



# **Minutes**

**Ordinary Council Meeting**

**Thursday 27 July 2017**

**Ordinary Council – 27 July 2017**  
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## Notice of Meeting

Minutes of the Ordinary Meeting of Council held at the Murray Shire Council, 1915 Pinjarra Road, Pinjarra on Thursday 27 July 2017.

### 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member Cr M Reid declared the meeting open the time being 9.00am.

### 2. ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

Cr M Reid	Shire President
Cr S Lee	Deputy Shire President
Cr W Barrett	Councillor
Cr A Black	Councillor
Cr C Thompson	Councillor
Cr A Rogers	Councillor
Cr C Rose	Councillor
Cr D Bolt	Councillor
Mr D Unsworth	Chief Executive Officer
Mr R Peake	Director Planning and Sustainability
Mrs J Burton	Director Corporate and Community Development
Mr A Smith	Director Technical Services
Mrs A Wakeford	Executive Assistant Technical Services

### APOLOGIES

Cr P Briggs	Councillor
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There were four (4) members of the public, two (2) members of staff and no members of the press in attendance at this time.

### 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

### 4. PUBLIC QUESTION TIME

Nil

### 5. PETITIONS AND APPROVED DEPUTATIONS

Nil

## 6. CONFIRMATION OF MINUTES

### 6.1 Ordinary Council Meeting – 22 June 2017

**OFFICER RECOMMENDATION/COUNCIL DECISION:****OCM 17/142****Moved: Cr W Barrett****Seconded: Cr C Thompson**

**That the Minutes of the Ordinary Council Meeting held on Thursday 22 June 2017 be confirmed as a true and correct record.**

**CARRIED UNANIMOUSLY 8:0**

## 7. ANNOUNCEMENTS BY THE PRESIDING MEMBER

On Thursday 22 June, the CEO and I attended the Peel Zone Meeting at the Shire of Waroona.

On Monday 26 June, the CEO and members of the Executive Management Team and I attended a presentation by Robyn Clarke MLA of the Shire's submission on the Perth and Peel @ 3.5m at her Electorate office in Pinjarra.

On Tuesday 27 June, I attended the Peel Chamber of Commerce and Industry Inc. Business After Hours meeting at the Alcoa Discovery Centre, Pinjarra.

On Wednesday 28 June I attended the 'Peel Says No to Violence' Meeting at the Shire of Murray Senior Citizens Hall.

Later that afternoon, the CEO, Director Planning and Sustainability and I met with Minister David Templeman, Robyn Clarke, Member for Murray Wellington, Simon Taylor, Director at Department of the Premier and Cabinet of WA, Eric Lumsden, Chairman Western Australian Planning Commission and Nicole Lucas-Smith, Planning Director at Department of Planning, Lands and Heritage regarding the Strategic Assessment of the Perth Peel Region.

Later that evening, I attended the Lions Club of Pinjarra Changeover Dinner.

On Friday 30 June the CEO and I attended the Shire of Murray Operations Centre 'End of Financial Year' function.

On Saturday 1 July I attended the Pinjarra Volunteer Fire and Rescue Annual Dinner at the Pinjarra RSL.

On Sunday 2 July, I attended Lance Chadd's Exhibition 'Kardamorda' at the Forest Heritage Centre.

On Friday 14 July, the CEO and I attended the Peel Regional Leaders Forum meeting at the Shire of Boddington.

On Sunday 16 July, I attended the Old Fairbridgian's Association annual Founder's Day Service at the Fairbridge Chapel.

On Monday 17 July, I attended the Working Group Meeting at Edenvale and the Yunderup Sport and Recreation Club's Management Committee meeting.

On Tuesday 18 July, I presided over the Citizenship Ceremony at the Shire Offices to conduct a ceremony for six new Australian citizens.

On Wednesday 19 July, the CEO and I attended the Residue Filtration Plant Information Evening at the Alcoa Discovery Centre, Pinjarra.

On Thursday 20 July, the CEO and I attended the PRLF workshop at the City of Mandurah.

**Cr M Reid** read out a letter to the Council from Senator Fiona Nash congratulating **Cr W Barrett** on receiving the Order of Australia (OAM).

**8. ANNOUNCEMENTS BY ELECTED MEMBERS**

Nil

**9. ACKNOWLEDGEMENT OF RECEIPT OF DISCLOSURE OF INTERESTS (BY PRESIDING MEMBER)**

**Cr A Black** declared a financial interest in item 11.6 - Adoption of the 2017/18 Budget in that he has applied for the Bona-Fide Primary Rates Concession for his property.

**10. RECEPTION OF MINUTES AND RECOMMENDATIONS OF COMMITTEES HELD SINCE PREVIOUS MEETING OF COUNCIL**

Nil

## 11. REPORTS OF CHIEF EXECUTIVE OFFICER AND OFFICERS

### Planning and Sustainability

#### 11.1 Pinjarra Junction Shopping Centre Street Contributions

File Ref: GE02/300  
Previous Items: Item 11.3 June 17 OCM17/119  
Author and Title: Rod Peake, Director Planning and Sustainability  
Alan Smith, Director Technical Services

##### **Purpose**

Council is requested to consider entering into an agreement for the staged payments of contributions toward street upgrade works associated with Stage 2 of the Pinjarra Junction Shopping Centre.

##### **Background**

On 24 December 2012 Development Approval was issued by the Peel Joint Development Assessment Panel for an extension to the Pinjarra Junction Shopping Centre.

The approval was subject to a number of conditions including condition 16 which required payment of a contribution to the Shire toward street works in the abutting sections of Murray Street, James Street and Pinjarra Road. The owner, Colorado Properties Pty Ltd (Colorado) has since undertaken the development.

Following discussions through the State Administrative Tribunal on the merit and scope of street works associated with shopping centre a value of the contribution was determined to be \$230,000 (excl. GST). The scope of works to be funded by the contribution generally relate to Murray Street, James Street and Pinjarra Road works where these roads abut the shopping centre site and fit within a broader scope of street works for Pinjarra town centre being progressively planned and undertaken by the Shire.

At the time of the shopping centre development being undertaken, planning for the works, particularly those relating to Pinjarra Road, were still underway and only the Stage 1 works could be undertaken. Planning has now advanced to the stage where works can be programmed or completed. Colorado are keen to ensure a defined timeline for completion of the works as a condition of their contribution.

Consideration of this matter was deferred at the 22 June 2017 meeting of Council to enable further discussion with Colorado over extending the proposed timeframe for the Stage 2 works to June 2018 given recent discussions from Western Power over the time needed to undertake its component of the work. This has now been agreed by Colorado and Council can therefore proceed to enter into the agreement.

##### **Proposal**

Discussions have been undertaken with Colorado for a payment schedule to carry out the works. For this purpose the works have been broken down into three parts and proposed payment arrangements for each of these stages is as follows:

Stage 1 - generally relate to the eastern verge works in Murray Street and southern verge works in James Street that have now been completed – Colorado has agreed for the Shire to invoice them \$70,000 (excl. GST) for these works which Colorado will then pay upon receipt of the invoice.

Stage 2 – generally toward the western verge of Murray Street, intersection works at Murray Street intersections with Pinjarra Road and James Street and a red bitumen central median

to Murray Street - Colorado has agreed to provide the Shire with a Bank Guarantee within 30 days of the date of a written agreement being signed for the sum of \$90,000 (excl. GST) in order to secure these works. The Shire will then arrange to construct these works prior to June 2018.

Stage 3 - generally toward a roundabout at Pinjarra Road and Murray Street intersection, verge widening and improvements in Pinjarra Road and a pedestrian crossing treatment to Pinjarra Road. Colorado has agreed to provide the Shire with a second Bank Guarantee within 30 days of the date of a written agreement being signed for the sum of \$70,000 (excl. GST) to secure these works. The Shire estimates these works will be carried out prior to December 2019.

The Shire would invoice Colorado at the time funding is needed to progress the Stage 2 and 3 works (as relevant). Colorado has agreed to pay these invoices within 30 days of the invoice and the Shire would then return the relevant bank guarantee.

Colorado has also requested that the bank guarantees have a sunset clause attached to them which coincides with the estimated completion dates for the Stage 2 and 3 works, being June 2018 and December 2019 respectively.

Colorado has requested a clause in an agreement that the Shire must repay the Stage 2 and 3 contribution (as relevant) if the agreed works are not completed by the estimated completion dates set out above and that it reserves the right to take action against the Shire if this does not occur. These clauses are requested to ensure that the Shire delivers on the works by the dates proposed.

#### **Murray 2025 Strategic Community Plan**

<b>Objective 4</b>	Well planned, integrated and active places that embrace and respect our rural lifestyle, built and natural environment and heritage
<b>Outcome 4.5</b>	Facilities and infrastructure are planned and built to meet the needs of a growing community
<b>Strategy 4.5.2</b>	Obtain funding sources internally, from government agencies, private and 20A Reserve land swaps to fund projects

#### **Statutory Environment**

The contribution relates to condition 16 of the Development Approval for Stage 2 of the Pinjarra Junction Shopping Centre.

#### **Policy Implications**

Nil

#### **Sustainability and Risk Considerations**

*Economic - (Financial impact to the community)*

The contributions will assist with the staged upgrade of the street network within the Pinjarra Town Centre.

*Social - (Quality of life to community and/or affected landowners)*

The works associated with the contribution will improve traffic and pedestrian safety and amenity.

*Environment – (Impact on environment’s sustainability)*

Nil



### *Governance – (Policy implications)*

Nil

### *Overall Risk Management Consideration*

The key risk associated with entering into the agreement relates to the Stage 3 works for Pinjarra Road and the roundabout at the intersection of Murray Street which must be undertaken by December 2019. The Colorado contribution only covers portion of the costs associated with these works and the Shire's funding model for the remaining portion of the works as set out in the Long Term Financial Plan relies in part on the Shire being allocated Blackspot funding to assist with funding the roundabout. Under the proposed agreement Colorado's obligation to contribute funding expires if the works are not completed by December 2019.

### **Consultation**

Colorado Properties

### **Resource Implications**

#### *Financial*

The 2016/17 budget has an allocation for undertaking the works in Murray Street which includes the Colorado funding. This allocation is proposed to be carried forward to the 2017/18 budget.

The Long Term Financial Plan has an allocation for Pinjarra Road streetscape works including the roundabout at Murray Street to be undertaken in 2018/19. The extent of funding reflects the Colorado contribution and a Blackspot funding allocation.

#### *Workforce*

The works will be managed within existing workforce resources.

### **Options**

Council has the option of either:

1. Agreeing to enter into the agreement.
2. Not agreeing to enter into the agreement.

### **Conclusion/Justification of Officer Recommendation**

The Stage 1 works have been completed.

Funding has already been allocated in the 2016/17 budget and are proposed to be carried forward to the 2017/18 budget to undertake the Stage 2 works. Arrangements are underway to commence the works shortly which are planned to be completed by approximately December 2017.

The key issue is the risk of the Shire not being in a position to complete the Stage 3 works by December 2019. The Colorado contribution is planned to go toward a larger project being the construction of the roundabout at the intersection of Pinjarra Road and Murray Street, associated transitions and streetscape works involving widening the footpaths and reducing the traffic lanes in Pinjarra Road from 4 to 2 lanes between George Street and Murray Street. The overall works are likely to cost around \$735,000 and this has been provided for in the Shire's Long Term Financial Plan for 2018/19 on the basis of approx. \$315,000 grant funding and the Colorado contribution being received.

The most likely source of grant funding is the State Blackspot funding and given the crash history at this intersection the Shire is very likely to be allocated funding.

An initial assessment has been undertaken on the crash statistics to appreciate the likelihood of funding through the Black Spot program. The Black Spot program requires any improvements to the intersection to provide a cost benefit in a reduction in crash types. In this case the primary impact is right angle crashes. The proposal is to eliminate this vehicle movement by placing a roundabout at the intersection. The cost benefit is measured by assessing the physical cost of the works to improve the intersection against the costs associated with the actual crash history. A program known as CrashTool is utilised to ascertain the required ratio to meet the Black Spot funding criteria.

At this stage a minimum Benefit Cost Ratio (BCR) of 1.00 is required to meet funding outcomes. The intersection in question currently has a BCR of 2.03 and therefore exceeds the minimum requirements. The successful applications for the current State Black Spot program ranged from a BCR of 1.05 to 4.48. With a current BCR of 2.03 there is a high level of confidence of the project being funded within the Black Spot program for the 2018/19 financial year.

The design and cost estimate for the proposed roundabout has already been undertaken with full consultation with Main Roads. Therefore, costs being incorporated within the funding application have been costed independently to ensure the project can be delivered and achieve the proposed BCR.

If the Shire is not successful in attracting Black Spot or other funding in 2018/19 then it will risk losing the \$70,000 Colorado contribution if the agreement put forward by Colorado is signed.

### **Voting Requirements**

Absolute Majority

#### **OFFICER RECOMMENDATION/COUNCIL DECISION:**

**OCM 17/143**

**Moved: Cr C Thompson**

**Seconded: Cr D Bolt**

**That Council authorises the Chief Executive Officer to enter into the agreement with Colorado Properties Pty Ltd as set out in the above report for the staged payment of \$230,000 (excluding GST) being for street contributions associated with Stage 2 of the Pinjarra Junction Shopping Centre staged on the basis of:**

- 1. \$70,000 excluding GST generally relating to the eastern verge works in Murray Street and southern verge works in James Street being paid upon the signing of the agreement;**
- 2. \$90,000 excluding GST generally relating to the western verge of Murray Street, intersection works at Murray Street intersections with Pinjarra Road and James Street and a red bitumen central median to Murray Street being secured by bank guarantee within 30 days of the date of the agreement for works to be undertaken by June 2018; and**
- 3. \$70,000 excluding GST generally relating to a roundabout at Pinjarra Road and Murray Street intersection, verge widening and improvements in Pinjarra Road and a pedestrian crossing treatment to Pinjarra Road being secured by bank guarantee to be provided within 30 days of the date of the agreement for works to be undertaken by December 2019.**

**CARRIED UNANIMOUSLY 8:0**

## 11.2 Mosquito Local Planning Policy

File Ref: 3302-08  
 Previous Items: Item 11.4 April 17 OCM17/057  
 Author and Title: Phil Steven, Manager Environmental Health

### Appendices 1 and 2

#### Purpose

Council is requested to consider the results of the advertising period and proceeding with the mosquito local planning policy (LPP) which is intended to clarify requirements for new developments that may be impacted by mosquitoes, and to provide guidance to the Shire for the assessment of various types of planning applications.

#### Background

The Shire of Murray is located in a high mosquito risk region. As part of the planning process, consideration of the risk of mosquitoes on proposed developments is given with reference to guidelines recommended by the Shire's environmental health department. To facilitate a consistent approach, Council at its 27 April 2017 meeting resolved to prepare and advertise a mosquito local planning policy.

#### Proposal

The draft mosquito local planning policy has drawn requirements from existing Australian guidelines, as summarised below:

Distance from breeding sites	Guideline
5 kilometres impact of most mosquitoes	Environmental Protection Authority Guidance Note No.40 (former)
3 kilometres for mosquito management plans	Department of Health (DoH) mosquito management guidelines
2 kilometres for notifications on title	DoH research article
2 kilometre buffers	DoH WA research article
Buffer zones reduced for rural-residential lots	DoH NT development guidelines
All areas having appropriate stormwater drainage design	Better urban water management guidelines 2008

These will be applied to the Shire of Murray according to mosquito risk mapping.

