



*'The Council and Staff of the Shire of Boddington, in partnership with the community,
are committed to operating effectively and efficiently to provide quality lifestyle
opportunities
that encourage population growth and development'*

AGENDA

For The
Ordinary Meeting of Council
To Be Held At

TUESDAY 15 OCTOBER 2019
AT 5:00PM

Council Chambers
39 Bannister Rd, Boddington

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1. DECLARATION OF OPENING:

"I would like to acknowledge the traditional custodians of the land, the Nyoongar People, and pay my respects to Elders, past and present".

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

2.1.1	Attendance
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2.1.2	Apologies
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Nil at this time.

2.1.3	Leave of Absence
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Nil at this time.

3. DISCLOSURE OF FINANCIAL INTEREST:

Nil at this time.

4. PUBLIC QUESTION TIME:

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

Nil at this time.

4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

Nil at this time.

4.3 PUBLIC QUESTIONS FROM THE GALLERY:

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/
SUBMISSIONS:

Nil at this time.

6. CONFIRMATION OF MINUTES:

6.1.1 Ordinary Meeting of Council held on Tuesday 17 th September 2019
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That the minutes of the Ordinary Meeting of Council held on Tuesday 17th September 2019 be confirmed as a true record of proceedings

7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT
DISCUSSION:

8. REPORTS OF OFFICERS AND COMMITTEES:

8.1 PLANNING CONSULTANT:

8.1.1	Development Application – Proposed Holiday Home – Lot 1 (No. 254) Days Road, Bannister
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Location:	Lot 1 on Plan 22597 (No. 254) Days Road, Bannister
Applicant:	Michael Seats
File Ref. No:	A806
Disclosure of Interest:	Nil
Date:	26 September 2019
Author:	Steve Thompson
Attachments:	8.1.1A Location Plan 8.1.1B Information initially provided by the applicant 8.1.1C Bushfire Management Plan (separate attachment) 8.1.1D Submission from the neighbour 8.1.1E Response from the applicant 8.1.1F <i>Planning Bulletin 99 Holiday Homes Guidelines</i> 8.1.1G Extract from <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>

Summary

A Development Application seeking approval to change the use of an existing single house to a holiday home, at Lot 1 (No. 254) Days Road, is recommended for conditional approval.

Background

The Shire has received a Development Application from the owner of Lot 1 (No. 254) Days Road, Bannister to change the use of an existing dwelling to a holiday home to facilitate short-term accommodation for visitors and tourists.

The site:

- is located approximately 5.5 kilometres north-east of the Boddington townsite, or about an 8 km drive from the Boddington townsite (see Attachment 8.1.1A);
- adjoins and is near rural, conservation and rural smallholding (hobby farm) properties;
- is 4.83 hectares in area; and
- contains a dwelling (with 4 bedrooms and 2 bathrooms), a shed and various supporting infrastructure.

Details of the proposal are set out in Attachment 8.1.1B. In summary, the applicant proposes to make available the house for short term accommodation for up to 8 people. The applicant has also outlined the approach for undertaking day to day management and maintenance activities. The application is supported by a Bushfire Management Plan which incorporates a Bushfire Emergency Evacuation Plan (Attachment 8.1.1C).

Advertising the Development Application

The Shire administration invited comment on the Development Application through writing to 8 adjoining/nearby landowners, to Councillors and to the Bushfire Brigade Chief. In

response, the Shire received 1 submission on the Development Application which is provided in Attachment 8.1.1D.

The submission from the adjoining landowner opposes the application for several reasons. It is highlighted that various matters are not relevant to the Development Application or are not planning considerations. Relevant planning issues centre on being a good neighbour and ensuring guests and pets do not impact adjoining rural activities. In summary, key matters raised are:

- a need for appropriate boundary fencing on the northern and western boundaries of 254 Days Road to stop pets and people;
- controlling animals/pets on 254 Days Road – not to impact livestock and native fauna off-site. Concerns that cats or dogs will go feral;
- ensuring there is no trespassing onto adjoining farming land – safety and associated concerns including liability and risk of drowning in the dam on the neighbour's property;
- fire control – including the provision of a fire-fighting unit and installation of fire breaks; and
- acknowledging the unique status of 'Jude's Bush' and the release program of native fauna.

Planning framework

The land is zoned 'Rural' in the *Shire of Boddington Local Planning Scheme No. 2* (LPS2). The Shire has the legal power, under LPS2, to approve the Development Application for a holiday home in the Rural Zone. A holiday home is an 'AA' use in the Rural Zone as set out in the LPS2 Zoning Table (a development approval is required prior to the use commencing).

LPS2 defines holiday home as follows:

Holiday Home: - means a residential building used to provide accommodation for short-stay guests, rather than permanent residency, and excluding those uses more specifically defined elsewhere.

The site is identified as 'Rural' in the *Shire of Boddington Local Planning Strategy*. The Local Planning Strategy supports expanding tourism in the Shire. The Local Planning Strategy also supports tourist accommodation in rural areas of the Shire that appropriately address bushfire planning, environmental assets, landscape qualities and compatibility with adjoining land uses.

The *Shire of Boddington Strategic Community Plan 2017-2027* supports a thriving and diverse economy and encourages increased visitors.

The property is located within a bush fire prone area of Western Australia as designated by the Fire and Emergency Services Commissioner. As set out in Attachment 8.1.1C, the bushfire practitioner concludes that the proposed change of use to holiday home can appropriately address *Guidelines for Planning in Bushfire Prone Areas*.

Attachment 8.1.1F sets out *Planning Bulletin 99 Holiday Homes Guidelines*. While dated, it is currently the main State-wide guideline relating to holiday homes. New State-wide guidelines are expected in the near future.

Other planning documents are outlined in the Statutory Environment and Policy Implications section.

Attachment 8.1.1G is an extract from the *Planning and Development (Local Planning Schemes) Regulations 2015* which sets out matters to be considered by local government in assessing a Development Application.

Comment

Following an assessment of the Development Application against the planning framework, reviewing the objection from the adjoining landowner and information provided by the applicant, it is concluded the use is conditionally appropriate for this site. Accordingly, it is recommended that Council conditionally approve the Development Application to change the use from single house to holiday home given:

- it is consistent with the planning framework including that LPS2 enables the holiday home use in the Rural Zone;
- it is a low-key use which is expected to have manageable off-site impacts;
- the property is a rural lifestyle lot and will not result in a loss of agricultural land;
- the existing house is well setback from off-site agricultural operations and there are expected to be minimal off-site amenity impacts. There are appropriate buffers from adjoining properties to the west and north with existing vegetation;
- there are no environmental impacts if pets are controlled;
- the accredited bushfire practitioner confirms the application addresses the key elements of *Guidelines for Planning in Bushfire Prone Areas*;
- other neighbours and stakeholders have not raised any objections, so it can only be assumed they have no objection to the application;
- the site is readily accessible from Bannister-Marradong Road and the Boddington townsite;
- it supports diversifying the local economy and supports tourism;
- the site is attractive and provides Boddington with an additional tourist accommodation provider; and
- recommended development conditions can assist to control the use and management of the development.

While noting the above, some of the relevant planning considerations are outlined below.

Bushfire management

Given the property is classified as a bushfire prone area, a Bushfire Attack Level Assessment, Bushfire Management Plan and Bushfire Emergency Evacuation Plan have been completed by an accredited Bushfire Practitioner from Bushfire West.

A holiday home is classified as a 'vulnerable' land use in a rural area in State Government publications. The publications note that some visitors may be less able to respond in a bushfire emergency as they are unaware of their surroundings, and who may require assistance or direction in the event of a bushfire. In response, the applicant outlines bookings will be cancelled during those periods when bushfire risk is rated as extreme and/or relevant bushfire warnings have been issued by the Shire.

Given the low-key nature of the application, which does not intensify the use of the site, it is suggested that a development condition should not be included requiring the applicant providing a fire-fighting unit.

Being a good neighbour

The nearest residential property is several hundred meters to the south on the other side of a hill. Farmland, including pasture and natural bushland, adjoins the property on the western and northern boundaries.

The applicant advises that it is not intended that the property be used as a 'party house'. A set of guidelines will be provided for all short-term visitors regarding awareness of the need to be a 'good neighbour' in terms of the following:

- being respectful in terms of loud music and noise between 8pm and 8am;
- not crossing any boundary fences;
- not trespassing on adjoining properties;
- not allowing pets to stray to adjoining properties; and
- not lighting any outside fires during periods of restricted and prohibited burning and bushfire warnings of any level.

Right to farm

While the area is not a priority agricultural/prime agricultural area, as set out by the Western Australian Planning Commission or the Department of Primary Industries and Regional Development, it is suggested there should be an on-going 'right' to farm. To assist, it is recommended that a condition be included that acknowledges the right for the adjoining landowner to continue to farm.

On-going management and maintenance

The applicant advises that short-term visitors will access the property via secure key-boxes at the gate and house. Local carpentry/building contractor Rob Larsen (Larsen Carpentry Services) has agreed to provide general maintenance of the property, act as a local emergency contact, and to arrange for the attendance of contractors (plumbing, electrical) if emergency maintenance is required during short-term visitor stays. Caitlin Larsen has agreed to provide house cleaning and linen-washing services.

There are several recommended development conditions that seek to minimise land use impacts and encourage appropriate neighbourly relations. This includes a recommended condition requiring the applicant/landowner to prepare, gain approval and effectively implement a Management Plan. The Management Plan, amongst matters, should address visitor behaviour and relevant management measures to avoid adverse impacts on the area's amenity.

It is also noted that the landowners have a common law right that addresses trespass.

It is highlighted that on-going management is a critical issue which, of course, can only be addressed following the site being used for the intended purpose. Significantly, the responsibility for appropriate on-going management rests with the landowner/operator to ensure that visitors are responsible and do not create inappropriate impacts, including noise, to adjoining/nearby properties.

Road upgrading and developer contributions

Days Road is unsealed adjoining the property. Based on Council's *Local Planning Policy 4 Developer and Subdivider Contributions*, State Government policy and legal principles, it is suggested that no financial contribution is required from the applicant to upgrade Days Road. In summary, the traffic generation for the holiday home throughout the year will be lower than for a family living full-time on the property.

Potable water

There is an existing rainwater tank with a capacity of 170,000 litres. This exceeds the Council policy requirement for 135,000 litres. The applicant advises that if necessary, an ultraviolet water filter will be fitted to the pump to ensure that water is of a required standard for drinking and household use.

Strategic Implications

The proposal, if approved and implemented, will provide Boddington with an additional supply of tourist/visitor short-stay accommodation.

The application, if approved and implemented, will assist to support a more diversified economy.

Statutory Environment

Planning and Development Act 2005 and LPS2.

Policy Implications

There are several relevant policies and supporting documents including *State Planning Policy 3.7 Planning in Bushfire Prone Areas*, *Guidelines for Bushfire Prone Areas*, *draft Position Statement: Tourism land uses within bushfire prone areas*, *Bushfire Planning and Policy Review (January 2019)* and the *Local Planning Strategy*.

The application is consistent with the *Shire of Boddington Super Town Economic Development Strategy*.

There are various Local Planning Policies which are relevant in assessing the Development Application including *Developer and Subdivider Contributions* and *Bush Fire Management*. Local Planning Policies are non-statutory documents which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policies but is required to have regard to the policies in determining the Development Application.

It is suggested there is a need to formulate a Local Planning Policy on tourist accommodation.

Financial Implications

The applicant has paid the Development Application fee. The applicant has a right of review to the State Administrative Tribunal to review the Council's decision. If this occurred, the Shire would have associated costs.

Economic Implications

Encouraging visitors and tourists to stay in the area and stay longer can support increased spending and assist to enhance existing businesses and support new businesses. The development, if approved, can assist to provide economic benefits to the local economy including enhancing tourism and job creation.

Social Implications

One adjoining landowner is opposed to the application and has raised various concerns/objections.

Environmental Considerations

Given the dwelling currently exists, it is suggested there will be no environmental issues that will arise from the proposal.

Consultation

Adjoining/nearby landowners and other stakeholders were invited to make comment on the Development Application and in response one submission was received (see Attachment 8.1.1D).

Options

The Council can:

1. approve the Development Application with no conditions;
2. approve the Development Application with conditions;
3. refuse the Development Application (giving reasons); or
4. defer and request additional information.

