



SHIRE OF  
**HARVEY**



# Ordinary Council Meeting **Agenda**

**Harvey Council Chamber**

**Tuesday, 27 October 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 Harvey Council Chamber, Young Street, Harvey, on Tuesday, 27 October 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 stylized flourish at the end.

**Annie Riordan**  
**Chief Executive Officer**

23 October 2020.

## **Agenda**

### **1. Official Opening**

#### **Disclaimer**

Members of the Public are advised that recommendations to Council contained within this Agenda can be subject to alteration. Applicants and other interested parties should refrain from taking any action until such time as written advice is received confirming Council's decision with respect to any particular issue.

Any statement or insinuation of approval regarding any planning or development application made during an Ordinary Council meeting is not to be taken as notice of approval from the Shire. The Shire advises that anyone who has an application lodged with the Shire must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attached to the decision made by Council regarding the application.

An audio and/or visual record will be made of these proceedings to assist in the taking of minutes.

#### **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 Cr. Lovitt.

### **5. Declarations of Members' and Officers' Personal Interest**

### **6. Response to Previous Questions Taken on Notice**

### **7. Public Question Time**

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**8. Petitions/Deputations/Presentations****Footpath connecting South Western Highway and Hinge Road**

Ms. Jasper presented a petition to the Chief Executive Officer, as tabled, requesting the Shire consider the construction of a footpath along the western side of South West Highway in the upcoming budget.

The Chief Executive Officer will provide to Council a report on the matter as part of the mid-year Budget review in line with the Shire of Harvey Local Law Standing Orders section 6.10(2).

**9. Announcements by Presiding Member or CEO Without Discussion****10. Confirmation of Minutes**

Ordinary Council Meeting – Tuesday, 22 September 2020.

**Recommendation**

**That the Minutes of the Council Meeting held on Tuesday, 22 September 2020, as printed be confirmed as a true and correct record.**

**11. Receipt of Minutes and Recommendations from Committees****12. Officer's Reports****12.1 Chief Executive Officer**

Nil.

**12.2 Infrastructure Services**

- |        |  |    |
|--------|--|----|
| 12.2.1 | Lot 200 (No.27) Young Street, Harvey, St Anne's Catholic Primary School - Proposed Road Widening & Dedication of Land - Shire of Harvey - Young Street, Harvey (A001799) | 10 |
| 12.2.2 | New Street Lighting at Lakes Parade - Shire of Harvey - Binningup (A006245, A016443)   | 13 |
| 12.2.3 | Gibbs Street, Harvey - Proposed ACROD Parking Bay Trial - Shire of Harvey - Harvey (R000002)   | 18 |
| 12.2.4 | Shire of Harvey Bushfire Risk Management Plan 2020-2025 - Shire of Harvey  | 20 |

**12.3 Sustainable Development**

- |        |  |    |
|--------|--|----|
| 12.3.1 | Application for a "Use Not Listed" (Rural Workers Accommodation) - Galati Nominees Pty Ltd - Lot 51 (No. 60) Buffalo Road, Parkfield (A016283) | 25 |
|--------|--|----|

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**12.4 Corporate Services**

- |        |  |    |
|--------|--|----|
| 12.4.1 | Listing of Accounts Paid – August 2020 - Shire of Harvey (FMS006)      | 30 |
| 12.4.2 | Financial Statements as at 31 August 2020 - Shire of Harvey (CC/C/062) | 32 |

**12.5 Community and Lifestyle**

- |        |   |    |
|--------|---|----|
| 12.5.1 | Harvey War Memorial Interpretive Sign - Shire of Harvey (P000004) | 36 |
|--------|---|----|

**13. Elected Members Motions of Which Previous Notice Has Been Given****13.1 Notice of Motion for the Following Meeting – Cr Lovitt**

Cr. Lovitt requested that the following Notice of Motion be placed in the Ordinary Council meeting Agenda for Tuesday, 27 October 2020.

***That Council authorises the Chief Executive Officer to make a formal submission to Main Roads WA in accordance with clause 7.2 of their Speed Zoning Policy to lower the existing posted speed limits on both Buffalo Road and Cathedral Avenue in Leschenault, to improve the safety and amenity for road users and residents in the area.***

**Officer's Comments**

The Shire of Harvey have secured State Blackspot funding for Buffalo Road and Federal Blackspot funding for Cathedral Avenue in the current financial year. Road design for Cathedral Avenue will be completed this month and this will then be referred to Council for approval before any works are commenced. The proposed submission to Main Roads would better compliment the new work once completed.

**13.2 Notice of Motion for the Following Meeting - Cr Adams**

Cr. Adams requested that the following Notice of Motion be placed in the Ordinary Council Meeting Agenda for Tuesday, 27 October 2020.

***That Council, recognising the prolonged impact of the COVID19 virus on the economy at all levels of government and perhaps more importantly on the looming impact on household budgets, requests the CEO in partnership with the President, to bring together a committee, chaired by the President and consisting of equal representation from staff and councillors to:***

- a) Critically review the 20/21 budget to identify ongoing and necessary services, maintenance, repairs and projects having immediate community benefit, while also identifying budgeted longer term proposals that could well be deferred until the outcome of the current COVID19 driven economic situation becomes clearer; and***
- b) Review and recommend modifications to the several current policies that may well be difficult to justify and inappropriate during a period of enforced austerity such as we are almost certain to be required to address.***

**Officer's Comments**

The COVID-19 Pandemic has had and will continue to have impact on households, our local communities and the Shire of Harvey. The Shire's responsibility to its community has been reinforced by the state and federal governments, calling local governments to assist in the remedial activities of the pandemic, with direction to seek out projects and other measures which would stimulate local economies in the recovery response.

On 7 October 2020, the federal government announced additional spending, to employ local governments in a 'community led recovery plan'. A clear aim of the recovery plan was to empower local governments nation-wide, to deliver roads and community infrastructure and other local priorities which support local jobs and business. This included a Local Roads and Community Infrastructure Program for South West local governments for 'shovel-ready' projects.

The Shire through thorough process, utilises its detailed informing plans and strategies in the drafting and adoption of the Annual Budget, predicated on a base of strong financial planning. Included in this process is the review of the Shire's Asset Management Plan, Forward Capital Works Plan, Corporate Business Plan, scheduling of Fees and Charges and of course the setting of Rates. These planning activities included Council in various workshops, as well as considering the needs of the community and other stakeholders through consultation processes. The robust process of adopting the Budget ensures a document which is both financially responsible and informed as well as facilitates the Shire's operations to meet the strategic aims and direction of Council.

On 23 June 2020, the Shire identified to Council, the need to remodel a new Long Term Financial Plan (LTFP) when the effects of the COVID-19 Pandemic could be better understood. It was felt by the Administration that the financial information available was not sufficient to effectively forecast a 10 year forward financial plan. The delay aligns the LTFP with the review of Shire's Strategic Community Plan, with an aim for each document to consider the effects of the COVID-19 pandemic and recovery. The LTFP is a critical function of the Shire's strategic planning, guiding the Shire's financial decision making with regard to operations, service levels, infrastructure replacement and renewal and the raising of revenue. The plan should be robust, and a barometer for future action, encouraging decision making which promotes long term financial sustainability.

The motion put forward implies Council taking a position to reduce expenditure on maintenance, repairs and service provision as well as deferring projects until a clearer economic and budgetary position is ratified. While the short term effect of such decision making may produce short term saving, it would be remiss to not consider the Shire's long term financial and other planning activities when making immediate reactionary budget and policy decisions. It would also deviate from the recovery planning encouraged by the state and federal government to support local economic growth, including the utilisation of debt and reserves to fund stimulus projects. The Shire has already, in an effort to reduce the economic burden of the pandemic on both community and rate payers, introduced multiple policy and budgetary decisions. This has included the freezing of rates and fees and charges, the creation of a COVID-19 financial hardship policy, the bringing forward of various capital works programs to support local jobs and the re-purposing of reserves for stimulus infrastructure projects.

The Notice of Motion also request the creation of an additional committee to review the budget and policies. The Shire facilitates this process through detailed planning and budgetary workshops which include Council and Officers. The mid-year budget process will commence in the early part of 2021 and will consider the aforementioned forward planning processes in its delivery, with an aim to arrive at a sensible and sustainable budget. This process will be extensive, and the Council and Administration will have updated financial information to review our economic position, and consider the sustainability of our LTFP and the effects COVID-19 pandemic.

In closing the Shire has already completed a preliminary assessment in terms of rate revenue, and there has been a considerable increase in the early payment of rates, from 69 percent to 73 percent. This has indicated that the financial stability of rate payers due to the effects of the pandemic has not been as critical as initially predicted. By the mid-year budget review this position is likely to be clearer. The Shire recognises the need for frugality in these uncertain times, and will continue to look for efficiencies in its operations, and in the delivery of critical projects, and welcomes the input from Council at the mid-year budget review and LTFP process.

**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:

- |  |   |
|--|---|
| • Deed of Covenant Document – Lot 9003 DP 417454 – Meadowview Estate | Prepared By<br>Dave Rose and the<br>Shire of Harvey |
| • Landgate – Surrender of Easement – Lot 9003 DP 417454              | Dave Rose and the<br>Shire of Harvey                |
| • Withdrawal of Caveat – Lot 9012 DP 48683 Kingston                  | McLeaods<br>Barristers &<br>Solicitors              |

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

- |   |                                |
|---|--------------------------------|
| • Loan Agreement Brunswick River Cottages | Prepared By<br>Shire of Harvey |
|---|--------------------------------|



**18. New Business of an Urgent Nature Introduced by Decision of Meeting****18.1 Notice of Motion – Cr Coleman**

That Council consider a local and state partnership to secure Camp Mornington, and if considered give authority to the CEO to progress matters with in-principle support.

**Reason**

Council wishes to retain Camp Mornington as a benefit for the community. The property is currently for sale by offers with the closing date for offers being 27 November 2020. This multifunction facility will provide crisis care to at risk youth, support the local aboriginal community by providing back to country programs and engage in commercial opportunities. This facility will fill a gap in providing safe and accessible short term accommodation for Youth under 16 who are experiencing mental health issues. In addition, youth will be linked with external agencies who can provide additional assistance.

**19. Matters Behind Closed Doors**

- 19.1 SAT Invitation to reconsider Conditions of Development  
Approval Extractive Industry - Carbone Bros Pty Ltd - Lot 29  
Tredrea Place, Myalup (A007913/EX/002)

**20. Closure of Meeting**

**12. Officer's Reports**

**Chief Executive Officer**

Nil.

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**Infrastructure Services**

<b>Item No.</b>	<b>12.2.1</b>
<b>Subject:</b>	<b>Lot 200 (No.27) Young Street, Harvey, St Anne's Catholic Primary School - Proposed Road Widening and Dedication of Land</b>
<b>Proponent:</b>	<b>Shire of Harvey</b>
<b>Location:</b>	<b>Young Street, Harvey</b>
<b>Reporting Officer:</b>	<b>Director Infrastructure Services</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>File No.:</b>	<b>A001799</b>

**Summary**

The Shire recently became aware that a portion of pathway on the western side of Young Street adjacent to Lot 200 (No.27) Young Street, Harvey is located on private property owned by the Roman Catholic Bishop of Bunbury and comprising St Anne's Catholic Primary School.

The 2.1m wide concrete path was constructed over 15 years ago and at the time for reasons unknown was constructed within Lot 200.

Officers sought advice on the best way forward and have met on several occasions with both representatives of the school and a consultant specialising in land matters.

Following those discussions, it was determined that the best way forward to satisfy statutory requirements is to leave the path in its current location and proceed with the dedication of the portion of land (which contains the path) for road purposes, as shown in **Attachment 1**.

**Background**

The verge area adjacent to Lot 200 Young Street has a gravel surface and is currently used by the adjoining school, and others, for perpendicular parking. This is only possible as the path is located on private property allowing adequate room in the verge to accommodate parking.

Fenced basketball courts adjoin the path and recently a vehicle drove across the path and damaged a portion of the existing fencing. It was at that time that both the school and the Shire became aware that the path was in fact constructed on private property and as such the school, and not the local government, would be liable if a member of the public were to be injured while using the path.

**Comment****Cadastral Survey**

Upon being made aware of the matter, Officers engaged a licenced surveyor to undertake a cadastral survey to determine the actual location of the path. It was determined that approximately 150m of path is located on private property (refer **Attachment 1**).

## Options

Once the path location had been formally determined, several options to resolve the matter were investigated/discussed:

- Option 1: Remove the path and construct a new path within the existing road reserve;
- Option 2: Leave the path where it is and take a management order over the portion of land comprising the path; and
- Option 3: Leave the path where it is and incorporate the portion of land in question into the existing road reserve.

Following an assessment of the advantages and disadvantages of each option it was decided that the best solution was Option 3.

Option 3 ensures that perpendicular parking can still be accommodated on the verge area and that the path is incorporated within the road reserve. It is also the most cost effective option.

## Process

St Anne's Catholic Primary School have indicated that they are prepared to cede the land comprising the path (430m<sup>2</sup> as shown on **Attachment 2**) free of charge.

Also it has been determined that there will be no application fee payable to the WA Planning Commission (WAPC) if the subdivision application is for the sole purpose of "road widening". This would result in a saving of approximately \$3,450. The total cost to undertake the transfer and dedication of land is \$9,650 and would include the following:

- Landgate search fees/registration fees;
- Prepare and execute documentation;
- Licenced surveyor to establish and mark new boundary; and
- WAPC application and application for new titles for lodgement at Landgate.

## Discussion

It is considered that the recommended way forward will be a "win win" for both the school and the Shire for the following reasons:

- Estimated cost to remove and construct the path in the existing road reserve would cost in the order of \$21,500.
- By St Anne's Catholic Primary School agreeing to cede 430m<sup>2</sup> and leaving the path where it is would ensure that the verge area can still be used for parking.

It is therefore recommended that Council support the proposal.

## Statutory/Policy Environment

Section 56 of the *Land Administration Act (1997)* deals with "*Dedication of land as road*", which requires Council's support for the formal acquisition process to proceed.

## Strategic Framework

Within the Shire's Strategic Community Plan 2013 - 2023, Strategy 3.6.1 states:

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

## 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 correct procedures are not followed for acquiring land under the *Land Administration Act (1997)*. The acquisition process will be undertaken by suitably qualified and experienced persons resulting in a **Low** risk being present.

## Budget Implications

The total cost to undertake the transfer and dedication of land as detailed in the report is \$9,650. This would be funded from the Infrastructure Services path maintenance budget allocation.