#### Murray 2025 Strategic Community Plan

<b>Objective 3</b>	A connected, safe and inclusive community that provides for, and lobbies for accessible services for all residents.
<b>Outcome 3.1</b>	A healthy community with strong sense of community spirit and pride
<b>Strategy 3.1.6</b>	Identify and respond to community health risks

#### Other Strategic Links

The Shire of Murray *Public Health Plan 2016-2020* includes an action to “prepare a mosquito management policy.”

The WA Planning Commission produced a strategic document *Development of a Planning Policy for Mosquitoes and Development 2001* which was designed to assist with the development of a future state policy. However a state policy is not expected to be developed

in the foreseeable future, which suggests local governments should adopt their own mosquito local planning policies to fill this gap.

The Environmental Protection Authority released a *Model Peel-Harvey Estuary Local Planning Policy* which contained a limited number of provisions on how to reduce the impacts of mosquitoes using appropriate stormwater drainage design, and acceptable design of artificial water bodies.

### **Statutory Environment**

Local Planning Policies are made pursuant to the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations* (Schedule 2, Part 2, Clause 4). Policies are to be based on sound planning principles and may address either strategic or operational considerations in relation to the matters to which the policy applies.

A local government may prepare a local planning policy in respect of any matter related to the planning and development of its Scheme area. A local planning policy:

1. may apply generally or in respect of a particular class or classes of matters specified in the policy; and
2. may apply to the whole of the Scheme area or to part or parts of the Scheme area specified in the policy.

Once a policy has been advertised the local government must review the proposed policy in the light of any submissions made and resolve to proceed with the policy either with or without modification, or not proceed with the policy.

If the local government resolves to proceed with the policy, then it must publish notice of the policy in a newspaper circulating in the Scheme area. The policy has effect on publication of this notice.

### **Policy Implications**

A LPP is not part of the Scheme and does not bind Council in respect of any application for planning approval. Council is however required to have due regard to the provisions of adopted local planning policies and the objectives which these policies are designed to achieve before making its determination on applications.

The proposed LPP is considered consistent with State level policy as it contains objectives and provisions that support the intent of *Statement of Planning Policy 2 Environment and Natural Resources Policy*, *Statement of Planning Policy 2.9 Water Resources*, and *Development Control Policy 1.8 Canal Estates and Artificial Waterway Development* which are summarised below.

#### *Statement of Planning Policy 2 Environment and Natural Resources Policy (SPP2)*

Water resources are one of the natural resources identified in SPP2. The Policy directs planning strategies, schemes and decision making to “consider the risks associated with nuisance or disease vector insects, in particular mosquitoes and midges, and ensure appropriate measures are applied to manage potential conflicts with community amenity and health, and environmental values.”

#### *Statement of Planning Policy 2.9 Water Resources (SPP2.9)*

Water resources include “wetlands, waterways, floodplains, foreshores, estuaries, groundwater aquifers and the wider marine environment”. SPP2.9 suggests that these resources are managed within structure plans, subdivision and development applications, by adopting protective measures. These measures should “take into account potential impacts the water resource may have on a land use when determining the compatibility of locating a

land use near natural or artificial water resource/s (for example, flooding or disease vector and nuisance insects such as mosquitoes and midges).”

*Development Control Policy 1.8 Canal Estates and Artificial Waterway Development (DCP1.8)*

This policy acknowledges the role of local government in mosquito control and suggests that any development of canal estates or proposals for artificial development should identify nearby low lying areas where mosquitoes may breed.

**Sustainability and Risk Considerations**

*Economic - (Financial impact to the community)*

The policy supports responsible development and will make it easier for proponents to identify and plan developments that minimise mosquito risk in the Shire. In the longer-term the policy is expected to streamline the assessment processes by encouraging mosquito aware proposals. Conversely, the policy discourages private and public investment in inappropriate locations where there are significant constraints to development or higher than normal capital and operating costs required to protect people from mosquito risks.

*Social - (Quality of life to community and/or affected landowners)*

Mosquitoes have social implications relating to the nuisance they cause for residents undertaking leisure activities outdoors. When mosquitoes transmit disease, this affects the quality of life for the individual, as well as their family who are involved in caring for the recovering family member.

*Environment – (Impact on environment’s sustainability)*

Mosquitoes were identified in *Environmental Protection Guidance Statement No.40* as a relevant environmental factor. This was based on the fact that if developments are approved close to mosquito breeding areas, then mosquito treatments have the potential to impact the environment. Although the Statement has been withdrawn, the environmental principles remain valid.

*Governance – (Policy implications)*

As evident in the withdrawal of *EPA Guidance Statement No. 40*, there has been debate over which government department should take the lead on urban planning for mosquito mitigation. In withdrawing the Statement, the EPA advised that “the Department of Planning and Department of Health are the lead agencies for mosquito management for new and existing land developments.”

The Statement provided useful guidance which may in the future be included in a DoH Code of Practice or State Planning Policy. Given its planning implications, guidelines would better fit within the planning framework. The lack of a state mosquito planning policy suggests that local governments affected by mosquito issues should develop their own policies. This is particularly relevant for local governments in high risk areas such as northern WA, and the local governments located between Rockingham and Busselton.

Local governments in the Peel region face a significant challenge for mosquito management due to significant mosquito breeding caused by warm weather and the regular creation of pools of standing water when tides overtop the Peel-Harvey Estuary. Those local governments most affected by mosquitoes will benefit the most from introducing a mosquito local planning policy.

The introduction of a LPP will also provide a tangible demonstration of the importance that the Shire of Murray places on protecting developments from mosquitoes. This has the potential to influence future state government policy development.

### *Overall Risk Management Consideration*

The intent of the policy is to minimise the potential risks associated with mosquito breeding within Shire of Murray, specifically when developments are proposed in close proximity to saltwater breeding areas. A risk management approach is proposed so that certain measures are applied to developments in a consistent manner according to specified distances that developments are located from mosquito breeding areas.

### **Consultation**

The policy was advertised for 21 days in accordance with the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations* by way of a notice advertising details of the proposed policy in a newspaper circulating within the Shire and referrals to the Department of Planning, Department of Health, Planning Institute of Australia (WA), Urban Development Institute of Australia (WA), Peel Mosquito Management Group and Shires of Rockingham, Mandurah, and Waroona.

Two submissions were received during the formal advertising period from the Department of Health and Peel Mosquito Management Group. A copy of the schedule of submissions is located within **Appendix 1**.

The submissions were supportive of Councils endeavor in developing the policy with the majority of suggested changes coming from the Department of Health. The requested changes are reflected in the modifications tracked on the advertised policy (refer **Appendix 2**) and noted in officer comments within the schedule of submissions.

### **Resource Implications**

#### *Financial*

Advertising of the draft policy has been contained within the Planning and Sustainability advertising budget.

#### *Workforce*

The draft policy has been prepared within the existing Planning and Sustainability workforce resource level.

### **Options**

Council has the option of:

1. Resolving to proceed with the Mosquito *Local Planning Policy* either in the form recommended or another form.
2. Resolving not to proceed with the *Mosquito Local Planning Policy*.

### **Conclusion/Justification of Officer Recommendation**

This policy has been prepared in order to assist the Shire of Murray and developers with the assessment and addressing of mosquito risks for new developments in the Shire of Murray.

The policy formalises current best practice and forms part of a wider approach to support responsible mosquito management within the Shire. There were no objections to the policy received as a result of the advertising process. Relevant changes from the submission schedule and other non-substantive changes to improve the functionality of the policy have been incorporated and highlighted in an updated version of the policy.

It is therefore recommended that Council adopt the policy.

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION:****OCM 17/144****Moved: Cr W Barrett****Seconded: Cr C Rose****That Council:**

1. pursuant to the requirements of the deemed provisions set out in Schedule 2, Part 2, Clause 4 of the Planning and Development (Local Planning Schemes) Regulations, proceeds with the Mosquito Local Planning Policy as set out in Appendix 2; and
2. publishes notice of the policy in a newspaper circulating within the Shire in accordance with the relevant requirements of the deemed provisions set out in Schedule 2, Part 2, Clause 4 of the Planning and Development (Local Planning Schemes) Regulations.

**CARRIED UNANIMOUSLY 8:0**

### 11.3 Proposed Lot 600 Lakes Road Structure Plan

File Ref: 5/6058  
Applicant: Urbis Pty Ltd on behalf of LandCorp  
Author and Title: Cherryll Oldham, Senior Planning Officer

#### Appendices 3 and 4

#### Purpose

Council is requested to consider the submissions and support for the proposed Lot 600 Lakes Road Structure Plan which provides for the industrial subdivision and development of the land.

#### Background

Land within Nambeelup has been identified for a major industrial area in endorsed strategic planning documents over a long period. This planning framework includes the Inner Peel Region Structure Plan (1997), the Economic and Employment Lands Strategy (2012) and the draft South Metropolitan Peel Sub-regional Planning Framework (2015).

Establishment of an industrial area at Nambeelup has also been identified as a key transformational project under the Peel Regional Investment Blueprint (2015). This blueprint document envisages the Nambeelup Industrial Area as a project that will stimulate industrial related job and economic growth for the Peel region.

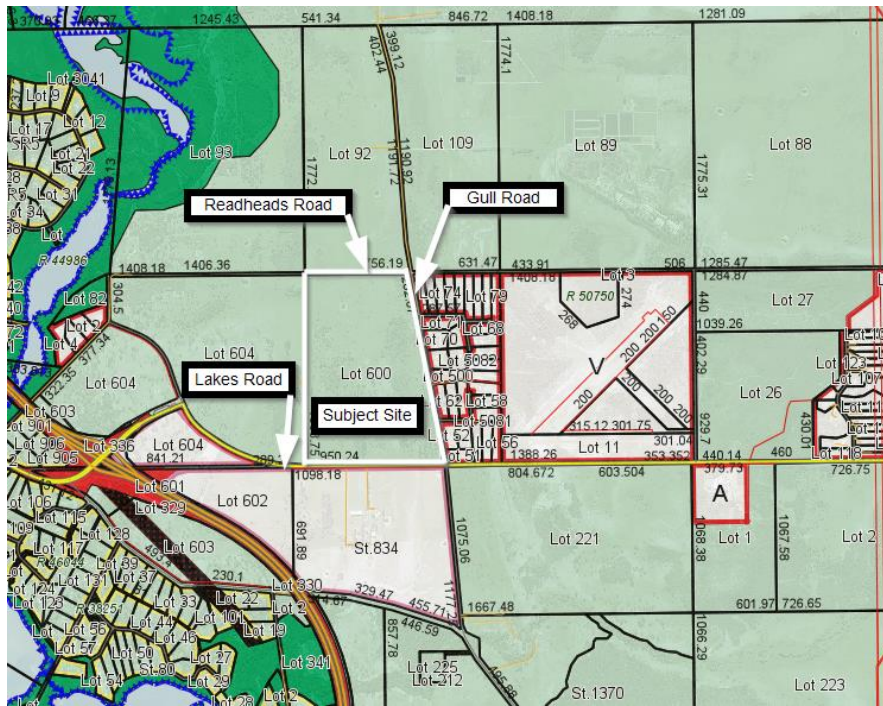
In December 2015, the Western Australian Planning Commission endorsed the Nambeelup Industrial Area District Structure Plan. Preparation of the District Structure Plan involved more than 10 years of planning, environmental, drainage and infrastructure investigations and involved two phases of public consultation in 2012 and 2014. The District Structure Plan provides guidance for the detailed planning and development of the industrial area and addresses land requirements for regional roads, provision of open space and drainage requirements.

In April 2016, the District Structure Plan was formally released. At the same time, the State Government announced \$45.2 million in Royalties for Regions funding to plan, design and construct headworks infrastructure to support the development of the first 290 hectares of land in the Nambeelup Industrial Area.

The first 290Ha of land within the Nambeelup Industrial Area includes Lot 600, being a site owned by LandCorp and a further 174 ha of land already zoned 'Industrial' under the Peel Region Scheme and 'Industrial Development' under the Shire's Town Planning Scheme (Scheme).

Lot 600 is bounded by Lakes Road to the south, Gull Road to the east, Readheads Road to the north and 'Rural' zoned land to the west. A location plan identifying Lot 600 is provided below.





Lot 600 and the adjacent portion of Lakes Road is currently zoned ‘Rural’ under the Peel Region Scheme (PRS), however is currently the subject of rezoning to ‘Industrial’ under PRS Amendment 043/57. In April 2017 Council initiated an amendment to its Scheme to rezone the same land to Industrial Development. This amendment is currently with the Environmental Protection Authority and it is scheduled to commence advertising in August 2017.

Land within the Industrial Development zone requires a structure plan to be prepared and adopted before subdivision and development proceeding.

**Proposal**

The draft structure plan proposes the following key elements:

- between 80-110 industrial lots.
- remnant vegetation and wetland protected within in public open space.
- an interconnected internal street network.
- an agri-food, agri-processing as well as transport and logistics focus.
- upgrades proposed for Lakes Road, Gull Road and Readheads Roads and intersections.
- provision for interim and future services.
- a proposed commercial precinct and built form precinct on Gull Road.

A copy of the draft proposed Structure Plan is included at **Appendix 3**.

**Murray 2025 Strategic Community Plan**

<b>Objective 2</b>	A progressive and diverse economy that maximises employment and business opportunities
<b>Outcome 2.1</b>	Increased opportunities for responsible commercial, agricultural, industrial and residential development investment
<b>Outcome 2.2</b>	Growth of local businesses and agricultural pursuits are facilitated and supported

<b>Strategy 2.1.2</b>	Facilitate the establishment of the Nambeelup Industrial Business Park as a key regional employment growth area
<b>Strategy 2.2.1</b>	Advocate for and build enabling economic infrastructure

### **Other Strategic Links**

- *Draft South Metropolitan and Peel Sub-regional Planning Framework*
- *Nambeelup Industrial Area District Structure Plan*
- *Peel Regional Investment Blueprint*

### **Statutory Environment**

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015)*
- *Peel Region Scheme*
- *Town Planning Scheme No. 4*

### **Policy Implications**

An approved structure plan does not have statutory effect. Once approved by the Western Australian Planning Commission, any consideration and/or determination of an application for subdivision or development approval by a decision maker is to have due regard to, but is not bound by the structure plan.

### **Sustainability & Risk Considerations**

#### *Economic - (Financial impact to the community)*

This structure plan progresses the Nambeelup Industrial Business Park which is a key driver of the future employment growth for the Peel Region. On completion the Nambeelup Industrial Business Park project together with the proposed Food Zone and Integrated Water Initiative will equate to around \$2.3B economic output and annual export value of between \$189 and \$214M per annum.

#### *Social - (Quality of life to community and/or affected landowners)*

The structure plan is the first stage of Nambeelup Industrial Business Park which is a key driver of the future employment growth with a large labour force. Increased business and educational opportunities will provide increased employment positions for the residents of the Shire of Murray and the Peel Region which in turn will provide a better quality of life for local residents.

