



AGENDA

FOR THE

ORDINARY MEETING
OF COUNCIL

TO BE HELD ON

TUESDAY, 28 OCTOBER 2014

PLEASE READ THE FOLLOWING DISCLAIMER BEFORE PROCEEDING

Members of the public are cautioned against taking any action on Council decisions, on items in this Agenda in which they may have an interest, until such time as they have been advised in writing by Council staff.

NOTICE OF MEETING

PLEASE BE ADVISED THAT THE
ORDINARY MEETING OF COUNCIL

COMMENCING AT 4.00PM

WILL BE HELD ON

TUESDAY, 28 OCTOBER 2014

IN THE OCEAN ROOM AT THE IRWIN REC,
RIDLEY STREET, PORT DENISON WA



Darren Simmons
Chief Executive Officer

24 October 2014

DISCLAIMER

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

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**AGENDA FOR ORDINARY COUNCIL MEETING
TO BE HELD IN THE OCEAN ROOM, IRWIN REC
ON TUESDAY, 28 OCTOBER 2014
COMMENCING AT 4.00PM**

PRESENT:	Presiding Member	Cr S C Chandler (Shire President)
	Councillors	Cr I F West (Deputy President) Cr K J Hepworth Cr M Leonard Cr R J Porteus Cr B C Scott Cr M T Smith
	Staff	Mr D J Simmons - Chief Executive Officer Mr G M Peddie – Director Corporate and Community Ms S van Aswegen – Director Planning and Infrastructure Mr F A Neuweiler – Manager Community Safety Mrs C M Palmer – Manager Community Services Mrs H M Sternick – Manager Corporate Services Mr D Fotheringham – Manager Planning Services Mr A S Wootton – Manager Works Miss L E Tunbridge – Research and Projects Officer Ms E Greaves – Executive Assistant Mrs S Pratt-King – Operations Support Officer Mrs C L Seymour – Rating and Finance Officer
	Apologies	Cr D R Kennedy

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- 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
 - 2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**
 - 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
 - 4. PUBLIC QUESTION TIME**
 - 5. APPLICATIONS FOR LEAVE OF ABSENCE**
 - 6. PETITIONS**
 - 7. CONFIRMATION OF MINUTES**

7.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 24 SEPTEMBER 2014

A copy of the Minutes of the Ordinary Council Meeting held on 24 September 2014 has been provided to all Councillors under separate cover and a hyperlink is provided below.

COUNCIL MOTION:

MOVED: Cr _____

SECONDED: Cr _____

That the Minutes of the Ordinary Council Meeting, held on 24 September 2014, be confirmed as a true and accurate recording of that meeting.

[Minutes of Ordinary Council Meeting held on 24 September 2014](#)

[Attachment Booklet of Ordinary Council Meeting held on 24 September 2014](#)

[Attachment Booklet of Ordinary Council Meeting – CC04 Aquatic Facilities Feasibility Study](#)

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

The Presiding Member will undertake the annual Ratepayers Prize Draw.

9. REPORTS

CORPORATE AND COMMUNITY

CC01 – 10/14

Subject: Accounts for Payment
Reporting Officer: Manager Corporate Services
File Reference: Minute Book
Voting Requirements: Simple Majority

Report Purpose:

To receive the list of accounts paid under delegated authority during September 2014.

Officer's Recommendation:

That the Accounts paid during September 2014, represented by Trust Cheques 3045 - 3046 totalling \$2,000.00, Municipal Cheque 30646-30677, EFT 16568-16702 totalling \$527,367.64, Police Licensing PL280814 – PL250914 totalling \$52,912.50, Credit Card Payments \$7,979.10 and Vehicle Lease \$853.51, be received.

Attachment:

[Accounts for Payment – September 2014](#)

Background:

A list of accounts paid under delegated authority is attached showing all payments made during the month of September 2014.

Officer's Comment:

Nil

Stakeholder Engagement:

Nil

Financial / Resource Implications:

Nil

Statutory Environment:

Local Government (Financial Management) Regulations 1996

13. Payments from Municipal fund or Trust fund by CEO, CEO'S duties as to etc.

- (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;
 - (b) the amount of the payment;
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.

- (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.

Policy Implications:

Under Delegation C3 Council has delegated authority to the Chief Executive Officer to authorise all payments by Council.

Risk Implications:

This report covers past events therefore the risk implications are low.

Strategic Implications:

Strategic Community Plan – Outcome 4.2.1 Ensure compliance whilst embracing innovation and best practice principles.

CORPORATE AND COMMUNITY

CC02 – 10/14

Subject: Financial Statements for the Period ending 30/09/2014
Reporting Officer: Manager Corporate Services
File Reference: Minute Book
Voting Requirements: Simple Majority

Report Purpose:

To receive the Monthly Financial Statements for the period 1 July 2014 to 30 September 2014.

Officers Recommendation:

That the Monthly Financial Statement for the period 1 July 2014 to 30 September 2014 as outlined in the Attachments Booklet – October 2014 under separate cover, be received.

Attachment:

[Financial Statements for the Month Ending 30 September 2014](#)

Background:

The Monthly Financial Report to the 30 September 2014 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Statement of Financial Activity by Nature & Type
- Statement of Financial Activity by Program
- Major Variances
- Statement of Cash Flows
- Schedules 3 – 14 Budget vs Actuals Comparison
- Graphical Representation – Statement of Financial Activity
- Net Current Funding Position
- Cash and Investments
- Receivables
- Cash Backed Reserves
- Information on Borrowings
- Capital Disposals and Acquisitions
- Non Operating Grants and Contributions
- Trust Fund
- Budget Amendments
- Restricted Assets
- Port Denison Retirement Village Operating Statement

Officers Comment:

The financial position to the end of September 2014 is detailed in the attached report and summarised as follows relative to year to date budget expectations:

Operating Revenue	\$5,754,767	1.1% negative variance
Operating Expenditure	\$1,498,009	28.3% positive variance
Net Operating	\$4,256,758	
Capital Revenue	\$32,712	0.0% nil variance
Capital Expenditure	\$99,660	0.4% negative variance
Cash at Bank – Municipal	\$4,390,721	
Cash at Bank – Reserve	\$3,704,534	
Total Funds Invested	\$7,203,255	

Net Rates Collected 75.47%

Receivables Outstanding \$73,493

The attached report provides explanatory notes for items greater than 10% or \$5,000. This commentary provides Council with an overall understanding of how the financial position is situated in relation to the adopted budget.