## Officer's Recommendation

That Council:

1. Endorses the acquisition of 430m<sup>2</sup> of land from Lot 200 (No.27) Young Street, Harvey to accommodate an existing portion of path into the existing Young Street road reserve, as shown in ***Attachments 1 and 2***;
2. Authorises the Chief Executive Officer to proceed with dedication in accordance with Section 56 of the *Land Administration Act 1997*;

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**Infrastructure Services**

<b>Item No</b>	<b>12.2.2</b>
<b>Subject:</b>	<b>New Street Lighting at Lakes Parade</b>
<b>Proponent:</b>	<b>Shire of Harvey</b>
<b>Location:</b>	<b>Binningup</b>
<b>Reporting Officer:</b>	<b>Manager Design and Development / Director Infrastructure Services</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>File No.:</b>	<b>A006245, A016443</b>

**Summary**

At its meeting held on 28 July 2020, Council considered a report on the transfer of a number of lots in Binningup comprising common land, which were previously being maintained by Binningup Nominees Pty Ltd. This also included an area comprising bollard lighting in the Lakes Parade Road reserve which were installed and maintained by Binningup Nominees Pty Ltd.

As a result of extensive damage, the bollards have been wrapped in plastic and the lighting circuit isolated to ensure the area is safe. There is currently no street lighting along this section of Lakes Parade.

This report deals with removing the existing bollard style street lighting which has been vandalised on numerous occasions and replacing the lighting with standard Western Power Street lighting.

It is recommended that Council approve the installation of standard Western Power street lighting including the recommended funding to implement the proposal as outlined in the report.

**Background****Council Meeting 26 May 2020**

Council considered the initial report regarding lighting of several intersections on the South Western Highway where the following decision was made (in part)

- "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; and*
- 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".*

\$20,000 was allocated in the current 2020-2021 Budget to commence these works.

**Council Meeting 22 June 2020**

Council considered a report on the Australian Government's proposed Local Roads and Community Infrastructure Program (LRCIP) where a number of projects were endorsed including the following project:

<i>Road Solar Lighting – Stage 2</i>	<i>\$76,000</i>	<i>Local Road Projects</i>	<i>Street lighting</i>	<i>Council adopted program \$20,000 currently listed in 2020-2021. Additional funds required for stage 1 and 2</i>
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Officers subsequently submitted the endorsed projects to the Australian Government and the funding and projects were approved subject to the Shire providing and undertaking that all projects would be completed in the 2020-2021 financial year.

### **Council Meeting 28 July 2020**

Council considered a report on Community Open Space, Binningup - Transfer of Land Lots 194, 195, 198, 199, 200, 8001 and 8002, Binningup as shown in **Attachment 1** where the following decision was made (in part):

- “2. Authorises the Chief Executive Officer to affix the Common Seal to the Transfer of Land Documents contained within Attachment 2 of this report; and*
- 3. Authorises the Chief Executive Officer to enter into a Memorandum of Understanding with Binningup Nominees Pty Ltd associated with the allocation of water and access to the bore and reticulation control station.”*

At the time of subdivision in this section of Binningup a specification for bollard type lighting (as requested by the Developer) was approved. Unfortunately, the ongoing damage to this easily accessible infrastructure has been extensive and poses a safety risk to the general public. Therefore, a refit to standard lighting is being recommended.

### **Proposed Solar Lighting – Section of Shared Path Cathedral Ave.**

The 2020-2021 Budget includes an amount of \$29,500 for the installation of solar path lighting along the section of shared path between Fees Field and Old Coast Road in Leschenault.

Officers have investigated this proposal and consider that before any lighting is considered for this pathway (which extends from the Collie River Bridge to the end of the Old Cathedral Avenue), that an overall lighting strategy be developed to determine justification and priorities.

### **Comment**

#### **Australian Government’s Local Roads and Community Infrastructure Program**

As mentioned above, Council endorsed a number of projects including \$76,000 to complete the solar lighting project.

Officers recently pegged the eight endorsed lighting locations and met with Main Roads WA (MRWA) officers to discuss their requirements. At the meeting, it was revealed that extensive works are planned on the South Western Highway over the next two financial years.

Following the meeting it was considered that the installation of the solar lighting at the various locations should be deferred as the proposed road improvement works may well negate the need for lighting. Comments on the MRWA works are tabulated below:

	<b>Main Road</b>	<b>Local Side Road</b>	<b>Proposed MRWA Works</b>
1	South Western Highway	Clifton Road	Shoulder widening works to be undertaken within the next 18months
2	South Western Highway	Riverdale Road	Shoulder widening works currently under construction.
3	South Western Highway	Honeymoon Road	2m wide seal widening and shoulder works planned.
4	South Western Highway	Heppingstone Road	2m wide shoulder widening to be constructed
5	South Western Highway	Kelly Road	2m wide shoulder widening to be constructed
6	South Western Highway	Government Road	Extensive intersection upgrade to be constructed including turning pockets for vehicles in both the north and south carriageways.
7	Raymond Road	Kelly Road	Nil
8	Raymond Road	Treendale Road (west)	Nil

### **Discussion**

As can be seen from the above table, solar lighting to both of the intersections on Raymond Road are still proposed to be implemented as no works by MRWA are programmed in this area. It would be prudent to defer all of the proposed intersection lighting on the South Western Highway.

Officers intend to reassess the intersections on South Western Highway once improvement works are completed to ascertain whether solar lighting would still be required and a further report would be presented to Council on this matter.

In addition, as the solar lighting project was to be funded from the Australian Government LRCIP deferral of the solar lighting project would result in the LRCIP funding not being expended this financial year which would be in breach of the Australian Government funding guidelines.

### **Community Open Space, Binningup**

As mentioned in the background section of the report, Council authorised the Chief Executive Officer to resume the maintenance and upkeep of the common areas in Binningup which were previously being managed by Binningup Nominees Pty Ltd. These negotiations are currently in progress. Part of this includes the obsolete bollard lighting along Lakes Parade.

Western Power have undertaken a design to install street lighting in Lakes Parade, Binningup to the relevant Australian Standards for residential developments.

The cost to undertake this work is \$96,000. Given that this project is 'shovel ready' and would meet the LRCIP funding criteria, budgeted funding could be reallocated to this project. The Shire will need to advise the funding body of the reallocation of funding pending the resolution of Council.



## Statutory/Policy Environment

N/A

## 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 lighting 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

Current funding for lighting in the 2020-2021 Budget is as follows:

Project	Amount	Funding source
Solar Lighting Intersections	\$20,000	Municipal
Solar Lighting Intersections	\$76,000	Australian Government
Solar Lighting Shared Path	\$29,500	Municipal
<b>Total</b>	<b>\$125,500</b>	

A total of \$25,500 is required to provide solar lighting at the two Raymond Road Intersections. If this was sourced from the above funding pool this would leave a total of \$100,000 which could be used to fund the \$96,000 Lakes Parade Lighting project resulting in the following Budget reallocations/adjustments.

Project	Amount	Funding source	Action
New Lighting Lakes Parade	\$20,000	Municipal	Reallocation of funds from intersection solar lighting budget
New Lighting Lakes Parade	\$76,000	Australian Government	Approval to reallocate funds from Intersection solar lighting budget required
Solar Lighting Intersections	\$25,500	Municipal	Reallocation of funds from Cathedral Ave shared path solar lighting budget
Funds remaining	\$4,000	Municipal	Surplus/Contingencies
<b>Total</b>	<b>\$125,500</b>		

## Voting Requirement

Simple Majority.

## Officer's Recommendation

That Council:

1. Defers the installation of Solar Lighting at the following intersections until Main Roads WA have completed road improvements;

Main Road	Local Side Road
South Western Highway	Clifton Road
South Western Highway	Riverdale Road
South Western Highway	Honeymoon Road
South Western Highway	Heppingstone Road
South Western Highway	Kelly Road
South Western Highway	Government Road

2. Proceeds with the installation of Solar Lighting at the following intersections;

Raymond Road	Kelly Road
Raymond Road	Treendale Road (west)

4. Approves the:

- (a) Installation of Western Power residential street lighting in Lakes Parade, Binningup at a cost of \$96,000; and
- (b) Reallocation of funding to implement the Lakes Parade lighting and two intersection solar lights, as follows;

Project	Amount	Funding source	Action
New Lighting Lakes Parade	\$20,000	Municipal	Reallocation of funds from intersection solar lighting budget
New Lighting Lakes Parade	\$76,000	Australian Government	Approval to reallocate funds from intersection solar lighting budget required
Solar Lighting Intersections	\$25,500	Municipal	Reallocation of funds from Cathedral Ave shared path solar lighting budget
Funds remaining	\$4,000	Municipal	Surplus/Contingencies
<b>Total</b>	<b>\$125,500</b>		

5. Authorises the Chief Executive Officer to request an amendment to the Local Roads and Community Infrastructure Program to replace the "Road Solar Lighting – Stage 2" project with the "Lakes Parade Lighting" project; and
6. Receives a further report on the installation and future funding of solar lighting on the intersections of South Western Highway with Riverdale, Honeymoon, Heppingstone; Government Roads; Clifton and Kelly Roads upon completion of the proposed Main Roads WA improvements.

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**Infrastructure Services**

<b>Item No</b>	<b>12.2.3</b>
<b>Subject:</b>	<b>Gibbs Street, Harvey - Proposed ACROD Parking Bay Trial</b>
<b>Proponent:</b>	<b>Shire of Harvey</b>
<b>Location:</b>	<b>Harvey</b>
<b>Reporting Officer:</b>	<b>Director Infrastructure Services</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>File No.:</b>	<b>R000002</b>

**Summary**

A request has been received for an ACROD parking bay in the vicinity of a medical premises on the corner of Gibbs Street and Becher Street.

The request has emanated as a result of parents and teachers from the Harvey Primary School taking up the available on road parking during school hours making it difficult for persons with a mobility issue being able to find a parking spot close to the medical premises.

**Background:**

Section 1.9 of the Shire of Harvey Parking Local law states that “*a local government may, by resolution, prohibit or regulate by signs or otherwise the stopping or parking of any vehicle or any class of vehicles in any part of the parking region...*”

With regards to ACROD parking bays, in accordance with the standards, these bays are normally constructed in an off road parking area, or on a road verge, as a 2.5m wide perpendicular bay with a 2.5m wide no parking bay protected by a bollard adjacent to the parking bay.

Several local governments have developed policies enabling the creation of ACROD 2.5 parking bays to serve residents in need. These types of parking bays are for the use by anyone who has a current ACROD permit, however, they are most beneficial to adjacent businesses.

These bays are generally located in a parallel parking zone, are 2.5m wide and are delineated by appropriate signage and line marking.

**Comment**

A request has been received requesting that the Shire consider providing an ACROD parking bay in the vicinity of the medical premises at the corner of Becher Street and Gibbs Street in Harvey.

Officers have liaised with the adjoining businesses and have observed that most of the on road parking in Becher Street and Gibbs Street is taken up during normal business hours and during school times making it difficult for elderly and physically challenged persons being able of find a park in close proximity to the medical premises.

Given the existing road layout, it would be difficult to implement the conventional ACROD parking within the road reserve at this location and therefore it is considered that Council considers trialling an ACROD 2.5 parking bay as shown on **Attachment 1**.

Should Council approve the installation of the ACROD bay, the bay would be available for use by any holder of an ACROD permit, however, it would be of particular benefit to the adjoining medical businesses.

### **Statutory/Policy Environment**

The head of power for the implementation of restricted on road parking is the Shire of Harvey Parking Local Law.

### **Strategic Framework**

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

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 ***Providing Inaccurate Advice/Information***. The Consequence could be ***Reputational*** if Council decides not to support the request for an ACROD parking bay. The Risk Consequence is considered to be ***Minor*** and the Likelihood ***Unlikely*** resulting in a ***Low*** level of risk. The Risk is mitigated by supporting the recommended parking trial.

### **Budget Implications**

The cost to implement the proposal including signage, line marking, concrete ramp and short path extension is in the order of \$750. This would be funded from the path and the signage maintenance budget.

### **Voting Requirement**

Simple Majority.

### **Officer's Recommendation**

That Council:

1. Approve the implementation of an ACROD 2.5 bay on the southern side of Gibb Street, as shown on ***Attachment 1***, as a 12-month trial to determine the effectiveness of this type of alternative ACROD parking; and
2. Receives a further report on the trial at the conclusion of the 12-month trial period.

## Infrastructure Services

<b>Item No.</b>	<b>12.2.4</b>
<b>Subject:</b>	<b>Shire of Harvey Bushfire Risk Management Plan 2020-2025</b>
<b>Proponent:</b>	<b>Shire of Harvey</b>
<b>Location:</b>	<b>Shire of Harvey</b>
<b>Reporting Officer:</b>	<b>Manager Waste and Safety Services</b>
<b>Authorising Officer:</b>	<b>Director Infrastructure Services</b>
<b>File No.:</b>	<b>B000270</b>

### Summary

In accordance with the requirements of the State Hazard Plan for Fire (formally Westplan Fire), local governments are required to prepare an integrated Bushfire Risk Management Plan (BRM Plan) for areas where there is a potential significant bushfire risk.

A BRM Plan is a strategic document that identifies assets at risk from bushfire and their priority for treatment with the local government. The Shire of Harvey BRM Plan was reviewed by the Office of Bushfire Risk Management on 24 September 2020 (refer **Attachment 1**).

The BRM Plan, as presented in **Attachment 2** is presented for Council's endorsement.

### Background

The Department of Fire and Emergency Services (DFES) Bushfire Risk Management Branch was created in 2012 in response to key recommendations from the Perth Hills fire (Keelty 1), Margaret River fire (Keelty 2) and the Waroona Yarloop fire (Ferguson) inquiries.

The Bushfire Risk Management Branch coordinates DFES Bushfire Risk Management Officers (BRMO's) and DFES funded Bushfire Risk Planning Coordinators embedded in local governments to facilitate the creation of BRM Plans.

Between November 2017, when the Shire of Harvey (Shire) joined the program, until 30 June 2018 the Shire had a full time Bushfire Risk Planning Coordinator.

However, from 1 July 2018 the resource allocation was shared with the Shires of Murray and Waroona as shown below:

Financial year	Local Government BRPC resource allocation		
	Harvey	Murray	Waroona
2018-19	80%	20%	
2019-20	20%	60%	20%
2020-21	10%	50%	40%
2021-22	10%	30%	60%

The shared arrangement shown above will continue until 30 June 2022 but will be reviewed on an annual basis and reallocation may occur based on the need of each Shire and BRM Plan progress.