#### *Environment – (Impact on environment’s sustainability)*

A Resource Enhancement Wetland with remnant vegetation is proposed to be retained and protected within a public open space area generally abutting Gull Road. Once approved by the Shire and Department of Water the local water management strategy submitted with the structure plan will be designed to ensure the development does not impact on the wetland or vegetation.

#### *Governance – (Policy implications)*

The Western Australian Planning Commission is progressing an amendment under the Peel Region Scheme to rezone Lot 600 from ‘Rural’ to ‘Industrial’ and the Shire is progressing an amendment to its Scheme to rezone the land from ‘Rural’ to ‘Industrial Development’ zone.

The intention of the ‘Industrial Development’ zone is to ensure subdivision and development of the land takes place in accordance with an approved structure plan.

### *Overall Risk Management Consideration*

The key risk relates to the land being subdivided and developed on an ad-hoc basis. The structure plan will provide a basis for the coordinated subdivision and development of the land.

### **Consultation**

The draft structure plan was advertised for a period of 28 days with a closing date for submissions being 21 June 2017. Advertising was undertaken by way of an onsite sign, notice in the local newspaper and on the Shire website as well as letters to nearby landowners and relevant State agencies.

At the close of advertising sixteen submissions were received, fourteen from state agencies and two from landowners. A submission schedule which sets out a summary of each submission and a comment and recommendation on each is included at **Appendix 4**.

The key issues raised in submissions were:

- the location and management of the high pressure gas pipeline in the Readheads Road road reserve.
- proposed land uses and Town Planning Scheme No.4.
- timing of services will affect the progress of the development and type of businesses attracted to the area.
- interim pump station is proposed at the south western corner of Lot 600 contrary to the Water Corporation's concept plan for sewer.
- wetland buffers are not in accordance with Environmental Protection Authority's guidance (Guidance Statement 33 Environmental Guidance for Planning and Development), however is deferred for Shire to determine an acceptable risk.
- bushfire hazard asset protection zone within wetland area.
- suitable road reservation width required for Lakes Road.
- developer contribution scheme should be developed to fund future road works and service infrastructure.
- property in North Dandalup is already adversely impacted by the increase in truck activity on South Street.

### **Resource Implications**

#### *Financial*

The progressive development of Lot 600 for industrial purposes will generate significant rate revenue for the Shire, it will however also involve the development of infrastructure particularly related to roads, drainage and open spaces which will require ongoing Shire management.

The relevant administration fee to cover Shire officer time and direct costs associated with the assessment of the structure plan has been paid.

#### *Workforce*

The assessment and reporting of the structure plan has been accommodated within the existing Planning and Sustainability workforce level.

### **Options**

Council has the option of:

1. Recommending the structure plan be approved by the Western Australian Planning Commission with or without modifications.

2. Recommending the structure plan not be approved by the Western Australian Planning Commission.

### **Conclusion/Justification of Officer Recommendation**

The Nambeelup Industrial Area District Structure Plan (DSP) was endorsed by the Department of Planning in April 2016 to guide land use and development within the Nambeelup Industrial Area. The local structure plan for Lot 600 proposes several variations from the District Structure Plan.

#### *Road Widths*

The structure plan proposes Gull Road, Readheads Road (west of Gull Road), the central east west connector road and the western north south connector roads all to vary from the requirements under the DSP on the basis that Keralup to the north is not progressing.

#### Comment

The road widths shown in the DSP are already based on traffic modelling undertaken on the assumption that Keralup was not progressing. Furthermore, although the government has made a decision for a major residential area at Keralup is no longer proceeding, it may be that another form of development will be proposed on the Keralup land which attracts significant traffic. It is important to retain capacity in the road network to ensure this does not constrain the development of Nambeelup. It is recommended that road widths within the structure plan area be modified to meet the requirements of the DSP.

#### *Central East West Connector road*

The DSP shows the central east west connector road traversing through the site eastward to Gull Road. The structure plan proposes to halt the central east west road, west of the resource enhancement wetland area and not continue the road through to Gull Road. The DSP also identifies this road as a future public transport route.

#### Comment

On balance this proposal is supported as it will have only a minor impact on traffic circulation but will reduce the impact on the resource enhancement wetland. Protection of environmental values is an objective of the DSP and the resource enhancement wetland will have more potential for rehabilitation if the road did not traverse through the wetland. The public transport route could be diverted to the north or south, west of the resource enhancement area. However it is acknowledged that this may leave a small portion of Gull Road without a central public transport stop, though stops could be provided both north and south of the wetland area. It is recommended that the central east west connector road be retained as proposed and not traverse through the resource enhancement wetland.

#### *Western North South Connector Roads*

The Western North South Connector Roads is proposed at a width less than that of the DSP. The proposed width of 29m is also inconsistent with the proposed road width of the north south road on the southern side of Lakes Road within the approved structure plan for Lot 530 Lakes Road.

#### Comment

It is recommended that the proposed north south road on the western be constructed in accordance with the DSP at 44m or at least consistent with the proposed western north south road directly to the south of Lakes Roads as shown on the Lot 530 Lakes Road structure plan at 42m.

### *Direct Access to Perimeter Roads*

Lots abutting major perimeter roads, including Lakes Road, Gull Road, Readheads Road and the north south connector road on the western side should not directly access these roads due to the traffic volumes anticipated on these roads.

#### Comment

It is recommended that the structure plan be updated to note no direct access onto these roads and that a conceptual detail be included to demonstrate how access future lots abutting these roads will be achieved.

### *Provisions of Services*

The DSP identifies that a suitably agreed comprehensive infrastructure servicing plan is required to support any industrial rezoning within the Nambeelup Industrial Area. This should include road, drainage and other public utility infrastructure services. This did not occur at the rezoning stage and should be provided as part of the structure plan stage.

#### Comment

Prior to the finalisation of the structure plan a comprehensive infrastructure servicing plan should be provided. This should outline ultimate servicing requirements for Nambeelup Industrial Area and that required to service Lot 600. It should also outline commitments for servicing associated with Lot 600 and triggers for staging of the service infrastructure.

### *Gull Road Built Form Precinct*

This structure plan proposes to provide a 2.43ha industrial special land use and built form precinct between Gull Road and the wetland buffer area. The intent of this precinct is to accommodate land uses and development that are sensitive and compatible to the wetland area and the Special Use - Kennels zone on the eastern side of Gull Road.

#### Comment

This built form precinct is not supported by the DSP. However the DSP indicates the east west connector road being constructed through the wetland area which is likely to have an effect on the wetland area due to the imported fill and machinery required to construct the road. Ideally, no development should impact the wetland or buffer area, including roads.

In order to protect the wetland an outcome is proposed with an area of 2.43ha located outside of the wetland and buffer area to be developed for industry land uses that will have minimal effect on the wetland and buffer area. This built form precinct proposes to be separated from the wetland buffer by an internal access road. Only land uses that provide evidence that they will not impact the wetland and buffer will be supported.

It is recommended that Council supports the development of the Gull Road Built Form Precinct subject to the protection of the wetland and a 30 metre buffer.

### *Proposed Commercial Zone / Service Commercial/Light Industry*

The structure plan proposes a Commercial zone that extends along the perimeter of the south western drainage area and along Lakes Road to Gull Road. However the DSP supports limited areas of Service Commercial/Light Industry zone along Lakes Road, not a Commercial zone.

#### Comment

The DSP provides for a potential commercial support centre on Lot 604 to the west of Lot 600 located on the future connector to Osprey Link. However the DSP indicates this location for the commercial centre is indicative only and also recommends limited Service Commercial/Light Industry zone should be located fronting Lakes Road.

As Lot 600 will be the first lot to develop within the Nambeelup Industrial Area it is considered reasonable to provide a local activity node (Commercial Zone) to cater for the daily commercial needs of employees and employers in the industrial area, such as cafés, banks and the like. It is recommended that this be focussed along the curved road opposite the landscaped drainage open space at the south west corner of the site as this site is prominently located at the western entry to the land with good access. It is recommended that the extent of the precinct should be justified by a needs assessment which specifically reflects the industrial support needs with the outcomes of this assessment being reflected in the structure plan as 'commercial' zone with the remaining extent of the 'commercial' zone as currently shown on the structure plan being changed to 'service commercial'. Further it is recommended that design guidelines be required by way of a Local Development Plan to guide a 'main street' type environment with high quality public realm to provide a valuable high amenity focus for the industrial estate.

#### *Developer Contributions*

Part 1 of the structure plan document provides that developer contributions are not required for this development under an agreement with the Department of Planning and the Shire of Murray.

#### *Comment*

In discussions with the applicant it was agreed that a formal development contribution scheme would not be required for Lot 600 on the basis that the Royalties for Regions funding would provide all trunk and normal servicing requirements necessary for the land.

However as set out above a comprehensive infrastructure services plan is required to identify the ultimate servicing required, that necessary to support the Lot 600 development and the required staging and triggers for provision of the infrastructure. This work should be undertaken preferably as part of the structure plan but at least prior to the first stage subdivision application being lodged.

#### *Managed Aquifer Recharge*

Limited discussion has been provided within the structure plan report, technical reports nor identified on the structure plan, plan of the Managed Aquifer Recharge (MAR) proposal.

#### *Comment*

The MAR Feasibility trial program has recently commenced with the installation of a monitoring bore within the future designated Stormwater basin (N1 as shown in Figure 9). It is recommended that as the program is of regional significance it should be identified within the structure plan report and plan.

#### *Bushfire Management*

The bushfire management plan identifies that portions of the development area surrounding the resource enhancement wetland is bushfire prone. The structure plan has acknowledged this by proposing to locate an asset protection zone within the proposed wetland buffer. This will mean the vegetation within the asset protection zone will need to be managed or cleared.

Also a bushfire management plan associated with a structure plan is required to be referred to and approved by the Department Fire and Emergency Services and the Shire of Murray. The bushfire management plan has not been approved at this time.

### Comment

The purpose of a wetland buffer is to protect the wetland from the effects of development and therefore development including the asset protection zone should not encroach into the wetland buffer area. It is recommended that the bushfire management plan and if necessary the structure plan area be modified so that this area does not encroach into the wetland buffer area and that the structure plan not be approved until the bushfire management plan is approved by the Department Fire and Emergency Services and the Shire of Murray.

Further to the above the bushfire asset protection zone should be identified on the structure plan and within Part 1 of the structure plan text in relation to notifications on titles.

### *Odours from Piggery*

Provision should be made within Part 1 of the structure plan report to ensure all notifications are placed on the titles for all new lots advising of a hazard in relation to the Wandalup Piggery.

### *Updating Technical Documents*

All technical documents including Part 1 implementation in the structure plan report are to be amended to reflect any updates, the recommended changes above and within the schedule of submissions prior to the finalisation of the structure plan.

It is recommended that Council advises the Western Australian Planning Commission that it supports the Lot 600 Lakes Road, Structure Plan subject to the recommended modifications above and within the Schedule of Submissions at **Appendix 4** being addressed.

### **Voting Requirements**

Simple Majority

#### **OFFICER RECOMMENDATION/COUNCIL DECISION:**

**OCM 17/145**

**Moved: Cr C Thompson**

**Seconded: Cr C Rose**

#### **That Council:**

1. pursuant to Schedule 2, Part 4 (19) & (20) of the *Planning and Development (Local Planning Schemes) Regulations 2015* resolves to accept the submissions received and recommend to the Western Australian Planning Commission that the proposed Lot 600 Lakes Road Structure Plan be approved subject to the modifications as outlined in the conclusion section of this report and in the Schedule of Submissions included in Appendix 4. In particular the structure plan requires a comprehensive infrastructure servicing plan to be provided which outlines ultimate servicing requirements for Nambeelup Industrial Area and the infrastructure required to service Lot 600, including road, drainage and other public utility services, commitments for servicing associated with Lot 600 and triggers for staging of the service infrastructure; and
2. pursuant to Schedule 2, Part 4 (20) forwards the advertised Lot 600 Lakes Road Structure Plan and all relevant documentation to the Western Australian Planning Commission for determination.

**CARRIED UNANIMOUSLY 8:0**

## Corporate Governance

### 11.4 Adoption of Shire of Murray 2017-2021 Corporate Business Plan

File Ref: 7/7909  
 Author and Title: Julie Burton, Director Corporate and Community Development

#### Appendix 5 Under Separate Cover

#### Purpose

Council is requested to endorse the Corporate Business Plan for the period 1 July 2017 to 30 June 2021.

#### Background

In accordance with section 5.56 of the *Local Government Act 1995* all local governments in Western Australia are required to effectively plan for the future as outlined in the Integrated Planning Framework. The intent of the framework is to ensure that priorities and services provided by local government are aligned with community needs and aspirations and, in doing so, facilitate a shift from a short-term resource focus to a long-term value creation.

The Corporate Business Plan (CBP) is responsible for activating the strategic direction of the Shire, articulated within the Strategic Community Plan, into specific priorities and actions at an operational level to inform the annual budget. The Plan also draws together actions contained within the Long Term Financial Plan, Asset Management Plans, Local Community Plans and the Community Infrastructure Plan. The Shire has been undertaking a simultaneous review of its Strategic Community Plan, Corporate Business Plan and ancillary informing strategies since 2012.

The Plan is reviewed annually, with a major review undertaken every four years to ensure that it remains consistent with the direction of the Strategic Community Plan and that it forms the basis for continuous improvement within the Shire.

#### Proposal

The Corporate Business Plan was reviewed over the period January to June 2017. The process for review involved:

- Business Units assessing the current situation, the Strategic Community Plan and the Corporate Business Plan progress;
- Business Units reviewing, reprioritising, planning and extending the Corporate Business Plan to cover the next four years, considering current situation, Council priorities, available resources and assessing risk; and
- The Executive Team evaluating and recommending the Corporate Business Plan for Council consideration and approval.

In preparing the timeline for all tasks, management has been careful to balance these across the four years, making sure there is an equal effort in the number of tasks to be achieved and workload of individual managers, over this timeframe.

#### Murray 2025 Strategic Community Plan

<b>Objective 1</b>	Strong and collaborative leadership which engages in effective partnerships and reflects the aspirations of our community
<b>Outcome 1.1</b>	A long-term strategically focused Shire that is sustainable, respected and accountable



<b>Strategy 1.1.2</b>	Prudent management of financial resources to maximise value for money
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### **Murray 2016-2020 Corporate Business Plan**

<b>Action 1.1.1.2</b>	Review the Corporate Business Plan
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### **Other Strategic Links**

Nil

### **Statutory Environment**

Section 5.56(1) and (2) of the Act requires that each local government is to plan for the future of the district, by developing plans in accordance with the regulations. Regulations specify what a 'plan for the future' should involve. In particular, local governments are required to develop and adopt a strategic community plan and a corporate business plan.

The new regulations also require each local government to include in its Annual Report any changes to either of the above plans.

### **19DA. Corporate business plans, requirements for (Act s.5.56)**

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
  - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
  - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
  - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*

*\*Absolute majority required.*

- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

### **Policy Implications**

Nil

## **Sustainability & Risk Implications**

### *Economic - (Financial impact to the community)*

The Plan is the key driver for the annual budget and the long term financial plan. This linkage ensures that community priorities are adequately funded and that appropriate and endorsed rating strategies are in place to allow any financial impact on the community to be carefully considered.

### *Social - (Quality of life to community and/or affected landowners)*

The actions within the Plan outline multiple projects that will increase alignment with the community needs and aspirations around the provision of services, and thereby contribute to quality of life.