Stakeholder Engagement:

Nil

Financial / Resource Implications:

Any issues in relation to expenditure and revenue allocations or variance trends are identified and addressed each month.

Statutory Environment:

Local Government Act 1995 - Section 6.4

The Local Government (Financial Management) Regulations provides as follows:

Section 34 Financial activity statement report

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - (b) budget estimates to the end of the month to which the statement relates;
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing -
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) an explanation of each of the material variances referred to in sub-regulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown -
 - (a) according to nature and type classification;
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub-regulation (2), are to be -
 - (a) presented to the council -
 - (i) at the next ordinary meeting of the council following the end of the month to which the statement relates; or
 - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
 - (b) recorded in the minutes of the meeting at which it is presented.

Policy Implications:

Nil

Risk Implications:

Due to the monthly financial statements reporting past events the risk implications are low.

Strategic Implications:

Strategic Community Plan Outcome 4.2.1 Ensure compliance whilst embracing innovation and best practice principles

Strategic Community Plan Outcome 4.3.3 Adopt best practice processes to achieve a high standard of governance and accountability.

CORPORATE AND COMMUNITY

CC03 – 10/14

Subject: 2013/14 Annual Report and Auditor's Report
Reporting Officer: Manager Corporate Services
File Reference: CM.RE.1/FM.AD.13.14
Voting Requirements: Absolute Majority

Report Purpose:

To consider and accept the Shire of Irwin Annual Report for the year ending 30 June 2014.

Officer's Recommendation:

1. That Council receives the Audit Report from Council's Auditors, UHY Haines Norton, for the year ending 30 June 2014.
2. That Council accepts the 2013/14 Annual Report, as circulated, for the year ended 30 June 2014.

Attachment:

Annual Report 2013/14

Background:

The Local Government Act 1995 requires Councils to prepare and accept an Annual Report for each financial year by 31 December after that financial year.

The Annual Report highlights the Shire of Irwin's achievements from the Strategic Community Plan in the 2013/14 Financial Year.

Officer's Comment:

The Annual Report, prepared in accordance with the requirements of the Local Government Act, is enclosed with the agenda papers for Councillors' perusal, consideration and acceptance.

Council's Auditors, UHY Haines Norton, have completed an audit of Council's financial records and have forwarded an audit report to the Shire President as well as a management letter.

The audit report is included in the annual report with no matters, in the opinion of the auditors, to indicate significant adverse trends in the financial position or the financial management practices of the Shire and no other matters indicating non-compliance with Part 6 of the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 or applicable financial controls of any other written law.

Stakeholder Engagement:

Once the Annual Report has been accepted, Council is required to give local public notice of the availability of the Annual Report as soon as practicable.

Financial Implications:

There is no financial or budget implications.

Statutory Environment:

- *The Local Government Act 1995 Section 5.53 provides that the Annual Report is to contain the following:*
 - A report from the Shire President;
 - A report from the Chief Executive Officer;
 - An overview of the plan for the future of the district made in accordance with Section 5.56, including major initiatives that are proposed to commence or continue in the next financial year,

- The financial report for the financial year;
 - Such information as may be prescribed in relation to the payments made to employees;
 - The auditor's report for the financial year;
 - a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993*; and
 - details of entries made under section 5.121 during the financial year in the register of complaints, including —
 - the number of complaints recorded in the register of complaints; and
 - (ii) how the recorded complaints were dealt with; and
 - (iii) any other details that the regulations may require;and
 - Such other information as may be prescribed;
- *The Local Government Act 1995 Section 7.2 provides:*
- The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by each local government.
- *The Local Government Act 1995 Section 7.12A provides:*
- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —
- (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
 - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government is to —
- (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and
 - (b) forward a copy of that report to the Minister,
by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.
- *The Local Government (Audit) Regulations Section 10 provides:*
1. An auditor's report is to be forwarded to the persons specified (Mayor or President, CEO and Minister) within 30 days of completing the audit.
 2. The report is to give the auditor's opinion on —
 - a. the financial position of the local government; and
 - b. the results of the operations of the local government
 3. The report is to include —
 - a. any material matters that in the opinion of the auditor indicate significant adverse trends in the financial position or the financial management practices of the local government;
 - b. any matters indicating non-compliance with Part 6 of the Act, the Local Government (Financial Management) Regulations 1996 or applicable financial controls in any other written law;
 - c. details of whether information and explanations were obtained by the auditor; and
 - d. a report on the conduct of the audit;

- e. the opinion of the auditor as to whether or not the following financial ratios included in the annual financial report are supported by verifiable information and reasonable assumptions —
 - (i) the asset consumption ratio; and
 - (ii) the asset renewal funding ratio.

- 4. Where it is considered by the auditor to be appropriate to do so, the auditor is to prepare a management report to accompany the auditor's report and to forward a copy of the management report to the persons specified (Mayor or President, CEO and Minister) with the auditor's report.

Policy Implications:

Nil

Risk Implications:

Due to the annual report is reporting on last financial year events the risk implications are low.

Strategic Implications:

Strategic Community Plan – Outcome 4.2.1 Ensure compliance whilst embracing innovation and best practice principles

CORPORATE AND COMMUNITY

CC04 - 10/14

Subject: Annual Electors Meeting
Reporting Officer: Manager Corporate Services
File Reference: GV.CM.1
Voting Requirements: Simple Majority

Report Purpose:

To set a date for the Annual Electors Meeting.