At the end of each financial year the Shire is required to prepare and submit a report to the Office of Bushfire Risk Management detailing progress against the BRM Plan, including the treatment implementation.

The *Emergency Management Act 2005* provides the head of power to direct local governments to comply with the requirements of State emergency management policies where they are given a role within those policies. The *State Hazard Plan – Fire* requires local governments with a high or extreme bushfire risk to develop an integrated BRM Plan utilising the Office of Bushfire Risk Management guidelines and templates to do so.

### **Comment**

The aim of the BRM Plan is to document a coordinated and efficient approach toward the identification, assessment and treatment of assets exposed to bushfire risk within the Shire of Harvey.

### **Bushfire Risk Management Pan Objectives**

The objective of the BRM Plan is to effectively manage bushfire risk within the Shire of Harvey in order to protect people, assets and other things of local value. Specifically, the objectives of this BRM Plan are to:

- Guide and coordinate a tenure blind, multi-agency bushfire risk management program over a five-year period;
- Document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- Facilitate the effective use of the financial and physical resources available for bushfire risk management activities;
- Integrate bushfire risk management into the business processes of local government, land owners and other agencies;
- Ensure there is integration between land owners and bushfire risk management programs and activities;
- Monitor and review the implementation of treatments to ensure treatment plans are adaptable and risk is managed at an acceptable level.

The BRM Plan has been prepared for the Shire based on a best practice template provided by Office of Bushfire Risk Management. Local information relating to the bushfire context is added for each local government, considering environment, weather, priorities and demographics.

### **Bushfire Risk Management System**

The identification of assets and calculation of bushfire risk has been conducted using the DFES specialist software Bushfire Risk Management System. This software allows assets to be mapped in a Geographical Information System (GIS) and then completes an individual risk assessment based on the data entered.

Assets can be grouped with adjoining assets of the same category and with the same risk, to simplify the assessment process. The four categories of assets are as follows:

- Human Settlement;
- Economic;
- Environmental; and
- Cultural.

***Human Settlement***

This is the most significant asset type, referring to residential assets, with a separate sub category for Special Risk or Critical Infrastructure. For the Shire, known tourism and short stay properties have been categorised as Special Risk, whilst the Harvey Hospital, nursing homes, schools and evacuation centres are considered Critical Infrastructure.

***Economic***

This category has been utilised to record assets such as commercial, industrial and agricultural properties. This category also includes tourism and recreational facilities.

***Environmental***

These assets include flora and fauna habitat that are assessed as either Priority, Protected or of Local Importance. It is recognised that much of the information for flora and fauna assets is not formally recorded and requires some local knowledge. To this extent these attributes are expected to be recognised and included to a more specific extent (e.g. actual location of orchid species) during the implementation of the Treatment Schedule. Notwithstanding that, assets entered into the program include areas of known Western Ringtail Possum habitat.

***Cultural***

This category has been used to assess a variety of cultural assets broken down into sub categories of Aboriginal, Recognised, Local or Other. As with environmental assets, Aboriginal assets and sensitivities will be included specifically during the planning of treatments through collaboration and consultation with the traditional owners of the land. Other assets entered consist of heritage buildings, religious buildings such as churches and local community assets, such as community centres and sporting facilities.

***Discussion***

The risk assessment process is slightly different for each category type, with the same Likelihood and Consequence formulae, but varying vulnerability calculators. All categories take into account the fuel type (grassland, scrub, forest etc.), fuel age and separation distance (distance from the asset to the vegetation), as well as the slope under the vegetation and slope between the vegetation and the asset.

Human Settlement and Cultural vulnerability is assessed merely as Low, Moderate or High. Low for example, may indicate a higher level of community engagement and preparedness, better construction standards or water hydrants in the area. For Economic assets the vulnerability is assessed as to the susceptibility of the asset to fire and the level of impact of damage to the asset, in local, regional or state – Critical Infrastructure terms.

For Environmental assets, the assessment for vulnerability takes into consideration the conservation status (priority/threatened or local) and the geographical extent of the asset type (widespread, restricted or highly restricted).

A total of 904 groups of assets have been identified and risk assessed during the process. The BRM Plan suggests treatments that are then required for all assets assessed as at High, Very High or Extreme Risk. This equates to 642 of assets, or 71%. Of these assets, 164 or almost 18% have been assessed as at Extreme Risk, requiring urgent treatment action.

Once the BRM Plan has been endorsed by Council, the Treatment Schedule which is an extensive, dynamic treatment plan for all Shire tenure as well as interacting with other agencies and private land holders to mitigate risk on other tenure, will need to be developed.

### **Statutory/Policy Environment**

The *Emergency Management Act 2005* provides the head of power to direct local governments to comply with the requirements of State emergency management policies where they are given a role within those policies as follows:

Section 20 (4) sets out that -

*A public authority that is given a role and responsibilities under a State emergency management policy is to comply with the State emergency management policy.*

### **Strategic Framework**

Within the Shire's Strategic Community Plan 2017 – 2027, Strategies 2.7.1, 2.7.4, 3.1.2, 4.7.1, 4.7.2, 4.7.6 and 4.7.7 state:

- 2.7.1 Improved controlled access to all our water bodies, forests and reserves in partnership with the relevant agencies.*
- 2.7.4 Partner with other government agencies to implement pest and weed control measures.*
- 3.1.2 Continue to actively engage local community groups to understand needs, improve facilities and source grant funding.*
- 4.7.1 Promote training and development of emergency services personnel.*
- 4.7.2 Investigate and obtain funding to support the appointment of specialist emergency services staff*
- 4.7.6 Support the Local Emergency Management Committee (LEMC)*
- 4.7.7 Maintain the Local Emergency Management Plan for the Shire and develop plans for the needs of specific areas.*

### **Risk Management**

While the officer recommendation serves to assist the Shire in providing treatments and controls for the risks identified within the BRM Plan, the risk of bushfire will always remain within the Shire. The BRM Plan will identify those areas that remain at high bushfire risk and where planned mitigation works are required. Implementation of the BRM Plan will not remove the risk but will assist the Shire in highlighting areas where work with landowners is required to decrease the bushfire risk.

The implementation of the BRM Plan Treatment Schedule will assist to reduce the impact of bushfire on areas where mitigation measures have been implemented. Not adequately resourcing implementation of the BRMP could, however, create significant reputational risk for the Shire, and should therefore be avoided.



Risk	Risk Consequence (Financial Impact and Reputational)	Risk Likelihood (with existing controls)	Risk Rating (Prior to Treatment or Control)	Risk Theme Profile	Risk Action Plan (Controls or Mitigation Treatment proposed)
That the Shire of Harvey does not endorse the BRMP and there is a bushfire event.	Extreme/Catastrophic (5)	Unlikely (2)	High (10-16)	Failure to fulfil compliance requirements	Endorses the BRMP and implement proposed treatments
That the Shire of Harvey does not endorse the BRMP and therefore unable to apply for MAF grants.	Major (4)	Almost certain (5)	Extreme (20)	Business & community disruption	Endorses the BRMP and apply for MAF grants to implement proposed mitigation treatments.
Not adequately resourcing implementation of the BRMP	Major (4)	Possible (3)	High (10-16)	Ineffective Employment Practices	Review and maintain Shire of Harvey workforce plan.

### Budget Implications

An endorsed BRM Plan allows the Shire to access the state government Mitigation Activity Funding (MAF) grants available to all local governments. This funding is made available to implement treatment strategies on land managed by the local government.

### Voting Requirement

Simple Majority.

### Officer's Recommendation

That Council:

1. Endorses the Shire of Harvey Bushfire Risk Management Plan 2020-2025; and
2. Supports the development and implementation of a coordinated, comprehensive, multi-agency Treatment Schedule in support of, and to be incorporated into, the Bushfire Risk Management Plan 2020-2025.

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## Sustainable Development

Item No.	12.3.1
Subject:	Application for a “Use Not Listed” (Rural Workers Accommodation)
Proponent:	Galati Nominees Pty Ltd
Location:	Lot 51 (No. 60) Buffalo Road, Parkfield
Reporting Officer:	Planning Officer (ND)
Authorising Officer:	Director Sustainable Development
File No.:	A016283
Reg. 20/32223	

### Summary

An Application for Development Approval has been received for a ‘Use Not Listed’ (Rural Workers Accommodation) on Lot 51 (No. 60) Buffalo Road, Parkfield (refer **Attachment 1**). The application is referred to Council as Officers do not have delegation to determine that a ‘Use Not Listed’ may be consistent with the purpose and objectives of the General Farming zone.

It is recommended that Council determines the proposed ‘Use Not Listed’ may be consistent with the objectives of the zone and advertises the proposal.

At the completion of advertising, should no adverse submissions be received, the Manager Planning Services may determine the application in accordance with Delegation 4.1.3.

### Background

#### Lot 51 Description

Lot 51 Buffalo Road is located approximately 31km south west of the Harvey townsite and approximately 200m north of the Leschenault Estuary (refer **Attachment 2**). It is zoned ‘General Farming’ under the Shire’s District Planning Scheme No.1 (the Scheme) and zoned ‘Rural’ under the Greater Bunbury Region Scheme (GBRS). Lot 51 has an area of approximately 176ha.

The eastern half of Lot 51 is mostly occupied by market gardens, whereas the western portion is grassed pasture. A large vegetable packing and distribution building is located in the northern portion of the lot, adjacent to Springhill Road. There are various irrigation ponds running north south in the central portion of the Lot. A house and associated sheds occupies the southern portion of Lot 51 being approximately 540m north of Buffalo Road and approximately 100m west of the proposed Rural Workers Accommodation site.

#### Site Description

For the purpose of this Report, “the site” refers to the area associated with the proposed Rural Workers Accommodation (refer **Attachment 1**). The area allocated for the proposal is for the most part, cleared pasture. The area of the development, including communal facilities, access and parking, water tanks and shed, covers an area of approximately 2,000m<sup>2</sup>.

## Proposal

The application is for Development Approval of 24 Rural Workers Accommodation units and supporting facilities (refer **Attachment 1**) consisting of the following:

1. A total of 24 self-contained units contained within six buildings of four self-contained units in each building. Each unit includes its own toilet and bathroom facilities;
2. A communal laundry with washing, drying and linen storage facilities;
3. A communal kitchen/recreational facility including a kitchen, servery, stores, communal area (118m<sup>2</sup>) and lounge area (38m<sup>2</sup>);
4. Limestone carpark area and access road connecting to Buffalo Road 500m to the south of the site;
5. On-site stormwater retention;
6. Universal access toilet facilities;
7. Anaerobic Treatment System for effluent disposal stated to be in accordance with AS/NZS 1547 On – site domestic wastewater management;
8. 3 x 100,000 litre water tanks and associated filtration system for potable water;
9. Plant Shed (6m<sup>2</sup>); and
10. Associated landscaping

## Comment

### Rural Workers Accommodation

The proposed Rural Workers Accommodation is eligible for an exemption that was issued by the Minister for Planning on 30 April 2020 (via Part 10B of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulation 2015). The Applicant has elected to submit an Application for Development Approval as the State of Emergency COVID-19 pandemic Exemptions are temporary only (i.e. for the period of the State of Emergency declaration in WA plus 90 days). For this facility to be permanent, a formal development approval is required.

Clause 4.2.5 of the Scheme makes provision for a “Use Not Listed” to be considered and provides that Council can “*determine by absolute majority that the proposed use may be consistent with the objectives and purpose of the zone*”. The Scheme does not provide much guidance on the objectives of the “General Farming” zone, however, the Policy Statement contained within Table 27 “General Farming” of the Scheme refers to encouraging these areas to continue to be used for viable large scale farming activities and promoting good farming, animal husbandry and soil conservation.

The proposed Rural Workers Accommodation is directly in support of the horticultural use which is being carried out within the property and also on adjoining Lot 301. Horticulture has become, over recent years, a substantial mainstay of the Myalup and Binningup areas and is therefore a significant provider of employment.

### Advertising

If Council determines that the proposed Rural Workers Accommodation use may be consistent with the objectives and purposes of the zone, pursuant to Clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Deemed Provisions), the application is required to be advertised for a period of at least 14 days for public comment.

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If no objections are received during the advertising period, Officers have delegation to approve the application as per Delegation 4.1.3.

Referrals will also be required to be sent to the following departments:

- Department of Planning, Lands and Heritage - adjacent to Regional Open Space;
- Department of Primary Industry and Regional Development - Priority Agricultural Land Policy Area;
- Department of Water and Environmental Regulation - Water Resources and Floodplain; and
- Department of Biodiversity Conservation and Attractions - Parks and Wildlife Branch – (Clause 27 of GBRS being adjacent to Regional Reserve).

## **Conclusion**

The land use of Rural Workers Accommodation may be considered to be supportive of the horticultural activities in the locality and it is therefore considered that the proposed Rural Workers Accommodation may be consistent with the objectives and purposes of the 'General Farming' zone.

At the completion of advertising, should no adverse submissions be received, the Manager Planning Services may determine the application in accordance with Delegation 4.1.3.

## **Statutory/Policy Environment**

### **Planning and Development (Local Planning Schemes) Regulations 2015**

#### ***Schedule 2 – Deemed Provisions, Section 64 – Advertising Applications:***

- “(1) An application for development approval must be advertised under this clause if the proposed development —“*
- “(b) relates to a use if —*
- (i) the use is not specifically referred to in the zoning table for this Scheme in respect of the zone in which the development is located; and*
  - (ii) the local government determines that the use may be consistent with the objective of that zone and that notice of the application should be given;”*
- “(3) The local government may advertise, or require the applicant to advertise, an application for development approval in one or more of the following ways —*
- (a) by giving notice of the proposed use or development to owners and occupiers of properties in the vicinity of the development who, in the opinion of the local government, are likely to be affected by the granting of development approval, including a statement that submissions may be made to the local government by a specified day being a day not less than 14 days from the day on which the notice is given to the person;”*

**Greater Bunbury Region Scheme**

The subject lot is predominantly zoned 'Rural' under the Greater Bunbury Region Scheme. The GBRS states the purpose of the 'Rural' zone as:

*"To provide for the sustainable use of land for agriculture, assist in the conservation and wise use of natural resources including water, flora, fauna and minerals, provide a distinctive rural landscape setting for the urban areas and accommodate carefully planned rural living developments".*

The western portion of Lot 51 is identified as 'Regional Open Space' reserve. The development site is approximately 300m east of the Regional Open Space.