### *Environment - (Impact on environment's sustainability)*

Nil

### *Governance/Risk Statement - (Policy implications)*

Nil

### *Overall Risk Management Consideration*

The Corporate Business Plan interacts with informing strategies in the Long Term Financial Plan, Asset Management Plans and the Workforce Plan as part of the Integrated Planning and Reporting Framework. The CBP is a critical part of this framework and in itself mitigates business risk through links across Councils infrastructure, finances and workforce.

As the adoption of these plans is a legislative requirement, failure to adopt a Corporate Business Plan would result in non-compliance with the Local Government Act. The alignment of the actions outlined in the Plan with the services levels expressed by the community reduces the risk of a perception of misalignment with the desired service levels and associated rating strategies.

## **Consultation**

The Corporate Business Plan actions have been based on the strategies outlined in the Strategic Community Plan which was adopted in 2015/16 following significant community and key stakeholder engagement. The development of the Local Community Plans has also provided significant input into the actions within the CBP.

## **Resource Implications**

### Financial

Costs associated with implementing the strategies are incorporated within the draft 2017 Long Term Financial Plan and 2017/18 draft budget.

### Workforce

The strategies outlined within the Corporate Business Plan align with no increases to workforce in 2017/18.

## **Options**

Council may amend any part of the Corporate Business Plan to reflect a change in priorities.

**Conclusion/Justification of Officer Recommendation**

The Corporate Business Plan is used to drive the development of the Shire's Annual Budget, translate the Strategic Community Plan into actions and provide a link to existing service delivery that supports achieving the aspirations and outcomes set out in the Strategic Community Plan. It also aligns with financial and other resources outlined in the supporting plans.

The review of the Corporate Business Plan has allowed a comprehensive assessment of all the existing Shire's strategies, including the Local Community Plans. The linkages contained within the Plan ignite the relationships that exist between these strategies, as well as the workforce, infrastructure and financial plans that underpin them. This joint approach will allow Council to achieve the community aspirations within a sustainable framework.

The performance in relation to the outcomes of the Corporate Business Plan will be reported within the Annual Report.

**Voting Requirements**

Absolute Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION:**

**OCM 17/146**

**Moved: Cr C Thompson**

**Seconded: Cr A Rogers**

**That Council by Absolute Majority adopts the 2017-2021 Shire of Murray Corporate Business Plan.**

**CARRIED UNANIMOUSLY 8:0**

## 11.5 Adoption of the Long Term Financial Plan 2017

File Ref: 1/2045  
Author and Title: Julie Burton, Director Corporate and Community Development

### Appendix 6 Under Separate Cover

#### Purpose

This report proposes adoption of the Long Term Financial Plan for the financial year ending 30 June 2027.

#### Background

Long term financial planning is a key element of the Integrated Planning and Reporting Framework. It enables local governments to set priorities, based on their resourcing capabilities, for the delivery of short, medium and long term community aspirations as identified in the Corporate Business Plan and wider reaching Strategic Community Plan. The Long Term Financial Plan (LTFP) is a ten year rolling plan that aligns with the Corporate Business Plan to activate Strategic Community Plan priorities. From these processes, annual budgets that are aligned with strategic objectives are developed.

The LTFP provides direction both for the Shire's long term capital investment planning and its operating capacity, indicating long term financial sustainability and allowing early identification of financial issues and their longer term impacts. It also shows the linkages between specific plans and strategies, and enhances the transparency and accountability of the Council to the community.

Forecasting a long term financial position helps to quantify the future impacts of current decisions and identify the available options to close the gap between revenues and expenditure. It informs decision making and priority setting, and assists in the management of the local government's response to community growth. It also assists the management of cash flows and funding requirements, community assets and risk.

#### Proposal

This review of the LTFP covers the 2017/18 to 2026/27 period. The Plan has been prepared taking into account the following:

- Council's strategic documents
- Effective management of Council assets
- Service levels and community needs
- Council's capacity to fund major projects

The Plan acknowledges a number of key assumptions, principles and policies which will guide the Council in the annual review of the Corporate Business Plan and Budget, with the long term goal of financial sustainability and meeting Council's objectives. The following assumptions and variables are included within the Plan:

- CPI forecasts at an average of 2.5% have been applied across relevant categories
- Employee expenses have been increased in line with the current Enterprise Bargaining Agreement for year 1, and a lower rate of 2.5% for years 2 - 4 in line with reducing wage price index rates. Years 4 onwards returns to a 3.5% increase to cater for expected growth.
- Adjustments for known variations have been included (e.g. election expenses every four years, and valuation expenses every four years)
- Increases in rates over the period have been included to meet the financial requirements of a growth council

- New loans of \$4,958,094 are proposed over the 10 years, with a continuation of low debt levels allowing capacity to borrow in the future if necessary
- The achievement of an ongoing underlying operational surplus all ten years
- A sustainable renewal model for infrastructure
- The retention of service provision at the current levels

All sources of revenue such as rates and service charges, grant funding, user charges and fees and interest revenue have been taken into account when finalising the LTFP. The Plan also projects the Shire's future expenditure, considering regular and ongoing expenditure commitments arising from existing services and operations as well as new capital projects and additional services.

The attached LTFP includes ten year financial forecasts comprising:

- Statement of comprehensive income – by program
- Statement of comprehensive income – by nature and type
- Statement of financial activity
- Statement of financial position
- Statement of equity
- Statement of cashflows
- Listing of capital expenditure

These statements are supported by the details of assumptions on which the Plan has been developed, major capital works schedules and methods of measuring performance.

The Plan demonstrates, that with prudent financial planning, monitoring of rating capacity and careful assessment of priorities, the Shire of Murray will be able to maintain a sound financial position in the long term.

### **Murray 2025 Strategic Community Plan**

The Long Term Financial Plan supports the projects and initiatives from the Strategic Community Plan and the Corporate Business Plan.

<b>Objective 1</b>	Strong and collaborative leadership which engages in effective partnerships and reflects the aspirations of our community
<b>Outcome 1.1:</b>	A long-term strategically focused Shire that is sustainable, respected and accountable
<b>Strategy 1.1.2:</b>	Prudent management of financial resources to maximise value for money

### **Murray 2016-2020 Corporate Business Plan**

<b>Action 1.1.2.1</b>	Review the Long Term Financial Plan
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### **Other Strategic Links**

2017/18 Draft Budget  
 Corporate Business Plan 2017 - 2021  
 Strategic Community Plan – Murray 2025  
 Local Community Plans

## **Statutory Environment**

Section 5.56(1) and (2) of the Act requires that each local government is to plan for the future of the district.

## **Policy Implications**

Nil

## **Sustainability & Risk Implications**

### *Economic - (Financial Impact to the Community)*

The Long Term Financial Plan provides funding for infrastructure and major projects that are all key to the success of growing the economy of Murray.

### *Social - (Quality of life to community and/or affected landowners)*

The Long Term Financial Plan outlines the services that will be provided to the community to enhance the quality of living. It is crucial that the Plan aligns with the aspirations of the community to ensure financial strategies are in place to meet future demand.

### *Environment – (Impact on environment's sustainability)*

Nil

### *Governance/Risk Statement – (Policy Implications/Level of Risk)*

The Long Term Financial Plan interacts with other strategies of the Integrated Planning and Reporting Framework to complete the resourcing requirements for the delivery of core services.

### *Overall Risk Management Consideration*

The annual review and update of the Long Term Financial Plan along with the key underpinning assumptions, addresses the risk associated with changes to Council's financial sustainability that may arise from changing external and internal impacts, by ensuring they will be identified on a timely basis enabling Council to consider changes required accordingly.

## **Consultation**

Discussions on requirements and associated options and consequences, was the subject of rolling presentations to the Council throughout 2016/17.

## **Resource Implications**

### Financial

The Plan provides a clear and sustainable approach for the delivery of services into the future. Year 1 of the Long Term Financial Plan provides the basis for the development of the 2017/18 Budget.

### Workforce

Provisions existing within the Long Term Financial Plan for additional staff to meet the demands of a growing community. While there are no proposed increases for 2017/18, provision for 1 additional staff member is made in 2018/19 and 2 additional staff members each year from 2019/20 for the remainder of the Plan.

## **Options**

Council may choose to modify the priorities contained within the Long Term Financial Plan as presented.

**Conclusion/Justification of Officer Recommendation**

Long term financial planning is the mechanism that enables local governments to determine their capability to sustainably deliver the assets and services required by the community. It allows the local government to set priorities, within its resourcing capabilities, to deliver short, medium and long term community priorities.

The Long Term Financial Plan 2017 has been developed based on the historical and projected growth of the Shire, the strategies identified in the Strategic Community Plan, Corporate Business Plan and other informing documents. It is considered Council will be able to deliver its Strategic Plan objectives and the ongoing provision of services at current standards in a sustainable manner.

The Plan will be reviewed on an annual basis to accommodate any changes in economic forecasts, strategies, community aspirations and organisational requirements. It will be a live document which will assist in predicting the future capacity of the organisation to accommodate increases in infrastructure and service levels.

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION:****OCM 17/147****Moved: Cr A Rogers****Seconded: Cr D Bolt**

**That Council endorses the Long Term Financial Plan 2017 as contained in Appendix 6.  
CARRIED UNANIMOUSLY 8:0**

## 11.6 Adoption of the 2017/18 Budget

File Ref: 8100  
Author: Julie Burton, Director Corporate and Community Development

### Appendix 7 Under Separate Cover

**Cr A Black** declared a financial interest in item 11.6 – 2017/18 Budget - Rate Concessions Bona-fide Primary Producers, in that he has applied for the Bona-Fide Primary Rates Concession for his property.

**Cr A Black** withdrew from the meeting the time being 9.05am.

### Purpose

Council is requested to adopt the 2017/18 Budget, together with the supporting schedules, adoption of rates and minimum payments, fees and charges, establishment of reserve funds, and other consequential matters arising from the budget papers.

### Background

In accordance with the Local Government Act and Regulations, Council is required to adopt a budget on an annual basis. The draft budget has been compiled based on the principles contained in the Long Term Financial Plan (LTFP), and contains provisions to achieve the outcomes detailed in the Strategic Community Plan and the Corporate Business Plan.

Council's long-term planning strategy is aimed at creating a sustainable financial environment to enable Council to continue to provide the community with high quality services and infrastructure into the medium and long term. The budget is a continuation of Council's responsible financial program. It is a financial plan aimed at:

- Balancing the community's needs and ensuring that the Shire continues to be financially sustainable in the long term.
- Maintaining Council's commitment to sustainable asset renewal and maintenance of the community's assets.
- The maintenance of a strong cash position for financial sustainability.
- Achieving efficiencies through targeted savings and an ongoing commitment to contain costs.
- Implementing rate and fee increases that are both manageable and sustainable.
- Providing a framework to deliver balanced budgets including sustainable underlying surpluses.

### Proposal

The draft Budget has been prepared with emphasis in the coming year on a continuation of service delivery for the community, providing consistency and clear outcomes for residents. The budget funds a range of community services including community safety, youth, recreation, maintenance of community facilities, parks, gardens, playgrounds, infrastructure, waste and recycling collection, and building and planning services. In addition, the capital works program provides for a sustainable level of funding for the renewal of the community's infrastructure and an investment in major community facilities.



In preparing the draft Budget, a number of external and internal influences have been taken into consideration because they are likely to impact significantly on the services delivered by Council in the budget period. These include:

- The urgent need to plan for future exponential growth within the Shire.
- Community expectations for Council to be a leader in environmental sustainability by planning for the effects of climate change, education and awareness of the benefits of trees and natural bushland, and supporting the community in protecting and enhancing our natural assets and open spaces;
- Changing demographics as a result of an ageing population resulting in the need for Council to develop facilities which are accessible and adaptable to inter-generational community users;
- Significant increases in utility costs;
- Low interest rates restricting Council's ability to generate earnings on cash and investments;
- Cost shifting by other levels of government. This occurs where Council provides a service to the community on behalf of the state and federal government. Over time the funds received by Council do not increase in line with the cost of service delivery.

### **Projects**

The 2017/18 Budget provides for the following initiatives:

• Dwellingup National Adventure and Trails Centre	\$1,875,001
• Cantwell Park Play Space Toilets	\$ 133,250
• Pinjarra Town Centre Revitalisation: Preliminary Design	\$ 87,125
• Murray Leisure Centre Upgrades	\$ 76,875
• Regional Boating Facilities: Yunderup Channel Dredging	\$ 102,500
• South Yunderup Oval Improvements and Extension	\$ 32,233
• Moondyne Ramble Park upgrade	\$ 50,000
• Pinjarra Festival	\$ 60,000
• Youth activities	\$ 20,000
• Pinjarra Road - Pinjarra to Mandurah Pathway (Stage 1)	\$ 300,000
• Pinjarra Road Pathway (Forrest Street to Murray Street)	\$ 30,000
• Riverside Drive Pathway	\$ 60,000
• First Street Pathway	\$ 30,000
• Second Street Pathway	\$ 15,000
• James Street Drainage	\$ 30,000
• Regional Road Bridge Program	\$ 375,000
• Edenvale Homestead Conservation	\$ 20,000
• Furnissdale Boat Launch Facility Redevelopment	\$ 120,000
• Wharf Cove Jetty – lower landing	\$ 35,000
• Sandy Cove Boating Facilities Study	\$ 40,000
• Murray Branding Strategy	\$ 50,000
• Tree Planting Program	\$ 20,000
• Dwellingup Hall Toilets - external access	\$ 21,000
• North Pinjarra Hall – internet access	\$ 15,000
• Sandy Cove boating facilities study	\$ 30,000
• Murray Leisure Centre – Clubroom (final stage)	\$ 30,000
• Herron Point Reserve – ablution facilities upgrade	\$ 30,000
• Healthy Habitats – environmental management program	\$ 20,000
• Asbestos removal – North Pinjarra Hall	\$ 11,000

**Loans**

No new loans are proposed in the 2017/18 year.

**Rates and Waste**

The budget as presented has been based on a rate increase in line with the draft Long Term Financial Plan, to meet the financial requirements of a growth council. The Shire remains a low rating local government, with increases to rates and waste on a standard residence being 4.1%, affecting the average rates levied by an additional \$1.38 per week.

One hard waste pickup and two green waste pickups are also proposed and included in the draft budget. The impact of illegal dumping and associated costs has initiated a review of options to improve access to the Waste Transfer Stations with a proposal to allow unlimited access for domestic type waste for residents rather than the five tip passes currently issued. Unlimited access with conditions aligned to domestic type waste has been incorporated into the draft budget and has allowed for the initial increase in usage at the Transfer Stations. The introduction of the optional 360L recycle bin has proven very popular and a one-off upgrade fee of \$40.00 has been introduced to help offset the purchase of the larger bin with ongoing annual costs being aligned to the current 240L recycle bin.

**Rating Concessions and Lesser Minimums**

Two rating concessions are provided for in the 2017/18 year as follows:

1. Primary Producer Concessions have been included in accordance with Council Policy. The total applications for this concession amount to \$218,420 and have been reduced on a pro rata basis to \$142,428 in accordance with Policy.
2. Strata title lots – a concession of \$6.00 per strata title assessment is proposed to be applied to all strata title lots within the Riverglades Complex. This concession is applied in recognition that property owners are required to pay the mandated fee under the Caravan Parks & Camping Grounds Regulations.

