



# AGENDA

and

## Notice of Ordinary Council Meeting

to be held

**Tuesday 23 June, 2020**

in the

### **Shire of Irwin Council Chambers**

- 5.00pm – Agenda Briefing
- 5.15pm – Councillor Information Session
- 6.00pm – Ordinary Council Meeting

# AGENDA & BUSINESS PAPERS

Welcome to the Ordinary Council Meeting of the Shire of Irwin.

Please be advised that Ordinary Council Meetings during 2020 will be held on the following dates in the Council Chambers at 11-13 Waldeck Street, Dongara, (unless otherwise advised) commencing at **6.00pm**.

DATES	
25 February 2020	28 July 2020
24 March 2020	25 August 2020
28 April 2020	22 September 2020
26 May 2020	27 October 2020
23 June 2020	24 November 2020
	8 December 2020

Members of the public are most welcome to attend the Agenda Briefing, the Councillor Information session and the Ordinary Council Meetings.

## Disclaimer

The Shire of Irwin advises that the purpose of an Ordinary Council Meeting is to discuss and, where possible, make resolutions about items appearing in the agenda. No person should rely or act on the basis of any decision, advice or information provided by a Member or Officer, or on the content of any discussion occurring during the course of the meeting. No person should rely on the decisions made by Council until formal written advice of the Council is received by that person.

The Shire of Irwin expressly disclaims any liability for any loss or damage whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.



Shane Ivers  
**CHIEF EXECUTIVE OFFICER**

## Council Meeting Information

1. Your Council generally handles all business at Ordinary or Special Council Meetings.
2. From time to time Council may form a Committee, Working Party or Steering group to examine specific subjects and then report to Council.
3. Generally all meetings are open to the public; however, from time to time Council will be required to deal with personal, legal and other sensitive matters. On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.
4. **Public Question Time:** It is a requirement of the Local Government Act 1995 to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the Presiding Member. If presenting questions to Council please note the following, as guided by the *Shire of Irwin Meeting Procedures Local Law 2016*:
  - Public Question Time occurs early in the meeting so please arrive at least 5 minutes before the advertised meeting start time (Ordinary Meetings are scheduled for a **6.00pm** start, unless otherwise advised).
  - Record your full name and suburb of residence on the Attendance Form available in the public seating area.
  - When invited by the Presiding Member to ask your question/s, please state your full name for the benefit of the minute taker and those present.
  - Only questions can be addressed to Council, not statements.
  - A minimum of 15 minutes is allocated to Public Question Time. A member has 2 minutes to submit a question.
  - You may ask up to 2 questions before other members of the public will be invited to ask their questions to ensure all have an equal and fair opportunity to ask questions.
  - The Presiding Member may elect for written questions to be responded to as normal business correspondence.
  - The Presiding member may decide that a question shall not be responded to where:
    - the same or similar question has been asked at a previous meeting and a response has already been provided;
    - a statement has been made and is not reformed into a question; or
    - a question is offensive or defamatory in nature and is not reformed into a question.
  - A question may be taken on notice by Council for a later response. Responses will be provided in writing to the member and a summary will be included in the agenda of the next meeting of Council.
  - Members of the public are encouraged to raise matters relating to operations and administration through the Shire's Customer Request system.
  - At a Special Meeting of Council, only questions relating to the purpose of that meeting may be raised.
  - Should you wish to provide written questions prior to the meeting so that an appropriate response can be prepared, please submit them at least 72 hours prior to the Council meeting at which you wish them to be presented.
5. **Councillors** may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter **trivial, insignificant or in common with a significant number of electors or ratepayers**. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above.
6. **Members of staff**, who have delegated authority from Council to act on certain matters, may from time to time have a financial interest in a matter on the Agenda. The Officer must declare that interest and generally the Presiding Member will advise the Officer if he/she is to leave the meeting.
7. Agendas are delivered to Councillors within the requirements of the Local Government Act 1995, i.e. seventy-two (72) hours prior to the advertised commencement of the meeting.
8. Agendas for Ordinary Meetings are available to the public from the Shire of Irwin Administration Centre and on the website [www.irwin.wa.gov.au](http://www.irwin.wa.gov.au) seventy-two (72) hours prior to the meeting.
9. Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council and ideally received written confirmation of the outcome. Please note the Disclaimer in the Agenda (page 3).
10. Public Inspection of Unconfirmed Minutes (Reg 13): A copy of the unconfirmed Minutes of Ordinary and Special Meetings will be available for public inspection at the Shire of Irwin Administration Centre and on the website [www.irwin.wa.gov.au](http://www.irwin.wa.gov.au) within ten (10) working days after the Meeting.

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# ORDINARY COUNCIL MEETING

to be held

**23 June 2020**

at 6.00pm

## **AGENDA**

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

### **2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

#### **Members**

Councillor M T Smith

Councillor B Wyse

Councillor G S Eva

Councillor A J Gilliam

Councillor M Leonard

Councillor I Scott

Councillor H M Wells

Councillor I F West

Shire President

Deputy Shire President

#### **Staff**

Mr S D Ivers

Mr B Jeans (*via teleconference*)

Mrs J Goodbourn

Mrs S Taylor

Mrs S Pratt-King

Mrs D K Chandler

Chief Executive Officer

Manager Regulatory Services

Supervisor Finance

Community Officer

Coordinator Infrastructure & Asset Services

Governance & Executive Coordinator

#### **Approved Leave of Absence**

Nil.

#### **Apologies**

Nil.

#### **Gallery**

Liam Beatty – Geraldton Guardian / Midwest Times

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

Nil.

### **4. PUBLIC QUESTION TIME**

### **5. APPLICATIONS FOR LEAVE OF ABSENCE**

### **6. PETITIONS AND DEPUTATIONS**

## **7. CONFIRMATION OF MINUTES**

### **7.1. Minutes of the Ordinary Council Meeting held 26 May 2020**

A copy of the Minutes of the Ordinary Council Meeting held 26 May 2020 have been provided to all Councillors under separate cover.

