



SHIRE OF
HARVEY



Ordinary Council Meeting **Agenda**

Harvey Council Chamber

Tuesday, 23 June 2020

4pm

Shire of Harvey
Ordinary Council Meeting

Dear Councillor,

Notice is hereby given that the next meeting of the Harvey Shire Council will be held in the Council Chamber, Young Street, Harvey, on Tuesday, 23 June 2020 commencing at 4pm.

The business to be transacted is shown in the Agenda hereunder.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Annie Riordan', with a small dot at the end.

Annie Riordan
Chief Executive Officer

19 June 2020.

Agenda

1. Official Opening

Acknowledgement of Country

The Shire of Harvey acknowledges the traditional custodians of the land and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present.

2. Record of Apologies and Leave of Absence

3. Applications for Leave of Absence

4. Reading from a Book of Learning and Wisdom

Read by Councillor Coleman.

5. Declarations of Members' and Officers' Personal Interest

6. Response to Previous Questions Taken on Notice

7. Public Question Time

8. Petitions/Deputations/Presentations

9. Announcements by Presiding Member or CEO Without Discussion

10. Confirmation of Minutes

Ordinary Council Meeting – Tuesday, 26 May 2020.

11. Receipt of Minutes and Recommendations from Committees

Shire of Harvey Bush Fire Advisory Committee – Monday, 18 May 2020

Shire of Harvey and Shire of Dardanup Joint Town Planning Scheme Committee – Friday, 19 June 2020 (*To be tabled*)

12. Officer's Reports**12.1 Chief Executive Officer**

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12.5.2 Harvey Recreation and Cultural Centre Advisory Group – Terms of Reference - Shire of Harvey - Harvey Recreation and Cultural Centre 36

12.5.3 Harvey District Tourist Bureau – Community Budget Submissions - Harvey District Tourist Bureau Inc. - Shire of Harvey (A002446) 38

13. Elected Members Motions of Which Previous Notice Has Been Given

20/106 Moved: Cr Bromham Seconded: Cr Lovitt – The Shire of Harvey develops a Facebook page to assist in communicating broadly with its community by 30 June 2020.

Procedural Motion**Moved: Cr Beech Seconded Cr Burgoyne****Councillor Beech put forward the following Procedural Motion:****That this debate be adjourned until the full Council meeting to be held on Tuesday 23 June 2020.****Officer's Comments****Background**

On 24 April Cr Bromham provided for distribution to Councillors, a Power Point presentation with the question 'Should we have a Facebook Page?'. It highlighted that all Shire's in the South West have a Facebook page. It was felt by Cr Bromham that a Facebook page for the Shire of Harvey would provide an avenue to engage with a broad base of people within the Shire, and outside of its borders, and that the advantages would outweigh the disadvantages.

Feedback from Councillors regarding a Facebook page is summarised below:

- Local governments generally have been using Facebook since the first one was established by Brisbane Council in January 2011;
- An independent report concluded the benefits to LGA using this medium were many with benefits for both the residents, with improved communications, and the council, with collection of data;
- WALGA have a communication and social media template policy on their website as well as guidelines to follow;
- The Shire has used Facebook previously on a staff personal level for distribution of information during the Yarloop Fires and found this as an efficient method to reach the community;
- Facebook is an effective tool for those who use it;
- Not everyone in the Shire is a Facebook user;
- Facebook would reach the younger population who are higher users and the less connected people could be overlooked if just using Facebook as a communication tool;
- Any Facebook page should go hand-in-hand with a well-developed website that provides options for comments and feedback;
- Responding to social media posts is time consuming and operates on a 24 hour cycle and not within standard business hours;
- The site needs to be managed by staff. What resources this will be required and the financial impact will need to be considered; and
- The site needs to be managed as a professional business organisation.

Marketing and Communications Officer

It was recognised in 2019 that the Shire of Harvey could be greatly assisted in their communication with their residents and the promotion of the organisation by having a dedicated Marketing and Communications Officer. This objective was realised when the position was filled in March 2019.

Over the last fourteen months there have been a number of achievements aimed at increasing the professional presentation of the Shire and increasing communication opportunities. These were selected as effective yet fast gains that could be undertaken within budget and resources. The key areas of development are:

- Style guide and brand identity;
- Increased communication;
- Instagram account established; and.
- COVID-19 response.

Style guide and brand identity

The main project to date has been establishing and implementing a style guide for the Shire of Harvey. This was implemented along with a rebrand including a new logo to create consistency across the Shire's communications. The outcome is a vibrant colour palette to be used across all internal and external communications. The brand roll-out included a suite of electronic templates which has created consistency and a professional approach to Shire communications.

The style guide was the first of its kind for the organisation and it includes Shire fonts, guidelines for publications, a writing style guide and brand colours. These create a clear guide to work from and establish a clear identity for residents and visitors to identify the Shire.

The new brand identity implementation has been undertaken by the Marketing and Communications Officer across the *4 o'clock report*, public documents, online platforms and all electronic mediums. Staff across the organisation have been working to implement the new branding to signage, hard copy documentation including internal documents such as employee Position Descriptions and procedures, publicity materials, uniforms and vehicles. The new brand identity is being rolled out in line with current budget constraints. An example of this is the upgrade of the Shire of Harvey website which is currently underway and will carry the new branding.

Increased communication

There has been an overall increase in the way the Shire communicates in the past year through more postings on the website, the creation of an Instagram account, a more engaging *Weekly Updates* (formally known as *For your info*). Along with the rebranding of the *4 o'clock report*, it has been repurposed to provide an array of up-to-date information. There is an increase in the number of articles in newspapers which are also shared on social media and online. The Shire has had monthly radio interviews with ABC South West recapping the Council meetings and other topical items. In addition, GWN7 have been engaged for major events and projects.

Instagram

Facebook purchased Instagram in 2012 and recent statistics identify that 47% of Facebook users also use Instagram. Research indicates that while Facebook is a good social media platform for disseminating information and has twice the user base as Instagram, Instagram attracts the younger demographic with a much higher engagement rate. Across the two platforms, the median engagement rate for each post on Instagram is 1.60% compared to 0.09% for each post on Facebook. Facebook is an informational tool and Instagram is about capturing moments and engaging users, which is why it is a popular tool for effectively building brand and gaining popularity.

As the Shire was building its brand identity, it was a deliberate decision to choose Instagram over Facebook as the first social media tool for the organisation, given the limited resources available. The Shire of Harvey Instagram account was set up in April 2019. As a photo-sharing app, it has provided successful visual storytelling about what the Shire is doing.

As it is visually based, there is less time required to manage responses to the site as feedback is at the positive end of the scale. The Shire has used Instagram to target residents in the Shire and inform them about specific projects and initiatives, along with general updates. It is also used as the first social media tool to drive traffic to the Shires' website.

The Shire's Instagram account has 1,116 followers as at 8 June 2020, with an average of eight new followers per week from across the Shire and the state. Each post is currently reaching on average 775 accounts and around 140 interactions. The Shire has approximately 4,400 impressions which is the number of times a post from the Shire's page has been displayed.

COVID-19 response

Since the announcement of the COVID-19 State of Emergency, the Marketing and Communications Officer has been heavily involved in the Shire's message response both internally and externally. Some of these activities include:

- Updating the current website to include a Response area which holds important information and relevant links for the community;
- Working with Libraries and Recreation facilities around their messaging regarding the closure of their facilities and restart of programs;
- Working with other staff around messaging regarding the closure of other facilities and reopening of playground equipment, halls etc;
- Assisting staff in establishing new methods of connecting with community eg Library Story Time online.
- Promoting community connection activities designed to keep the Shire in touch with our communities as a result of the epidemic;
- Designing promotional material around community connection activities eg postcards; and
- Designing signage related to COVID-19 for facilities.

Shire of Harvey website

A major project which has recently commenced and is being managed by the Marketing and Communications Officer is the rebuild of the Shire of Harvey website carrying the new branding style. With an informative and engaging website residents will be able to find information they are looking for more easily, submit feedback forms and feel more connected to what the Shire is doing.

The new site will be visually attractive, engaging with regular posted items, easy to access information and a '*have your say*' imbedded application or something similar. Having an updated platform will enable the addition of extra features as they are identified to increase on-line services and interaction. It will also enable any changes to be undertaken in-house by staff rather than paying an external party for changes, which is the case with the current website.

Building the site requires a lot of resources with representatives from each Business Unit currently participating. This includes providing feedback on the structure, reviewing content

on the current site, updating forms which can be converted to an electronic format for easier use rather than paper based and identifying and preparing new content which needs to be included. Directorate representatives will then be trained for maintaining their section of the website for ongoing management. The target is to have the new website go live by December 2020.

Communications strategy

The steps to date have been to focus on making as much of an impact as possible with the Shire's image, marketing and communications and within the current resources and budget. Moving forward, however, it is important that we are guided by a Communications strategy to ensure we are using our resources with a planned approach rather than reactively.

Developing a Communications strategy will provide a roadmap for Shire-wide communication, placing the community at the forefront of the Shire's planning and development. The strategy has four major components; communication goals, target audience, communication plan and channels.

The strategy will inform who is responsible, how many hours are dedicated to each area, the cost involved and the timeframe for when actions are to be implemented. Each communication channel requires a different audience and it is important to know who these audiences are, and how they want to receive information. The only way to do this is to consult with the community and build a strategy based on what they want.

A strategy will help the Shire:

- Define the target audiences;
- Choose communication avenues/channels;
- Have a researched strategy to best complement and maximise each communication channel (social media);
- Identify the best off-line marketing tools to complement on-line communication tools;
- Plan and launch communication channels and information; and
- Monitor and measure the communication channels to develop ways to better communicate.

Maintaining a steady schedule of engaging and valuable content is a constant challenge for many local governments and it is important to have a strategy to support this. This will enable the growth of the page audience and the community's trust in the Shire before launching into creating a page without a strategy behind it.

Developing a Communications strategy is included in the 2020 - 2021 Business Plan. It is proposed to undertake this work in-house with an amount included in the 2020 – 2021 draft Budget for engagement activities.

Facebook

The key to a successful Facebook page is updating the site regularly with useful and interactive content. One of the disadvantages for business with having a Facebook page is having to spend time and resources to maintain the Facebook business page. Setting up a Facebook page does not mean people will automatically follow the site. Not posting regularly to the Facebook page reflects badly on the business and the site will lose buy in from followers.

Facebook sites are managed in a number of different ways across local government, depending on staffing and the page rules that are implemented. Most articles on managing a business Facebook site highlight that you need to actively promote the page, have dedicated staff who can post content, monitor and respond to posts on a regular basis and have a budget to be effective with Facebook paid advertising where posts can be optimised.

Given the higher written interaction with Facebook v Instagram, the following needs to be considered if aiming for a successful and effective Facebook site:

- Ability to have a roster of staff, which includes coverage outside normal business hours, who will monitor comments and feel confident to respond to them;
- Ability to have a number of staff trained to use the page and clear user rules situated on the page around user interaction;
- Investigate third party apps that can help manage the Facebook page. These can also accommodate a range of different features within the page;
- Have a clear content strategy for the page. Identifying the right content will also help in managing the page;
- Maintain a steady schedule of engagement. Valuable content is also key to managing a page; and
- A strategy behind the page as it is a two-way communications / customer service and marketing channel.

The Shire of Murray was contacted to determine the resources they have in communications and marketing including social media, at both the Shire's of Murray and Waroona. At the Shire of Murray, they currently have two full-time Communications and Marketing officers. At the Shire of Waroona, the Facebook page is currently managed by both the CEO and the Executive Assistant of the CEO. The Shire of Murray are planning a review of the workload and the resources required across both organisations.

The Shire of Harvey currently has one FTE undertaking communications and marketing which includes managing one social media platform. Introducing another social media platform will require additional resourcing for driving site content across all platforms as well as staff trained in protocols to respond to Facebook comments.

Facebook operates on a 24 hour cycle and damaging comments cannot be left unattended outside of normal work hours. The level of engagement with the community will determine the amount of time spent on responding with any available time focussed on content and marketing.

This would ensure the page was being managed and monitored in the best interests of the Shire. Additional funds will need to be allocated to each Directorate for digital spend that can be used to focus on boosting posts and creating ad campaigns through Facebook for specific and relevant Directorate information and communication, to expand reach and gain new followers.

The level of resources required to manage a site goes hand-in-hand with the level of engagement by the community and the way the page is set up. The outcome of the Communications strategy, however, will more clearly define what actions across communications and marketing are to be implemented and the resources required to do this successfully.

When the time comes to launch a Facebook page, there will need to be a budget allocated for a publicity campaign to promote the page so that residents are aware of its existence.

Local Government Facebook followers

Local Government	Population*	Followers	% Pop'
Shire Augusta-Margaret River	14,260	1,958	13.73
City of Bunbury	31,920	17,394	54.49
City of Busselton	36,690	5,966	16.26
Shire B'town/Greenbushes	4,660	1,723	36.97
Shire of Capel	17,120	2,685	15.68
Shire of Collie	8,798	3,071	34.90
Shire of Dardanup	14,030	3,589	25.58
Shire of Donybrook/Ballingup	5,870	991	16.88
Shire of Nannup	1,328	275	20.70
Shire of Manjimup	9,250	3,335	36.05
Shire of Murray	16,700	4,622	27.67
Shire of Waroona	4,650	779	16.75

**Note1: Populations figure 2016*

Note 2: No research was undertaken on how long each LG has had their site

Officer Recommendation

That:

1. A Facebook page be considered as part of the development of the Communications strategy to be finalised during 2020 – 2021.
2. The financial impacts of implementing the strategies of the Communications strategy to be reported to Council for their consideration

14. Notice of Motion for Following Meeting**15. Questions by Members of Which Due Notice Has Been Given****16. Reports of Members**

17. Seal Register

Officer's Recommendation:

That Council:

1. Notes the use of the Common Seal under Delegated Authority (1.1.1) in accordance with Council Policy (1.1.2) on the following items:

- Section 70A – Lotsd 55-59 on Deposited plan 418858 – Roelands Development Pty Ltd and Shire of Harvey – Boundary cut drains located on the property shall be maintained in integrity and remain free of obstructions. Boundary cut off drain may be utilized by stormwater flow from upstream properties. The flow shall be accommodated and permitted to utilize the boundary cut off drain and transfer to the road reserve or a further downstream lot.

Prepared By
McMullen Nolan
Group Pty Ltd

2. Notes the use of the Common Seal on items previously authorised by Council as follow:

- Section 70A – Lot 9001 on Deposited Plan 405423 – Edenlife Communities Pty Ltd and Shire of Harvey – At least one occupant per site shall be 50 years or older or is the surviving partner of such person on the lease.

Prepared By
Edenlife
Communities Pty
Ltd

18. New Business of an Urgent Nature Introduced by Decision of Meeting

19. Matters Behind Closed Doors

19.1 Nil.

20. Closure of Meeting

12. Officer's Reports

Item No.	12.1.1
Subject:	Bush Fires Act Delegations
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Acting Manager Corporate Services
Authorising Officer:	Chief Executive Officer
File No.:	CC/U/003

Summary

To present Delegations from Council to the Chief Executive Officer, Shire President and Chief Bush Fire Control Officer for the Western Australian *Bush Fires Act 1954* which assigns a statutory power or duty to local government.

It is recommended that the Delegations under the *Bush Fires Act 1954* (the Act) be adopted.

Background

There are over 170 separate pieces of legislation in Western Australian law that assign a statutory power or duty to local government. Each power or duty described in legislation will require a local government to fulfil a mandatory duty or use a discretionary power to make a decision.

Parliament recognised that it would be unreasonable and impossible for every decision and every duty to be fulfilled by Council of each local government. Processes were therefore legislated to enable local governments to pass on decision making powers and duties to others.

Delegations by Council are an effective way to reduce red tape and improve customer satisfaction through prompt decision-making processes. Using the power of delegation appropriately assists local governments to deal with a wide range of operational matters that are minor, administrative in nature and potentially time consuming.

Certain safeguards are incorporated into delegations such as limiting the use of when a delegation can be exercised.

The *Bush Fires Act 1954* provides power under s.48 Delegation by local government. A delegation under this section does not include the power to sub delegate. Some specific sections of the Act delegate direct to the Shire President and the Chief Fire Control Officer.

Comment

Whilst the Shire of Harvey has in place the Bush Fires Brigade Local Law 2017 which covers some sections of the Act, and 2.3.1 Bush Fire Act Requirements v.3 and other policies relating to the Act, it has limited Delegation of powers or duties for the Act. Advice from WALGA was to review and update any current Delegations in line with the WALGA templates as the preferred format as well as the other suggested WALGA Delegations.

It has been past practice in some local governments that the whole Act is delegated. The correct method of delegation is to provide a written Delegation for those specific sections of the Act that apply to administrative tasks of a position within the organisation. This limits the power of the person who has been given the authority, ensures they are not acting outside their authority, as well as make it quite specific around the sections of the Act that can be acted upon and the limitations of that authority. Not having a delegation increases the risk to the local government that an employee will make a decision on a matter they believe they have authority by virtue of the position they hold. If a delegation is not in place, all administrative decisions would need to be reported to Council for a decision thus delaying decision making processes and impacting on service levels to customers.

A Delegation does not prevent the CEO from referring a matter to Council, and after the gathering of professional advice may decide a matter does require a decision of Council. Delegations are to be read within the context of the Act and decisions are to be made within the limitations placed on the use of the power under the relevant section. Part V 48(4) provides that nothing limits the ability of a local government to act through Council, members of staff or agents in the normal course of business. Delegations are supported with policies and operational procedures to ensure that due process is followed.

In relation to the Bush Fires Act, it specifically states that local government cannot sub-delegate and it is very specific about who has responsibilities for particular sections of the Act. This includes the CEO of the Authority (DFES), Chief Bush Fire Control Officer, Bush Fire Control Officer, authorised CALM officer and local government.

Unlike other Acts, this Act does not provide for an Authorised person. If it did, the Shire could appoint Rangers as an Authorised Person for the purposes of the work they do under the Bush Fires Act. Due to this exclusion, Shire Rangers are appointed as FCOs under Delegation. This is the same situation in all local government bodies who manage the Bush Fires Act.

Shire FCOs issue Permits for Harvey and Australind townships, undertake hazard reduction and firebreak inspections and issue infringements. Shire delegated FCOs have a respectful partnership with volunteer FCOs and work with them on areas that cross-over, such as the issuing of permits. Area FCOs are the first point of contact for permits in their area. When they are not available the Shire issues the permit and provides advice to the relevant Area FCO so they have knowledge of permitted burns in their area. Area FCOs cannot issue infringements.

These Delegations do not interfere with the usual process for appointment of Volunteer FCOs who are elected through their area Annual General meeting, which is then forwarded to the Bush Fire Advisory Committee for approval.

The following Delegations have been prepared and are attached for Council consideration;

- Appoint Bush Fire Control Officer/s and Fire Weather Officer at **Attachment 1**;
- Firebreaks at **Attachment 2**;
- Burning garden refuse / Open air fires at **Attachment 3**;
- Control and extinguishment of bush fires at **Attachment 4**;
- Control of operations likely to create bush fire danger at **Attachment 5**;
- Make request to FES Commissioner – Control of fire at **Attachment 6**;
- Prohibited burning times – Control activities at **Attachment 7**;
- Prohibited burning times – Vary at **Attachment 8**;
- Restricted burning times – Vary and control activities at **Attachment 9**;
- Withdrawal of Infringement notices at **Attachment 10**;

- Prosecution of offences at **Attachment 11**; and
- Recovery of expenses incurred through contraventions of this Act at **Attachment 12**.

The Delegations are based on model Delegations that have been prepared by the Western Australia Local Government Association (WALGA) and with reference to Delegations made by other local governments in Western Australia.

Statutory/Policy Environment

Bush Fires Act 1954:

s.48. – Delegation by local governments

- (1) A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.
- (2) Performance by the chief executive officer of a local government of a function delegated under subsection (1) –
 - (a) is taken to be in accordance with the terms of a delegation under this section, unless the contrary is shown; and
 - (b) is to be treated as performance by the local government.
- (3) A delegation under this section does not include the power to sub delegate.

Strategic Framework

Within the Shire's Strategic Community Plan 2017 - 2027, Strategy 4.2.2 states:

Maintain, review and ensure relevance of Council's policies and local laws.

Risk Management

The Risk Theme Profile identified as part of this report is **Business and Community Disruption, Failure to Fulfil Compliance Requirements and Inadequate Document and Management Practices**. The Consequence could be **Financial, Service Interruption, Compliance** or **Reputational**. The risk is considered **Minor** and the likelihood **Unlikely**, given that the Delegations are based on model templates in line with legislation, and where identified, checked by qualified professionals. This results in a **Low** risk being present.

Budget Implications

Nil.

Voting Requirement

Absolute Majority.

Officer's Recommendation

That Council adopts the following Delegations:

1. Appoint Bush Fire Control Officer/s and Fire Weather Officer at **Attachment 1**;
2. Firebreaks at **Attachment 2**;
3. Burning garden refuse / Open air fires at **Attachment 3**;
4. Control and extinguishment of bush fires at **Attachment 4**;
5. Control of operations likely to create bush fire danger at **Attachment 5**;

6. Make request to FES Commissioner – Control of fire at **Attachment 6**;
7. Prohibited burning times – Control activities at **Attachment 7**;
8. Prohibited burning times – Vary at **Attachment 8**;
9. Restricted burning times – Vary and control activities at **Attachment 9**;
10. Withdrawal of Infringement notices at **Attachment 10**;
11. Prosecution of offences at **Attachment 11**; and
12. Recovery of expenses incurred through contraventions of this Act at **Attachment 12**.

Technical Services

Item No.	12.2.1
Subject:	Local Roads and Community Infrastructure Program
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Executive Manager Technical Services
Authorising Officer:	Chief Executive Officer
File No.:	SMB0006

Summary

Recognising the significant economic impact caused by the COVID-19 crisis the Australian Government has committed \$500 million to the Local Roads and Community Infrastructure Program (LRCI) to support jobs, businesses and the resilience of the local economies.

As part of the program, from 1 July 2020, local governments will be able to access funding to support the delivery of projects in accordance with the LRCI funding guidelines.

This report identifies a number of projects that meet the LRCI funding guidelines and recommends that Council endorse the projects as listed in the report.

Background

Each local government will receive a share of funding under the LRCI program which has been calculated in a similar way to how the Roads to Recovery Program and the road component of the Financial Assistance Grants works. This formula takes into consideration road length and population and is based on recommendations of Local Government Grants Commissions.

Local governments can select the projects to be funded in their community according to priorities at the local level and similar to the Roads to Recovery Program, local governments will need to submit a Work Schedule that outlines the project(s) they plan to undertake.

As long as these projects are eligible local road or community infrastructure projects, they will receive funding.

Local governments will need to demonstrate that projects are additional to their pre-COVID-19 work program for 2020 - 2021. If a project has been brought forward from a future work program it will be eligible for funding.

All project works will need to be completed by 30 June 2021 to receive their full nominal share of funding.

Comment

In accordance with the guidelines the following project categories would be eligible for funding:

Local Road Projects

- Traffic Signs
- Traffic Control equipment
- Street lighting
- Bridge / Tunnel
- Rest Area
- Road / Footpath maintenance (additional to normal capital works)

Community Infrastructure Projects

- CCTV
- Bike/walking paths
- Painting / improvements to community facilities
- Fencing
- Improved accessibility
- Landscaping improvements
- Picnic shelters / BBQ
- Playground / skate parks
- Car parking

Proposed projects

Officers recently met to determine eligible projects based on the guidelines mentioned above. The following table outlines the recommended projects:

Project	Estimate	Category	Sub Category	Comments
Leisure Drive Shared Path	\$163,050	Community Infrastructure	Bike/walking paths	Department of Transport 50% Shire 50% share of funding
Ridley Place Foreshore Reserve - CCTV / free WIFI	\$40,000	Community Infrastructure	CCTV	Security for new playground.
Leschenault Leisure Centre Park Path Lighting	\$35,000	Community Infrastructure	Parks Improvements	Stage 2 lighting
Binningup - Coastal Infrastructure Improvements,	\$35,000	Community Infrastructure	Parks Improvements	Various projects, including, improving and extending pathways, viewing platforms
Brunswick Recreation Ground - Additional Parking	\$72,000	Community Infrastructure	Parks Improvements	Provision of an additional 13 parking bays on the western side of the grounds
Landscaping Improvements Binningup	\$20,000	Community Infrastructure	Streetscape Improvements	Extend reticulation and improve landscaping at RAB on Binningup Road

Verge Beautification at Grand Entrance and Paris Road, Australind and along Paris Road	\$57,705	Community Infrastructure	Parks Improvements	Additional seating/shelter/BBQ
Riverdale Rd - Cookernup St Lights	\$30,000	Local Road Projects	Traffic safety improvements	Street Lighting
Safety Improvements Uduc/Government/Forestry	\$20,000	Local Road Projects	Traffic safety improvements	Measures to improve safety
Safety Barrier Weir Road	\$45,000	Local Road Projects	Traffic control equip	Road safety measures to protect users of shared pathway
Rest Area – South Western Hwy	\$75,000	Local Road Projects	Rest area	Council approval to proceed – no current funds allocated
Road Solar Lighting – Stage 2	\$76,000	Local Road Projects	Street lighting	Council adopted program \$20,000 currently listed in 2020-2021. Additional funds required for stage 1 and 2
TOTAL	\$668,755			

Statutory/Policy Environment

Local Government Act 1995

Section 6.8(1)(b) Unbudgeted Expenditure to be authorised in advance by Absolute Majority.

Strategic Framework

Within the Shire's Strategic Community Plan 2017 - 2027, the following strategies 1.1.6, 3.4.1 state:

*Support and promote diverse and small-medium businesses
Continue to monitor the needs of the community, to ensure access to appropriate services and facilities*

Risk Management

The Risk Theme Profile identified as part of this report is **Inadequate Asset Sustainability Practices**. The Consequence could be **Financial Impact** and **Reputational**. The additional funds provided to the Shire will assist in implementing new assets therefore mitigating the financial risk and as such it is considered that a **Low** risk is present.