A lesser minimum of \$799 per is proposed, to provide rating relief for property owners in relation to the ownership of storage units.

**Community Facility Fund**

Five projects under the Community Facility Fund are included to the value of \$55,771. These include:

1. Ravenswood Community Association – shade sails at Moondyne Ramble Playground.	\$9,000
2. Pinjarra Harness Racing Club – accessible ramp to both the viewing area and paceway pavilion.	\$15,000
3. Murray District Pistol Club – installation of solar panels, reticulation and bore.	\$7,458
4. North Dandalup Community Group – air conditioning for community hall.	\$20,000
5. North Pinjarra Progress Association – new flooring and security shutters	\$4,313

**Asset Renewal**

To ensure the long term financial sustainability of Murray, a detailed analysis has been undertaken to determine the optimal time for replacement of all infrastructure assets based on cost. A renewal allocation within industry benchmarks has been included in the budget. It is critical that the Shire of Murray continues with its commitment to fund asset renewal. The 10 year Long Term Financial Plan and first year of the plan, reflected as the 2017/18 budget,

provides the platform for continuing this program in a sustainable and responsible manner. The asset renewal inclusion in the budget for each class of assets is:

Roads	\$ 2,818,027
Buildings	\$ 143,216
Parks	\$ 275,000
Drainage	\$ 52,206
Kerbing	\$ 29,337
Footpaths	\$ 96,677

### **Fees and Charges**

Fees and charges have been reviewed with consideration of several influencing factors including full costs, market comparison and an emphasis on equity. A number of fees and charges are set by other levels of government regulation (statutory) and are not subject to discretionary change by Council.

### **Councillor Allowances**

Councillor allowances are proposed to remain at 2016/17 levels in line with the recommendation of the Salaries and Allowances Tribunal.

### **Murray 2025 Strategic Community Plan**

<b>Objective 1</b>	Strong and collaborative leadership which engages in effective partnerships and reflects the aspirations of our community
<b>Outcome 1.1</b>	A long-term strategically focused Shire that is sustainable, respected and accountable
<b>Strategy 1.1.2</b>	Prudent management of financial resources to maximise value for money

### **Other Strategic Links**

Strategic Community Plan – Murray 2025  
 Corporate Business Plan 2017 - 2021  
 Long Term Financial Plan 2017  
 Local Community Plans

### **Statutory Environment**

Section 6.2 of the *Local Government (Financial Management) Regulations* governs the requirements in relation to the content and adoption of the annual budget.

### **Policy Implications**

Nil

### **Sustainability Implications**

*Economic - (Financial impact to the community)*

This draft budget has been developed based on sound financial management and accountability principles and is considered to support activities that drive a sustainable economic outcome for the community.

*Social - (Quality of life to community and/or affected landowners)*

The draft budget contains financial resourcing for a wide range of programs that deliver important community services to the Murray residents. It is based on the principle of maintaining all services that are presently available to the community with an increased focus on efficiency.

*Environment – (Impact on environment's sustainability)*

The proposed budget recognises the leadership role Council has within the community to actively address the impacts of environmental sustainability and to facilitate other levels of government and the community to act in a similar manner.

*Governance – (Policy implications/level of risk)*

Adoption of an annual budget assists in the sound planning for the prudent allocation of Council resources and is required to meet legislative requirements.

*Overall Risk Management Consideration*

The key risk around budget adoption is community acceptance of the projects within the budget and the overall level of income and expenditure. This risk is reduced through the development and associated consultation of Local Community Plans for each town, enabling priorities to be identified for budget. Also, the annual rates booklet will outline the areas of local government expenditure to ensure the community is aware of the expenditure allocation, including that assigned to major projects.

**Consultation**

Workshops with local communities are held throughout the four year corporate planning cycle to ensure priorities for each community are ascertained and included in budget discussions.

**Resource Implications**

## Financial

The draft Budget closely aligns with the financial framework established by Council in its Long Term Financial Plan and continues to address the significant infrastructure renewal requirement of the Shire.

## Workforce

The budget proposes no increases to the workforce.

**Options**

Council has the option of:

1. Adopting the budget as presented.
2. Amending any part of the budget as presented, noting that if there are amendments, the formal adoption of the budget will be delayed.

**Conclusion/Justification of Officer Recommendation**

The proposed budget forms an integral part of Councils overall strategic planning framework and endeavours to resource the directions that have been established in the Strategic Community Plan and the Corporate Business Plan.

Adoption of the budget will allow a good level of service to be maintained across all programs while ensuring a continued focus on infrastructure renewal.

The 2017/18 Budget presented for adoption is seen as a responsible balance of an equitable rating structure and the requirement to ensure the long-term sustainability of the Shire.

**Voting Requirement**

Absolute Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION:****OCM17/148****Moved: Cr D Bolt****Seconded: Cr S Lee**

**That Council in accordance with Section 6.47 of the Local Government Act 1995 grants the following rate concession:**

- 1. Bona-fide Primary Producers - a concession be applied to those properties where an application has been received and approved that met the set criteria of the Policy. Where the applicant resides in the Shire of Murray, the amount of the concession will be up to 30% of the rates levied. Where the applicant resides in an adjoining Shire, the amount of the concession will be up to 15% of the rates levied.**

**CARRIED UNANIMOUSLY 7:0**

**Cr A Black** rejoined the meeting at this point, the time being 9.06am

**Voting Requirement**

Absolute Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION:**

**OCM17/149**

**Moved: Cr W Barrett**

**Seconded: Cr C Thompson**

**That Council in accordance with Section 6.47 of the Local Government Act 1995 grants the following rate concession:**

- 1. Strata title lots – a concession of \$6.00 per strata title assessment be applied on all strata title lots within the Riverglades Complex.**

**CARRIED UNANIMOUSLY 8:0**

**Voting Requirement**

Absolute Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION:**

**OCM17/150**

**Moved: Cr S Lee**

**Seconded: Cr A Rogers**

**That Council, having considered the Shire of Murray Strategic Community Plan and Corporate Business Plan, adopt the 2017/18 Budget as presented (refer Appendix Under Separate Cover) in accordance with the Local Government (Financial Management) Regulations 1996, and the Local Government Act 1995 comprising:**

- Statement of Comprehensive Income**
- Statement of Cash Flows**
- Rate Setting Statement**

**1. Rates**

**In accordance with Section 6.32(1)(a)(i) of the Local Government Act 1995, imposes the following uniform general rates applicable on all rateable properties within the district:**

<b>Valuation Type</b>	<b>Minimum Rate</b>	<b>Rate in \$</b>
<b>Gross Rental Value</b>	<b>\$ 1099</b>	<b>\$0.090701</b>
<b>Unimproved Value</b>	<b>\$ 1099</b>	<b>\$0.006499</b>
<b>Storage Units</b>	<b>\$ 799</b>	<b>\$0.090701</b>

**2. Specified Area Rates**

**Imposes the following Specified Area Rates for the 2017/2018 Financial Year:**

<b>Specified Area Rate</b>	<b>Rate in \$</b>
<b>Yunderup Canal Entrance Dredging</b>	<b>0.006862</b>
<b>Yunderup Canal Maintenance</b>	<b>0.006395</b>
<b>Murray Lakes Canal Maintenance</b>	<b>0.006395</b>
<b>Willow Gardens Canal Maintenance</b>	<b>0.006395</b>
<b>Austin Lakes Phase 2 Maintenance</b>	<b>0.007249</b>

**3. Private Swimming Pool Inspection Fees**

**Imposes a pro rata annual private pool inspection fee of \$21.00 per year in accordance with Section 53 of the Building Regulations 2012.**

#### 4. Due Dates for Payment of Rates and Instalments

Adopt the due dates for rate instalment payments for the Shire of Murray in the 2017/2018 Budget as follows:

Date of Issue:	18 August 2017
First Instalment	22 September 2017
Second Instalment	24 November 2017
Third Instalment	29 January 2018
Fourth Instalment	30 March 2018

#### 5. Interest Rates and Administration Charges for Rate Instalment Payments

Applies an Administration charge of \$30.00 and a maximum interest component of 5.5% in the 2017/18 Budget for rate instalment payments.

#### 6. Rate of Interest on Overdue Rates and Service Charges

Imposes a maximum interest rate of eleven percent (11%) on overdue rates for the 2017/18 Budget.

#### 7. Fees and Charges

Adopts the Schedule of Fees and Charges for the 2017/18 financial year as attached within the Appendix Under Separate Cover.

#### 8. Rate of Interest on Overdue Accounts

Adopts a maximum interest charge of eleven percent (11%) to be applied to any monies (other than rates or service charges) owing to the Local Government for a period of sixty (60) days or longer.

#### 9. Reserve Fund

In accordance with Section 6.11 of the Local Government Act 1995 create Reserve Funds and allocate funds to and from the Reserve Funds for the financial year ending 30 June 2018 as specified in the 2017/18 Budget document (refer Appendix Under Separate Cover).

#### 10. Trust Fund

Adopts the Trust Fund Budget for the financial year ending 30 June 2018 as specified in the 2017/18 Budget document (refer Appendix Under Separate Cover).

#### 11. Reporting of Variances in Monthly Financial Statements

The following material variance for reporting purposes:

Any year to date budget to actual variance at program level, as reported in the monthly statement of financial activity, exceeding \$75,000 (excluding GST).

#### 12. Councillor Allowances and Expenses

The allowances and expenses to be paid to Members of the Council in the 2017/18 Budget are:

a) Presidents Allowance	\$35,525
b) Deputy President's Allowance	\$ 8,881
c) Members' Annual Meeting Allowance (President)	\$15,733
d) Members' Annual Meeting Allowance (per Councillor)	\$15,733
e) Information Communication Technology Allowance	\$ 3,500
f) Members Travel Allowance	\$ 50

**CARRIED UNANIMOUSLY 8:0**

## 11.7 Pinjarra Court House Lease

File Ref: GE02/388  
 Author and Title: Dean Unsworth, Chief Executive Officer

### Purpose

Council is requested to consider and support an opportunity to secure a long-term tenure of the Pinjarra Court House.

### Background

The Pinjarra Court House, built in 1923 is an iconic building and an important part of Pinjarra's heritage precinct.

The building ceased to be used as a court house in December 2002 and eventually became derelict. In 2005 the State Government, through the National Trust of WA provided \$350,000 to upgrade the building.

Eventually, in 2008 the National Trust offered the building to the Peel Community Development Group to lease the building to the youth service "Streetnet". Terms could not be negotiated so the Shire approached the National Trust to lease the building.

The lease negotiation was successful and the Shire obtained a 5 year plus 5 year option. The building has since been used as the Shire's Rangers headquarters. The current lease expires in 2019.

### Proposal

In March 2017 there was a change of government at state level. With this change a meeting was held with the new Minister for Heritage, the Hon. David Templeman to present Council's vision to revitalise the Pinjarra townsite with a focus on the rich heritage that the town enjoys. At this presentation it was requested that the State Government consider a new longer-term lease be provided or for the State to transfer the title to the Shire of Murray.

This was supported in principle and a meeting was then held with the National Trust to present a case for the Shire to obtain long tenure and use the building for community purposes to assist the heritage objectives contained within the Pinjarra Revitalisation Plan.

The negotiations have been positive with the National Trust now offering Council a 21 year lease with another 21 year option. This opportunity has been based on the condition that the building be used for community benefit and that relates to the fostering and promotion of heritage and the arts.

### Murray 2025 Strategic Community Plan

<b>Objective 4</b>	Well planned, integrated and active places that embrace and respect our rural lifestyle, built and natural environment and heritage.
<b>Outcome 4.2</b>	Town centres are welcoming, well presented and developed to enhance their character and value.
<b>Outcome 4.3</b>	Public open space, recreation areas and facilities are accessible and well utilised
<b>Outcome 4.4</b>	Our heritage is embraced, protected and promoted
<b>Strategy 4.2.1</b>	Enhance the distinctive qualities of our towns, streetscapes and urban areas to strengthen local character and identity.
<b>Strategy 4.4.1</b>	Protect and enhance identified heritage places.



<b>Strategy 4.4.2</b>	Establish statutory and policy mechanisms to support the conservation and continued use of heritage places
<b>Strategy 4.4.3</b>	Provide advice, assistance and incentives to support the conservation of heritage places
<b>Strategy 4.4.4</b>	Promote an awareness and appreciation of the Shire's heritage assets
<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Number of heritage places where conservation works have been undertaken.</li> <li>• Community Satisfaction</li> </ul>

### **Other Strategic Links**

The Pinjarra Town Centre Revitalisation Strategy establishes a range of Objectives, Vision and Design Principles for the Town Centre which focus on the strengthening of existing activity nodes through defined Precincts. The Precincts focus on the consolidation of retail and commercial activity within the 'Core' Precinct, allied health related uses within a 'Health' Precinct and the establishment of a 'Heritage & Arts' Precinct which strengthens the existing cultural attractions and facilities of Edenvale and its surrounds. The Pinjarra Court House is an important component within that heritage and arts precinct.

### **Statutory Environment**

There are no statutory restrictions in obtaining a lease from the National Trust.

### **Policy Implications**

Nil

### **Sustainability & Risk Considerations**

*Economic - (Financial impact to the community)*

*Social - (Quality of life to community and/or affected landowners)*

The opportunities for social benefits with this building is significant. It is recommended that Council calls for expressions of interest from persons or groups to identify any opportunities for activation that will benefit the community.

*Environment – (Impact on environment's sustainability)*

Nil

*Governance – (Policy implications)*

The long-term lease presents to Council the management of the building. Operating costs and general maintenance would be the responsibility of the Shire, with major repairs of a structural nature being the responsibility of the National Trust of WA.

*Overall Risk Management Consideration*

There is reputational risk to Council if the current lease expires and a new lease is not negotiated.

### **Consultation**

National Trust of WA

### **Resource Implications**

#### Financial

If Council were to continue managing this building, overall operational costs which include building maintenance and services will be approximately \$5000 per year. If the building is sub-leased these costs could be defrayed.

#### Workforce

There are no workforce implications with this proposal.

### **Options**

Council has the option of:

1. Supporting obtaining a 21 + 21 year lease from National Trust.
2. Not supporting a long-term lease.

### **Conclusion/Justification of Officer Recommendation**

Council is committed to reinvigorating George Street with a) a revitalisation plan that has been adopted by Council, b) the imminent announcement for the Exchange Hotel redevelopment, and c) the funds obtained to redevelop the adjacent foreshore and main street. Activating the Pinjarra Court House will add significantly to this reactivation plan.

### **Voting Requirements**

Simple Majority

#### **OFFICER RECOMMENDATION/COUNCIL DECISION:**

**OCM17/151**

**Moved: Cr C Thompson**

**Seconded: Cr C Rose**

#### **That Council:**

1. **accepts the lease offer from National Trust of WA of a 21 year + 21 year lease for the Pinjarra Court House;**
2. **delegates to the Chief Executive Officer to negotiate and sign this lease; and**
3. **calls for expressions of interest from interested parties to use or sub-lease the Pinjarra Court House that can demonstrate that the building will be of social and cultural benefit to the community.**

**CARRIED UNANIMOUSLY 8:0**

## 11.8 Closure of Portion of Burnside Road and Amalgamation into Lot 3 (179) Burnside Road, Meelon

File Ref:	BU02/4 and 0003
Previous Items:	Nil
Proponent:	Gemblue Nominees Pty Ltd, Atf Geoffrey Allan Investment Trust
Author and Title:	Robert Marlborough, Manager Governance

### Appendix 8 – Indicative Site Plan

#### Purpose

Council is requested to determine a position on a request received to close of a portion of Burnside Road, Meelon and, for the subsequent amalgamation of the portion of road to be closed into the adjoining land at Lot 3 (179) Burnside Road, which is owned freehold by the proponent.