Officer's Recommendation:

That Council holds the Annual Electors Meeting at 5.30pm on Tuesday 25 November 2014 in the Ocean Room at the Irwin Recreation Centre

Background:

The Local Government Act 1995 requires Council to hold a general meeting of electors once every financial year and not more than 56 days after accepting the annual report from the previous financial year.

Council traditionally holds the Annual Meeting of Electors following the Ordinary Council meeting held in November.

Officer's Comment:

Council will be considering adopting the 2013/14 Annual Report at this Council meeting and once this is adopted consideration is required for the time and location to hold this year's Annual Electors Meeting.

Stakeholder Engagement:

Once the Annual Electors Meeting has been set, public notice will be given.

Financial Implications:

There are no financial or budget implications.

Statutory Environment:

5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

5.29. Convening electors' meetings

- (1) The CEO is to convene an electors' meeting by giving —
 - (a) at least 14 days' local public notice; and
 - (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

Policy Implications:

Nil

Risk Implications:

Failure to conduct an Annual General Meeting of Electors will result in non-compliance with the requirements of the Local Government Act 1995.

Strategic Implications:

Strategic Community Plan strategies;

Outcome 4.2.1 *Ensure compliance whilst embracing innovation and best practice principles.*

Outcome 4.2.3 *Identify improved communication strategies to inform the community about the Shire's achievements and financial position.*

CORPORATE AND COMMUNITY

CC05 – 10/14

Subject: Public Interest Disclosure Guidelines
Reporting Officer: Manager Community Services
File Reference: GR.SL.27
Voting Requirements: Simple Majority

Report Purpose:

To seek approval from Council to note the following Public Interest Disclosure Guidelines.

Officer's Recommendation:

That Council notes the attached Public Interest Disclosure Guidelines as outlined in the Attachments Booklet – October 2014 under separate cover.

Attachment:

[Public Interest Disclosure Guidelines](#)

Background:

The purpose of this document is to provide guidelines in relation to the receipt and investigation of Public Interest Information made under the Public Interest Disclosure Act 2003.

The guidelines have been developed to provide direction for the organisation and comply with good governance principles. The new guidelines comply with the requirements of the Public Interest Disclosure Act 2003 and establishes the Shire's commitment to the reporting and investigation into corrupt and improper conduct including the mismanagement of public resources.

The *Public Interest Disclosure Act 2003* (PID Act) facilitates the disclosure of public interest information, and provides protection for those making such disclosures and those who are the subject of disclosures. The PID Act provides a system for the matters disclosed to be investigated and for appropriate action to be taken.

The PID Act does not confer additional powers on public authorities to investigate or take action in relation to public interest disclosures. Rather, it provides for protection to persons who make disclosures that may result in a proper authority exercising its existing powers to investigate and take action in relation to the subject matter of the disclosure. In some circumstances the PID Act requires a public authority to investigate a matter and to notify the person making the disclosure of the action taken.

The PID Act also requires the Principal Executive Officer of each public authority to prepare and publish internal procedures relating to their authority's obligations under the PID Act. These internal procedures must be consistent with these guidelines.

Officer's Comment:

A public interest disclosure is made when a person discloses to proper authority information that tends to show past, present or proposed future improper conduct by a public body in the exercise of public functions.

In order to be a disclosure to which the PID Act applies, a disclosure must be:

- made by a discloser who believes on reasonable grounds that the information is or may be true
- a disclosure of public interest information
- made to the appropriate proper authority.

While the PID Act provides for the protection of all public interest disclosures, not every proper authority will have the obligation or power to investigate and take action in relation to the disclosure.

In some cases the discloser or information may need to be referred to another proper authority to enable an effective response to the disclosure to be made.

Public Interest Information means information received which must meet a number of criteria. It must:

- Relate to a public authority, public officer or public sector contractor;
- Relate to the performance of a public function of the public body;
- Tend to show that the public body is, has been, or proposes to be, involved in improper conduct.

Public Interest information must tend to show the involvement of a public body in:

- Improper conduct;
- An offence against State Law;
- A substantial unauthorised or irregular use of public resources;
- A substantial mismanagement of public resources;
- Conduct involving a substantial and specific risk of injury to public health, prejudice to public safety or harm to the environment;
- Conduct relating to matters of administration affecting someone in their personal capacity falling within the jurisdiction of the Ombudsman.

Public Interest Disclosure Officer means the designated officer who is responsible for receiving disclosures of public interest information relating to matters falling within the sphere of responsibility of the Shire of Irwin.

These internal procedures provide for the manner in which the Shire of Irwin will comply with its obligations under the PID Act. They provide for the manner in which:

- Disclosures of public interest information shall be made to the Public Interest Disclosure Officer (PID Officer)
- The PID Officer shall investigate the information disclosed, or cause that information to be investigated
- The PID Officer may take action following the completion of the investigation
- The PID Officer shall report to the discloser as to the progress and outcome of that investigation and the action taken as a consequence
- The confidentiality of the discloser, and any person who may be the subject of a public interest disclosure, shall be maintained
- Records as to public interest disclosures shall be maintained and reporting obligations complied with.

In general terms, for people who make disclosures, protection is provided against detrimental action, which includes injury, intimidation, harassment, adverse treatment or reprisal.

The delegated Shire of Irwin PID Officers is Mr Geoff Peddie Director Corporate and Community and Mrs Coralie Palmer Manager Community Services.

Stakeholder Engagement:

Consultation was undertaken in the preparation of Public Interest Disclosure Guidelines with the Senior Management Group and at a Director Corporate and Community Meeting. The Public Interest Disclosure Guidelines were circulated for review and feedback requested.

Financial/Resource Implications:

There are no financial and budget implications.

Statutory Environment:

The Local Government Act requires that Councils establish good governance principles through the introduction of policies and guidelines. The legislation implemented through these guidelines is the Local Government Act and the Public Interest Disclosure Act 2003.