<b>RECOMMENDED:</b>
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<b>That the Minutes of the Ordinary Council Meeting, held 26 May 2020, as previously circulated, be adopted as a true and accurate recording of that meeting.</b>
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## **8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

### **Functions, Meetings & Events**

9 June 2020          Conducted an online Citizenship Ceremony for two conferees

### **Correspondence In**

11 June 2020          Letter from the Western Australian Premier regarding the Building Bonus Grants

## 9. REPORTS

### 9.1. Officer Reports

<b>CORPORATE AND COMMUNITY</b>		<b>CC01- 06/20</b>
<b>Subject:</b>	<b>CC01-06/20 Accounts for Payment</b>	
<b>Author:</b>	<b>S Clarkson, Finance Officer</b>	
<b>Responsible Officer:</b>	<b>J Goodbourn, Supervisor Finance</b>	
<b>File Reference:</b>	<b>Minute Book</b>	
<b>Voting Requirements:</b>	<b>Simple Majority</b>	

#### Council Role:

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive** The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
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#### Report Purpose:

To receive the list of accounts paid under delegated authority during May 2020.

#### Background:

A list of accounts paid under delegated authority is attached showing all payments made during the month of May 2020.

#### Officer's Comment:

Nil

#### Consultation:

Nil

#### Statutory Environment:

*The Local Government (Financial Management) Regulations 1996 provides as follows:*

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 CEO3 Council has delegated authority to the Chief Executive Officer to authorise all payments by Council.

**Financial/Resource Implications:**

Nil

**Strategic Implications:**

Strategic Community Plan 2017 - 2027

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles Strategy

4.3.2 Adopt and follow better practice processes

**Attachments:**

*Attachment Booklet – June 2020*

CC01-06/20 Attachment 1 - Accounts for Payment – May 2020

**Officer Recommendation:**

**RECOMMENDED:**

**That Council receives the accounts paid during May 2020 as presented in Attachment Booklet – June 2020, represented by:**

<b>Payment Type/Numbers</b>	<b>Total Amount</b>
<b>EFT 25956 – 26057</b>	<b>\$2,159,826.65</b>
<b>Muni Cheque – 31987</b>	<b>\$45,263.62</b>
<b>Direct Debit – Telstra</b>	<b>\$205.24</b>
<b>Direct Debit – WA Treasury Corporation</b>	<b>\$20,727.35</b>
<b>Direct Debit – Solar Panel Repayments 05/20</b>	<b>\$1,947.66</b>
<b>Direct Debit – Credit Card</b>	<b>\$1,774.09</b>
<b>Direct Debit – Superannuation</b>	<b>\$12,683.06</b>
<b>Grand Total</b>	<b>\$2,242,427.67</b>



<b>CORPORATE AND COMMUNITY</b>		<b>CC02-06/20</b>
<b>Subject:</b>	<b>CC02-06/20 Monthly Financial Statements for the Period Ended 31 May 2020</b>	
<b>Author:</b>	<b>J Goodbourn, Supervisor Finance</b>	
<b>Responsible Officer:</b>	<b>S Ivers, Chief Executive Officer</b>	
<b>File Reference:</b>	<b>Minute Book</b>	
<b>Voting Requirements:</b>	<b>Simple Majority</b>	

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**Report Purpose:**

To consider and receive the Monthly Financial Statements for the period 1 July 2019 to 31 May 2020.

**Background:**

The Monthly Financial Statements to 31 May 2020 are prepared in accordance with the requirements of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* and includes the following statutory reports:

- Statement of Financial Activity by Program
- Statement of Financial Activity by Nature & Type
- Explanation of Material Variances
- Net Current Funding Position

The Statements also include various other financial information not required by legislation, but for Council information.

**Officer’s Comment:**

The financial position to the end of May 2020 is detailed in the attached report and summarised as follows relative to year to date budget expectations:

31/05/2020		YTD Actual	Variance to YTD Budget
	Operating Revenue	7,911,910	1%
	Operating Expenditure	(10,494,032)	3%
	Net Operating	(2,582,122)	
	Non-Operating Revenue	2,539,753	38%
	Non-Operating Expenditure	(4,352,996)	26%
	Net Non-Operating	(1,813,243)	
	Cash at Bank	1,753,021	
	Cash at Bank Restricted	376,298	
	Reserve Bank	1,323,193	
	Total Cash Funds	3,452,512	

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

**Consultation:**

Nil.

**Statutory Environment:**

*Local Government Act 1995*

- Section 6.4 Financial report

*Local Government (Financial Management) Regulations*

- Section 34 Financial activity statement report provides as follows:

- (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.

**Financial/Resource Implications:**

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

**Strategic Implications:**

Strategic Community Plan 2017 - 2027

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Strategy 4.3.2 Adopt and follow better practice processes

**Attachments:**

*Attachment Booklet – June 2020*

CC02-06/20 Attachment 1: Financial Statements for the Period Ended 31 May 2020

**Officer Recommendation:**

**OFFICER RECOMMENDATION:**

**That Council receives the Monthly Financial Statements for the period 1 July 2019 to 31 May 2020 as provided in Attachment Booklet – June 2020.**

<b>CORPORATE AND COMMUNITY</b>		<b>CC03-06/20</b>
<b>Subject:</b>	<b>CC03-06/20 Basis of Rates 2020-2021</b>	
<b>Author:</b>	<b>J Goodbourn, Supervisor Finance</b>	
<b>Responsible Officer:</b>	<b>S Ivers, Chief Executive Officer</b>	
<b>File Reference:</b>	<b>Minute Book</b>	
<b>Voting Requirements:</b>	<b>Absolute Majority</b>	

**Council Role:**

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**Report Purpose:**

To formalise the rate base for the development of the 2020-2021 Annual Budget.

**Background:**

At the 29 April 2020 Ordinary Council Meeting, Council resolved, by Absolute Majority, that in light of the current COVID-19 pandemic and declared state of emergency, to request the Chief Executive Officer to develop the financial budget for the year 2020/2021 based on a *nil* increase in the rate in the dollar for all rating categories within the Shire of Irwin as well as a *nil* increase in fees and charges.

**Officer's Comment:**

Subsequent to this decision, the Shire has received details of the *Local Government (COVID-19 Response) Order 2020* as implemented by the Hon David Templeman MLA, Minister for Local Government; Heritage; Culture & the Arts (the Minister), which came into effect on 21 April 2020. Under *Clause 12* there are changes to Section 6.36 of the *Local Government Act 1995*, local government to give notice of certain rates. This section sets out the process required for local governments that are intending to impose differential rates. Usually a local government needs to give local public notice and seek submissions for a minimum of 21 days before considering any submission received and then applying to the Minister for approval to impose such rates.

