



SHIRE OF
HARVEY



Ordinary Council Meeting **Minutes**

Harvey Council Chamber

Tuesday, 22 February 2022

4PM

Shire of Harvey

Ordinary Council Meeting

Minutes of the Ordinary Council of the Harvey Shire Council, held in the Council Chamber, Young Street, Harvey, on Tuesday, 22 February 2022, commencing at 4:00pm.

Attendance

Shire President	Cr.	P.	Gillett
	Cr.	C.	Carbone
	Cr.	J.	Bromham
	Cr.	W.	Dickinson
	Cr.	F.	Burgoyne
	Cr.	M.	Campbell
	Cr.	R.	Coleman
	Cr.	T.	Jackson
	Cr.	D.	Krispyn
	Cr.	J.	Capogreco
	Cr.	A.	Lovitt JP
	Cr.	M.	Boylan
	Cr.	P.	Beech

Staff

Chief Executive Officer	Ms.	A.	Riordan
Director Corporate Services	Mr.	D.	Winter
Director Community and Lifestyle	Ms.	K.	Davis
Acting Director Sustainable Development	Mr.	M.	Chadwick
Acting Director Infrastructure Services	Mr.	P.	Kay
Manager Governance	Ms.	E.	Edwards
Manager Place	Ms.	A.	Pitts
Manager Information and Technology	Mr.	A.	Ewing
Manager Special Projects	Ms.	P.	Pietersen
Manager Waste and Safety Services	Mr.	H.	Jones
Senior Marketing and Communications Officer	Ms.	I.	Liitiainen
Corporate and Community Engagement Officer	Ms.	C.	Rintoul
Executive Assistant	Ms.	A.	Robb
Governance Officer	Mr.	S.	Curulli
Governance Compliance Officer	Ms.	F.	Schindler

There were no members of the public present and no member of the press.

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1. Official Opening

The Shire President opened the meeting at 4.00pm

Disclaimer

Members of the Public are advised that recommendations to Council contained within this Agenda can be subject to changes. Applicants and other interested parties should refrain from taking any action until 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. 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.

Council Members and the Community are reminded, that should an exception resolution be passed, that this has the effect of making the decision, to accept the Officer Recommendation stated in the Agenda, without change, as the Council's decision.

An audio and visual record will be made, by means of livestreaming, of these proceedings and uploaded to the Shire's YouTube page for viewing.

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.

Procedural Motion

Cr. Gillett put forth the following:

That Council suspend Standing Orders Part 8 Clause 8.5 "Members to indicate their intention to speak and to rise when speaking" to allow Members to remain seated when speaking; to improve the quality of the Audio recording for the meeting.

Moved: Cr. Gillett

Seconded: Cr. Dickinson

That Council suspend Standing Orders Part 8 Clause 8.5 "Members to indicate their intention to speak and to rise when speaking" to allow Members to remain seated when speaking; to improve the quality of the Audio recording for the meeting.

Carried 13-0 22/010

2. Record of Apologies and Leave of Absence

Cr. Gillett Confirmed that the following Councillors were attending via zoom:

Cr. Jackson
Cr. Burgoyne

Apologies:

Nil.

Leave of Absence:

Nil.

3. Applications for Leave of Absence

Cr. Dickinson requests a leave of absence for Tuesday, 22 March 2022.

Moved: Cr. Bromham Seconded: Cr. Capogreco

That a leave of absence be granted to Cr. Dickinson for Tuesday, 22 March 2022.

Carried 13-0 22/011

Cr. Bromham requests a leave of absence from Tuesday, 14 June 2022 to Monday, 25 July 2022 inclusive.

Moved: Cr. Krispyn Seconded: Cr. Campbell

That a leave of absence e granted to Cr. Bromham from Tuesday, 14 June 2022 to Monday, 25 July 2022 inclusive.

Carried 13-0 22/012

4. Reading from a Book of Learning and Wisdom

Read by Cr. Campbell

5. Declarations of Members' and Officers' Personal Interest

Nil.

6. Response to Previous Questions Taken on Notice

Nil.

7. Public Question Time

Nil.

8. Petitions/Deputations/Presentations

Nil.

9. Announcements by Presiding Members or CEO Without Discussion

Nil.

10. Confirmation of Minutes

Ordinary Council Meeting – Tuesday, 25 January 2022.

Recommendation

That the Minutes of the Council Meeting held on Tuesday, 25 January 2022, as printed be confirmed as a true and correct record.

Moved: Cr. Lovitt Seconded: Cr. Capogreco

That the Minutes of the Council Meeting held on Tuesday, 25 January 2022, as printed be confirmed as a true and correct record.

Carried 13-0 22/013

11. Receipt of Minutes and Recommendations from Committees

Audit Committee Meeting – Tuesday, 18 January 2022.

The resolution for the Audit Committee Meeting Minutes was incorrectly recorded as a Simple Majority at the Ordinary Council Meeting of 25 January 2022. As per Section 5.54(1) of the Local Government Act 1995 Council is required to accept the Annual Report by Absolute Majority. Council voted to carry the resolution, minute number 22/002, as 13-0 however the Minutes failed to record the Absolute Majority; this has been administratively corrected.

12. Officer's Reports

Shire of Harvey Standing Orders Local Law 2017 permits Council to adopt recommendations by exception resolution (en bloc).

Recommendations contained in the Officer's Reports were adopted by exception resolution with the exception of the following items:

12.1.2 – Australind Community Precinct: Feasibility Plan	Subject to an Amendment to the Officers Recommendation
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Exemption Resolution Motion:

That with the exception of 12.1.2 which are to be considered separately, the Officer's Recommendation for Items 12.1.1, 12.1.3 to 12.1.5, 12.2.1, 12.3.1, 12.4.1 to 12.4.2 and 12.5.1 be adopted as the Council Resolution.

Moved: Cr. Krispyn**Seconded: Cr. Dickinson**

That with the exception of 12.1.2 which are to be considered separately, the Officer's Recommendation for Items 12.1.1, 12.1.3 to 12.1.5, 12.2.1, 12.3.1, 12.4.1 to 12.4.2 and 12.5.1 be adopted as the Council Resolution.

Carried 13-0 22/014

12.1. Chief Executive Officer

Item No.	12.1.1.
Subject:	Council Action Register 2021
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Governance Compliance Officer
Authorising Officer:	Chief Executive Officer
File No.:	CC/C/0126
Attachments:	<ol style="list-style-type: none"> 1. Council Resolution Action Register 2021 [12.1.1.1 - 30 pages] 2. Council Resolution Action Register Prior 2021 [12.1.1.2 - 7 pages]

Summary

This report provides the action status of Council resolutions for the period January – December 2021 and allows Councillors to track the progress of those items. A previous report was provided to Council with comments on the progress of actions until June 2021. This report provides an update on all actions for the 2021 period.

Background

Council is required to responsibly govern the local government’s affairs under the *Local Government Act 1995* and does so by making well informed and considered decisions at Ordinary Council Meetings and any Special Council Meetings that are held.

As actions occur, updates on the progress of Council decisions are made to the Council Decision Action Register and then tabled at Council on a regular basis. In total, there were 235 Council decisions requiring action in the 2021 calendar year (refer **Attachment 1**). Included separately are Council Actions from resolutions in previous years which have not yet been reported as complete or are still ongoing (refer **Attachment 2**).

Comment

A Council Decision Action Register has been developed to ensure that Council resolutions are implemented in a timely manner. The action status against resolutions and recommendations are updated regularly by Officers so that progress can be tracked and reported back to Council during the year if necessary. It is encouraged that Council review the Action Register and consider any further Council resolution which may direct the Administration in the delivery of, and prioritisation of, previous resolutions.

A snapshot of the progress of previous Council resolutions is highlighted in the below table:

Council Resolutions	Number of Items	Action Status
Council Action Register 2021	235	190 completed 44 in progress 1 not commenced
Outstanding Actions Prior to 2021	52	32 completed 18 in progress 2 not commenced / no comment

Statutory/Policy Environment

Local Government Act 1995 – Section 5.20 Decisions of Councils and Committees.

Strategic Framework

The Shire's Strategic Community Plan 2021 – 2031, states:

Goal 5: A representative leadership that is future thinking, transparent and accountable
Objective 5.4 Sound governance, including financial, asset and risk management.

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

Promise to the Community

Inform: We will keep you informed.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequence could be **Compliance** if due process is not followed in terms of the *Local Government Act 1995*. The Risk Consequence is considered to be **Minor** and the likelihood **Unlikely** resulting in a **Low** risk being present.

Budget Implications

Nil.

Authority/Discretion

Information Purposes: Includes items provided to Council for information purposes only, that do not require a decision of Council (i.e. - for 'noting').

Voting Requirements

Simple majority.

Officer's Recommendation

That Council notes the resolutions and actions of its Ordinary and Special Council Meetings, as outlined in **Attachment 1** and **Attachment 2**.

OFFICERS RECOMMENDATION ADOPTED BY EXEMPTION RESOLUTION REFER TO RESOLUTION 22/014 APPEARING AT ITEM 12.