**Shire of Harvey District Planning Scheme No.1****Clause 4.2.5**

*"If the use of land for a particular purpose is not specifically mentioned in the Zoning table and cannot reasonably be determined as falling within the interpretation of one of the land use categories then Council may: -*

- (a) determine that the use is not consistent with the objectives and purposes of the particular zone and is therefore not permitted; or*
- (b) Determine by absolute majority that the proposed use may be consistent with the objectives and purpose of the zone and there after follow the advertising procedures of Clause 64 of the Deemed Provisions in considering an application for consent. In approving such an application, the local government may apply any conditions or development standards it deems necessary"*

**Table 27 – Zoning and Development Standards for the General Farming Zone-**

Policy Statement – *"Local government intends to encourage these areas to continue to be used for viable large scale farming activity. Local government will encourage and promote good farming, animal husbandry and soil conservation. Some limited tourist and recreational activity may be permitted where no adverse effect to the primary agricultural purpose of the zone will result.*

**Shire of Harvey Delegations Register****Delegation 4.1.3**

- "9. To approve an Application for Development Approval for a "Use Not Listed" that Council has determined 'may be consistent with the purpose and objectives of the zone."*

*"Approval for a "Use Not Listed" under Delegation 9. is subject to no objections being received during advertising of the application."*

## Strategic Framework

Within the Shire's Strategic Community Plan 2017 - 2027, Strategy 2.3.1 states:

*Continue to implement integrated environmental, social and land use planning which will:*

- *minimise land use conflict.*

## Budget Implications

Nil.

## Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequence could be **Environmental, Financial, Reputational** or **Compliance** if an incorrect assessment of the land use occurs, insufficient community engagement occurs, an incorrect approval is given or a relevant condition missed. The Risk is considered **Minor** and the likelihood **Unlikely**, given that the report has been thoroughly researched, peer reviewed and provided by a qualified Shire Officer. This results in a **Low** risk being present.

## Voting Requirements

Officer's Recommendation 1 – Absolute Majority

Officer's Recommendation 2 – Simple Majority

## Officer's Recommendation 1 of 2

That Council, pursuant to Clause 4.2.5 (b) of the Shire of Harvey's District Planning Scheme No. 1, determines that the proposed 'Use Not Listed' detailed in the Application for Development Approval for Lot 51 (No. 60) Buffalo Road, Parkfield can be considered as "Rural Workers Accommodation" which may be consistent with objectives and purposes of the 'General Farming' zone.

**By Absolute Majority**

## Officer's Recommendation 2 of 2

That Council:

1. Pursuant to Clause 4.2.5 (b) of the Shire of Harvey's District Planning Scheme No. 1, advertises the Application for Development Approval for Lot 51 (No. 60) Buffalo Road, Parkfield for the proposed 'Use Not Listed' (Rural Workers Accommodation) in accordance with Schedule 2, Clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015, and
2. If no objections are received during the public advertising period, acknowledges Officers may determine the Development Application pursuant to Delegation 4.1.3 (9).

**By Simple Majority**

## Corporate Services

<b>Item No.</b>	<b>12.4.1</b>
<b>Subject</b>	<b>Listing of Accounts Paid – August 2020</b>
<b>Proponent:</b>	<b>Shire of Harvey</b>
<b>Location:</b>	<b>Shire of Harvey</b>
<b>Reporting Officer:</b>	<b>Manager Finance</b>
<b>Authorising Officer:</b>	<b>Director Corporate Services</b>
<b>File No.:</b>	<b>FMS006</b>

## Summary

Presented by way of attachment is a listing of payments for goods and services for August 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 August 2020 is presented as an attachment to this report, as summarised below.

<u>Voucher</u>	<u>Amount</u>
Schedule of Accounts	
Trust	EFT 51408 \$11,505.00
Municipal	EFT 51142 - EFT 51509 \$2,162,766.94
	117056 - 117070 \$6,365.67
	DD20995.1 - DD21068.18 \$139,614.80
CBA Credit Card	\$4,986.70
Electronic Funds Submitted	\$1,020,103.93
Total	<u>\$3,345,343.04</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 2020 – 2021 Budget.

**Voting Requirement**

Simple Majority.

**Officer's Recommendation**

That Council notes the above list of accounts paid for the period of August 2020 totalling \$3,345,343.04.



## Corporate Services

<b>Item No.</b>	<b>12.4.2</b>
<b>Subject:</b>	<b>Financial Statements as at 31 August 2020</b>
<b>Proponent:</b>	<b>Shire of Harvey</b>
<b>Location:</b>	<b>Shire of Harvey</b>
<b>Reporting Officer:</b>	<b>Manager Finance</b>
<b>Authorising Officer:</b>	<b>Director Corporate Services</b>
<b>File No.:</b>	<b>CC/C/062</b>

## Summary

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

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

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>VARIANCE</b>
	31 August 2020	2020 - 2021	
<b>Statement of Financial Performance</b>			
Ordinary Revenue	\$30,502,612	\$43,575,228	\$13,072,616
Ordinary Expenditure	\$5,529,441	\$50,057,783	\$44,528,342
Capital Revenue	\$493,164	\$8,809,126	\$8,315,962
Capital Expenditure	\$772,466	\$14,004,898	\$13,232,432
End of Period Profit / (Loss)	\$28,723,989		
<b>Statement of Financial Position</b>			
Current Assets	\$66,196,004		
Net Assets	\$570,459,851		

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

### Rates Revenue

Rates revenue of \$22 million and rubbish rates of \$3.4 million was generated in August. The Shire has not increased the property and rubbish rates, rate in the dollar from 2019 - 2020 in an effort to provide some relief to Rate Payers.

### Cash Flow and Interest Earnings

The Shire holds by way of cash and term deposit \$5.6 million in Municipal Funds, \$6.8 million in Trust Funds and \$28 million in Reserve Funds. The average interest rate on these funds is 0.99%. New term deposits are attracting a very low interest rate of approximately 0.70%.

**Operating Grants and Subsidies**

59% of the 2020 - 2021 Financial Assistance Grants has already been received with \$1.99 million included in general revenue.

**Employee Costs**

The financial statements reflect the first two months of the financial year, and it is anticipated employee costs will remain on budget and in line with the Workforce Plan.

**Materials, Contracts, Utilities and Other Expenses**

The financial statements reflect the first two months of the financial year, and it is anticipated the Shire will operate within its means and in line with the Shire's adopted 2020 - 2021 Budget.

**Capital Expenditure**

The Shire has budgeted to spend \$24 million on capital projects throughout the Shire in 2020 - 2021. Capital works have commenced in a number of areas including road and footpath projects as well as building works and recreation works. Expenditure totalling approximately \$1 million for these works has been reported at the end of August. As more projects are completed and as the Shire is invoiced for those works the level of reported expenditure will increase.

Attached to the Agenda is the Financial Report for the reporting period which includes the following:

- 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

The Notes to the Statement of Financial Performance as well as the Notes to the Statement of Financial Position (as attached) include additional information reported on a by Program basis identifying reasons for variances between budgets and actuals.

**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 August 2020.

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**Community Development**

<b>Item No.</b>	<b>12.5.1</b>
<b>Subject:</b>	<b>Harvey War Memorial Interpretive Sign</b>
<b>Proponent:</b>	<b>Shire of Harvey</b>
<b>Location:</b>	<b>Harvey</b>
<b>Reporting Officer:</b>	<b>Community Development Officer (AM)</b>
<b>Authorising Officer</b>	<b>Director Community and Lifestyle</b>
<b>File No.:</b>	<b>P000004</b>

**Summary**

This report recommends that Council endorses the proposed design and fabrication specifications of the Harvey War Memorial interpretive sign for installation prior to Remembrance Day on 11 November 2020.

**Background**

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, RSL (WA) and RSL (Harvey), it was officially opened in February 2015 and dedicated on 15 March 2015.

A report to the Council Meeting held on 26 May 2020 put forward a proposal to design and manufacture an interpretive sign for the Harvey War Memorial. Council resolved as follows:

*“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”.*

This report responds to Council’s resolution to design, obtain quotes, pursue funding and undertake engagement for the Harvey War Memorial interpretive sign.

**Comment**

Following this resolution of Council, Shire Officers proceeded to engage both the Harvey Place Advisory Group and Harvey RSL Sub Branch on the project. Both groups have agreed in principle to the interpretive text, artwork and fabrication specifications of the project.

With regards to funding, the Harvey RSL Sub Branch have agreed to make a financial contribution towards the project. As such the design and fabrication specifications of the project are proposed below:

**Design**

The final interpretive text and artwork is attached (refer **Attachment 1**).

**Fabrication Specifications**

The material utilised in the fabrication of the sign base and surround is Corten Steel which is durable, weatherproof and in sympathy with the existing War Memorial (refer **Attachment 2**).

**Sign Location**

As endorsed by Council on 26 May 2020, the interpretive sign will be installed on the north side of the gabion wall at the South-West corner of the site (refer **Attachment 3**).

**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**

An allocation of \$6,500 is included in the Shire's 2020-2021 Budget for the Harvey War Memorial interpretive sign.

Harvey RSL Sub Branch have also agreed to contribute \$2,000 towards the project.

The total amount of \$8,500 will cover all design and fabrication costs.

**Voting Requirements**

Simple Majority.

**Officer's Recommendation**

That Council endorses the proposed design and fabrication specifications for the Harvey War Memorial interpretive sign as presented in this report for installation prior to Remembrance Day on 11 November 2020.





SHIRE OF  
**HARVEY**



# Ordinary Council Meeting **Minutes**

**Australind Council Chamber  
Tuesday, 22 September 2020  
4pm**

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## **Contents**

<b>1.</b>	<b>Official Opening</b>	
<b>2.</b>	<b>Record of Apologies and Leave of Absence</b>	
<b>3.</b>	<b>Applications for Leave of Absence</b>	
<b>4.</b>	<b>Reading from a Book of Learning and Wisdom</b>	
<b>5.</b>	<b>Declarations of Members' and Officers' Personal Interest</b>	
<b>6.</b>	<b>Response to Previous Questions Taken on Notice</b>	
<b>7.</b>	<b>Public Question Time</b>	
<b>8.</b>	<b>Petitions/Deputations/Presentations</b>	
<b>9.</b>	<b>Announcements by Presiding Member or CEO Without Discussion</b>	
<b>10.</b>	<b>Confirmation of Minutes</b>	
<b>11.</b>	<b>Receipt of Minutes and Recommendations from Committees</b>	
<b>12.</b>	<b>Officer's Reports</b>	
	<b>12.1 Chief Executive Officer</b>	
12.1.1	Bunbury Geopraphe Tourism Partnership Memorandum of Understanding - Shire of Harvey - Bunbury Geopraphe Region (IM/T/005)	8
12.1.2	Shire of Harvey Meeting Structure – Shire of Harvey (CC/C/0131)	12
	<b>12.2 Infrastructure Services</b>	
12.2.1	Old Coast Road – Eco Museum Entrance Upgrade - Shire of Harvey - Australind (R000005)	16



**12.3 Sustainable Development**

- |        |   |    |
|--------|---|----|
| 12.3.1 | Advertising Sign – Hoarding (Billboard) - TFH Nominees Pty Ltd - Lot 131 (No. 146) Victoria Road, Roelands (A004978)                    | 18 |
| 12.3.2 | Application for a “Use Not Listed” (Animal Establishment) - Scout About Pet Care - Lot 67 (Unit 2/21) Sweny Drive, Australind (A008259) | 25 |

**12.4 Corporate Services**

- |        |  |    |
|--------|--|----|
| 12.4.1 | Listing of Accounts Paid – July 2020 - Shire of Harvey (FMS006)      | 31 |
| 12.4.2 | Financial Statements as at 31 July 2020 - Shire of Harvey (CC/C/062) | 33 |

**12.5 Community and Lifestyle**

- |        |  |    |
|--------|--|----|
| 12.5.1 | Request to waive normal hire fees for Harvey Town Hall - Harvey NAIDOC Committee - Shire of Harvey | 36 |
|--------|--|----|

**13. Elected Members Motions of Which Previous Notice Has Been Given****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****18. New Business of an Urgent Nature Introduced by Decision of Meeting****19. Matters Behind Closed Doors****20. Closure of Meeting**

## Shire of Harvey Council Minutes

Minutes of the Ordinary Council Meeting of the Harvey Shire Council, held in the Council Chamber, Mulgara Street, Australind, on Tuesday, 22 September 2020, commencing at 4pm.

### 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	4.10pm departed 4.11pm returned
	Cr. A.	Lovitt JP	
	Cr. D.	Simpson	

### Staff

Chief Executive Officer	Ms. A.	Riordan	
Director Corporate Services	Mr. D.	Winter	
Director Infrastructure Services	Mr. R.	Lotznicker	4.30pm departed 4.30pm returned
Director Community and Lifestyle	Ms. K.	Davis	
Director Sustainable Development	Mr. S.	Hall	
Manager Governance and Strategy	Ms. K.	Williams	
Manager Building Services	Mr. M.	Stewart	
Manager Special Projects	Ms. P.	Pietersen	
Manager Information Services	Mr. A.	Ewing	
Corporate and Community Engagement Officer	Mrs. A.	Pitts	
Marketing and Communications Officer	Ms. C.	Moore	
Senior Planning Officer	Mrs. K.	Beaulehole	
Graduate Planning Officer	Ms. I.	Fry	
Governance Officer – Compliance	Ms. K.	Hough	

There were 3 members of the public present.

## **Minutes**

### **1. Official Opening**

The Shire President declared the meeting open at 4pm.

#### **Disclaimer**

Members of the Public are advised that recommendations to Council contained within this Agenda can be subject to alteration. Applicants and other interested parties should refrain from taking any action until such time as written advice is received confirming Council's decision with respect to any particular issue.

Any statement or insinuation of approval regarding any planning or development application made during an Ordinary Council meeting is not to be taken as notice of approval from the Shire. The Shire advises that anyone who has an application lodged with the Shire must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attached to the decision made by Council regarding the application.

An audio and/or visual record will be made of these proceedings to assist in the taking of minutes.

#### **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**

#### **Apologies**

Nil.

#### **Leave of Absence**

Nil.

### **3. Applications for Leave of Absence**

Nil.

### **4. Reading from a Book of Learning and Wisdom**

Read by Cr. Burgoyne.

**5. Declarations of Members' and Officers' Personal Interest**

Cr. Dickinson declared an Impartiality Interest in Item 12.1.1 – Bunbury Geographe Tourism Partnership Memorandum of Understanding - Shire of Harvey - Bunbury Geographe Region (IM/T/005). Cr. Dickinson advised that she is a Council representative for the Harvey Visitor Centre Board and Local Tourism Development Strategy Working Group and declared that she would deal with the matter on its merits and stay in the Chamber for the duration of the item.