The Minister has advised that as many local governments have decided to freeze their rates in the dollar at the levels imposed in 2019/2020, the process set out in section 6.36 is unnecessary, meaningless and costly in a time when budgets are being negatively impacted.

Local governments that resolve to set differential general rates and minimum rates as the same rate as last year will not have to apply for Ministerial approval or comply with section 6.36 of the Act, however local governments will be required to publish the differential general rates and minimum payments on their website within ten days of the resolution.

As Council's original decision was made on 29 April 2020, Council is required to formally resolve to set the rates in the dollar at the level imposed in 2019/2020 in order to comply with the advertising requirement.

**Consultation:**

Nil.

**Statutory Environment:**

*Local Government Act 1995*

- Section 6.2 Modified - Local Government to prepare annual budget
- Section 6.33 Modified - Differential General Rates
- Section 6.36 Modified - Local Government to give Notice of Certain Rates

**Policy Implications:**

Nil.

**Financial/Resource Implications:**

Setting the rates in the dollar at a *nil* increase will have a financial impact on the preparation of the 2020-2021 Annual Budget.

**Strategic Implications:**

Strategic Community Plan 2017 - 2027

Strategy 2.2.1 Prepare for and manage natural disasters and environmental risks

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Strategy 4.3.2 Adopt and follow better practice processes

**Attachments:**

Nil.

**Officer Recommendation:**

**OFFICER RECOMMENDATION:**

**That Council, by Absolute Majority and in light of the current COVID-19 pandemic and declared state of emergency, resolve to set the rates in the dollar for all rating categories in 2020/2021 the same as the rates in the dollar imposed on all rating categories in 2019/2020:**

<u>Rate Category</u>	<u>Rate in Cents in the Dollar</u>	<u>Minimum Rates</u>
<b><i>Gross Rental Value</i></b>		
General Rate	11.1808	\$1,021
<b><i>Unimproved Value</i></b>		
General Differential Rate	1.4193	\$1,021
Mining Differential Rate	18.9882	\$1,021

<b>CORPORATE AND COMMUNITY</b>		<b>CC04-06/20</b>
<b>Subject:</b>	<b>CC04-06/20 Self-Supporting Loan Request by the Denison Bowling &amp; Recreation Club Inc.</b>	
<b>Author:</b>	<b>S Taylor, Community Development Officer</b>	
<b>Responsible Officer:</b>	<b>S Ivers, Chief Executive Officer</b>	
<b>File Reference:</b>	<b>3.00073</b>	
<b>Voting Requirements:</b>	<b>Absolute Majority</b>	

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### Report Purpose:

For Council to consider the Denison Bowling & Recreational Club (DB&RC)'s request for the Shire to facilitate a Self-Supporting Loan on the DB&RC's behalf. The DB&RC wishes to finance the replacement of two (2) existing natural grass bowling greens with synthetic playing surfaces.

The request for a self-supporting loan supports the DB&RC's application for funding through the Department of Local Government, Sport and Cultural Industries (DLGSC) and Community Sporting and Recreation Facilities Fund (CSRFF).

### Background:

The DB&RC currently has 230 registered members which has grown from 133 in 2017/18. The DB&RC has become an important sporting and social establishment within the Shire of Irwin and hosts one of the largest sporting events in the Shire being the May Carnival, the DB&RC also provides a facility from which other local clubs and groups can hold fundraising events.

The DB&RC wish to submit an application through the CSRFF to complete the turf replacement project however, need Council's endorsement of the project as well as an agreement with the DB&RC to facilitate a self-supporting loan to be able to finance the remainder of the project should the CSRFF application be successful.

The proposed project involves the removal and disposal of two (2) of the current three (3) natural Tifdwarf grass greens and replacing them with two (2) high quality synthetic bowling green playing surfaces, inclusive of the relevant associated works such as sub-soil drainage, upgrading of the sprinkler irrigation system, replacement of the existing ditch plinths with galvanised steel plinth edging, synthetic aprons around the two (2) greens and associated paving to surrounds.

The DB&RC has identified that three (3) of the last five (5) year on year financial performance has produced negative returns and at their 2019 Annual General Meeting (AGM) a majority of the members unanimously voted in the affirmative to undertake a feasibility study to assess the financial and administrative viability of replacing a number of the DB&RC's natural grass greens with quality synthetic grass surfaces. The new 2019/20 Executive endorsed a project team to undertake and complete that feasibility task.

The feasibility study found that the total annual financial impact to prepare, maintain and upkeep the three (3) Tifdwarf greens and surrounds to the DB&RC is \$146,549 per year. That equates to \$48,850 per green per year. A breakdown of this costing is presented below:

<b>Denison Bowling and Recreation Club (Inc)</b>			
<b>Annual Cost for Maintaining 3 Tifdwarf Natural Grass Greens 2018 - 2019 Including the Surround Upkeep Maintenance</b>			
Cost Category	Units	Rate	Amount
Greenkeeper wages including super and leave loading			\$68,923.02
Fuel for mowers, edgers and polishers	250	\$1.50	\$375.00
Cleaning supplies chalk, sundry			\$110.80
Minor tool replacement			\$250.00
Chemicals			\$2,503.43
Fertilisers			\$400.00
Repairs and Maintenance to equipment			\$9,229.37
Water			\$12,103.93
Electricity for mowers and rollers (1/3 of total cost)			\$4,443.00
<b>Sub-Total</b>			<b>\$98,338.55</b>
Volunteer hours per year, including MEEDAC	1607	\$30.00	\$48,210.00
<b>Total Cost for 3 Tifdwarf Greens Per Year</b>			<b>\$146,548.55</b>
<b>Average Per Green Per Year</b>			<b>\$48,849.52</b>

The project team assessed (within the feasibility study) four (4) possible options that included:

1. Maintaining the status quo;
2. Reduce the number of current greens used to two (2);
3. Retain two grass greens and install one synthetic; and
4. Install two (2) synthetic greens inclusive of surrounds and shading.

Based on the information provided in this feasibility study a potential total gross saving of \$110,000 per year (inclusive of all valued Volunteer hours) may be achievable if the replacement of grass greens was undertaken. This can be converted to a total net saving to the DB&RC of \$90,827 per year (excluding the value of the volunteer hours).