Voting Requirements - Simple Majority

OFFICER RECOMMENDATION – ITEM 8.1.1

That Council approve the Development Application for a change of use from single house to holiday home at Lot 1 on Plan 22597 (No. 254) Days Road, Bannister, subject to the following conditions:

1. This approval shall expire if the development hereby approved has not been substantially commenced within a period of two years from the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by the local government. Where the Development Approval has lapsed, no further development is to be carried out.

2. The development hereby approved is to be carried out in accordance with the plans and specifications submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
3. A smoke alarm must be installed, prior to commencement of the holiday home use, on or near the ceiling:
 - i) in every bedroom; and
 - ii) in every corridor or hallway associated with a bedroom or, if there is no corridor or hallway, in an area between the bedrooms and the remainder of the subject building.
4. A system of emergency lighting must be installed, prior to commencement of the holiday home use, to assist evacuation of occupants in the event of fire and this lighting must:
 - i) be activated by a smoke alarm(s) (required by the previous Condition); and
 - ii) consist of:
 - a) a light incorporated within the smoke alarm(s) itself; or
 - b) lighting located within the corridor, hallway or area served by the required smoke alarm(s).
5. The applicant/landowner is to submit and gain local government approval for a Management Plan prior to commencement of the holiday home use. The Management Plan is to address matters including:
 - i) the need to be a good neighbour and address visitor behaviour including trespass and noise;
 - ii) restricting and/or managing pets;
 - iii) not lighting any outside fires during periods of restricted and prohibited burning and bushfire warnings of any level; and
 - iv) acknowledging that the property is situated in a rural area where agricultural land uses and land management should be expected and tolerated.

Following this, the landowner/operator is to ensure the Management Plan is effectively implemented on an on-going basis to the satisfaction of the local government.

6. The landowner/operator is to ensure that noise levels from the guests and any pets are considerate of adjoining properties and are to be especially low in volume between 8.00pm and 8.00am.
7. A maximum of eight guests are permitted to stay at any one time.
8. Implementation of the Bushfire Management Plan to the satisfaction of the local government, which includes the provision of at least 10,000 litres of water supply is to be dedicated for firefighting purposes with appropriate fixtures and fittings, prior to the commencement of the holiday home use. Thereafter, the approved

Bushfire Management Plan shall be subsequently maintained to the satisfaction of the local government.

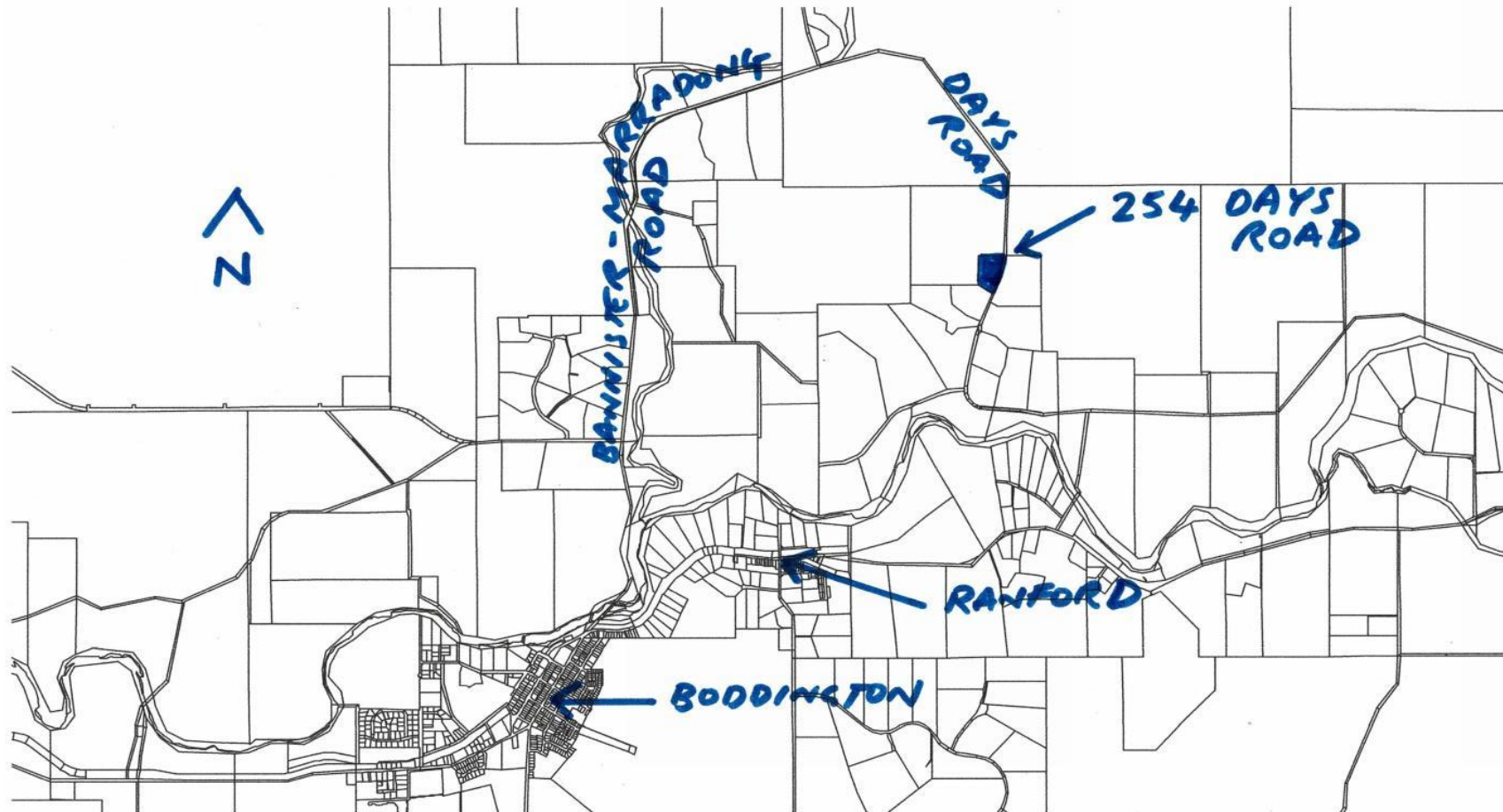
9. The Bushfire Emergency Evacuation Plan is to be implemented and maintained to the satisfaction of the local government. This includes that the Evacuation Plan is always to be prominently displayed in the holiday home.

Advice

- A) The proponent is advised that this Development Approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.
- B) There is a separate requirement to reclassify the use of the building from a Class 1a building to a Class 1b building as set out in the *National Construction Code*. This is achieved through a separate requirement to gain a Building Permit.
- C) The proponent is advised that the approved development must comply with all relevant regulations and legislation. The proponent is advised that the development may be accompanied by responsibilities inherent under the *Disability Discrimination Act, 1992*.
- D) Complementing Conditions 3 and 4, the landowner/operator will be required to prepare an internal evacuation plan as part of the Building Permit process. This is separate to the submitted Bushfire Emergency Evacuation Plan which predominately related to external factors.
- E) In relation to Conditions 5 and 6, the landowner/operator should ensure that guests (and as relevant their pets) are always considerate of neighbours. Activities should be especially low in volume between 8.00pm and 8.00am and are to comply with the *Environmental Protection (Noise) Regulations 1997*.
- F) In relation to Condition 5, the landowner/operator is to make appropriate arrangements, prior to commencement of the holiday home use, outlining how they will advise patrons of the Management Plan. This should include information provided on the website, social media platforms, tourist accommodation booking platforms and at the holiday home.
- G) In relation to Conditions 8 and 9, these plans should be regularly reviewed to ensure they comply with best practice to assist in managing bushfire risk. As part of this, an Asset Protection Zone should always be permanently maintained around the holiday home.
- H) Potable water is required to comply with the *Australian Drinking Water Guidelines*. The local government may require water samples to be taken and independently analysed. Should the local government be required to arrange the testing, it will be at the cost of the landowner/operator.
- I) The owner is encouraged to work with the neighbour to the west/north and engage a licenced surveyor to peg the boundary. Following this, to share costs in establishing a suitable boundary fence.

- J) The landowner/operator should ensure that a suitable Public Liability Insurance Policy is always maintained while the holiday home use is operating.
- K) Some signage does not require Shire development approval while other signage requires development approval before it can be installed. Please contact the Shire for details.
- L) Part 14 of the *Planning and Development Act 2005* provides the right to apply to the State Administrative Tribunal for review of some planning decisions and the proponent may wish to take professional advice to determine whether or not such a right exists in the present instance. The *State Administrative Tribunal Rules 2004* require that any such applications for review be lodged with the Tribunal.

ATTACHMENT 8.1.1A
LOCATION PLAN



ATTACHMENT 8.1.1B INFORMATION INITIALLY PROVIDED BY APPLICANT

Application for Development Approval

254 Days Rd Bannister

Proposal to change use to Short-term Holiday Accommodation

Background

This brief letter is provided in support of the Development Application for 254 Days Road Boddington. The proposal is to change the use from a 'single house' to 'holiday home' for the purpose of providing short-term accommodation for up to 8 people.

The property consists of a two storey steel framed, four bedroom/two bathroom dwelling set on 12 acres of undulating and partly cleared natural bushland with fruit trees. The house faces North-East and has views over the picturesque Olive Brook Estate (with an olive grove of 700 trees). Boddington town centre is accessible in 8 minutes (an 8 kilometre drive) via Days Rd and Crossman Road.

The owner, Dr Michael Seats, is a lecturer at Curtin University and resident of Fremantle. He has been visiting the property since 1999 with family and friends to enjoy the serenity, flora, fauna and natural beauty of the area. The aim of the development proposal is to allow short-term visitors to avail themselves of the facility, while still allowing access by the owner during periods when there are no bookings. It is envisaged that most guests will prefer to stay during the autumn, winter and spring months, when temperatures are cooler and the environment greener and more attractive.

Bushfire Management

Because the property is classified as being in a bushfire prone area, a Bushfire Attack Level (BAL) Assessment, Bushfire Management Plan (BMP) and Bushfire Emergency Evacuation Plan (BEEP) have been completed by an accredited Bushfire Practitioner from BushfireWest (see attached).

It is envisaged that any bookings will be cancelled during those periods when bushfire risk is rated as extreme and/or relevant bushfire warnings have been issued by Boddington Shire.

Potable Water

Water supply for the house is provided by water pumped from an adjoining rainwater tank with a capacity of 170,000 litres. If necessary, an ultraviolet water filter will be fitted to the pump to ensure that water is of required standard for drinking and household use.

Property Management and Maintenance

It is proposed that short-term visitors access the property via secure key-boxes at the gate and house. Local carpentry/building contractor Mr. Rob Larsen (Larsen carpentry Services) has agreed to provide general maintenance of the property, act as a local emergency contact, and to arrange for the attendance of contractors (plumbing, electrical) in the event that emergency maintenance is required during short-term visitor stays. His wife, Caitlin Larsen, has agreed to provide house cleaning and linen-washing services.

ATTACHMENT 8.1.1B
INFORMATION INITIALLY PROVIDED BY APPLICANT

House Floor Plan



Being a good neighbour

The nearest residential property is several hundred meters to the south on the other side of a hill facing south. Farmland (including pasture and natural bushland) adjoins the property on the western and northern boundaries.

It is not intended that the property be used as a 'party house'. A set of guidelines will be provided for all short-term visitors regarding awareness of the need to be a good neighbour in terms of the following:

- Being respectful in terms of loud music and noise between 8pm and 8am
- Not crossing any boundary fences; not trespassing on adjoining properties
- Not allowing pets to stray to adjoining properties
- Not lighting any outside fires during periods of restricted and prohibited burning and bushfire warnings of any level

Based on the details provided above and the supporting documentation, I am hopeful that Boddington Shire Council can give due consideration to the merits of this Development Application.

Yours Faithfully,

Dr Michael Seats

18 August, 2019

ATTACHMENT 8.1.1D
SUBMISSION FROM THE NEIGHBOUR

9/9/2019

Hello Steve Thompson.

We write in response to the DA for 254 Days Road, Bannister - Michael Seats property (Seats).

We write to voice our deep concerns regarding this change of use.

We know Seats as a quite neighbour and have had no dealings with him since his tenure. He has never contacted us regarding fencing matters, clearing of trees or building of structures on his property.

He stipulates that no one will cross any boundary fence. We are his only neighbour on his Northern and Western boundaries. The Northern boundary fence is rotten and falling over, posts and wire fully gone.