Item No.	12.1.2.
Subject:	Australind Community Precinct: Feasibility Plan
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Special Projects
Authorising Officer:	Chief Executive Officer
File No.:	B000372
Attachments:	<ol style="list-style-type: none"> 1. Feasibility Plan [12.1.2.1 - 52 pages] 2. Community precincts timeline 01-11-2021 [12.1.2.2 - 2 pages]

Summary

At its meeting held on 23 November 2021, Council adopted the preferred location for the Australind Community Precinct as Lot 208 Mulgara Street and Paris Road, Australind; requested the establishment of an Australind Precinct Community Reference Group; and requested the finalisation of the Australind Community Precinct Feasibility Plan.

Officers are seeking Council's support to endorse the Australind Community Precinct Feasibility Plan to allow Officers to proceed with the recommendations contained therein.

Background

Ordinary Meeting of Council – 28 July 2020

Council adopted the 2020 – 2021 Budget, which included an amount for the investigation into the provision of an appropriately sized community precinct to cater for the growing population in Australind. A business mapping process was undertaken by Consultants APP, as the first stage of a Feasibility Plan, to develop the Administration Operations Plan. This was workshopped with Councillors before the final report was presented at the Concept Forum held on 8 June 2021.

Ordinary Meeting of Council – 22 June 2021

Council endorsed a six-week public consultation process to determine a preferred location for the Australind Community Precinct and to assess the needs of the community.

The Administration Operations Plan was presented, and the contents noted by Councillors.

Ordinary Meeting of Council – 28 September 2021

Council considered a report presenting the analysis of the feedback from the community on the location and preliminary needs for the Australind Community Precinct.

Ordinary Meeting of Council – 23 November 2021

Council requested further information on the redevelopment of the current Shire owned site at Australind and adopted the preferred location for the Australind Community Precinct as Lot 208 Mulgara Street and Paris Road, Australind. Council also requested that the Feasibility Plan be finalised and a Community Reference Group be established.

Ordinary Meeting of Council – 25 January 2022

Council approved the establishment of a Community Reference Group and associated Terms of Reference to provide a platform for feedback on matters relating to the design development. Shire Officers have advertised an Expression of Interest to formalise an Australind Community Precinct Reference Group with representatives from stakeholder groups, including Shire Officers, and

nominated Councillors.

Australind Community Precinct Timeline attached (**Attachment 2**).

Comment

APP presented the completed Feasibility Plan for the Australind Community Precinct (ACP) to Council at the Concept Forum held on 8 February 2022, outlining the main themes of the report:

1. Background and Context

Three factors were cited in determining the needs and operational direction to service the current and future population:

- Future growth of the Shire with specific reference to the Australind-Treendale area, current space deficiencies relative to effective staff resourcing servicing current and future population.
- An efficient and pertinent operational strategy.
- Spatial requirements and needs for community facilities specifically including Library and Civic functions.

2. Location Options Assessment

Various locations for the ACP were considered and assessed based on the multi-criteria analysis, consultation with Elected Members and consultation with the community. The decision by Council to develop on Lot 208 Mulgara Street aligns with the outcomes of the public consultation.

3. Australind Community Precinct Overview

The preferred location for the ACP aligns with the Shire of Harvey's:

- Local Planning Strategy, 2020.
- Strategic Community Plan 2021 – 2031.

A conceptual layout was developed using a high-level test fit. This determined a "Space Budget", being a preliminary, high-level brief.

4. Implementation

A two-stage process is suggested to accommodate current and future needs. Indicative plans are presented in the document. This not only suits staff resourcing and community needs, both now and for the next 30 years, but creates a facility that offers flexibility for changing needs, and best value for money.

5. Financial Feasibility

High-level costs with potential revenues and funding to deliver the project were outlined, based on the implementation strategy outlined in the Report.

Indicative construction costs of \$17 million with on-costs of \$6 million for Stage 1 and approximately \$7.6 million with oncosts of \$2.8 million for Stage 2 were indicated.

Surplus land divestment revenue of \$2.71 million was based on current valuations with potential of further income if a redevelopment is considered.

A further option of surplus commercial space was investigated generating income from office space required by the Shire within ten years but built in Stage 1

6. *Risk assessment*

Key risks identified and mitigation strategies to date:

- Some of the community oppose funds being used for a new Community Precinct.
 - Continue to investigate alternative funding and revenue sources.
 - Optimise staged implementation.
- Customer experience does not meet expectations.
 - Preparation of Engagement Plan.
 - Establishment of a Community Reference Group.
- Inadequate financial and staff resources by running two projects at once – Harvey and Australind.
 - Council to consider both projects to determine appropriate staging strategy.
- State political environment and representation within the area. There is uncertainty around local government boundaries and amalgamations.
 - Risk acknowledged and accepted.

7. *Summary*

Project Program:

- | | |
|---|-------------------|
| • Presentation of Feasibility Plan | Complete Feb 2022 |
| • Project Plan outlining key components | Complete Mar 2022 |
| • Business Case and Master Plan Stage 1 | Complete Aug 2022 |
| • Design Development and Documentation | Complete Jun 2023 |
| • Construction of Stage 1 | Complete Jun 2024 |
| • Business case Stage 2 | Complete Jun 2030 |
| • Construction Stage 2 | Complete Jun 2032 |

Project Extent:**Stage 1**

Capacity - 90 FTE

Cost - \$23.1M

Opens - mid 2024

Scope - Administration	1,300m ²
Library	1,186m ²
Multi-Function Space	608m ²
Town Square	800m ²

Stage 2

Capacity - 152 FTE

Cost - \$10.4M

Opens - end 2032

Scope - Administration	700m ²
Chambers	510m ²
Lobby	138m ²

8. Next Steps

The following key activities are recommended to be undertaken as the first phase of the implementation of Stage 1:

- Project Plan
 - Preparation of a full Project Plan by Project Officers
 - Master Planning of the site, including concept design of the full development.
 - Concept design and costing of Stage 1
 - Business Case preparation for implementation of Stage 1
- Engagement Plan
 - Preparation of appropriate communications to staff and community regarding the Council decision and what this means moving forward and how engagement will be undertaken in the process.
 - Assembly of Community Reference Group during February 2022

During the presentation to Council at the Concept Forum on 8 February 2022, the decision to have the main Administration centre in Australind was queried. This had been discussed previously in various workshops held and confirmed in the Administration Operations Plan as being the most effective manner of administering the local government's affairs.

This decision is consistent with the history of the Shire of Harvey. The Brunswick Road Board was established in February 1895 and was moved to Harvey after fifteen years. Although the reasons for the change are not recorded, it is presumed this was due to a greater population growth in Harvey. The then-named Harvey Road Board continued to operate until the name was changed to Harvey Shire Council in 1961.

It was confirmed during the presentation that there would be administrative functions in Harvey with some of the staff remaining on site to allow continuity of business at both centres. Future expansion of the administration centre is planned at the Australind Community Precinct. This will be reassessed against future population growth in 2030.

Next Steps

This report recommends that the Council endorse the Feasibility Plan as attached (**Attachment 1**) and that the Chief Executive Officer is to proceed with the recommended next steps.

Statutory/Policy Environment

Local Government Act 1995 – Section 5.20

Strategic Framework

The Shire's Strategic Community Plan 2021 – 2031, states:

- Goal 1: A diversified and thriving economy that offers a wide range of business and work opportunities as well as consumer choice.*
- Objective 1.2 Create a business friendly environment to support and attract investment, competition and productivity.*
- Objective 1.4 Appropriate infrastructure is in place to support economic growth.*
- Goal 4: A liveable, sustainable and well-designed built environment that is accessible to all.*
- Objective 4.5 Shire buildings, gardens and grounds are fit for purpose and well maintained.*

Community Engagement

Community Participation Goal

Involve: To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

This has been proven in the final choice of the location of the Precinct and in the establishment of an Australind Community Precinct Reference Group for the design component of the project.

Promise to the Community

Consult: We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice** by failing to proceed with the project and provide an effective and relevant Master Plan and Business case. The Consequence could be **Reputational** if the next steps after public consultation are not taken. The risk is considered **Medium** due to the completion of the Feasibility Plan with positive future steps. This risk has been reduced to **Low** by the establishment of a community reference group. The likelihood is considered **Possible**, given that, the Australind-Treendale residents are moderately vested in the provision of amenity for the area. This results in a **Low to Medium** risk being present.

Budget Implications

The Shire's Annual Budget 2021 – 2022 includes project management funds to undertake the necessary investigations, consultation, and reports.

Authority/Discretion

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Endorses the Australind Community Precinct Feasibility Plan, as at **Attachment 1**.
2. Authorises the Chief Executive Officer to prepare a Project Plan, including the preparation of a Business Case and Master Plan for the Precinct.