Budget Implications

Some of the projects listed above are included in the Long Term Financial Plan and some are based on requests received from the community, outcomes of community meetings, and safety issues identified.

The value of the LRCI program allocated to the Shire of Harvey is \$668,755.

Voting Requirement

Absolute Majority.

Officer's Recommendation

That Council:

1. Notes the information on the Australian Government's proposed Local Roads and Community Infrastructure Program, as outlined in the report; and
2. Authorises the unbudgeted expenditure of \$668,755, fully funded by the Australian Government, to undertake the 12 projects listed in the report.

Absolute Majority Required

Development Services

Item No.	12.3.1
Subject:	Review of Delegations – Planning and Building
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Planning Services / Senior Planning Officer
Authorising Officer:	Chief Executive Officer
File No.:	CC/U/003

Summary

The Shire's recent organisational review will result in changes to some Officer positions and titles. The Planning, Building and Health departments will form the Sustainable Development Directorate and Officers are undertaking reviews of all current Delegations. This report presents the outcomes of the review of the Planning and Building Delegations.

Delegations relevant to Planning and Building have been reviewed. All Delegations have been updated utilising WALGA's Delegations Template. Delegate position titles have been updated in line with the Shire's organisation review which will take effect from 1 July 2020.

It is recommended that Council revokes 14 existing Delegations and adopts 22 updated and amended Delegations.

Background

Delegations by Council are an effective way to reduce red tape and improve customer satisfaction through prompt decision-making processes. Using the power of delegation appropriately assists local governments to deal with a wide range of operational matters that are minor, administrative in nature and potentially time consuming.

The following legislation provides for powers and duties to be delegated to the Chief Executive Officer and also provides powers for the Chief Executive Officer to sub-delegate some powers and duties:

Local Government Act 1995 – s.5.42 (s.5.44 to sub-delegate), s.9.10 (authorised persons)

Building Act 2011 – s.127 (s.127(6A) to sub-delegate), s.96 (authorised persons)

Building Regulations 2012 – r.70(2) (authorised persons)

Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 – r.82 (r.83 to sub-delegate).

Comment

Planning Delegations

The current Planning Delegations (refer **Attachment 1**) have been extensively reviewed by Officers as detailed below:

Delegations Recommended for Revocation

The following Delegations relate to development applications and have been proposed for inclusion in an expanded Delegation 4.1.3 – Development Applications and are therefore recommend for revocation:

- 4.1.4 – Telecommunication Underground Cables;
- 4.1.5 – Home Occupations;
- 4.1.9 – Not Permitted Uses;
- 4.1.12 – Place of Landscape Value;
- 4.1.13 – Undersized Lots;
- 4.1.14 – Development of Land;
- 4.1.17 – Wind Turbines;
- 4.1.23 – Use Not Listed; and
- 4.1.24 – Reserved Land.

4.1.16 – Greater Bunbury Region Scheme

This is a Delegation from the Western Australian Planning Commission direct to “*local governments, and to members and officers of those local governments*” and is therefore not a Council Delegation. This Delegation is therefore recommended for revocation.

Delegations Recommended for Amendment (refer *Attachment 2*)

Minor amendments are proposed for the following Delegations to include references to legislation in accordance with WALGA’s delegation template and update sub-delegate position titles resulting from the organisational review. The amendments will not impact on the intent and/or outcome of the Delegation.

- 4.1.1 – Subdivision Clearances;
- 4.1.2 – Advertising of Applications;
- 4.1.6 – Reserve Management Orders;
- 4.1.7 – Subdivision/Amalgamation Applications;
- 4.1.8 – Modify Development Standards;
- 4.1.10 – s.40 Certificates;
- 4.1.11 – Vegetation Clearing Referrals;
- 4.1.15 – Road Names;
- 4.1.18 – s.214 Directions;
- 4.1.19 – Building Envelope Modification;
- 4.1.20 – Existing Approvals;
- 4.1.21 – Statutory Authority Referrals;
- 4.1.22 – DAP Recommendations; and
- 4.1.25 – Extractive Industries – Re-approval.

4.1.3 – Development Applications

Minor amendments have been proposed to include references to legislation in accordance with WALGA’s delegation template and update sub-delegate position titles resulting from the organisational review. Amendments have also been proposed to incorporate Delegations 4.1.4, 4.1.5, 4.1.9, 4.1.12, 4.1.13, 4.1.14, 4.1.17, 4.1.23, 4.1.24 which all relate to development applications. The amendments will not impact on the intent and/or outcome of the Delegations.

Building Delegations

The current Building Delegations (refer *Attachment 3*) have been extensively reviewed by Officers as detailed below:

4.2.2 – Building Permit Licences – Retaining Walls

This Delegation allows Officers to approve retaining walls dependent on their height. The intent of this Delegation has been included in the amended Delegation 4.2.6 and is therefore recommended for revocation.

4.2.3 – Advertising Signs

This Delegation allows Officers to approve applications for advertising signs. Subsequent to Local Planning Policy 4.1.15 – Advertising Signs being adopted, applications are now processed by Planning and therefore, this Delegation is recommended for revocation. A building permit will be issued under Delegation 4.2.6.

4.2.4 – Strata Titles

This Delegation allows Officers to issue certificates relating to stratas. This component of the *Strata Titles Act 1985* was removed when the *Building Act 2011* came into force. Therefore, this Delegation is recommended for revocation.

4.2.8 – Extension of Duration of Occupancy Permit and Building

This Delegation allows Officers to extend the duration of an Occupancy Permit or Building Approval Certificate. This Delegation has been included in the amended Delegation 4.2.7 and is therefore recommended for revocation.

***Delegations Recommended for Amendment* (refer *Attachment 4*)**

Minor amendments are proposed for the following Delegations to include references to legislation in accordance with WALGA's delegation template, update sub-delegate position titles resulting from the organisational review and specify the exact extent of the Delegation. The amendments will not impact on the intent and/or outcome of the Delegation.

- 4.2.1 – Building Permit Licence Fees – Waived for Local Organisations;
- 4.2.6 – Building and Demolition Permits;
- 4.2.9 – Appointment of Authorised Persons; and
- 4.2.12 – Performance Based Solutions under Residential Design Codes.

4.2.7 – Occupancy Permits and Building Approval Certificates

Minor amendments have been proposed to include references to legislation in accordance with WALGA's delegation template, specify the exact extent of the delegation and update sub-delegate position titles resulting from the organisational review. This Delegation has also been amended to incorporate Delegation 4.2.8. The amendments will not impact on the intent and/or outcome of the Delegation.

4.2.10 – Building Orders

Minor amendments have been proposed to include references to legislation in accordance with WALGA's delegation template, specify the exact extent of the delegation. It is also proposed to change the sub-delegate to the Director Sustainable Development to ensure consistency across Departments relating to actions for non-compliance. The amendments will not impact on the intent and/or outcome of the Delegation.

4.2.11 – “Special Residential” Area – Building Materials

Amendments have been proposed to include references to legislation in accordance with WALGA's delegation template, update sub-delegate position titles resulting from the organisational review and have the delegation apply to all “Special Residential” zoned properties within the Shire. The amendments will not impact on the intent and/or outcome of the Delegation.

Statutory/Policy Environment**Local Government Act 1995****“5.42. Delegation of some powers and duties to CEO**

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
- (a) this Act other than those referred to in section 5.43; or
 - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).
- * Absolute majority required.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.”

“5.44. CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO’s powers or the discharge of any of the CEO’s duties under this Act other than this power of delegation.”

“5.45. Other matters relevant to delegations under this Division

- (1) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —
- (a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.”

Building Act 2011**“127. Delegation: special permit authorities and local governments**

- (1) A special permit authority or a local government may delegate any of its powers or duties as a permit authority under another provision of this Act.
- (2) A delegation of a special permit authority’s powers or duties may be only to an employee of the special permit authority, or to an employee of one of the legal entities that comprise the special permit authority.
- (3) A delegation of a local government’s powers or duties may be only to a local government employee.
- (4) The delegation must be in writing executed by or on behalf of the delegator.
- (5) Except as provided for in subsection (6A), a person to whom a power or duty is delegated under this section cannot delegate that power or duty.
- (6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section but in the case of such a power or duty —
 - (a) the CEO’s power under this subsection to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO’s delegate,are subject to any conditions, qualifications, limitations or exceptions imposed by the local government on its delegation to the CEO.
- (6) A person exercising or performing a power or duty that has been delegated to the person under this section is to be taken to do so in accordance with the terms of the delegation unless the contrary is shown.”

Planning and Development (Local Planning Schemes) Regulations 2015

Schedule 2 – Deemed provisions for local planning schemes of the Planning and Development (Local Planning Schemes) Regulations 2015 contains provisions relating to delegations. The relevant provisions are as follows:

“Part 10 – Enforcement and Administration”

“Division 2 – Delegations”

“82. Delegations by Local Government

- (1) The local government may, by resolution, delegate to a committee of the local government CEO the exercise of any of the local government’s powers or the discharge of any of the local government’s duties under this Scheme other than this power of delegation.*
- (2) A resolution referred to in subclause (1) must be by absolute majority of the Local Government of the local government.*
- (3) The delegation must be in writing and may be general or as otherwise provided in the instrument of delegation.”*

Strategic Framework

Within the Shire’s Strategic Community Plan 2017 - 2027, Strategy 4.3.4 states:

Monitor and ensure compliance with the regulatory framework for local government business.

Risk Management

The Risk Theme Profile identified as part of this report is **Failure to Fulfil Compliance Requirements**. The Consequence could be **Reputational or Compliance** if the process for granting delegations is not followed correctly. The risk is considered **Minor** and the likelihood **Unlikely**, given that the report has been thoroughly researched, peer reviewed and provided by a qualified Council Officer. This results in a **Low** risk being present.

Budget Implications

Nil.

Voting Requirement

Absolute Majority

Officer’s Recommendation

That Council, pursuant to Section 5.45(1)(b) of the *Local Government Act 1995*:

1. Revokes the following Delegations of its powers and discharge of its duties under the Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2:
 - 4.1.4 – Telecommunication Underground Cables;
 - 4.1.5 – Home Occupations;

-
- 4.1.9 – Not Permitted Uses;
 - 4.1.12 – Place of Landscape Value;
 - 4.1.13 – Undersized Lots;
 - 4.1.14 – Development of Land;
 - 4.1.16 – Greater Bunbury Region Scheme;
 - 4.1.17 – Wind Turbines;
 - 4.1.23 – Use Not Listed; and
 - 4.1.24 – Reserved Land.
2. Revokes the following Delegations of its powers and discharge of its duties under the *Building Act 2011* and Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2:
- 4.2.2 Building Permit Licences – Retaining Walls;
 - 4.2.3 Advertising Signs;
 - 4.2.4 Strata Titles; and
 - 4.2.8 Extension of Duration of Occupancy Permit and Building.
3. Amends its Delegations of its powers and discharge of its duties under the *Planning and Development Act 2005*, Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2, Planning and Development (Development Assessment Panels) Regulations 2011, *Land Administration Act 1997* and *Liquor Control Act 1998* for the following matters and as detailed in **Attachment 2**:
- 4.1.1 – Subdivision Clearances;
 - 4.1.2 – Advertising of Applications;
 - 4.1.3 – Development Applications;
 - 4.1.6 – Reserve Management Orders;
 - 4.1.7 – Subdivision/Amalgamation Applications;
 - 4.1.8 – Modify Development Standards;
 - 4.1.10 – s.40 Certificates;
 - 4.1.11 – Vegetation Clearing Referrals;
 - 4.1.15 – Road Names;
 - 4.1.18 – s.214 Directions;
 - 4.1.19 – Building Envelope Modification;
 - 4.1.20 – Existing Approvals;
 - 4.1.21 – Statutory Authority Referrals;
 - 4.1.22 – DAP Recommendations; and
 - 4.1.25 – Extractive Industries – Re-approval.
4. Amends its Delegations of its powers and discharge of its duties under the *Building Act 2011*, Building Regulations 2012 and Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 for the following matters and as detailed in **Attachment 4**:
- 4.2.1 Building Permit Licence Fees – Waived for Local Organisations;
 - 4.2.6 Building and Demolition Permits;
 - 4.2.7 Occupancy Permits and Building Approval Certificates;
 - 4.2.9 Appointment of Authorised Persons;
 - 4.2.10 Building Orders;
 - 4.2.11 “Special Residential” Area – Building Materials; and
 - 4.2.12 Performance Based Solutions under Residential Design Codes.

Absolute Majority Required

Corporate Services

Item No.	12.4.1
Subject	Listing of Accounts Paid – April 2020
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Accountant
Authorising Officer:	Acting Executive Manager Finance and Corporate
File No.:	FMS006

Summary

Presented by way of attachment is a listing of payments for goods and services for April 2020. It is recommended that Council note the attached payments.

Background

Pursuant to Section 5.42 of the *Local Government Act 1995* (Delegation of some powers and duties to CEO), Council has resolved to delegate to the Chief Executive Officer (Delegation No: 2.2.1) the exercise of its powers to make payments from the municipal and trust funds.

As a result of this delegation there is a requirement under the Local Government (Financial Management) Regulations 1996, Regulation 13(3) for a list of payments to be prepared and presented to Council.

Comment

The list of accounts paid for the period of April 2020 is presented as an attachment to this report, as summarised below.

<u>Voucher</u>	<u>Amount</u>
Schedule of Accounts	
Trust	EFT 49826 \$5,000.00
Municipal	EFT 49538 - EFT 49969 \$3,893,967.58
	116982 - 116997 \$24,633.07
	DD20417.1 - DD20522.16 \$194,925.03
CBA Credit Card	\$5,236.44
Electronic Funds Submitted	\$894,537.32
Total	<u>\$5,018,299.44</u>

Statutory/Policy Environment

Local Government (Financial Management) Regulation 1996, Regulation 13 prescribes the reporting of payments to Council.

Strategic Framework

Within the Shire's Strategic Community Plan 2017 – 2027, Strategy 4.3.4 states:

Monitor and ensure compliance with the regulatory framework for Local Government Business.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. There is no Consequence associated as Council is receiving financial information only with no recommendation on action or intervention.

Budget Implications

The payments listed above have been budgeted for in the Shire's 2019–2020 Budget.

Voting Requirement

Simple Majority.

Officer's Recommendation

That Council notes the above list of accounts paid for the period of April 2020 totalling \$5,018,299.44.

Corporate Services

Item No.	12.4.2
Subject:	Financial Statements as at 30 April 2020
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Accountant
Authorising Officer:	Acting Executive Manager Finance and Corporate
File No.:	CC/C/062

Summary

Presented by way of attachment are the Financial Statements as at 30 April 2020.

The following key balances are provided to assist in reporting the Shire's financial performance.

	ACTUAL 30 April 2020	BUDGET 2019 - 2020	VARIANCE
Statement of Financial Performance			
Ordinary Revenue	\$36,884,745	\$36,124,398	-\$760,347
Ordinary Expenditure	\$34,319,145	\$44,313,168	\$9,994,023
Capital Revenue	\$5,786,639	\$12,396,656	\$6,610,017
Capital Expenditure	\$9,116,139	\$17,526,329	\$8,410,191
End of Period Profit / (Loss)	\$10,755,595		
Statement of Financial Position			
Current Assets	\$46,297,868		
Net Assets	\$484,665,693		

It is recommended Council receive the Financial Statements (refer **Attachment 1**).

Background

In accordance with the provisions of Section 6.4 of the *Local Government Act 1995*, and Regulation 34(1) of the Local Government (Financial Management) Regulations 1996, a local government is to prepare each month a Statement of Financial Activity (refer **Attachment 1**) reporting on the revenue and expenditure as set out in the Annual Budget under Regulations 22 (1)(d) for the month.

Comment

Any material variances are highlighted in the Statement of Financial Performance and included by way of Notes to the Statement of Financial Performance (as attached).

Attached to the Agenda is a copy of:

- Statement of Financial Performance
- Statement of Financial Position
- Notes to the Statement of Financial Performance and Financial Position
- Total Municipal Revenue and Expenditure - graph

- Statement of Cash at Bank – Loans
- Statement of Cash at Bank – Reserves
- Statement of Cash at Bank – Bonds and Deposits
- Statement of Cash at Bank – Trust
- Current Ratio – graph
- Outstanding Rates – graph
- Aged Debtors Summary - graph
- Current Account Coverage – graph
- Statement of Investments

Statutory/Policy Environment

Section 6.4 of the *Local Government Act 1995*, requires financial reports to be prepared as prescribed.

Local Government (Financial Management) Regulation 1996, Regulation 34 prescribes the monthly financial reporting requirements of Council.

Strategic Framework

Within the Shire's Strategic Community Plan 2017 – 2027, Strategy 4.3.4 states:

Monitor and ensure compliance with the regulatory framework for Local Government Business.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequence could be **Financial, Reputational** or **Compliance** if the financial statements are not reported accurately, timely or in the required format. The risk is mitigated by Council receiving financial statements on a monthly basis and in a form that is in accordance with the *Local Government Act 1995* and associated Regulations, resulting in a **Low** risk being present.

Budget Implications

Review of the monthly accounts aids in ensuring works and services are undertaken and the Shire operates within its adopted Budget.

Voting Requirement

Simple Majority.

Officer's Recommendation

That Council receives the Financial Statements as at 30 April 2020.

Corporate Services

Item No.	12.4.3
Subject:	Long Term Financial Plan 2020 – 2030 and Asset Management Plan 2020 - 2030
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Finance Officer - Assets
Authorising Officer:	Acting Executive Manager Finance and Corporate
File No.:	FMB001

Summary

This report presents the Shire's Long Term Financial Plan (LTFP) 2020 - 2030 and Asset Management Plan (AMP) 2020 – 2030 as part of the Integrated Planning and Reporting Framework (IPR) requirements prescribed under the *Local Government Act 1995*.

The LTFP highlights the income streams of the Shire as well as future financial impositions. It is a model which aids in the decision making process as to what rates and other funding sources are required to maintain the Shire's existing services and assets as well as the provision of new services or assets.

The AMP covers the assets that serve the Shire of Harvey community's needs. These assets include things such as transport infrastructure, playgrounds, drainage infrastructure, emergency services and recreation facilities throughout the community area. Asset management planning is a comprehensive process to ensure delivery of services from assets is provided in a financially sustainable manner.

It is recommended that the Long Term Financial Plan 2020 – 2030 (refer **Attachment 1**) and Asset Management Plan 2020 – 2030 (refer **Attachment 2**) be adopted.

Background

The LTFP is a ten year rolling plan that informs the Corporate Business Plan in the activation of Strategic Community Plan priorities. The LTFP includes operating forecasts as well as capital items fed from the Shire's Forward Capital Works Plan and other informing strategies. The Plan is built around a number of assumptions relating to population growth, CPI increases, rates increases, utility costs increases etc. Although these assumptions are subjective and may alter from year to year, they are required to more accurately identify the Shire's sustainability into the future.

The Department of Local Government, Sport and Cultural Industries has provided guidelines for the production of the LTFP as it forms a key document in the Integrated Planning and Reporting process.

The AMP details information about assets including actions required to provide an agreed level of service in the most cost effective manner. The plan defines the services to be provided, how the services are provided and what funds are required to provide the services.

At a meeting in April 2020, Council reviewed the LTFP. The LTFP has not been altered since that meeting which means all stimulus works whether funded by the Shire or from governments grants has not been included.

Comment

The LTFP expresses in financial terms, the activities the Shire intends to undertake over the next 10 years to achieve the outcomes of the Shire's Strategic Community Plan.

Some of the key purposes of the LTFP are:

- To assist in the future planning of the Shire's financial operations in regard to key components such as rate increases, service levels to the community and infrastructure asset replacement / renewal. It also serves to guide the Shire's financial decisions, such as loan indebtedness and internal cash reserve utilisation.
- To act as a financial barometer for future actions and encourages the Shire to think about the impact decisions made today will have on the Shire's long-term sustainability.
- To be a medium for linking the Annual Budget to the AMP, ensuring the Shire is aware of future expenditure needs for renewal or replacement of existing assets.

The LTFP assumes that the Shire intends to maintain its existing assets in a sustainable manner. It also assumes that the Shire will continue to maintain its current service levels (including asset condition levels) and that the Shire is planning for a positive and sustainable future.

Included in the LTFP is the anticipated operating income and expenditure of the Shire plus capital expenditure and income derived from the Shire's existing Forward Capital Works Plan.

The LTFP model is based on various assumptions one of which is indexation from one year to the next. Officers have included the most current CPI forecast from the WA Department of Treasury with CPI forecast for 2020-21 at 1.75%, 2021-22 at 2.25% and 2.50% in subsequent years.

Due to the COVID-19 virus, the assumptions in the LTFP have a level of uncertainty to them. In an effort to alleviate some of the resulting financial hardship from COVID-19, the Shire of Harvey has implemented a hardship policy, which includes a 0% increase in rates, and a 0% increase in fees and charges, along with other measures.

In accordance with the Department of Local Government, Sport and Cultural Industries guidelines, the LTFP includes a list of key assumptions including projected rates increases, population growth and CPI levels. The LTFP also includes a set of financial indicators with targets and their definitions. The attached LTFP predicts improving or satisfactory financial sustainability over the life of the Plan, with some ratios meeting advanced targets.

The Shire of Harvey Asset network comprises of Roads, Drainage, Bridges, Footpaths, Buildings and Parks and Structures. These assets have a replacement value in the AMP of \$569,912,000.

The attached AMP includes the projected outlays necessary to continue to provide the services covered by those assets. The cost of operations, maintenance and renewal of existing assets over the 10 year planning period is \$165,212,000 or \$16,521,000 on average per year. Estimated available funding for this period is \$165,212,000 or \$16,521,000 on average per year, which is 100% of the cost to provide the service. This is a funding shortfall of \$0 on average per year. Projected expenditure required to provide services in the AMP are included in the Shire's LTFP.

Statutory/Policy Environment

Local Government Act 1995, Section 5.56 – deals with planning for the future.

Local Government (Administration) Regulations 1996, Regulation 19DA (3)(c) – develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

Local Government (Financial Management) Regulations 1996, Regulation 5(2)(a) – The CEO is to ensure that the resources of the local government are effectively and efficiently managed.

Strategic Framework

Within the Shire's Strategic Community Plan 2017 – 2027, Strategy 4.1.1 states:

Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plan and Corporate Business Plan.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequence could be **Financial** and **Reputational** should inappropriate or unrealistic assumptions be used in the LTFP model. The Risk is mitigated by reviewing annual comparative figures and comparing the document information to a base year. As such it is considered that a **Low** risk is present.

Budget Implications

The LTFP and AMP are tools which filters projects through to the Annual Budget and guides the Shire in the financial management and decisions it makes towards a sustainable future.

Voting Requirement

Simple Majority.

Officer's Recommendation

That Council adopts the Long Term Financial Plan 2020 – 2030 and Asset Management Plan 2020 – 2030 as attached.

Community Development

Item No.	12.5.1
Subject:	Proposed Tourist Information Bays and Signage Strategy
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Community and Economic Development
Authorising Officer:	Chief Executive Officer
File No.:	

Summary

This report recommends that in line with the Shire's Economic Development Strategy, quotations be invited to develop a strategy for tourist information bays and signage.

Background

A report to the Council Meeting held on 26 May 2020 put forward a draft plan to implement the Shire's Economic Development Strategy (EDS) and Council resolved as follows:

That Council:

- 1. Subject to the availability of funding, endorses the draft plan as attached to implement the Shire's Economic Development Strategy;*
- 2. Lists for consideration of funding in its 2020-21 draft Budget an allocation of \$49,000 for Economic Development activities described in this report;*
- 3. Receives a further report at the June 2020 Council Meeting on the proposal to develop a strategy for tourist information bays and signage;*
- 4. As part of its forthcoming budget deliberations considers the appointment of an Economic Development Officer to facilitate the delivery of the Shire's Economic Development Strategy; and*
- 5. Requests the Chief Executive Officer to provide an annual review and status report on the implementation of the Shire's Economic Development Strategy.*

This report responds to part 3 of Council's resolution.

Comment

One of the important priorities included in the Shire's EDS and scheduled to be implemented in 2020 - 2021 is Action 3.2, "Develop a strategy for tourist information bays and signage."

This report proposes that consultant be engaged to develop a cohesive strategy for information bays and all other tourist related signage that allows the Shire to progressively develop eye-catching and informative signage that promotes the Shire as a tourist destination.

The proposed scope for the study includes:

- Conducting an audit of existing tourist related signage across the Shire;
- Consulting with the relevant Shire of Harvey staff, Harvey District Tourist Bureau, the Bunbury–Geographe Tourism Partnership, Australia’s South West, local tourist operators and Place Advisory Groups;
- Providing examples of effective and eye catching Information Bays and tourist signage in other locations;
- Developing a draft strategy that includes:
 - Consideration of existing regional branding and signage for the Bunbury-Geographe region, and proposed marketing of the South Western Highway tourism drive;
 - Recommended locations, design guidelines and cost estimates for Information Bays and “Iconic” signage on South Western Highway and Forrest Highway that promote the Shire as a tourist destination;
 - Proposed style guide for tourist attraction directional signage, way-finding and heritage walk trail signage.;
 - Recommended locations and proposed design guidelines for “Coming Events” signage;
 - Recommendations for any other tourist relate signage within the Shire.
 - Recommendations for removal of existing signage that is obsolete or not in keeping with the proposed strategy; and
 - Cost estimates for any recommended new signage.
- Presenting the draft strategy to Council and incorporating any required changes prior to final adoption of the strategy.

Subject to any proposed changes to the scope of the study, it is recommended that quotations be invited for the proposed study.

Statutory/Policy Environment

Any proposed new signage on Forrest Highway and South Western Highway would require approval from Main Roads WA.

Any other proposed signage would need to comply with the Shire’s Signs policy.

Strategic Framework

Within the Shire’s Strategic Community Plan 2017 – 2027, Strategy 1.2.2 states:

Develop a signage, information and way-finding strategy for the whole of the Shire which is tourist friendly.