#### Background

In 2016 the Shire received information that clearing was being undertaken to install a new boundary fence at Lot 3 Burnside Road (*Subject Land*), Meelon. It was advised that the work being undertaken was within road reserve managed by the Shire and partially in the conservation Reserve 6268 which is managed by the Department of Parks and Wildlife (DPaW).

A subsequent site visit determined that the new fence being constructed was along the historical fence alignment and that it was not on the formally surveyed boundary of the subject land. Advice was provided during the initial site visit to cease work, which was complied with.

Following the site visit, the proponent sought the Shire's position on acquiring the land that had historically been used by the proponent for rural activities, due to the existing fencing not being on the correct alignment.

A Surveying consultant, on behalf of the proponent, provided survey plans and other information detailing the proposal. Attached for Council's information at **Appendix 8** is an indicative site plan of the area, detailing the land proposed to be acquired, after the closure of the portion of the road pursuant to the *Land Administration Act 1997*, which has a total area of approximately 3,570m<sup>2</sup>.

The proponent's Surveyor sought initial advice from the Department of Lands (DoL) on the process to acquire the portion of road reserve land. The DoL response referred the matter to the Shire to consider the request, having regard to such matter as he or she thinks fit to mention in that direction.

A recent site visit by an officer from Technical Services determined that the road reserve land between the historic fence and the formal cadaster (surveyed) boundary of Lot 3 Burnside Road is not required for future road works and drainage. The officer also confirmed other Shire infrastructure would not be impacted if the proponents request was supported to formally acquire the land, subsequent to the portion of road identified being formally closed.

The DoL requires the following process to be undertaken prior to determining the proponent's request to close a dedicated public road or part thereof –

1. Report/Background information to Councillors before Council Meeting to close road;
2. Signed copy of Council Resolution to close road;
3. Copy of advertisement to close road;
4. Copies of any submissions and objections to advertisement;

5. Signed copy of Council motion and comments on submissions and objections;
6. Copies of correspondence to the following public utility service providers and other agencies confirming their agreement to the proposed closure;
  - Water Corporation;
  - Western Power;
  - Alinta Gas;
  - Telstra;
  - Department of Industry and Resources;
  - Dampier to Bunbury Natural Gas Pipeline (DPNGP) Land Access Minister;
  - RDL (Statutory Planning).
7. Sketch plan showing proposed allocation/sale of land in road to adjoining owners (to identify easements under either section 167 of the Planning and Development Act 2005 for drainage works, water, electricity or gas, if required or, under section 144 of the Land Administration Act 1997).

The proponent has confirmed acceptance of the costs incurred by the Shire to seek the road closure and amalgamation proposal.

### **Proposal**

It is recommended that Council, in principle supports the closure of the identified portion of Burnside Road, Meelon and its amalgamation into the subject land by the Department of Lands, at market value, subject to –

- Local public notice being published;
- Public utility service provider and other agency consultation; and the,
- Presentation of a further report to Council to consider the submissions received, if any, after the close of the public advertising period, being not less than 28 days.

### **Other Strategic Links**

Nil

### **Statutory Environment**

- *Local Government Act 1995*
- *s.58 Land Administration Act 1997*

### **Policy Implications**

Nil

### **Sustainability & Risk Considerations**

*Economic - (Financial Impact to the Community)*

The proposal presented is not likely to adversely financially impact the community, as the proponent has formally acknowledged the acceptance of all associated costs.

### *Social - (Quality of life to community and/or affected landowners)*

The process to close the road, includes public advertising and this provides the community an opportunity to provide submissions and feedback. The land in question does not adjoin any other freehold land and no change of historic use is proposed.

### *Environment – (Impact on environment's sustainability)*

The land that is the subject of this proposal is primarily cleared and it has been used for agriculture activities for many years due to location of the historic fence. Consequently there is little risk of further negative environmental impact.

### *Governance/Risk Statement – (Policy Implications/Level of Risk)*

The *Local Government Act 1995* and Council policies and procedures are not impacted by this proposal and the legislative ability to close the road is dependent on Council's formal support by resolution with the final determination resting with the Minister for Lands and Department of Lands.

### *Overall Risk Management Consideration*

The level of risk associated with the proposal under the Shire's risk management matrix has been determined as low given the consultation process required.

## **Consultation**

- Department of Lands
- Avalon Surveys

## **Options**

Council have the option of –

1. Accepting the officer recommendation and commencing the process to consider the closure of a portion of Burnside Road and its amalgamation into the proponents adjoining land in accordance *Land Administration Act 1997* and the *Transfer of Land Act 1893*.
2. Rejecting the proposal and advise the proponent accordingly.

## **Resource Implications**

### Financial

The proponent has confirmed acceptance of responsibility for the payment of all incidental costs incurred (or chargeable) by the Shire relating to this application, with the proviso that any single cost items that may be foreseen to be greater than \$1,000 is first discussed.

### Workforce

Officer time of approximately 10 hours will be required to prepare consultation correspondence, advertising, review of submissions, Council reports and provide advice to the department of Lands and proponent.

## **Conclusion/Justification of Officer Recommendation**

The situation with the historical fence being on the incorrect alignment and the use of the subject land by the current and previous owners for rural activities, combined with the fact that the land is surplus to the Shire's future needs, provides reasonable argument to support the partial closure of the road and the amalgamation of the area proposed closed in the proponent's land, in this particular circumstance only.

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION:****OCM17/152****Moved: Cr W Barrett****Seconded: Cr S Lee****That Council**

1. supports the proposed closure of approximately a 3750m<sup>2</sup> portion of Burnside Road, Meelon and its amalgamation into Lot 3 (179) Burnside Road, as detailed at Appendix 8;
2. authorises the Chief Executive Officer to –
  - publish local public notice of the proposal in accordance with the *Local Government Act 1995*, inviting submissions on the proposed road closure and amalgamation for a period of 28 days;
  - undertake consultation with public utility providers and other agency's; and
3. after the close of the public submission period a further report be prepared and presented to Council to consider public submissions received if any and determine a final outcome.

**CARRIED UNANIMOUSLY 8:0**

## 11.9 Lease Variation & Re-justification – Pinjarra Football Club – Reserve 5170

File Ref:	R5170 & 7005		
Previous Items:	CCS Mar 2010	Item 5.4	(CCS10/030)
	OCM Mar 2010	Item 10.4.2	(OCM 10/049)
	CCS Jun 2010	Item 5.9	(CCS10/086)
	OCM Jun 2010	Item 10.3.2	(OCM10/128)
Proponent:	Nil		
Author and Title:	Robert Marlborough, Manager Governance		

### Appendix 9

#### Purpose

To seek Council approval to vary the existing lease arrangement with Pinjarra Football Club Inc. to enable the inclusion of the recently completed storage building within the Club's leased area and update the land description.

#### Background

The Pinjarra Football Club currently occupy portions of Reserve 5170 (Sir Ross McLarty Oval) under a lease arrangement for a term of 10 years with a similar option period. The current lease was endorsed on 31 August 2011, subsequent to a resolution of Council.

In 2016/2017 funds were provided from the Community Facility Fund for the construction of a football storage facility on Reserve 5170, adjacent to the Enzo Menara Pavilion. Planning and building approvals have been granted.

The new building is nearing completion. To ensure the appropriate formal occupancy and use arrangements are in place and address recent changes to the land description of Reserve 5170 from Lot 3001 Dixon Avenue to Lot 330 that occurred as a result of the recent cancellation of Reserves 23781 and 27242 and their inclusion in Reserve 5170, the following proposal is presented.

#### Proposal

Subject to Council's support it is recommended that approval be granted to include the building footprint of the new storage facility into the existing lease with the Pinjarra Football Club Inc, as per the plan attached at **Appendix 9** and amend the land description to accurately reflect the description of Reserve 5170.

#### Murray 2025 Strategic Community Plan

Objective 4	Well planned, integrated and active places that embrace and respect our rural lifestyle, built and natural environment and heritage.
Outcome 4.3	Public open space, recreation areas and facilities are accessible and well utilised.
Strategy 4.3.1	Plan, provide and manage recreation infrastructure to meet the needs of our community.

#### Murray 2016-2020 Corporate Business Plan

Nil

#### Other Strategic Links

Nil

## **Statutory Environment**

- *Local Government Act 1995 (the Act)*
- *Local Government (Functions and General) Regulations 1996*

The Pinjarra Football Club Inc are an incorporated club and are an exempt body defined by Regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996*. Therefore the requirements of Section 3.58 of the Act do not apply when leasing of varying lease arrangements.

## **Policy Implications**

Nil

## **Sustainability & Risk Considerations**

*Economic – (Financial impact to the community)*

The proposal to vary the existing lease arrangement to include the newly constructed storage building or vary the land description will not financially impact the community.

*Social – (Quality of life to community and/or affected landowners)*

Sporting clubs provide the community with social opportunities and these types of activities have positive effects on community wellbeing and inclusion. Adjoining landowners will not be affected by the proposal, as no change of use is proposed.

*Environment – (Impact on environment's sustainability)*

Nil

*Governance/Risk Statement – (Policy implications/level of risk)*

The lease variation proposed is minor and does not conflict with Council Policy CC14. The level of negative community comment is considered to be low as no change to the use is evident.

*Overall Risk Management Consideration*

There is very limited risk with the proposal presented for consideration.

## **Consultation**

Nil

## **Options**

Council has the option of:

1. Approving the lease variation, as recommended.
2. Rejecting the proposal and self-manage the storage facility and amended the land description in conjunction with a further lease term that is available in 2020.

## **Resource Implications**

Financial

No direct external costs are anticipated with varying the lease.

Workforce

Minimal officer time is required to prepare the lease variation documentation.



**Conclusion/Justification of Officer Recommendation**

Supporting the inclusion of the new storage facility within the Pinjarra Football Club Inc lease will provide appropriate tenure and ensure responsibility for outgoings, maintenance and repair. Adjusting the land description in the associated lease will reflect the correct land description.

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION****OCM17/153****Moved: Cr C Thompson****Seconded: Cr S Lee**

**That Council authorises the Chief Executive Officer to endorse a variation to the Pinjarra Football Club Inc's existing lease on Reserve 5170 to include the storage facility as detailed in Appendix 9 and vary the land description to correctly identify the land parcel as Reserve 5170 being Lot 330 on Deposited Plan 410932, Certificate of Crown Land Title Volume 3168, Folio 333.**

**CARRIED UNANIMOUSLY 8:0**

**11.10 Lease Extension – Murray Districts Playgroup Incorporated – Reserve 34603**

File Ref: R34603 & 7101  
 Previous Items: PPS May 2012 Item 9.2 (PPS12/072)  
 OCM May 2012 Item 11.4.1.3 (OCM12/105)  
 Proponent: Murray Districts Playgroup Incorporated  
 Author and Title: Robert Marlborough, Manager Governance

**Purpose**

To seek Council's position on extending the existing lease arrangement with the Murray Districts Playgroup for the premises at 16 Forrest Street, Pinjarra (Reserve 34603) for a further 5 year term.

**Background**

The Murray Districts Playgroup Incorporated (MDP) currently occupy a portion of Reserve 34603 (Lot 308 (16) James Street, Pinjarra) under a lease arrangement that is due to expire on 31 July 2017. The current lease was for a term of 5 years commencing 1 August 2012, subsequent to a resolution at the Ordinary Council meeting on 31 May 2012.

Prior to the current lease MDP occupied this same premise under an informal arrangement for a number of years.

Reserve 34603 is managed by the Shire under a management order for the purpose of Pre-School Centre and the power to lease is provided for any term not exceeding 21 years, subject to the prior consent of the Minister for Lands.

Correspondence has been received from the MDP seeking a 5 year lease extension.

**Proposal**

Subject to Council's support and the Minister for Lands consent it is recommended that a lease extension be granted to the Murray Districts Playgroup Incorporated to continue occupancy of the leased facilities on Reserve 34603 (16 James Street, Pinjarra) for a further term of 5 years expiring on 31 July 2022 on the existing general lease covenants and obligations, with a minor variation being applied to increase the annual administration fee from \$50 to \$100 per annum, plus GST to align this fee with other community group lease arrangements.

It is also recommended that a further lease term of 5 years be provided after the expiry of the extension term, subject to the MDP satisfactorily meeting its lease obligations during the initial extension term.

**Murray 2025 Strategic Community Plan**

Objective 4	Well planned, integrated and active places that embrace and respect our rural lifestyle, built and natural environment and heritage.
Outcome 4.3	Public open space, recreation areas and facilities are accessible and well utilised.
Strategy 4.3.1	Plan, provide and manage recreation infrastructure to meet the needs of our community.

**Murray 2016-2020 Corporate Business Plan**

Nil

## **Other Strategic Links**

Nil

## **Statutory Environment**

- *Local Government Act 1995 (the Act)*
- *Local Government (Functions and General) Regulations 1996*

The MDP are incorporated and are an exempt body defined by Regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996*. Therefore the requirements of Section 3.58 of the Act do not apply when leasing or varying lease arrangements.

## **Policy Implications**

Council Policy CC14 provides that the standard lease term for an exempt body leasing land vested in or owned by the Shire of Murray is up to a maximum of ten (10) years with a similar option period. The minimum lease fee applicable under the Policy is \$500 per annum if a liquor licence is held or \$50 per annum without. An annual administration fee of \$100 per annum plus GST, is a standard fee applied within lease arrangements.

## **Sustainability & Risk Considerations**

*Economic – (Financial impact to the community)*

The proposal to extend the current lease by 5 years with a further option period of the same term is not expected to financially impact the community, as the proposal will be in accordance with Council's existing Policy. The existing lease covenants and obligations ensure a user pays philosophy.

*Social – (Quality of life to community and/or affected landowners)*

Playgroups can add significantly to the quality of life for those parents who utilise facilities of this type. Adjoining landowners will not be affected by the proposal, as no change of use is proposed.

*Environment – (Impact on environment's sustainability)*

Nil

*Governance/Risk Statement – (Policy implications/level of risk)*

The lease extensions proposed align with Council Policy CC14 and the level of negative community comment is considered to be low as no change to the use is intended.

*Overall Risk Management Consideration*

There is very limited risk with the proposal presented for consideration.

## **Consultation**

Nil

## **Options**

Council has the option of:

1. Approving the extension, as recommended.
2. Rejecting the proposal and find alternate uses for the facility.

## **Resource Implications**

Financial

No direct external costs are anticipated with extending the lease.

#### Workforce

Minimal officer time is required to prepare the lease extension documentation.

#### **Conclusion/Justification of Officer Recommendation**

The facility occupied by Murray Districts Playgroup Incorporated is fitted out both internal and externally to support children's activities. The recommendation to support an initial lease extension of 5 years and provide a further 5 year lease term supports the group's ongoing activities on the property.