The old John's boundary fence on the west is totally non-existent. Therefore any PET and any Human can enter either of our two paddocks. Obviously this has not been an issue in the past. Going forward the issue of TRESPASS arises with a lack of strong boundary fences.

Seats advises there will be no trespass on our property. Well evidence on the ground demonstrates he has been cutting our sheoaks up to 20m inside our land. Appears trespass has already occurred, let alone the future with XYZ tenants.

of planning concern is a deck, rather large in size 6 m x 8 m's built onto our land and his. He never contacted us in regard to this matter. ~~He was~~

A dam has been built alongside our boundary, I wonder if xyz tenants are there if a fence is required to keep pets, tenants out?

People come to the country to allow pets to enjoy the freedom as well. Obviously a quality built in the boundaries is required.

Speaking to Seats on 7/9/2019 is knows full well his property is rectangular in shape and where the south west corner peg is, and north west old strainer. Travelling north from the survey marker the deck appears to be 50% on our land!

Speaking to Seats on 7/9/2019 he says that he may put signs up to say don't trespass or have it written in the rule book. Quite frankly not worth the paper it is written on.

Speaking to Seats on 7/9/2019 he says they do not light fires, and the documentation says they will only during appropriate periods. Fire season is basically the whole of the year. May & early June of this year were already dry!

T RES PASS 2018

1. [REDACTED] started a fire late October 2018. It burnt for the whole of November 2018. It burnt out 2kms of our fence caused 8kms of gader roads thru' four of our paddocks, dropped 400 trees burnt out 2/70ac of paddock. Created 'deer track mess etc'.
When [REDACTED] had this country it was eaten out & had appropriate firebreaks. This for some reason no longer occurs! [REDACTED] merely lit up massive heaps of dead redgums, the sort that burn for a couple of weeks. But just kept leaving his property fire unattended. We have not heard any outcome as to how this was dealt with. Not good behaviour. Fully Reported
2. [REDACTED] Bonmaster, found driving around our farm and tried to turn tail & run. Not good behaviour, should have stopped and introduced himself properly. UNREPORTED
3. Vandalism around our lay by area and sheds, wide spread. Reported to Boddington Police - Sept 2018.
4. Poaching - shade dam, poacher ran, left behind tupperware container and knife. Reported to Boddington Police.
5. Poaching - [REDACTED] - 4 adults, 4 kids, no helmets, licences, drunk

unlicensed vehicles. Photos of party taken.
Police brought in, warning given by
Boddington Police. Had fire nets in
our west dam.

6. November 2018 whilst on fire patrol. I
heard motorbikes on Dax Rd. I
investigate and find two drunk ladies
no helmets, uninsured bikes, no lights.
My concern Crossman Brigade trailer
and pump on our west dam. Our gate
our all open. I don't want theft,
I don't want a drowning, leading
these ladies home I after having
burnt my lungs out saving marric trees
burning on Hawke's boundary am
involved in a vehicle accident.

We are tired of trespass. For this
approval to be granted strong boundary
fences with top barb is demanded.
Most of this trespass is neighbour
trespass.

Dogs are of great concern to us as we are
spending time and money protecting the
habitat in "Jude's Bush". We have just
completed a 1km fencing program with
government grant and are hoping to
establish a release program for native
animals. We cannot allow pets -
feral dogs, cats, rats etc into this
area.

FIRE READY ?

lot 254 Bannister Road when Brian John ran it had grazing & firebreaks. That was over 20 years ago. One look at the aerial photo shows where they should be.

I see no fire fighting unit on the land. I can only conclude they will defend the home and let the country burn and so oh well, shame hey!

lot 254 abounds to the west 1.5km of pristine bush that belongs to Kelkells, Brownfields and John.

Kelkells like ourselves are very concerned with the lack of fire awareness, commitment & being able to act. Fire season is the whole year.

We do not believe signs, rules etc stop trespass, and fire from being undertaken. It all sounds very juvenile & theoretical rather than practical.

I have seen that hill burn before, when she goes trees will drop everywhere and it will not be contained.

We like and welcome progress, but that which is well done.

To agree to the DA we would see as
a minimum

1. Strong hi boundary fence on the north
and west side, stopping PETS & people.
2. appropriate fire fighting unit to attend
our country fires.
3. Firebreaks in place again.
4. As certain is the boundary through the deck
over the boundary. Does it stay or
does it go!
5. Apologies for cutting down our timber.
6. Acknowledge the unique status of Jude's
Bush, which the government, Peel Harvey
team has acknowledged and endorsed.
We hope to start a release program of
native fauna.

Please any questions just call

Best regards

Tim Brownfield, Lot 207 Days Rd.

0439514902.

timbo.brownfield@gmail.com

ATTACHMENT 8.1.1E
RESPONSE FROM THE APPLICANT

Development Application

Shire of Boddington

Mr. Chris Littlemore
Chief Executive Officer
Shire of Boddington

RE: Development Application for a change of use from 'Single House' to 'Holiday Home' at 254 Days Road Bannister.

Dear Mr. Littlemore,

I am writing in response to a recent submission to the Shire detailing several concerns raised by a neighbour with regard to my Development Application for a change of use from 'Single House' to 'Holiday Home' at 254 Days Road Bannister.

The key issues raised by the neighbour centre on being a good neighbour and ensuring guests and pets do not impact adjoining rural activities. My comments below address the relevant matters raised in the neighbour's submission. It is noted that a number of matters raised by the neighbour do not relate to my Development Application and are not planning considerations.

1. Need for appropriate fencing on northern and western boundaries

It is acknowledged that adequate fencing will be required to prevent guests and their pets crossing the boundaries into neighbouring properties. Because the properties are zoned 'rural', these will be erected and maintained in accordance with the minimum requirements of 'sufficient fencing' as defined by Boddington Shire fencing laws.

Because of the acute risk posed by cats to local birds and fauna, short term visitors will not be permitted to bring cats to the property. In the event that family dogs are permitted, conditions of use will state that they will be required to be chained at night, and on a leash with an owner if moving outside the immediate asset protection area of the house.

The western boundary has been without a fence during the entire 21 years in which I have owned the property. Discussions are currently underway with the owner of the neighbouring property to arrange a survey of the boundary by a licenced surveyor, and the erection of an appropriate fence.

ATTACHMENT 8.1.1E RESPONSE FROM THE APPLICANT

In 2005 a deck/gazebo was erected by myself within the limits of what was perceived to be the western boundary of my property. Approximately 5 – 6 years ago (exact date can be determined by a search of council records) I received an order from the Chief Environmental Health Officer and Building Surveyor, Mr Peter Hass, to dismantle the structure because (i) it was constructed without a permit; (ii) it was ostensibly within 20 metres of the western boundary.

Upon contacting Mr Hass, I was informed that it would be sufficient to remove the roof in order to comply with this order. All of the roof sheeting was immediately removed. In recent weeks, the entire steel/wooden roof support structure has been removed. The final stage of dismantling will comprise of removing the 3 metre X 4 metre jarrah deck. It is envisaged that this will occur over the next several weeks and be completed in October. Apart from erection of this unapproved structure **near or on the yet to be determined western boundary**, I believe I have been a good neighbour and not interfered with or trespassed on the adjacent property.

As for the northern boundary, for the last 21 years the existing fence on the northern boundary has clearly been considered adequate to prevent livestock moving through it from the adjacent property. I have never detected any sheep on my property which have moved from the neighbouring property.

2. Fire Control

In terms of fire control, **the fire access tracks on the property have been approved every year for the past 21 years.** They have also been deemed appropriate in the recent Bushfire Attack Level (BAL) Assessment completed by the accredited Bushfire Practitioner. (Report attached with DA submission). I have never received a notice from the Shire or been penalised for inadequate fire access tracks.

It is worth noting that the neighbour on the northern and western boundaries has not installed a fire access track along these common fence lines because of the rough and rocky terrain which, in places, is on a very steep gradient. My property is also divided by a very deep gully which runs east to west parallel to the main access road/driveway to the house. The location of this gully makes it impossible to extend the current fire access track which runs parallel to Days Road.

The main driveway, which runs east to west from the bottom to almost the top of the property, is clearly marked on the Bushfire Management Plan (BMP) as the main car/fire truck access and evacuation route. It also functions as a fire access track, and adjoins the hardstand for fire trucks accessing the water tank.

In discussion last November with the Boddington Shire Ranger Lee Lewis, it was conveyed to me that although the extensive bushland on the property would be hazardous in the event of a fire, there was nothing inadequate about the current bushfire management arrangements.

Mr Jeremy Durston, the accredited Bushfire Practitioner who carried out the BAL Assessment on my property, has informed me that there is no need for a fire fighting unit because there is a 170,000 litre water tank (usually at least 70% full), with

ATTACHMENT 8.1.1E RESPONSE FROM THE APPLICANT

appropriate fittings and outlets accessible by fire truck in the adjacent hardstand area within the asset protection zone.

As stated in the development application statement, the property will not be made available for short term stay during periods of extreme bushfire hazard as notified by the Shire and/or Department of Fire and Emergency Services. It is envisaged that the property will mainly be available for short term stays during the months from April – November, and outside the main bushfire season.

Guidelines for guests will forbid the lighting of any external fires in any season, and will confine vehicular movement on the property strictly to the east-west access road/driveway and parking area.

Due to the extensive coverage of forest, bush and scrub (and fauna habitats therein), it will be made clear to guests that the property is not to be used for 4-wheel drive recreation at any time or in any season.

3. Ensuring there is no trespassing – safety and associated concerns including liability/drowning in the dam on the neighbour's property;

Written guidelines for guests and agreed terms of use will specify that trespassing on any adjoining or nearby properties is strictly forbidden. Brightly coloured 'No Trespassing' signs will be erected at appropriate points along all property boundary fences.

4. Acknowledge the unique status of 'Jude's Bush' and release program of native fauna.

The neighbour has requested that the unique status of 'Jude's Bush' be acknowledged. During the entire period since November 1998 (when I took ownership of the property) I have had no communication with the neighbour, who only made contact recently for the first time, earlier this year. Communication has been via handwritten note, telephone and text message regarding the need to build a fence on the western boundary and in responding to my development application. At no time has the term 'Jude's Bush' been mentioned, so I am unable to comment about its location and/or what it may refer to.

The other suggestion is to 'release a program of native fauna'. Again, I am unable to comment because I am unsure of the precise meaning of the request. If the request means that I am to have a biodiversity audit, completed by a zoologist, of native fauna species currently inhabiting my property, I submit that this request is not relevant to, and should not affect the outcome of this development application. I would point out that in terms of flora, I have shown good guardianship of this previously pastoral property by planting a large number of native trees and shrubs and rehabilitating cleared areas. The prolific birdlife on my property is evidence of this successful rehabilitation. I do not own any domestic pets and any domestic pets of family and friends have never been permitted to run free on the property.

ATTACHMENT 8.1.1E
RESPONSE FROM THE APPLICANT

Conclusion

Based on the above responses to the concerns raised by a neighbour, as well as the details provided in the formal application documents, I believe I have demonstrated that this development application has considerable merit, and I trust that the council will be able to give it due consideration.

Yours Faithfully,

Dr Michael Seats

September 23rd, 2019.

ATTACHMENT 8.1.1F
PLANNING BULLETIN 99 HOLIDAY HOME GUIDELINES



Planning Bulletin 99
Holiday Homes Guidelines



September 2009

1 Introduction

Holiday homes are a component of the short stay accommodation sector in some parts of Western Australia and an important aspect of the overall mix of tourism accommodation, particularly in popular tourist destinations within the State. Over the past decade a growing number of holiday homes have been made commercially available, resulting in an increasing trend to purchase or build homes for holiday home use.

The informal development of this section of the tourist accommodation market has meant that holiday homes have so far operated with minimal regulation, resulting in an uncertain legal environment, issues of inequity with other service providers and land use conflict. The issue of impact on neighbouring residential amenity has caused particular concern in the community.

In response to these issues the Minister for Planning and Infrastructure formed the Holiday Homes Working Group in 2005. The role of the working group was to investigate issues surrounding the operation of holiday homes and matters raised by the group have been taken into consideration in the preparation of this bulletin.

2 Background

This bulletin sets out the interim position of the Western Australian Planning Commission (WAPC) in relation to the planning and regulation of holiday homes in Western Australia. The bulletin provides guidance to local governments when dealing with issues associated with holiday homes in the local government planning framework.