Risk Management

The Risk Theme Profile identified in relation to this item is **Inadequate Engagement Practices**. The Consequence could be **Reputational** if there is inadequate consultation with relevant stakeholders regarding the preparation the proposed tourist signage strategy. The Risk has been mitigated by including a requirement for consultation with stakeholders in developing the draft Strategy and seeking public comment prior to adoption. The Risk Consequence is considered to be **Moderate** and the Likelihood **Unlikely** resulting in a **Moderate** level of risk.

Budget Implications

An allocation of \$20,000 is included in the Shire's 2019-20 Budget and will be carried forward to 2020 - 2021 for the proposed study.

Voting Requirement

Simple Majority.

Officer's Recommendation

That Council, subject to any proposed changes to the scope of the study as outlined in this report, requests the Chief Executive Officer to invite quotations and select a consultant to develop a strategy for tourist information bays and signage within the Shire.

Community Development

Item No.	12.5.2
Subject	Harvey Recreation and Cultural Centre Advisory Group – Terms of Reference
Proponent:	Shire of Harvey
Location:	Harvey Recreation and Cultural Centre
Reporting Officer:	Manager Community and Economic Development
Authorising Officer:	Chief Executive Officer
File No.:	

Summary

This report recommends that the Harvey Recreation and Cultural Centre Advisory Group be established and Council approve the draft Terms of Reference as attached to this report.

Background

At its meeting held on 8 October 2019 Council adopted Terms of Reference (ToR) for a number of new Advisory Groups that had been established as part of a major review of its Committee structure. Part 1 of the Terms of Reference includes general terms for all Advisory Groups and part 2 includes the role, objectives and membership which is specific to each Advisory Group.

Following consideration of a report to its meeting held on 19 November 2019 Council resolved to assume full operational responsibility for the Harvey Recreation and Cultural Centre (HRCC) commencing on 1 July 2020. Since the HRCC was first built in the 1990s it has been managed by the HRCC Management Committee which is an incorporated body under the *Associations Incorporations Act 2015*. The report referred to the role of Committee under the new management structure and the likelihood that its role would change to become more advisory in nature.

A plan was then developed in consultation with the HRCC Management Committee to ensure a smooth transition to the new management arrangement. One of the tasks included in the transition plan was to develop Terms of Reference for a new HRCC Advisory Group to take the place of the Management Committee. The draft Terms of Reference for the HRCC Advisory Group is presented for Council's consideration and adoption (refer **Attachment 1**).

Comment

With input from the HRCC Management Committee, the draft ToR includes some minor changes from the standard ToR to reflect the historical role of the Management Committee and allow for up to eight community member to serve on the Advisory Group.

With regard to membership of the new Advisory Group, the following membership is proposed:

- Two Shire of Harvey Councillors
- Shire of Harvey CEO or nominee
- HRCC Manager
- Up to eight community representatives

The current Councillor representatives on the HRCC Management Committee are Cr Beech and Cr Gillett, and Cr Boylan is the deputy.

To ensure a smooth transition to the new management structure it is recommended that all the existing community representatives on the HRCC Management Committee be appointed to the new Advisory Group by the Chief Executive Officer.

Statutory/Policy Environment

There are no legislative requirements governing Advisory Groups.

Strategic Framework

Within the Shire's Strategic Community Plan 2017 – 2027, Strategy 3.4.6 states:

Continue to maintain and enhance recreation centres to service a wide range of the community

Risk management

The Risk Theme Profile identified as part of this report is **Inadequate Engagement Practices**. The Consequence could be **Reputational** if the local community did not have the opportunity to have input to the management and strategic direction of the Harvey Recreation and Cultural Centre. The risk is mitigated by the report's recommendation to establish a new HRCC Advisory Group to allow community involvement to continue under the new management structure. The Risk Consequence is considered to be **Moderate** and the likelihood **Unlikely**, resulting in a **Moderate** Risk being present.

Budget Implications

Nil.

Voting Requirement

Simple Majority.

Officer's Recommendation

That Council:

1. Approves the establishment of the Harvey Recreation and Cultural Centre Advisory Group and adopts the draft Terms of Reference (refer **Attachment 1**);
2. Appoints the following Council representatives to the Harvey Recreation and Cultural Centre Advisory Group:

Cr. _____
Cr. _____
Cr. _____ (Deputy)

Community Development

Item No.	12.5.3
Subject:	Harvey District Tourist Bureau – Community Budget Submissions
Proponent:	Harvey District Tourist Bureau Inc.
Location:	Shire of Harvey
Reporting Officer:	Manager Community and Economic Development
Authorising Officer:	Chief Executive Officer
File No.:	A002446

Summary

This report provides information on the Harvey and District Tourist Bureau's (HDTB) Budget Submissions and recommends that Council supports a proposal to undertake a review of the Harvey and Australind Visitor Centres to identify the role of visitor centres in the future, Key Performance Indicators and opportunities for improvement.

The report also recommends that the operational grant amounts identified in the report be listed for consideration of funding in the Shire's 2020 - 2021 draft Budget subject to conditions.

Background

Each year as part of its annual budget process, the Shire invites Budget Submissions from community groups and organisations for activities and projects that met the needs of the community.

The closing date for receipt of the Budget Submissions was 31 March 2020 and a total of 37 submissions were received. A report to the Council Meeting held on 26 May 2020 considered 35 of the 37 submissions received and made a recommendation to Council for a number of the projects to be listed for consideration of funding in the Shire's 2020 - 2021 Draft Budget.

Two submissions from the Harvey District Tourist Bureau Inc. (HDTB) for the Harvey Visitor Centre and the Australind Visitor Centre were not considered as part of the earlier report and are the subject of this report. A copy of the Budget Submissions for both the Harvey and Australind Visitor Centres is attached to this report (refer **Attachment 1**).

By way of background, a report to the Council Meeting held on 16 July 2019 considered options for the establishment of an improved Visitor Information Service at Australind and Council resolved as follows:

That Council:

- 1. Approves the proposal for the Harvey and Districts Tourist Bureau Inc. to use the meeting room adjacent to the main entry of the Australind Hall for the purpose of providing a visitor information service in Australind;*
- 2. Requests the Chief Executive Officer to prepare a Management Agreement between the Shire and the Harvey and Districts Tourist Bureau Inc. for a term of two (2) years commencing 1st September 2019 and expiring 31st August 2021 that includes the following conditions:*

- a. *The group holding a current Public Liability Insurance Policy with the sum insured of not less than \$20 million;*
 - b. *The rent being set at \$1.00 per annum payable on demand, for the term of the lease; and*
 - c. *Harvey and Districts Tourist Bureau Inc. being responsible for minor maintenance and cleaning costs associated with the Australind Hall meeting room and common areas of the Hall;*
 - d. *Approval for Harvey and Districts Tourist Bureau Inc. to locate a reception desk in the foyer area of the Australind Hall provided that it does not affect Hall users entering or exiting the Hall in any way, and can be removed if required for specific functions or events that are held in the Hall;*
 - e. *The requirement for the HDTB to prepare an annual Business Plan for approval by Council that includes key objectives, strategies and performance indicators, and demonstrates the viability of the visitor information service in Australind; and*
 - f. *All other standard terms and conditions for Shire Management Agreements.*
3. *Authorises the Chief Executive Officer to sign the Management Agreement document.*

An allocation of \$82,000 was included in the Shire's 2019-20 Budget to establish and operate the new service, and a Management Agreement was established for an initial period of two years commencing on 1 September 2019.

The following table shows the level of funding provided to the Harvey and Australind Visitor Centres for the previous two financial years along with the requested funding for 2020 - 2021:

Description	2018-19	2019-20	2020-21 (Requested)
Harvey Visitor Centre			
- Operating grant	65,000	78,000	105,000
- Stirlings Cottage Lease	18,182	17,760	18,182
- Gibbs Pool Amphitheatre Booking Fee	2,000	2,000	2,000
Harvey Sub Totals	85,182	97,760	125,182
Australind Visitor Centre			
- Establishment costs		15,000	
- Operating grant	10,000	67,000	55,000
Australind Sub Totals	10,000	\$82,000	\$55,000
Totals	95,182	179,760	180,182

Comment

The following comments are made with regard to the both the Harvey and Australind submissions:

Harvey Visitor Centre

- The 2019-20 grant of \$78,000 included \$8,000 for the Digital Development project which was a one-off cost.
- The submission nominates a revenue of \$18,182 for the Stirlings Cottage Lease. This is a historical agreement with the Harvey District Tourist Bureau whereby the Shire pays the amount of the annual lease fee to the Visitor Centre to assist with its operating expenses. The lease fee for 2019-20 was \$17,760 and the amount of the lease fee for 2020-21 is yet to be confirmed.
- The requested increase in the operating grant for 2020 - 2021 includes the following additional expenses:
 - \$13,000 in additional salaries and wages to allow the Manager to increase from 4 to 5 days per week.
 - \$6,000 for the Centre to take over management and cleaning of the Internment Shrine.
 - \$12,000 for advertising, website, promotions and marketing
 - \$4,000 for events e.g. paddock to plate
 - \$2,500 for signage
 - \$1,500 for familiarisation tours
- Year to date attendances (including the 10-week closure due to COVID-19) at the Harvey Visitor Centre for 2019-20 was 12,019 as at 9 June 2020.

Australind Visitor Centre

- Prior to 2019 - 2020, a basic visitor information service was provided at Henton's Cottage and the Shire paid an annual contribution of \$10,000 to the lessee to provide that service.
- The requested grant of \$55,000 is a reduction of \$27,000 from the 2019 - 2020 grant. The reduction in the requested grant is due to there being no establishment costs in 2020 - 2021, and the Manager's salary being fully costed to the Harvey Visitor Centre.
- The requested grant allows for the Centre to be open to the public 5 days a week, from 10am to 4pm.
- All marketing and promotional costs associated with the Australind Visitor Centre are included within the Harvey Visitor Centre's budget.
- Year to date attendances (including the 10 week closure due to COVID-19) at the Australind Visitor Centre for 2019 - 2020 was 401 as at 9 June 2020.

In 2018 the HDTB developed a Strategic Plan that identified its Vision, Mission and strategic objectives for the future. The upgrade of the Harvey Visitors Centre with enhancements of the internal layout and displays has also been a significant improvement and a credit to the Board and former Manager. Other activities such as the Paddock to Plate lunches, the indigenous walk trail, the digital development project and rebuilding membership have all been positive initiatives undertaken by HDTB in recent years.

2019-20 has been a difficult year for the HDTB however with the loss of the previous Manager and key Board members in 2019, and the impact of COVID-19 which required both the Harvey and Australind centres to close for a 10-week period in March 2020. Notwithstanding that, there is a requirement for all community organisations that receive grants from the Shire for various projects and activities, to deliver positive outcomes that benefit the community.

Whilst the overall level of requested funding for 2020 - 2021 has not increased significantly, there is a question as to whether the community is receiving good value for this investment. In the discussions that took place at the Concept Forum meeting held on 9 June 2020, there appeared to be support for undertaking an independent review to identify the role of visitor centres in the future, Key Performance Indicators and opportunities for improvement. If Council is supportive of this proposal, the estimated cost to undertake the review would be approximately \$20,000.

An alternative would be to bring forward Action 3.1. from the Shire's Economic Development Strategy to "Develop a local Tourism Development plan that build on and leverages regional tourism development strategies", and include the review of the Harvey and Australind Visitors Centres as part of that study. If this was Council's preferred option, a more comprehensive study would be required and the cost estimate would be approximately \$40,000 - \$50,000.

With regard to HDTB's requested funding for 2020 - 2021, the following options are presented for consideration:

Option 1 – Maintain Current Service Levels

This option would be to maintain current service levels at both Harvey and Australind pending the outcome of the proposed review. Under this option the requested additional operational funding of \$35,000 for Harvey would not be approved at this time and Australind would continue to operate five days per week as per the Budget Submission.

The advantage of this option is that it would allow the proposed review to be undertaken and allow Council to consider the recommendations of that review prior to making a decision on the request for additional funding.

The main disadvantages would be that there would be no funding for the additional activities referred to earlier in the report such as additional marketing, management of the Internment Shrine and increasing the Manager from four days to five days per week.

Option 2 – Reduce Funding

An option that was canvassed at the Concept Forum Meeting held on 9 June 2020 was to provide operating funding for both centres for six months pending the outcomes of the proposed review. A possible variation on this option may be to provide operational funding for the Harvey Visitor Centre for the full year, and six months for Australind subject to the outcome of the review.

The advantage of this option would be that it would allow Council to reconsider its commitment to the Harvey and Australind Visitor Centres following the proposed review without a full year's funding being committed.

The main disadvantage of this option would be that if the Shire's Budget only included operational funding for a six month period, it could be difficult to retain staff and there would be a possibility of the HDTB not being able to form a Board at its Annual General Meeting later in the year due to uncertainty regarding funding.

Option 3 – Part Increase in Operating Funding

This option would be to support a part increase in operational funding, to enable some of the requested additional activities to go ahead pending the outcomes of the proposed review. A possible scenario could be to increase the operating grant for the Harvey Visitor Centre to \$80,000 which would provide some funding for marketing and promotional activities in the new financial year. Under this scenario, the total funding provided for both Harvey and Australind Visitor Centres in 2020 - 2021 would reduce by \$25,422 from the previous year.

As current restrictions ease there is an opportunity for the Shire in partnership with the Harvey Districts Tourist Bureau and local and regional stakeholders to strongly promote the Shire and its many attractions initially to an intra-state audience, and potentially Australia wide within the next three to six months. This option would provide some funds to invest in targeted marketing and promotional programs over the next 12 month period.

In the past the HDTB has operated on a limited budget and has not had a specific budget for marketing. This in turn has limited its ability to undertake a higher level of marketing of the Shire.

Option 4 – Support the Requested Budget Submissions

This option would be to support HDTB's requested Budget Submissions subject to conditions.

It would be recommended that any financial support from the Shire for the Harvey and Australind Centres be subject to the HDTB developing a Business and Marketing Plan that includes specific objectives, actions and measurable outcomes and a greater emphasis on promoting the Australind Visitor Centre service.

In summary, this report recommends that Council supports the proposal to undertake an independent review of the Harvey and Australind Visitor Centres to identify the role of visitor centres in the future, Key Performance Indicators and opportunities for improvement, and an allocation of \$20,000 be listed for consideration of funding in the Shire's 2020-21 Draft Budget for the proposed review.

Although there is a case for Option 2, the concern with this option is that it could be interpreted by HDTB and the local tourist industry that Council may not continue to support the operation of the Visitor Centres beyond the six month period. This in turn may lead to a loss of staff and potentially the HDTB may not continue. That potential outcome would be contrary to the Shire's Strategic Community Plan which indicates support for the visitor centres and for promotion of tourism within the Shire.

On balance, it is recommended that Council supports Option 3 as outlined in this report and the following allocations be listed for consideration of funding in the Shire's 2020 - 2021 Draft Budget:

Description	2020-21 (Requested)	2020-21 (Recommended)
Harvey Visitor Centre		
- Operating grant	79,000	70,000
- Marketing & signage	20,000	10,000
- Shrine management	6,000	0
- Stirlings Cottage Lease	18,182	17,760
- Gibbs Pool		
Amphitheatre Booking Fee	2,000	2,000
Harvey Sub Totals	125,182	\$99,760
Australind Visitor Centre		
- Operating grant	55,000	\$55,000
Australind Sub Totals	\$55,000	\$55,000
Totals	180,182	154,760

Should Council be supportive of this option, it would be recommended that the funding be subject to the following conditions:

1. The HDTB developing a Business and Marketing plan for the Harvey and Australind Visitor Information Centres by 31 August 2020 that includes specific objectives, actions and measurable outcomes, and a greater emphasis on promoting the Australind Visitor Centre service; and
2. The HDTB providing a quarterly report to the Shire on its activities for the previous quarter, and planned activities for the next quarter.

Statutory/Policy Environment

Council's Tourism Policy 3.2.1 includes objectives and guidelines for promotion and development of tourism within the Shire.

Strategic Framework

Within the Shire's Strategic Community Plan 2017 – 2027, Strategy 1.2.1 states:

Support local tourism organisations including the Harvey Visitors Centre and the Australind Information Service to achieve a coordinated approach to Tourism.

Risk Management

The Risk Theme Profile identified in relation to this item is **Providing Inadequate Advice/Information**. The Consequence could be **Reputational** if Council wished to discontinue or reduce its support for the operation of Visitor Centres at Harvey and Australind. The Risk has been mitigated by the Officer's recommendation to list the requested allocations for consideration of funding in the Shire's 2020 - 2021 draft Budget. The Risk Consequence is considered to be **Moderate** and the Likelihood **Unlikely** resulting in a **Moderate** level of risk.

Budget Implications

This report recommends that the HDTB's requested funding for the operation of the Harvey Visitors Centre (\$105,000) and the Australind Visitors Centre be listed for consideration of funding in the Shire's 2020 - 2021 Draft Budget.

Voting Requirement

Simple Majority.

Officer's Recommendation

That Council:

1. Supports the proposal to undertake an independent review of the Harvey and Australind Visitor Centres to be completed by 30 November 2020 and an allocation of \$20,000 be listed for consideration of funding in the Shire's 2020 - 2021 draft Budget for the proposed review;
2. Lists for consideration of funding in its 2020 - 2021 draft Budget the Harvey District Tourist Bureau's (HDTB) the following funding allocations for the operation of the Harvey and Australind Visitor Centres:

Description	2020-21 (Requested)	2020-21 (Recommended)
Harvey Visitor Centre		
- Operating grant	79,000	70,000
- Marketing & signage	20,000	10,000
- Shrine management	6,000	0
- Stirlings Cottage Lease	18,182	17,760
- Gibbs Pool Amphitheatre Booking Fee	2,000	2,000
Harvey Sub Totals	125,182	\$99,760
Australind Visitor Centre		
- Operating grant	55,000	\$55,000
Australind Sub Totals	\$55,000	\$55,000
Totals	180,182	154,760

3. Approves the following conditions of funding for the Harvey Districts Tourist Bureau Inc. for 2020 - 2021:
 - a) The HDTB developing a Business and Marketing plan for the Harvey and Australind Visitor Information Centres by 31 August 2020 that includes specific objectives, actions and measurable outcomes, and an equal emphasis on promoting the Australind and Harvey Visitor Information services; and
 - b) The HDTB providing a quarterly report to the Shire on its activities for the previous quarter, and planned activities for the next quarter.



SHIRE OF
HARVEY



Ordinary Council Meeting **Minutes**

Electronic Meeting
Tuesday, 26 May 2020
4pm

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Shire of Harvey Council Minutes

Minutes of the Ordinary Council Meeting of the Harvey Shire Council, held electronically on Tuesday, 26 May 2020, commencing at 4pm.

Electronic Attendance

Shire President

Cr.	P.	Gillett
Cr.	B.	Adams
Cr.	P.	Beech
Cr.	M.	Boylan
Cr.	J.	Bromham
Cr.	F.	Burgoyne
Cr.	M.	Campbell
Cr.	C.	Carbone
Cr.	R.	Coleman
Cr.	W.	Dickinson
Cr.	T.	Jackson
Cr.	A.	Lovitt JP
Cr.	D.	Simpson

Staff

Chief Executive Officer	Ms.	A.	Riordan
Acting Executive Manager Finance and Corporate	Mr.	D.	Winter
Executive Manager Technical Services	Mr.	R.	Lotznicker
Acting Manager Corporate Services	Ms.	V.	Small
Principal Building Surveyor	Mr.	M.	Stewart
Principal Environmental Health Officer	Mr.	S.	Dandridge
Manager Planning Services	Mr.	S.	Hall
Manager Community & Economic Development	Mr.	P.	Quinlivan
Manager Special Projects	Ms.	P.	Pietersen
Agenda and Minutes Officer	Ms.	K.	Hough

(4.01pm – 5.23pm)

Minutes

1. Official Opening

The meeting was declared open at 4pm.

The Shire President welcomed Councillors, staff and members of the public receiving the broadcast of this electronic meeting, which is conducted in accordance with the Local Government (Administration) Regulations 1996.

Acknowledgement of Country

The Shire of Harvey acknowledges the traditional custodians of the land and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present.

Mr. Dandridge entered the meeting at 4.01pm.

Suspension of Shire of Harvey Standing Orders

The Shire President advised that the Shire's meeting procedures will be modified to ensure Council Members and the public can follow and participate in the meeting as it progresses.

Therefore, the operation of clauses 6.7(1)(8), 6.9(3)(a)(b)(c) and 13.4(1a)(1c) of the Shire of Harvey Meeting Procedures Local Law 2017 will be suspended for the duration of this electronic meeting.

Resolution

That Council suspends the operation of clauses 6.7(1)(8), 6.9(3)(a)(b)(c) and 13.4(1a)(1c) of the Shire of Harvey Meeting Procedures Local Law 2017 for the duration of this electronic meeting.

Moved: Cr. Coleman

Seconded: Cr. Beech

That Council suspends the operation of clauses 6.7(1)(8), 6.9(3)(a)(b)(c) and 13.4(1a)(1c) of the Shire of Harvey Meeting Procedures Local Law 2017 for the duration of this electronic meeting.

Carried 13-0 20/110.

2. Record of Apologies and Leave of Absence

Attendance

The Shire President asked Councillors and staff to raise their hands on screen and to confirm that they are connected and in attendance with the following attendees confirmed:

Councillor Paul Gillett

Councillor Bill Adams

Councillor Paul Beech

Councillor Michelle Boylan

Councillor John Bromham

Councillor Francis Burgoyne
Councillor Michelle Campbell
Councillor Craig Carbone
Councillor Robyn Coleman
Councillor Wendy Dickinson
Councillor Tania Jackson
Councillor Amanda Lovitt
Councillor Derrick Simpson
Chief Executive Officer Annie Riordan
Executive Manager Technical Services Rick Lotznicker
Acting Executive Manager Finance and Corporate Dean Winter
Acting Manager Corporate Services Vicky Small
Principal Building Surveyor Merv Stewart
Manager Planning Services Simon Hall
Manager Community and Economic Development Patrick Quinlivan
Manager Special Projects Pauline Pietersen
Principal Environmental Health Officer Scott Dandridge

Apologies

Nil.

Leave of Absence

Nil.

3. Applications for Leave of Absence

Nil.

4. Reading from a Book of Learning and Wisdom

Read by Councillor Gillett.

5. Declarations of Members' and Officers' Personal Interest

Cr. Coleman declared an Impartiality Interest in Item 12.4.3 - Community Budget Submissions 2020 – 2021 – Shire of Harvey (FM/B/003). Cr. Coleman advised that she is President of the Harvey Bowling Club, Council delegate on the Harvey Senior Citizens Committee and a member of the Rotary Club of Harvey and declared that she would deal with the matter on its merits and stay in the meeting for the duration of the item.

Cr. Bromham declared an Impartiality Interest in Item 12.4.3 - Community Budget Submissions 2020 – 2021 – Shire of Harvey (FM/B/003). Cr. Bromham advised that he is a Council delegate on Lot 208 Youth Inc. and the Leschenault Progress Association and declared that he would deal with the matter on its merits and stay in the meeting for the duration of the item.

Cr. Jackson declared an Impartiality Interest in Item 12.4.3 - Community Budget Submissions 2020 – 2021 – Shire of Harvey (FM/B/003). Cr. Jackson advised that she is the Council delegate on the Myalup Community Association Inc. and declared that she would deal with the matter on its merits and stay in the meeting for the duration of the item.

Cr. Jackson declared an Impartiality Interest in Item 12.5.1 - Southern Seawater Desalination Coastal Communities Fund – Budget Submissions – Coastal Community Groups – Shire of Harvey (F000283). Cr. Jackson advised that she is the Council delegate on the Myalup Community Association Inc. and declared that she would deal with the matter on its merits and stay in the meeting for the duration of the item.

Cr. Beech declared an Impartiality Interest in Item 12.4.3 - Community Budget Submissions 2020 – 2021 – Shire of Harvey (FM/B/003). Cr. Beech advised that he is a Council delegate to the Harvey Community Radio 96.5FM and Harvey Community Resource Centre and Deputy Council delegate to Harvey Senior Citizens who have all made submissions for consideration. Cr Beech declared that he would deal with the matter on its merits and stay in the meeting for the duration of the item.

Cr. Beech declared an Impartiality Interest in Item 12.5.2 - Harvey Recreation Ground – Needs Assessment and Master Plan – Shire of Harvey – Harvey Recreation Ground (B000322). Cr. Beech advised that he is the past Chair of the Harvey Recreation Ground Advisory Committee and proposed the study. Cr Beech declared that he would deal with the matter on its merits and stay in the meeting for the duration of the item.

Cr. Dickinson declared an Impartiality Interest in Item 12.4.4 - Covid-19 Response Local Economic Stimulus Stage 2 - Shire of Harvey (SMB0006). Cr. Dickinson advised that she is the Council delegate on the Brunswick Grounds Committee. Cr Dickinson declared that she would deal with the matter on its merits and stay in the meeting for the duration of the item.

Cr. Burgoyne declared a Financial Interest in Item 12.2.4 - Tender T072020 – Uduc and Hinge Road Upgrade – Various Tenderers – Shire of Harvey (T072020). Cr. Burgoyne advised that his employer is a tenderer and declared that he would leave the meeting for the duration of the item.

Cr. Burgoyne declared an Impartiality Interest in Item 12.4.4 - Covid-19 Response Local Economic Stimulus Stage 2 - Shire of Harvey (SMB0006). Cr. Burgoyne advised that he is captain of the Brunswick Fire Brigade. Cr Burgoyne declared that he would deal with the matter on its merits and stay in the meeting for the duration of the item.

Cr. Carbone declared a Financial Interest in Item 12.2.4 - Tender T072020 – Uduc and Hinge Road Upgrade – Various Tenderers – Shire of Harvey (T072020). Cr. Carbone advised that he has a financial arrangement with one of the tenderers and declared that he would leave the meeting for the duration of the item.

Cr. Carbone declared an Impartiality Interest in Item 12.4.4 - Covid-19 Response Local Economic Stimulus Stage 2 - Shire of Harvey (SMB0006). Cr. Carbone advised that he is President of the Harvey Brunswick Football Club and declared that he would deal with the matter on its merits and stay in the meeting for the duration of the item.