Cr. Jackson declared a Financial Interest in Item 12.1.1 – Bunbury Geographe Tourism Partnership Memorandum of Understanding - Shire of Harvey - Bunbury Geographe Region (IM/T/005). Cr. Jackson advised that she has a tourism business registered in the Shire of Harvey and declared that she would leave the Chamber for the duration of the item.

**6. Response to Previous Questions Taken on Notice**

Nil.

**7. Public Question Time**

Nil.

**8. Petitions/Deputations/Presentations**

Mr. Dave Allen spoke against the Officer's Recommendation in Item 12.3.1 - Advertising Sign – Hoarding (Billboard) - TFH Nominees Pty Ltd - Lot 131 (No. 146) Victoria Road, Roelands (A004978).

**9. Announcements by Presiding Member or CEO Without Discussion**

Nil.

**10. Confirmation of Minutes**

**Ordinary Council Meeting – Tuesday, 25 August 2020**

**Recommendation**

That the Minutes of the Council Meeting held on Tuesday, 25 August 2020, as printed be confirmed as a true and correct record.

**Moved: Cr. Adams    Seconded: Cr. Bromham**

**That the Minutes of the Council Meeting held on Tuesday, 25 August 2020, as printed be confirmed as a true and correct record.**

**Carried 13 - 0                      20/219**

**11. Receipt of Minutes and Recommendations from Committees**

**Shire of Harvey Bush Fire Advisory Committee Meeting – Monday, 14 September 2020**

**Recommendation**

That the Minutes of the Shire of Harvey Bush Fire Advisory Committee, held on Monday, 14 September 2020, as printed, be received and the recommendations contained therein be adopted by Council.

**Moved: Cr. Burgoyne      Seconded: Cr. Dickinson**

**That the Minutes of the Shire of Harvey Bush Fire Advisory Committee, held on Tuesday, 14 September 2020, as printed, be received and the recommendations contained therein be adopted by Council.**

**Carried 13 - 0      20/220.**

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## 12. Officer's Reports

Cr. Jackson left the Chamber at 4.10pm.

### Chief Executive Officer

Item No.	12.1.1
Subject:	Bunbury Geographe Tourism Partnership Memorandum of Understanding
Proponent:	Shire of Harvey
Location:	Bunbury Geographe Region
Reporting Officer:	Chief Executive Officer
Authorising Officer:	Chief Executive Officer
File No.:	IM/T/005

### Summary

In 2016, a Memorandum of Understanding (MOU) was entered into between the Shires of Dardanup, Collie, Harvey, Capel, Donnybrook-Balingup and Boyup Brook as well as the City of Bunbury to deliver outcomes listed within the Regional Tourism Development Strategy.

At its meeting held 15 May 2020, the Bunbury Geographe Tourism Partnership (BGTP), supported the continuation of the partnership. A revised MOU is required to facilitate this outcome and that MOU has unfortunately not been finalised due to COVID-19. The Shire of Harvey 2020 – 2021 Budget contains an allocation towards the BGTP reaffirming the Shire's ongoing inclusion within the partnership.

On 3 August 2020 a meeting of the Bunbury Geographe Tourism Steering Committee was held to allow consultation on a draft MOU and structure moving forward. As a result of this meeting, Members reviewed and progressed the development of a draft MOU for the period 1 July 2020 to 30 June 2024. A copy of the revised MOU is contained within **Attachment 1**.

It is recommended that Council authorises the Chief Executive Officer to sign the MOU as contained within **Attachment 1**.

### Background

On 3 August 2020 a meeting of the Bunbury Geographe Tourism Steering Committee was held to allow consultation on the MOU and structure moving forward. As a result of this meeting, Members reviewed and developed a new MOU for the period 1 July 2020 to 30 June 2024. Members of the Bunbury-Geographe Tourism Advisory Working Group (TAWG), representing the tourism industry across the region were also in attendance and provided valuable input and sought the expedient introduction of a new MOU.

It is considered that the renewed commitment to the Bunbury Geographe Tourism Strategy will continue to strengthen the region's tourism profile and partnerships. The continuation of the MOU will provide a coordinated approach to the development of tourism and marketing of the region that will see reduced competition between towns and a pooling of resources that will increase reach and effectiveness of tourism marketing campaigns.

The previous MOU was successfully implemented and the governance model proposed within **Attachment 1** will ensure an ongoing commitment to prioritisation, implementation and review of Bunbury-Geographe Regional Tourism and Marketing Working Group and Strategy. The MOU was developed in cooperation with the member local governments of the Steering Committee along with members of the TAWG, Australia's South West and the South West Development Commission, to create a unified approach to the management of tourism development, marketing and infrastructure.

### **Comment**

With the recent events of 2020 surrounding COVID-19 and the state border closures, the Bunbury-Geographe Tourism Partnership Steering Committee (Steering Committee) consider it appropriate to progress a further four year MOU.

The draft MOU within **Attachment 1**, will establish a further operational and governance model, continued regional buy-in and develop and implement a continued and stronger regional brand. For this reason, the group considers the continued employment of the Tourism Marketing and Development Manager or the delivery of the action plan by a third party, to be beneficial in order to continue the delivery of high priority areas of destination marketing.

It is intended that the Steering Committee, that is comprised of the Chief Executive Officers of the member local governments, will determine how the implementation of the Tourism Action Plan is delivered into the future. That is, the decision to have the implementation delivered by an employee (as it is currently) or by a third party, which is the preferred model at this point in time.

The local governments in the Bunbury Geographe Region have the continued opportunity to take a regional approach to tourism and marketing and lift the profile of the region on both a state, national and once the COVID-19 restrictions ease, the international stage. The purpose of the MOU is to create a unified approach to the management of tourism development, marketing and infrastructure, and, continue the relationship with the members to identify and promote key areas of focus, including:

- Identifying tourism opportunities, priorities and gaps
- Developing a unified tourism brand for the region
- Marketing, governance and product development
- Identifying infrastructure and product development priorities

To achieve these objectives, a regional approach to tourism and marketing is required, which has previously proven effective when lobbying for funding. Whilst this often crosses local government boundaries, there should not be conflicting positions when there is a true regional focus.

The recommitment by each of the collaborating local governments toward the implementation of the MOU will demonstrate a continued regional approach to tourism, which will offer increased opportunities for tourism development initiatives particularly through state funding programs. Upon all member local governments agreeing to proceed with signing the new four year MOU, the implementation timeframes for the program to deliver the destination marketing, development and industry liaison will begin effective immediately.

## Statutory/Policy Environment

Policy 3.2.1 – Tourism, contains a number of objectives and policies for promoting tourism within the Shire.

The Shire's Economic Development Strategy 2020-2025, Action 3.17 states:

*3.17 Continue to work with Bunbury Geographe Tourism Partnership to promote tourism in the region.*

## Strategic Framework

Within the Shire's Strategic Community Plan 2017 - 2027, Strategy 1.2.9 and 4.6.1 states:

*1.2.9 Continue to collaborate with our partners to promote regional tourism initiatives, and*

*4.6.1 Participate in and seek collaborative resource sharing opportunities*

## 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 Bunbury Geographe Tourism Partnership. The Risk has been mitigated by the Officer's recommendation to enter into a further four year MOU. The Risk Consequence is considered to be **Moderate** and the Likelihood **Unlikely** resulting in a **Moderate** level of risk.

## Budget Implications

The new MOU contains provision for an operational/marketing budget each year over the four years. The budget will incorporate capacity to fund the engagement and implementation of the Destination Tourism Marketing Campaign.

The funding model for the operational/marketing budget is based on a tiered model related to the banding of the local government. The Shire of Harvey is a Band 2 local government and the proposed contributions are to increase from the current Shire's 2020-2021 Budget allocation of \$10,000 to \$30,000 in year four of the MOU. The increased contributions are required as the City of Bunbury's contribution will reduce proportionately each year. Each local government's contribution (with the exception of the City of Bunbury) will increase over the four-year period to account for the reduced contribution by the City of Bunbury. The Shire of Harvey's proposed contributions will be required to be adopted through the annual Budget process. Contributions by individual local governments are detailed below:

LGA	20/21	21/22	22/23	23/24
Bunbury	\$165,000	\$135,000	\$110,000	\$100,000
Dardanup	\$20,000	\$20,000	\$20,000	\$20,000
Collie	\$6,000	\$10,000	\$15,000	\$20,000
Donnybrook	\$10,000	\$10,000	\$15,000	\$20,000
Harvey	\$10,000	\$20,000	\$25,000	\$30,000
Boyup Brook	\$2,000	\$2,000	\$3,500	\$5,000
Capel	\$10,000	\$10,000	\$15,000	\$20,000



*\*\*\* The above was a unanimous voting decision at a meeting of the Steering Group held Monday 3 August 2020 subject to endorsement by each respective local government Council.*

### **Voting Requirement**

Simple Majority.

### **Officer's Recommendation**

That Council authorises the Chief Executive Officer to sign the Bunbury Geographe Tourism Partnership (BGTP) Memorandum of Understanding for the period 1 July 2020 to 30 June 2024 as detailed within **Attachment 1**.

**Moved: Cr. Adams    Seconded: Cr. Simpson**

**That Council authorises the Chief Executive Officer to sign the Bunbury Geographe Tourism Partnership (BGTP) Memorandum of Understanding for the period 1 July 2020 to 30 June 2024 as detailed within Attachment 1.**

**Carried 12 - 0                      20/221.**

**Cr. Jackson entered the Chamber at 4.11pm.**

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**Chief Executive Officer**

<b>Item No.</b>	<b>12.1.2</b>
<b>Subject:</b>	<b>Council Meeting Schedule</b>
<b>Proponent:</b>	<b>Shire of Harvey</b>
<b>Location:</b>	<b>Shire of Harvey</b>
<b>Reporting Officer:</b>	<b>Manager Governance and Strategy</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>File No.:</b>	<b>CC/C/0131</b>

**Summary**

For Council to note the advice as contained in this report in relation to the effectiveness of Council Policy 1.1.6 Council Meeting Framework, and for Council to adopt a meeting schedule in line with this policy.

**Background**

At the 17 September 2019 Ordinary Council Meeting, Council adopted a new meeting framework with an aim to improve the efficiency and effectiveness of Council decision making. Workshops conducted with Council by the Western Australian Local Government Association (WALGA) discussed various options, which informed the adoption of Council Policy 1.1.6 Council Meeting Framework (refer **Attachment 1**). This Policy included three regular meetings per month; Concept Forums, Agenda Briefing Sessions and Ordinary Council Meetings. Council requested the Chief Executive Officer provide advice on the effectiveness of the Council Meeting Framework within 12 months of its adoption.

The aim of this framework was to establish an effective meeting system where Councillors became increasingly informed, community participation was improved and accountability and transparency was fostered through efficient and legally compliant meetings. The scope of the meetings is described as follows:

**Concept Forums**

Concept Forums provide an opportunity for Councillors and Shire Officers to discuss strategies, concepts and ideas.

Concept Forums can be useful for:

1. Discussing strategic ideas;
2. Discussing policy ideas;
3. Reviewing services;
4. Seeking feedback on a notice of motion;
5. Alerting each other about emerging issues;
6. Hear presentations from stakeholders;
7. Providing status reports on significant projects;
8. Providing progress on Corporate;
9. Discussing service delivery; and
10. Providing information on operational matters.

The forums are relatively informal and the public are not present. This is justified because ideas and concepts need to be encouraged. Some ideas may never amount to a Council decision and it would be premature to have such preliminary ideas publicised without community engagement.

Concept Forums generate the most discussion and exploration of ideas. These forums improve the strategic focus and help build a sense of team amongst the Councillors and Officers. Trust is built when people work together on the community's priorities.

Many of the reports that come to Council meetings that don't require a decision can be listed for discussion at a Concept Forum. This saves significant time in Council meetings.

The same Concept Forum format can be useful for occasional workshops about more complex issues such as strategic planning and long term financial planning.

### **Agenda Briefing Sessions**

Agenda Briefing Sessions allow Councillors to read and ask questions about the Council Meeting Agenda a week before the Council meeting.

An agenda report should contain all of the information required for Councillors to make an informed and evidence based decision. Councillor's questions can often identify information gaps in reports and allow staff to ensure the information is provided for the meeting. Department of Local Government, Sport and Cultural Industries guidelines recommend that these forums are open to the public. This is based on the principle that the public should hear or read all the information that results in a Council decision.

### **Council Meetings**

The combination of Concept Forum, Agenda Briefing Session and Council Meeting has resulted in an effective and efficient meeting system. By the time Councillors attend a Council meeting they have become increasingly informed on matters, from concept to agenda, along with the opportunity to ask questions prior to the meeting.

Agenda reports are more comprehensive and support informed decisions because Officers have a better understanding of the information that Councillors need following the Concept and Agenda Briefing Forums. Reports that inform Notices of Motion are also more comprehensive if the idea has been raised at a Concept Forum. All Ordinary Council Meetings follow the Shire of Harvey Standing Orders Local Law 2017 as well as comply with the *Local Government Act 1995* and associated Regulations.

### **Comment**

The Shire of Harvey conducted a survey of Council in relation to the Council Policy 1.1.6- Council Meeting Framework. The survey also included some additional information in relation to meeting times and meeting administration. The results of the survey, and further discussion at the Council Concept Forum held 8 September 2020, indicated support from Council for the current meeting framework.

In review, the current framework has improved the effectiveness and efficiency of meetings for the Administration, and internal processes have been, and are continually improved to ensure greater transparency and accountability in decision making.

In terms of Council, the Concept Forums and Briefing Sessions have allowed for a greater level of information being provided to Council as well as an improved participation from community members on issues before a formal Council decision.

Based on information provided in the survey and consultation with Council, the Administration has prepared the Meeting Schedule in line with the existing Council Meeting Framework as listed in the Officer's recommendation.

### **Statutory/Policy Environment**

Within the Shire's Strategic Community Plan 2017 – 2027, Outcome 4.1 is;

*A long term strategically focused Shire that is efficient, respected and accountable.*

An effective, efficient and accountable Council meeting framework will demonstrate Council's leadership in meeting this outcome.

Council Policies 1.1.6 Council Meeting Framework and 1.1.8 Agenda Briefings, Concept Forums and Workshops has also been considered in relation to this report.

### **Strategic Framework**

This report makes recommendations about Council policy and Council meetings.