The following table compares natural greens and synthetic turf:

<b>SYNTHETIC SURFACES</b>	<b>NATURAL TURF GREENS</b>
<b>ADVANTAGES</b>	<b>ADVANTAGES</b>
<ul style="list-style-type: none"> <li>• More use possible, which can open up a bigger market and bring in extra revenue to the bowling club.</li> <li>• Natural turf greens will deteriorate if over-used</li> <li>• Year-round play without damage to surface; natural turf greens require spelling for renovation and over winter when too wet</li> <li>• Lower maintenance cost (but still requires maintenance)</li> <li>• Likely to offer more consistent performance, with performance of natural turf greens relying heavily on the greenkeeper's capability</li> </ul>	<ul style="list-style-type: none"> <li>• Lower initial cost, especially if a natural turf green is already there</li> <li>• Lower, more comfortable temperature on hot days</li> <li>• Significantly reduced depreciation / replacement cost</li> <li>• Easier and cheaper to correct any construction faults such as an unlevel base or damage caused by flooding and vandalism</li> <li>• The traditional surface for bowls</li> </ul>

<ul style="list-style-type: none"> <li>• Lower water requirement, especially new mat systems</li> <li>• Reduced volunteer hours required</li> <li>• No greenkeeper required</li> <li>• No chemicals and fertilisers required</li> </ul>	
<b>SYNTHETIC SURFACES</b>	<b>NATURAL TURF GREENS</b>
<b>DISADVANTAGES</b>	<b>DISADVANTAGES</b>
<ul style="list-style-type: none"> <li>• High surface temperatures during very hot days can make playing a little uncomfortable</li> <li>• High “up-front” costs for installation</li> <li>• Replacement of surface required between 12 and 15 years</li> </ul>	<ul style="list-style-type: none"> <li>• Greens are not available during wet and rainy conditions</li> <li>• Greens always require refurbishments of once per year minimum</li> <li>• High cost associated with greenkeeper’s salary</li> <li>• High chemical and fertiliser costs</li> <li>• High volunteer hours required to assist greenkeeper and maintain ditches and surrounds</li> <li>• High potential to be affected by diseases</li> <li>• Natural turf greens will deteriorate if over-used</li> <li>• High water costs</li> </ul>

**Officer’s Comment:**

The DB&RC have provided a feasibility study that supports their application to replace two of the natural turf greens to synthetic greens provided as Attachment 1.

The cost of this project is estimated to be \$577,497 including GST. The DB&RC wish to apply to DLGSC through the CSRFF grant process for the amount of \$192,487 including GST. The DB&RC will contribute \$30,000 including GST in volunteer labour. The DB&RC are requesting that the Shire facilitate a self-supporting loan to the amount of \$355,010 including GST.

The DB&RC have provided the Shire with a feasibility study and a 10-year forecast demonstrating the DB&RC’s ability to support the loan repayments as well as a sinking fund to replace the synthetic greens at the end of their lifecycle (estimated between 10 and 15 years). It is assessed that the DB&RC do have the means to repay the loan based on the cost savings of \$90,827 per year (annual cost of maintaining natural turf greens excluding the value of the volunteer hours).

**Consultation:**

Richard Malacari, Regional Manager Mid West Gascoyne for Department of Local Government Sport and Cultural Industries was contacted by the officer to discuss the DB&RC application and the Shire’s contribution.

**Statutory Environment:**

*Local Government Act 1995*

- Section 6.2 Power to Borrow
- Section 6.21 Restrictions on borrowing

**Policy Implications:**

Nil

**Financial/Resource Implications:**

The DB&RC will be wholly responsible for the repayment of the principal, interest and all associated fees and charges. Should DB&RC fold or become unable to meet the requirements of the loan, the Shire would be responsible for the repayment of the outstanding loan principal and interest.



**Strategic Implications:**

Strategic Community Plan 2017 - 2027

Strategy 3.2.2 Support the Strong Sporting Culture that shapes the Shire of Irwin's identity and lifestyle

Strategy 3.2.3 Support community-initiated projects and activities

**Attachments:**

*Attachment Booklet – June 2020*

CC04-06/20 Attachment 1: Denison Bowling and Recreation Club Feasibility Study and Report

**Officer Recommendation:**

**RECOMMENDED:**

**That Council, by Absolute Majority:**

- 1) Supports the application from the Denison Bowling and Recreation Club for a self-supporting loan to the value of \$355,010 for the purpose of converting natural grass bowling greens to Synthetic Playing Surfaces;**
  
- 2) Includes the self-supporting loan in the 2020/21 Annual Budget; and**
  
- 3) Authorises the Chief Executive Officer to make application to the West Australian Treasury Corporation for a loan to the value of \$355,010 to be repaid by the Denison Bowling and Recreation Club inclusive off all interest, fees and charges, should the Community Sporting & Recreation Facilities Fund grant application be successful.**

<b>CORPORATE AND COMMUNITY</b>		<b>CC05-06/20</b>
<b>Subject:</b>	<b>CC05-06/20 Self-Supporting Loan Request by the Dongara Golf Club Inc.</b>	
<b>Author:</b>	<b>S Taylor, Community Development Officer</b>	
<b>Responsible Officer:</b>	<b>S Ivers, Chief Executive Officer</b>	
<b>File Reference:</b>	<b>3.00073</b>	
<b>Voting Requirements:</b>	<b>Absolute Majority</b>	

### Council Role:

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive** The substantial direction setting and oversight role of the Council e.g. performance of the Local Government's function under law, administration of Local Laws, adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws and local planning schemes.
- Review** When Council reviews decisions made by Officers.
- Quasi-judicial** When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

### Report Purpose:

For Council to consider the Dongara Golf Club (the Club)'s request for the Shire to facilitate a Self-Supporting Loan on the Club's behalf. The Club wishes to purchase and build a cart shed at the Dongara Golf Club to accommodate member's motorised carts and buggies.

The request for a self-supporting loan supports the Club's application for funding through the Department of Local Government, Sport and Cultural Industries (DLGSC), Community Sporting and Recreation Facilities Fund (CSRFF).