Cr. Gillett declared an Impartiality Interest in Item 12.5.1 - Southern Seawater Desalination Coastal Communities Fund – Budget Submissions – Coastal Community Groups – Shire of Harvey (F000283). Cr. Gillett advised that he is the Council delegate on the Binningup Community Association and declared that he would deal with the matter on its merits and stay in the meeting for the duration of the item.

Cr. Gillett declared an Impartiality Interest in Item 12.5.2 - Harvey Recreation Ground – Needs Assessment and Master Plan – Shire of Harvey – Harvey Recreation Ground (B000322). Cr. Gillett advised that he is the Council delegate on the Harvey Recreation and Cultural Centre Committee and declared that he would deal with the matter on its merits and stay in the meeting for the duration of the item.

Cr. Adams declared an Impartiality Interest in Item 12.4.3 - Community Budget Submissions 2020 – 2021 – Shire of Harvey (FM/B/003). Cr Adams advised that he is the Council delegate on the Harvey Mainstreet Committee and declared that he would deal with the matter on its merits and stay in the meeting for the duration of the item.

Cr. Campbell declared an Impartiality Interest in Item 12.4.3 - Community Budget Submissions 2020 – 2021 – Shire of Harvey (FM/B/003). Cr. Campbell advised that she is Council delegate on the Harvey Community Radio Committee, Leschenault Progress Association, Lot 208 Youth Inc, Morissey Homestead Inc and deputy Council delegate on the Harvey Community Resource Centre, and Myalup Community Association. Cr Campbell declared that she would deal with the matter on its merits and stay in the meeting for the duration of the item.

Cr. Campbell declared an Impartiality Interest in Item 12.5.1 - Southern Seawater Desalination Coastal Communities Fund – Budget Submissions – Coastal Community Groups – Shire of Harvey (F000283). Cr. Campbell advised that she is deputy Council Representative on the Binningup Community Association and Myalup Community Association and declared that she would deal with the matter on its merits and stay in the meeting for the duration of the item.

Cr. Campbell declared an Impartiality Interest in Item 12.5.4 - Proposal to develop a Youth Strategy – Shire of Harvey (CR/L/085). Cr. Campbell advised that she is deputy Council delegate on Lot 208 Youth Inc. and Community Sail Training Trust Committee and declared that she would deal with the matter on its merits and stay in the meeting for the duration of the item.

Cr. Dickinson declared an Impartiality Interest in Item 12.4.3 - Community Budget Submissions 2020 – 2021 – Shire of Harvey (FM/B/003). Cr. Dickinson advised that she is the Council delegate on the Yarloop Mill Workshop Committee, Uduc Progress Association and the Harvey Historical Society. Cr Dickinson declared that she would deal with the matter on its merits and stay in the meeting for the duration of the item.

6. Response to Previous Questions Taken on Notice

Nil.

7. Public Question Time

The Shire President advised that the Shire of Harvey has implemented the following procedures for members of the public to submit questions and receive responses during electronic meetings:

- Public Questions are to be in writing and to be received by the Shire of Harvey no later than 10.00am on the day of the meeting;
- Each question will be read in turn by the Shire President and responded to by Councillors or Shire Officers as appropriate; and
- All questions and answers will be included in the Minutes.

One questions was submitted by Mrs Sheila Ferguson and is detailed below.

Question 1 – Mrs Ferguson

Why was the policy changed to say that Council (i.e rate payers) will pay all costs for partners accompanying Councillors attending the annual WALGA Convention?

Answer 1

Councillors requested if consideration of the previous convention of paying for partners to attend the WALGA event could be included in the policy, this was taken on board and included in the policy.

Question 2 – Mrs Ferguson

What is the estimated annual cost if all Councillors wish to attend the convention and be accompanied by their partners?

Answer 2

If all 13 Councillors attended the WALGA convention it would be an approximate cost of \$26,500. The cost of partners attending would be approximately \$2,500 depending on the number of partners who attended and enrolled in the WALGA partner program.

8. Petitions/Deputations/Presentations

The Shire President advised that the Shire of Harvey has implemented the following procedures for members of the public to submit Deputations during electronic meetings:

- Deputations are to be in writing and to be received by the Shire of Harvey no later than 10.00am on the day of the meeting;
- The CEO will ensure Deputations are emailed to Councillors prior to the commencement of the eMeeting;
- A list of Deputations will be tabled at the eMeeting;
- Where a matter is contentious and it can be deferred it will be subject to a report to Council for Council to make a decision on a deferral until an appropriate time the community can participate; or
- Where a matter is contentious and it cannot be deferred, the Shire President may elect, prior to the commencement of the meeting, to have one speaker for the matter and one speaker against the matter address the eMeeting for a period no longer than 10 minutes each;
- All Deputations will be included in the Minutes and uploaded to the Shire of Harvey website; and
- All Deputations received are classed as public documents under the *Privacy Act 1988*.

No deputations were submitted.

9. Announcements by Presiding Member or CEO Without Discussion

Nil.

10. Confirmation of Minutes

Ordinary Council Meeting – Tuesday, 28 April 2020

Recommendation

That the Minutes of the Council Meeting held on Tuesday, 28 April 2020 as printed be confirmed as a true and correct record.

Moved: Cr. Coleman

Seconded: Cr. Lovitt

That the Minutes of the Council Meeting held on Tuesday, 28 April 2020, as printed be confirmed as a true and correct record.

Carried 13-0 20/111.

11. Receipt of Minutes and Recommendations from Committees

Alcoa Harvey Sustainability Fund Committee – Wednesday, 29 April 2020

Recommendation

That the Minutes of the Alcoa Harvey Sustainability Fund Committee, held on Wednesday, 29 April 2020, as printed, be received and the recommendations contained therein be adopted by Council.

Moved: Cr. Jackson

Seconded: Cr. Beech

That the Minutes of the Alcoa Harvey Sustainability Fund Committee, held on Tuesday, 29 April 2020, as printed, be received and the recommendations contained therein be adopted by Council.

Carried 13-0

20/112.

12. Officer's Reports

Shire of Harvey Standing Orders Local Law 2017 permits Council to adopt recommendations by exception resolution (en-bloc). Pursuant to Clause 5.5 of the Shire of Harvey Standing Orders Council adopt, by exception resolution, Items 12.2.1, 12.2.2, 12.2.3, 12.3.1, 12.3.2, 12.4.1, 12.4.2, 12.4.3, 12.5.1, 12.5.2, 12.5.3, 12.5.4, 12.5.5.

Items 12.1.1, 12.1.2, 12.1.3, 12.2.4 and 12.4.4 were discussed and voted on individually.

Council Recommendation

That items 12.2.1, 12.2.2, 12.2.3, 12.3.1, 12.3.2, 12.4.1, 12.4.2, 12.4.3, 12.5.1, 12.5.2, 12.5.3, 12.5.4, 12.5.5. be received and the recommendations contained therein be adopted by Council.

Moved: Cr. Jackson

Seconder: Cr. Beech

That items 12.2.1, 12.2.2, 12.2.3, 12.3.1, 12.3.2, 12.4.1, 12.4.2, 12.4.3, 12.5.1, 12.5.2, 12.5.3, 12.5.4, 12.5.5. be received and the recommendations contained therein be adopted by Council.

Carried 13-0

20/113.

12. Officer's Reports

Technical Services

Item No.	12.2.1
Subject:	Harvey War Memorial, proposed Interpretive Signage
Proponent:	Shire of Harvey
Location:	Harvey
Reporting Officer:	Manager Special Projects
Authorising Officer:	Executive Manager Technical Services
File No.:	P000004

Summary

The Harvey War Memorial was a project to commemorate the Centenary of the ANZAC landing at Gallipoli on 25 April 1915. Funded by the Shire of Harvey, Royalties for Regions, Lotterywest, RSL (WA) and RSL (Harvey), it was officially opened in February 2015 and dedicated on 15 March 2015.

The erection of an interpretive sign was planned to be completed during 2018 – 2019, however, this was not progressed due to staffing changes.

This report discusses the proposal including the funding implications to further progress and complete the project.

Background

During the opening of the Memorial, in February 2015, the Shire's former Chief Executive Officer explained the interpretation concept of the detailed planning for the memorial.

It was subsequently discussed that an interpretive sign which would include elements of the memorial interpretation concept, be erected on the site.

While some work on the matter was undertaken in late 2019, the Shire Officer involved resigned and the project did not proceed further. Recently, however, the Manager Special Projects became involved and has resurrected this project.

Comment

Interpretive signage can be defined as *“a communication process designed to reveal meanings and relationships of our cultural and natural heritage to the public. It tells a story and brings meaning and interest of a subject for the enjoyment of the visitor”*

The following process was considered in determining the interpretive signage for the Harvey War Memorial.

Planning

Effective interpretive planning is the key to cost effective use of limited resources and to producing attractive and effective signs.

Interpretation

The significance of design elements from the Memorial opening speech will be incorporated in the interpretation concept. Some of the elements may include the following (extracted from the speech).

- *The memorial seeks to recognise Australia's involvement in Wars and conflicts since Federation.*
- *The Corten wall provides a timeline of those major conflicts; it also highlights some key battles, significant places or events associated with those conflicts which hold a special place in Australian history.*
- *The choice of the roughly cut central granite rock or obelisk and the rusted steel Corten walls symbolise the harshness of war and the toughness and resilience of our soldiers.*
- *The obelisk is guarded by two Australian soldiers and it bears the original plaques relocated from the Shire Library naming the 21 local men who lost their lives in WWI and the 22 locals killed in WWII.*
- *The badges of the Australian Army, Navy and Air force are also included.*
- *The second Corten wall includes the "Ode of Remembrance", a silhouette of an Australian light horseman.*
- *The final panel includes the poem "In Flanders Field" which refers to the poppies.*
- *At each end of the Corten walls are silhouette of a Navy and Air force serviceman standing guard.*
- *These Corten Walls are curved suggesting that they are embracing the community.*
- *The large gabion wall contains basalt rocks which are found in the Harvey hills and at the Harvey Dam.*

Design

The visual elements of the sign will be arranged and chosen, including:

- Text;
- Graphics;
- Photos; and
- Sign materials.

To be effective, the sign must be able to be read and understood. It should, therefore be graphically pleasing which will give the reader an informative and enjoyable experience.

Materials and Fabrication: Sign structure / support base

The structure of the design will be in keeping with the design of the war memorial regarding finishes and fixing details and fabrication.

Installation

This needs to be carefully managed. Clear instructions will be given to ensure a successful execution of the project

Sign Location

Shire Officers recently discussed potential locations for the sign in liaison with Harvey RSL members, and the Shire's Planning and Infrastructure Services Officers.

Four locations were identified and analysed, however, two of the suggested locations were dismissed due to the detrimental effect of the bird excrement at those locations.

The following locations, as shown in **Attachment 1**, were further analysed:

A) Young Street – North-East corner of the site, facing the focal point.

There is an existing Western Power wooden pole with a street light attached at this location. The estimated indicative cost to relocate this pole further to the north is \$30,000 so this location is not recommended.

B) Uduc Road – South-West corner of the site, on the north side of the 'gabion' wall.

This location is unobtrusive and noticeable by tourists, here the sign will be easily read. Therefore, this is the recommended position.

Statutory/Policy Environment

Nil.

Strategic Framework

Within the Shire's Strategic Community Plan 2017 - 2027, Strategy 3.3.3 states:

Places of cultural significance are recognised and respected.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inadequate Information**. The Consequence could be Reputational depending on whether Council wishes to support the proposal or not. The Risk Consequence is considered to be **Low** and the Likelihood **Unlikely** resulting in a **Low** level of risk.

Budget Implications

The proposal as shown in **Attachment 1**, would require the following works to be undertaken:

- Signage Design – (to tie in with Shire branding);
- Signage Manufacture (quotes to be obtained); and
- Signage Installation / including making good any ground disturbance (quotes to be obtained).

The proposed signage is estimated to cost in the order of \$6,500.

Voting Requirements

Simple Majority.

Officer's Recommendation

That Council:

1. Endorses the proposed Harvey War Memorial design 'concept' interpretive sign to be located at location B, as shown in **Attachment 1** estimated to cost \$6,500;
2. Lists the proposal for consideration in the 2020 - 2021 draft Budget;
3. Authorises the Chief Executive Officer to:
 - (a) Finalise the design for the interpretive sign, and obtain quotes for the sign design and fabrication;
 - (b) Pursue grant funding from Veterans' Affairs and/or other sources; and
 - (c) Forward the concept design and interpretative text to the Harvey Place Advisory Committee and Harvey RSL Sub Branch for comment; and
4. Receives a further report once the information outlined in recommendation 3 has been finalised.

Moved: Cr. Jackson

Seconded: Cr. Beech

That Council:

1. **Endorses the proposed Harvey War Memorial design 'concept' interpretive sign to be located at location B, as shown in *Attachment 1* estimated to cost \$6,500;**
2. **Lists the proposal for consideration in the 2020 - 2021 draft Budget;**
3. **Authorises the Chief Executive Officer to:**
 - (a) Finalise the design for the interpretive sign, and obtain quotes for the sign design and fabrication;**
 - (b) Pursue grant funding from Veterans' Affairs and/or other sources; and**
 - (c) Forward the concept design and interpretative text to the Harvey Place Advisory Committee and Harvey RSL Sub Branch for comment; and**
4. **Receives a further report once the information outlined in recommendation 3 has been finalised.**

Carried 13-0

20/114.

Technical Services

Item No	12.2.2
Subject:	Lighting at Main Roads WA intersections with Shire Roads
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Infrastructure
Authorising Officer:	Executive Manager Technical Services
File No.:	(CR/L/060)

Summary

At its meeting held on 7 December 2019, Council approved the installation of a solar powered streetlight to improve safety at the intersection of Raymond Road and Ranson Drive, in Roelands. Council further requested that the Shire's Administration carry out a lighting audit of other similar intersections.

This report discusses the audit results and recommends that solar lighting be installed at a number of selected locations over two financial years.

Background

At its meeting held on 17 December 2019 Council considered the following Notice of Motion from Cr John Bromham – Raymond Road / Ranson Rive Intersection, Roelands, Installation of a Streetlight.

Following consideration of the matter the following decision was made:

"That a street light be installed at the intersection of Raymond Road and Ranson Drive to make this intersection safer for road users, and that staff carry out an audit to identify other road junctions which would benefit from lighting from a safety perspective".

In accordance with Council's decision the following actions have been undertaken.

With regards to the intersection of Raymond Road and Ranson Drive, following discussions with Main Roads WA (MRWA) it was considered that the installation of a Solar Powered LED Light fitted on a 10m high (equivalent in brightness to a 'standard' 250 watt road intersection fitting) would be required to illuminate the Raymond Road and Ranson Drive intersection. These works have been completed.

In addition, Officers undertook an audit of intersections (on Main Roads) and concluded that nine intersections should be considered for lighting. Eight intersections would benefit from a single solar light, similar to that recently installed at the Raymond Road and Ranson Drive intersection. One intersection (Forrest Highway and Harvey Myalup Road) requires further investigation for Low Voltage (LV) lighting.

Comment

A total of 98 intersections were audited on the following Main Roads:

Main Road	Number of Intersecting Roads
Forrest Highway	32
Raymond Road	10
Coalfields Highway	3
South Western Highway	53

The following criteria was used to assess and score the intersections:

- Night-time crash data;
- Intersection geometry;
- Approach Sight Distance (ASD) – from the secondary road approaching the main road (in accordance with Austroads Guidelines);
- Safe Intersection Sight Distance – based on the posted speed (in accordance with Austroads Guidelines); and
- Complaint history.

Based on the assessment scores, as mentioned above, eight intersections were shortlisted for a further detailed on-site assessment. These intersections are tabled below with a summary of the recommendations:

	Main Road	Local Side Road	Recommendation Summary
1	South Western Highway	Clifton Road	Solar lighting recommended – low priority
2	South Western Highway	Riverdale Road	Solar lighting recommended – high priority
3	South Western Highway	Honeymoon Road	Solar lighting recommended – high priority
4	South Western Highway	Heppingstone Road	Solar lighting recommended – high priority
5	South Western Highway	Kelly Road	Solar lighting recommended – low priority
6	South Western Highway	Government Road	Solar lighting recommended – high priority
7	Raymond Road	Kelly Road	Solar lighting recommended – low priority
8	Raymond Road	Treendale Road (west)	Solar lighting recommended – low priority
9	Forrest Highway	Harvey Myalup Road / Myalup Beach Road	Standard lighting (4 single outreach poles) recommended – low priority

Attachment 1 provides the on-site assessment for the nine intersections.

Solar lighting placed at eight of the locations as recommended will heighten motorists' awareness travelling on the main road that there is an intersection approaching. Where insufficient Sight Distance is available, the glow from the solar light will provide a measure of forewarning. Discussion with Main Roads WA would be required to gain approval for the solar light installations. The Shire would also be responsible for ongoing maintenance of these lights.

Solar lighting is not recommended at the Forrest Highway and Harvey Myalup Road / Myalup Beach Road intersection.

This intersection configuration is almost identical to that at the Wellesley North and Binningup Road intersection on Forrest Highway, to the south. There are four LV single outreach lights in this locality. These lights provide constant dusk to dawn illumination, to a standard that is required on a highway.

As a minimum the same standard would be required at the Harvey Myalup Road / Myalup Beach Road intersection. Further investigation is required to ascertain the cost of installing this standard of lighting and any potential grants or matching funding opportunities.

Statutory/Policy Environment

Local governments are the asset owners of local government roads.

Strategic Framework

Within the Shire's Strategic Community Plan 2017 – 2027, Outcome 3.6 and Strategy 3.6.1 state:

3.6 *A local transport network that ensures equity across the community to a safe standard*

3.6.1 *Provide a safe standard of roads and ancillary infrastructure.*

Risk Management

The Risk Theme Profile identified as part of this report is **Inadequate Asset Sustainability Practices**. The Consequence could be **Property** and **Financial Impact** should the intersection not be maintained to the required standard. The Risk Consequence Rating is considered to be **Moderate** and the Likelihood **Possible**, giving a **Moderate** risk rating.

Budget Implications

At an approximate cost of \$12,000 per solar light installation, the budget implications for eight light installations is \$96,000. This could be staged over two financial years:

- \$48,000 in the 2020 - 2021 financial year fitting the four high priority intersections with lights;
- \$48,000 in the 2021 - 2022 financial year fitting the four lower priority intersections; and
- Further investigation is required to ascertain the cost of installing LV lighting for the Forrest Highway/Harvey Myalup Road intersection, as well as any potential grants or matching funding opportunities (cost to be determined).

Voting Requirement

Simple Majority.

Officer's Recommendation

That Council:

1. Notes the outcome of the recent lighting assessment at the intersections of local roads and main roads;
2. List \$48,000 for consideration in the 2020 - 2021 draft Budget for the installation of four solar lights at the intersections of South Western Highway with Riverdale, Honeymoon, Heppingstone and Government Roads;
3. Considers listing \$48,000 in the 2021 - 2022 draft Budget for the installation of four solar lights at the intersections of South Western Highway with Clifton and Kelly Roads, and Raymond Road with Kelly and Treendale (west) Roads;
4. Receives a further report on the installation of LV lighting for the Forrest Highway/Harvey Myalup Road intersection once costs have been obtained from Western Power; and
5. Advises Main Roads WA of its decision.

Moved: Cr. Jackson

Seconded: Cr. Beech

That Council:

1. **Notes the outcome of the recent lighting assessment at the intersections of local roads and main roads;**
2. **List \$48,000 for consideration in the 2020 - 2021 draft Budget for the installation of four solar lights at the intersections of South Western Highway with Riverdale, Honeymoon, Heppingstone and Government Roads;**
3. **Considers listing \$48,000 in the 2021 - 2022 draft Budget for the installation of four solar lights at the intersections of South Western Highway with Clifton and Kelly Roads, and Raymond Road with Kelly and Treendale (west) Roads;**
4. **Receives a further report on the installation of LV lighting for the Forrest Highway/Harvey Myalup Road intersection once costs have been obtained from Western Power; and**
5. **Advises Main Roads WA of its decision.**

Carried 13-0

20/115.

Technical Services

Item No	12.2.3
Subject:	Annual Bridge Maintenance - Progress Report
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Infrastructure
Authorising Officer:	Executive Manager Technical Services
File No.:	W000002

Summary

Local governments are the asset owners of bridges located on local government roads and the Shire of Harvey is responsible for the preservation of 19 bridges located on its local road network.

This annual report updates Council on the progress of bridge maintenance undertaken during the 2019 - 2020 financial year as well as forward programming in this regard.

Background

Of the 19 bridge structures, 12 were originally constructed from timber, some dating back to the mid 1960s. The other seven bridges are constructed from concrete and steel. The expected design life of timber and concrete bridges are 50 years and 100 years respectively.

Bridge maintenance comprises the following components:

- Routine maintenance;
- Preventative maintenance; and
- Specific maintenance.

Routine maintenance

This is funded entirely by local government and is generally carried out on an as needed basis and includes activities such as:

- Vegetation and debris clearing;
- Repairs to guard rails;
- Repairs to signage, delineators and line marking;
- Drainage maintenance;
- Cleaning of expansion joints;
- Repairs to bridge deck surface and approaches; and
- Termite treatment.

Preventative maintenance

This is also funded entirely by local government and is carried out on a cyclic basis with the objective of reducing the rate of deterioration of the bridge. Preventative maintenance is to be carried out at a maximum recurrence period of five years. For timber bridges preventative maintenance includes:

- End-grain sealing;
- Fungicide treatment;
- Fastener tightening/maintenance;
- Stringer bolting; and
- Pile banding.

Specific Maintenance

Funding for the specific maintenance requirements, for bridges, is provided under the Main Roads WA (MRWA) Local Government Bridge Maintenance Program.

The funding is allocated in accordance with policy set by the Western Australian Local Government Grants Commission (WALGGC). The Commission's Bridge Committee (comprising members from MRWA, WALGGC and the Western Australian Local Government Association) recommends bridges to be funded on this program. The funding targets structural refurbishment and replacement of bridges.

In accordance with the policy, the Bridge Committee will not support grants if the bridge is not given the degree of routine and preventative maintenance necessary to prevent undue deterioration. Local governments therefore are required to demonstrate that they are carrying out the required level of maintenance, by way of the following:

- A program scheduling full preventative maintenance once every five years;
- An annual budget allocation supporting the preventative maintenance program; and
- Preventative maintenance being carried out in accordance with MRWA standards.

MRWA's Asset Management Team (*Structures*), undertake detailed five year inspections of bridges to confirm their integrity. The data collected is fed into the specific maintenance program in order to schedule works. MRWA is also responsible for the installation of speed limits and loads restrictions on bridges where required. The Team provides technical support and advice to local governments as required.

Council Meeting 23 April 2019

Council considered a report on bridge maintenance where it was advised that the annual budget allocation for bridge maintenance was not keeping pace with the aging infrastructure, especially on timber structures. It was mentioned that regular unscheduled 'emergency works were being funded from the maintenance budget, at the expense of very important preservation maintenance works.

Following consideration of the report, the following decision was made.

"That Council:

1. Lists for the following for consideration in the 2019/20 draft Budget:

- a) an increase in the annual routine and preventative bridge maintenance budget, from \$60,000 to \$90,000 per annum, to adequately fund the bridge maintenance program; and*
- b) an annual budget allocation of \$50,000 to the Bridge Maintenance Reserve to achieve a balance of \$500,000 in time;*

2. *Supports transferring unspent annual routine and preventative maintenance funds to the Bridge Maintenance Reserve at the end of each financial year, commencing in 2019/20; and*
3. *Receives an annual progress report on Bridge Maintenance in April/May each year."*

Comment

Routine and Preventative Maintenance

The 2019 - 2020 Budget kept the annual allocation for routine and preventative maintenance at \$60,000. It is recommended that this be increased to \$90,000 in the draft 2020 - 2021 budget for consideration by Council. The current routine and preventative maintenance budget has been expended as follows:

Action	Cost / annum	Comments
Annual routine visual inspections	\$7,000	Undertaken by accredited bridge contractor.
Routine maintenance on all 19 bridges	\$31,300	Combination of accredited contractors and in-house staff. These works included removal of a considerable backlog vegetation growth at bridge abutments, weed control, signage replacement and drainage maintenance.
Preventative maintenance	\$21,700	Undertaken by accredited bridge contractor on three bridges: 4698 Wellesley Road South; 3735 Wellesley Road North; and 5000 Marriott Road.
Total	\$60,000	

Note: A total of \$70,000 was placed in the Bridge Maintenance Reserve in 2019 - 2020.

Bridge – No 5370 Collie River Treendale

This bridge opened on 16 March 2018 and is now included in the Shire's bridge asset list for the purposes of routine and preventative maintenance. MRWA has provided an Asset Management Plan for the bridge and there is also a Memorandum of Understanding (MOU) in place with the Shire of Dardanup detailing joint maintenance responsibilities.

Funds will need to be allocated annually in accordance with the funding schedules contained in the MOU. It should be noted that 69% of the bridge structure is in the Shire of Dardanup with 31% in the Shire of Harvey. The funding requirements for each local government, as outlined in the MOU, are commensurate with the above percentages.

Statutory/Policy Environment

Local governments are the asset owners of bridges located on local government roads.

Strategic Framework

Within the Shire's Strategic Community Plan 2017 – 2027, Outcome 3.6 and Strategy 3.6.1 state:

3.6 *A local transport network that ensures equity across the community to a safe standard*

3.6.1 *Provide a safe standard of roads and ancillary infrastructure.*

Risk Management

The Risk Theme Profile identified as part of this report is **Inadequate Asset Sustainability Practices**. The Consequence could be **Property** and **Financial** Impact should the bridge infrastructure not be maintained to the required standard. The Risk Consequence Rating is considered to be **Moderate** and the Likelihood **Possible**, giving a **Moderate** risk rating.

Budget Implications

Annual Bridge Maintenance Budget

Currently \$60,000 per annum is allocated for routine and preventative maintenance of bridges. It is recommended that this be increased to \$90,000 in the draft 2020 - 2021 Budget for Council consideration.