Moved: Cr. Dickinson

Seconded: Cr. Krispyn

Amendment

Cr. Campbell proposes the following amendment:

Requests that point one of the Officers Recommendation be changed to the following:

1. Receives the Australind Community Precinct Feasibility Plan, as at **Attachment 1**.

Moved: Cr. Campbell

Seconded: Cr. Beech

Carried 13-0 22/015

Substantive Motion:

That Council:

- 1. Receives the Australind Community Precinct Feasibility Plan, as at *Attachment 1*.**
- 2. Authorises the Chief Executive Officer to prepare a Project Plan, including the preparation of a Business Case and Master Plan for the Precinct.**

Carried 13-0 22/016

Item No.	12.1.3.
Subject:	Quarterly Report Quarter Two 2021 – 2022
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Corporate and Community Engagement Officer
Authorising Officer:	Chief Executive Officer
File No.:	B000388
Attachments:	1. Quarterly Report Quarter Two 2021 2022 [12.1.3.1 - 62 pages]

Summary

The Integrated Planning and Reporting Framework and Guidelines (2016) issued by the Department of Local Government, Sports and Cultural Industries (DLGSC) recommended that it is best practice for the Shire to report quarterly progress against the Corporate Business Plan to Council. This Quarterly Report covers the period 1 October 2021 – 31 December 2021 (quarter two).

The Quarterly Report, Quarter Two 2021 – 2022 (refer **Attachment 1**) is now presented to Council to receive.

Background

Section 5.56(1) of the *Local Government Act 1995* requires all local governments to have a plan for the future of the district and under the Local Government (Administration) Regulations 1996, all local governments in Western Australia are required to have adopted two key documents: a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP). These documents are supported by an Informing Strategy. Together these documents drive the development of each local government's Annual Budget.

The Integrated Planning and Reporting Framework and Guidelines (2016) issued by the DLGSC that guides the SCP and CBP process require that regular monitoring and reporting of these plans are undertaken. This quarterly update forms part of this key reporting process.

The Corporate Business Plan 2021 – 2025 sets out the projects and services the Shire aims to deliver over the next four years that work towards achieving the goals identified in the SCP. The Corporate Business Plan is a key business planning tool for the Shire and acts as the intermediary document between the SCP and Shire's Annual Budget. It is reviewed and updated every year, with progress and achievements reported on in the Annual Report.

The Corporate Business Plan 2021 – 2025 was adopted by Council on 27 July 2021.

Comment

The Quarterly Report is designed to provide information on the progress and milestones of key projects in the Shire's CBP for the financial year 2021 – 2022.

The projects in the Quarterly Report are presented with a commentary on the timeline for completion of the project, progress of the project and updates of specific actions relating to the project.

Noted in the Quarterly Report are some minor wording changes as a result of the annual review and reporting process to some actions and some corporate performance indicators to clarify and make them more meaningful. The targets for the corporate performance are, unless stated otherwise, the annual targets from the CBP. These are part of the review process and are adjusted if targets that provide better clarity are identified. Additionally, some actions have been split into a and b sections to allow for better clarity in reporting. For Council's information, a note has been placed against the

relevant actions to indicate those that have been changed in the Quarterly Report (refer **Attachment 1**).

Projects not planned to start during the current financial year in the CBP 2021 – 2025 are not reported until scheduled. Projects marked as ‘Not started yet’ are planned to begin this financial year but to be started later in the year. Due to projects not planned to start this financial year not being reported on, some actions have no projects listed underneath the as all projects for that action are planned for future financial years.

Quarter Two Results

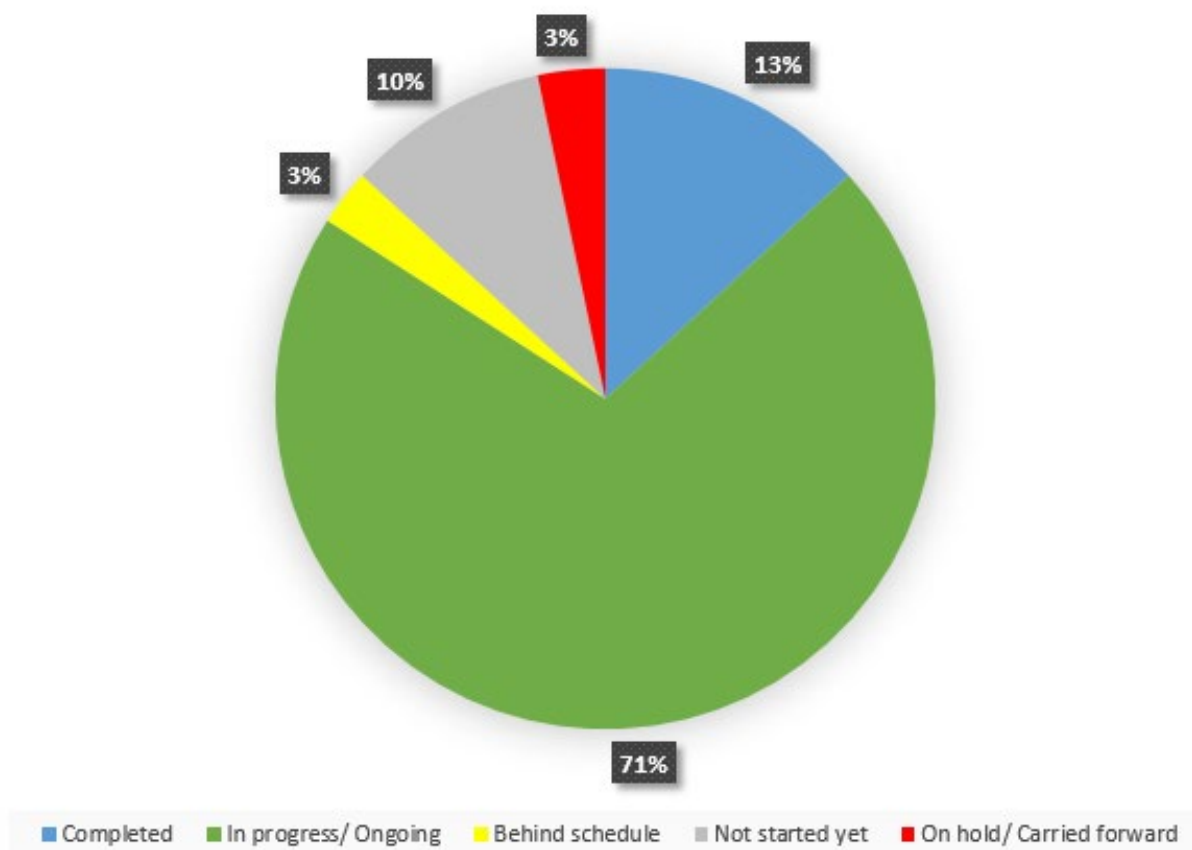
Of the 182 projects reported against:

- 24 are blue (‘Completed’).
- 129 are green (‘In Progress’ or ‘Ongoing’ meaning they are on track and to be delivered on time and on budget).
- Five are yellow (‘Behind schedule’).
- 18 are grey (‘Not started yet’).
- Six are red (‘On hold’ or ‘Carried forward’ meaning action has been taken to hold or defer the item).

Projects reported on as ‘Behind Schedule,’ ‘On hold’ or ‘Carried forward’ will continue to be monitored and required consideration of changes will be addressed through the budget development and review process as well as the CBP review process and amendments will be made where necessary.

Project status	Definition	Number of projects	%
Completed	These projects are completed in full.	24	13%
In progress/Ongoing	These projects are on track to be delivered on time and budget.	129	71%
Behind schedule	These projects have fallen behind their projected timeline or suffered a setback that has put them at risk.	5	3%
Not started yet	These projects have not started yet.	18	10%
On hold/Carried forward	These projects have had action taken to hold or defer them	6	3%
Total		182	100%

Project status



At the end of Quarter Two (31 December 2021), 24 projects were marked as ‘Completed’. These include:

1.1.3	Harvey Region Tourism Strategic Plan	1.1.3.1	Develop a Harvey Region Tourism Implementation Plan that supports the Harvey Region Tourism Strategic Report	Completed	Plan has been completed and endorsed by Council. Launch function is on hold due to COVID-19
1.1.3	Harvey Region Tourism Strategic Plan	1.1.3.3	Conduct a feasibility study into the delivery of visitor servicing, tourism development, destination marketing, industry support and events in the region	Completed	Study has been completed and endorsed by Council.
1.5.3	Youth Apprenticeships	1.5.3.1	Provide annual youth trainee positions at the Shire for school leavers	Completed	Shire's first Youth Trainee has been employed as part of the Community Development Business Unit and will commence in January 2022.