### Background:

The Dongara Golf Club has seen an increase in members requiring the use of motorised carts over the past five years. This is a result of the undulating course and the aging member base. The trailers required to transport the carts to the club is also causing congestion at the club's parking facilities. As a result, the Golf Club considered three (3) possible options:

1. Continue to operate with no changes to club infrastructure – this would inevitably result in the loss of members as mobility issues inhibit member's ability to play.
2. Repurpose an existing space within the club to store motorised carts – no suitable space was identified.
3. Increase the size of the existing car park to accommodate the growing number of trailers – no suitable land available to achieve this.

A survey of all the Dongara Golf Club members was undertaken to establish whether a storage facility/shed would be a popular and viable idea. Club members were asked:

- Do you currently own a motorised cart;
- Do you see yourself requiring one in the future; and
- Would you support the purchase of a storage facility at the Dongara Golf Club.

The overwhelming response from members was that they either had or would require a motorised cart in the future and would support the purchase of a cart shed.

The Club have sourced costing for a 15960 x 7980 x 3000 gable shed that will house and charge 24 motorised carts. It is proposed that members will pay an annual fee to store their carts within the shed and that this income will be reinvested into the maintenance of the facility. The total cost of the project is \$61,480.

<b>Project Description (detailed breakdown of project to be supplied)</b>	<b>\$ Cost ex GST</b>	<b>\$ Cost inc GST</b>
Supply and erect gable shed 15960 x 7980 x 3000	44930	49423
Groundworks site preparation supply and spread mulch after	4250	4675
Supply and install electrics for cart shed	9500	10450
Donated materials – Native Plants	200	220
Volunteer labour Electrical Assist 4 men x 5hrs = 20 hrs Shed Build Assist 6 men x 5hrs = 30hrs Spread Mulch 3 men x 4hrs = 12hrs Landscape Garden 2 men x 4hrs = 8hrs Trench Power Cable 4 men x 5hrs = 20hrs Path to Shed 4 men x 6hrs = 24hrs	2850	2850
<b>Total</b>	61730	67618

To finance the cart shed, the Dongara Golf Club will apply for two sources of funding and will contribute one third of the total cost. The Dongara Golf Club wish to submit an application through the Community Sporting and Recreation Facilities Fund (CSRFF) and requires Council’s endorsement of the project as well as an agreement with the Club to facilitate a self-supporting loan should the second funding source be deemed unsuccessful.

<b>Source of funding</b>	<b>\$ Amount ex GST</b>	<b>\$ Amount inc GST</b>		<b>Funding confirmed Y / N</b>	<b>Comments to support claim (please attach relevant support)</b>
<b>Local government</b>	0	0	<b>LGA cash and in-kind</b>		
<b>Applicant cash</b>	21480	23628	<b>Organisation’s cash</b>	Y	Building machinery and Course maintenance
<b>Volunteer labour</b>	2850	2850	<b>Cannot exceed applicant cash and LGA contribution – max \$50,000</b>		
<b>Donated materials</b>	200	220	<b>Cannot exceed applicant cash and LGA contribution</b>	Y	Native plants
<b>Other State Government funding</b>					
<b>Federal Government funding</b>					
<b>Other funding – to be listed (CBH)</b>	20000	20000	<b>Loans, sponsorship etc</b>	N	April/May 2020
<b>CSRFF request (No Development Bonus)</b>	20000	20000	<b>up to 1/3 project cost</b>	N	
<b>or CSRFF request (Development Bonus)</b>			<b>Up to ½ project cost</b>	N	

<b>b) Total project funding</b>	61480	63628	<b><i>This should equal project expenditure as listed on the previous page</i></b>
<b>REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?</b>			
The Club is very resourceful and manages finances prudently, we have a building, machinery and course maintenance fund which will be used to maintain the storage shed.			
Option 1: \$20,000 CBH Grant, \$20,000 CSRFF Grant and Balance Dongara Golf Club			
Option 2: \$20,000 CSRFF, \$20,000 Dongara Golf Club and Balance Shire of Irwin Self Sustaining Loan			
Option 3: \$20,000 CSRFF, \$20,000 and balance from a member's loan or debenture account			

**Officer's Comment:**

The cart shed appears to be a necessary development for the Club in order to maintain membership levels and attract visitors to play on the course. The financial plan to build and maintain the facility is clearly outlined and the club is confident in their ability to meet a repayment schedule should they receive a loan. The Dongara Golf Club have previously been recipients of a self-supporting loan through the Shire for \$40,000 over five (5) years, due to be repaid by September 2022.

The Shire has reviewed the Dongara Golf Club's plans and proposed location of the cart shed and granted the necessary development approval.

**Consultation:**

Richard Malacari, Regional Manager Mid West Gascoyne for Department of Local Government, Sport and Cultural Industries was contacted by the officer to discuss the Dongara Golf Club's application and the Shire's contribution.

**Statutory Environment:**

*Local Government Act 1995*

- Section 6.2 Power to Borrow
- Section 6.21 Restrictions on borrowing

**Policy Implications:**

Nil.

**Financial/Resource Implications:**

The Dongara Golf Club will be wholly responsible for the repayment of the principal, interest and all associated fees and charges. Should the Dongara Golf Club fold or become unable to meet the requirements of the loan, the Shire would be responsible for the repayment of the outstanding loan principal and interest.

**Strategic Implications:**

Strategic Community Plan 2017 - 2027

Strategy 3.2.2 Support the Strong Sporting Culture that shapes the Shire of Irwin's identity and lifestyle

Strategy 3.2.3 Support community-initiated projects and activities

**Attachments:**

Nil.

**Officer Recommendation:**

**RECOMMENDED:**

**That Council, by Absolute Majority:**

- 1) Supports the application from the Dongara Golf Club for a self-supporting loan to the value of \$20,000 for the purpose of purchasing and building a cart shed at the Dongara Golf Club;**
- 2) Includes the self-supporting loan in the 2020/21 Annual Budget; and**
- 3) Authorises the Chief Executive Officer to make application to the Western Australian Treasury Corporation for a loan to the value of \$20,000 to be repaid by the Dongara Golf Club inclusive of all interest, fees and charges, should the Community Sporting & Recreation Facilities Fund grant application be successful.**

<b>OFFICE OF CEO</b>		<b>CEO01-06/20</b>
<b>Subject:</b>	<b>CEO01-06/20 Register of Delegations Review – Council to CEO</b>	
<b>Author:</b>	<b>D Chandler, Governance &amp; Executive Coordinator</b>	
<b>Responsible Officer:</b>	<b>S Ivers, Acting Chief Executive Officer</b>	
<b>File Reference:</b>	<b>3.0219</b>	
<b>Voting Requirements:</b>	<b>Absolute Majority</b>	

**Council Role:**

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive** The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- Review** When Council reviews decisions made by Officers.
- Quasi-judicial** When Council determines an application/matter that directly affects a person’s rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

**Report Purpose:**

For Council to review the Register of Delegations – Council to CEO (the ‘Register’), provided as Attachment 1.