The bulletin proposes possible changes to local planning schemes and the preparation of local planning policies, tailored to address the specific issues encountered by local governments.

3 Objectives

The objectives of this planning bulletin are:

- To facilitate a consistent, equitable and efficient planning process for the regulation of holiday homes in Western Australia.
- To support the tourism industry by the promotion of voluntary accreditation of holiday homes.
- To encourage good quality, well managed holiday homes for use by short-term visitors generally in locations that will enhance the tourism experience while minimising potential impacts on adjoining residents.
- To support the role of holiday homes as part of the tourism industry.

4 Proposed guidelines

4.1 Overview

Given that holiday homes are a legitimate part of the tourist accommodation industry and a desirable use in areas of high tourism amenity, it is recommended that holiday homes be formalised as a land use and dealt with via the local planning framework in the following ways:

- Introduction of a Model Scheme Text definitions for holiday homes.
- Introduction of holiday homes as a use class in the zoning table of local planning schemes.
- Identification of preferred areas for holiday homes in local planning strategies based on sound planning principles.
- The preparation of local planning policies to deal with the potential issues associated with holiday homes.

These guidelines may be applied in different ways by different local governments depending on the

local planning scheme and policies already in effect.

4.2 Local planning schemes

4.2.1 Definitions

It is proposed that the following definitions for holiday homes should be used in local planning schemes and adopted in the Model Scheme Text:

Holiday home (standard) means a single house (excluding ancillary accommodation), which may also be used for short stay accommodation for no more than six people (but does not include a bed and breakfast, guesthouse, chalet and short stay accommodation unit).

Holiday home (large) means premises conforming to the definition of holiday home (standard) with the exception that the premises provide short stay accommodation for more than six people but not more than 12 at any one time.

4.2.2 Holiday homes as a use class

It is recommended that holiday homes be introduced as a use class in the zoning table of local planning schemes, and be made a D or an SA use (discretionary or discretionary subject to advertising).

Initial approval should be granted for a limited period of one year, and renewed on a three year to five year period subject to compliance as determined by a local government, to ensure that there is minimal impact on the amenity of neighbouring properties. This is designed to provide a degree of certainty to operators, while also enabling the local government flexibility to terminate approvals of non compliant operators.

Existing holiday homes (where it can be demonstrated that there is a history of operation with minimal or no conflicts) should be considered for the identified longer approval subject to the requirements of the relevant local government.

ATTACHMENT 8.1.1F

PLANNING BULLETIN 99 HOLIDAY HOME GUIDELINES

In general, holiday homes should be residential dwellings on freehold lots.

4.3 Local planning policy

As well as including holiday homes as a controlled use in local planning schemes, local governments are encouraged to develop a local planning policy on holiday homes.

The content of a local planning policy may include:

- objectives
- definitions
- planning application and approval considerations
- conditions of approval
- establishment of a holiday homes register
- non compliance
- voluntary accreditation

The Department of Planning has prepared guidelines to assist local governments in the preparation of local planning policies.

4.4 Preferred locations for holiday homes

To reduce conflict between holiday homes and ordinary dwellings, particularly in residential zones, ideally they should be located in preferred areas identified either through the tourism component of the relevant local planning strategy, or in a local planning policy. As a guide, holiday homes are more appropriate in areas of high tourism amenity and close proximity to key tourism attractions such as the beach, town centre or rural areas, but may not be appropriate in suburban locations.

4.5 Holiday homes register

A register of approved holiday homes should be established and maintained by the local government. The register should record basic details of the property including the contact details of the owner and/or manager; property address; and configuration (bedroom number, number of beds, bathrooms, car parking spaces etc). These matters should be considered for inclusion in the approved management plans for the operation of the holiday home.

4.6 Voluntary accreditation

Local governments are encouraged to promote voluntary accreditation of holiday homes from the Tourism Council of Western Australia. Accreditation is a non regulatory, voluntary means of addressing identified customer service and consumer protection issues. The benefits of accreditation include improvements in the quality of accommodation product through the application of standards, capture of accommodation provider details.

4.7 Transitional arrangements

It is recommended that local governments allow owner operators up to 12 months, after a local planning policy has been adopted, to apply for and obtain approval for the operation of existing holiday homes and implement the recommended regulatory measures.

6 Comment

Any comment on this bulletin should quote the title: Holiday Homes Guidelines and reference number: 801/6/1/44 V2 and be directed to:

Western Australian Planning Commission
469 Wellington Street
Perth WA 6000

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ATTACHMENT 8.1.1G
EXTRACT FROM PLANNING & DEVELOPMENT (LOCAL PLANNING SCHEMES)
REGULATIONS 2015

67. Matters to be considered by local government

In considering an application for development approval the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —

- (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
- (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the *Planning and Development (Local Planning Schemes) Regulations 2015* or any other proposed planning instrument that the local government is seriously considering adopting or approving;
- (c) any approved State planning policy;
- (d) any environmental protection policy approved under the *Environmental Protection Act 1986* section 31(d);
- (e) any policy of the Commission;
- (f) any policy of the State;
- (g) any local planning policy for the Scheme area;
- (h) any structure plan, activity centre plan or local development plan that relates to the development;
- (i) any report of the review of the local planning scheme that has been published under the *Planning and Development (Local Planning Schemes) Regulations 2015*;
- (j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;
- (k) the built heritage conservation of any place that is of cultural significance;
- (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;
- (m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
- (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;
 - (ii) the character of the locality;
 - (iii) social impacts of the development;
- (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;
- (p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;
- (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;
- (r) the suitability of the land for the development taking into account the possible risk to human health or safety;

ATTACHMENT 8.1.1G
EXTRACT FROM PLANNING & DEVELOPMENT (LOCAL PLANNING SCHEMES)
REGULATIONS 2015

- (s) the adequacy of —
 - (i) the proposed means of access to and egress from the site; and
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
- (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
- (u) the availability and adequacy for the development of the following —
 - (i) public transport services;
 - (ii) public utility services;
 - (iii) storage, management and collection of waste;
 - (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);
 - (v) access by older people and people with disability;
- (v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;
- (w) the history of the site where the development is to be located;
- (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;
- (y) any submissions received on the application;
- (za) the comments or submissions received from any authority consulted under clause 66;
- (zb) any other planning consideration the local government considers appropriate.

8.2 MANAGER FINANCIAL SERVICES:

8.2.1 Monthly Financial Statements – for the month of September 2019.

Disclosure of Interest: Nil
Date: 8 October 2019
Author: J Rendell – Manager Financial Services
Attachments: 8.2.1A Financial Statements for the month of September 2019.

Summary

Council is to consider **Monthly Financial Reports for September 2019.**

Background

In accordance with Local Government (Financial Management) Regulations 1996 Council is to adopt Monthly Financial Report including the Operating Statement, Statement of Financial Position at the end of each month. Council has also wishes to consider a summary of financial reconciliations on a monthly basis.

Councillors have the opportunity to query financials before the meeting to satisfy themselves before the item comes before Council.

Comment

The Operating Statement, Statement of Financial Position, Statement of Cash flow, Statement of Financial Activity and Summary of Reconciliations are submitted for the month of September 2019.

FINANCIAL SUMMARY YEAR TO DATE SEPTEMBER 2019

The following commentary is provided to assist in the understanding of Councils financial position. It is emphasised that the comparatives and comments are relative to the YTD budget and are against the revised budget. It is acknowledged that there will be minor changes in the actual financial; result after all of the end-of-year processes have been undertaken. Once we have audit sign off, the Annual financial accounts for Year ended 30 June 2019 will be presented to Council.

The year to date financial result as at September 2019 is very early into this financial year and most of the commentary will be based around timing differences only at this stage. Where material differences have been identified in this year's budget comment will be made, it is acknowledged that these items will be adjusted for in the mid-year budget review.

OPERATING RESULT

REVENUE

Revenue is 0.1% or \$4k unfavourable to budget. Within the main items, the following is noted:-

- **Operating Grants** is 11.6% or \$12k unfavourable to budget, it is emphasised that Council received 50% or \$161k, of the 2019/20 FAG (Financial Assistance Grant) and

untied road grant from the WA Grants commission in the year 2018/19. This will be adjusted in the budget review.

- **Fees & Charges** is 5.0% or \$26k unfavourable to budget.
- **Interest Earnings** is 44.1% or \$15k unfavourable to budget.
- **Other Revenue** is 202.6% or \$23k favourable to budget.
- **Profit from Asset sales** is \$29k favourable to budget, it is noted that there was not expected to be any profit from asset sales.

EXPENDITURE

Expenditure is 5.3% or \$103k favourable to budget within the main items, the following is noted:-

- **Employee costs** are 11.9% or \$82k favourable to budget.
- **Materials and contracts** are collectively 5.4% or \$20k unfavourable to budget.
- **Utility charges** are 29.2% or \$38k favourable to budget.
- **Depreciation expense** is 5.9% or \$31k unfavourable to budget.
- **Insurance expenses** is 14.7% or \$24k favourable to budget.
- **Other expenditure** is 43.1% or \$15k favourable to budget.

NET RESULT

The net result is 2.8% or \$98k favourable result to budget, due to total revenue being \$4k unfavourable and expenditure being \$102k favourable to budget.

FINANCIAL SUMMARY YEAR TO DATE SEPTEMBER 2019 CAPITAL ITEMS

Capital revenue is in line with YTD budget.

Capital expenditure is 28% or \$169k favourable to budget. For a more detailed understanding refer to the Capital Expenditure by Asset Class report. In some cases there is a direct relationship between Capital income and Capital expenditure. Included within this year is an amount of \$3.96M for Councillor New Initiatives in accord with items contained in the Strategic Community Plan.

FUNDING ITEMS

Repayment of loan principal is on budget.

CASH & INVESTMENTS

Cash and investments sits at \$4.3M, this represents an increase of \$200k from the previous month, mainly due to outlays being higher and receipts being lower even though revenue has increased dramatically as a result of rates being generated. It is emphasised, however, that the majority of funds is tagged as "restricted" and therefore cannot form part of Council's unrestricted or free cash, this will be disclosed at final year end in the Annual financial statements embedded in the Annual Report.

SUMMARY

The overall financial result 7.8% or \$276k favourable to budget.

The result is pleasing in that the Shire of Boddington finances are in line with both the annual budget and long term financial plan, and augers well for the financial sustainability, additionally it indicates that the financial reform undertaken over the last 3 years is bringing favourable as anticipated results.

Statutory Environment - Local Government (Financial Management) Regulations 1996

OFFICER'S RECOMMENDATION – 8.2.1

That Council adopt the:

1. monthly financial statements for the period ending 30 September 2019; and
2. summary of reconciliations for the period ending 30 September 2019.

ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON

Interim - Financial Reports for the period ended

30-Sep-19

Report Type	Page No.
Summary of Financial Activity	1
Comprehensive Income Statement by Nature/type	2
Comprehensive Income Statement by Programme	3
Rate Setting Statement	4
Statement of Financial Position	5
Loan Repayments & Net Current Asset Position	6
Capital Expenditure by Asset type	7
Existing Buildings Capital Expenditure by Jobs	8
Financial Graphs	9

ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON SUMMARY OF FINANCIAL ACTIVITY by Nature or Type Provisional - for the period ended						
30-Sep-19						
	2019/20 Budget			Actual	Variance	% Variance
	Proposed	Amended	YTD Budget	Proposed	YTD	YTD
Opening Funding Surplus (Deficit)	279,975	279,975	279,975	279,975	-	0.0%
Revenue						
Rates	4,580,000	4,580,000	4,569,949	4,566,601	- 3,348	-0.1%
Operating Grants, Subsidies and Contributions	550,704	550,704	98,954	87,508	- 11,446	-11.6%
Fees and Charges	1,274,019	1,274,019	515,197	489,691	- 25,506	-5.0%
Interest Earnings	132,779	132,779	34,735	19,434	- 15,301	-44.1%
Other Revenue	56,478	56,478	11,319	34,253	- 22,934	-202.6%
Profit from Asset Sales	-	-	-	28,505	28,505	
OPERATING INCOME	6,593,981	6,593,981	5,230,154	5,225,993	- 4,161	-0.1%
Expenses						
Employee Costs	- 2,746,307	- 2,746,307	- 685,962	- 604,227	81,735	11.9%
Materials and Contracts	- 1,793,894	- 1,793,894	- 376,262	- 396,526	- 20,264	-5.4%
Utility Charges	- 339,677	- 339,677	- 128,724	- 91,148	37,576	29.2%
Depreciation on Non-Current Assets	- 2,087,079	- 2,087,079	- 521,742	- 552,563	- 30,821	-5.9%
Interest Expenses	- 89,044	- 89,044	- 18,138	- 19,265	- 1,127	-6.2%
Insurance Expenses	- 247,880	- 247,880	- 163,038	- 139,148	23,890	14.7%
Loss on Asset Sales	- 16,800	- 16,800	- 4,200	- 7,692	- 3,492	-83.1%
Other Expenditure	- 162,795	- 162,795	- 34,919	- 19,875	15,044	43.1%
OPERATING EXPENDITURE	- 7,483,476	- 7,483,475	- 1,932,985	- 1,830,444	102,541	5.3%
Net Result (incl. c/f surplus position)	- 609,520	- 609,519	3,577,144	3,675,524	98,380	2.8%
Adjustments for Non-Cash Items						
Depreciation	2,087,079	2,087,079	521,742	552,563	30,821	5.9%
Loss on Asset Disposals	16,800	16,800	4,200	7,692	3,492	83.1%
(Profit) on Asset Disposals	-	-	-	28,505	28,505	
Provisions and Accruals	-	-	-	-	-	
	2,103,879	2,103,879	525,942	531,749	5,807	1.1%
Net Result before funding and Capex items	1,494,359	1,494,360	4,103,086	4,207,273	104,187	2.5%
Capital Income and Expenditure						
Non-operating Grants & contributions	1,862,779	1,862,779	-	-	-	
Purchase Land & Buildings	- 180,000	- 180,000	- 45,000	- 162,182	- 117,182	-260.4%
Purchase Plant & Equipment	- 713,185	- 713,185	- 231,248	- 217,182	- 14,066	-6.1%
Purchase Roads, Streets & Bridges	- 2,080,970	- 2,080,970	- 42,990	- 9,748	- 33,242	-77.3%
Purchase Other Infrastructure	- 35,000	- 35,000	- 6,249	- 10,464	- 4,215	-67.5%
New Initiatives	- 3,936,881	- 3,936,881	- 277,233	- 34,283	- 242,950	-87.6%
Proceeds from Asset Sales	184,500	184,500	105,000	106,993	1,993	-1.9%
Net Capital Items	- 4,898,757	- 4,898,757	- 497,720	- 326,866	170,854	34.3%
Funding Items						
Proceeds from New loans	1,000,000	1,000,000	-	-	-	
Repayment of Loan Principal	- 240,532	- 240,532	- 43,394	- 42,250	- 1,143	-2.6%
Self Supporting Loan Principal Income	-	-	-	-	-	
Total Funding Items	759,468	759,468	- 43,394	- 42,250	1,143	2.6%
Reserve Items						
Transfers to Reserves	- 17,519	- 17,519	-	-	-	#DIV/0!
Transfers from Reserves	2,953,482	2,953,482	-	-	-	#DIV/0!
Net Reserve movement	2,935,963	2,935,963	-	-	-	#DIV/0!
Closing Funding Surplus (Deficit)	291,034	291,034	3,561,973	3,838,157	276,184	7.8%

ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON STATEMENT OF COMPREHENSIVE INCOME BY NATURE/TYPE Provisional - for the period ended

30-Sep-19

	2018/19 Budget		YTD Budget	Actual YTD	Variance YTD	% Variance YTD
	Proposed	Amended				
Revenue						
Rates	4,580,000	4,580,000	4,569,949	4,566,601 -	3,348	-0.1%
Operating Grants, Subsidies and Contributions	550,704	550,704	98,954	87,508 -	11,446	-11.6%
Fees and Charges	1,274,019	1,274,019	515,197	489,691 -	25,506	-5.0%
Interest Earnings	132,779	132,779	34,735	19,434 -	15,301	-44.1%
Other Revenue	56,478	56,478	11,319	34,253	22,934	202.6%
OPERATING INCOME	6,593,981	6,593,981	5,230,154	5,197,488 -	32,666	-0.6%
Expenses						
Employee Costs	- 2,746,307	- 2,746,307	- 685,962	- 604,227	81,735	11.9%
Materials and Contracts	- 1,793,894	- 1,793,894	- 376,262	- 396,526	20,264	-5.4%
Utility Charges	- 339,677	- 339,677	- 128,724	- 91,148	37,576	29.2%
Depreciation on Non-Current Assets	- 2,087,079	- 2,087,079	- 521,742	- 552,563	30,821	-5.9%
Interest Expenses	- 89,044	- 89,044	- 18,138	- 19,265	1,127	-6.2%
Insurance Expenses	- 247,880	- 247,880	- 163,038	- 139,148	23,890	14.7%
Other Expenditure	- 162,795	- 162,795	- 34,919	- 19,875	15,044	43.1%
OPERATING EXPENDITURE	- 7,466,676	- 7,466,676	- 1,928,785	- 1,822,752	106,033	5.5%
Net Result before Capital Income	- 872,695	- 872,695	3,301,369	3,374,736	73,367	2.2%
Non-Op. Grants, Subsidies and Contributions	1,862,779	1,862,779	-	-	-	
Profit on Asset Disposals	-	-	-	28,505	28,505	
Loss on Asset Disposals	- 16,800	- 16,800	4,200	7,692	3,492	
OTHER	1,845,979	1,845,979	4,200	20,813	25,013	-595.6%
NET RESULT	973,284	973,284	3,297,169	3,395,549	98,380	3.0%
Other Comprehensive Income						
Changes on Revaluation of Non-Current Assets	-	-	-	-	-	
Total Other Comprehensive Income	-	-	-	-	-	-
TOTAL COMPREHENSIVE INCOME	973,284	973,284	3,297,169	3,395,549	98,380	3.0%

ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM Provisional - for the period ended

30-Sep-19

	2018/19 Budget			Actual	Variance	% Variance
	Proposed	Amended	YTD Budget	YTD	YTD	YTD
Revenue						
Governance	4,931,865	4,931,865	4,659,447	4,625,349 -	34,098	-0.7%
General Purpose Funding	59,287	59,287	13,278	29,711	16,433	123.8%
Law, Order, Public Safety	94,777	94,777	25,012	6,341 -	18,671	-74.6%
Health	29,538	29,538	19,908	4,801 -	15,107	-75.9%
Education and Welfare	612,089	612,089	147,893	130,632 -	17,261	-11.7%
Housing	6,812	6,812	1,698	4,854	3,156	185.9%
Community Amenities	335,446	335,446	259,705	248,886 -	10,819	-4.2%
Recreation and Culture	69,928	69,928	23,774	21,252 -	2,522	-10.6%
Transport	122,247	122,247	18,294	83,015	64,721	353.8%
Economic Services	299,293	299,293	52,973	65,465	12,492	23.6%
Other Property and Services	32,700	32,700	8,172	5,686 -	2,486	-30.4%
	6,593,981	6,593,981	5,230,154	5,225,993 -	4,161	-0.1%
Expenses excluding Finance Costs						
Governance	9,862	9,862 -	11,399	0	11,399	100.0%
General Purpose Funding	- 34,368 -	- 34,368 -	6,000 -	1,212	4,788	79.8%
Law, Order, Public Safety	- 474,054 -	- 474,054 -	137,324 -	150,426 -	13,102	-9.5%
Health	- 210,125 -	- 210,125 -	55,659 -	64,803 -	9,144	-16.4%
Education and Welfare	- 816,185 -	- 816,185 -	210,922 -	197,052	13,870	6.6%
Housing	- 37,409 -	- 37,409 -	5,060	1,858 -	3,202	63.3%
Community Amenities	- 738,902 -	- 738,902 -	184,193 -	168,380	15,813	8.6%
Recreation and Culture	- 1,745,353 -	- 1,745,353 -	431,324 -	439,613 -	8,289	-1.9%
Transport	- 2,720,320 -	- 2,720,320 -	706,229 -	706,004	225	0.0%
Economic Services	- 741,507 -	- 741,507 -	171,206 -	113,069	58,137	34.0%
Other Property and Services	- 39,109 -	- 39,109 -	5,651	27,523	33,174	587.0%
	- 7,394,434 -	- 7,394,434 -	1,914,847 -	1,811,179	103,668	5.4%
Finance Costs						
Governance	- 26,285 -	- 26,285	-	-	-	-
General Purpose Funding	-	-	-	-	-	-
Law, Order, Public Safety	-	-	-	-	-	-
Health	-	-	-	-	-	-
Education and Welfare	- 8,354 -	- 8,354 -	4,176 -	4,301	125	-
Housing	- 28,691 -	- 28,691 -	1,105 -	1,858	753	-68.1%
Community Amenities	-	-	-	-	-	-
Recreation and Culture	- 25,715 -	- 25,715 -	12,857 -	13,106	249	-
Transport	-	-	-	-	-	-
Economic Services	-	-	-	-	-	-
Other Property and Services	-	-	-	-	-	-
	- 89,044 -	- 89,044 -	18,138 -	19,265	1,127	-6.2%
Net Result before Capital Income	- 889,497 -	- 889,497	3,297,169	3,395,549	100,633	-
Non Operating Grants, Subsidies and Contributions						
General Purpose Funding	664,500	664,500	-	-	-	-
Law, Order, Public Safety	-	-	-	-	-	-
Education and Welfare	-	-	-	-	-	-
Recreation and Culture	200,000	200,000	-	-	-	-
Transport	998,279	998,279	-	-	-	-
Economic Services	-	-	-	-	-	-
Other Property and Services	-	-	-	-	-	-
	1,862,779	1,862,779	-	-	-	-
Other Comprehensive Income						
Changes on Revaluation of Non-Current Assets	-	-	-	-	-	-
TOTAL COMPREHENSIVE INCOME	973,282	973,282	3,297,169	3,395,549	98,380	3.0%

ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON						
RATE SETTING STATEMENT						
Provisional - for the period ended						
	2018/19 Budget			Actual	Variance	% Variance
	Proposed	Amended	YTD Budget	YTD	YTD	YTD
Revenue						
Operating Grants, Subsidies and Contributions	550,704	550,704	98,954	87,508 -	11,446	-11.6%
Fees and Charges	1,274,019	1,274,019	515,197	489,691 -	25,506	-5.0%
Interest Earnings	132,779	132,779	34,735	19,434 -	15,301	-44.1%
Other Revenue	56,478	56,478	11,319	34,253	22,934	202.6%
Profit from Asset Sales	-	-	-	28,505	28,505	
Total Operating Revenue excluding Rates	2,013,981	2,013,981	660,205	659,393 -	813	-0.1%
Expenses						
Employee Costs	- 2,746,307 -	- 2,746,307 -	685,962 -	604,227	81,735	11.9%
Materials and Contracts	- 1,793,894 -	- 1,793,894 -	376,262 -	396,526 -	20,264	-5.4%
Utility Charges	- 339,677 -	- 339,677 -	128,724 -	91,148	37,576	29.2%
Depreciation on Non-Current Assets	- 2,087,079 -	- 2,087,079 -	521,742 -	552,563 -	30,821	-5.9%
Interest Expenses	- 89,044 -	- 89,044 -	18,138 -	19,265 -	1,127	-6.2%
Insurance Expenses	- 247,880 -	- 247,880 -	163,038 -	139,148	23,890	14.7%
Loss on Asset Sales	- 16,800 -	- 16,800 -	4,200 -	7,692 -	3,492	
Other Expenditure	- 162,795 -	- 162,795 -	34,919 -	19,875	15,044	43.1%
Operating Expenditure	- 7,483,476 -	- 7,483,476 -	1,932,985 -	1,830,444	102,541	5.3%
Operating Result Excluding Rates Income	- 5,469,495 -	- 5,469,495 -	1,272,780 -	1,171,051	101,728	8%
Adjustments for Non-Cash Items						
Depreciation	2,087,079	2,087,079	521,742	552,563	30,821	-5.9%
(Profit)/Loss on Asset Disposals	16,800	16,800	4,200 -	20,813 -	25,013	
Provisions & Accruals	-	-	-	-	-	
	2,103,879	2,103,879	525,942	531,749	5,807	-1.1%
Capital Income and Expenditure						
Purchase of Capital Expenditure	- 6,946,036 -	- 6,946,036 -	602,720 -	433,860	168,860	28.0%
Non-operating Grants & contributions	1,862,779	1,862,779	-	-	-	
Proceeds from Asset Sales	184,500	184,500	105,000	106,993	1,993	-1.9%
	- 4,898,757 -	- 4,898,757 -	497,720 -	326,866	170,854	34.3%
Funding & Reserve Items						
Proceeds from New loans	1,000,000	1,000,000	-	-	-	
Repayment of Loan Principal	- 240,532 -	- 240,532 -	43,394 -	42,250	1,143	2.6%
Transfers to Reserves	- 17,519 -	- 17,519 -	-	-	-	
Transfers from Reserves	2,953,482	2,953,482	-	-	-	
	3,695,431	3,695,431 -	43,394 -	42,250	1,143	2.6%
Estimated Surplus/(Deficit) July 1 B/Fd.	279,974	279,974	279,974	279,974	-	
Estimated Surplus/(Deficit) C/F or YTD.	291,034	291,034	3,561,973	3,838,157 -	276,184	7.8%
Amount required from General Rate	- 4,580,000 -	- 4,580,000 -	4,569,950 -	4,566,601 -	3,349	-0.1%

ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON STATEMENT OF FINANCIAL POSITION Provisional - for the period ended		
	30-Jun-19 Unaudited	30-Sep-19 YTD Actual
CURRENT ASSETS		
Cash and Cash Equivalents	5,052,930	4,273,641
Equity Reserve Investments	-	-
Trade & Other Receivables	590,068	4,410,172
Inventories	-	-
TOTAL CURRENT ASSETS	5,642,998	8,683,813
NON CURRENT ASSETS		
Trade and Other Receivables	-	-
Property Plant & Equipment	29,711,541	29,857,993
Land Held for Resale	272,539	272,539
Infrastructure	53,384,328	53,033,626
TOTAL NON CURRENT ASSETS	83,368,408	83,164,159
TOTAL ASSETS	89,011,404	91,847,972
CURRENT LIABILITIES		
Trade & Other Payables	569,285	80,571
Employee Provisions	323,626	323,626
Borrowings	240,532	198,282
Trusts	92,929	95,844
TOTAL CURRENT LIABILITIES	1,226,372	698,322
NON CURRENT LIABILITIES		
Trade & Other Payables - Specific	300,000	300,000
Borrowings	1,818,039	1,818,040
Employee Provisions	45,024	45,024
TOTAL NON CURRENT LIABILITIES	2,163,063	2,163,064
TOTAL LIABILITIES	3,389,435	2,861,386
EQUITY		
Retained Earnings	32,701,686	36,066,303
Reserves Cash Backed	4,365,804	4,365,802
Revaluation Reserve	48,554,479	48,554,481
TOTAL EQUITY	85,621,969	88,986,585
TOTAL LIABILITIES & EQUITY	89,011,404	91,847,972

ATTACHMENT 8.2.1A

LOAN PRINCIPAL REPAYMENTS							
COA	Description	IE Summary	Inc/Exp Analysis Summary	Original Budget	Amended	YTD Budget	YTD Actual
3042460	PRINCIPAL ON LOAN 105	71	Other Expenses	\$126,681	\$126,681	\$0.00	\$0
2113200	LOAN 106 - REC CENTRE	71	Other Expenses	\$0	\$0	\$0.00	\$0
3074200	PRINCIPAL LOAN 83	71	Other Expenses	\$11,373	\$11,373	\$5,686.50	\$4,916
3083000	PRINCIPAL ON LOAN 100	71	Other Expenses	\$15,710	\$15,710	\$7,855.00	\$7,731
3091402	PRINCIPAL ON LOAN 91	71	Other Expenses	\$0	\$0	\$0.00	\$0
3091460	PRINCIPAL ON LOAN 94	71	Other Expenses	\$13,437	\$13,437	\$0.00	\$0
3091470	PRINCIPAL ON LOAN 97	71	Other Expenses	\$13,627	\$13,627	\$0.00	\$0
3113046	PRINCIPAL - LOAN 103	71	Other Expenses	\$0	\$0	\$0.00	\$0
3113048	PRINCIPAL - LOAN 106 REC CENTRE	71	Other Expenses	\$59,704	\$59,704	\$29,852.00	\$29,603
3121100	PRINCIPAL LOAN 102	71	Other Expenses	\$0	\$0	\$0.00	\$0
TOTAL				\$240,532	\$240,532	\$43,394	\$42,250

MOVEMENT NET CURRENT ASSET POSITION - RECONCILIATION			
	2018/19 Budget		Actual YTD
	Approved	Forecast	
NCA items from Statement of Financial Activity			
Current Assets	3,647,169	3,647,169	8,705,827
Less: Current Liabilities	- 412,044 -	412,044	- 501,868
Add: Restricted Assets/Principal Repayment	- 2,946,301 -	2,946,301	- 4,365,802
Net Current Assets	288,823	288,823	3,838,157
REPRESENTED BY - (From Financial Position) Movement			
Net Current Assets	288,823	288,823	3,838,157
REPRESENTED BY - (From Rate Setting Statement) Movement			
Closing Surplus Position	291,034	291,034	3,838,157
Net Current Assets	291,034	291,034	3,838,157

ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON		SHIRE OF BODDINGTON				
Printed : at 10:46 AM on 8/10/2019		CAPITAL EXPENDITURE BY ASSET CLASS				
		Provisional - for the period ended				30-Sep-19
COA	Description	Asset Type	Budget	Amended	YTD Budget	YTD Actual
3042202	EXISTING BUILDINGS 17/18	Land & Buildings	180,000	180,000	45,000	162,038
3132008	VISITOR CENTRE	Land & Buildings	-	-	-	144
		Land & Buildings Total	180,000	180,000	45,000	162,182
3102201	REFUSE SITE	Other Infrastructure	10,000	10,000	-	-
3105050	OVALS PARKS & CEMETERIES	Other Infrastructure	25,000	25,000	6,249	-
3113082	DAM IMPROVEMENTS - WATER TO OVAL	Other Infrastructure	-	-	-	10,464
		Other Infrastructure Total	35,000	35,000	6,249	10,464
3042209	COMPUTER EQUIPMENT	Plant & Equip	25,000	25,000	6,249	-
3042208	OFFICE EQUIPMENT	Plant & Equip	25,000	25,000	-	-
3042219	VEHICLE COST UPGRADE	Plant & Equip	251,000	251,000	-	-
3051220	Fire Tender Boddington	Plant & Equip	-	-	-	-
3121096	LOADER	Plant & Equip	215,000	215,000	215,000	214,000
3121097	TRACTOR	Plant & Equip	30,000	30,000	-	-
3121066	ROAD SWEEPER & MINI DIGGER	Plant & Equip	127,185	127,185	-	-
3139302	MINOR CAPITAL ITEMS	Plant & Equip	40,000	40,000	9,999	3,182
		Plant & Equip Total	713,185	713,185	231,248	217,182
3121086	Main Roads Bridge Program	Roads Infrastructure	1,329,000	1,329,000	-	-
3112220	CULVERTS & DRAINAGE	Roads Infrastructure	100,000	100,000	24,999	817
3121090	ROADS TO RECOVERY	Roads Infrastructure	133,779	133,779	-	-
3121704	RESEALS - MUNI	Roads Infrastructure	146,221	146,221	-	-
3121705	MAIN STREET UPGRADE	Roads Infrastructure	-	-	-	-
3121800	ROAD CONST. - RRG	Roads Infrastructure	300,000	300,000	-	1,290
3121803	FOOTPATHS	Roads Infrastructure	71,970	71,970	17,991	7,641
		Roads Infrastructure Total	2,080,970	2,080,970	42,990	9,748
3105225	BODDINGTON CEMETERY	Councillor New Initiatives	22,500	22,500	-	-
3112100	SKATEPARK	Councillor New Initiatives	700,000	700,000	-	-
3112205	PUMP TRACK	Councillor New Initiatives	618,750	618,750	-	-
3105250	NATURE PLAYGROUND	Councillor New Initiatives	400,000	400,000	-	-
3105500	FORESHORE LANDSCAPE/DESIGN	Councillor New Initiatives	1,042,750	1,042,750	208,550	4,045
3113010	LOVING RANFORD	Councillor New Initiatives	30,000	30,000	30,000	15,432
3113205	TULLIS BRIDGE PROJECT	Other Infrastructure	1,000,000	1,000,000	-	-
3113005	RANFORD POOL INFO BAY/ENTRY STATEMENTS	Councillor New Initiatives	10,623	10,623	10,621	1,405
3113120	OTHER COUNCILLOR INITIATIVES	Councillor New Initiatives	27,082	27,082	6,768	-
3146203	ENTRY STATEMENTS & PUBLIC ART	Councillor New Initiatives	85,176	85,176	21,294	13,401
		Councillor New Initiatives Total	3,936,881	3,936,881	277,233	34,283
		Grand Total	6,946,036	6,946,036	602,720	433,860

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8/10/2019Financials Format Sep 2019Capital Expenditure