#### **Voting Requirements**

Simple Majority

#### **OFFICER RECOMMENDATION/COUNCIL DECISION:**

**OCM17/154**

**Moved: Cr S Lee**

**Seconded: Cr D Bolt**

**That Council subject to the Minister for Lands consent, authorises the Chief Executive Officer to extend the Murray Districts Playgroup Incorporated lease on a portion of Reserve 34603 (16 James Street, Pinjarra) for 5 years with a 5 year option period on the current terms and conditions, with the current administration fee being increased to \$100.00 per annum (and increased by CPI annually), plus GST.**

**CARRIED UNANIMOUSLY 8:0**

## 11.11 Payments from Municipal and Trust Funds – June 2017

File Ref: 8013-01  
Author and Title: Tracie Unsworth, Manager Finance

### Appendix 10

#### Purpose

This report of payments made from the Shire's Municipal and Trust bank accounts is presented to Council, in accordance with the requirements of the Local Government (Financial Management) Regulations 1996.

#### Background

Regulation 13 of the Local Government (Financial Management) Regulations 1996 requires that:

- 1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared:
  - a) the payee's name; and
  - b) the amount of the payment; and
  - c) the date of the payment; and
  - d) sufficient information to identify the transaction.
- 2) A list of accounts for approval to be paid is to be prepared each month showing:
  - a) for each account which requires council authorisation in that month:
    - (i) the payee's name; and
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction; and
  - b) the date of the meeting of the council to which the list is to be presented.
- 3) A list prepared under sub regulation (1) or (2) is to be:
  - a) presented to the Council at the next ordinary meeting of the council after the list is prepared; and
  - b) recorded in the minutes of that meeting.

#### Proposal

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the Shire's Municipal and Trust Funds, and as required, a list of accounts paid by the Chief Executive Office is provided to Council.

The information report contains the list of payments made from the Shire of Murray's Municipal and Trust bank accounts for the month of June 2017.

This list includes details for each payment made, incorporating:

- The payees name
- The description of the payment
- The date of the payment
- The amount of the payment
- A certificate signed by the Chief Executive Officer, stating that all invoices and vouchers presented to Council have been certified as to the receipt of goods and the rendition of services and as to prices, computations and costing and that the amounts shown were due for payment.

Invoices supporting all payments are available for the inspection of Council.

**Murray 2025 Strategic Community Plan**

<b>Objective: 1.</b>	Strong and collaborative leadership which engages in effective partnerships and reflects the aspirations of our community
<b>Outcome: 1.1</b>	A long-term, strategically focused Shire that is sustainable, respected and accountable
<b>Strategy: 1.1.3</b>	Ensure accountable, ethical and best practice governance to our district

**Other Strategic Links**

Nil

**Statutory Environment**

Section 6.4(1) of the Local Government Act 1995 requires the Shire of Murray to prepare financial reports as prescribed. Regulation 13 of the Local Government (Financial Management) Regulations 1996 governs the requirement to provide to Council a detailed listing of all payments made from the Municipal and Trust bank accounts and outlines the form, content and timing of this report.

**Policy Implications**

Nil

**Sustainability and Risk Considerations**

*Economic - (Financial impact to the community)*

Nil

*Social - (Quality of life to community and/or affected landowners)*

Nil

*Environment – (Impact on environment's sustainability)*

Nil

*Governance – (Policy implications)*

Failure to present a detailed listing of payments made from the Shire bank accounts in the prescribed form would result in non-compliance with the Local Government (Financial Management) Regulations 1996.

*Overall Risk Management Consideration*

Not Applicable

**Consultation**

Not Applicable

**Resource Implications**

Financial

Presentation of a detailed listing of payments made from the Shire bank accounts gives Council the ability to monitor the Shire's cash outflows.

Workforce

Nil

### **Options**

Council has the option of:

1. Receiving the Payments from Municipal and Trust Funds report for June 2017.
2. Not receiving the Payments from Municipal and Trust Funds report for June 2017.

### **Conclusion/Justification of Officer Recommendation**

The Payments from Municipal and Trust Funds report has been prepared in accordance with the Local Government (Financial Management) Regulations 1996 and is presented to Council for information. All accounts are for goods and services that have been duly incurred and authorised for payment in accordance with the budget allocation and statutory obligations.

### **Voting Requirements**

Simple Majority

#### **OFFICER RECOMMENDATION/COUNCIL DECISION**

**OCM17/155**

**Moved: Cr C Thompson**

**Seconded: Cr S Lee**

**That Council receives the Payments from Municipal and Trust Funds report for June 2017 as presented.**

**CARRIED UNANIMOUSLY 8:0**

**11.12 Monthly Financial Report – June 2017**

File Ref: 8013-01  
 Author and Title: Tracie Unsworth, Manager Finance

**Appendix 11****Purpose**

This monthly financial report is presented to Council to outline the Shire of Murray's financial position as at the reporting date, in line with the requirements of the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

**Background**

The *Local Government Act 1995* in conjunction with regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* requires a monthly Statement of Financial Activity to be presented to Council. This Statement is to include:

- a. Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c) of the *Local Government Act 1995*;
- b. Budget estimates to the end of the month to which the statement relates;
- c. Actual amounts of expenditure, revenue and income to the end of the month to which these statements relate;
- d. The material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- e. The net current assets at the end of the month to which the statement relates.

**Proposal**

The monthly financial report for June 2017 identifies the financial position of Council as at the reporting date and consists of:

- Statement of Financial Activity
- Statement of Comprehensive Income
- Statement of Financial Position
- Notes to Statement of Financial Activity:
  - \* Note 1 Graphical Representation of Statement of Financial Activity
  - \* Note 2 Net Current Funding Position
  - \* Note 3 Significant Variances
  - \* Note 4 Cash and Investments
  - \* Note 5 Budget Amendments
  - \* Note 6 Receivables
  - \* Note 7 Grants and Contributions
  - \* Note 8 Cash Backed Reserves
  - \* Note 9 Capital Disposals and Acquisitions
  - \* Note 10 Trust
  - \* Program Schedules

**Murray 2025 Strategic Community Plan**

<b>Objective: 1.</b>	Strong and collaborative leadership which engages in effective partnerships and reflects the aspirations of our community
<b>Outcome: 1.1</b>	A long-term, strategically focused Shire that is sustainable, respected and accountable
<b>Strategy: 1.1.3</b>	Ensure accountable, ethical and best practice governance to our district



**Other Strategic Links**

The Shire of Murray 2016/2017 Annual Budget

**Statutory Environment**

Section 6.4(1) of the Local Government Act 1995 requires the Shire of Murray to prepare financial reports as prescribed. Regulation 34 of the Local Government (Financial Management) Regulations 1996 outlines the form, content and timing of the monthly financial reports prepared for presentation to Council.

**Policy Implications**

Nil

**Sustainability and Risk Considerations**

*Economic - (Financial impact to the community)*

Timely submission of detailed monthly financial reports allows Council to monitor the financial performance of the Shire and review any adverse financial trends that may impact on the Shire's financial sustainability.

*Social - (Quality of life to community and/or affected landowners)*

Nil

*Environment – (Impact on environment's sustainability)*

Nil

*Governance – (Policy implications)*

Failure to produce the monthly financial statements in the prescribed form would result in non-compliance with the Local Government Act 1995 and its associated regulations.

*Overall Risk Management Consideration*

Not Applicable

**Consultation**

Not Applicable

**Resource Implications**

Financial

Nil

Workforce

Nil

**Options**

Council has the option of:

1. Receiving the monthly financial report for June 2017.
2. Not receiving the monthly financial report for June 2017

**Conclusion/Justification of Officer Recommendation**

This monthly financial statement has been prepared in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION:**

**OCM 17/156**

**Moved: Cr W Barrett**

**Seconded: Cr A Rogers**

**That Council receives the June 2017 Monthly Financial Report as presented.**

**CARRIED UNANIMOUSLY 8:0**

## Recreation and Community Development

### 11.13 Request for Fee Waiver – Provision of Youth Drop In Service

File Ref: 7/7983-02  
Author and Title: Jodie Doherty, Coordinator Recreation and Community Development

#### Purpose

Council is requested to authorise a waiver of fees for a section of the Murray Leisure Centre for Homestead 4 Youth (Homestead) to operate a Youth Drop In Centre one afternoon/evening per week.

#### Background

Homestead 4 Youth is a not for profit organisation that seeks to engage youth and families using hands on therapies that restore and transforms lives. They currently offer a psychology service within Pinjarra and are about to commence a 'Kombi Restoration' program.

Early in 2017 Homestead expressed interest in providing a Youth Drop In service for young people in the Murray area. As Homestead operates with volunteers, the funding of a premise was a limiting factor.

Throughout the development of the Murray Youth Strategy 2016-21 (the 'Strategy') it was clear that there was community support for a Youth Centre. It was recognised that the Shire would not be in a position to fund a Youth Centre for some years due to the significant resources such a facility would require. As a result, the Strategy referred to the development of pop up spaces. This allowed room to grow and develop services, and also alleviated any concerns surrounding the centralisation of services in Pinjarra.

The provision of a Youth Drop In service within the Shire is an exciting prospect and is in line with the Shire's Youth direction. Discussions with Homestead have progressed to identify a suitable location in return for the provision of this service.

#### Proposal

A number of premises have been considered in the past few months with the key areas of a successful location requiring access to toilets and a kitchen, an inviting feel and being centrally located. Following due consideration, stakeholders agree that the most suitable location is the lower portion of Murray Leisure Centre, referred to as Court 3 and the Performing Arts Workshop. This lower area (**refer to plan at Appendix 12**) is currently leased to the Department of Education from Monday – Friday until 4pm.

It is proposed the service would be provided one afternoon per week initially as a pilot project for 12 months. The arrangement will be based on the Shire providing the premises free of charge in return for having a Youth Drop In service available to young people from the ages 11 up to 18 years.

Based on Council's Fees and Charges 2017/18, the cost to hire this area for 3.5 hours each week is:

- Court 3 \$38.18/hour ex GST
- Performing Arts Workshop area \$19.09/hour ex GST
- It should be noted that the general use space, small office, kitchen and foyer area does not have a fee attached to it, but the usage would encompass these areas as indicated on the attached plan.

Over the course of 12 months, this totals \$10,423. The service will render the areas unavailable for hire, potentially preventing income through casual bookings, however as the service is proposed for Thursday afternoons which is a day of low demand, the actual impact is considered to be low.

Ordinarily, the resources necessary to establish and operate a Youth Centre would be significant, but under this proposal there is minimal direct cost to Council.

### **Murray 2025 Strategic Community Plan**

<b>Objective 3:</b>	A connected, safe and inclusive community that provides for, and lobbies for accessible services for all residents
<b>Outcome 3.2:</b>	A community that provides opportunities to learn, grow, work and increase quality of life
<b>Strategy 3.2.2:</b>	Increase the engagement and participation of youth in the community

### **Murray 2016-2020 Corporate Business Plan**

<b>Action 3.2.2.1:</b>	Implement the Youth Strategy
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### **Other Strategic Links**

Shire of Murray Youth Strategy 2016-21

### **Statutory Environment**

Not Applicable

### **Policy Implications**

Policy CC17 Waiver of Fees and Charges relates to this application. The Policy allows for waivers to be considered where the application relates to a free community activity and at least one of the following criteria is met:

1. The activity educates or strengthens communities or complements Council activities.
2. The purpose of the activity supports a service or activity that the local government considers it would have undertaken and is beneficial to the community.
3. The purpose of the activity supports the development of infrastructure or services that can be considered the responsibility of Council.
4. The application supports the activities of an incorporated club or group within the first 12 months of their operation.
5. Extenuating circumstances exist.

Criteria one is most appropriate as the activity proposed complements Council activities.

Applications up to and including the value of \$500 can be determined by the CEO under delegated authority with applications over \$500 being determined by Council.

### **Sustainability & Risk Considerations**

*Economic - (Financial impact to the community)*

There is no economic impact to the community as a result of this partnership.

*Social - (Quality of life to community and/or affected landowners)*

There is the potential to improve the quality of life for young people seeking an outlet and somewhere to go after school. There will also be a counselling service or youth worker based on site that can work with young people that require someone to talk to in private. This can have benefits within the community.

*Environment – (Impact on environment's sustainability)*

Not Applicable.

*Governance – (Policy implications)*

In accordance with Policy CC17, all eligible waivers will be assessed at the discretion of Council or the Chief Executive Officer (under delegated authority).

*Overall Risk Management Consideration*

There are some high level risks that have been identified and considered:

- There will be a perception that the service is being provided by the Shire and therefore a poor level of service could reflect poorly on the Shire. This issue may be heightened should signage be erected. This risk is being mitigated through a strong relationship with Homestead including an opportunity to review its high level policies. The Shire also has the right to cancel the hire arrangement.
- There is potential for damage to the area when hosting larger groups of people, although there will be supervision. This risk will be addressed within the conditions.

It is not considered that the service will result in any negative implications for the Leisure Centre or impact on patrons, as a separate entrance would be used. It may assist to raise the profile of the Centre through the activation of this space.

**Consultation**

- Homestead 4 Youth
- Murray Leisure Centre Officers
- Shire of Murray – Youth Advisory Group

**Resource Implications****Financial**

The intent of this partnership is to allow the Shire to provide a facility which is not currently utilised at the proposed time, and therefore incurring minimal direct financial cost. The conditions of hire will clearly state that all operational matters will be the responsibility of Homestead. While the fee waiver is significant, there is little financial impact as the area is not currently utilised on a Thursday night.

**Workforce**

A key advantage of the proposal is the limited impact on workforce resources. Support and promotion of the service will take place within current resources, and volunteers will be enlisted if needed to ensure the service continues for the trial period.

**Options**

Council has the option of:

1. Supporting the partnership through the waiver of fees.
2. Not supporting the partnership

**Conclusion/Justification of Officer Recommendation**

Homestead has approached the Shire to offer a Youth Drop In service which has been previously identified as a need within the Youth Strategy. This is a fantastic opportunity as the Shire is not in a position to offer any such service within the next few years due to the financial and workforce resources that would be required.

If authorised, a number of terms and conditions would be included into this hire to ensure a clarity of service provision and to mitigate any risks identified.

This is an opportunity for the Shire to partner with an organisation that is set up to provide this service within the Shire and support our young people much earlier than anticipated. The trial service once per week will provide an invaluable opportunity to determine the needs of the young people going forward. Without access to a facility, Homestead are not in a position to provide this service.

### **Voting Requirements**

Absolute Majority

### **OFFICER RECOMMENDATION:**

That Council authorises a waiver of fees of \$10,423 (exc. GST) for the use of the lower portion of the Murray Leisure Centre as identified on Appendix 12, to Homestead 4 Youth for a period of 12 months commencing 16 October 2017, to provide a Youth Drop In service.

WITHDRAWN

### **Reason for Withdrawal**

The Director Corporate and Community Development provided advice to Councillors that Homestead 4 Youth requested the withdrawal their offer to support a Youth Drop In service.

Their decision is based on a tightening of resources which has made it difficult to adequately plan for and commit to the service for 12 months. Homestead has advised they are still interested in providing this service in the future and will be meeting as a team over the coming months to regroup and plan out the project.