Bridge Maintenance Reserve

A Bridge Maintenance Reserve was set up to fund unscheduled and emergency repair works. \$70,000 was allocated to this Reserve in the 2019 - 2020 budget.

It is recommended that a minimum of \$50,000 per annum be allocated to the Bridge Maintenance Reserve until a balance of \$500,000 is achieved. Thereafter, the annual allocation can be reviewed to ensure this balance is maintained.

Voting Requirement

Simple Majority.

Officer's Recommendation

That Council:

1. Lists for the following for consideration in the 2020 - 2021 draft Budget:
 - (a) An increase in the annual routine and preventative bridge maintenance budget, from \$60,000 to \$90,000 per annum, to adequately fund the bridge maintenance program; and
 - (b) Transfer a minimum annual budget allocation of \$50,000 to the Bridge Maintenance Reserve to achieve a balance of \$500,000 in time;
2. Continues to receive an annual progress report on bridge maintenance in April/May each year.

Moved: Cr. Jackson

Seconded: Cr. Beech

That Council:

- 1. Lists for the following for consideration in the 2020 - 2021 draft Budget:**
 - (a) An increase in the annual routine and preventative bridge maintenance budget, from \$60,000 to \$90,000 per annum, to adequately fund the bridge maintenance program; and**
 - (b) Transfer a minimum annual budget allocation of \$50,000 to the Bridge Maintenance Reserve to achieve a balance of \$500,000 in time;**
- 2. Continues to receive an annual progress report on bridge maintenance in April/May each year.**

Carried 13-0

20/116.

Development Services

Item No.	12.3.1
Subject:	Shire of Harvey – Townsite Boundary Modifications
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Planning Services
Authorising Officer:	Chief Executive Officer
File No.:	FM/R/001

Summary

At its meeting held 8 March 2005, Council resolved to amend the Australind Townsite Boundary consistent with **Attachment 1**. Officers have undertaken a further review of that boundary and those within other townsites throughout the Shire. Not all townsites boundaries need amending and those that do, require only a minor amendment to reflect the current urban settlement pattern or development previously overlooked as needing to be within the relevant townsite boundary.

The proposed Townsite Boundary maps for each townsite (amended or not) are contained within **Attachment 2**.

It is recommended that Council supports the proposed townsite boundaries and where relevant seek comment from Government agencies prior to referral to the Department of Planning, Lands and Heritage (DPLH) for support and the subsequent approval by the Minister.

Background

Periodically, Officers review townsite boundaries to ensure they reflect the current urban settlement patterns within each townsite. No modification since March 2005 has been considered necessary, however, the preparation of the Shire's Local Planning Strategy has provided a reason to undertake a further review.

Comment

The outcome of the most recent review is that:

- Yarloop townsite: the Yarloop Locality includes the townsites of Yarloop and Wagerup. A minor modification as per **Attachment 2** is recommended.
- Cookernup townsite: no amendment to current boundaries is required.
- Warawarrup townsite: minor modification as per **Attachment 2** is recommended.
- Harvey townsite: minor modification as per **Attachment 2** is recommended.
- Wokalup townsite: minor modification as per **Attachment 2** is recommended.
- Bengier townsite: no amendment to current boundaries is required.
- Brunswick townsite: minor modification as per **Attachment 2** is recommended.
- Roelands townsite: minor modification as per **Attachment 2** is recommended.
- Australind townsite: minor modification as per **Attachment 2** is recommended.
- Binningup townsite: no amendment to current boundaries is required.
- Myalup townsite: no amendment to current boundaries is required.

Despite no amendments being proposed for some townsites, all townsite boundaries are contained within **Attachment 2**.

There is no defined process within the *Land Administration Act 1997* associated with the amendment to townsite boundaries, however, previous advice from the DPLH has been to ensure that all relevant Government agencies have been given the opportunity to provide comment on any amendments.

The Officer's recommendation reflects previous advice and seeks support to refer the amended townsite boundaries to relevant authorities. Should adverse comments be received, a further report to Council will be forthcoming.

Conclusion

Reviewing the townsite boundaries is an ongoing administrative process which generally requires no change, however, on occasion minor amendments are required. Officers consider that minor amendments are required and seeks Council support for the amendments contained within **Attachment 2**.

Statutory/Policy Environment

The *Land Administration Act 1997* section 26 (2)(b) provides the ability for the Shire to amend the town site boundaries within the Shire of Harvey, which read as:

26. Land districts and townsites, constitution etc. of

..... (b) define and redefine the boundaries of, name, rename and cancel the names of, and, subject to this section, abolish land districts and townsites;...

Strategic Framework

Within the Shire's Strategic Community Plan 2017 - 2027, Strategy 4.2.2 states:

Maintain, review and ensure relevance of Council's policies and local laws.

Risk Management

The Risk Theme Profile identified as part of this report is **Business and Community Disruption, Failure to Fulfil Compliance Requirements and Inadequate Document and Management Practices**. The Consequence could be **Compliance** with the requirement of amending town site boundaries. The risk is considered **Minor** and the likelihood **Unlikely**, given that the report has been peer reviewed, provided by a qualified Shire Officer and recommends approval of the proposed Delegation. This results in a **Low** risk being present.

Budget Implications

Nil.

Voting Requirement

Simple Majority.

Officer's Recommendation

That Council, in accordance with Section 26 (2)(b) of the *Land Administration Act 1997*, approves the proposed Townsite Boundaries for the relevant townsites within the Shire as shown within **Attachment 2** subject to favourable comments from relevant State Government agencies.

Moved: Cr. Jackson

Seconded: Cr. Beech

That Council, in accordance with Section 26 (2)(b) of the *Land Administration Act 1997*, approves the proposed Townsite Boundaries for the relevant townsites within the Shire as shown within *Attachment 2* subject to favourable comments from relevant State Government agencies.

Carried 13-0

20/117.

Development Services

Item No.	12.3.2
Subject:	Approval of a Shed to a Dwelling
Proponent:	Mr Andrew Paul Rodgers
Location:	Lot 64 (2) Merriedale Cres, Harvey
Reporting Officer:	Environmental Health Officer (JM)
Authorising Officer:	Principal Environmental Health Officer
File No.:	A001931
Attachment Reg. No. 20/11958	

Summary

A request has been received seeking the approval to convert an existing shed into a dwelling at Lot 64 (2) Merriedale Crescent. Section 144 of the *Health (Miscellaneous Provisions) Act 1911* (the Act), provides Council the authority to approve this conversion.

It is recommended that this application be approved subject to conditions.

Background

Lot 64 (2) Merriedale Crescent, Harvey (refer **Attachment 1**) is 1055.86m² in size and is zoned residential. It is surrounded by dwellings on all sides and the existing residence is connected to the main sewer line.

The 54m² shed is located at the rear of the property with a plastic rainwater tank connected.

Comment**Planning Comment**

The application will require approval by the Shire's Planning Department if this application is approved by Council.

Health Comment

Pursuant to Section 144 of the *Health (Miscellaneous Provisions) Act 1911*, the Local Government may give consent for the building not erected as a dwelling to be converted into a dwelling.

Council has previously approved a number of shed to dwelling conversions subject to conditions.

Health (Miscellaneous Provisions) Act 1911, Section 144

"144. Building not erected as dwelling not to be converted into one:

No person shall convert into or adapt or use a dwelling any building not originally constructed or erected as a dwelling-house, and no person shall let, or lease, or sublet, or sublease, or otherwise permit, whether for any consideration or gratuitously, the use of, the building as a dwelling, without having first obtained the consent of the Local Government of the district in which the building is situated, and complied (in case a conditional consent is given) with such conditions as the Local Government has seen fit to impose."

The structure consists of:

- Habitable room;
- Kitchenette;
- Bathroom/water closet; and
- Water supply from rainwater with reticulated backup if required.

The amenities within this proposed shed conversion comply with the minimum requirements for a dwelling under the *Health (Miscellaneous Provisions) Act 1911*.

The ventilation of the building is to comply with Sewerage (Lighting, Ventilation and Construction) Regulations 1971, and the Building Code of Australia.

Building Comment

The Shire's Building Department advises the following works would be required to convert the shed into a Class 1 habitable building:

- Damp proof reinforced floor construction;
- Walls and ceilings are insulated to a minimum standard and lined;
- Light and ventilation requirements;
- Compliance with energy efficient provisions; and
- Minimum ceiling height of 2.4m.

An application for a Building Permit has been submitted that satisfies the aforementioned requirements of the Building Code of Australia.

General Comment

It is to be noted that the *Health (Miscellaneous Provisions) Act 1911* can only address health related matters. The shed conversion could be made to comply with conditions required to make the building a Class 1 structure pursuant to the Building Code of Australia and *Health Act 1911*.

Statutory/Policy Environment

Health (Miscellaneous Provisions) Act 1911, Section 144 and subsidiary regulations gives Council the authority to approve the conversion of a shed to a dwelling subject to appropriate conditions.

Sewerage (Lighting, Ventilation and Construction) Regulations 1971

Shire of Harvey Health Local Law 2016 – Part 3—Housing and General – Division 3 – Water Supply – Rainwater Tanks requires that water which is used for human consumption must be maintained in a clean condition.

Building Code of Australia sets the requirements for a Class 1 building.

Strategic Framework

Within the Shire's Strategic Community Plan 2017 – 2027, Strategies 2.3.1 (in part) and 4.3.4 state:

-
- 2.3.1 *Continue to implement integrated environmental, social and land use planning which will:*
- *minimise land use conflict.*
- 4.3.4 *Monitor and ensure compliance with the regulatory framework for local government business.*

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/information**. The Consequence could be **Financial**, **Reputational** or **Compliance** if an incorrect approval is given or a condition is missed. The risk is mitigated by the report being thoroughly researched, reviewed and provided by a qualified Shire Officer, resulting in **Low** risk being present.

Budget Implications

Nil.

Voting Requirement

Simple Majority.

Officer's Recommendation

That Council approves the conversion of the shed at Lot 64 (2) Merriedale Cres, Harvey to a dwelling pursuant to Section 144 of the *Health (Miscellaneous Provisions) Act 1911*, subject to:

1. A Building Permit being obtained that satisfies the following requirements of the Building Code of Australia:
 - a. The floor being reinforced and damp proofed;
 - b. Walls and ceilings being insulated to the minimum standard and lined;
 - c. Compliance with lighting and ventilation requirements;
 - d. Compliance with energy efficient provisions; and
 - e. A minimum ceiling height of 2.4m being achieved.

Moved: Cr. Jackson Seconded: Cr. Beech

That Council approves the conversion of the shed at Lot 64 (2) Merriedale Cres, Harvey to a dwelling pursuant to Section 144 of the *Health (Miscellaneous Provisions) Act 1911*, subject to:

- 1. A Building Permit being obtained that satisfies the following requirements of the Building Code of Australia:**
 - a. The floor being reinforced and damp proofed;**
 - b. Walls and ceilings being insulated to the minimum standard and lined;**
 - c. Compliance with lighting and ventilation requirements;**
 - d. Compliance with energy efficient provisions; and**
 - e. A minimum ceiling height of 2.4m being achieved.**

Carried 13-0

20/118.

Corporate Services

Item No.	12.4.1
Subject	Listing of Accounts Paid – March 2020
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Accountant
Authorising Officer:	Acting Executive Manager Finance and Corporate
File No.:	FMS006

Summary

Presented by way of attachment is a listing of payments for goods and services for March 2020. It is recommended that Council note the attached payments.

Background

Pursuant to Section 5.42 of the *Local Government Act 1995* (Delegation of some powers and duties to CEO), Council has resolved to delegate to the Chief Executive Officer (Delegation No: 2.2.1) the exercise of its powers to make payments from the municipal and trust funds.

As a result of this delegation there is a requirement under the Local Government (Financial Management) Regulations 1996, Regulation 13(3) for a list of payments to be prepared and presented to Council.

Comment

The list of accounts paid for the period of March 2020 is presented as an attachment to this report, as summarised below.

<u>Voucher</u>	<u>Amount</u>
Schedule of Accounts	
Trust	EFT 48875 & EFT49038 \$21,824.74
Municipal	EFT 48874 - EFT 49537 \$4,177,984.35
	116955 - 116981 \$28,995.76
	DD20239.1 - DD20317.18 \$137,638.53
CBA Credit Card	\$4,314.33
Electronic Funds Submitted	\$1,256,647.58
Total	<u>\$5,627,405.29</u>

Statutory/Policy Environment

Local Government (Financial Management) Regulation 1996, Regulation 13 prescribes the reporting of payments to Council.

Strategic Framework

Within the Shire's Strategic Community Plan 2017 – 2027, Strategy 4.3.4 states:

Monitor and ensure compliance with the regulatory framework for Local Government Business.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. There is no Consequence associated as Council is receiving financial information only with no recommendation on action or intervention.

Budget Implications

The payments listed above have been budgeted for in the Shire's 2019–2020 Budget.

Voting Requirement

Simple Majority.

Officer's Recommendation

That Council notes the above list of accounts paid for the period of March 2020 totalling \$5,627,405.29.

Moved: Cr. Jackson Seconded: Cr. Beech

That Council notes the above list of accounts paid for the period of March 2020 totalling \$5,627,405.29.

Carried 13-0 20/119.

Corporate Services

Item No.	12.4.2
Subject:	Financial Statements as at 31 March 2020
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Accountant
Authorising Officer:	Acting Executive Manager Finance and Corporate
File No.:	CC/C/062

Summary

Presented by way of attachment are the Financial Statements as at 31 March 2020.

The following key balances are provided to assist in reporting the Shire's financial performance.

	ACTUAL	BUDGET	VARIANCE
	31 March 2020	2019 - 2020	
Statement of Financial Performance			
Ordinary Revenue	\$36,730,397	\$36,124,398	-\$606,000
Ordinary Expenditure	\$30,597,684	\$44,313,168	\$13,715,484
Capital Revenue	\$5,447,118	\$12,396,656	\$6,949,538
Capital Expenditure	\$8,414,693	\$17,526,329	\$9,111,636
End of Period Profit / (Loss)	\$14,252,342		
Statement of Financial Position			
Current Assets	\$50,621,454		
Net Assets	\$487,960,703		

It is recommended Council receive the Financial Statements (refer **Attachment 1**).

Background

In accordance with the provisions of Section 6.4 of the *Local Government Act 1995*, and Regulation 34(1) of the Local Government (Financial Management) Regulations 1996, a Local Government is to prepare each month a Statement of Financial Activity (refer **Attachment 1**) reporting on the revenue and expenditure as set out in the Annual Budget under Regulations 22 (1)(d) for the month.

Comment

Any material variances are highlighted in the Statement of Financial Performance and included by way of Notes to the Statement of Financial Performance (as attached).

Attached to the Agenda is a copy of:

- Statement of Financial Performance
- Statement of Financial Position
- Notes to the Statement of Financial Performance and Financial Position
- Total Municipal Revenue and Expenditure - graph
- Statement of Cash at Bank – Loans

- Statement of Cash at Bank – Reserves
- Statement of Cash at Bank – Bonds and Deposits
- Statement of Cash at Bank – Trust
- Current Ratio – graph
- Outstanding Rates – graph
- Aged Debtors Summary - graph
- Current Account Coverage – graph
- Statement of Investments
- Detailed Quarterly Accounts

Statutory/Policy Environment

Section 6.4 of the *Local Government Act 1995*, requires financial reports to be prepared as prescribed.

Local Government (Financial Management) Regulation 1996, Regulation 34 prescribes the monthly financial reporting requirements of Council.

Strategic Framework

Within the Shire's Strategic Community Plan 2017 – 2027, Strategy 4.3.4 states:

Monitor and ensure compliance with the regulatory framework for Local Government Business.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequence could be **Financial**, **Reputational** or **Compliance** if the financial statements are not reported accurately, timely or in the required format. The risk is mitigated by Council receiving financial statements on a monthly basis and in a form that is in accordance with the *Local Government Act 1995* and associated Regulations, resulting in a **Low** risk being present.

Budget Implications

Review of the monthly accounts aids in ensuring works and services are undertaken and the Shire operates within its adopted Budget.

Voting Requirement

Simple Majority.

Officer's Recommendation

That Council receives the Financial Statements as at 31 March 2020.

Moved: Cr. Jackson

Seconded: Cr. Beech

That Council receives the Financial Statements as at 31 March 2020.

Carried 13-0

20/120.

Corporate Services

Item No.	12.4.3
Subject:	Community Budget Submissions 2020 - 2021
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Accountant
Authorising Officer:	Acting Executive Manager Finance and Corporate
File No.:	FM/B/003

Summary

The Shire receives each year, as part of the Budget process, Community Budget Submissions requesting funds for activities and projects within the Shire. 35 submissions are presented for consideration as part of the Shire's 2020 – 2021 Budget process.

Background

Each year the Shire of Harvey invites Community Budget Submissions from local community groups and organisations for activities and projects that meet the needs of the community. The aim of the Shire Budget Submissions is to strengthen and celebrate the diverse communities within the Shire of Harvey. Each submission is considered on its own merits.

Submissions are assessed against the following criteria:

- Demonstrated need for the project or activity;
- Long term benefit to the community;
- Number of groups and individuals who will benefit;
- Commitment from the applicant for the provision of a financial and/or in-kind contribution; and
- Provide long term sustainable outcomes where applicable.

Submissions may be ineligible if:

- Projects have already commenced;
- Projects cannot demonstrate support from the owners of the facility;
- Projects that are restricted to private or exclusive participation, which shall include restricting access on the basis of gender, race, religion, politics, culture, ability, age, or marital status;
- Projects of a commercial nature located on private land solely for generating profit where there is no charitable purpose;
- Funds sought for an individual; and
- Projects submitted by groups/organisations that are not incorporated. However, such groups may seek to be auspiced by an incorporated group.

Comment

In line with prior years, the 2020 - 2021 funding round was advertised in local newspapers and on the Shires website. Applications closed on 31 March 2020, and 37 submissions were received. This report looks at 35 of those submissions; the two for Harvey Visitors Centre and Australind Visitors Centre will be addressed in a separate report at the next scheduled Council meeting.

Basic details of the grant applications are as follows with a more detailed summary provided as Attachment 1. All amounts are exclusive of GST and projects with a zero balance in the Amount Proposed column indicates the submission is not supported. Those that are not supported state the reasons for this in the Comments section of **Attachment 1**.

#	Group/organisation	Project	Est. Total Project Cost	Amount requested	Amount Proposed
1	Australind Baptist Church	Australind Family Christmas Carols	\$12,875	\$1,500	\$1,500
2	Brunswick Districts Bowling Club	Convert "B" green to Synthetic surface	\$213,000	\$59,000	\$59,000
3	Brunswick Junction Community Resource Centre	Brunswick Junction Community Library Operating Costs	\$10,191	\$6,500	\$6,500
4	Brunswick Junction Community Resource Centre	Brunswick Town Hall Upgrade - audio/visual system	\$34,231	\$32,731	\$0
5	Brunswick Junction Community Resource Centre	Brunswick Youth Programs	\$26,460	\$19,360	\$19,360
6	Brunswick Junction Community Resource Centre	Brunswick in Bloom - Planters	\$4,544	\$2,760	\$2,760
7	BSW connect	2021 South West Business Excellence Awards	\$98,300	\$5,000	\$0
8	Bunbury Regional Entertainment Centre (trading as BREC)	Regional Audience Development	\$856,824	\$20,000	\$20,000
9	City of Bunbury	Skyfest 2021	\$175,000	\$5,000	\$5,000
10	Harvey Bowling Club	Bowling Green Light Poles (5) & Lights (2)	\$64,450	\$42,950	\$42,950
11	Harvey Community Radio 96.5fm (Auspice Harvey Mainstreet)	Operating Costs -	\$80,000	\$10,000	\$10,000
12	Harvey Community Resource Centre	Nature Playground - equipment purchase	\$7,946	\$4,020	\$0
13	Harvey Community Resource Centre	Equipment Purchase - Movie night projector/screen & phone line	\$1,377	\$933	\$933
14	Harvey Districts Historical Society	Museum Operating Costs 20/21 & improvements to display conservation & promotion	\$27,050	\$1,600	\$1,600
15	Harvey Bulls Football Club	Upgrade & Extension of Change Rooms at Harvey Rec Ground	\$204,000	\$52,000	\$0
16	Harvey Golf Inc	Irrigation Water Supply & System Upgrade	\$58,331	\$22,000	\$22,000
17	Harvey Italian Club	Harvey Italian Sausage Saga	\$11,700	\$2,500	\$2,500
18	Harvey Local Drug Action Group	Harvey Safe Space Project for Youth	\$86,000	\$2,000	\$2,000
19	Harvey Mainstreet (Inc)	Drinking Fountain & bottle refilling station (Uduc rd, next to Town Hall)	\$6,981	\$2,981	\$2,981
20	Harvey Mainstreet	Harvey Harvest Festival - co-ordinator & contribute to Insurance	\$83,631	\$21,000	\$19,000
21	Harvey Naidoc Committee (auspice Harvey Mainstreet)	Community Naidoc Celebration July 2021	\$25,980	\$5,000	\$5,000
22	Harvey Senior Citizens Centre Committee Inc	Extension of Harvey Senior Citizens Centre Building	\$610,810	\$125,000	\$125,000

#	Group/organisation	Project	Est. Total Project Cost	Amount requested	Amount Proposed
23	Leschenault Progress Association Inc	Settlers Hall Colourbond Shelter over Outdoor seating	\$6,787	\$4,787	\$4,787
24	Lot 208 Youth Inc	Youth Program Operating Costs	\$106,533	\$83,893	\$81,000
25	Myalup Community Association	Myalup Easter Fair	\$9,000	\$2,000	\$2,000
26	Morrissey Homestead Inc	Shade Sail installation over playground	\$8,000	\$5,500	\$0
27	Rotary Club of Harvey	Drink Container Regatta	\$65,500	\$17,250	\$10,000
28	Rotary Club of Harvey	Harvey Gala Night	\$13,500	\$5,000	\$3,000
29	Seniors Xmas Dinner Committee (Auspice Harvey Mainstreet)	2020 Seniors Christmas Dinner	\$12,800	\$1,000	\$1,000
30	South West Academy of Sport	SWAS Support Programs	\$323,000	\$9,000	\$9,000
31	South West Opera Company	Gibbs Pool Concert	\$13,220	\$1,500	\$1,500
32	Swimming WA	2021 Open Water Swimming Series Harvey Dam	\$21,000	\$5,000	\$5,000
33	Uduc Progress Association	Storage Shed	\$10,882	\$5,500	\$5,500
34	Yarloop Community Resource Centre	Yarloop Kids Connect	\$34,100	\$12,000	\$7,500
35	Yarloop Workshops	Operating Costs	\$19,000	\$5,000	\$0
				\$601,265	\$478,371

Statutory/Policy Environment

Section 6.2 of the *Local Government Act 1995*, prescribes preparation of annual budget.

Strategic Framework

Within the Shire's Strategic Community Plan 2017 – 2027, Strategies 3.1.2 and 3.1.3 state:

- 3.1.2 *Continue to actively engage local community groups to understand needs, improve facilities and source grant funding.*
- 3.1.3 *Continue to provide facilities and services to support local community organisations.*

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequence could be **Reputational** and **Financial** should Council not adopt the recommendation to support the grant applications. The Consequence rating is considered **Minor** and the likelihood **Unlikely**, therefore it is deemed that there is a **Low** risk present.

Budget Implications

This report recommends total expenditure of \$478,371 to be paid from Municipal Funds in the 2020 – 2021 draft Budget.

Voting Requirement

Simple Majority.

Officer's Recommendation

That Council lists for consideration of funding in its 2020 – 2021 draft Budget the following allocations for Community groups and organisations, for a total of \$478,371.

#	Group/organisation	Project	Amount Proposed
1	Australind Baptist Church	Australind Family Christmas Carols	\$1,500
2	Brunswick Districts Bowling Club	Convert "B" green to Synthetic surface	\$59,000
3	Brunswick Junction Community Resource Centre	Brunswick Junction Community Library Operating Costs	\$6,500
4	Brunswick Junction Community Resource Centre	Brunswick Town Hall Upgrade - audio/visual system	\$0
5	Brunswick Junction Community Resource Centre	Brunswick Youth Programs	\$19,360
6	Brunswick Junction Community Resource Centre	Brunswick in Bloom - Planters	\$2,760
7	BSW connect	2021 South West Business Excellence Awards	\$0
8	Bunbury Regional Entertainment Centre (trading as BREC)	Regional Audience Development	\$20,000
9	City of Bunbury	Skyfest 2021	\$5,000
10	Harvey Bowling Club	Bowling Green Light Poles (5) & Lights (2)	\$42,950
11	Harvey Community Radio 96.5fm (Auspice Harvey Mainstreet)	Operating Costs -	\$10,000
12	Harvey Community Resource Centre	Nature Playground - equipment purchase	\$0
13	Harvey Community Resource Centre	Equipment Purchase - Movie night projector/screen & phone line	\$933
14	Harvey Districts Historical Society	Museum Operating Costs 20/21 & improvements to display conservation & promotion	\$1,600
15	Harvey Bulls Football Club	Upgrade & Extension of Change Rooms at Harvey Rec Ground	\$0
16	Harvey Golf Inc	Irrigation Water Supply & System Upgrade	\$22,000
17	Harvey Italian Club	Harvey Italian Sausage Saga	\$2,500
18	Harvey Local Drug Action Group	Harvey Safe Space Project for Youth	\$2,000
19	Harvey Mainstreet (Inc)	Drinking Fountain & bottle refilling station (Uduc rd, next to Town Hall)	\$2,981
20	Harvey Mainstreet	Harvey Harvest Festival - co-ordinator & contribute to Insurance	\$19,000

#	Group/organisation	Project	Amount Proposed
21	Harvey Naidoc Committee (auspice Harvey Mainstreet)	Community Naidoc Celebration July 2021	\$5,000
22	Harvey Senior Citizens Centre Committee Inc	Extension of Harvey Senior Citizens Centre Building	\$125,000
23	Leschenault Progress Association Inc	Settlers Hall Colourbond Shelter over Outdoor seating	\$4,787
24	Lot 208 Youth Inc	Youth Program Operating Costs	\$81,000
25	Myalup Community Association	Myalup Easter Fair	\$2,000
26	Morrissey Homestead Inc	Shade Sail installation over playground	\$0
27	Rotary Club of Harvey	Drink Container Regatta	\$10,000
28	Rotary Club of Harvey	Harvey Gala Night	\$3,000
29	Seniors Xmas Dinner Committee (Auspice Harvey Mainstreet)	2020 Seniors Christmas Dinner	\$1,000
30	South West Academy of Sport	SWAS Support Programs	\$9,000
31	South West Opera Company	Gibbs Pool Concert	\$1,500
32	Swimming WA	2021 Open Water Swimming Series Harvey Dam	\$5,000
33	Uduc Progress Association	Storage Shed	\$5,500
34	Yarloop Community Resource Centre	Yarloop Kids Connect	\$7,500
35	Yarloop Workshops	Operating Costs	\$0
			\$478,371

Moved: Cr. Jackson

Seconded: Cr. Beech

That Council lists for consideration of funding in its 2020 – 2021 draft Budget the following allocations for Community groups and organisations, for a total of \$478,371.