2.1.4	Library and Information Services	2.1.4.2	Work with State Library of WA and the Brunswick CRC to support a public library service in Brunswick	Completed	State Library of WA have been consulted and are aware of the need for a public library service for Brunswick. No community requests have currently been received.
2.1.4	Library and Information Services	2.1.4.5	Participate in the South West Library consortia	Completed	Licence has been renewed for an additional five years. Manager Libraries continues to participate in scheduled consortia meetings.
2.2.1	Community Safety and Crime Prevention	2.2.1.3	Improve Riverdale Road Street lighting	Completed	Grant has been acquitted.
		2.2.1.4	Leschenault Leisure Centre path lighting Stage 2	Completed	Grant has been acquitted
		2.2.1.5	Upgrade street and path lighting to nominated intersections Stage 2	Completed	Only one intersection has been actioned due to MRWA requirements – Kelly Road/South West Highway.
2.4.3	Partnerships	2.4.3.2	Ongoing support of the South West Aboriginal Health Hub Facility	Completed	Letter of support was finalised in Q1.
2.4.4	Welcome to Country and Acknowledgement of Country Policy	2.4.4.1	Investigate the opportunity to develop a local Aboriginal Procurement Policy	Completed	Existing Purchasing Policy has been updated and amended in November 2021 to include purchasing from Aboriginal businesses.
3.3.8	Single Use Plastics Policy	3.3.8.1	Implement the Single Use Plastics Policy across Shire services and facilities	Completed	Outcomes of the policy are being implemented.
3.4.1	Dune restoration	3.4.1.1	Complete the Binningup dune restoration project in partnership with Binningup Coastcare and Environment Group (BCEG) and Coastwest	Completed	Coastwest partnership, BCEG and Shire revegetated projects have been successfully completed and acquitted.
4.1.1	Binningup Foreshore Playground	4.1.4.1	Replace playground floor	Completed	Works were completed in December 2021.
		4.1.1.2	Replace foreshore play equipment	Completed	Works were completed in December 2021.
4.2.1	Local Path Renewal and Improvement	4.2.1.1	Develop and implement the 10-year Local Path	Completed	Plan is completed. Program to be implemented over the next 10 years.

	Plan		Renewal and Improvement Plan		
4.3.1	Townscape Plans	4.3.1.2	Paris Road landscaping improvements	Completed	Works have been completed.
4.4.2	Heritage listed and culturally significant buildings and sites	4.4.2.3	Review the Memorandum of Understanding for the Harvey Interment Camp Shrine	Completed	Memorandum of Understanding has ceased as the Shine Management is now undertaken by the Shire of Harvey. Revised access arrangements are being progressed.
4.5.3	Public buildings, gardens and grounds	4.5.3.2	Install air conditioning for Myalup Hall	Completed	Overhead fans have been installed.
5.1.1	Communication and engagement Plan	5.1.1.2	Implement the Shire's online engagement platform Have Your Say	Completed	Completed and launched in Q1.
5.3.1	Organisational Values	5.3.1.1	Develop and embed the new Organisational Values Charter	Completed	Values behaviours have been developed and are in the process of being rolled out across the organisation.
5.3.3	Council Elections and Mandatory Councillor Training	5.3.3.1	Organise and promote Council elections to attract nominations from a diverse range of eligible community members	Completed	Process has been finalised and new Councillors have been appointed and inducted.
5.4.5	Information Management	5.4.5.1	Undertake a review and update of the Shire's Records Management Plan	Completed	Record Keeping Plan has been updated and accepted by State Records. Further review is to be undertaken Q3 to incorporate use of day boxes with temporary retention.
5.5.3	Quarterly reporting and Annual Report	5.5.3.1	Develop and implement a process for quarterly reporting to inform the Annual Report	Completed	First Quarterly report was received by Council at the November 2021 Council meeting. The template built to construct the first report will be used for future reports. Information gathered for the quarterly reporting process will be utilised to assist with the production of the Annual report.
5.6.2	Code of Conduct	5.6.2.1	Develop a new Code of Conduct for employees	Completed	Code of Conduct for staff completed and uploaded to the Shire Website. Planned to be rolled out across the organisation during Q3.

At the end of Quarter Two (31 December 2021), 11 projects were marked as 'On hold', 'Carried forward' or 'Behind schedule'. These projects are:

1.2.1	Small Business Friendly Charter	1.2.1.1	Implement the Small Business-Friendly Local Government Action Plan	Behind schedule	Action has stalled, yet still on target to achieve deliverables required by Action Plan for July 2022.
1.2.2	Economic Development Strategy Implementation Plan	1.2.2.1	Develop an Investment Prospectus	Behind schedule	Investment Prospectus to be drafted for delivery in July/August 2022.
		1.2.2.3	Develop a Tourism Development Prospectus	Behind schedule	Will be completed in conjunction with the Investment Prospectus.
2.1.2	Harvey Senior Citizens Centre	2.1.2.1	Upgrade the Harvey Senior Citizens facility	On hold	Awaiting finalisation of Government grant funding contract.
2.2.1	Community Safety and Crime Prevention	2.2.1.2	Develop and implement a CCTV strategy to ensure appropriately located CCTV is in place at community facilities and venues	Behind schedule	Draft CCTV Strategy received and being reviewed by Staff. Will go to February Community Safety and Crime Prevention meeting.
2.2.4	Bushfire Risk Mitigation	2.2.4.1	Redevelop the Leschenault Volunteer Fire Brigade building	On hold	Funding was not received from Department of Fire and Emergency Services.
4.1.1	Ridley Place Foreshore Redevelopment	4.1.1.1	Design and planning - café and public amenities	On hold	Awaiting State confirmation of lease term.
4.1.3	Urban Forest Project	4.1.3.1	Clifton Park Urban Forest – extension of path network	On hold	Funds have been reallocated to another project.
4.4.3	Heritage Preservation and Activation	4.4.3.2	Develop and implement a Heritage Strategy that includes recommendations for the Harvey Interment Camp Shrine and museums	On hold	Meeting with Department of Planning, Lands and Heritage and Department of Education has been held and requires further consideration as the landowner options and management obligations.
4.5.1	Harvey Community Precinct	4.5.1.3	Harvey Community Precinct Stage2 construction	Carried forward	
4.5.2	Australind Community Precinct	4.5.2.3	Australind Community Precinct Stage 1 construction	Carried forward	

Details of the remaining 147 projects that are 'In progress,' 'Ongoing' or 'Not started yet' are outlined in the Quarterly Report (refer **Attachment 1**).

Statutory/Policy Environment

Local Government Act 1995 – Section 5.56 requests Western Australian local governments to produce a plan for the future of the district.

Local Government (Administration) Regulations 1996 states:

“A Strategic Community Plan and a Corporate Business Plan, together form a Plan for the Future of a district.”

Strategic Framework

The Shire’s Strategic Community Plan 2021 – 2031, states:

Goal 5: A representative leadership that is future thinking, transparent and accountable
Objective 5.5 Integrated strategic planning and reporting to drive continuous improvement

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

No stakeholder feedback was required for the Quarterly Report however, the projects reported on in this report were included in the CBP after extensive community consultation as part of the creation of the SCP, and as part of the Annual Budget process. Once the report is adopted it will be advertised widely as well as being publicly available.

Promise to the Community

Inform: We will keep you informed.

The adopted Quarterly Report will be available on the Shire’s website, with public notices made via online and print media channels (Facebook, 4 O’clock Report) as well as being disseminated through the Place Advisory Groups.

Risk Management

The Risk Theme Profile identified as part of this report is **Failure to Fulfil Compliance Requirements**. The consequence could be **Compliance** if the requirements of both the *Local Government Act 1995* and the Local Government (Administration) Regulations 1996 are not met in terms of the Shire having a plan for the future of the district. Another consequence could be **Reputational** if the public perceives that the Shire does not have the business planning tools in place to manage ratepayer money in transparent and accountable manner. The measure of Consequence is **Minor**, and the likelihood is **Unlikely**, giving an overall risk rating of **Low**. Both risks will be mitigated through adherence to the Integrated Planning and Reporting framework.

Budget Implications

The cost of the projects and actions are contained within the Quarterly Report as per the Annual Budget and Forward Capital Works Program.

Authority/Discretion

Executive: The substantial direction setting and oversight role of the Council e.g., adopting plans and reports, accepting tenders, directing operations, setting, and amending budgets.

Voting Requirements

Simple Majority.

Officer's Recommendation

That Council receives the Quarterly Report, Quarter Two 2021 – 2022 as provided in ***Attachment 1***.

OFFICERS RECOMMENDATION ADOPTED BY EXEMPTION RESOLUTION REFER TO RESOLUTION 22/014 APPEARING AT ITEM 12.

Item No.	12.1.4.
Subject:	Local Government Reforms - Consultation Comments
Proponent:	Department of Local Government, Sport and Cultural Industries
Location:	Western Australia
Reporting Officer:	Manager Governance
Authorising Officer:	Chief Executive Officer
File No.:	GR/L/002
Attachments:	1. Summary of Proposed Reforms and Comments [12.1.4.1 - 28 pages]

Summary

The Minister for Local Government has released a package of proposed Local Government Reforms for consultation. This report seeks Council's endorsement of the proposed comments, as contained in **Attachment 1**.

Background

The *Local Government Act 1995* (the Act) provides the framework for local government in Western Australia. In 2017, the Minister for Local Government commenced a review of the Act, which is the first significant reform of local government conducted in more than two decades.