Policy Implications:

These guidelines build on the current council and operations policies and procedures in place.

Risk Implications:

The Public Interest Disclosure Guidelines reflect the Shire's commitment of ensuring the introduction of best practice governance principles and the protection of staff and resources and transparency in its operations.

Strategic Implications:

Strategic Community Plan – Outcome 4.3.3 Adopt best practice processes to achieve a high standard of governance and accountability.

CORPORATE AND COMMUNITY

CC06 – 10/14

Subject: Shire of Irwin Heritage Advisory Committee
Reporting Officer: Manager Community Services
File Reference: CR.WA.1
Voting Requirements: Absolute Majority

Report Purpose:

To seek Council consideration to appoint Dr Nan Broad as a new committee member, to the Shire of Irwin Heritage Advisory Committee.

Officer's Recommendation:

That Council appoints Dr Nan Broad as a community committee member to the Shire of Irwin Heritage Advisory Committee.

Background:

Council appointed Council and staff delegates to the Committee at a Special Meeting in November 2013. This additional member has been recommended by a decision of the Committee and is now presented for Council to appoint.

The primary role of the Heritage Advisory Committee is to provide the best possible advice to Council on how to conserve and promote heritage items in its area. This committee, through its associated stakeholders has a proven history and access to funding opportunities. Its responsibility includes natural, historic and cultural places.

The Shire of Irwin Heritage Advisory Committees role is to provide the following benefits:

- Monitor and assist with the review of the Shire of Irwin Municipal Inventory. Make recommendations on the nomination and deletions of places on that inventory.
- Provide comment on heritage issues referred to the Committee from Council.
- Raise community awareness of Heritage Conservation, this includes the calling for nominations and awarding the annual Shire of Irwin Heritage Award.
- Advise and monitor Heritage Policy.
- Undertake heritage projects as and when the need arises.

Officer's Comment:

The Shire of Irwin continues to liaise with the community to work towards its objective for the environment of respecting, and understanding the natural and built environment and conserving the districts rich built heritage.

Dr Broad expressed an interest via email to join the Heritage Advisory Committee and has expertise in research and documentation of historical places pertaining to Western Australia especially the Mid-West.

Dr Broad has held membership on the following committees: Heritage Council of WA, The Royal WA Historical Society and the Irwin District Historical Society.

The adoption of the new member to Shire of Irwin Heritage Advisory Committee will enable the Shire to continue to reconnect with heritage buildings and keep the community involved and educated on their significant value to the community.

With a number of historic buildings in the town sites, the Shire has a rich and valued built heritage blended with a number of equally attractive new buildings. The new Shire administration building is just one example of a blend of the old and new built environment.

Stakeholder Engagement:

Consultation was undertaken at a Heritage Advisory Committee meeting on Friday 10 October 2014 to discuss the request received from Dr Broad. All current committee members were in favour of Dr Nan Broad joining the Shire of Irwin Heritage Advisory Committee.

Financial/Resource Implications:

There is no financial impact as a result of adopting the recommendation.

Statutory Environment:

Local Government Act 1995 s5.10

Policy Implications:

Nil

Risk Implications:

The Heritage Advisory Committee members ensure that new members understand the scope of its role, therefore mitigating the risk of the Committee acting outside of its role.

Strategic Implications:

Strategic Community Plan Strategies;

Outcome 2.1.1 – Promote and maintain the Municipal Inventory of Heritage Places;

Outcome 2.1.3 – Continue to support the Shire of Irwin Heritage Advisory Committee and its annual Heritage Awards Program;

Outcome 2.1.5 – Recognise places of heritage value in the Tourism Development and Promotion Plan, including cultural and built heritage.

PLANNING AND INFRASTRUCTURE

PI01 – 10/14

Subject: Supply and Spray Bitumen
Reporting Officer: Manager Works
File Reference: CP.CO.2
Voting Requirements: Simple Majority

Report Purpose:

To consider the quotes received via WALGA's EQuotes for the Supply and Spray of Bitumen.

Officer's Recommendation:

That the eQuote submitted by COLAS West Australia Pty Ltd, as provided under separate confidential cover, be accepted for the 'Supply and Spray of Bitumen' as it meets Council's requirements and is the most cost-effective option of the three quotes received.

Attachment:

Copies of eQuotes received have been provided under separate confidential cover, as per Local Government Act 1995 s5.23 (2)(c).

Background:

Quotes were collated from the WALGA eQuotes system for the supply and spray of approximately 193,000 litres of bitumen, to complete the 2014/15 budgeted capital works program as follows:

LOCATION	QUANTITY OF BITUMEN	APPLICATION
Tabletop Road	32,000 litres	Primer seal
Tabletop Road	28,000 litres	Second coat seal
Allanooka Springs Road	95,000 litres	Second coat seal
Melaleuca Road	20,200 litres	Second coat seal
Padbury Road	13,500 litres	Second coat seal
Tuart Glenn	2,300 litres	Second coat seal
Town Oval- RV Dump Point	2,000 litres	Primer seal

Officer's Comment:

COLAS West Australia Pty Ltd (COLAS) formerly known as RNR Contracting was awarded the Supply and Spray Bitumen tender during the 2010/2011 financial year and has also previously completed contracted works for the Shire of Irwin to a very high standard. COLAS's quoted unit price for this year's program is lower than last year's tendered price and is significantly lower than the comparative quotes received to date.

Bitutek Pty Ltd is a relatively new company within the market and has previously been awarded the Shire of Irwin's last two consecutive tenders, performing very well in both instances. However in this instance was not the most competitive quote.

Boral Asphalt's quoted unit price was well above the other competitive rates and for this reason is not recommended as value for money.

A fourth company, Bitumen Surfacing, was invited to quote, however due to potential conflicting work commitments they declined to submit a response.

Stakeholder Engagement:

Nil

Financial/Resource Implications:

As per the 2014/15 budget allocations

Statutory Environment:

Local Government Act 1995

Policy Implications:

F2 Purchasing - Requests for quotations were invited in line with this purchasing policy.