#	Group/organisation	Project	Amount Proposed
1	Australind Baptist Church	Australind Family Christmas Carols	\$1,500
2	Brunswick Districts Bowling Club	Convert "B" green to Synthetic surface	\$59,000
3	Brunswick Junction Community Resource Centre	Brunswick Junction Community Library Operating Costs	\$6,500
4	Brunswick Junction Community Resource Centre	Brunswick Town Hall Upgrade - audio/visual system	\$0
5	Brunswick Junction Community Resource Centre	Brunswick Youth Programs	\$19,360
6	Brunswick Junction Community Resource Centre	Brunswick in Bloom - Planters	\$2,760
7	BSW connect	2021 South West Business Excellence Awards	\$0
8	Bunbury Regional Entertainment Centre (trading as BREC)	Regional Audience Development	\$20,000
9	City of Bunbury	Skyfest 2021	\$5,000
10	Harvey Bowling Club	Bowling Green Light Poles (5) & Lights (2)	\$42,950

11	Harvey Community Radio 96.5fm (Auspice Harvey Mainstreet)	Operating Costs -	\$10,000
12	Harvey Community Resource Centre	Nature Playground - equipment purchase	\$0
13	Harvey Community Resource Centre	Equipment Purchase - Movie night projector/screen & phone line	\$933
14	Harvey Districts Historical Society	Museum Operating Costs 20/21 & improvements to display conservation & promotion	\$1,600
15	Harvey Bulls Football Club	Upgrade & Extension of Change Rooms at Harvey Rec Ground	\$0
16	Harvey Golf Inc	Irrigation Water Supply & System Upgrade	\$22,000
17	Harvey Italian Club	Harvey Italian Sausage Saga	\$2,500
18	Harvey Local Drug Action Group	Harvey Safe Space Project for Youth	\$2,000
19	Harvey Mainstreet (Inc)	Drinking Fountain & bottle refilling station (Uduc rd, next to Town Hall)	\$2,981
20	Harvey Mainstreet	Harvey Harvest Festival - co-ordinator & contribute to Insurance	\$19,000
21	Harvey Naidoc Committee (auspice Harvey Mainstreet)	Community Naidoc Celebration July 2021	\$5,000
22	Harvey Senior Citizens Centre Committee Inc	Extension of Harvey Senior Citizens Centre Building	\$125,000
23	Leschenault Progress Association Inc	Settlers Hall Colourbond Shelter over Outdoor seating	\$4,787
24	Lot 208 Youth Inc	Youth Program Operating Costs	\$81,000
25	Myalup Community Association	Myalup Easter Fair	\$2,000
26	Morrissey Homestead Inc	Shade Sail installation over playground	\$0
27	Rotary Club of Harvey	Drink Container Regatta	\$10,000
28	Rotary Club of Harvey	Harvey Gala Night	\$3,000
29	Seniors Xmas Dinner Committee (Auspice Harvey Mainstreet)	2020 Seniors Christmas Dinner	\$1,000
30	South West Academy of Sport	SWAS Support Programs	\$9,000
31	South West Opera Company	Gibbs Pool Concert	\$1,500
32	Swimming WA	2021 Open Water Swimming Series Harvey Dam	\$5,000
33	Uduc Progress Association	Storage Shed	\$5,500
34	Yarloop Community Resource Centre	Yarloop Kids Connect	\$7,500
35	Yarloop Workshops	Operating Costs	\$0
			\$478,371

Carried 13-0

20/121.

Community Services

Item No.	12.5.1
Subject:	Southern Seawater Desalination Coastal Communities Fund – Budget Submissions
Proponent:	Coastal Community Groups
Location:	Shire of Harvey
Reporting Officer:	Community Development Officer (SJ)
Authorising Officer:	Manager Community and Economic Development
File No.:	F000283

Summary

The Shire received funding from the Water Corporation that is to be used for the benefit of the Shire's coastal communities in and around the town sites of Binningup and Myalup. The funds have been placed into a specific Reserve Account for that purpose and are managed by the Shire. Two funding submissions have been received and are presented for consideration as part of the Shire's 2020 - 2021 Budget process.

It is recommended that neither project be funded in this year's funding round.

Background

The Coastal Communities Fund was provided by the Water Corporation, as a result of the Southern Seawater Desalination Plant project. It has been set up as a long term reserve fund, managed and operated by the Shire of Harvey for the benefit of the residents in and around the towns of Binningup and Myalup. In accordance with an agreement between the Shire of Harvey and the Water Corporation the funds are not to be used for normal operational or maintenance activities.

Incorporated community groups within Binningup and Myalup have been invited to apply for funding through the Coastal Communities Fund for projects that provide a benefit to their local communities. In line with previous practice, the 2020 funding round was advertised in local papers and on the Shire's website. Applications closed on 31 March 2020 and two submissions were received.

When considering potential Community Benefits Package funding allocations Council should be mindful that the fund is intended to be sustainable in the long term and provide a potential source of funds for worthwhile community projects in the years to come.

Comment

A summary of the grant applications received is provided in the table below. All amounts are exclusive of GST.

Applicant	Project Description	Project Budget	Applicant Request	Amount Recommended
Binningup Community Association	Playground - East side of the Country Club	\$67,980	\$42,980	\$0
Myalup Community Association	Ottrey Park Play/ Exercise Equipment	\$15,998	\$10,000	\$0
Totals		\$83,978	\$52,980	

The following comments are made with regard to each application:

Binningup Community Association

The Binningup Community Association (BCA) is seeking a grant of \$42,980 (63%) towards the cost of installing a playground on the eastern side of the Country Club building. This would attract younger members with children and provide a family friendly environment. Given that the proposed playground would only be available to members of the BCA, and until the Shire of Harvey's Playground Strategy is finalised, this proposal is not considered to be a priority at this time. The main playground in Binningup is located at the Binningup Beach foreshore which requires major maintenance to ensure it remains in a safe and functional condition. Maintaining this existing facility is considered to be a higher priority than installing a new playground for members of the BCA.

The BCA has previously received grants totalling \$297,707 from the Community Benefits Package since 2010 for various projects including a major grant of \$110,380 for the Binningup Foreshore and playground in 2011-2012 and \$75,000 for the upgrade and extensions to the Country Club building in 2019.

Myalup Community Association

Myalup Community Association (MCA) is seeking a grant of \$15,998 to:

- Purchase and install additional playground equipment — Merry Go Round; and
- Purchase and install adult basic exercise equipment — 2 x Sit Up Benches

The MCA has received requests for additional playground equipment and exercise equipment for Ottrey Park. A new nature play playground was installed at Ottrey Park in 2014 and the provision of additional play and exercise equipment is not considered to be a priority at this time.

MCA has previously received grants totalling \$101,300 from the Community Benefits Package since 2010 for various projects including a grant of \$50,000 for the Myalup Foreshore Plan in 2010 - 2011 and \$45,000 for a nature playground in 2013 - 2014.

Statutory/Policy Environment

Southern Seawater Desalination Plant Community Benefits Package Agreement 2009 provides guidelines in allocating and managing the Coastal Communities Reserve Account.

Strategic Framework

Within the Shire's Strategic Community Plan 2017 – 2027, Strategies 3.1.2 and 3.1.3 state:

- 3.1.2 *Continue to actively engage local community groups to understand needs, improve facilities and source grant funding.*
- 3.1.3 *Continue to provide facilities and services to support local community organisations.*

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/information**. The Consequence could be **Reputational** should Council adopt the recommendation not to support the grant applications. The Consequence rating is considered **Minor** and the likelihood **Unlikely**, therefore the Risk is deemed to be **Low**.

Budget Implications

Funding for these applications can be made from the Coastal Communities Reserve Account, which has a projected year end closing balance of \$1,399,922. This report recommends that neither application is supported.

Voting Requirement

Simple Majority.

Officer's Recommendation

That Council, for the reasons outlined in this report, does not support any funding allocation from the Coastal Communities Reserve Fund being included in its 2020 - 2021 draft Budget.

Moved: Cr. Jackson Seconded: Cr. Beech

That Council, for the reasons outlined in this report, does not support any funding allocation from the Coastal Communities Reserve Fund being included in its 2020 - 2021 draft Budget.

Carried 13-0 20/122.

Community Services

Item No.	12.5.2
Subject	Harvey Recreation Ground – Needs Assessment and Master Plan
Proponent:	Shire of Harvey
Location:	Harvey Recreation Ground
Reporting Officer:	Manager Harvey Recreation and Cultural Centre
Authorising Officer:	Manager Community and Economic Development
File No.:	B000322

Summary

This report presents the draft Harvey Recreation Ground Needs Assessment report and recommends that Council receives the report and the report be used to inform the development of a Master Plan for the Harvey Recreation Ground (HRG).

The Needs Assessment is an essential part of the process and has enabled all current user groups as well as casual users to identify their needs and priorities, and have input to the study. It is also a requirement for any funding submissions that the Shire may wish to make in the future for upgraded or expanded facilities at the HRG.

Background

The proposal to undertake a Needs Assessment study and develop a Master Plan for the Harvey Recreation Ground was put forward by the Harvey Recreation Ground Advisory Committee (HRGAC) and the Committee's recommendation to support the proposal was adopted by Council at its meeting held on 26 March 2019.

Funding for the proposed study was included in the Shire's 2019 - 2020 Budget and a consultant's brief was considered by the HRGAC on 3 October 2019 and subsequently approved by Council at its meeting held on 8 October 2019.

Quotations were then invited and consulting firm *A Balanced View Leisure Consultancy Services* was appointed to undertake the study.

Following a thorough consultation process, the draft Needs Assessment report has been completed and is presented for Council's consideration (refer **Attachment 1**). Due to COVID-19 restrictions the Harvey Place Advisory Group (HPAG) has not been able to meet and formally consider the draft Needs Assessment report however the report has been circulated to the members of HPAG inviting their comments. At the time of preparing this report no comments had been received.

Comment

The Executive Summary of the Needs Assessment report provides an overview of the project methodology, the consultation process that was followed and the key themes identified through the consultation process. A demand analysis and needs assessment was then undertaken that provides options and potential solutions for consideration within the Master Plan.

It is recommended that Council receives the draft HRG Needs Assessment report and requests the consultant to proceed with the development of a draft Master Plan for the HRG.

Statutory/Policy Environment

Nil.

Strategic Framework

Within the Shires Strategic Community Plan 2017 – 2027, Strategy 3.4.6 states:

Continue to maintain and enhance recreation centres to service a wide range of the community.

Risk management

The Risk Theme Profile identified as part of this report is **Inadequate Engagement Practices**. The Consequence could be **Reputational** if the local community and sporting clubs did not have the opportunity to have input to the Harvey Recreation Ground Needs Assessment and Master Plan. The risk is mitigated by local residents having input via the HRG Advisory Committee and a public consultation process being built into the planning process. The Risk Consequence is considered to be **Moderate** and the likelihood **Unlikely**, resulting in a **Moderate** Risk being present.

Budget Implications

Sufficient funds were allocated in the Shire's 2019-20 Budget for the Harvey Recreation Ground Needs Assessment and Master Plan.

Voting Requirement

Simple Majority.

Officer's Recommendation

That Council:

1. Receives the draft Harvey Recreation Ground Needs Assessment report and the report be used to inform the development of a Master Plan for the Harvey Recreation Ground; and
2. Requests the consultant to proceed with the development of the draft Harvey Recreation Ground Master Plan.

Moved: Cr. Jackson

Seconded: Cr. Beech

That Council:

1. **Receives the draft Harvey Recreation Ground Needs Assessment report and the report be used to inform the development of a Master Plan for the Harvey Recreation Ground; and**
2. **Requests the consultant to proceed with the development of the draft Harvey Recreation Ground Master Plan.**

Carried 13-0

20/123.

Community Services

Item No.	12.5.3
Subject:	Economic Development Strategy
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Community and Economic Development/CEO
Authorising Officer:	Chief Executive Officer
File No.:	B000273

Summary

This report presents a draft plan to implement the Shire's Economic Development Strategy (refer **Attachment 1**) and recommends that Council endorse the plan subject to the availability of funding and lists for consideration of funding in its 2020 - 2021 draft Budget an allocation of \$49,000 for economic development activities as described in this report.

Background

The development and implementation of an Economic Development Strategy (EDS) is a strategic priority for the Shire and is included as a "Flagship" strategy in the Shire's Community Strategic Plan 2017 - 2027.

The draft EDS was presented to the Council Meeting held on 28 January 2020 and with the inclusion of a number of changes, Council resolved to advertise the draft EDS for a three-week public comment period prior to final consideration by Council.

Following the public comment period, the draft EDS was adopted by Council at its meeting held on 24 March 2020. This report outlines a proposal for staged implementation of the Strategy

Comment

The Shire's EDS is built around the following four focus areas and includes a total of 60 Actions:

1. Strategic Industries (9 Actions);
2. Business Support (14 Actions);
3. Tourism (23 Actions); and
4. Towns and Infrastructure (14 Actions).

Of the 60 Actions, 34 are identified as short term (1-3 years), 7 medium term (4-6 years) and 19 ongoing.

A draft plan has been prepared to implement the Shire's EDS and is presented for Council's consideration and endorsement. The draft plan includes each Action contained in the EDS, a proposed timeframe for implementation, the Shire directorate(s) responsible for implementation and a cost estimate.

The cost estimates included in the draft plan are in some cases based on existing budget allocations or estimates included the Shire's Forward Capital Works Plan. Other cost estimates are indicative and may be subject to change following further investigation, and a number of the Actions are nominated to be completed "in-house" using staff resources.

The Actions that are not currently included in the Shire's Annual Budget or Forward Capital Works Plan and would require an additional budget allocation are highlighted in yellow in the draft plan. The following table provides a summary of the Actions proposed to be implemented over the next five-year period, noting that some of the Actions will be progressively implemented over more than one year:

Year	Actions	Additional Cost
2019-20	1 Action	In-house
2020-21	19 Actions; plus 19 Ongoing Actions	\$49,000
2021-22	18 Actions; plus 19 Ongoing Actions	\$145,000
2022-23	12 Actions; plus 19 Ongoing Actions	\$75,000
2023-24	4 Actions; plus 19 Ongoing Actions	To be advised
2024-25	4 Actions; plus 19 Ongoing Actions	To be advised

The Actions that are proposed to be implemented in 2020-21 that would require an additional Budget allocation include:

No.	Action	Cost
1.3	Support food bowl marketing of the Shire and the Region.	\$5,000
2.2	Promote and support a 'Buy Local' campaign.	\$5,000
2.3	Upgrade the Shire's website to facilitate online lodgement of applications and payments.	\$6,000
2.4	In partnership with Community Resource Centres, host regular sundowners for local businesses to provide opportunities for networking and building collaborative relationships between local businesses.	\$3,000
2.12	Continue to support Business South West and/or other agencies that provide professional support and advice to small business.	\$10,000
3.8	Provide free Wi-Fi at strategic locations within the Shire.	\$10,000
3.23	Support tourism along the South Western Highway in conjunction with Tourism WA and other Local Governments	\$10,000
	Total	\$49,000

Funding for the other Actions proposed to be implemented in 2020 - 2021 is already included in the Shire's Forward Capital Works Plan and/or the Annual Budget.

One of the important priorities to be implemented in 2020 - 2021 is Action 3.2, "Develop a strategy for tourist information bays and signage." An allocation of \$20,000 is included in the Shire's 2019 - 2020 budget and will be carried forward to 2020 - 2021 for this project. A report is scheduled to be presented to the June Council meeting that outlines the proposed scope for the study, and subject to Council's approval, quotations will then be invited from suitable consultants.

The implementation of the Shire's EDS is an important strategic priority for the Shire and will require a dedicated officer to coordinate the delivery of the strategy in a timely fashion. It is therefore recommended that as part of its forthcoming budget deliberations, Council consider the appointment of an Economic Development Officer to enable this to occur.

Given the significant impact of COVID-19 on the local economy, it is considered important for the Shire to be supporting local business as much as possible during this period. The implementation of the Shire's EDS would be a positive initiative that would help stimulate the local economy and assist with recovery from COVID-19 over the next two to three years.

In summary, the draft plan for implementing the Shire's EDS is heavily weighted to the years one to three and will require a "whole of organisation" commitment to complete the various Actions. It is noted that the majority of the Ongoing Actions would not require a major resource commitment and in a number of cases, already form part of the Shire's approach to facilitating and promoting economic development within our Shire and the region.

Statutory/Policy Environment

Nil.

Strategic Framework

Within the Shire's Strategic Community Plan 2017 – 2027, Strategy 1.1.7 states:

Develop and implement an Economic Development Strategy, which covers tourism, industrial development, retail/hospitality and investment attractions.

Risk Management

The Risk Theme Profile identified in relation to this item is **Inadequate Engagement Practices**. The Consequence could be **Reputational** if there is inadequate consultation regarding the preparation of an Economic Development Strategy for the Shire. The Risk has been mitigated by undertaking consultation with the local community in developing the draft Strategy and seeking public comment prior to adoption of the EDS. The Risk Consequence is considered to be **Moderate** and the Likelihood **Unlikely** resulting in a **Moderate** level of risk.

Budget Implications

There are no Budget implications for the current financial year however the draft EDS will require both staffing and in some cases financial resources to implement over the next four to five years. This report recommends that an allocation of \$49,000 for Economic Development activities and funding for the appointment of an Economic Development Officer be listed for consideration of funding in the Shire's 2020 - 2021 draft Budget.

Voting Requirement

Simple Majority.

Officer's Recommendation

That Council:

1. Subject to the availability of funding, endorses the draft plan as attached to implement the Shire's Economic Development Strategy;
2. Lists for consideration of funding in its 2020 - 2021 draft Budget an allocation of \$49,000 for Economic Development activities described in this report;
3. Receives a further report at the June 2020 Council Meeting on the proposal to develop a strategy for tourist information bays and signage;
4. As part of its forthcoming budget deliberations considers the appointment of an Economic Development Officer to facilitate the delivery of the Shire's Economic Development Strategy; and
5. Requests the Chief Executive Officer to provide an annual review and status report on the implementation of the Shire's Economic Development Strategy.

Moved: Cr. Jackson

Seconded: Cr. Beech

That Council:

- 1. Subject to the availability of funding, endorses the draft plan as attached to implement the Shire's Economic Development Strategy;**
- 2. Lists for consideration of funding in its 2020 - 2021 draft Budget an allocation of \$49,000 for Economic Development activities described in this report;**
- 3. Receives a further report at the June 2020 Council Meeting on the proposal to develop a strategy for tourist information bays and signage;**
- 4. As part of its forthcoming budget deliberations considers the appointment of an Economic Development Officer to facilitate the delivery of the Shire's Economic Development Strategy; and**
- 5. Requests the Chief Executive Officer to provide an annual review and status report on the implementation of the Shire's Economic Development Strategy.**

Carried 13-0

20/124

Community Services

Item No.	12.5.4
Subject:	Proposal to develop a Youth Strategy
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Community Development Officer (AP)
Authorising Officer:	Manager Community and Economic Development
File No.:	CR/L/085

Summary

This report recommends that Council supports a proposal to develop a Youth Strategy for the Shire of Harvey in order to meet the needs of youth across all of the Shire's distinct localities, as well as to provide a framework for, and to build upon, the Shire's investment in youth services, facilities and programs.

Background

Shire of Harvey youth and their needs are recognised in both the Shire's Strategic Community Plan 2017 - 2027 and Community Safety and Crime Prevention Plan 2017 - 2019, and are supported by the Shire through the delivery and funding of youth related services, facilities and programs.

The Strategic Community Plan 2017 - 2027 identifies youth under both the Social and Civic Leadership key objectives. The aspirations and strategies relating to youth in this plan can be summarised as: provision and access to services, facilities and programs; youth engagement; and youth leadership.

The Community Safety and Crime Prevention Plan 2017 - 2019 recognises the need to provide support to youth through: provision and access to services and facilities; delivery of activities and events; and a focus on the reduction of youth crime.

Youth services, facilities and programs receive Shire funding via three potential avenues: projects delivered through the Shire's Community Safety and Crime Prevention budget; the Shire's support of the Leeuwin Sail Training program administered through the Community Sail Training Trust; and through the Community Budget Submission process.

A breakdown of these allocations is listed in the tables below in order to provide background that illustrates the investment that has been made towards youth over the last three financial years and since the Strategic Community Plan 2017 - 2027 was adopted. All amounts are exclusive of GST.

The table below outlines youth related projects delivered through the Shire's Community Safety and Crime Prevention budget.

Project	Financial Year		
	2017-2018	2018-2019	2019-2020
Slow Down, Consider our Kids Stickers	\$2,170		
Choose Respect Resources	\$250		
Australind Skate Park events		\$2,730	
Choose Respect Resources		\$1,005	
Totals	\$2,420	\$3,735	N/A

The table below outlines the Shire's financial commitment to the Community Sail Training Trust and also highlights the valued contribution of partnering service clubs who support the program.

Contributing Partner	Financial Year		
	2017-2018	2018-2019	2019-2020
Shire of Harvey	\$6,000	\$6,000	\$6,000
Service Clubs	\$3,200	\$3,200	\$3,200
Totals	\$9,200	\$9,200	\$9,200

The table below outlines the Shire's investment in youth services, facilities and programs through the Community Budget Submissions process.

Community Group or Organisation	Financial Year		
	2017-2018	2018-2019	2019-2020
Lot 208 Youth Inc.	\$66,300	\$68,000	\$80,490
Brunswick Junction Community Resource Centre	\$9,000	\$17,000	\$17,000
Harvey Local Drug Action Group	\$500	\$500	
Yarloop Community Resource Centre			\$5,000
Totals	\$75,800	\$85,500	\$102,490

Additional Shire investment in youth services, facilities and programs includes the construction of the \$950,000 skate park in Australind; the provision of facilities and programs at recreation centres, grounds and pools; and the administration of the Department of Local Government, Sport and Cultural Industries' Kid Sport program.

Comment

While the Shire of Harvey recognises the importance of, and is investing significant and growing funds towards the Shire's youth, a more formal and measured approach is required.

Population data profiles from the 2016 Census show that youth aged 12 to 24 make up 16 per cent of the Shire's population which is above the average in regional Western Australia. This is a significant portion of the Shire's population who are at a critical point in their lives.

The development of a Youth Strategy for the Shire will provide a clearly defined framework of outcomes to be achieved based on current and future needs. It will also provide a matrix upon which Shire funding and service delivery can be decided. Ultimately, it will make the Shire accountable for achieving a vision and desired outcomes for youth.

At present, the Shire requests community groups and organisations who receive funding to submit acquittals and reports that provide data and information on the delivery of youth services, facilities and programs. No clear framework exists, however, upon which these outcomes can be measured or indeed determined in the first place.

This is not to suggest that these community groups and organisations, or Shire officers, are not actively seeking to support youth or cognisant of current youth issues and trends. Notwithstanding this, the benefit of developing and implementing a Youth Strategy for the Shire would be to ensure best practice and that any funds allocated are done so in a deliberate and measured manner across all of the Shire's distinct localities.

The development of a Youth Strategy will also ensure meaningful engagement with the Shire's youth. While the Strategic Community Plan 2017 - 2027 seeks to investigate opportunities to better engage youth, currently much of this engagement stems indirectly from the relationships established between the community groups and organisations the Shire funds and the youth who access the services, facilities and programs they provide.

Further, a Youth Strategy will have benefits in developing the future leaders of the Shire's community.

In this regard, it must be acknowledged that the Shire has a 30-year history of supporting youth leadership through the Leeuwin Sail Training program. Indeed, this program is testament to the Shire's effective partnership with local service groups to support the development of leadership skills in scholarship recipients.

A Youth Strategy would however offer more opportunities for civic leadership and consequently, youth engagement. While this report does not seek comment on this arrangement, it should be noted that youth from the Shire of Harvey are past and present members of the City of Bunbury's Youth Advisory Council (YAC). Also, Harvey Local Drug Action Group is currently planning to establish a YAC and in the past, Lot 208 Youth Inc. has supported such a committee.

Finally, an added benefit of developing a Youth Strategy is that the state government's Department of Communities, which is identified as a key partner within the Shire's Strategic Community Plan 2017 - 2027 with regard to youth, plans to release a WA Youth Strategy during 2020. As such, the development of a Youth Strategy for the Shire of Harvey would be timely in terms of potential funding opportunities that may arise.

Statutory/Policy Environment

N/A.

Strategic Framework

Within the Shire's Strategic Community Plan 2017 - 2027, Strategy 3.4.2 and Objective 4 state respectively:

Investigate opportunities to better engage our youth, through improved access to services, facilities and programs.

Strong civic leadership representing the whole of the Shire which engages in effective partnerships and reflects the aspirations of an engaged community.

Within the Shire's Community Safety and Crime Prevention Plan 2017 - 2019, Objective 3 and Strategy 3.2.1, 3.2.2 and 3.2.3 state respectively:

Support for families, children and young people.

Support children and youth activities and events.

Continue to provide facilities and services for families, children and young people.

Continue to promote and administer the Leeuwin Sail Training and Department of Sport Kidsport Programs.