Previous reforms progressed to date related to the improvement of specific aspects of local government performance including transparency, red tape, and supporting jobs growth and economic development. The current reform package released for consultation is the most significant and has been developed based on research and consultation undertaken over the past five years. This reform focuses on oversight and intervention and has been developed considering the following:

- The Local Government Review Panel Final Report (mid 2020)
- The City of Perth Inquiry Report (mid 2020)
- Department of Local Government, Sport and Cultural Industries (DLGSC) consultation on Act Reform (2017 – 2020)
- The Victorian *Local Government Act 2020* and other State Acts
- The Parliament's Select Committee Report into Local Government (late 2020)
- Western Australian Local Government Association (WALGA) submissions
- Direct engagement with local governments
- Correspondence and complaints
- Miscellaneous past reports.

The proposed reforms have been released for consultation with comments due by 25 February 2022.

Comment

The current reform package is based on six major themes:

1. Earlier intervention, effective regulation and stronger penalties
2. Reducing red tape, increasing consistency and simplicity

3. Greater transparency and accountability
4. Stronger local democracy and community engagement
5. Clear roles and responsibilities; and
6. Improved financial management and reporting.

The above is aimed at delivering significant benefits for small business, residents and ratepayers, industry, elected members and professionals working in the sector.

Subsequent to workshops conducted with Elected Members, Officers have prepared draft comments on the proposed reforms for Council's endorsement (refer **Attachment 1**). At the workshops, Elected Members suggested two additional reforms being:

- Greater consistency between local government and Main Roads WA specifications for road building materials.
- Requirement for Elected Members to take a leave of absence if they have nominated for a State and/or Federal Election.

Officers have not included the suggested additional reform relating to consistency of specifications for road building materials as the local government specifications are contained within the Western Australian Planning Commission's "Local Government Guidelines for Subdivisional Development", rather than the Act.

Statutory/Policy Environment

- *Local Government Act 1995*
- Local Government (Administration) Regulations 1996
- Local Government (Audit) Regulations 1996
- Local Government (Constitution) Regulations 1996
- Local Government (Elections) Regulations 1997
- Local Government (Financial Management) Regulations 1996
- Local Government (Functions & General) Regulations 1996
- Local Government (Model Code of Conduct) Regulations 2021
- Local Government (Uniform Local Provisions) Regulations 1996

Strategic Framework

The Shire's Strategic Community Plan 2021 – 2031, states:

- Goal 5: A representative leadership that is future thinking, transparent and accountable.*
Objective 5.4 Sound governance, including financial, asset and risk management.

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

Promise to the Community

Inform: We will keep you informed.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing inaccurate Advice / Information**. The Consequence could be **Financial** or **Reputational** if advice provided is inaccurate. 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, resulting in **Low** risk being present

Budget Implications

There is likely to be additional costs if the proposed changes become operational. The additional costs and timeframe for expenditure is currently unknown.

Authority/Discretion

Advocacy: When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Endorses the comments relating to the Local Government Reforms, as contained in **Attachment 1**.
2. Acknowledges that the comments will be forwarded to the Department of Local Government, Sport and Cultural Industries by the closing date of 25 February 2022.

OFFICERS RECOMMENDATION ADOPTED BY EXEMPTION RESOLUTION REFER TO RESOLUTION 22/014 APPEARING AT ITEM 12.

Item No.	12.1.5.
Subject:	Request for Temporary Use of Previous Binningup Bushfire Brigade Building
Proponent:	Shire of Harvey
Location:	Lot 5349 (No. 5A) Burcham Drive, Binningup
Reporting Officer:	Manager Governance
Authorising Officer:	Chief Executive Officer
File No.:	A000792
Attachments:	<ol style="list-style-type: none"> 1. Request [12.1.5.1 - 1 page] 2. Plan [12.1.5.2 - 1 page] 3. Draft MOU [12.1.5.3 - 7 pages]

Summary

A request has been received from the Binningup Surf Lifesaving Club (BSLSC) (refer **Attachment 1**) for the temporary use of the previous Binningup Bushfire Brigade building on Lot 5349 (No. 5A) Burcham Drive, Binningup (Reserve 36976) whilst building improvement works are undertaken at their facility at the Binningup Water Sports Centre.

It is recommended that Council approve the request and enter a Memorandum of Understanding (MOU).

Background

Site History

Lot 5349 (No. 5A) Burcham Drive, Binningup is a Reserve (No. 36976) for Public Recreation vested to the Shire of Harvey (refer **Attachment 2**). The property contains the previous Binningup Bushfire Brigade building and a storage shed for the Harvey Districts Water Sports Association that was approved by Council in 2014.

The existing Bushfire Brigade building was vacated by the Binningup Volunteer Bushfire Brigade in November 2020 when their new building was commissioned on Lot 1 Lakes Parade, Binningup. During the planning and construction of the new Bushfire Brigade building, Council received a number of requests/ suggestions for the use of the existing building, including:

- November 2017 – suggestion for use of the building as a Men’s Shed, to which Council resolved it would be prepared to consider such a proposal.
- February 2020 – notification from the Harvey District Water Sports Association (HDWSA) that it would tender its interest if Council sought expressions of interest for the use of building. Officers advised the HDWSA at the time that, once the building was vacated, the Shire would seek expressions of interest from the community.

To date, expressions of interest from the community for the future use of the building have not been sought.

Proposal

Building improvement works on the BSLSC’s current facility are estimated occur between May 2022 and January 2023. These building improvement works will restrict access to, and use of, the facility by the BSLSC. The BSLSC has therefore requested to temporarily use the vacant Bushfire Brigade building to store their rescue, training and sports equipment and to utilise the meeting room.

The BSLSC has requested access as soon as possible so they can clean, treat for pests, review security needs and to commence equipment storage.

Comment

The building was inspected in October 2021 and was found overall to be structurally sound. Some minor remedial works have been identified. To facilitate the proposed temporary use by the BSLSC, at least one patio post that has rusted through at the ground will need replacing. A change of use to the building would require the installation of a unisex accessible toilet. A restriction on the number of people utilising the meeting room, to a maximum of 10, would not require a unisex accessible toilet.

An MOU is considered the appropriate mechanism to secure the temporary tenure and outline the responsibilities of each party. A draft MOU has been prepared, as contained in **Attachment 3**.

Statutory/Policy Environment

Local Government Act 1995

Section 3.58 Disposal of property

Local Government (Functions and General) Regulations 1996

Clause 30(2)(b) Dispositions of property excluded from Act s. 3.58

Strategic Framework

The Shire's Strategic Community Plan 2021 – 2031, states:

- Goal 2: A safe, accessible and connected community where everyone has the opportunity to contribute and belong.*
- Objective 2.3 Active and resilient community groups and volunteers.*
- Objective 2.7 An active and healthy community.*

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

Promise to the Community

Inform: We will keep you informed.

Risk Management

The Risk Theme Profile identified as part of this report is **Business and Community Disruption**. The Consequence could be **Service Interruption** or **Reputational** if the Binningup Surf Lifesaving Club are unable to operate during the building improvement works. The risk is considered **Minor** and the likelihood **Unlikely**, given that the Officer has recommended approval, resulting in **Low** risk being present.

Budget Implications

A cost for the patio post replacement has not yet been obtained, however is expected to be minimal and can be absorbed by existing Budget allocations for building maintenance. In addition, the Memorandum of Understanding requires the Binningup Surf Lifesaving Club to be responsible for operational costs and minor maintenance.

Authority/Discretion

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Approves the request for the Binningup Surf Lifesaving Club to temporarily use the former Binningup Volunteer Bushfire Brigade building at Lot 5349 (No. 5A) Burcham Drive, Binningup whilst building improvement works are undertaken on the Binningup Water Sports Centre.
2. Authorises the Shire President and Chief Executive Officer to enter into a Memorandum of Understanding, generally in accordance with **Attachment 3**, for a period of one year commencing on 1 March 2022 and terminating on 1 March 2023, with an option to review the term of the agreement.

OFFICERS RECOMMENDATION ADOPTED BY EXEMPTION RESOLUTION REFER TO RESOLUTION 22/014 APPEARING AT ITEM 12.

12.2. Infrastructure Services

Item No.	12.2.1.
Subject:	Closure of section of Treendale Road Reserve
Proponent:	Shire of Harvey
Location:	Treendale Road between Ranson Drive and SLK 1.59
Reporting Officer:	Manager Engineering Services
Authorising Officer:	Director Infrastructure Services
File No.:	B000295
Attachments:	1. Treendale Road Closure [12.2.1.1 - 3 pages]

Summary

The Shire has received notice from South West Gateway Alliance (SWGA) requesting to close a portion of Treendale Road Reserve.

The portion of Treendale Road to be permanently closed is shown in **Attachment 1** and is required to accommodate the alignment of the new Bunbury Outer Ring Road (BORR) south of the Raymond Road interchange. A new road reserve will be created to accommodate a realigned portion of Treendale Road which will intersect with Raymond Road.