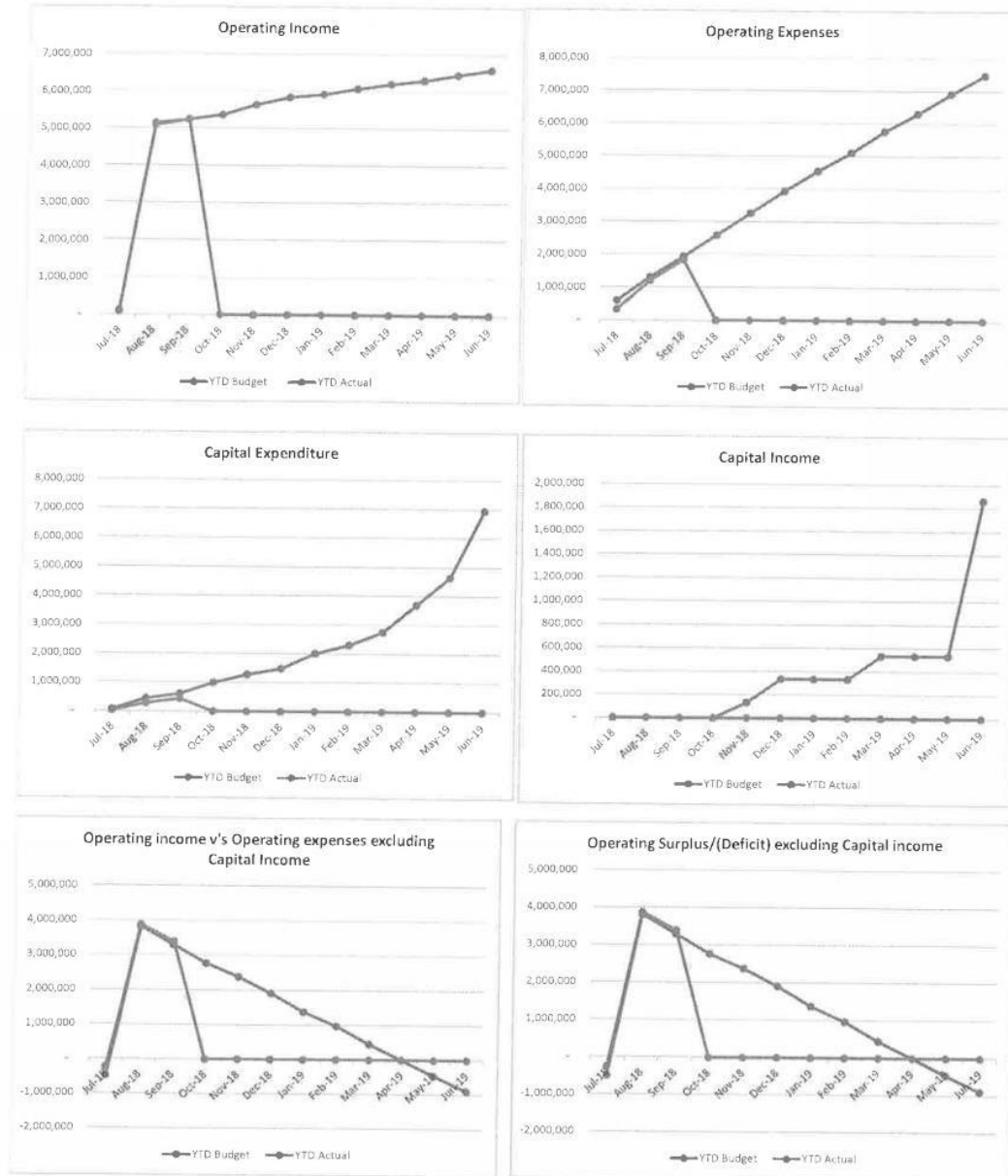
ATTACHMENT 8.2.1A

CAPITAL EXPENDITURE - EXISTING BUILDINGS - By JOBS					30-Sep-19
Job	Description	Original Budget	Amended	YTD Budget	YTD Actual
BAC1999	Bannister Road Shire Office - Capital	-	-	-	-
BCC1028	Pollard Street Child Care Centre - Capital	-	-	-	-
BCC1029	Johnstone Street Community Newspaper - Capital	-	-	-	-
BCC1999	Bannister Road - Caravan Park Caretaker Residence - Capital	-	-	-	-
BCC3999	Bannister Road - Caravan Park Caretaker Residence - Capital	-	-	-	-
BDC1015	Farmer Ave - Depot Lunch Room - Capital	-	-	-	-
BDC2015	Farmer Ave - Depot Lunch Room - Capital	-	-	-	-
BEC1029	Johnstone Street Emergency Services Shed - Capital	-	-	-	-
BFC1039	Wurraming Ave - Foreshore Toilet Block - Capital	-	-	-	-
BFC1049	Boddington Vbfb/Ses - Capital	-	-	-	-
BIC1024	Hotham Street Ic Unit 1 - Capital	-	-	-	-
BIC2024	Hotham Street Ic Unit 2 - Capital	-	-	-	-
BIC3024	Hotham Street Ic Unit 3 - Capital	-	-	-	-
BIC4024	Hotham Street Ic Unit 4 - Capital	-	-	-	-
BMC1024	Hotham Street Medical Centre - Capital	-	-	-	-
BOC1025	Forrest Street Old School - Main Classroom - Capital	-	-	-	-
BOC2025	Forrest Street Old School - Main Classroom - Capital	-	-	-	14,950
BOC3025	Forrest Street Old School Storeroom - Capital	-	-	-	-
BOC4025	Forrest Street Old School - Main Classroom - Capital	-	-	-	-
BPC1999	Bannister Road Public Toilets - Capital	-	-	-	-
BRC1025	Forrest Street Retirement Unit 1 - Capital	-	-	-	60
BRC2025	Forrest Street Retirement Unit 2 - Capital	-	-	-	-
BRC3025	Forrest Street Retirement Unit 3 - Capital	-	-	-	-
BRC4025	Forrest Street Retirement Unit 4 - Capital	-	-	-	-
BRC1999	Bannister Road Recreation Centre - Capital	-	-	-	-
BRC4040	Bannister Road Recreation Centre - Capital	-	-	-	71,741
BRC5040	Bannister Road Recreation Centre - Capital	-	-	-	59,923
BSC1027	Hill Street 34 (Staff Housing) - Capital	-	-	-	-
BSC1028	Pollard Street Swimming Pool Ablutions - Capital	-	-	-	-
BSC1045	Pecan Place 3 (Staff Housing) - Capital	-	-	-	-
BSC1050	Prussian Way 20 (Staff Housing) - Capital	-	-	-	-
BSC1054	Blue Gum Close 15 (Staff Housing) - Capital	-	-	-	-
BSC1063	Club Drive Sporting Complex - Capital	-	-	-	15,363
BSC2029	Johnstone Street 46 (Staff Housing) - Capital	-	-	-	-
BSC2054	Blue Gum Close 16 (Staff Housing) - Capital	-	-	-	-
BSC3028	Pollard Street Swimming Pool Kiosk/Pump Room - Capital	-	-	-	-
BTC1029	Community Hub Visitor Ctr - Capital	-	-	-	-
BVC1039	Johnstone Street Town Hall - Capital	-	-	-	-
BWC1013	Robins Road Waste Site Office - Capital	-	-	-	-
BYC1999	Bannister Road Youth Centre - Capital	-	-	-	-
TOTAL EXISTING BUILDINGS		-	-	-	162,038
REPRESENTED BY:					
COA					
3042202 EXISTING BUILDINGS 17/18		180,000	180,000	45,000	162,038

ATTACHMENT 8.2.1A

GRAPHICAL DISCLOSURE OF FINANCIAL PERFORMANCE For the period ended

30-Sep-19



8/10/2019S:\Corporate Services\Manager Finance\Financial Reports\Council\2019-20\Sep 2019\Data for Graphs

8.2.2 List of Payments – September 2019

Disclosure of Interest: Nil
Date: 7 October 2019
Author: J Rendell
Attachments: 8.2.2A List of Payments for month of September 2019 (CONFIDENTIAL)

Summary

The Local Government (Financial Management) Regulations 1996 require the preparation of a List of Payments made from the Council's bank accounts.

Background

A list of the payments made in each month is to be prepared and presented to a meeting of Council in the following month.

This list of payments is to be reviewed by Council separately from the monthly financial statements. This will ensure that the requirement of the Financial Regulations for the list of payments made in one month to be presented to the Council meeting in the following month, will be met even if the financial statements are not presented to that meeting.

Councillors have the opportunity to query or inspect invoices before the meeting to satisfy themselves before the item comes before Council.

Comment

The List of Payments for the month of September 2019 is presented in Attachment 8.2.2A.

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; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing –
 - (a) for each account which requires council authorisation in that month –
 - (i) the payee's name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.

- (3) A list prepared under subregulation (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 - Nil

OFFICER'S RECOMMENDATION – 8.2.2

That Council adopts the list of payments for the period ending 30 September 2019; at Attachment 8.2.2A.

8.3 PRINCIPAL ENVIRONMENTAL HEALTH OFFICER/ BUILDING SURVEYOR:

Nil at this time.

8.4 MANAGER WORKS & SERVICES:

Nil at this time.

8.5 DIRECTOR CORPORATE & COMMUNITY SERVICES:

8.5.1	Fire Access Track Order 2019/20
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File Ref. No:	ADM0153
Disclosure of Interest:	Nil
Date:	09 October 2019
Author:	Graham Stanley
Attachments:	8.5.1A Draft Fire Access Track Order 2019/20

Summary

That Council adopt the draft Fire Access Track Order for 2019/20.

Background

The Boddington Bush Fire Advisory Committee considered the Fire Access Track Order at its annual meeting in May this year. The Committee was strongly of the view that the order has served the Community well and it did not wish to make any changes to it.

Comment

The order was updated and included in the Shire of Boddington 2019/20 Bush Fire Notice that was circulated to ratepayers with the rates notices in September. Unfortunately I overlooked the need to submit it to Council for formal endorsement and I now submit it for endorsement

Boddington has strong fire break requirements and any changes that may lessen the requirements should be fully considered before being adopted as it will be more difficult to reimpose stricter requirements at a later date.

Strategic Implications

Consistent with the strategic objective from the Community Strategic Plan 2017-2027 to have a strong, healthy and safe community.

Statutory Environment

Bush Fires Act 1954

S 34. Local government may require occupier of land to plough or clear a fire-break.

(1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the *Government Gazette* and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things —

- (a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire-breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire-breaks clear of inflammable matter;
- (b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire,

and the notice may require the owner or occupier to do so —

- (c) as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and
- (d) in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.

(2) A notice in writing under subsection (1) may be given to an owner or occupier of land by posting it to him at his last postal address known to the local government and may be given to an owner of land by posting it to him at the address shown in the rate record kept by the local government pursuant to the *Local Government Act 1995*, as his address for the service of rate notices.

(2a) The provisions of subsection (2) are in addition to and not in derogation of those of sections 75 and 76 of the *Interpretation Act 1984*.

(3) The owner or occupier of land to whom a notice has been given under subsection (1) and who fails or neglects in any respect duly to comply with the requisitions of the notice is guilty of an offence.

Penalty: \$5 000.

(4) Where an owner or occupier of land who has received notice under subsection (1) fails or neglects to comply with the requisitions of the notice within the time specified in the notice —

- (a) the local government may direct its bush fire control officer, or any other officer of the local government, to enter upon the land of the owner or occupier and to carry out the requisitions of the notice which have not been complied with; and
 - (b) the bush fire control officer or other officer may, in pursuance of the direction, enter upon the land of the owner or occupier with such servants, workmen, or contractors, and with such vehicles, machinery, and appliances as he deems fit, and may do such acts, matters and things as may be necessary to carry out the requisitions of the notice.
- (5) The amount of any costs and expenses incurred by the bush fire control officer or other officer in doing the acts, matters, or things provided for in subsection (4) —
 - (a) shall be ascertained and fixed by the local government and a certificate signed by the mayor or president of the local government shall be *prima facie* evidence of the amount; and
 - (b) may be recovered by the local government in any court of competent jurisdiction as a debt due from the owner or occupier of land to the local government.
- (5a) A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995* —
 - (a) requiring owners and occupiers of land in its district to clear fire-breaks in such manner, at such places, at such times, of such dimensions and to such number, and whether in parallel or otherwise, as are specified in the local laws and to maintain the fire-breaks clear of inflammable matter;
 - (b) providing that things required by the local laws to be done shall be done to the satisfaction of the local government or its duly authorised officer.
- (5b) Where an owner or occupier of land fails or neglects in any respect to comply with the requirements of local laws made under subsection (5a) the provisions of subsections (3), (4) and (5) apply *mutatis mutandis* as if those requirements were the requisitions of a notice given under subsection (1).
- (5c) Nothing in subsection (5a) affects the power of a local government to give notice under subsection (1) nor its duty to do so if so required by the Minister.
- (5d) Where the provisions of local laws made under subsection (5a) are inconsistent with those of a notice given under subsection (1) or under section 34 or 35, the provisions of that notice shall, to the extent of the inconsistency, prevail.
- (6) A local government may, at the request of the owner or occupier of land within its district, carry out on the land, at the expense of the owner or

occupier, any works for the removal or abatement of a fire danger, and the amount of the expense, if not paid on demand, may be recovered from the owner or occupier by the local government in a court of competent jurisdiction as a debt due from the owner or occupier to the local government.

- (7) Nothing in this section authorises a local government —
- (a) to set fire to the bush, or to require an owner or occupier of land to set fire to the bush, contrary to the provisions of section 17; or
 - (b) to make local laws authorising or requiring bush to be set on fire contrary to the provisions of section 17.
- (8) Any amount recoverable by a local government under this section as a debt due from the owner or occupier of land is, until paid in full —
- (a) a debt due from each subsequent owner in succession; and
 - (b) a charge against the land with the same consequences as if it were a charge under the *Local Government Act 1995* for unpaid rates; and
 - (c) recoverable by the local government in the same manner as rates imposed in respect of the land are recoverable under that Act.
- (9) In this section —
- owner or occupier of land*** includes a prescribed department of the Public Service that occupies land or a prescribed State agency or instrumentality that owns or occupies land.

Policy Implications

04.2 FIRE ACCESS TRACKS

Policy Statement:

That a fire access track notice be mailed to every property owner and be placed in the Community Newsletter no later than 30th September each year:

1. reminding landowners of the requirements of the fire access track order;
2. advising that inspections will be undertaken after 15th November in each year;
3. that if fire access tracks are not constructed to the required standard, infringement notices may be issued.

Objective:

To encourage landowners to install fire access tracks in accordance with Council requirements.

Financial Implications – Nil

Economic Implications – Nil

Social Implications – Nil

Environmental Considerations – Nil

Consultation

Boddington Chief Bush Fire Control Officer, Boddington Bushfire Advisory Committee.

Options

Council can resolve:

1. the Officer's Recommendation; or
2. resolve an amended Officer's Recommendation with other amendments, giving reasons.

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.5.1

That Council adopt the draft 2019/20 Fire Access Track Order shown at Attachment 8.5.1A.

SHIRE OF BODDINGTON FIRE ACCESS TRACK ORDER 2019/20

Note that Fire Access Track shall have the same meaning as Fire Break in the Bush Fires Act 1954.

Important Bush Fire Information Dates You Must Remember

Prohibited Burning 15 December 2019 to 14 March 2020 inclusive

Restricted Burning 2 November 2019 to 14 December 2019 inclusive and from 15 March 2020 to 26 April 2020 inclusive
--

These dates are subject to variation according to seasonal conditions

Alterations will be advertised locally; however owners/occupiers intending to burn shall contact the Council Office or Local Brigade Captain after 26 April to determine whether the restricted burning period has been extended.