**Background:**

To delegate is to appoint another person to exercise a power or discharge a duty. A delegation does not strip the person making the delegation of the right to exercise the delegated power or discharge the delegated duty. Local Governments are required to keep a register of delegations and to review the delegations at least once every financial year, as per the *Local Government Act 1995* s5.18 and s5.46. Council has not yet reviewed the Register this financial year.

Historically, Council have reviewed both the Council to CEO delegations and CEO to other staff delegations. Section 5.46 (2) of the *Local Government Act 1995* states that “*at least once every financial year, delegations made under this Division are to be reviewed by the delegator*”. Therefore Council is required to review only the Council to CEO delegations and it is the responsibility of the CEO to review delegations to other employees.

**Officer’s Comment:**

As part of process improvement across the organisation, an in-depth review of delegations has commenced to achieve better practice and improve compliance. It is envisaged that an updated Register of Delegations – Council to CEO will be presented to Council for adoption at the 28 July 2020 Ordinary Council Meeting. Therefore to comply with Section 5.46(2) of the *Local Government Act 1995*, Council is presented with the current Register of Delegations – Council to CEO to review this financial year.

Since the last review at the 28 May 2019 Ordinary Council Meeting, the following new delegations have been adopted by Council and incorporated into the Register:

- CEO23 – Make Request to FES Commissioner – Control of Fire
- CEO24 – Prohibited Burning Times – Vary
- CEO25 – Prohibited Burning Times – Control Activities
- CEO26 – Restricted Burning Times – Vary and Control Activities
- CEO27 – Control of Operations Likely to Create Bush Fire Danger
- CEO28 – Burning Garden Refuse / Open Air Fires
- CEO29 – Appoint Bush Fire Control Officer/s and Fire Weather Officer

- *CEO30 – Control and Extinguishment of Bush Fires*
- *CEO31 – Apply for Declaration as an Approved Area*
- *CEO32 – Recovery of Expenses Incurred through Contraventions of this Act*
- *CEO33 – Prosecution of Offences*
- *CEO34 – Withdrawal of Infringement Notices*
- *CEO35 – Expression of Interest Goods and Services*
- *CEO36 – Application of Regional Price Preference Policy*
- *CEO37 – Appoint Authorised Persons*

Since the last review at the 28 May 2019 Ordinary Council Meeting, the following amendments have been adopted by Council and incorporated into the Register:

- *Revised CEO02 – Firebreaks*
- *Removed CEO19 – Powers under the Bush Fires Act*
- *Revised and updated CEO03 – Payments from Municipal or Trust Funds*
- *Revised and updated CEO01 – Tenders for Goods and Services – amended for a declared State of Emergency*

**Consultation:**

Staff have been continually reviewing and implementing new delegations where required across the organisation and all staff will be consulted further with the new Register of Delegations – Council to CEO, to be presented to Council for adoption at the 28 July 2020 Ordinary Council Meeting.

**Statutory Environment:**

*Local Government Act 1995*

- s5.42 Delegations of some powers and duties to CEO
- s5.43 Limits on delegations to CEO
- s5.46 Register of, and records relevant to, delegations to CEO and employees

**Policy Implications:**

The Register of Delegations – Council to CEO will link with and guide some Council policies. Reference to the relevant Council Policy for each delegation is made within the Register.

**Financial/Resource Implications:**

Nil.

**Strategic Implications:**

Strategic Community Plan 2017 - 2027

Strategy 4.2.1 Ensure compliance whilst embracing innovation and best practice principles.

**Attachments:**

*Attachment Booklet – June 2020*

CEO01-06/20 Attachment 1 - Register of Delegations – Council to CEO – June 2020

**Officer Recommendation:**

**RECOMMENDED:**

**That Council, by Absolute Majority, adopt the 'Register of Delegations – Council to CEO' dated June 2020, as presented in Attachment Booklet – June 2020.**

<b>INFRASTRUCTURE AND OPERATIONS</b>		<b>IO01-06/20</b>
<b>Subject:</b>	<b>IO01-06/20 Nature-Based Camping Review</b>	
<b>Author:</b>	<b>S Pratt-King, Coordinator Infrastructure &amp; Asset Services</b>	
<b>Responsible Officer:</b>	<b>S Ivers, Chief Executive Officer</b>	
<b>File Reference:</b>	<b>3.0428</b>	
<b>Voting Requirements:</b>	<b>Absolute Majority</b>	

**Council Role:**

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
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- Legislative** Includes adopting local laws and local planning schemes.
- Review** When Council reviews decisions made by Officers.
- Quasi-judicial** When Council determines an application/matter that directly affects a person’s rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

**Report Purpose:**

For Council to:

1. Review policies related to non-commercial camping within the Shire of Irwin;
2. Authorise the implementation of a paid camping model and the setting of fees and charges at the Coastal Nodes being Cliff Head, Fresh Water Point and Knobby Head campgrounds; and
3. Authorises the closure of free self-contained camping at the Dongara Town Oval - RV Overnight Stay area and Seven Mile Beach.