In order to initiate a road closure (through the Department of Planning, Lands and Heritage) the Shire is required to advertise the proposal to service providers, government agencies and adjacent landowners for a period of 35 days.

Following the advertising period, the matter is to be brought back to Council for consideration.

Background

The initial BORR meetings commenced in June 2018 where discussions were mainly focused on Capel, Bunbury, and Dardanup alignments and how the proposed road will interchange with their local government road networks.

Shire Officers attended subsequent BORR meetings where the interphase with the Shire of Harvey road network was discussed including the proposed interchange bridges at Paris Road, Raymond Road and Clifton Road. The recent inclusion of proposed permanent closure of the section of Treendale Road as shown on **Attachment 1** requires to be advertised for a 35-day period.

The *Land Administration Act 1997* sets out the procedure for requesting the closure of road reserves.

Comment

The SWGA wishes to close this section of Treendale Road permanently to accommodate the new BORR alignment.

Following the advertising period, the following matters will need to be considered by Council:

- Impacts on local residents' historical access along Treendale Road i.e., increased travel time.
- Provision of a detailed design of the new road access to clearly show how motorists will be able to access Raymond Road and the BORR in the event that Treendale Road is closed and realigned.

Officers are not proposing to close the existing portion of the Treendale Road reserve but are merely seeking feedback through a formal advertising process.

Statutory/Policy Environment

Land Administration Act 1997

Closing of roads is dealt with in accordance with Section 58 of the *Land Administration Act 1997*

Local Government Act 1995 – Section 3.50

Provides a framework under which Council is to proceed with the continuing closure of a thoroughfare. Requirements include advertising to the public of the proposal for a reasonable time to allow submissions, and for these submissions to be considered by Council, giving written notice to prescribed persons of the proposal, in this case all service providers, Emergency Services and adjoining land holders and if approved by Council, providing the Commissioner of Main Roads details of the closure.

Strategic Framework

The Shire's Strategic Community Plan 2021 – 2031, states:

Goal 5: A representative leadership that is future thinking, transparent and accountable.

Objective 5.5 Integrated strategic planning and reporting to drive continuous improvement.

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

Public advertising proposed permanent road closure of Treendale Road portion for public comment.

Promise to the Community

Inform: We will keep you informed.

All responses received within the 35-day advertising period will be responded to with Shire and BORR information as required.

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 incorrect procedures are followed for acquiring land under the *Land Administration Act 1997*. The risk is mitigated by the engagement of an appropriately qualified consultant to guide the road closure and gazettal process, resulting in **Low** risk being present.

Budget Implications

All advertising and survey costs are to be borne by the Proponent.

Authority/Discretion

Executive: The substantial direction setting and oversight role of the Council. e.g., adopting plans and reports, accepting tenders, directing operations, setting, and amending budgets.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Advertises the proposal to close a portion of Treendale Road reserve, as shown on ***Attachment 1*** for a period of 35 days seeking public comment.
2. Requests comments from Service Providers, the Department of Fire and Emergency Services and Government Departments.
3. Receives a further report on this matter at the close of advertising period.

OFFICERS RECOMMENDATION ADOPTED BY EXEMPTION RESOLUTION REFER TO RESOLUTION 22/014 APPEARING AT ITEM 12.

12.3. Sustainable Development

Item No.	12.3.1.
Subject:	Finalisation of Proposed 'Standard' Scheme Text Amendment No. 126 - Kemerton Ancillary Industry
Proponent:	Urbis (on behalf of DevelopmentWA)
Location:	Kemerton Ancillary Industry Zone
Reporting Officer:	Manager Planning Services
Authorising Officer:	Director of Sustainable Development
File No.:	P001126
Attachments:	<ol style="list-style-type: none"> 1. Scheme Amendment No. 126 [12.3.1.1 - 18 pages] 2. Summary of Submissions [12.3.1.2 - 2 pages]

Summary

At its Ordinary Meeting held on 23 February 2021, Council resolved to initiate Amendment No. 126 to amend components of the District Planning Scheme No. 1 (Scheme) text relating to the “Kemerton Ancillary Industry” zone.

The Amendment is referred to Council following closure of the advertising period where it is recommended that Council supports Amendment No. 126 for final approval.

Background

Proposal

The Scheme Amendment proposes the following with respect to the “Kemerton Ancillary Industry” (KAI) zone (refer **Attachment 1**):

Table 22 – Zoning and Development Standards:

- Amend the wording of the ‘Policy Statement’ from:

“Industry within this zone shall be ancillary to the heavy industry in the Kemerton Park Industrial zone. Ancillary in this respect means that the proposed development must demonstrate that the major portion of the source material, finished product, or services provided are orientated within the Kemerton area. No industry, wholesale or retail directed to primarily service the wider community will be permitted.”

to

“Industry within this zone shall be a use which is likely to support and does not compromise the heavy industry in the Kemerton Strategic Industry zone and complies with Design Guidelines approved by DevelopmentWA and the Local Government.”

- Amend the wording of ‘Other Requirements’ from:

“When considering applications for development within this zone, the local government will have regard to the existing or proposed industry in the Kemerton Strategic Industry zone and only grant approval if it is satisfied that the proposed development is predominately ancillary to, and is required to service, the Kemerton heavy industries.”

to

“The Local Government shall consult with the relevant State Government or other relevant organisations, when assessing development applications in the Kemerton Ancillary Industry zone, to ensure the proposal does not conflict with the strategic intentions for industry and infrastructure development within the Kemerton SIA.”

- Amend the ‘Land Use Categories by:

Deleting the following uses:

- *Motor Vehicle Repair Station – AA*
- *Car Wash – AA*
- *Trade Display – IP’*
- *Extractive Industry – SA*

and including the following use:

- *Service Station – AA.*

- Amend the ‘Development Standards’ by:

Changing the ‘Minimum Lot area for Dwelling Unit’ to “N/A” and ‘Minimum Landscaping’ to “*Subject to Design Guidelines*”.

Clause 4.8 - Development within the Kemerton Strategic Industrial Area:

- Amend the wording of Clause 4.8.2 from:

“When considering development applications with respect to land wholly or partly within the Kemerton Strategic Industry zone or the Kemerton Industry Buffer zone, the Local Government shall refer the proposal to the relevant State Government Agencies for comment to ensure the proposal does not conflict with the strategic intentions for industry and infrastructure development in the zone.”

to:

“When considering development applications with respect to land wholly or partly within the Kemerton Strategic Industry zone or the Kemerton Industry Buffer zone or the Kemerton Ancillary Industry zone, the Local Government shall refer the proposal to the relevant State Government Agencies for comment to ensure the proposal does not conflict with the strategic intentions for industry and infrastructure development in the zone.”

Design Guidelines

The proposed Design Guidelines would address matters such as design principles, site layout and building orientation, setbacks, site cover, built form and articulation, vehicle requirements, signage, fencing and landscaping.

Advertising

Pursuant to Clause 47 of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Deemed Provisions), the proposed Amendment was advertised to nearby landowners, relevant referral authorities and the general public for a period of 49 days between 25 November

2021 and 13 January 2022. A total of six submissions were received with one objecting to the proposed Amendment (refer **Attachment 2**).

Comment

To ensure that the KAI zone did not become a general industrial estate where any proponent could locate, the intent of the KAI zone was to support developments that had some form of synergies with, and a supporting role for, developments within the Kemerton Strategic Industrial Area (KSIA).

The wording of the current Scheme provisions requires proponents to be able to demonstrate that the majority component of their business sources materials from the KSIA, provides finished products to the KSIA or provides services to the KSIA. Whilst the intention is that any purchaser of the land will have synergies with the KSIA, DevelopmentWA has identified the need for flexibility within the KAI zone to ensure support industries that establish there will be capable of supporting the KAI zone at some point in time rather than needing to show an actual connection at a particular one point in time.

The proposed Amendment seeks to maintain the current intent where industries within the KAI zone have the potential to provide support services to the KSIA at the time of development, or in the future, without having to prove an actual existing synergy. The proposed Amendment would allow support industries such as transport, logistics or manufacturing to establish in the KAI zone and service the broader Shire area whilst the KSIA is still being developed. The actual existence of such support industries may assist in attracting development to the KSIA.

The KSIA Structure Plan requires the preparation of a Local Development Plan (LDP) for a proposal involving the creation of three or more lots. In lieu of an LDP, DevelopmentWA proposes the preparation of Design Guidelines which will still ensure development achieves certain standards. The proposed Design Guidelines aligns with DevelopmentWA's approach to its other industrial estates and are considered a more flexible approach and provide a better development outcome. The Design Guidelines will be prepared separately and will require the Shire's endorsement.

Submissions received during advertising refer to:

- The Kemerton Industry Buffer zone
- A 'fuel depot' and 'service station'
- Bushfire risk
- Removal of the minimum 10% landscaping requirement in lieu of Design Guidelines.

Officer comments on the submissions are provided at **Attachment 2**.