Section 2.7 of the *Local Government Act 1995* provides that the role of is to determine policy.

#### **2.7. Role of Council**

- (1) The Council —
  - (a) governs the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the Council is to —
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

Division 2 of the *Local Government Act 1995* applies to Council meetings, committees and their meetings and electors' meetings.

### **Risk Management**

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information** and **Engagement Practices**. The risk ratings for both profiles are have been considered with respect to this report and sufficiently mitigated.

### **Budget Implications**

The budget implications for the recommendations will be immaterial. The costs associated of implementing Council meeting processes include employee costs, printing and stationery and catering.

### **Voting Requirement**

Simple Majority.

### Officer's Recommendation

That Council adopt the Meeting Schedule for the period October 2020 to October 2021 as listed:

<i>All meetings of Council commence at 4pm</i>			
Location	Concept Forum	Agenda Briefing	Ordinary Council
Harvey	13 October 2020	20 October 2020	27 October 2020
Australind	10 November 2020	17 November 2020	24 November 2020
Harvey	1 December 2020	8 December 2020	15 December 2020
Australind	Recess	12 January 2021*	19 January 2021*
Harvey	9 February 2021	16 February 2021	23 February 2021
Australind	9 March 2021	16 March 2021	23 March 2021
Harvey	13 April 2021	20 April 2021	27 April 2021
Australind	11 May 2021	18 May 2021	25 May 2021
Harvey	8 June 2021	15 June 2021	22 June 2021
Australind	13 July 2021	20 July 2021	27 July 2021
Harvey	10 August 2021	17 August 2021	24 August 2021
Australind	14 September 2021	21 September 2021	28 September 2021
Harvey	12 October 2021	19 October 2021	26 October 2021

\* January dates have been brought forward to accommodate the Australia Day public holiday

Moved: Cr. Bromham      Seconded: Cr. Dickinson

That Council adopt the Meeting Schedule for the period October 2020 to October 2021 as listed:

<i>All meetings of Council commence at 4pm</i>			
Location	Concept Forum	Agenda Briefing	Ordinary Council
Harvey	13 October 2020	20 October 2020	27 October 2020
Australind	10 November 2020	17 November 2020	24 November 2020
Harvey	1 December 2020	8 December 2020	15 December 2020
Australind	Recess	12 January 2021*	19 January 2021*
Harvey	9 February 2021	16 February 2021	23 February 2021
Australind	9 March 2021	16 March 2021	23 March 2021
Harvey	13 April 2021	20 April 2021	27 April 2021
Australind	11 May 2021	18 May 2021	25 May 2021
Harvey	8 June 2021	15 June 2021	22 June 2021
Australind	13 July 2021	20 July 2021	27 July 2021
Harvey	10 August 2021	17 August 2021	24 August 2021
Australind	14 September 2021	21 September 2021	28 September 2021
Harvey	12 October 2021	19 October 2021	26 October 2021

\* January dates have been brought forward to accommodate the Australia Day public holiday

Carried 9 - 4      20/222.

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**Infrastructure Services**

<b>Item No.</b>	<b>12.2.1</b>
<b>Subject:</b>	<b>Old Coast Road – Eco Museum Entrance Upgrade</b>
<b>Proponent:</b>	<b>Shire of Harvey</b>
<b>Location:</b>	<b>Australind</b>
<b>Reporting Officer:</b>	<b>Manager Design and Development</b>
<b>Authorising Officer</b>	<b>Director Infrastructure Services</b>
<b>File No.:</b>	<b>R000005</b>

**Summary**

The Eco Museum accessed from Old Coast Road is a popular recreation destination on the Leschenault Foreshore Reserve.

Due to incremental increases in traffic along Old Coast Road the entrance to the Australind Eco Museum requires upgrading in order to implement, lane demarcation with turning pockets, cycling and pedestrian crossing facilities.

Currently Old Coast Road at this location does not have left or right turn pockets exposing motorists to potential rear-end collisions. There is also no pedestrian/cyclist median refuge to facilitate a staged crossing of the road to access the Eco Museum.

This report seeks Council's endorsement of the concept design as shown in ***Attachment 1***.

**Background**

In 2019 - 2020 a 2.5m wide shared path was constructed from the Collie River Bridge to Ridley Place. The successful project was jointly funded by the Shire, Department of Transport and the South West Development Commission.

It was intended that linkages from the section of shared path on the eastern side of Old Coast Road to the Leschenault Foreshore Reserve area, would be provided at strategic locations in future years.

The proposed improvements outlined in this report is one such link.

**Comment****Current Access to Eco Museum**

The section of Old Coast Road adjacent to the Eco Museum currently has a posted speed of 70kph and immediately to the east of the entrance is the access/egress to the Tronox Limited facility with regular usage of vehicles up to road train configuration.

Approaching from the south, there is currently no left turn pocket into the Eco Museum and approaching from the north there is a painted and hatched median, but no designated right turn pocket.

In addition, there is currently no formal and safe crossing pedestrian to the Eco Museum and the public toilet facilities.

**Proposed improvements**

The proposed design will regulate left and right turn movements without unduly impeding through traffic flow and will integrate a safe pedestrian refuge in order to provide a staged crossing of Old Coast Road. A section of path from the existing shared path to Old Coast Road is also proposed (refer **Attachment 1**).

Some very minor clearing of vegetation will be required on the eastern side of Old Coast Road to accommodate the proposed left turn slip lane into the Tronox Limited facility.

**Statutory/Policy Environment**

Nil.

**Strategic Framework**

Within the Shire's Strategic Community Plan 2017 – 2027, Strategies 3.6.1 states:

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

**Risk Management**

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequence could be **Reputational** if Council decides not to support the improved safety and access improvements proposal. The Risk Consequence is considered to be **Minor** and the Likelihood **Unlikely** resulting in a **Low** level of risk.

**Budget Implications**

Funds totalling \$100,000 have been included in the 2020 – 2021 Budget for improvements on Old Coast Road at the Eco Museum entrance.

**Voting Requirement**

Simple Majority.

**Officer's Recommendation**

That Council endorses the proposed entrance upgrade to the Australind Eco Museum on Old Coast Road as shown in **Attachment 1** and as detailed in the report.

**Moved: Cr. Lovitt    Seconded: Cr. Burgoyne**

**That Council endorses the proposed entrance upgrade to the Australind Eco Museum on Old Coast Road as shown in Attachment 1 and as detailed in the report.**

**Carried 13 – 0**

**20/223.**

## Sustainable Development

Item No.	12.3.1
Subject:	Advertising Sign – Hoarding (Billboard)
Proponent:	TFH Nominees Pty Ltd
Location:	Lot 131 (No. 146) Victoria Road, Roelands
Reporting Officer:	Senior Planning Officer
Authorising Officer:	Director Sustainable Development
File No.:	A004978
Attachment Reg. No. 20/27847	

### Summary

An Application for Development Approval has been received for a Hoarding (Billboard) on Lot 131 (No. 146) Victoria Road, Roelands (refer **Attachment 1**). The application is referred to Council as the Applicant has requested that Officers do not exercise Delegation 4.1.26 Advertising Signs for the reasons supplied in the application. It is recommended that the application be refused for the following reasons:

- The proposal is inconsistent with the Shire's Local Planning Policy 4.1.15 Advertising Devices Part B – Prohibited Advertising Signs:

*“2) No advertising sign shall:*

*a) be erected, installed or displayed on a premises that is not the location of the business, product or other matter that is the subject of the advertising sign;”*

- The proposed Hoarding (Billboard) has no direct relationship to the use of the site;
- The proposed Hoarding (Billboard) is inconsistent with the Development Standards of the Main Roads Policy and Application Guidelines for Advertising Within and Beyond State Road Reserves, dated January 2018, which in this case seeks to ensure visual amenity available to State road-users in the form of natural scenic vistas is not unduly compromised by roadside advertising;
- Approval would establish an undesirable precedent along the Forrest Highway by contributing to an increase in signage on rural land as viewed from Forrest Highway;
- Consistency in decision making with previous commercial businesses being denied access to advertising exposure on this site;
- The Bunbury Outer Ring Road team is in the preparation phase of a Signage Strategy that may impact decision making within this vicinity; and
- The Shire is commencing a Tourism Information Bay and Signage Strategy for major roads and rest stops which would apply to this property. Supporting an application that is inconsistent with Council's policy position may impact on the future policy statements.

### Background

#### Site Description

Lot 131 (No. 146) Victoria Road is zoned “General Farming” under the Shire's District Planning Scheme No. 1 (the Scheme) and is located within Roelands. The site is of regular shape with an area of 136.87ha and has frontage to Forrest Highway between Paris Road and Raymond Road (refer **Attachment 2**). There are two dilapidated sheds towards the south-eastern corner of the property and one existing Hoarding facing Forrest Highway.



**Site History**

There is an existing Hoarding (Development Sign) on site measuring 9m x 4m (36m<sup>2</sup>) with a 2m ground clearance. This sign was approved in its current location on 15 June 2011 after being relocated from the corner of Clifton Road and Forrest Highway. The approval at this time was under the Shire's Advertising Signs Local Law (now repealed) which did not contain provisions requiring signs to be site specific.

The sign is for the purpose of advertising land sales in the Treendale Estate and is reviewed annually. It was relocated to its current location after the intersection directly into Treendale from Forrest Highway via Grand Entrance was opened in 2011. Prior to this time, traffic used Paris Road to access the estate.

On 26 June 2017, the Shire sent correspondence to the applicant who erected the sign advising that the advertising material had been altered to that of a nature not supported by the original approval (McDonalds Family Restaurant). The additional sign was removed and the Hoarding (Development Sign) was updated and re-skinned.

On 3 July 2018, the Shire sent correspondence in regards to a vehicle permanently parked on the site near the Hoarding (Development Sign) displaying the same advertising sign, the subject of the previous unauthorised signage enquiry, to users of the Forrest Highway. This sign was also removed as a result of the enquiry.

**Proposal**

The application proposes the erection of a Hoarding (Billboard) adjacent to Forrest Highway advertising the Treendale Farm Hotel currently under construction at No. 9 Constellation Drive in the Treendale District Centre.

The Hoarding (Billboard) proposes to address southbound traffic on private land positioned approximately 700m from the intersection of Raymond Road, on the same property and 250m north of the existing Treendale Hoarding (Development Sign).

The proposed Hoarding (Billboard) is 6m wide by 4m high (24m<sup>2</sup> total facing) and displays coloured images of the venue with directional information pointing to the Grand Entrance turnoff. The Hoarding (Billboard) is proposed to be constructed of an aluminium frame supported on concreted footings with overhanging solar powered lighting.

**Advertising**

No public advertising of the proposal has been carried out pursuant to Clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Deemed Provisions).

The proposal was referred to Main Roads WA with the following comments being received:

- Any signage on site would be required to be located at least 60m from the existing "Reduce Speed Now to 80km/h" sign; and
- Official approval will have to be sought from Main Roads if the proposal is granted Council approval.

## Comment

### Proposal

The proposal is inconsistent with the Shire's Local Planning Policy 4.1.15 Advertising Signs (LPP), namely because it is a Prohibited form of Advertising under Part B:

*"2)(a) No advertising signs shall be erected, installed or displayed on a premises that is not the location of the business, product or other matter that is the subject of the advertising sign;"*

### Advertising

This is an application for development only and there is no trigger under Clause 64 of the Deemed Provisions for public advertising.

### Discussion

- If approved, the Hoarding (Billboard) will have undue visual impact on the amenity of the area, as viewed from Forrest Highway. Proliferation of signage is inconsistent with LPP Objective point 5:

*"Ensure that advertising signs relate to the approved use occurring on the premises on which they are located".*

- The presence of a single hoarding on site has been the desired outcome for many years and the Shire has consistently handled all requests for third party commercial signage on this property in the same manner.
- Approval of one individual business within the District Centre of Treendale is setting a precedent for future signage proposals.
- The construction of the Bunbury Outer Ring Road in this vicinity commencing early 2021 will potentially impact on the traffic flow of Forrest Highway as the northern precinct is centred along this alignment, and in fact through the subject site. Management Plans have not yet been submitted to determine the impact on the proposed site and future works.

### Conclusion

Officers recommend that Council refuses the application for a Hoarding (Billboard) as presented in **Attachment 1** for the purpose of advertising the Treendale Farm Hotel located in the Treendale District Centre. The existing Hoarding (Development Sign) indicates the entry to Treendale at the traffic lights, and no individual business signage has been supported.

The proposed Hoarding (Billboard) has been assessed against the LPP, and is a form of Prohibited signage. Should the sign be proposed on the Treendale Farm Hotel site, it would be considered an appropriate form of development, taking into account other advertising already present. It is not considered appropriate by Officers to approve an application for development that is not consistent with Policy position and historical decision-making. Approval would unduly open the door for future proposals of the same nature.

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## **Statutory/Policy Environment**

### ***Planning and Development Act 2005***

### **Planning and Development (Local Planning Schemes) Regulations 2015**

- Schedule 2 – Deemed Provisions, Section 64 – Advertising Applications:

*“(1) An application for development approval must be advertised under this clause if the proposed development —“*

*“(b) relates to a use if —*

- (i) the use is not specifically referred to in the zoning table for this Scheme in respect of the zone in which the development is located; and*
- (ii) the local government determines that the use may be consistent with the objective of that zone and that notice of the application should be given;”*

### **Main Roads (Control of Signs) Regulations 1983;**

Regulation 5. Commissioner’s approval required for certain advertisements and structures.