Risk Management

The Risk Theme Profile identified as part of this report is **Inadequate Engagement Practices**. The Consequence could be **Reputational** if Council does not adequately involve and engage youth, community groups and organisations focussed on youth services, facilities and programs and the broader community. The Risk Consequence is considered to be **Minor** and the likelihood **Possible** resulting in a **Moderate** level of risk.

Budget Implications

The development of a Youth Strategy for the Shire of Harvey will require the engagement of an external consultant to work with Shire officers to complete the project.

As such, this report recommends that Council lists for consideration of funding in its 2020 - 2021 draft Budget an allocation of \$30,000 for this purpose.

Voting Requirement

Simple Majority.

Officer's Recommendation

That Council:

1. Supports the proposal to develop a Youth Strategy for the Shire of Harvey;
2. Lists for consideration of funding in its 2020-2021 Draft Budget an allocation of \$30,000 for the purpose of developing a Youth Strategy for the Shire of Harvey; and
3. Requests that, subject to funding being approved in the Shire's 2020-21 Budget, the Youth Strategy is developed for presentation to Council by February 2021.

Moved: Cr. Jackson

Seconded: Cr. Beech

That Council:

- 1. Supports the proposal to develop a Youth Strategy for the Shire of Harvey;**
- 2. Lists for consideration of funding in its 2020-2021 Draft Budget an allocation of \$30,000 for the purpose of developing a Youth Strategy for the Shire of Harvey; and**
- 3. Requests that, subject to funding being approved in the Shire's 2020-21 Budget, the Youth Strategy is developed for presentation to Council by February 2021.**

Carried 13-0

20/125.

Community Services

Item No.	12.5.5
Subject:	National Redress Scheme for Institutional Child Sexual Abuse
Proponent:	Department of Local Government, Sport and Cultural Industries
Location:	Shire of Harvey
Reporting Officer:	Manager Community and Economic Development
Authorising Officer:	Chief Executive Officer
File No.:	CR/L/083

Summary

This report provides background information on the National Redress Scheme for Institutional Child Sexual Abuse and recommends that Council approves the participation of the Shire of Harvey in the Scheme as a State Government institution and included as part of the State Government's declaration.

Background

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

National Redress Scheme

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme. The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), local governments may be considered a State Government institution.¹

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

Following extensive consultation, the State Government in December 2019:

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agreed to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the *State Records Act 2000*); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments participating in the Scheme as a State Government institution, will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and

- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPRs will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020, or earlier, subject to completing the necessary arrangements.

Comment

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks Council's approval for the Shire of Harvey's participation in the Scheme.

As an independent entity it is essential that the Shire formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The Shire will not be included in the State's amended declaration, unless it formally decides to be included.

The option also exists for the Shire to formally decide not to participate in the Scheme (either individually or as part of the State's declaration). Should the Shire of Harvey formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for the Shire include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations);
- Potential reputational damage at a State, sector and community level;
- Complete removal of the State's coverage of costs and administrative support, with the Shire having full responsibility and liability for any potential claim; and
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the Shire.

Considerations for the Participation in the Scheme

Detailed below is a list of considerations for the Shire of Harvey to participate in the Scheme:

1. Executing a Service Agreement

All Royal Commission information is confidential, and it is not known if the Shire will receive a Redress application. A Service Agreement will only be executed if the Shire receives a Redress application.

The Shire needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received. Timeframes for responding to a Request for Information are three weeks for priority applications and seven weeks for non-priority applications. A priority application timeframe (three weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

2. Reporting to Council if / when an application is received

Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make Council aware that an application has been received.

3. Application Processing / Staffing and Confidentiality

Administratively the Shire will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements

4. Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The Shire's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in *The Act*.

In summary, for the reasons outlined in this report it is strongly recommended that Council approves the participation of the Shire in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration

Statutory/Policy Environment

The Shire of Harvey in agreeing to join the Scheme, is required to adhere to legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the *Local Government Act 1995*.

Strategic Framework

Within the Shire's Strategic Community Plan 2017 – 2027, Strategy 4.3.4 states:

Monitor and ensure compliance with the regulatory framework for local government business

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/information**. The Consequences could be **Reputational** and **Financial** should Council elect not to adopt the recommendation to approve the participation of the Shire of Harvey in the National Redress Scheme as a State Government institution. The Consequence rating is considered **Moderate** and the likelihood **Unlikely**, therefore the Risk is deemed to be **Low**.

Budget Implications

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the Shire may incur would be the payment of the DPRs, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All requested DPRs will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the Shire in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

Voting Requirement

Simple Majority.

Officer's Recommendation

That Council:

1. Approves the participation of the Shire of Harvey in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;
2. Grants authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received; and
3. Notes that a confidential report will be provided to Council if a Redress application is received.

Moved: Cr. Jackson

Seconded: Cr. Beech

That Council:

- 1. Approves the participation of the Shire of Harvey in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;**
- 2. Grants authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received; and**
- 3. Notes that a confidential report will be provided to Council if a Redress application is received.**

Carried 13-0

20/126.

12. Officer's Reports

Chief Executive Officer

Item No.	12.1.1
Subject:	Dog Act Delegations
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Acting Manager Corporate Services
Authorising Officer:	Chief Executive Officer
File No.:	(LS/A/002)

Summary

To present Delegations from Council to the Chief Executive Officer for the Western Australian *Dog Act 1976* which assigns a statutory power or duty to local government.

It is recommended that the Delegations under the *Dog Act 1976* be adopted.

Background

There are over 170 separate pieces of legislation in Western Australian law that assign a statutory power or duty to local government. Each power or duty described in legislation will require a local government to fulfil a mandatory duty or use a discretionary power to make a decision.

Parliament recognised that it would be unreasonable and impossible for every decision and every duty to be fulfilled by Council of each local government. Processes were therefore legislated to enable local governments to pass on decision making powers and duties to others.

Delegations by Council are an effective way to reduce red tape and improve customer satisfaction through prompt decision-making processes. Using the power of delegation appropriately assists local governments to deal with a wide range of operational matters that are minor, administrative in nature and potentially time consuming.

Certain safeguards are incorporated into delegations such as limiting the use of when a delegation can be exercised.

The *Dog Act 1976* provides power under s.10AA Delegation of local government powers and duties for Council to delegate to the Chief Executive Officer. This section also provides powers for the Chief Executive Officer to sub-delegate some powers and duties.

Comment

Whilst the Shire of Harvey has in place the Dogs Local Law 2017 which covers some sections of the Act, and Rangers are gazetted as Authorised persons under the Act, it does not have any approved Delegation of powers or duties for the *Dog Act 1976*.

The following Delegations have been prepared and are attached for Council consideration:

- Appoint Authorised persons **Attachment 1**;
- Determine recoverable expenses for dangerous dog declaration **Attachment 2**;

-
- Deal with objection to notice to revoke dangerous dog declaration or destruction notice **Attachment 3**;
 - Dangerous dog declared or seized – Deal with objections and determine when to revoke **Attachment 4**;
 - Declare dangerous dog **Attachment 5**;
 - Keeping of dogs **Attachment 6**;
 - Refuse or cancel registration **Attachment 7**;
 - Recovery of monies due under this Act **Attachment 8**; and
 - Dispose of or sell dogs liable to be destroyed **Attachment 9**.

The Delegations are based on model Delegations that have been prepared by the Western Australia Local Government Association (WALGA) and with reference to Delegations made by other local governments in Western Australia. Where there has been any addition to the model Delegation, this was referred to WALGA for comment and advice. Some of the fees and charges are already covered in the Shire of Harvey Fees and Charges.

It is proposed that an application fee of \$100 be introduced for an application for exemption of an additional dog under the Delegation Keeping of dogs. Processing these applications is time consuming for Rangers and a fee would be a consideration for a person when making application. Research of neighbouring local governments is that fees range from \$45 to \$100 per application.

Statutory/Policy Environment

Local Government Act 1995:

s.5.42 – Delegation of some powers and duties to CEO

(1) A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under —

(a) this Act other than those referred to in section 5.43;

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

s.5.44 – CEO may delegate powers and duties to other employees

(1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Dog Act 1976:

s.10AA Delegation of local government powers and duties

Strategic Framework

Within the Shire's Strategic Community Plan 2017 - 2027, Strategy 4.2.2 states:

Maintain, review and ensure relevance of Council's policies and local laws.

Risk Management

The Risk Theme Profile identified as part of this report is **Business and Community Disruption, Failure to Fulfil Compliance Requirements and Inadequate Document and Management Practices**. The Consequence could be *Financial, Service Interruption, Compliance* or *Reputational*. The risk is considered *Minor* and the likelihood *Unlikely*, given that the Delegations are based on model templates in line with legislation, and where identified, checked by qualified professionals. This results in a **Low** risk being present.

Budget Implications

There would be an increase in income as a result of the application fee of \$100 for the exemption of the Keeping of a dog. Currently there are up to four applications received per year.

Voting Requirement

Absolute Majority.

Officer's Recommendation

That Council adopts the following Delegations:

1. Appoint Authorised persons at **Attachment 1**;
2. Determine recoverable expenses for dangerous dog declaration at **Attachment 2**;
3. Deal with objection to notice to revoke dangerous dog declaration or destruction notice at **Attachment 3**;
4. Dangerous dog declared or seized – Deal with objections and determine when to revoke at **Attachment 4**;
5. Declare dangerous dog at **Attachment 5**;
6. Keeping of dogs at **Attachment 6**;
7. Refuse or cancel registration at **Attachment 7**;
8. Recovery of monies due under this Act at **Attachment 8**; and
9. Dispose of or sell dogs liable to be destroyed at **Attachment 9**.

Alternate Motion

Moved: Cr. Simpson

Seconded: Cr. Bromham

That Council adopts the following Delegations:

1. Appoint Authorised persons at **Attachment 1**;
2. Determine recoverable expenses for dangerous dog declaration at **Attachment 2**;
3. Deal with objection to notice to revoke dangerous dog declaration or destruction notice at **Attachment 3**;

-
4. Dangerous dog declared or seized – Deal with objections and determine when to revoke at *Attachment 4*;
 5. Declare dangerous dog at *Attachment 5*;
 6. Refuse or cancel registration at *Attachment 7*;
 7. Recovery of monies due under this Act at *Attachment 8*
 8. Dispose of or sell dogs liable to be destroyed at *Attachment 9*; and
 9. Keeping of dogs Attachment 6 be reviewed in 12 months' time.

Carried By Absolute Majority 7-6

20/127.

Chief Executive Officer

Item No.	12.1.2
Subject:	Council policy: Councillor and CEO Attendance at Events
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Chief Executive Officer
Authorising Officer:	Chief Executive Officer
File No.:	(CC/P/003)

Summary

To present the Councillor and CEO Attendance at Events policy to enable Councillors and the Chief Executive Officer (CEO) to meet their statutory obligations in relation to provisions about gifts under the *Local Government Act 1995*.

It is recommended the Councillor and CEO Attendance at Events policy (***Attachment 1***) be adopted.

Background

In June 2019 the Western Australian Parliament passed the *Local Government Legislation Amendment Act 2019 (WA)* which introduced six key reforms to the *Local Government Act 1995 (WA)* (the Act). The reform came into effect immediately. The reforms provide for the treatment of gifts.

This reform includes provisions relating to gifts of event tickets. Local governments are required to have a policy that deals with attendance at events as a representative of Council.

A gift is defined under section 5.57 of the Act as a conferral of a financial benefit (including a disposition of property) made by one person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferrals are made to the person who makes the conferral. It includes any contributions to travel.

For the purposes of both disclosure of receipt and disclosing an interest when a matter comes before Council, a gift is any gift valued at over \$300 or a cumulative value of \$300 where the gifts are received from the same donor over a 12 month period.

Section 5.90A of the Act requires that local governments have an Attendance at Events policy. The purpose of the policy is for the Council to actively consider the purpose of and benefits to the community from Councillors and the CEO attending events.

The tickets should be provided to the local government and not individual Councillors. A ticket or invitation provided by a donor to an individual in their capacity as a Councillor is to be treated as a gift to that person, unless the tickets or invitation is referred to the local government to be considered in accordance with the policy.

Comment

The Councillor and CEO Attendance at Events policy (**Attachment 1**) addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government and to provide transparency about attendance at events by Councillors and the CEO.

The policy covers:

- Provision of tickets to events;
- Approval of attendance;
- Payments in respect of attendance;
- Donor contribution to travel;
- Excluded events; and
- Events authorised in advance register.

The policy should not be used to intentionally circumvent conflict of interests which may arise from attending events hosted by a provider who will have a significant matter before Council.

The policy was developed in line with the Department of Local Government, Sport and Cultural Industries: *Local Government Operational Guidelines Attendance at events policy*, December 2019.

Statutory/Policy Environment

Local Government Act 1995 Part 5 Division 6 – Disclosure of financial interests and gifts
s.5.57. Terms used

Local Government Act 1995 Part 5 Division 6A – Attendance at events
s.5.90A . Policy for attendance at events

Strategic Framework

Within the Shire's Strategic Community Plan 2017 – 2027 Outcome 4.3.4

Monitor and ensure compliance with the regulatory framework for local government business.

Risk Management

The Risk Theme Profile identified as part of this report is **Business and Community Disruption, Failure to Fulfil Compliance Requirements and Inadequate Document and Management Practices**. The Consequence could be **Financial, Service Interruption, Compliance** or **Reputational**. The risk is considered **Minor** and the likelihood **Unlikely**, given that the policy is developed to meet requirements under the Act and in line with Department guidelines. This results in a **Low** risk being present.

Budget Implications

Nil.

Voting Requirement

Absolute Majority.

Officer's Recommendation

That Council adopts the Councillor and CEO Attendance at Events policy at ***Attachment 1***.

Moved: Cr. Carbone Seconder: Cr. Bromham

**That Council adopts the Councillor and CEO Attendance at Events policy at
Attachment 1.**

Carried By Absolute Majority 13-0 20/128.

Chief Executive Officer

Item No.	12.1.3
Subject:	Council policy: Councillor Training and Professional Development
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Chief Executive Officer
Authorising Officer:	Chief Executive Officer
File No.:	(CC/P/003)

Summary

To present the Councillor Training and Professional Development policy to enable Councillors to meet their statutory obligations in relation to Councillor training and gives effect to the requirement to adopt a continuing professional development policy under the *Local Government Act 1995*.

It is recommended the Councillor Training and Professional Development policy be adopted.

Background

In June 2019 the Western Australian Parliament passed the *Local Government Legislation Amendment Act 2019 (WA)* which introduced six key reforms to the *Local Government Act 1995 (WA)* (the Act). The reform came into effect immediately. The reforms provide for universal training for Councillors.

The introduction of training requirements for Councillors acknowledges the unique and challenging role Councillors hold and aims to provide them with the skills and knowledge to be an effective Councillor.

The Council Member Essentials course has five training modules that must be completed:

- Understanding local government;
- Serving on council;
- Meeting procedures;
- Conflicts of interests; and
- Understanding financial reports and budgets.

This reform also requires local governments to report annually on Councillor training as well as develop and adopt a professional development policy for its Councillors.

All Councillors will have to complete the Council Member Essentials course unless, in the previous five years, they have passed the Diploma of Local Government 52756WA (Elected Member) or the course titled LGASS00002 Elected Member Skill Set. If required training has been completed within the five year timeframe, then it is to be undertaken every second election.

Division 10 s.5.126 (2)(d) provides for a fine not exceeding \$5,000 for contravention of this section of the Act.

The changes to the Act also provide for the continuing professional development of Councillors with the local government to prepare and adopt a policy in relation to this.

Comment

The Councillor Training and Professional Development policy (**Attachment 1**) provides for Councillors to undertake statutory training under the Act. In addition, it sets out the parameters for Councillors to undertake professional development.

The policy covers:

- Mandatory training;
- Professional development;
- Approved training providers;
- Approval for training and professional development;
- Funding;
- Allowable expenses;
- Claiming expenses;
- Travel insurance; and
- Training register.

It ensures compliance with both the *Local Government Act 1995* and Local Government (Administration) Regulations 1996 in relation to training for Councillors.

This policy replaces the corresponding corporate/seminar expenses section in Policy number 1.2.3 Councillors' travelling expenses, communication allowance, information technology allowance, meeting attendance fees, childcare and corporate/seminar expenses policy. Policy number 1.2.3 will be updated to reflect these changes.

This policy replaces Policy Number 1.2.5 Elected member training attendance policy which will be rescinded.

Statutory/Policy Environment

Local Government Act 1995 Division 10 – Training and development

s.5.126. Training for Council members

s.5.127. Report on training

s.5.128. Policy for continuing professional development

Local Government (Administration) Regulations 1996 Part 10 - Training

r.35. Training for Council members (Act s.5.126(1))

r.36. Exemption from Act s.5.126(1) requirement.

Strategic Framework

Within the Shire's Strategic Community Plan 2017 – 2027 Outcome 4.3.4

Monitor and ensure compliance with the regulatory framework for local government business.

Risk Management

The Risk Theme Profile identified as part of this report is **Business and Community Disruption, Failure to Fulfil Compliance Requirements and Inadequate Document and Management Practices**. The Consequence could be **Financial, Service Interruption, Compliance** or **Reputational**. The risk is considered **Minor** and the likelihood **Unlikely**, given that the policy is developed to meet requirements under the Act. This results in a **Low** risk being present.

Budget Implications

An allocation for Councillor training is included in the annual budget.

Voting Requirement

Absolute Majority.

Officer's Recommendation

That Council:

1. Adopts the Councillor Training and Professional Development policy at ***Attachment 1***; and
2. Deletes Policy number 1.2.5 Elected Member Training Attendance Policy.

Moved: Cr. Bromham

Seconded: Cr. Simpson

That Council:

1. **Adopts the Councillor Training and Professional Development policy at *Attachment 1*; and**
2. **Deletes Policy number 1.2.5 Elected Member Training Attendance Policy.**

Carried By Absolute Majority 12-1

20/129.

Cr. Burgoyne and Cr. Carbone left the meeting at 4.48pm.

Technical Services

Item No.	12.2.4
Subject:	Tender T072020 – Uduc and Hinge Road Upgrade
Proponent:	Various Tenderers
Location:	Shire of Harvey
Reporting Officer:	Manager of Infrastructure
Authorising Officer:	Executive Manager Technical Services
File No.:	T072020

Summary

Tender T072020 for the Uduc and Hinge Road Upgrade closed on Thursday 7 May 2020 and at the close of tender four tenders were received.

Following a detailed assessment of the tender submissions, the evaluation panel considered that one of the tenderers represented the best value for the Shire's operations. This report recommends that Council accepts the tender as per the recommendation contained in the confidential attachment (refer **Confidential Attachment 1**).

Background

Tenderers were advised that the Shire was seeking the services of suitably qualified contractors to undertake the renewal of Uduc Road between the railway line and South Western Highway and Hinge Road in Harvey with the works comprising the following:

- Minor earthworks;
- Drainage improvements;
- Kerbing renewal;
- Intersection improvements;
- Seal and asphalt works*; and
- Signage and line marking.

Note*: The seal and asphalt component of the works will be undertaken by the Shire's contractor.

Details of all tenders received are included in **Confidential Attachment 1**.

Comment

Tenders Received

Tenders were received from the following companies:

- Carbone Brothers;
- Geographe Civil;
- Earthmac; and
- JAK Civil.

The following evaluation criteria was applied in the assessment of the tenders:

Evaluation Criteria	Weighting
1. Financial Offer: <ul style="list-style-type: none"> The price shall include all costs and disbursements to provide the required service. Represents the "best value" for money for the Shire 	35
2. Demonstrated experience, capacity and resources to undertake the requirements of this contract. <ul style="list-style-type: none"> Experience, expertise providing relevant machinery and experienced operators in the south west region Evidence of the tenderer having the required plant and equipment to undertake the requirements of the Shire 	25
3. Demonstrated ability to supply and deliver Services within the nominated timeframe <ul style="list-style-type: none"> Provide contact details for referees and include references and/or comments from referees 	20
4. OS&H <ul style="list-style-type: none"> Compliance with tender specification and OS&H requirements 	10
5. History and Viability of Company <ul style="list-style-type: none"> Detail your history, viability and experience Demonstrate the financial capacity of the organisation to provide the required service including evidence of stability and experience 	10
TOTAL	100

The Tender Evaluation panel included the Manager of Infrastructure, Executive Manager Technical Services and Manager Engineering Services. Each tender submission was assessed using the above criteria. The assessment is contained within **Confidential Attachment 1**.

Statutory/Policy Environment

Section 3.57 of the *Local Government Act 1995*, and Part 4 Local Government (Functions and General) Regulations 1996, provides a mechanism for the purchase of goods and services by Public Tender.

Regulation 18 of Local Government (Functions and General) Regulations 1996 – Choice of Tender gives Council the option to accept or decline a tender.

Shire of Harvey Policy 2.2.11 - Purchasing which provides compliance with the *Local Government Act 1995*, and the Local Government (Functions and General) Regulations 1996.

Strategic Framework

Within the Shire's Strategic Community Plan 2017 – 2027, Strategy 4.3.4 states:

Monitor and ensure compliance with the regulatory framework for local government business.

Risk Management

The Risk Theme Profile identified as part of this report is **Inadequate Supplier/Contract Management**. The Consequence could be **Compliance** and **Financial Impact** if due process is not followed in terms of Council's Purchasing Policy and the *Local Government Act 1995*. The Risk Consequence is considered to be **Minor** and the likelihood **Unlikely** resulting in a **Low** risk being present.

Budget Implications

The 2019 - 2020 Budget has an allocation of \$690,309 for this project, made up as follows:

- \$310,000 Uduc Road Asphalt Reseal and Correction;
- \$70,000 Uduc Road – Reconstruction of Failed Pavement;
- \$70,309 Hinge Road Asphalt Reseal; and
- \$240,000 Hinge Road Reconstruction.

Note: All spray seal and asphalt works are to be undertaken by the Shire's term contractors (T112019 – Asphalt and T122019 – Hot Bitumen). These works total approximately \$310,000 and are not part of the tendered works. Adding the spray seal and asphalt components to the recommended tender price, brings the estimated project cost to \$622,840.20.

Voting Requirements

Simple Majority.

Officer's Recommendation

That Council award Tender T072020 – Uduc and Hinge Road Upgrade as per the recommendation contained within **Confidential Attachment 1**.

Moved: Cr. Campbell Seconded: Cr. Simpson

That Council:

- 1. Awards Tender T072020 for the Upgrade of Hinge and Uduc Road to Geographe Civil for the tendered price of \$312,840.20 (excluding GST); and**
- 2. Authorises the Chief Executive Officer to prepare and sign the required contract documentation.**

Carried 11-0 20/130.

Cr. Burgoyne and Cr. Carbone entered the meeting at 4.50pm.

Corporate Services

Item No.	12.4.4
Subject:	Covid-19 Response Local Economic Stimulus Stage 2
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Acting Executive Manager Finance and Corporate
Authorising Officer:	Chief Executive Officer
File No.:	SMB0006

Summary

Recognising the significant economic impact caused by the COVID-19 crisis and following a review of its Forward Capital Works Plan and Long Term Financial Plan, Council agreed that the Shire would inject funds back into the local community via bringing forward works and projects originally listed for future years.

Council subsequently adopted at its April 2020 meeting that \$727,000 of major maintenance works identified for the Leschenault Leisure Centre and the Harvey Recreation and Cultural Centre be bought forward and commenced immediately. These works form stage one of its economic stimulus.

This report identifies a second stage of local economic stimulus on works incorporating different trades and industries which are situated throughout the different localities in the Shire.

It is recommended that Council adopts the list of projects identified in this report along with their funding streams as stage two of its local economic stimulus and that Council authorises these works to commence immediately.

Background

The Premier, the Hon Mark McGowan MLA in his letter addressed to the President of the Western Australian Local Government Association (WALGA) and titled COVID-19, stated, *"During this period local governments and local government leaders will have an important role to play, not only fulfilling responsibilities under the Plan, but also providing leadership in their communities to help people through this difficult time."*

Local Governments have been called upon to do what they can to stimulate their local economies. To aid in this endeavour, the State Government has amended the Local Government (Financial Management) Regulations 1996, for the purpose of responding to this emergency. These amendments have removed some of the red tape associated with the quick implementation of budgeted and unbudgeted works. These amendments include the removal of the requirement to give public notice during a state of emergency for;

- Repurposing financial reserves;
- Borrowing money; and
- Changing the use of borrowed money.

Amendments have also been made to the Local Government (Functions and General) Regulations 1996, increasing the tender threshold to \$250,000 in line with State Government Agencies and removing the requirement to publicly invite tenders during a state of emergency where the supply of the goods or services is associated with the state of emergency.

At its meeting in April 2020, Council adopted to spend \$727,000 of previously identified major maintenance works on the Leschenault Leisure Centre and the Harvey Recreation and Cultural Centre. These being funded from the Shire's Municipal Account as well as \$495,000 from Shire Reserves.

At this same meeting it was reported that a second list of previously identified major maintenance or capital works be presented to the May 2020 Meeting. This would enable Council to consider these works as a second stage of local economic stimulus to be commenced immediately.

Comment

As previously reported at the April 2020 Council Meeting, the Shire's Long Term Financial Plan (LTFP) has been remodelled incorporating a zero percent increase in fees and charges as well as a zero percent increase to the Shire rates, 'rate in the dollar' for all household and business rates. This means that a household's rates for 2020 - 2021 will not increase unless they have made significant improvements to their home.

In remodelling the LTFP, an assessment has been made as to what capacity the Shire has to respond with a local economic stimulus. It is proposed that the attached list of projects with their corresponding funding stream can responsibly be undertaken by the Shire.