Conclusion

The proposed Amendment seeks to undertake minor text amendments relating to the KAI zone to ensure the permissible land uses are appropriate and to provide flexibility for developments that have potential synergies with, and can provide a supporting role for, the development within the KSIA, together with Design Guidelines to stipulate development standards.

It is recommended that Council supports Amendment No. 126 for final approval, without modification.

Statutory/Policy Environment

Planning and Development (Local Planning Schemes) Regulations 2015

- *Clause 47 – Advertisement of standard amendment*
- *Clause 50 – Consideration of submissions on standard amendments*
- *Clause 53 – Information on standard amendment to be provided to the Commission*
- *Clause 55 – Commission to submit standard amendment and recommendations to Minister*

Strategic Framework

The Shire's Strategic Community Plan 2021 – 2031, states:

- Goal 1: A diversified and thriving economy that offers a wide range of business and work opportunities as well as consumer choice.*
- Objective 1.3 Sustainable urban, rural and industrial development*

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

Promise to the Community

Inform: We will keep you informed.

Risk Management

The Risk Theme Profile identified as part of this report is **Failure to fulfil Compliance Requirements**. The Consequence could be **Financial**, **Reputational** or **Compliance** if legal documentation (the Scheme) is not updated to reflect changes. 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, resulting in **Low** risk being present.

Budget Implications

All costs incurred are recouped from the Applicant.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. In accordance with Clause 50(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, notes the submissions received during the public advertising period for

Amendment No. 126 to District Planning Scheme No. 1.

2. In accordance with Clause 50(3) of the Planning and Development (Local Planning Schemes) Regulations 2015, resolves to support Amendment No. 126 to District Planning Scheme No. 1 for final approval, without modification, to:

a. Amend the 'Policy Statement' of Table 22 – Zoning and Development Standards – Kemerton Ancillary Industry to read as follows:

“Industry within this zone shall be a use which is likely to support and does not compromise the heavy industry in the Kemerton Strategic Industry zone and complies with Design Guidelines approved by DevelopmentWA and the Local Government.”;

b. Amend the 'Other Requirements' of Table 22 – Zoning and Development Standards – Kemerton Ancillary Industry to read as follows:

“The Local Government shall consult with the relevant State Government or other relevant organisations, when assessing development applications in the Kemerton Ancillary Industry zone, to ensure the proposal does not conflict with the strategic intentions for industry and infrastructure development within the Kemerton SIA.”;

c. Amend the 'Land Use Categories' of Table 22 – Zoning and Development Standards – Kemerton Ancillary Industry by deleting the following land uses:

i. *Motor Vehicle Repair Station – AA*

ii. *Car Wash – AA*

iii. *Trade Display – IP*

iv. *Extractive Industry – SA;*

d. Amend the 'Land Use Categories' of Table 22 – Zoning and Development Standards – Kemerton Ancillary Industry by inserting the following land use:

i. *Service Station – AA;*

e. Amend the 'Development Standards' of Table 22 – Zoning and Development Standards – Kemerton Ancillary Industry by amending the:

'Minimum Lot area for Dwelling Unit' to “N/A”; and
'Minimum Landscaping' to “*Subject to Design Guidelines*”; and

f. Amend Clause 4.8.2 of the Scheme text to read as follows:

“When considering development applications with respect to land wholly or partly within the Kemerton Strategic Industry zone, the Kemerton Industry Buffer zone or the Kemerton Ancillary Industry zone, the Local Government shall refer the proposal to the relevant State Government Agencies for comment to ensure the proposal does not conflict with the strategic intentions for industry and infrastructure development in the zone”.

3. In accordance with Clause 53 of the Planning and Development (Local Planning Schemes) Regulations 2015, refers Scheme Amendment No. 126 to the Western Australian Planning Commission recommending final approval be granted pursuant to Clause 55 of the Planning and Development (Local Planning Schemes) Regulations 2015, without modification.

OFFICERS RECOMMENDATION ADOPTED BY EXEMPTION RESOLUTION REFER TO RESOLUTION 22/014 APPEARING AT ITEM 12.

12.4. Corporate Services

Item No.	12.4.1.
Subject:	Financial Statements as at 31 January 2022
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Finance
Authorising Officer:	Director Corporate Services
File No.:	FM/S/006
Attachments:	1. Financial Statements as at 31 Jan 2022 [12.4.1.1 - 14 pages]

Summary

The Financial Statements as at 31 January 2022 are provided at **Attachment 1**.

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

	ACTUAL	BUDGET	VARIANCE
	31 January 2022	2021 – 2022	
Statement of Financial Performance			
Ordinary Revenue	\$36,816,927	\$45,448,883	\$8,631,956
Ordinary Expenditure	\$23,559,078	\$52,317,117	\$28,758,039
Capital Revenue	\$578,140	\$18,550,220	\$17,972,080
Capital Expenditure	\$1,910,061	\$23,102,452	\$21,192,391
End of Period Profit / (Loss)	\$19,742,285		

Statement of Financial Position

Current Assets	\$54,438,677
Net Assets	\$563,811,180

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 \$22.5 million and rubbish rates of \$3.5 million was generated in August 2021. The due date for rates was 24 September 2021. Approximately 85% of the rates were collected by 31 January 2022.

Cash Flow and Interest Earnings

The Shire holds by way of cash and term deposit \$15.93 million in Municipal Funds and \$34.11 million in restricted Trust and Reserve Funds. The average interest rate on these funds is 0.38%. New term deposits are attracting a very low interest rate for 90 days of approximately 0.42%.

Operating Grants and Subsidies

75% of the 2021 – 2022 Financial Assistance Grants (FAGS) have been received as of 31 January 2022. The next instalment for FAGS is due in February 2022.

Employee Costs

The financial statements reflect the first seven months 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

The financial statements reflect the first seven months of the financial year, and it is anticipated the Shire will operate within its means and in line with the Shire's adopted 2021 – 2022 Budget.

Capital Expenditure

The Shire budgeted to spend \$23.1 million on capital projects throughout the Shire in 2021 – 2022. Capital works have commenced in a number of areas including roads, building works and recreation works. Expenditure totalling \$1,910,061 has been reported at the end of January 2022. As more projects are completed, and as the Shire is invoiced for those works, the level of reported expenditure will increase.

Attachment 1 provides the Financial Report for the reporting period which includes the following:

- Statement of Financial Performance by Directorates
- Statement of Financial Performance by Schedules
- 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, include additional information reported on a by Program basis identifying reasons

for variances between budgets and actuals.

It should be noted that in the Financial Statements for January 2022, actual figures reported for the 2020 – 2021 financial year do not include the final figures and end of year adjustments for the year ended 30 June 2021. The final position for the 2020 – 2021 financial year is reported in the 2020 – 2021 Annual Financial Statements.

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

The Shire's Strategic Community Plan 2021 – 2031, states:

- Goal 5: A representative leadership that is future thinking, transparent and accountable.*
- Objective 5.3 Accountable leadership supported by a professional and skilled administration*
- Objective 5.4 Sound governance, including financial, asset and risk management*

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

Promise to the Community

Inform: We will keep you informed.

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.

Authority/Discretion

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council receives the Financial Statements as at 31 January 2022 at *Attachment 1*.

OFFICERS RECOMMENDATION ADOPTED BY EXEMPTION RESOLUTION REFER TO RESOLUTION 22/014 APPEARING AT ITEM 12.

Item No.	12.4.2.
Subject:	Listing of Accounts Paid - January 2022
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Finance
Authorising Officer:	Director Corporate Services
File No.:	FM/S/006
Attachments:	1. Payments January 2022 updated [12.4.2.1 - 12 pages]

Summary

A listing of payments for goods and services for January 2022 is provided at **Attachment 1**. It is recommended that Council notes 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 January 2022 is presented as **Attachment 1**, as summarised below.

<u>Voucher</u>	<u>Amount</u>
Schedule of Accounts	
Municipal	
EFT 58564 - EFT 58921	\$1,941,444.40
117344 – 117352	\$6,770.26
DD23526.1 - DD23569.22	\$154,902.63
CBA Credit Cards	\$2,140.46
Electronic Funds Submitted	<u>\$1,103,923.02</u>
Total	<u>\$3,209,180.77</u>

Statutory/Policy Environment

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

Strategic Framework

The Shire’s Strategic Community Plan 2021 – 2031, states:

- Goal 5: A representative leadership that is future thinking, transparent and accountable.*
- Objective 5.3 Accountable leadership supported by a professional and skilled administration*
- Objective 5.4 Sound governance, including financial, asset and risk management*

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

Promise to the Community

Inform: We will keep you informed.

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 2021 – 2022 Budget.

Authority/Discretion

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council notes the list of accounts paid at **Attachment 1** for the period of January 2022 totalling \$3,209,180.77.

OFFICERS RECOMMENDATION ADOPTED BY EXEMPTION RESOLUTION REFER TO RESOLUTION 22/014 APPEARING AT ITEM 12.