## 11.14 Hire Fee Reduction Request – Pinjarra Civic Centre and Lesser Hall – Murray Music and Drama Club Incorporated

File Ref: R315, 1165 and 7104  
 Previous Items: PPS Aug 14 Item 8.4 (PPS14/094)  
 OCM Aug 14 Item 12.4 (OCM14/114)  
 Proponent: Murray Music and Drama Club Incorporated  
 Author and Title: Robert Marlborough, Manager Governance

### Purpose

For Council to consider continuing a reduced hire rate arrangement for the use of the Pinjarra Civic Centre and Lesser Hall by the Murray Music and Drama Club (MMDC) Incorporated for pre booked theatre performances and rehearsals.

### Background

At the Ordinary Council meeting on 28 August 2014 the following Planning, Policy and Strategy Committee recommendation was adopted to allow a reduced fee arrangement for the MMDC's use of the Pinjarra Civic Centre and Lesser Hall (formerly the Senior Citizens Centre) facilities for pre booked activities. *That Council:*

1. *Supports a fee reduction for the hire of the Pinjarra Civic and Senior Citizens Centre by the Murray Music and Drama Club Inc for 3 years 2014/2015 - 2016/2017 financial years) a rate of \$4,000 per annum, plus CPI increases annually for pre booked performance and rehearsal days; and*
2. *All addition performance or rehearsals days are to be at the normal hire rates*

The MMDC continue to be one of the primary users of the Pinjarra Civic and Lesser Hall and the group members actively work to maintain the facilities to a high standard. The previously approved arrangement for reduced fees has worked effectively, since being implemented.

The previous fee reduction arrangement expired on 30 June this year and correspondence has been received from the Club seeking a continuation of the arrangement for a further three years.

### Proposal

Subject to Council's support it is proposed to continue the reduced fee arrangement for the MMDC's use of the Pinjarra Civic Centre and Lesser Hall for 3 years expiring on 30 June 2020 at the agreed hire rate, which as of 30 June 2017 was \$4,121 (GST Ex) per annum, plus increases in accordance with the Perth All Groups Consumer Price Index.

The payment of bonds, key deposits or other costs associated with the use or access to the facilities are not affected by the fee reduction proposal.

### Murray 2025 Strategic Community Plan

<b>Objective 3</b>	A connected, safe and inclusive community that provides for, and lobbies for accessible services for all residents.
<b>Outcome 3.1</b>	A healthy and connected community with a strong sense of community spirit and pride.
<b>Strategy 3.1.1</b>	Assist community and sporting organisations to remain sustainable and active.
<b>Objective 3</b>	A connected, safe and inclusive community that provides for, and lobbies for accessible services for all residents.
<b>Outcome 3.2</b>	A community that provides opportunities to learn, grow, work and increase quality of life.
<b>Strategy 3.2.2</b>	Increase engagement and participation of youth in the community.

<b>Strategy 3.2.3</b>	Promote arts, culture and community events.
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### **Murray 2016 – 2020 Corporate Business Plan**

<b>Objective 3</b>	A connected, safe and inclusive community that provides for, and lobbies for accessible services for all residents.
<b>Strategy 3.1.4</b>	Facilitate and Support activities that bring the community together.
<b>Action 3.1.4.1</b>	Assist groups to deliver events and activities that build community capacity and cohesiveness.

### **Other Strategic Links**

Nil

### **Statutory Environment**

Local Government Act 1995 – Part 6 Financial Management

### **Policy Implications**

Nil

### **Sustainability & Risk Considerations**

#### *Economic - (Financial Impact to the Community)*

The financial aspects of applying the fee reduction proposed is not expected to significantly affect the wider community.

#### *Social - (Quality of life to community and/or affected landowners)*

Activities by MMDC such as live theatre productions, provide benefits to participants and encourage social interaction and personal development. Patrons benefit by being provided a social outlet to share with friends, family and other members of the community.

Further flow on effects may also benefit other sectors of the community as theatre patrons may contribute financially to local business establishments.

#### *Environment – (Impact on environment's sustainability)*

Nil

#### *Governance/Risk Statement – (Policy Implications/Level of Risk)*

Council Policies are not impacted by this proposal.

#### *Overall Risk Management Consideration*

A hire fee reduction has been previously supported and no significant change is proposed. Therefore the risk is considered to be low.

### **Consultation**

Not Applicable

### **Options**

The following options are available for Council to determine the matter presented.

1. Approve the reduction in hire fees, as presented, whereby the MMDC's hire of the Pinjarra Civic Centre and Lesser Hall for pre booked performances and rehearsals is set



at \$4,121, plus GST for the 2017/2018 financial year and thereafter during the term of the agreement, increased by CPI.

2. Determine an alternate reduced amount payable by MMDC per annum for the use of the Pinjarra Civic Centre and Lesser Hall for pre booked performances and rehearsals.
3. Not approve a reduction in hire fees for the MMDC's use of the Pinjarra Civic Centre and Lesser Hall with ongoing hire and use being based on the adopted schedule of fees and charges.

### **Resource Implications**

#### Financial

For the period 1 July to 31 December 2017 MMDC have already pre booked the use of the Pinjarra Civic Centre and Lesser Hall for a number of theatre performances and rehearsals.

If the current adopted fees and charges were applied, the cost of the Club's booking for this period would \$5,843, plus GST. If the fee reduction proposal were supported, the amount payable by MMDC for the hire of these facilities for the bookings already made (1 July to 31 December 2017) would be \$2,060.50, plus GST.

Payments of the annual fee reduction, if approved would be in two equal instalments in July and January each year.

#### Workforce

Nil

### **Conclusion/Justification of Officer Recommendation**

The Murray Music and Drama Club Inc are a primary user of the Pinjarra Civic Centre and Lesser Hall. Continuing a fee reduction arrangement supports the use of the facilities outside normal core hours and promotes participation in arts, cultural and social activities.

### **Voting Requirements**

Absolute Majority

#### **OFFICER RECOMMENDATION/COUNCIL DECISION:**

**OCM17/157**

**Moved: Cr C Rose**

**Seconded: Cr C Thompson**

**That:**

1. **Council supports the continuation of the fee reduction arrangement for the Murray Music and Drama Club Inc use of the Pinjarra Civic Centre and Lesser Hall for pre booked theatre performances and rehearsals for a period of 3 years, expiring on 30 June 2020 at the annual hire rate, as at 30 June 2017 of \$4,121 plus GST and with CPI increases annually; and**
2. **all additional performance, rehearsals days or other Club uses of the facilities are to be at the normal hire/use rates as provided in the adopted Shire of Murray Schedule of Fees and Charges.**

**CARRIED UNANIMOUSLY 8:0**

## Technical Services

### 11.15 Tender T17/05 Water Truck Hire

File Ref: T17/5  
 Previous Items: Nil  
 Author and Title: Chris Pretorius, Manager Operation

#### Appendix 13 Confidential Assessment Under Separate Cover

##### Purpose

Tenders have been called for the Hire of Water Trucks which is an imperative part of the overall Civil Construction & Maintenance Grading Program. These tenders are called to ensure better management, control and supply over the hire of water trucks.

##### Background

The Shire's current contract for the supply of Water Trucks expires on the 31<sup>st</sup> August 2017. The term of the new contract is for a period of two (2) years commencing from 1 September 2017 to 30 June 2019, together with an option for two, one (1) year extensions to 30 June 2020, and 30 June 2021. Tenders are required to be called as the estimated annual value of this service is expected to be in excess of \$150,000.

There are various budget items that require the utilisation of this service; the most prominent is the road construction program and the maintenance grading program. Water trucks are also used to water newly planted trees and cleaning of drainage pipes in conjunction with high pressure jet trucks.

Tenders have been called during June 2017. Three companies which are all local and Shire of Murray based have responded with tender submissions to wet hire water trucks.

##### Proposal

The proposal presented is to consider the submissions received for the supply of Water Trucks as part of the overall Civil Construction and Maintenance grading programs.

#### Murray 2025 Strategic Community Plan

<b>Objective 4</b>	Well planned, integrated and active places that embrace and respect our rural lifestyle, built and natural environment
<b>Outcome 4.5</b>	Plan for and build facilities and infrastructure that meet the needs of a growing community
<b>Strategy 4.5.3</b>	Build infrastructure in line with the findings of the Community Infrastructure Plan.

#### Murray 2016-2020 Corporate Business Plan

<b>Action 4.5.1</b>	Effectively manage infrastructure through its lifecycle.
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#### Other Strategic Links

Nil

**Statutory Environment**

Section 3.47 of the Act and Part 4, Division 2 of the *Local Government (Functions & General) Regulations 1996* specifies the procedures relating to Tenders.

**Policy Implications**

Nil

**Sustainability & Risk Considerations**

*Economic - (Financial impact to the community)*

The Shire of Murray has undertaken the tender process to ensure competitive pricing to maximise the economic benefits.

*Social - (Quality of life to community and/or affected landowners)*

Sustainable road networks improve the quality of life in allowing drivers safe passage.

*Environment – (Impact on environment's sustainability)*

No negative impact on the environment.

*Governance – (Policy implications)*

Council Policy No CA19 – Supply of Goods and Services/Purchasing.

**Overall Risk Management Consideration**

The risk statement is classified as high as if Council does not accept a suitable supplier Council may be in breach of Council Policy No CA19, where procurement of goods and services exceeds the \$150,000.00 threshold this requires a tender to be invited in accordance with the Local Government Act 1995.

**Consultation**

The tender submission was discussed internally and evaluated according to the selection criteria under separate cover.

**Resource Implications**

Financial

The financial implications are fully detailed within the Tender Evaluation which is under separate cover.

Workforce

No impact on current workforce.

**Conclusion/Justification of Officer Recommendation**

The justifications and conclusions are contained in the report provided under separate cover.

## **Voting Requirements**

Simple Majority

### **OFFICER RECOMMENDATION/COUNCIL DECISION:**

**OCM17/158**

**Moved: Cr S Lee**

**Seconded: Cr A Rogers**

#### **That Council:**

- 1. approves Huckleberry's Tank and Water Service and Giumelli Earthworks as the two primary contractors for the Hire of Water Trucks in accordance with the specifications and tender rates detailed in Tender T17/05 for a period of two (2) years commencing on 1<sup>st</sup> August 2017 with an option to extend the tender for two, one (1) year extensions to 30 June 2020 and 30 June 2021.**
- 2. approves Pinjarra Sand Supplies as a secondary contractor in accordance with the specifications and tender rates detailed in Tender T17/05 for a period of (2) years commencing on 1<sup>st</sup> August 2017 with an option to extend the tender for two, one (1) year extensions to 30 June 2020 and 30 June 2021.**

**CARRIED UNANIMOUSLY 8:0**

## 11.16 Tender T17/06 Supply of Traffic Management at Roadworks

File Ref: T17/6  
 Previous Items: Nil  
 Author and Title: Chris Pretorius, Manager Operation

### Appendix 14 Confidential Assessment Under Separate Cover

#### Purpose

Tenders have been called for the supply of Traffic Management at Roadworks which is an imperative part of the overall Civil Construction program. These tenders are called to ensure better management, control and supply over the provision of traffic management.

#### Background

The Shire of Murray annually requests quotations from contractors to supply traffic management as required. Tenders are required to be called as the estimated annual value of this service is expected to be in excess of \$150,000 and to better manage the supply of traffic management. The term of the new contract is for a period of two (2) years commencing from 1 September 2017 to 30 June 2019, together with an option for two, one (1) year extensions to 30 June 2020, and 30 June 2021.

There are various budget items that require the utilisation of this service; the most prominent is the road construction program, and at times maintenance works may also require traffic management.

Tenders have been called during June 2017, with seven (7) companies responding with tender submissions for the supply of traffic management at roadworks.

#### Proposal

The proposal presented is to consider the submissions received for the supply of traffic management as part of the overall Civil Construction works program.

#### Murray 2025 Strategic Community Plan

<b>Objective 4</b>	Well planned, integrated and active places that embrace and respect our rural lifestyle, built and natural environment
<b>Outcome 4.5</b>	Plan for and build facilities and infrastructure that meet the needs of a growing community
<b>Strategy 4.5.3</b>	Build infrastructure in line with the findings of the Community Infrastructure Plan.

#### Murray 2016-2020 Corporate Business Plan

<b>Action 4.5.1</b>	Effectively manage infrastructure through its lifecycle.
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#### Other Strategic Links

Nil

#### Statutory Environment

Section 3.47 of the Act and Part 4, Division 2 of the *Local Government (Functions & General) Regulations 1996* specifies the procedures relating to Tenders.

**Policy Implications**

Nil

**Sustainability & Risk Considerations**

*Economic - (Financial impact to the community)*

The Shire of Murray has undertaken the tender process to ensure competitive pricing to maximise the economic benefits.

*Social - (Quality of life to community and/or affected landowners)*

Sustainable road networks improve the quality of life in allowing drivers safe passage.

*Environment – (Impact on environment's sustainability)*

No negative impact on the environment.

*Governance – (Policy implications)*

Council Policy No CA19 – Supply of Goods and Services/Purchasing.

*Overall Risk Management Consideration*

The risk is high if Council does not accept a suitable supplier in accordance with Council policy CA19. Where procurement of goods and services exceeds the \$150,000 threshold a tender is to be invited in accordance with the Local Government Act 1995.

**Consultation**

The tender submission was discussed internally and evaluated according to the selection criteria under separate cover.

**Resource Implications**

Financial

The financial implications are fully detailed within the Tender Evaluation which is under separate cover.

Workforce

No impact on current workforce.

**Conclusion/Justification of Officer Recommendation**

The justifications and conclusions are contained in the report provided under separate cover.

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION:**

**OCM17/159**

**Moved: Cr C Thompson**

**Seconded: Cr D Bolt**

**That Council approves Quality Traffic Management for the supply of Traffic Management at Roadworks in accordance with the specifications and tender rates detailed in Tender T17/06 for a period of two (2) years commencing on 1<sup>st</sup> August 2017 with an option to extend the tender for two, one (1) year extensions to 30 June 2020 and 30 June 2021.**

**CARRIED UNANIMOUSLY 8:0**

**Items for Information****11.17 Council Resolution/Outstanding Items**

Resolution Register is attached for information.

**Appendix 15**

**11.18 Delegated Decisions - June 2017**

Resolution Register is attached for information.

**Appendix 16**

**12. BUSINESS LEFT OVER FROM THE PREVIOUS MEETING**

Nil

**13. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**14. NOTICE OF MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING**

Nil

**15. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING****15.1 Vehicle Registration Concessions****COUNCIL RECOMMENDATION:**

**OCM17/160**

**Moved: Cr S Lee**

**Moved: Cr A Rogers**

**That Council writes to the Premier, Minister for Local Government, Minister for Transport, Local Member Ms Robyn Clarke and all South West Upper House representatives and let them know of the Council's great disappointment that the Upper House disallowance motion in relation to vehicle registration concessions was reversed, and that a \$10 million reduction in road maintenance funding will significantly affect the safety of local roads.**

**CARRIED UNANIMOUSLY 8:0**

**16. MEETING CLOSED TO THE PUBLIC (CONFIDENTIAL BUSINESS)**

Nil

**17. CLOSURE OF MEETING**

**There being no further business, the Presiding Member declared the meeting closed the time being 9.19am**