*“A person must not —*

- (a) erect or construct, or cause to be erected or constructed, a hoarding or other advertising structure; or*
- (b) exhibit, or cause to be exhibited, an advertisement, on or in the vicinity of a highway or a main road without the Commissioner’s approval to do so.”*

### **Shire of Harvey District Planning Scheme No.1**

*“8.9.1 For the purpose of this Scheme, the erection, placement and display of advertisements and the use of land or buildings for that purpose is development within the definition of the Act requiring, except as otherwise provided in Clause 8.9.3, the prior approval of the local government. Such development approval is required in addition to any licence pursuant to local government’s Signs and Hoarding and Bill Posting By-laws.”*

### **Local Planning Policies**

Policy 4.1.15 - Advertising Signs;

Part B – Prohibited Advertising Signs

*“(2) No advertising sign shall:*

- a) be erected, installed or displayed on a premises that is not the location of the business, product or other matter that is the subject of the advertising sign;”*

Table 4 – Specific Advertising Sign Requirements

**“4. Hoarding (Billboard) Development Standards**

- a) *Only permitted in restricted locations at the discretion of Council and must include information that is of community interest.*
- b) *Maximum area: 24m<sup>2</sup>*
- c) *The size, form and design are at Council’s discretion.*
- d) *A hoarding shall not:*
  - i) *Be erected on land that is zoned for residential purposes by the Scheme.*
  - ii) *Be erected within 15m of a street or other public place and in any case not closer than its own height to a street or public place, unless otherwise approved by Council.*
- e) *An approval issued in respect of a hoarding valid for the period specific in the approval but not exceeding five (5) years.”*

**Part F – Assessment of Applications**

*“In considering an application for development approval the local government shall have regard to -*

- a) *the Objectives and provisions of the Scheme;*
- b) *the Purpose, Objectives and provisions within this Policy;*
- c) *the built heritage conservation value of any premises that is of cultural significance;*
- d) *the size, shape, materials, colours, finish, wording, general appearance, quality and location of the advertising sign;*
- e) *whether the advertising sign is illuminated and the presence or rate of flashing lights;*
- f) *the existing number of advertising signs on the site and, if relevant, in the locality (especially adjoining main roads and scenic roads);*
- g) *the safety of drivers, cyclists and pedestrians;*
- h) *whether the application will create or exacerbate a clutter of advertising signs;*
- i) *whether the advertising sign will have a detrimental impact on amenity of the streetscape and its surrounds, main roads or scenic roads;*
- j) *the approved land use for the premises;*
- k) *whether the advertising sign is proposed to be temporary or permanent;*
- l) *comments from any public submission period, if relevant;*
- m) *adopted design guidelines; and*
- n) *any other circumstance or factor affecting the application in the opinion of Council.”*

**Shire of Harvey Delegations Register****Delegation 4.1.26 Advertising Signs**

*“The Chief Executive Officer is delegated authority to apply the provisions of the Shire of Harvey’s District Planning Scheme No. 1, and the Local Planning Policy 4.1.15 – Advertising Signs to:*

- (A) *Refuse to grant Development Approval for Advertising Signs, which are inconsistent with the Policy;”*

**Strategic Framework**

Within the Shire’s Strategic Community Plan 2017 - 2027, Strategy 2.3.1 states:

*Continue to implement integrated environmental, social and land use planning which will:*

- *minimise land use conflict.*

**Risk Management**

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequence could be **Environmental, Financial, Reputational or Compliance** if incorrect advice is given or a condition missed. The risk is considered **Minor** and the likelihood **Unlikely**, given that the report has been thoroughly researched, peer reviewed and provided by a qualified Shire Officer. This results in a **Low** risk being present.

**Budget Implications**

Nil.

**Voting Requirement**

Simple Majority.

**Officer's Recommendation**

That Council refuses the Application for Development Approval for a Hoarding (Billboard) at Lot 131 (No. 146) Victoria Road, Roelands, for the following reasons:

1. The proposal is inconsistent with the Shire's Local Planning Policy 4.1.15 Advertising Devices Part B – Prohibited Advertising Signs:
  - “2) *No advertising sign shall:*
    - a) *be erected, installed or displayed on a premises that is not the location of the business, product or other matter that is the subject of the advertising sign;”*
2. The proposed Hoarding (Billboard) has no direct relationship to the use of the site;
3. The Hoarding (Billboard) is inconsistent with the Development Standards of the Main Roads Policy and Application Guidelines for Advertising Within and Beyond State Road Reserves, dated January 2018, which in this case seeks to ensure visual amenity available to State road-users in the form of natural scenic vistas is not unduly compromised by roadside advertising;
4. Approval would establish an undesirable precedent along the Forrest Highway by contributing to an increase in signage on rural land as viewed from Forrest Highway;
5. Consistency in decision making with previous commercial businesses being denied access to advertising exposure on this site;
6. The Bunbury Outer Ring Road team is in the preparation phase of a Signage Strategy that may impact decision making within this vicinity; and
7. The Shire is commencing a Tourism Information Bay and Signage Strategy for major roads and rest stops which would apply to this property. Supporting an application that is inconsistent with Council's policy position may impact on the future policy statements.

***Cr Beech provided an alternative motion*****Alternate Motion**

Moved: Cr. Beech    Seconded: Cr. Coleman

That Council:

1. Approves the application for Development Approval for an Advertising Sign (Billboard) at Lot 131 (No. 146) Victoria Road, Roelands subject to the following conditions:
  - (a) This is a temporary development approval and the development the subject of this approval must cease within 12 months, at which time this approval will expire pursuant to clause 72 of the Deemed Provisions of the Shire of Harvey District Planning Scheme No.1 and the Advertising Sign and hoarding shall be removed from site within 14 days.
  - (b) The Advertising Device is to be located in accordance with the approved drawings and is not to exceed the dimensions as indicated on the application without written approval from the Shire of Harvey.
  - (c) The Advertising Devices shall be professionally made and kept clean and maintained free of dilapidation at all times.
  - (d) Any alteration to the sign or its location will render this approval void. In such an event the sign shall be subject to a new application.
  - (e) Any illuminated signage is not to flash or pulsate and shall be of an illumination level that is suitable to off-street ambient lighting that does not cause nuisance to the amenity.
  - (f) The applicant must submit and receive approval by Main Roads WA an Application to Erect/ Modify Roadside Advertising Sign prior to commencing the development.
2. Determines not to support any future Applications for Advertising Signs that are Prohibited under the Local Planning Policy 4.1.15 Advertising Signs until such time as the Shire's Roadside Signage Strategy is approved by Council.

Carried 13 - 0            20/224.

Reason: Council believes that by supporting the application it will give a much needed economic boost and benefit, in the short term, to the Treendale business centre prior to adopting the signage strategy.

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## Sustainable Development

Item No.	12.3.2
Subject:	Application for a “Use Not Listed” (Animal Establishment)
Proponent:	Scout About Pet Care
Location:	Lot 67 (Unit 2/21) Sweny Drive, Australind
Reporting Officer:	Planning Officer (IF)
Authorising Officer:	Director Sustainable Development
File No.:	A008259 Attachment Reg. No. 20/25611

### Summary

An Application for Development Approval has been received for a “Use Not Listed” (Animal Establishment) on Lot 67 (No. 21) Sweny Drive, Australind (refer **Attachment 1**). The application is referred to Council as Officers do not have delegation to determine that a “Use Not Listed” may be consistent with the purpose and objectives of the ‘Light and Service Industry’ zone.

It is recommended that Council determines the proposed “Use Not Listed” may be consistent with the objectives of the zone and advertises the proposal.

At the completion of advertising, should no adverse submissions be received, Officers have delegation to determine the application in accordance with Delegation 4.1.3(9).

### Background

#### Site Description

Lot 67 (No. 21) Sweny Drive, Australind is zoned “Light and Service Industry” under the Shire’s District Planning Scheme No. 1 (the Scheme) and is located within the Australind Light Industrial Area. The site is of regular shape with an area of 2,800m<sup>2</sup> (refer **Attachment 2**).

The property consists of three tenancies with shared car parking at the front and an allocation of gravel laydown area for each tenancy adjacent to the main building.

#### Site History

The existing building on site was constructed in 1997. In 2010, Council granted Development Approval for a ‘Use Not Listed’ (Purging and Processing of Yabbies and Marron) on the site. A Development Approval was also issued in 2013 for ‘Car Detailing and Automotive Works’.

There are currently two other tenants utilising the property; one concrete business and one private individual.

At present, there are unauthorised structures on the property that are being investigated by the Shire as part of a separate process, however this will not affect this application.

## Proposal

The application proposes a dog day care facility which will operate Monday to Friday from 7:00am to 5:30pm from the middle tenancy (Unit 2) of the premises (refer **Attachment 3**). The Applicant has indicated that there will be a maximum of 15 dogs on the premises at any given time with owners coming to the property to drop-off and collect the dogs. Parking is proposed to be at the front of the property in the existing shared carpark. The Applicant will also have access to a portion of the laydown yard, which is intended to be fenced and grassed for supervised outdoor animal exercise.

The proposed internal layout (refer **Attachment 4**) of the premises includes two separate enclosures, one for small dogs and one for large dogs. The floor plan also shows an area for merchandise and pet food sales, an office, kitchenette, fridge, storage areas and toilet. The Applicant has also shown an area within the premises for a hydrobath washing station and additional dog crates. Both of the internal enclosures will be fenced with areas of artificial lawn. Client access will be through a door on the northern side of the building, directly into the tenancy. The existing roller door will be fenced from the inside and will be able to be opened and closed as required.

The Applicant has provided details on their proposed noise and waste management methods which are included as **Attachment 5**.

The Applicant has advised that it is intended that the business includes three types of signs, a 1m x 1m sign on the fence at the front of the property (refer **Attachment 6**), a smaller sign on the entry door to the premises (refer **Attachment 7**) and a banner to be used at the front of the tenancy which will be taken in and out each day (refer **Attachment 8**).

The Applicant has further advised that there will be one to two staff on the premises during opening hours. At present there are 11 marked car parking bays on the property for communal use. With respect to parking, the Applicant has advised the following;

*"I will be encouraging one of the staff members (be it me or someone else) to park at 'our' laydown area across from 'our' shed. That way that staff member won't be using a parking bay at the front. We want as little disruption to Easy Crete as possible, so by using our lay down area to park one of the cars we'll impact them as little as possible.*

*The clients will basically be just dropping off or picking up their doggy. We won't be encouraging clients to 'hang around' because we will be busy supervising the dogs and won't want to be distracted.*

*They also won't all arrive at the same time - some will come at 7am, some later - it just depends on whether they're dropping them before work or are just giving their doggy a day out. If just giving them a day out, they aren't likely to be there until around 9am.*

*We plan to close at 5.30pm, but again the pickup times will be different for everyone."*

## Comment

### Land Use

The proposed use of "Animal Establishment" is defined in the Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations) as:

*"a premises used for the breeding, boarding, training or caring of animals for commercial purposes but does not include animal husbandry- intensive or veterinary care".*

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Whilst the proposed use is defined by the Regulations, it is not listed in the Zoning and Development Tables of the Scheme and is therefore considered a "Use Not Listed". Clause 4.2.4(b) makes provision for a "Use Not Listed" to be considered and provides that Council can *"determine by absolute majority that the proposed use may be consistent with the objectives and purpose of the zone"*. The Policy Statement contained within Tables 16 & 17 (Light and Service Industry zone) of the Scheme refers to *"Primarily industry which will not affect the amenity of nearby areas through the emission of wastes and which do not require independent power sources. A relatively high standard of building will be sought. Local government will coordinate the position of crossovers and landscaping on the street frontages of adjoining premises."*

### **Advertising**

If Council determines that the proposed "Animal Establishment" use may be consistent with the objectives and purposes of the zone, pursuant to Clause 64 of the Regulations, the application is required to be advertised for a period of at least 14 days for public comment.

In addition, pursuant to Clause 66 of the Regulations, the application is required to be referred to relevant authorities for comments and recommendations.

If no objections are received during the advertising period, Officers have delegation to approve the application as per Delegation 4.1.3(9).

### **Additional Information**

Should the application be approved by Officers pursuant to Delegation 4.1.3(9), conditions will be imposed requiring the submission and approval of waste and noise management plans.

Should Development Approval be granted, the building will need to be assessed by the Shire's Building Business Unit, in accordance with Part C2 'Compartmentation & Separation' of Volume 1 of the Building Code of Australia to address the use of multiple tenancies within the existing building.

### **Conclusion**

It is considered that the proposed "Animal Establishment" may be consistent with the objectives of the 'Light and Service Industry' zone. Officers therefore recommend that Council determine the proposed "Use Not Listed" may be consistent with the objectives of the zone and advertises the proposal.

At the completion of advertising, should no adverse submissions be received, Officers have delegation to determine the application in accordance with Delegation 4.1.3(9).

### **Statutory/Policy Environment**

#### ***Planning and Development Act 2005***

#### **Planning and Development (Local Planning Schemes) Regulations 2015**

- Schedule 2 – Deemed Provisions, Section 64 – Advertising Applications:

*"(1) An application for development approval must be advertised under this clause if the proposed development —"*

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*“(b) relates to a use if —*

- (i) the use is not specifically referred to in the zoning table for this Scheme in respect of the zone in which the development is located; and*
- (ii) the local government determines that the use may be consistent with the objective of that zone and that notice of the application should be given;”*

*“(3) The local government may advertise, or require the applicant to advertise, an application for development approval in one or more of the following ways —*

- (a) by giving notice of the proposed use or development to owners and occupiers of properties in the vicinity of the development who, in the opinion of the local government, are likely to be affected by the granting of development approval, including a statement that submissions may be made to the local government by a specified day being a day not less than 14 days from the day on which the notice is given to the person;”*

- Schedule 1- Part 6 cl.38 – Land use terms used in Scheme

*Animal Establishment: means a premises used for the breeding, boarding, training or caring of animals for commercial purposes but does not include animal husbandry- intensive or veterinary centre.*

## **Shire of Harvey District Planning Scheme No.1**

- Clause 4.2.4 – Zoning and Development Tables

*“If the use of land for a particular purpose is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the interpretation of one of the land use categories the Council may: -*

- “(b) determine by absolute majority that the proposed use may be consistent with the objectives and purpose of the zone and thereafter follow the advertising procedures of Clause 64 of the Deemed Provisions in considering an application consent. In approving such an application, the local government may apply any conditions or development standards it deems necessary.”*

- Table 16 & 17– Zoning and Development Standards (Service and Light Industry):

*Policy Statement: “Primarily industry which will not affect the amenity of nearby areas through the emission of wastes and which do not require independent power sources. A relatively high standard of building will be sought. Local government will coordinate the position of crossovers and landscaping on the street frontages of adjoining premises.”*

## **Shire of Harvey Delegations Register**

- Delegation No. 4.1.3(9)

*“To approve an Application for Development Approval for a “Use Not Listed” that Council has determined ‘may be consistent with the purpose and objectives of the zone [cl.68].”*

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*“Approval for a “Use Not Listed” under Delegation 9. is subject to no objections being received during advertising of the application.”*

## **Strategic Framework**

Within the Shire’s Strategic Community Plan 2017 - 2027, Strategy 2.3.1 states:

*Continue to implement integrated environmental, social and land use planning which will:*

- minimise land use conflict.*

## **Risk Management**

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequence could be **Environmental, Financial, Reputational or Compliance** if an incorrect assessment of the land use occurs or insufficient community engagement occurs. The risk is considered **Minor** and the likelihood **Unlikely**, given that the report has been thoroughly researched, peer reviewed and provided by a qualified Shire Officer with a recommendation for the proposal to be advertised. This results in a **Low** risk being present.