12.5. Community and Lifestyle

Item No.	12.5.1.
Subject:	Terms of Reference Co-Design Panel
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Place
Authorising Officer:	Director Community and Lifestyle
File No.:	B000359
Attachments:	1. Shire of Harvey Co Design Panel Terms of Reference (1) [12.5.1.1 - 3 pages]

Summary

This report presents recommendations that Council adopts the Terms of Reference for the Shire of Harvey Co-Design Panel and invites nominations to serve on the Panel for a term expiring in October 2023.

Background

At its Ordinary Meeting held on 27 July 2021, Council adopted the Shire’s Access and Inclusion Plan: Even Better, Together 2021 – 2026.

One of the priority projects of the plan, is the establishment of a Co-Design Panel for the Shire to provide access and inclusion advice for current and new projects and developments.

Comment

The Co-Design Panel will contribute to the vision of the Access and Inclusion Plan, which is that the Shire of Harvey has an ongoing aspiration and commitment to becoming the most accessible and inclusive regional community in regional Western Australia.

The Co-Design Panel membership will represent a broad range of skills and those with lived experience of disability and from older members in community.

The Panel will provide advice on projects and developments across a range of key areas including:

- Infrastructure
- Building design and development
- Placemaking
- Playgrounds and recreation areas
- Activities and events
- Shire services and service delivery
- Inclusive design principles
- Marketing and communications.

The management and implementation of the Co-Design Panel will be supported principles of Policy 3.1.8 – Community Engagement which aims:

- To encourage participation from broad and relevant stakeholder representation.
- To minimise barriers to participation through the use of engagement methods that are agile, inclusive and appropriate.
- To make relevant information readily available, accurate and easy to understand.
- To allow sufficient time for stakeholders to participate.
- To clearly state any associated limitations or constraints.
- To listen to stakeholders and provide feedback about how the information gathered is to be used to inform the outcome.
- To allocate appropriate resourcing for the development and implementation of effective and efficient stakeholder engagement.

The Terms of Reference (refer **Attachment 1**) sets out the objectives and terms of the Co-Design Panel.

Statutory/Policy Environment

Under Part 5, Section 28 of the *Disability Services Act 1993 (WA)*, public authorities are required to develop and implement a Disability Access and Inclusion Plan. This plan must be reviewed at least every five years.

Strategic Framework

The Shire's Strategic Community Plan 2021 – 2031, states:

- Goal 2: A safe, accessible and connected community where everyone has the opportunity to contribute and belong.*
- Goal 4: A liveable, sustainable and well-designed built environment that is accessible to all.*
- Objective 4.1 Playgrounds and parks are vibrant, accessible and well maintained.*
- Objective 4.5 Shire buildings, gardens and grounds are fit for purpose and well maintained.*
- Goal 5: A representative leadership that is future thinking, transparent and accountable.*
- Objective 5.1 Effective communication and engagement with the community.*
- Objective 5.2 Build partnerships and work collaboratively to amplify the outcomes that can be achieved.*
- Objective 5.6 A customer centred approach to everything we do.*

Community Engagement

Community Participation Goal

Collaborate: To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.

Promise to the Community

Collaborate: We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.

Risk Management

The Risk Theme Profile identified as part of this report is **Inadequate Engagement Practices**. The Consequence could be **Reputational** if the Shire does not adequately involve and engage a diverse community representation on the Co-Design Panel. The risk is mitigated through the proposed nomination process. The Risk Consequence is considered to be **Minor** and the likelihood **Possible**, resulting in a **Moderate** level of risk.

Budget Implications

Nil.

Authority/Discretion

Executive: The substantial direction setting and oversight role of the Council. e.g., adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council adopts the Terms of Reference for the Shire of Harvey Co-Design Panel and invites nominations from the community to serve on the Panel.

OFFICERS RECOMMENDATION ADOPTED BY EXEMPTION RESOLUTION REFER TO RESOLUTION 22/014 APPEARING AT ITEM 12.

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

Nil.

14. Notice of Motion for Following Meeting**Motion:**

Cr. Campbell requests that the following Notice of Motion be placed in the Ordinary Council Meeting Agenda for 22 March 2022.

That Council:

1. Endorses Option 3 of the Administration Operations Plan (dated 21 May 2021) relating to the workforce planning requirements for the future delivery of the civic functions and community services within the Shire of Harvey.
2. Authorises the Chief Executive Officer to proceed with the development of the Australind and Harvey Community Precincts in line with Option 3 of the Administration Operations Plan.

Reason for Notice of Motion:

1. The Administration Operation Plan was 'noted' by Council in June 2021, thereby the report was provided to Council for information purposes only.
2. The planning for both Harvey and Australind Precincts have been progressing (Feasibility Plans developed, Harvey Precinct Master Plan, confirmation of location of Australind Precinct), without formal direction from Council relating to the size and location of the workforce, which is one of the key factors, in the delivery of services within the Shire moving forward.
3. Nominations for the Community Precinct Reference Groups are currently being called therefore a clear Terms of Reference and planning for the size and functionality of each precinct needs to be determined to enable the Reference Groups to work within concise boundaries.
4. The Chief Executive Officer needs clear and concise direction from Council in order to progress both projects.

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

Nil.

16. Reports of Members

Councillor Amanda Lovitt reported her attendance at the following:

January:

- Opening of the BREC International Film Festival.
- Age Friendly Working Group in Australind.
- Sod Turning at the Yarloop Workshop site.
- Presented an Australia Day Award to Senior Community Member Kaye Ayre.

Councillor Michelle Campbell reported her attendance at the following:**January:**

- Australia Day Awards and Citizenship Ceremony in both Binningup and Australind.

February:

- Visit to the Leschenault Mens Shed.
- Harvey River Restoration Taskforce Board Meeting.
- Library Advisory Group Meeting.
- Australind/Leschenault Place Advisory Group Meeting.
- Lot 208 Youth Group Board Meeting.

Councillor Paul Beech reported his attendance at the following:**January:**

- Australia Day Breakfast including the Citizenship Ceremony with Cr. Gillett and other Councillors; and presenting Trish Rumball with Citizen of the Year certificate and medal.
- Harvey Community Radio Committee Meeting.

February:

- Harvey Community Radio Committee Meeting.
- Annual General Electors' Meeting.

Councillor Wendy Dickinson reported her attendance at the following:**January:**

- Australia Day Breakfast in Harvey.
- Australia Day Breakfast and Citizenship Ceremony in Australind.
- Bunbury Harvey Regional Council Ordinary Meeting in the Australind Chambers.
- Yarloop Workshop Committee at the Yarloop Masonic Lodge.

Yarloop Workshop Committee are having a strategy meeting to discuss their future role in the workshop redevelopment on Saturday, 26 February 2022. I have been requested not to attend. They hope to have a meeting with Shire Staff after this date to discuss their future role. The next scheduled Yarloop Workshop Committee meeting is Saturday, 26 March 2022.

February:

- Willetton Sport Centre and Cockburn ARC Visit with the LLC expansion group members.
- Rating Study Workshop in Harvey.

- Brunswick and Surrounding Areas Place Advisory Group Meeting via Zoom.
- Agenda Briefing Session via Zoom.
- Art and Cultural Advisory Group via Zoom.
- Harvey Place Advisory Group as an observer via Zoom.
- Annual General Electors' Meeting.

Councillor Joe Capogreco reported his attendance at the following:

February:

- Harvey Main Street Meeting.
- Harvey Community Radio Meeting with Cr. Beech.
- Harvey Place Advisory Group.

Councillor Dakota Krispyn reported his attendance at the following:

January:

- Audit Committee Meeting.
- Agenda Briefing Session.
- Bunbury Harvey Regional Council Meeting.
- LG Reform workshop.
- Ordinary Council Meeting.
- Australia Day Citizenship Ceremony in Harvey with Cr. Coleman and Cr. Gillett.
- Bunbury Harvey Regional Council Meeting.

February:

- WALGA training – understanding Local Government and Conflicts of Interest.
- WALGA training – Meeting Procedures.
- Rating Study Workshop.
- Concept Forum.
- Agenda Briefing.
- Annual General Electors' Meeting.
- Ordinary Council Meeting.

Councillor Robyn Coleman reported her attendance at the following:**January:**

- Australia Day Breakfast and Citizenship Ceremony.
- Bunbury Harvey Regional Council Meeting.

February:

- Age Friendly Working Group.
- Rating Study Workshop.
- Concept Forum.
- Senior Citizens Meeting.
- District Health Advisory Meeting.
- Harvey Place Advisory Group Meeting.
- Agenda Briefing Session.
- Access and Inclusion Meeting.
- Annual General Electors' Meeting.
- Ordinary Council Meeting.
- 100 Year Celebration at the Harvey Library with Ms. Ruth Campbell-Hicks.

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

Nil.

18. Matters Behind Closed Doors

Nil.

19. Closure of Meeting

There being no further business to discuss, the meeting was declared closed at 4.16pm.

I, Cr. Paul Gillett, certify that the aforesaid Minutes of the meeting held Tuesday, 22 February 2022, are a true and correct record of that meeting on Tuesday, 22 February 2022.



Cr. Paul Gillett
Shire President