 is now underway.

Just Home designed the Housing Advocacy Officer to be part time at 15 hours per week and based at the MRCC. The position description details the total cost for the position over three years is \$124,078.29 which includes a total remuneration package of \$119,078.29 and \$5,000 for evaluation. This is part funded by the Shire at \$20,000 per year for three years, subject to ongoing co-matched funding. In both year one and two co-matched funding has been confirmed via a number of local and government partners.

As part of their agreement with the Shire, Just Home are required to provide data quarterly to Council, detailing the demographics of the clients engaged in services, and the nature of the services provided.

CONSULTATION AND ADVICE

External Consultation

Extensive community consultation occurred on the topic of homelessness over March to June 2016 by the Shire and through collaboration with Just Home, which information assisted development of the Homelessness Policy. Consultation and awareness raising programs have continued throughout the project.

Internal Consultation

Nil

DISCUSSION / OFFICER COMMENTS

The final quarter report for year two (attachment 1) shows 23 clients received services for this period, eight new clients were received over the period whilst nine clients received continuing service and six enquiries were made that resulted in no further action. 71 clients have accessed Just Home HAO service since July 2017.

This report continues the trend that most clients are long term residents of the region with the majority, six of the eight new clients, accessing the service in this period being residents for over 10 years. Mental health and disability continue to be common coexisting factors for clients. Six of the eight new clients were also aged 36 or over showing that aged residents are also constantly most affected by unstable housing situations.

Strengthened professional relationships and collaborations with various other service providers was highlighted during this period. The HAO was part of the first meeting of the Lower South West Housing Group which will continue as a networking group for service providers in the region.

Significant fundraising continued including a partnership with Settlers Tavern and a successful application for funding from Shelter WA for the Homelessness Week Grant.

Media coverage, including television and radio, during Homelessness Week and meetings with Local WA Parliament member Adele Farina took place during this period.

It is noted that the position is unable to complete all tasks required within the 15 hour timeframe currently funded. During this period Just Home were successfully able to increase the Housing Advocacy Officer hours to 20 hours per week due to securing further funding for the role.

During this period four clients were supported to complete, Department of Communities housing application and a joint Just Home and Department of Communities Service Delivery Day were completed.

Local initiatives have continued to be pursued through the Homelessness and Affordable Housing Working Group over the quarter. The group consists of shire officers and Just Home representatives, who meet quarterly. The group are focused on building a collaboration with state government to develop an emergency and/or affordable accommodation in the shire. Possible affordable housing sites within the Shire have been identified and presented to Council and will continue to be pursued.

STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS

Nil

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2018-2022

Key Result Area 2: Welcoming, inclusive and healthy communities

Community Outcome 6: Community health, safety and social justice in the face of changing climate

Strategy 2: Lead and partner with other agencies on community safety and regulatory programs for community wellbeing.

PLANNING FRAMEWORK

Nil

FINANCIAL IMPLICATIONS

Council has committed \$20,000 in the 2017-18 and 2018-19 budget and one further year 2019-20 to Just Home (OM2017/15). Just Home have submitted the required financial reports for the first and second year confirming matched funding and confirmed budgeted income and expenses for year three.

SUSTAINABILITY IMPLICATIONS

The Shire's Homelessness Policy includes acknowledgment of the Shire's commitment to using its best endeavours to meet the needs of current and future generations through the integration of environmental protection, social advancement, cultural recognition and economic prosperity.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council accepts the final quarter report, year two, 1 April -30 June 2019.

ADVICE TO APPLICANT / PROPONENT

Nil

ATTACHMENTS

1. Just Home Margaret River final quarter report for year two, 1 April - 30 June 2019.
2. Just Home Margaret River Financial acquittal 2018-19 and budget 2019-20.

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

13. **MOTIONS FOR CONSIDERATION AT NEXT MEETING**

14. **NEW BUSINESS OF AN URGENT NATURE**
 - 14.1. **Members**
 - 14.2. **CEO**

15. **CONFIDENTIAL BUSINESS**

16. **CLOSURE OF MEETING**