## **Budget Implications**

Nil.

## **Voting Requirement**

Recommendation 1 of 2 – Absolute Majority.

Recommendation 2 of 2 – Simple Majority.

## **Officer’s Recommendation 1 of 2**

That Council, pursuant to Clause 4.2.4(b) of the Shire of Harvey’s District Planning Scheme No. 1, determines that the proposed “Use Not Listed” detailed in the Application for Development Approval for Lot 67 (No. 21) Sweny Drive, Australind can be considered as an “Animal Establishment” which may be consistent with the objectives and purposes of the Light and Service Industry zone.

**Absolute Majority Required**

**Moved: Cr. Simpson**

**Seconded: Cr. Campbell**

**That Council, pursuant to Clause 4.2.4(b) of the Shire of Harvey’s District Planning Scheme No. 1, determines that the proposed “Use Not Listed” detailed in the Application for Development Approval for Lot 67 (No. 21) Sweny Drive, Australind can be considered as an “Animal Establishment” which may be consistent with the objectives and purposes of the Light and Service Industry zone.**

**Carried by Absolute Majority 13 - 0**

**20/225.**

**Officer's Recommendation 2 of 2**

That Council:

1. Pursuant to Clause 4.2.4(b) of the Shire of Harvey's District Planning Scheme No. 1, advertise for public comment the proposed "Use Not Listed" (Animal Establishment) detailed in the Application for Development Approval for Lot 67 (No. 21) Sweny Drive, Australind in accordance with Section 64(3)(a) of the Planning and Development (Local Planning Schemes) Regulations 2015; and
2. Authorises Officers to determine the Development Application pursuant to Delegation 4.1.3 (9), subject to no objections being received during the public advertising period.

**Moved: Cr. Bromham          Seconded: Cr. Adams**

**That Council:**

1. Pursuant to Clause 4.2.4(b) of the Shire of Harvey's District Planning Scheme No. 1, advertise for public comment the proposed "Use Not Listed" (Animal Establishment) detailed in the Application for Development Approval for Lot 67 (No. 21) Sweny Drive, Australind in accordance with Section 64(3)(a) of the Planning and Development (Local Planning Schemes) Regulations 2015; and
2. Authorises Officers to determine the Development Application pursuant to Delegation 4.1.3 (9), subject to no objections being received during the public advertising period.

**Carried 13 - 0          20/226.**

**Mr. Lotznicker left the Chamber at 4.30pm**

**Mr. Lotznicker entered the Chamber at 4.30pm.**

## Corporate Services

Item No.	12.4.1
Subject	Listing of Accounts Paid – July 2020
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Finance
Authorising Officer:	Director Corporate Services
File No.:	FMS006

## Summary

Presented by way of attachment is a listing of payments for goods and services for July 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 July 2020 is presented as an attachment to this report, as summarised below.

<u>Voucher</u>	<u>Amount</u>
Schedule of Accounts	
Trust	EFT 50841 \$3,000.00
Municipal	EFT 50662 - EFT 51141 \$3,980,775.54
	117038 - 117055 \$27,356.95
	DD20861.1 - DD20945.18 \$147,692.82
CBA Credit Card	\$468.47
Electronic Funds Submitted	<u>\$1,043,864.82</u>
Total	<u><u>\$5,203,158.60</u></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 2020 – 2021 Budget.

**Voting Requirement**

Simple Majority.

**Officer's Recommendation**

That Council notes the above list of accounts paid for the period of July 2020 totalling \$5,203,158.60.

**Moved: Cr. Lovitt    Seconded: Cr. Dickinson**

**That Council notes the above list of accounts paid for the period of July 2020 totalling \$5,203,158.60.**

**Carried 13 - 0                      20/227.**

## Corporate Services

Item No.	12.4.2
Subject:	Financial Statements as at 31 July 2020
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Finance
Authorising Officer:	Director Corporate Services
File No.:	CC/C/062

### Summary

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

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

	ACTUAL 31 July 2020	BUDGET 2020 - 2021	VARIANCE
<b>Statement of Financial Performance</b>			
Ordinary Revenue	\$2,190,058	\$43,575,228	\$41,385,170
Ordinary Expenditure	\$2,705,476	\$50,057,783	\$47,352,307
Capital Revenue	\$9,987	\$8,809,126	\$8,799,139
Capital Expenditure	\$111,365	\$14,004,898	\$13,893,533
End of Period Profit / (Loss)	\$3,148,265		
<b>Statement of Financial Position</b>			
Current Assets	\$39,285,413		
Net Assets	\$538,467,849		

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

#### Rates Revenue

At the time of printing these accounts, the Shire had not raised property rates and as such the budgeted \$22 million in rates revenue has not been generated. This also applies to the \$3.4 million for rubbish rates. As a result of COVID-19, the Shire has not increased the property and rubbish rates, rate in the dollar from 2019 - 2020 in an effort to provide some relief to Rate Payers.

**Cash Flow and Interest Earnings**

The Shire holds by way of cash and term deposit \$3.4 million in Municipal Funds, \$6.3 million in Trust Funds and \$22 million in Reserve Funds. The average interest rate on these funds is 1.06%. New term deposits are attracting a very low interest rate of approximately 0.85%.

**Operating Grants and Subsidies**

50% of the 2020 - 2021 Financial Assistance Grants has already been received with \$1.57 million included in general revenue.

**Employee Costs**

Although these accounts only reflect the first month of the financial year, it is anticipated employee costs will remain on budget and in line with the Workforce Plan.

**Materials, Contracts, Utilities and Other Expenses**

Although these accounts only reflect the first month of the financial year, it is anticipated the Shire will operate within its means and in line with the Shire's adopted 2020 - 2021 Budget.

**Capital Expenditure**

The Shire has budgeted to spend \$23.9 million on capital projects throughout the Shire in 2020 - 2021. Capital works have commenced in a number of areas including road and footpath projects as well as building works and recreation works. Minor expenditure totalling approximately \$300,000 for these works has been reported at the end of July. As more projects are completed and as the Shire is invoiced for those works the level of reported expenditure will increase.

Attached to the Agenda is the Financial Report for the reporting period which includes the following:

- 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

The Notes to the Statement of Financial Performance as well as the Notes to the Statement of Financial Position (as attached) include additional information reported on a by Program basis identifying reasons for variances between budgets and actuals.



**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 July 2020.

**Moved: Cr. Adams    Seconded: Cr. Dickinson**

**That Council receives the Financial Statements as at 31 July 2020.**

**Carried 13 - 0**

**20/228.**

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## Community and Lifestyle

<b>Item No.</b>	<b>12.5.1</b>
<b>Subject:</b>	<b>Request to waive normal hire fees for Harvey Town Hall</b>
<b>Proponent:</b>	<b>Harvey NAIDOC Committee</b>
<b>Location:</b>	<b>Shire of Harvey</b>
<b>Reporting Officer:</b>	<b>Corporate and Community Engagement Officer</b>
<b>Authorising Officer:</b>	<b>Manager Place</b>
<b>File No.</b>	<b>A001864</b>

### Summary

This report presents a request from the Harvey NAIDOC Committee for Council to waive the normal hire fees for use of the Harvey Town Hall to host the proposed week-long NAIDOC Celebration Event and the proposed ten-day Indigenous Art Exhibition during a period from 8 to 29 November 2020 inclusive.

While Officers have delegation to determine this application, the matter is referred to Council as it is considered Council would prefer to deal with the request due to the time period involved.

It is recommended Council waive the normal hire fees for the use of the Harvey Town Hall for the proposed event.

### Background

The Harvey NAIDOC Committee has written to the Shire (refer **Attachment 1**) seeking Council's approval to waive normal hire fees for the Harvey Town Hall from 8 to 29 November.

The Harvey NAIDOC Committee is a volunteer run, incorporated body auspiced by Harvey Mainstreet Inc.

The inaugural NAIDOC Week Celebration was held in 2019 and received positive feedback and support from the Harvey community. The event also empowered Elders to instigate a number of community projects including:

- Development of a native garden in front of the Harvey Police Station;
- Pilot of a dedicated space for the Noongar Community Group which received Council support in July 2020;
- Development of an interpretative walk trail;
- Support of local artists whose work will feature in a proposed exhibition which is referenced in this report; and
- Planning to improve Aboriginal employment opportunities through the projects outlined above.

This year's NAIDOC Celebration Event is planned to run from 9 to 15 November 2020. The event was postponed earlier this year due to restrictions imposed as a result of COVID-19. The Harvey NAIDOC Committee have also extended this year's celebration to include a ten-day Indigenous Art Exhibition in response to feedback received from the community in 2019. The exhibition is planned to run from 16 to 29 November 2020.

## Comment

On balance, the request from the Harvey NAIDOC Committee is considered to be worthy of Council's support.

There are currently no bookings for use of the Harvey Town Hall during this period and so there will be no impact on other community groups, organisations or events.

Support of this request would also demonstrate a strong commitment towards improving opportunities for Aboriginal community members as well as actions from the Shire's Reconciliation Action Plan 2019, currently in the initial stages of the development journey, including Actions 2, 5, 6 and 8 which state respectively:

- 2. Build internal and external relationships.*
- 5. Investigate Aboriginal and Torres Strait Islander cultural learning and development.*
- 6. Participate in and celebrate NAIDOC Week.*
- 8. Investigate Aboriginal and Torres Strait Islander employment.*

## Statutory/Policy Environment

Section 6.12(1)(b) of the *Local Government Act 1995* allows Council to waive a fee.

Delegation 2.1.4 – Discounted or Free use of Council facilities. The Director Corporate Services is authorised to offer free use of Shire managed facilities.

## Strategic Framework

Within the Shire's Strategic Community Plan 2017 – 2027, Strategies 3.3.1 and 3.3.4 state:

*3.3.1 Continue to provide facilities and support community groups, including arts, heritage and cultural groups.*

*3.3.4 Continue to liaise with relevant indigenous groups, as appropriate.*

## Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/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

This report recommends that Council waive the normal hire fees for the use of the Harvey Town Hall for the period 8 to 29 November 2020 inclusive which could result in a potential loss of income of \$4,356 if there was demand to use the facility from other user groups. Some additional indirect costs for electricity and water consumption would be incurred however these costs are not expected to be significant.

An allocation of \$5,000 for the Harvey NAIDOC Committee to host an event to celebrate NAIDOC week was carried forward from the Shire's 2019 – 2020 Annual Budget to the 2020 – 2021 Annual Budget because of the postponement of the event earlier this year due to COVID-19 restrictions.

### **Voting Requirement**

Absolute Majority.

### **Officer's Recommendation**

That Council:

1. Subject to normal conditions of hire, insurance and bond requirements, and the provision of a COVID-19 Safety Plan for the event, grants approval for the Harvey NAIDOC Committee to use the Harvey Town Hall for the purpose of hosting the NAIDOC Celebration Event and Indigenous Art Exhibition; and
2. Agrees to waive the normal hire fees for the use of the Harvey Town Hall from 8 to 29 November 2020 inclusive.

**Moved: Cr. Adams    Seconded: Cr. Jackson**

**That Council:**

1. **Subject to normal conditions of hire, insurance and bond requirements, and the provision of a COVID-19 Safety Plan for the event, grants approval for the Harvey NAIDOC Committee to use the Harvey Town Hall for the purpose of hosting the NAIDOC Celebration Event and Indigenous Art Exhibition; and**
2. **Agrees to waive the normal hire fees for the use of the Harvey Town Hall from 8 to 29 November 2020 inclusive.**

**Carried by Absolute Majority 13 - 0                      20/229.**

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

Nil.

**14. Notice of Motion for Following Meeting****14.1 Notice of Motion for the Following Meeting – Cr Lovitt**

Cr. Lovitt requested that the following Notice of Motion be placed in the Ordinary Council meeting Agenda for Tuesday, 27 October 2020.

*That Council authorises the Chief Executive Officer to make a formal submission to Main Roads WA in accordance with clause 7.2 of their Speed Zoning Policy to lower the existing posted speed limits on both Buffalo Road and Cathedral Avenue in Leschenault, to improve the safety and amenity for road users and residents in the area.*

**14.2 Notice of Motion for the Following Meeting - Cr Adams**

Cr. Adams requested that the following Notice of Motion be placed in the Ordinary Council meeting Agenda for Tuesday, 27 October 2020.

*That council, recognizing the prolonged impact of the COVID19 virus on the economy at all levels of government and perhaps more importantly on the looming impact on household budgets, requests the CEO in partnership with the President, to bring together a committee, chaired by the President and consisting of equal representation from staff and councillors to:*

- a) Critically review the 20/21 budget to identify ongoing and necessary services, maintenance, repairs and projects having immediate community benefit, while also identifying budgeted longer term proposals that could well be deferred until the outcome of the current COVID19 driven economic situation becomes clearer; and*
- b) Review and recommend modifications to the several current policies that may well be difficult to justify and inappropriate during a period of enforced austerity such as we are almost certain to be required to address.*

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

Nil.

**16. Reports of Members**

Cr. Lovitt reported on her attendance at the following:

- Australian Local Government Women's Association event as the closing speaker, to honour Elizabeth Clapham who was the first woman elected to local government in Western Australia
  - Consultation with residents regarding the speed limits on Buffalo Road and Cathedral Avenue with the Manager Engineering Services
  - Disability Access and Inclusion Advisory Group with Cr. Coleman
  - Leschenault Leisure Centre Open Day
  - Tourism Information Bay and Signage Strategy working group
-

**Cr. Campbell reported on her attendance at the following:**

- Lot 208 Board meeting
- Morrissey Homestead Board meeting
- Riverlinks Childcare AGM

**Cr. Dickinson reported on her attendance at the following:**

- South West Regional Waste Group presentation
- Harvey Visitor Centre Board meeting
- Yarloop Workshop Public Concept Forum
- Yarloop Workshop Committee meeting
- Harvey and Districts Historical Society AGM
- Uduc Progress Association AGM
- Binningup Youth Camp Committee meeting

**Cr. Beech reported on his attendance at the following:**

- Harvey Community Recourse Centre Committee
- Alcoa Community Consultative Network Committee
- Harvey Place Advisory Group
- Alcoa 5 Year Mining Plan presentation

**17. Seal Register**

Nil.

**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 4.36pm.

I, Cr. Paul Gillett certify that the aforesaid Minutes of the meeting held on Tuesday, 22 September 2020, are a true and correct record of that meeting on Tuesday, 22 September 2020.

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Cr. Paul Gillett  
**Shire President**