Risk Implications:

The consequences of accepting COLAS's quote are insignificant and the likelihood of there being significant consequences is rare, therefore the risk implications are low.

Strategic Implications:

Strategic Community Plan – Outcome 2.6 Physical assets are maintained efficiently and effectively.

PLANNING AND INFRASTRUCTURE

PI02 – 10/14

Subject: Supply of Aggregate
Reporting Officer: Manager Works
File Reference: CP.CO.2
Voting Requirements: Simple Majority

Report Purpose:

To consider the quote received via WALGA eQuotes for the Supply of Aggregate.

Officer's Recommendation:

That the quote submitted by Holcim Australia Pty Ltd for the 'Supply of Aggregate', as provided under separate confidential cover, be accepted.

Attachment:

A copy of the eQuote received has been provided under separate confidential cover, as per Local Government Act 1995 s5.23 (2)(c).

Background:

Only one quote was received from WALGA eQuotes for the supply of sealing aggregate.

Officer's Comment:

Holcim have supplied the Shire of Irwin with aggregate on numerous projects in the past and both their product and service delivery has always been exemplary.

Stakeholder Engagement:

Nil

Financial/Resource Implications:

As per the 2014/15 budget allocations

Statutory Environment:

Local Government Act 1995

Policy Implications:

F2 Purchasing - Requests for quotations were invited in line with this purchasing policy.

Risk Implications:

The consequences of accepting Holcim's quote is insignificant and the likelihood of there being significant consequences is rare, therefore the risk implications are low.

Strategic Implications:

Strategic Community Plan – Outcome 2.6 Physical assets are maintained efficiently and effectively.

PLANNING AND INFRASTRUCTURE

PI03 – 10/14

Subject: Omnibus Amendment to Planning Scheme
Reporting Officer: Manager Planning Services
File Reference: LP.PL
Voting Requirements: Simple Majority

Report Purpose:

To consider the proposed omnibus amendment to Local Planning Scheme No. 5.

Officer's Recommendation:

That Council, pursuant to Section 75 of the Planning and Development Act 2005, resolves to:

- 1. determine the submissions as outlined in the attached Schedule of Submissions, as provided under separate cover in the Attachments Booklet – October 2014;**
- 2. adopt for final approval Scheme Amendment No 16 (the omnibus amendment) to the Shire of Irwin Local Planning Scheme No 5 without modification, as provided under separate cover in the Attachments Booklet – August 2014; and**
- 3. seek final approval of the scheme amendment from the Minister for Planning.**

Attachments:

[Attachment A – Schedule of Submissions](#)

[Attachment B – Proposed scheme modifications \(pre and post adverting\) with reasons](#)

[Attachment C - Scheme Amendment No 16 \(the omnibus amendment\)](#)

Background:

On 24 June 2014, Council determined to advertise an Omnibus amendment to Local Planning Scheme No. 5. No objections were received during the advertising period. Four public submissions were received along with six submissions from public authorities.

Officer's Comment:

The first public submission supports the addition of the residential land use to SU12. The second public submission supports relatively minor modifications that inhibit industrial uses in inappropriate zones e.g. Industry-Service is to be prohibited in the Rural Smallholdings zone.

The third public submission is a request to amend the provisions on restrictive covenants to extinguish or allow variations to an encumbrance on titles in the Northshore estate, which specify controls for housing design. When local governments consider extinguishing particular covenants the Western Australian Planning Commission advises (in Planning Bulletin 91) that all affected landowners be notified prior to making a decision. As no such public consultation has occurred, the request is not supported. However, Planning Services intends to initiate a further omnibus amendment in 2015, where this request can be considered.

The fourth public submission requests that the area for Outbuildings on lots over 2000m² be 200m² in the Residential and Special Residential zones. This request is supported and the scheme has been modified accordingly.

There were no objections from public authorities. The Department of Health requested some changes to the flooding and bushfire provisions. The State Heritage Office requested that the heritage list be kept separate from the scheme to enable the list to be easily modified. A late response from the Water Corporation requests that clause 6.2.4 refer to the Department of Water rather than the Water Board. All of these requests are supported and the scheme has been modified accordingly.

Planning Services have made some additional modifications to the scheme. These modifications can be analysed in Attachment B. Most of the modifications are minor. The abovementioned Outbuilding

floor areas have been increased to 200m², as have the Outbuilding floor areas for the Rural Residential zone. New permitted development rights have been added for roof mounted solar panels and ground based solar arrays.

Stakeholder Engagement:

The proposed omnibus amendment initially referred to the Environmental Protection Agency (EPA). As the EPA declined to comment, the amendment was publicly advertised in the Midwest Times and referred to public authorities for a period of 42 days, between 07 August 2014 and 19 September 2014.

Financial/Resource Implications:

Advertising costs have been accounted for within Planning Services 2013-14 budget allocation.

Statutory Environment:

Planning and Development Act 2005.

Policy Implications:

Nil.

Risk Implications:

The likelihood of risk arising from Council determining the Schedule of Submission, adopting the proposed omnibus amendment and seeking approval from the Minister for Planning is expected to be rare and the consequences would be insignificant. Therefore the risk is low.

Strategic Implications:

Strategic Community Plan – Outcome 1.1.1 – Implement an efficient and effective approvals process.

PLANNING AND INFRASTRUCTURE

PI04 – 10/14

Subject: Local Structure Plan – Lots 4,5 and 10 Brand Hwy, Bonniefield
Reporting Officer: Manager Planning Services
File Reference: LP.SU.2.2
Proponent: CLE Town Planning & Design
Voting Requirements: Simple Majority

Report Purpose:

To consider a Local Structure Plan application for land at Lots 4, 5 and 10 Brand Highway, Bonniefield, following public advertising.