The list of proposed projects and works are as follows;

Project Name	Total Capital Expense	Funding Source		Reserves
		General Revenue	Reserves	
Australind Depot - Toilet Area	(5,000)	5,000		
Brunswick Town Hall - Façade	(5,890)	5,890		
Brunswick War Memorial - Concrete Slab/Wall	(6,000)	6,000		
Brunswick Recreation Centre - Tiles in Change rooms	(9,680)	9,680		
Brunswick Depot - Deluge Shower	(6,000)	6,000		
Benger Hall - Electrical Upgrade	(30,000)	30,000		
Harvey Pool - Painting Change room & First Aid Room	(5,200)	5,200		
Cookernup Hall - Verandah Upgrade	(40,000)	15,000	25,000	Building Reserve
Binningup Country Club - External Painting	(10,000)	10,000		
Binningup Hall and Library - External Painting	(10,000)	10,000		
Brunswick Recreation Ground - Perimeter Fence	(70,000)	70,000		
Stirling Cottage Bridge Over River - New Timbers	(7,500)	7,500		
Stirling Cottage - Access to Pumps	(19,500)	19,500		
Cookernup Cemetery - Niche Wall/Shelter	(25,000)	25,000		
Settlers Park - Retic Extension	(10,000)	10,000		
Harvey Shrine - Fencing	(7,500)	7,500		
Yarloop Garden at Train Station	(15,000)	15,000		
Ridley Place 4 X BBQ	(50,000)	50,000		
Constellation Drive Traffic Improvement	(25,000)	25,000		
Uduc Rd / Young St/ Anthony - Asphalt Overlay	(26,000)	26,000		
Australind Road - Asphalt Overlay	(30,000)	30,000		
Melville Road - Asphalt Overlay	(56,000)	56,000		
Footpath - Uduc Rd Hinge Rd to SW Hwy	(60,000)	60,000		

Footpath - Talbot Road	(30,000)	30,000		
Footpath - Old Coast Rd Cemetery to Travers Drive	(98,000)	98,000		
Footpath Renewal - Binningup Road	(36,000)	36,000		
Footpath Renewal - Coronation Drive	(20,000)	20,000		
RV Friendly Facilities	(35,000)	35,000		
Total Cost	(748,270)	723,270	25,000	

Statutory/Policy Environment

Local Government Act 1995

Section 6.8(1)(b) Unbudgeted Expenditure to be authorised in advance by Absolute Majority.

Strategic Framework

Within the Shire's Strategic Community Plan 2017 - 2027, the following strategies 1.1.6, 3.4.1 state:

Support and promote diverse and small-medium businesses

Continue to monitor the needs of the community, to ensure access to appropriate services and facilities

Risk Management

The Risk Theme Profile identified as part of this report is **Business and Community Disruption**. The Consequence could be **Financial Impact** and **Reputational**. As the impacts to the Shire and its community are not fully known at this time the risk could be considered **Catastrophic** and the likelihood **Almost Certain**. This results in an **Extreme** risk being present.

Budget Implications

The Long Term Financial Plan demonstrates the Shire's capacity to respond to this emergency situation caused by COVID-19. The measures recommended in this report result in a material impact to the Shire's finances however the LTFP demonstrates the Shire can return to its current financial health within a few years.

The additional unbudgeted expenditure totalling \$748,270 is recommended to be funded \$25,000 from the Shire's Building Reserves and \$723,270 from the Shire's Municipal Fund.

Voting Requirement

Absolute Majority.

Officer's Recommendation

That Council:

1. Authorises unbudgeted expenditure of \$748,270 for the purpose of local economic stimulus as a result of the COVID-19 declared emergency, for the listed projects within this report;
2. Authorises the utilisation of \$25,000 from the Shire Building Reserve to help fund the projects listed within this report; and
3. Utilise the budgeted transfer to the Cashflow Reserve to fund the end of year financial impact resulting from the COVID-19 virus.

Absolute Majority Required

Moved: Cr. Jackson

Seconded: Cr. Burgoyne

That Council:

1. **Authorises unbudgeted expenditure of \$748,270 for the purpose of local economic stimulus as a result of the COVID-19 declared emergency, for the listed projects within this report;**
2. **Authorises the utilisation of \$25,000 from the Shire Building Reserve to help fund the projects listed within this report; and**
3. **Utilise the budgeted transfer to the Cashflow Reserve to fund the end of year financial impact resulting from the COVID-19 virus.**

Carried By Absolute Majority 13-0

20/131.

Attendance

4.50pm The Shire President suspended the meeting for the purposes of undertaken a roll call of attendees to confirm their presence at the meeting. All attendees were confirmed as present.

*Councillor Paul Gillett
Councillor Bill Adams
Councillor Paul Beech
Councillor Michelle Boylan
Councillor John Bromham
Councillor Francis Burgoyne
Councillor Michelle Campbell
Councillor Craig Carbone
Councillor Robyn Coleman
Councillor Wendy Dickinson
Councillor Tania Jackson
Councillor Amanda Lovitt
Councillor Derrick Simpson
Chief Executive Officer Annie Riordan
Executive Manager Technical Services Rick Lotznicker
Acting Executive Manager Finance and Corporate Dean Winter
Acting Manager Corporate Services Vicky Small
Principal Building Surveyor Merv Stewart
Manager Planning Services Simon Hall
Manager Community and Economic Development Patrick Quinlivan
Manager Special Projects Pauline Pietersen
Principal Environmental Health Officer Scott Dandridge*

4.51pm The Shire President resumed the meeting.

13. Elected Members Motions of Which Previous Notice Has Been Given**13.1 – Notice of Motion by Councillor Adams**

Cr. Adams put forward the following Notice of Motion be placed in the Ordinary Council meeting Agenda for 26 May 2020.

That Council, recognising the greatly increased interest from households in the Shire in establishing a "home garden" to grow their own vegetables in the wake of the Corona virus shortages, grant tip pass holders the opportunity to trade one only pass to obtain a "scoop" (trailer load or equivalent) of compost up to 30th June 2020. This concession only to apply to the 2019 - 2020 tip passes, and will not be available beyond 30 June 2020.

Reason from Councillor Adams

In light of the increased activity in home grown vegetables, I wish to yet again make a bid to allow households to access a trailer load, "scoop" or equivalent, of compost in exchange for a tip pass. I believe this small concession will greatly improve the quality of the produce, and as a consequence, the quality of satisfaction the growers will gain from their efforts, and as a consequence of that their improved mental health.

Officer's Comments

On the 27 August 2019 an item went to Council responding to a similar notice of motion where it was agreed by Council it was both problematic and costly for the Shire to introduce exchanging one tip pass for the collection of compost from the Stanley Road, tip site.

This notice of motion differs from the previous in that it is for a limited time only and that it is in response to assisting in the emotional wellness of residents by supporting home grown gardens in this time of pandemic.

The financial implications of this notice of motion are not considered to be high due to the limited time frame specified.

Officer's Recommended motion

That Council supports the exchange of one tip pass entry for the collection of one scoop of compost from the Bunbury Harvey Regional Council's Stanley Road Tip site ending 30 June 2020.

Moved: Cr. Adams Seconded: Cr. Burgoyne

That Council, recognising the greatly increased interest from households in the Shire in establishing a "home garden" to grow their own vegetables in the wake of the Corona virus shortages, grant tip pass holders the opportunity to trade one only pass to obtain a "scoop" (trailer load or equivalent) of compost up to 30th June 2020. This concession only to apply to the 2019 - 2020 tip passes, and will not be available beyond 30 June 2020.

Carried 13-0

20/132.

13.2 – Notice of Motion by Councillor Adams

Cr Adams put forward the following Notice of Motion be placed in the Ordinary Council meeting Agenda for 26 May 2020.

That council, recognising the difficulties likely to face the small businesses within the shire providing food and drink to the local community, be offered shire funding to upgrade their kitchen facilities, under the following conditions:

- a) A cap of \$15000 per application;*
- b) Applications to cover kitchen upgrades only;*
- c) Strictly local tradespersons to be engaged to carry out the refurbishment; and*
- d) Funding to be acquitted before 31st December 2020*

Reason from Councillor Adams

Given all the help we have offered the Lescenault Pavillion to give them a boost to their trading opportunities in direct opposition to other outlets who have been and will be struggling in the wake of this virus, I propose to offer similar help to these eating places to upgrade their kitchens to meet increased opportunities. Strictly small business, no chains stores, applications to close on 30 June 2020. Lists for approval in the 2020/2021 Draft Budget.

Officer's Comments

The Australian Government has put in place assistance packages for small business which includes:

- JobKeeper payments for employers and employees, which includes a payment of \$1,500 per fortnight for those affected by the coronavirus.
- Temporary cash flow support to small and medium businesses that employ staff and have been affected by the economic downturn.
- Apprentice or trainee support - businesses may be eligible for a wage subsidy of 50 per cent of their wage paid from 1 January 2020 to 30 September 2020.
- Early access to superannuation - up to \$10,000 of their superannuation before 30 June 2020 and up to a further \$10,000 from 1 July 2020 until 24 September 2020.
- Instant asset write-off threshold has been increased from \$30,000 to \$150,000.
- Increased and accelerated income support - time limited Coronavirus Supplement to be paid at a rate of \$550 per fortnight.
- Relief for commercial tenants - via a mandatory code of conduct between principles and tenants and a hold on evictions for a period of 6 months where the tenant is in financial stress, and

Within the Shire there is approximately 40 small businesses which fall into the category of this notice of motion. Were the Shire to provide them all \$15,000 for kitchen renovations, it would equate to \$600,000.

The Australian Government has provided a raft of assistance to supplement incomes for individuals and small business in the way of take home cash flow. It is felt the intent of this notice of motion is to provide an economic stimulus to the local economy however it is feared that were this notice of motion to be adopted, much of the funds would be used to upgrade appliances sourced from outside of Australia rather than spending into the local trades workforce.

Officer's Recommended Motion

That Council does not support this notice of motion but rather Council supports economic stimulus on Shire owned assets where more controls can be put in place to ensure monies end up in the local community and the condition of community owned assets is improved.

Additional Comment

The Leschenault Pavilion is a Shire owned building which has been leased to the Leschenault Sporting Association Inc. Like all property owners who lease premises, there is a responsibility between both parties to the successful operating of the agreement which in this time of pandemic has been highlighted by both the Federal and State Governments. Capital spend on a Council owned facility is vastly different to providing cash grants to one sector of small business.

Moved: Cr. Adams Seconded: Cr. Beech

That council, recognising the difficulties likely to face the small businesses within the shire providing food and drink to the local community, be offered shire funding to upgrade their kitchen facilities, under the following conditions:

- a) A cap of \$15000 per application;
- b) Applications to cover kitchen upgrades only;
- c) Strictly local tradespersons to be engaged to carry out the refurbishment; and
- d) Funding to be acquitted before 31st December 2020.

Lost 12-1

14. Notice of Motion for Following Meeting

Nil.

15. Questions by Members of Which Due Notice Has Been Given

Nil.

16. Reports of Members

Cr Dickinson reported on her attendance at the following:

- Harvey Visitor Centre Committee meeting
- Brunswick Place Advisory Group meeting

Cr Campbell reported on her attendance at the following:

- Leschenault Progress Association electronic meeting
- Morrisey Homestead Board electronic meeting

17. Seal Register

Officer's Recommendation:

That Council:

1. Notes the use of the Common Seal on items previously authorised by Council as follow:

- Agreement – Bore Kingston Primary School – Minister for Education, Australian Vanguard Pty Ltd and Shire of Harvey
- Licence to occupy – Reserve 47920, Rosamal Swamp – Shire of Harvey and Darren and Nerida Kelly
- Application for a new balance title – Lot 151, 500 Clifton Road, Brunswick – Diagram/Plan 41809, 53016

Prepared By
State Solicitor's
Office Commercial
and Conveyancing
Perth
Shire of Harvey

Western Australian
Planning
Commission

Moved: Cr. Carbone

Seconded: Cr. Campbell

That Council:

1. **Notes the use of the Common Seal on items previously authorised by Council as follow:**

- **Agreement – Bore Kingston Primary School – Minister for Education, Australian Vanguard Pty Ltd and Shire of Harvey**
- **Licence to occupy – Reserve 47920, Rosamal Swamp – Shire of Harvey and Darren and Nerida Kelly**
- **Application for a new balance title – Lot 151, 500 Clifton Road, Brunswick – Diagram/Plan 41809, 53016**

**Prepared By
State Solicitor's
Office Commercial
and Conveyancing
Perth**

Shire of Harvey

**Western
Australian
Planning
Commission**

Carried 13-0

20/133.

18. New Business of an Urgent Nature Introduced by Decision of Meeting

Nil.

19. Matters Behind Closed Doors

Nil.

20. Closure of Meeting

There being no further business to discuss, the meeting was declared closed at 5.23pm.

I, Cr. Paul Gillett certify that the aforesaid Minutes of the meeting held on Tuesday, 26 May 2020, are a true and correct record of that meeting on Tuesday, 26 May 2020.

Cr. Paul Gillett
Shire President



SHIRE OF
HARVEY

A Breath of Fresh Air

Bush Fire Advisory Committee **Minutes**

Harvey Hills/SES Complex Meeting Room
Monday, 18 May 2020
7pm

Shire of Harvey

Bush Fire Advisory Committee Meeting

Minutes of the meeting of the Bush Fire Advisory Committee held on Monday, 18 May 2020, in the Harvey Hills/SES Complex, Harper Street, Harvey commencing at 7pm.

Attendance

Committee Membership - Voting

Chairman/Chief Bush Fire Control Officer	Mr.	M.	Papalia
Brigade Delegates:			
Binningup	Mr.	G.	Winter
Cookernup	Mr.	K.	Argent
Harvey Hills (DCBFCO North)	Mr.	V.	Byrd
Leschenault (DCBFCO South)	Mr.	W.	Jackson
Roelands (Phoned In)	Mr.	W.	Fenn
Uduc	Mr.	G.	Morgan
Yarloop	Mr.	R.	Wood

Committee Membership – Non Voting

Community Emergency Services Manager	Mr.	J.	Maddern
Department Fire and Emergency Service	Mr.	B.	Finlay

Note: Only the eight Brigade Delegates have the right to vote. The Chairperson has a casting vote should there be a tied vote only.

Minutes

1. **Official Opening**

The Presiding Member opened the meeting at 7.28pm.

2. **Record of Attendance/Apologies**

Bush Fire Risk Planning Coordinator Ms. D. Walker

3. **Declarations of Members' and Officer's Personal Interest**

Nil.

4. **Response to Previous Questions Taken on Notice**

Nil.

5. **Public Question Time**

Nil.

6. **Petitions/Deputations/Presentations/Submissions**

Nil.

7. **Confirmation of Previous Minutes**

The Minutes of the Bush Fire Advisory Committee meeting held on Monday, 17 February 2020, are attached hereto.

Attachment

Recommendation

That the Minutes of the Bush Fire Advisory Committee meeting held on Monday, 17 February 2020, as attached, be confirmed.

The recommendation lapsed for want of a mover.

Minutes of the Bush Fire Advisory Committee meeting held on Monday, 17 February 2020 were not confirmed due to missing information and that no distribution to all members. These will be tabled at the next meeting with the adjustments.

8. Reports of Committee Members

8.1 Chief Bush Fire Control Officer

Mr. Papalia presented his report to the Committee (refer ***Tabled Attachment 1***).

8.2 Department Fire & Emergency Services (DFES)

Mr. Finlay presented his report to the Committee (refer ***Tabled Attachment 2***).

8.3 Department of Biodiversity, Conservation and Attractions (DBCA)

Mr. Papalia presented this report on behalf of Mrs. Newman (refer ***Tabled Attachment 3***).

8.4 Community Emergency Services Manager (CESM)

Mr. Maddern presented his report to the Committee (refer ***Tabled Attachment 4***).

9. Reports of Officers

Item No.	9.1
Subject	2020-2021 Appointment of Volunteer Bush Fire Brigade Office Bearers
Proponent:	Shire of Harvey
Location:	Various
Reporting Officer:	Administrator Law and Safety Services
File No.:	RS1006

Summary

The Shire is required in accordance with the *Bush Fires Act 1954*, and with reference to its Bush Fire Brigades Local Law 2017 to appoint a Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officers (South and North), Shire Bushfire Training Coordinator and such other Fire Control Officers as deemed necessary.

Background

The following is a schedule of current appointments:

- | | |
|--|------------------|
| • Chief Bush Fire Control Officer | Mr. M. Papalia |
| • Deputy Bush Fire Control Officer (South) | Mr. W. Jackson |
| • Deputy Bush Fire Control Officer (North) | Mr. V. Byrd |
| • Shire of Harvey Bush Fire Training Coordinator | Mr. M. Van Weert |

Comment

The following nominations have been received:

- | | |
|--|---------------------|
| • Chief Bush Fire Control Officer | Mr. Michael Papalia |
| • Deputy Bush Fire Control Officer (South) | Mr. W Jackson |
| • Deputy Bush Fire Control Officer (North) | Mr. V Byrd |
| • Shire of Harvey Bush Fire Training Coordinator | Mr. J Maddern |

By virtue of his position as the Community Emergency Services Manager and his position description Mr. Jason Maddern is the Shire's Bush Fire Training Coordinator.

Statutory/Policy Environment

Bush Fires Act 1954, Section 38 (1) – Powers to appoint officers and determine seniority.

Strategic Framework

Within the Shire's Strategic Community Plan 2017-2027, Strategy 4.3.4 states:

"Monitor and ensure compliance with the regulatory framework for local government business."

Risk Management

The Risk Theme Profile identified as part of this report is **Inadequate Safety and Security Practices**. The Consequence is assessed as **Health** with a rating of **Major** if Council was to accept an untrained or unqualified person for a responsible Bush Fire position. The Likelihood of this is **Rare**, resulting in a **Low** risk being present.

Budget Implications

Nil.

Voting Requirement

Simple Majority.

Officer's Recommendation

That Council appoints the following persons to these positions for the 2020-2021 fire season:

- | | |
|--|---------------------|
| • Chief Bush Fire Control Officer | Mr. Michael Papalia |
| • Deputy Bush Fire Control Officer (South) | Mr. W Jackson |
| • Deputy Bush Fire Control Officer (North) | Mr. V Byrd |
| • Shire of Harvey Bush Fire Training Coordinator | Mr. J Maddern |

Moved: Mr. G. Morgan Seconded: Mr. K Argent

That Council appoints Mr. Michael Papalia as the Chief Bush Fire Control Officer, Mr. W Jackson and Mr. V Byrd as the Deputy Bush Fire Control Officers and Mr. J Maddern as the Shire of Harvey Bush Fire Training Coordinator for the Shire of Harvey for the 2020-21 fire season.

Carried 7-0 BFA-20/005.

Item No.	9.2
Subject	2020-2021 Appointment of Volunteer Bush Fire Brigade Fire Control Officers
Proponent:	Shire of Harvey
Location:	Various
Reporting Officer:	Administrator Law and Safety Services
File No.:	RS1006

Summary

Council is required in accordance with the *Bush Fires Act 1954*, and its Bush Fire Brigades Local Law 2017 to appoint nominated Fire Control Officers (FCO).

Background

Local Volunteer Bush Fire Brigades are required to submit to this meeting persons nominated by their individual brigade for the position of FCO for designated locations within the various Brigade areas.

The following is a schedule of current appointments:

- Mr. M. Papalia Leschenault
- Mr. P. Simpson Leschenault
- Mr. M. Adams Binningup
- Mr. D. Swadling Myalup
- Mr. P. Penny Yarloop West
- Mr. M. Anzellino Yarloop
- Mr. K. Prowse Uduc
- Mr. R. George Roelands/Olive Hills
- Mr. V. Byrd Harvey Hills
- Shire Rangers Harvey and Australind Townsites
- Mr. M. Hooper Cookernup
- Mr. V. Byrd Bengen
-

Comment

The following nominations have been received from Brigades:

- Mr. M. Papalia Leschenault
- Mr. P. Simpson Leschenault
- Mr. M. Adams Binningup
- Mr. M. Anzellino Yarloop
- Mr. K. Prowse Uduc
- Mr. R. George Roelands/Olive Hills
- Mr. V. Byrd Harvey Hills
- Shire Rangers Harvey and Australind Townsites
- Mr. M. Hooper Cookernup
- Mr. V. Byrd Bengen

Nominations can only be accepted if the nominee is suitably qualified and trained to hold that position per Council's Bush Fire Policy 2.3.14.

Statutory/Policy Environment

Bush Fires Act 1954, Section 38 (1) – power to appoint Fire Control Officers.

Bush Fire Brigades Local Law 2017, Clause 3.7 relates to the appointment of these positions.

Strategic Framework

Within the Shire's Strategic Community Plan 2017-2027, Strategy 4.3.4 states:

"Monitor and ensure compliance with the regulatory framework for local government business."

Risk Management

The Risk Theme Profile identified as part of this report is **Inadequate Safety and Security Practices**. The Consequence is assessed as **Health** with a rating of **Major** if Council was to accept an untrained or unqualified person for a responsible Bush Fire position. The Likelihood of this is **Rare**, resulting in a **Low** risk being present.

Budget Implications

Nil.

Voting Requirement

Simple Majority.

Officer's Recommendation

That Council appoints the following persons as Fire Control Officers for the 2020-2021 season:

- Mr. M. Papalia Leschenault
- Mr. P. Simpson Leschenault
- Mr. M. Adams Binningup
- Mr. M. Anzellino Yarloop
- Mr. K. Prowse Uduc
- Mr. R. George Roelands/Olive Hills
- Mr. V. Byrd Harvey Hills
- Shire Rangers Harvey and Australind Townsites
- Mr. M. Hooper Cookernup
- Mr. V. Byrd Bengner

Moved: Mr. R. Wood Seconded: Mr. G Winter

That Council appoints the above officer as Fire Control Officers for the Shire of Harvey for the 2020-21 fire season.

Carried 7-0 BFA-20/006.

Item No.	9.3
Subject	2020-2021 Appointment of Volunteer Bush Fire Brigade Delegates to the Bush Fire Advisory Committee
Proponent:	Shire of Harvey
Location:	Various
Reporting Officer:	Administrator Law and Safety Services
File No.:	RS1006

Summary

The Shire's Bush Fire Brigades Local Law 2017, Clause 3.10 requires all Brigades to appoint a member to represent the Brigade at the Bush Fire Advisory Committee. A proxy member should also be appointed should the elected representative be unable to attend meetings.

Background

The appointed Brigade representative is the member who has a vote at the Bush Fire Advisory Committee meetings.

Brigades are requested to elect the representatives at their Annual General Meeting and advise the Shire prior to the next Bush Fire Advisory Committee meeting to be held in August 2020.

Comment

The current representatives and proxy for each Brigade are listed here under:

Brigade	Representative	Proxy
Binningup	Mr. David Pryce	Mr. Graham Winter
Cookernup	Mr. Kerry Argent	Mr. Derek Everington
Olive Hills/Roelands	Mr. Wayne Fenn	Mr. Fred Talbot
Myalup	Mr. Peter Brown	Vacant
Uduc	Mr. Gerry Morgan	Mr. Simon Slemint
Harvey Hills	Mr. Vaughn Byrd	Mr. Gary Van Burgence
Leschenault	Mr. Michael Papalia	Mr. Peter Simpson
Yarloop	Mr. Richard Wood	Ms. Tracy Ferguson

Statutory/Policy Environment

Shire of Harvey Bush Fire Brigade Local Law 2017, Clauses 3.10, 3.11 and 3.12 relate to Brigade delegate appointments to the Bush Fire Advisory Committee.

Strategic Framework

Within the Shire's Strategic Community Plan 2017-2027, Strategy 4.3.4 states:

"Monitor and ensure compliance with the regulatory framework for local government business."

Risk Management

The Risk Theme Profile identified as part of this report is **Failure to fulfil Compliance Requirements**. The Consequence is assessed as **Compliance** (with Council's Local Law) with a rating of **Minor**, and a Likelihood of **Unlikely**, resulting in a **Low** risk being present.

Budget Implication

Nil.

Voting Requirement

Simple Majority.

Officer's Recommendation

That Council appoints the following persons as BFAC Representatives for the 2020-2021 season:

Brigade	Representative	Proxy
Binningup	Mr. David Pryce	Mr. Malcom Adams
Cookernup	Mr. Ron Lawrence	Mr. Kerry Argent
Olive Hills/Roelands	Mr. Wayne Fenn	Mr. Fred Talbot
Myalup	Mr. Peter Brown	Vacant
Uduc	Mr. Gerry Morgan	Mr. Simon Slemint
Harvey Hills	Mr. Vaughn Byrd	Mr. Gary Van Bungle
Leschenault	Mr. Michael Papalia	Mr. Peter Simpson
Yarloop	Mr. Richard Wood	Mr. Gabriel Maritz

Moved: Mr. V. Byrd Seconded: Mr. G Morgan

That Council appoints the above officer as BFAC Representatives for the Shire of Harvey for the 2020-21 fire season.

Carried 7-0 BFA-20/007.

10. General Business

- Mr. V Byrd asked for clarification on FCO's being able to issue permits in another FCO area within the Shire. Mr. J Maddern clarified by stating under the *Bush Fire Act 1954*, FCO are gazetted for the Shire and it is the Shire that sets the issuing areas. Mr. J Maddern to send extract of the *Bush Fire Act 1954* stating this.
- Mr. G Winter raised concerns over last meetings minutes not actually being true and correct. Also raised concerns that minutes need to reflect actual important information shared at this meeting. Instances have occurred where this is not the case and caused some confusion at later dates. Mr. J Maddern stated that he will take on board and happy for feedback as soon as possible on each meeting minutes.
- Mr K Argent asked when do volunteers need to register for the DFES deployment register. Mr B Finlay stated that volunteers are encouraged to log onto the volunteer hub to keep updated and item would be raised at the August BFAC.
- Members have asked that the Shire starts to look at future plans for brigades and their capabilities. Mr M Papalia has told group that once the BRMPC has completed the Shire plan we would get together and discuss.
- Members asked meetings to be changed back to 7.30pm. Mr. J Maddern noted and future meeting times will be amended.

11. Next Meeting

The next meeting of the Bush Fire Advisory Committee will be held on Monday, 17 August 2020 at 7.30pm at the Harvey Hills/SES Complex.

12. Matters Behind Closed Doors

Nil.

13. Closure

There being no further business the Presiding Member closed the meeting at 8.10pm.

I, Mick Papalia certify that the aforesaid Minutes and Attachments of the meeting held on Monday, 18 May 2020, are confirmed as a true and correct record of that meeting on Monday, 18 May 2020.

Mick Papalia
Presiding Member