**Background:**

The Shire of Irwin currently provides and maintains a number of nature-based campgrounds within the Shire boundaries including:

	Dongara Town Oval - RV Overnight Stay	Seven Mile Beach	Coastal Nodes		
			Cliff Head	Fresh Water Point	Knobby Head
<b>Location</b>	Dongara townsite	11.1km North of Dongara	37.5km South of Dongara	45.9km South of Dongara	52.4km South of Dongara
<b>Camping Sites</b>	-	-	60 sites	15 sites	5 sites
<b>Accommodation Style</b>	Self-contained vehicles only	Self-contained vehicles only	Any style of camping is permitted	Any style of camping is permitted	Any style of camping is permitted
<b>Fees &amp; Charges</b>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Stay Period</b>	24 hrs	72 hrs	72 hrs	72 hrs	72hrs
	<i>Permitted to stay at each location once within a 28-day period</i>				
<b>Amenities</b>	Waste Dump Point	Nil No amenities have been provided to support nature – based camping	Toilets Seating Shelter	Toilets	Toilets



### Coastal Nodes – Cliff Head

In 2015 and 2017 the Shire of Irwin secured grant funding through Royalties for Regions as part of a Mid West Tourism Strategy to create nature-based, eco-friendly camping, encompassing Sandy Cape (Shire of Dandaragan), Milligan Island (Shire of Coorow), Lucky Bay (Shire of Northampton) and Cliff Head within the Shire of Irwin. The Shire of Irwin to date is the only Council to provide a free camping model. A comparison of camping facilities and operating models of similar nature-based camping grounds within the Mid West region is presented below in Table 1:

Item	Cliff Head <i>Shire of Irwin</i>	Lucky Bay <i>Shire of Northampton</i>	Sandy Cape <i>Shire of Dandaragan</i>	Milligan Island <i>Shire of Coorow</i>
<b>Charge / Night</b>	\$ 0	\$15 / vehicle	\$20 (2A + 2C) \$3 extra adult \$2 extra child	\$15 / vehicle
<b>Amenities</b>	Long Drop Toilets No Drinking Water No Power No BBQ Shelter	Long Drop Toilets No Drinking Water No Power BBQ Shelter	Long Drop Toilets No Drinking Water No Power BBQ Shelter	Long Drop Toilets No Drinking Water No Power BBQ Shelter
<b>Caretaker</b>	No	Yes –on site	Yes – on site	Yes – on site
<b>Booking System</b>	No - First in first served	No - First in first served	No - First in first served	No - First in first served
<b>Stay</b>	3 nights	28 Days in a 3mth period	4 nights	3 nights

Comparison - Table 1

### Expenditure

To date all costs associated with the operation and maintenance of the free camping locations are funded through general rates income. On average the annual expenditure to Council is \$102,800 as presented below in Table 2:

<b>Cliff Head – Annual Expenditure</b>	
<b>Operating</b>	\$ (ex GST)
Cleaning – Ablutions	\$ (15,300)
Liquid Waste Removal	\$ (12,500)
Rubbish Removal	\$ ( 7,700)
Employee Costs – Patrols	\$ (25,700)
<b>Maintenance</b>	
Roads	\$ (24,000)
Infrastructure (depreciation)	\$ (17,600)
<b>Total Annual Expenditure</b>	<b>\$ (102,800)</b>

Expenditure - Table 2

### Utilisation

Since the implementation of the nature-based camping and investment in upgraded amenities, the Shire has recorded a significant increase in popularity at the Cliff Head sites. Data from 2018 and 2019 suggest, on average, there were 5,780 overnight camping occurrences for each 12-month period, equating to approximately 96 camping occurrences per campsite for the year. It should be noted that this figure represents the total number of campsites for the reporting period, not the number of campers.

### **Officer's Comment:**

To ensure Council can continue to provide quality, ecologically sensitive, nature-based camping in a financially sustainable manner, it is recommended that a review of all free camping locations is undertaken.

### Policy Review

During the process of reviewing requirements regarding camping within the Shire of Irwin and in line with the development of Council Policies to align with the new Council Policy structure, the following Council

Policies related to camping have been identified as redundant:

*Council Policy – C10 Non-Commercial Camping*

*Council Policy – P6 Overflow Camping – Dongara Oval*

The review was unable to identify another Council that has an endorsed policy related to camping. The relevant information is generally contained in other operational and guiding documents and is made readily available via websites and/or information pamphlets. Camping information needs to be easily accessible to the public, therefore a Council Policy is not believed to be the most effective communication tool in this instance.

There is no legislative requirement under the *Caravan Parks and Camping Ground Act 1995* or *Caravan Parks and Camping Grounds Regulations 1997* for Council to have a policy.

Modernising the structure of the Shire’s camping documents will provide Council the flexibility to implement future changes to camping requirements, should it be required.

Therefore, it is recommended to remove Council Policies C10 and P6 and instead create the following suite of documents to provide the necessary information:

- *Camping Public Notice* – these notices will provide current information for camping. Sequential numbered notices should be released as camping requirements change.
- *Camping Guidelines* - this document will contain the rules and information for each camping site. Similar camping sites can be grouped together. Including camping location maps.
- *Fees Information* - fees and charges will be provided for Council review as part of the annual budget process and made available for public access on the Shire’s website and through the Visitors Centre.
- *Frequently Asked Questions* - a simple document to assist with common queries

**Coastal Nodes Proposal – Cliff Head, Fresh Water Point, Knobby Head**

**Patrols & Collection of Fees and Charges**

Taking into consideration the number of campground locations the Shire manages, it is proposed that the Shire does not have a dedicated caretaker reside at each Coastal Node campground. It is proposed to implement a paid camping model with an honesty box monitored by regular patrols during the morning and afternoon using either internal or contracted resources.

Having a regular presence at the Coastal Nodes will also ensure that campers respect the natural areas and minimise environmental impacts on the coastline.

**Fees & Charges**

In line with the regional nature-based camping pricing it is proposed that Council implement the following fees and charges structure at the Coastal Node campgrounds:

Item	Cliff Head North	Fresh Water Point	Knobby Head
<b>Charge</b>	\$20 / vehicle / night Free – Day use parking	\$20 / vehicle / night Free – Day use parking	\$20 / vehicle / night Free – Day use parking
<b>Stay</b>	3 nights	3 nights	3 nights

*Fees & Charges - Table 3*

The above fees are consistent with regional pricing, as presented in Table 1 and provide a consistent pricing schedule across all locations.

It is recommended that Council provide subsidised camping to Shire of Irwin ratepayers, through a voucher system, allowing locals to visit and enjoy the Coastal Node campgrounds free of charge for a nominated number of visits. It is proposed that eligible ratepayers can obtain up to six nights of free camping at any of the Coastal Nodes per year. A voucher would represent one overnight stay at any of the Coastal Nodes and would be collected from the Shire Administration office during business hours. The voucher system would permit any combination of use for the ratepayer such as one night stay on six different occasions or six consecutive nights on one occasion. The subsidy cost would be \$120 per ratepayer.