Officer's Recommendation:

That Council resolves to:

1. note that the public advertising period, during which public submissions were sought, was varied from 21 days to 14 days;
2. note the Summary of Submissions;
3. adopt the proposed Local Structure Plan for land at Lots 4, 5 and 10 Brand Highway as presented in Attachment Booklet – October 2014 under separate cover, in accordance with Clauses 5.35.9.1 (a) and subject to modifications required by the Western Australian Planning Commission; and
4. seek endorsement of the local structure plan by the Western Australian Planning Commission.

Attachment:

[Attachment A – Summary of Submissions](#)

[Attachment B - Proposed Local Structure Plan for Lots 4, 5 & 10 Brand Highway, Bonniefield.](#)

Background:

In August 2012, Council agreed to support Planning Scheme Amendment 10, to rezone the subject land and a larger area, adjacent and to the west, to Rural Residential. Following advice from the Western Australian Planning Commission (WAPC) that the land would be better used for residential purposes (rather than rural residential purposes), Council later determined not to proceed with Amendment 10.

In July 2014, Council agreed to advertise a Local Structure Plan application for land at Lots 4, 5 and 10 Brand Highway Bonniefield, which was recently rezoned to Development zone. Prior to development, the Development zone requires approval of a local structure plan, which would then guide future subdivision. This is why the applicant have submitted the structure plan application. The proposed structure plan would result in approximately 80-85 residential (R2.5) lots. Following the advertising period, one public submission was received along with a number of agency responses. There were no objections in principle from the submitters.

Due to an administrative error, the plan was publicly advertised in the Midwest Times inviting submissions for a period of 14 days instead of 21 days. Planning Services is satisfied that the administrative error can be considered an acceptable variation under clause 5.5 of the scheme as:

- all adjoining neighbours and public authorities were given 21 days to respond;
- the structure plan will not result in development without the need for future subdivision and development approvals; and
- the 2013 development zone process included an advertised report showing a very similar draft structure plan (this process received just one non-planning related public submission); and
- the 2012 Rural Residential rezoning proposal received one public submission, which was in support.

Officer's Comment:

The proposed structure plan is in an area identified for future residential in the Council's District Structure Plan. If approved, it would eventually lead to subdivision then development, which may take a number of years. The structure plan report suggests 5-10 years. As such, the proposal is consistent with the District Structure Plan. The proposed R2.5 density is supported by Officers, as it is a compromise between the originally proposed Rural Residential lots and the higher residential densities supported by the WAPC.

The Western Australian Planning Commission's Development Control Policy allows for 10% Public Open Space (POS) or cash-in-lieu. Officers support the proposed 7.7% POS, as cash-in-lieu can be recovered at subdivision stage. Shire Officers have been negotiating with the applicants to achieve the best possible outcome. As such, the plan and accompanying report make a commitment to developing:

- a central boulevard with swales for harvesting stormwater to help maintain street trees and other vegetation;
- a bike path along the western edge of the site;
- an access easement to the Brand Highway, which would improve the site's permeability and allow access to a future bike path adjacent the highway, and
- dual use foot/cycle paths on the internal road network (which is consistent with a recent WAPC approved R2.5 structure plan in Chapman Valley).

No objections have been received from residents or the public authorities. During the advertising period, a revised Local Water Management Strategy was received from the applicant and referred to the Water Corporation and the Department of Water. The amended LWMS will ensure the containment of stormwater on-site and that the lots can be connected to reticulated water, and is now deemed satisfactory. The structure plan report was also amended to satisfy Western power's request for additional details. The applicant has amended the Bushfire Management Plan to satisfactorily address the Shire's concerns in regard to the wording.

Stakeholder Engagement:

The proposed structure plan and referred to adjoining neighbours and public authorities for a period of 21 days, from 07 August 2014 to 29 August 2014. The plan was publicly advertised in the Midwest Times for a period of 14 days.

Financial/Resource Implications:

The cost of publicly advertising the proposal will be borne by the applicants, in accordance with the Shire's schedule of fees.

Statutory Environment:

Local Planning Scheme No. 5.

Policy Implications:

N/A

Risk Implications:

The likelihood of risk arising from Council, adopting the proposed local structure plan and seeking endorsement from the Western Australian Planning Commission is expected to be rare and the consequences would be insignificant. Therefore the risk is low.

Strategic Implications:

Strategic Community Plan Outcome 4.2.1 Ensure compliance whilst embracing innovation and best practice principles.

PLANNING AND INFRASTRUCTURE

PI05 – 10/14

Subject: Proposed Road Closure of a Portion of Piggery Lane
Reporting Officer: Planning Officer
File Reference: RD.RO
Proponent: Wellard Agri Limited's
Voting Requirements: Simple Majority

Report Purpose:

To consider Wellard Agri Limited's request to close a portion of Piggery Lane (see Attachment A).

Officer's Recommendation:

That Council

- 1) resolves to refuse Wellard Agri Limited's request to close a portion of Piggery Lane due to the potential adverse impacts on the heritage and community values associated with the road, and;
- 2) requests Wellard Agri Limited to outline their specific concerns in respect to their expectations for the road standard of Piggery Lane in liaison with Shire staff.

Attachment:

[Attachment A – Wellard's Request](#)

[Attachment B - Submissions](#)

Background:

Piggery Lane is a Shire maintained road reserve, which is located north-east of the Dongara Town Centre. The subject land is a portion of Piggery Lane that is contained within the boundaries of Lot 1184 Brand Highway (owned by Wellard Agri Limited) and adjacent and to the south of Lot 1 (#747) Tabletop Road (owned by Paul Alexander Starick & Kelly Anne Starick).

The applicants request is to transfer ownership of a portion of Piggery Lane from the Shire of Irwin to Wellard. The land is shown in Attachment A. Wellard's request indicates that they:

- own most of the adjoining land, and that the road is principally used by their employees; and,
- will be able to maintain the road and verge area to achieve higher levels of occupational health and safety.