### Implementation Budget & Financial Projections

The implementation budget projections shown in Table 4 are based on an estimated 96 camping occurrences per campsite (80 sites) for the year at \$20 per vehicle per night:

<b>Paid Camping Financial Projections</b>	<b>2020/21</b>	<b>2021/22</b>
<b>Income</b>		
Cliff Head (60 campsites)	\$ 115,200	\$ 115,200
Fresh Water Point (15 campsites)	\$ 28,800	\$ 28,800
Knobby Head (5 campsites)	\$ 9,600	\$ 9,600
<b>Expenditure</b>		
Capital Investment	\$ (15,000)	\$ (15,000)
Capital Renewal	\$ (25,000)	\$ (25,000)
Operating Costs	\$ (35,500)	\$ (35,500)
Employee Costs – Patrols	\$ (51,400)	\$ (51,400)
Maintenance Costs	\$ (24,000)	\$ (24,000)
<b>Balance</b>	<b>\$ 2,700</b>	<b>\$ 2,700</b>

*Financial Projection - Table 4*

*Capital Investment* - to support the implementation of a paid camping model includes provisions for site clean-up, demarcation of camping bays and consistent signage across the Coastal Nodes.

*Capital Renewal* - in line with sustainable service delivery and asset management practices it is recommended that Council reinvest, back into infrastructure renewal on roads and amenities to ensure that nature-based camping remains open and is accessible to all.

*Employee Costs* – reflects the estimated costs associated with internally resourcing and/or contracting out patrolling the Coastal Nodes and the collection of fees as opposed to providing a dedicated live-in caretaker at each area.

Table 4 projects a closing surplus balance of \$2,700 with the implementation of a paid camping model supporting a sustainable approach to the delivery of outstanding nature-based eco-friendly camping sites with no draw on general rates income.

### Implementation Strategy & Timeline

*Coastal Nodes* - due to the significant draw on general rates income, it is recommended that Council implement a paid operating model at the commencement of the 2020/21 financial year and immediately reopen the Coastal Nodes for free camping in the interim.

*Seven Mile Beach* – with no infrastructure on site to support eco-friendly nature-based camping in a sustainable manner, it is recommended that Council close camping, including access for self-contained vehicles, at the Seven Mile Beach grounds. Subject to budget constraints, Council can look at developing the site into an additional Coastal Node location with supporting amenities. It is recommended that self-contained vehicles be redirected to local caravan parks in the interim.

*Dongara Town Oval RV Overnight Stay* – to support local caravan parks it is recommended to temporarily close access to the free overnight stay grounds. This will allow Council an opportunity to work with stakeholders to review and assess the economic impact to both caravan park operators and local business and implement a camping model that supports both. It is recommended that self-contained vehicles be redirected to local caravan parks in the interim.

*Overflow Camping* - Located at the Town Oval in Dongara, provided as a charged service to accommodate the excess influx of visitors during peak tourist periods only when existing accommodation providers are operating at full capacity. There is no proposed change to overflow camping.

### **Consultation:**

The following organisations and stakeholders were consulted during the development of this report:

- Local caravan park operators

- Shire of Coorow – Milligan Island
- Shire of Dandaragan – Sandy Cape
- Shire of Northampton – Lucky Bay

**Statutory Environment:**

*Local Government Act 1995*

- Section 1.7 Local public notice
- Section 6.16 Imposition of fees and charges
- Section 6.19 Local government to give notice of fees and charges

*Caravan Parks and Camping Grounds Act 1995*

*Caravan Parks and Camping Grounds Regulations 1997*

**Policy Implications:**

Removal of:

- Council Policy – C10 Non-Commercial Camping
- Council Policy – P6 Overflow Camping – Dongara Oval

**Financial/Resource Implications:**

Estimated financial implications have been provided in this report.

**Strategic Implications:**

Strategic Community Plan 2017 - 2027

Strategy 2.1.3 Identify, provide and manage Shire assets (including community infrastructure, shire-controlled reserves and freehold land) in accordance with agreed service levels.

**Attachments:**

*Confidential Attachment Booklet – June 2020*

IO01-06/20 Confidential Attachment 1: Free camping stakeholder feedback

*Attachment Booklet – June 2020 – Nature-Based Camping Review*

IO01-06/20 Attachment 1: C10 Non-Commercial Camping

IO01-06/20 Attachment 2: P6 Overflow Camping – Dongara Oval

IO01-06/20 Attachment 3: Camping Information (current free operating model)

**Officer Recommendation:**

**RECOMMENDED:**

**That Council by Simple Majority:**

**Having no legal, legislative or operational requirement for policies relating to camping, delete the following Council Policies:**

- **C10 Non-Commercial Camping**
- **P6 Overflow Camping – Dongara Oval**

**RECOMMENDED:**

**That Council by Simple Majority:**

**Authorises the reopening of the Coastal Node campgrounds encompassing Cliff Head, Fresh Water Point and Knobby Head on a free of charge basis until such time as the paid camping operating model is implemented.**

**RECOMMENDED:**

**That Council by Simple Majority:**

**Authorises the temporary closure of free camping, with a review in 12 months' time, at the following locations:**

- **Seven Mile Beach**
- **Dongara Town Oval - RV Overnight Stay**

**RECOMMENDED:**

**That Council by Absolute Majority:**

**Pursuant to section 6.16 of the *Local Government Act 1995*, includes the following fees and charges in the 2020/21 Annual Budget for the Coastal Node campgrounds encompassing Cliff Head, Fresh Water Point and Knobby Head:**

- **\$20 per vehicle per night**

**RECOMMENDED:**

**That Council by Absolute Majority:**

**Upon implementation of the paid camping operating model for the Coastal Nodes campgrounds, provides up to six (6) vouchers for Shire of Irwin ratepayers upon request from the Shire Administration where each voucher represents one (1) night camping free of charge at the Coastal Node campgrounds encompassing Cliff Head, Fresh Water Point and Knobby Head.**

**9.2. Committee Reports**

Nil.

**10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

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

**12. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION**

**13. MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC**

**14. CLOSURE**