Officer's Comment:

During the advertising period, two objections were received from Shire residents (See Attachment B). The first objection is in relation to potential adverse impacts on the heritage and community values of the road. The second objection is in relation to potential adverse impacts on the value of the submitters' property and adverse impacts on the road network.

The Historical Society's submission highlights the heritage value of Piggery Lane.

The Shire's Heritage Advisor does not support the road closure, due to its:

- inclusion in the Shire's Municipal Inventory of Heritage Places (Place no. 114, Management Category 5) and its significant contribution to local character;
- high significance to the region; and,
- potential adverse impacts on tourism.

The Shire's Heritage Advisory Committee object to the proposed road closure, due to potential adverse impacts on heritage value.

Informal comments were received from the Manager of Works and the Manager for Tourism and Library Services, both of whom have no objections in principle.

Given the submissions and comments above, the application should be refused due to the potential adverse impacts on the heritage and community values associated with Piggery Lane. With regard to potential adverse impacts on property values, tourism and the road network, Shire Officers do not consider these concerns to be significant in terms of refusing the application.

Stakeholder Engagement:

As per S.158 of the *Land Administration Act (LAA)* notice of the proposed closure was published in the Midwest Times for 35 days. The application was referred to adjoining landowners, the Shire's Heritage Advisor and Shire Officer's.

The application was also referred to the following public authorities: Public Transport Authority, Telstra, Department of Transport, Western Power, Department of Fire and Emergency Services, Water Corporation, Department of Agriculture and Food, Department of Mines and Petroleum, and the Department of Planning. No objections have been received from the public authorities.

Financial/Resource Implications:

Nil.

Statutory Environment:

Land Administration Act 1997

Policy Implications:

Nil.

Risk Implications:

As the road reserve is currently maintained by the Shire, the likelihood of risk arising from Council refusing Wellard's request is expected to be rare and the consequences would be insignificant. Therefore the risk is low.

Strategic Implications:

Strategic Community Plan Strategies;

Outcome 2.1 Recognise and retain our places of heritage value.

Outcome 2.1.1 Promote and maintain the Municipal Inventory of Heritage Places

PLANNING AND INFRASTRUCTURE

PI06 – 10/14

Subject: eQuotes for Waste Management Plan/Closure Plan
Reporting Officer: Manager Community Safety
File Reference: WM.SP.2
Voting Requirements: Simple Majority

Report Purpose:

To consider two fee proposals for a Waste Management Plan/Closure Plan.

Officer's Recommendation:

That Council:

1. **Accepts the quote received by GHD for the submitted price of \$19,720 exclusive of GST, for a site inspection, Waste Management Plan and Closure Plan.**
2. **Authorises the Chief Executive Officer to approve any necessary variations.**

Attachment:

One quote each from GHD and Talis Consultants for a Waste Management Plan/Closure Plan under separate confidential cover.

Background:

A request for quotes to provide a Waste Management Plan/Closure Plan was sent to a number of consultants using WALGA's Preferred Supply Panels.

These documents are required to provide guidance for the Shire's waste contractor running the Dongara refuse site to optimise the space available and to shape the contours in preparation for a rehabilitation program prior to closing the refuse site.

Officer's Comment:

GHD's submission was prepared by their regional office, whilst Talis are a Perth based organisation. Although Talis' submission appears more thorough GHD's proposal represents better value; it is therefore recommended to accept GHD's quote.

Stakeholder Engagement:

This item was discussed at a previous Council Forum

Financial/Resource Implications: As per 2013/14 Budget allocation

Statutory Environment:

Local Government Act 1995, Section 3.57; and Local Government (Functions and General) Regulations 1996.

Preferred Supply Panels are specified groupings of suppliers that have been pre-qualified and appointed by WALGA following a rigorous public procurement process that is fully compliant with legal and best practice purchasing requirements to supply a category of goods or services to Local Governments. Preferred Supply Panels are established using the principles of aggregated or group purchasing to ensure superior value for money to Members.

Under the Local Government (Functions and General) Regulations 1996, a tender exemption applies to WALGA's Preferred Supply Panels. This means that Local Governments can purchase any value of goods or services from a Preferred Supplier without going to tender.

Policy Implications:

F1 Localised Purchasing; F2 Purchasing

That Council, in determining tenders for goods and services, and the staff in undertaking all other Council purchases (those purchases not requiring a tender in accordance with Local Government functions and General Regulations) shall apply a regional price preference based on;

1. The price preference offered to suppliers within the Shire and/or Mid West Region can be up to 5% of the value of goods and services. The maximum value of the price preference cannot exceed \$10,000.
2. The price preference is to be applied to businesses within the Shire and/or Mid West Region, who have operated continuously for not less than six months.
3. The price preference is applicable in the first instance to businesses who are based in and operate within the Shire of Irwin. If no suppliers are based within the Shire of Irwin then the price preference applies to those businesses who are based in and operate within the Mid West Region.
4. The price preference may be applied to businesses operating from outside the Shire, but only goods and services sourced from within the Shire.
5. The onus will be on the supplier to quantify any local content component.
6. The price preference will only apply to goods over the value of \$1,000.

Risk Implications:

There is a low risk that the operation of the Dongara Refuse Site is not in compliance with the legislative frame work leading to a loss of reputation.

Strategic Implications:

Strategic Community Plan

Outcome 3.1 High quality and well maintained community infrastructure.

OFFICE OF THE CEO

CEO01 – 10/14

Subject: Online Communication and Access Policy
Reporting Officer: Research and Projects Officer
File Reference: CM.PO.1
Voting Requirements: Simple Majority

Report Purpose:

To provide direction for Council's social media and website activities, and other online promotional methods.

Officer's Recommendation:

That Council approves the addition of *C6 Online Communication and Access Policy*, as presented in Attachment Booklet – October 2014 under separate cover, in Council's Policy Manual.

Attachment:

[C6 Online Communication and Access Policy](#)

Background:

Shire of Irwin Council and staff have recently adopted a number of different mediums to increase engagement with the local community. Most recently being the creation of a Shire Facebook page (September 2012) and the installation of a Community Information Sign (July 2014).

Officer's Comment:

Due to the Shires implementation of a number of different engagement techniques, it is considered that those authorised to provide information on behalf of the Shire should be aware of their responsibilities in terms of the content and appropriateness of their postings.

By adopting a policy in which outlines a required standard of engagement, it minimises the risk of false information and results in a more informed and engaged community.

Stakeholder Engagement:

This policy was presented to Senior Management Team members at a meeting held on 13 August 2014, at which time it was considered that no amendments were required.

Financial/Resource Implications:

There will not be any financial or resource implications resulting from the adoption of this policy.

Statutory Environment:

Local Government Act 1995.

Policy Implications:

A new Policy is presented for Council's consideration and adoption for inclusion in the Policy Manual.

Risk Implications:

By adopting Council Policy C6 it is considered that any resulting financial or reputational risks will be reduced with their likelihood of occurrence thought to be rare.

Strategic Implications:

Strategic Community Plan Strategies

Outcome 4.1.3 – Continue to monitor and update communication strategies, including social media.

Outcome 4.3.3 - Adopt best practice processes to achieve a high standard of governance and accountability.

OFFICE OF THE CEO

CEO02 – 10/14

Subject: WALGA's Poll Provisions Advocacy Position
Reporting Officer: Chief Executive Officer
Date of Report: 20 October 2014
File Reference: GR.LO.5
Voting Requirements: Simple Majority

Report Purpose:

To assist WALGA to refine its advocacy position relating to the poll provisions contained in Schedule 2.1 of the Local Government Act 1995

Officer's Recommendation:

That WALGA be advised that Council supports the Local Government Act 1995 being amended so that the community of a Local Government could demand a poll with which of the following conditions being met:

1. Under any boundary change proposal YES / NO

OR

2. With a significant variation in population, or rateable properties or revenue by (in preferential order):

- a. 10 percent
- b. 25 percent
- c. 50 percent

Background:

WALGA has requested Council's assistance in defining its position regarding advocacy for amendments to the poll provisions contained in Schedule 2.1 of the Local Government Act 1995 to enable electors of a Local Government that will be abolished or significantly affected by a boundary change proposal to demand a poll.

At the 2 July State Council meeting, State Council resolved to adopt, and advocate for, a policy position that the poll provisions should be amended so that electors of a Local Government where one or more Local Governments will be abolished or significantly affected by a boundary change proposal are able to demand a poll on the proposal, with 'significantly affected' being specifically defined as causing a fifty percent variation in:

- i. Population; or,
- ii. Rateable properties; or,
- iii. Revenue.

At WALGA's Annual General Meeting, held on 6 August 2014, the meeting resolved:

That this Annual General Meeting, recognising the current approach by the State Government to the manipulation of the principles of the 'Dadour' poll provisions:

- a) *endorse WALGA's position of providing community access to the poll provisions where 1 or more districts are to be abolished rather than the 2 or more districts as currently provided for in the Local Government Act 1995;*

b) endorse WALGA's proposed extension of the poll provisions to significant boundary adjustments subject to any associated criteria and any percentages being agreed to by a majority of all local governments in Western Australia, and

c) reaffirm as policy, that WALGA is opposed to the removal or dilution of the 'Dadour' poll provisions including the temporary dilution or removal of those provisions.

State Council, at their 3 September 2014 meeting, endorsed parts (a) and (c) of the AGM resolution above and resolved the following in relation to part (b):

4.7B Part (b) – endorse WALGA's proposed extension of the poll provisions to include significant boundary adjustments subject to further research and sector consultation being carried out on any associated criteria and for a report to be presented through the next Zone/State Council Meetings.

WALGA's Comment:

There is a general view that a minor boundary change, perhaps to fix an anomaly, should not be the subject of a potential poll of electors. There is also a general view that, where one or more Local Governments will be abolished or a Local Government's viability could be affected by a boundary change proposal, electors should have the right to demand a poll.

Criteria defining whether a Local Government would be 'significantly affected' could be defined in the Local Government Act. This was State Council's original approach where it was resolved that a 50 percent variation in population, or rateable properties or revenue would be the trigger for the community to have the option to call a poll. In addressing this matter it needs to be determined whether these are the appropriate criteria or whether there should be an alternative method to determine whether a Local Government would be 'significantly affected' by a boundary change proposal.

Options to address this issue are presented:

1. All boundary change proposals could be the subject of a poll. While there is a general view that minor boundary changes should not be subject to a poll of the community, it could be argued that a minor boundary change that only affects a small number of properties would be unlikely to attract enough interest from the community for a poll to be called or to ultimately be successful in overturning the proposal. This would remove the need for criteria to be established to define 'significantly affected'.

2. Criteria defining whether a Local Government would be 'significantly affected' could be defined in the Local Government Act. It is suggested that a percentage variation in population, or rateable properties, or revenue could be defined as the appropriate criteria to trigger the community's right to call a poll. Three percentages are presented as options to define these criteria in the Local Government Act:

- a. 10 percent
- b. 25 percent
- c. 50 percent.

General feedback to refine WALGA's advocacy position would be welcomed including an alternative criteria to define when a Local Government would be 'significantly affected' by a poll.

Stakeholder Engagement:

Nil.

Financial/Resource Implications:

Nil.

Statutory Environment:

Local Government Act 1995

Policy Implications:

Nil.

Risk Implications:

Failure to respond may risk Council's preferred position being ignored.

Strategic Implications:

Strategic Community Plan – Outcome 4.5.1 Continue to lobby government and industry on key issues, as required.

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

12. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil

13. MATTERS BEHIND CLOSED DOORS

13.1 CONFIDENTIAL ITEM – Legal Advice

A report has been provided under separate confidential cover to Councillors and staff pertaining to legal advice on a confidential matter, as per Local Government Act 1995 s5.23 (2)(b)(d).

14. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at _____.