SHIRE OF BODDINGTON IS IN ZONE 8
*Fire Access Tracks must be installed by 15 November 2019
And maintained up to and including 26 April 2020*

An inspection of Fire Access Tracks will be carried out
In all areas of the Shire by an Authorised Officer.

The basis for inspections will be:

- ❖ Audit system where properties are chosen by random ballot. This is to be determined annually in consultation with the Chief Bush Fire Control Officer (CBFCO);
- ❖ Visit known potentially high risk areas where exemption requests have not been lodged; and
- ❖ Visit past non-compliant properties.

Failure to comply with this Fire Access Track Order is an offence under Section 33 of the Bushfires Act. Penalty maximum \$15,000. Additionally Council may carry out the required work at cost to the owner or occupier.

If it is considered for any reason to be impractical to clear Fire Access Tracks or remove flammable materials as required by this notice, or if natural features render Fire Access Tracks unnecessary, you may apply to the Council in writing not later than the **1st October** for permission to provide Fire Access Tracks in alternative positions or to take alternative action to abate fire hazards on the land. If permission is not granted by the Council, you shall comply with the requirements of this notice.

DEFINITIONS

In this Fire Access Tracks (FAT) Order unless the context otherwise requires –

ATTACHMENT 8.5.1A

Shall have the same meaning as fire breaks in the Bush Fires Act 1954. Fire Access Tracks are spaces that can provide vehicle and pedestrian access in the case of fire. They shall be maintained, cleared of all flammable material for the purpose of fire control and in a trafficable condition. These areas shall be 2.5 metres wide as a minimum and have a 4.0 metre vertical clearance.

Flammable material means dead or dry grass and crops, timber, boxes, cartons, paper and any combustible material or rubbish, but does not include green standing trees, growing bushes and plants in gardens or lawns.

Low – Fuel means an area in which flammable material has been reduced to a height of not more than 50mm. This can be achieved through mowing, slashing, parkland clearing, grazing, spraying, ploughing or other methods that achieve the objective. In an area of low fuel, tree canopies should not be touching.

Building Protection Zone (BPZ) is a low fuel area immediately surrounding a building on private land and is designed to minimise the likelihood of flame contact with buildings. These areas have a minimum of 20 metres around all buildings.

Swathers, Balers, Track Chainers and Tree Harvesters – these are subject to the same conditions as HARVESTING, i.e. An engine powered pumping unit and not less than 450 litres of water must be in attendance during operations from 15th November onwards (Excluding canola swathing).

Oxyacetylene, Butane Torch, Arc Welders, Friction Cutting Equipment etc. – these are subject to the same conditions; whilst used in the open. In addition, the work site must be cleared (2.5m wide Fire Access Track and 20 metres clearance) of flammable material before the use of the above described equipment.

RURAL LANDS

- a) Fire Access Track not less than 2.5 metres wide and have a 4.0 metre vertical clearance must be established along, inside and as close as practically possible to all external boundaries of each property (i.e. cleared/part cleared or uncleared land) and where the boundary is adjacent to or adjoins a used gazetted road but can deviate up to 250 metres around natural rock formations, deep gullies and the like, without submitting an exemption request.
- b) In the interest of protection from soil erosion, Fire Access Tracks may be established on the land contours but only with prior approval of the Council or its duly authorised officer.
- c) Building Protection Zone of an area at least 20 metres wide cleared of all flammable material shall be established immediately around the perimeter of all homesteads, buildings, haystacks and fuel storage areas.
- d) In such positions as is necessary to divide land in excess of 200 hectares into areas not exceeding 200 hectares each completely surrounded by a Fire Access Track.
- e) A firefighting unit with a minimum capacity of 450 litres is to be kept available during harvesting operations and is to be available in the same paddock or within 50 metres of that paddock.

ATTACHMENT 8.5.1A

- f) This work must be carried out by 15 November and kept maintained throughout the summer months until 26 April.

PINE AND EUCALYPTUS PLANTATIONS

Existing Plantings of Pine or Eucalyptus Plantations

Any pines or eucalyptus planted for commercial purposes constitutes a pine or eucalyptus plantation and you are hereby required to keep clear of all flammable materials Fire Access Tracks not less than 10 metres wide around the perimeter of each plantation, and any plantation exceeding 29 hectares will also require a subdivisional Fire Access Track 6 metres in width for each 30 hectares, and bush surrounding planted areas is to be kept in a low fuel condition.

There shall be no plantings either:

1. 75 metres from existing infrastructure; or
2. 75 metres from the external edge of a Fire Access Track on a property; or
3. 75 metres from any new infrastructure.

A firefighting unit with a minimum capacity of 450 litres is to be kept available during harvesting, thinning and pruning operations and is to be available in the same paddock or within 50 metres of that paddock.

New Plantings of Pine or Eucalyptus for Commercial Purposes

A Fire Access Track of not less than 15 metres wide must be established around the perimeter of each plantation. Any plantation exceeding 29 hectares will also require a subdivisional Fire Access Track 15 metres in width for each 30 hectares, and bush surrounding planted areas is to be kept in a low fuel condition.

There shall be no plantings either:

1. 75 metres from existing infrastructure; or
2. 75 metres from the external edge of a Fire Access Track on a property; or
3. 75 metres from any new infrastructure.

A firefighting unit with a minimum capacity of 450 litres is to be kept available during harvesting, thinning and pruning operations and is to be available in the same paddock or within 50 metres of that paddock.

PRIVATE BUSH HOLDINGS/UNCLEARED LAND GREATER THAN 50 HECTARES

- a) Fire Access Track not less than 2.5 metres wide and have a 4.0 metre vertical clearance must be established along, inside and as close as practically possible to all external boundaries of each property (i.e. cleared/part cleared or uncleared land) and where the boundary is adjacent to or adjoins a used gazetted road but can deviate up to 250 metres around natural rock formations, deep gullies and the like, without submitting an exemption request.

ATTACHMENT 8.5.1A

- b) In such positions as is necessary to divide land in excess of 200 hectares into areas not exceeding 200 hectares each completely surrounded by a Fire Access Track.

SMALL LOT HOLDERS OR HOBBY FARMS 20 HECTARE OR LESS

- a) On or before 15th November every year a Fire Access Track not less than 2.5 metres wide and have a 4.0 metre vertical clearance must be established along, inside and as close as practically possible to all external boundaries of each property (i.e. cleared or part-cleared land) and where the boundary is adjacent to or adjoins a used gazetted road but can deviate up to 250 metres around natural rock formations, deep gullies and the like, without submitting an exemption request.
- b) All lot/property holders provides for a Fire Access Track around the entire perimeter of their property.
- c) Building Protection Zone of an area at least 20 metres wide cleared of all flammable material shall be established immediately around the perimeter of all homesteads, buildings, haystacks and fuel storage areas.
- d) A 2.5m diameter low fuel area cleared of flammable material around all "green electrical domes" where underground power is provided to a lot.

TOWNSITES OF BODDINGTON AND RANFORD

On or before 15 November every year all town lots under 10,000 square metres in area and all fuel depots within the Shire are required to be kept cleared to a low fuel condition. Lots 10,000 square metres and over are to have a minimum 2.5 metre wide and have a 4 metre vertical clearance Fire Access Track installed immediately inside all external boundaries. Building Protection Zone of an area at least 20 metres wide cleared of all flammable material shall be established immediately around the perimeter of all homesteads, buildings, haystacks and fuel storage areas.

SPECIAL NOTE TO LAND OWNERS AND OCCUPIERS

The requirements of this order are considered to be the minimum standard of fire prevention work to protect not only individual properties but the district generally. In addition to the requirements of this order Council may issue separate special orders on owners or occupiers if hazard removal is considered necessary in specific areas.

PROHIBITED AND RESTRICTED BURNING TIMES

Restricted Burning –	2 November 2019 to 14 December 2019
Prohibited Burning –	15 December 2019 to 14 March 2020
Restricted Burning –	15 March 2020 to 26 April 2020

Permits are required during restricted burning periods. No burning is permitted on days that are forecast catastrophic, extreme, severe or very high fire danger days.

Permits to burn on a Sunday can be issued during the restricted season only by the Authorised Bush Fire Control Officer but only for broad acre farm land.

No permits to be issued during the prohibited burning season.

ATTACHMENT 8.5.1A

A permit in writing to burn on a public holiday during the restricted period can be sought from the Authorised Bush Fire Control Officer.

WHERE DO I GET A PERMIT FROM?

Permits must be obtained from your local volunteer Bush Fire Control Officer. Contact details for your local officer are featured in the annual Fire Access Track Notice.

CAN I BURN GARDEN RUBBISH DURING THE PROHIBITED BURNING TIME?

No, under no circumstances should any garden rubbish be burnt during the prohibited burning period including the hours between 6pm and 11pm.

IF THERE IS A FIRE WHO DO I RING?

Always ring 000 to report any fire and emergencies. An expert 000 officer has all the latest contact details for all local emergency services.

PERMIT CONDITIONS

The permit conditions include but are not limited to:

- Neighbours must be notified at least 24 hours prior to burning;
- Cut or rake long grass around trees, buildings and fencing before burning;
- Have water on site and a hose long enough to reach rear of the fire-

8.5.2 Appointment of New Fire Control Officers

File Ref. No:	ADM0154
Disclosure of Interest:	Nil
Date:	10 October 2019
Author:	Graham Stanley
Attachments:	Nil

Summary

That Council adds the following persons to the list of authorised Bush Fire Control Officers for the Shire of Boddington for 2019/20:

- i) **Mr Joshua Potts – New Shire Ranger; and**
- ii) **Mr Steven Barratt – Captain Boddington Volunteer Bush Fire Brigade**

Background

The Boddington Bush Fire Advisory Committee held its Annual General Meeting for the 2019 on Thursday 2nd May 2019. Unfortunately, this was prior to the Quindanning brigade having held their AGM. Subsequently Quindanning held their AGM and advised that there were no changes to their appointments from 2018/19. Council then adopted the recommendations of the Bush Fire Advisory Committee at the Ordinary Meeting of Council held on 16 July 2019.

One of the appointments made was Lee Lewis, the Shire Ranger, as Fire Control Officer (FCO). As Council may be aware, Lee is going on an extended period of Annual and Long Service leave commencing Monday 14 October 2019 and is intending to retire in January 2019. As a result recruitment for a new ranger was undertaken and Mr Joshua Potts commenced as Ranger on Monday 7 October 2019.

As the Ranger is responsible for conducting fire break inspections and issuing infringements under the Bush Fires Act 1954 the Ranger is required to be appointed as an authorised FCO. As Mr Lewis remains a Shire employee and he has agreed to undertake this year's firebreak inspections with the new ranger, it is not proposed to revoke his authorisation at this stage.

The Boddington Volunteer Fire Brigade this year appointed Mr Steven Barratt as its captain however they failed to advise that he was to be a Fire Control Officer. As a result his name was not put up to Council for appointment. We now seek to rectify this anomaly.

Comment

The appointment of the proposed two new Fire Control Officers is required for the efficient operation of fire control activities within the Boddington Shire and should be supported.

Strategic Implications

Nil

Statutory Environment

Bush Fires Act 1954

S 38. Local government may appoint Bush Fire Control Officer

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.
- (2C) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the FES Commissioner may by notice in writing require the local government to appoint a person to the vacant office within one month after service on it of such notice.
- (2D) Where a local government that has been served with a notice pursuant to subsection (2C) fails or neglects to comply with the requirements of that notice, the FES Commissioner may appoint a person who is not employed in the Department to the vacant office.
- (2E) A bush fire control officer appointed by a local government under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the FES Commissioner, by the FES Commissioner.
- (3) The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.
- (4) A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —
- (a) carrying out normal brigade activities;
 - [(b), (c) deleted]*
 - (d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;
 - (e) procuring the due observance by all persons of the provisions of Part III.

Bush Fire Regulations 1954

Policy Implications

04.3 FIRE CONTROL REVIEW

Policy Statement:

A Bushfire Advisory Committee meeting shall be held annually to be attended by representatives of Brigades, the Chief Bush Fire Control Officer and shire representatives.

The Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer will be elected by the Brigade delegates at the meeting each year and will be officially appointed at the next ordinary meeting of Council.

All Brigades are required to hold their Annual General Meetings before the Advisory Meeting takes place.

Objective:

To regulate the holding of the annual meeting of the Bushfire Advisory Committee and to establish a procedure for election of the Chief and Deputy Chief Bush Fire Control Officers.

Resolution No: 59/05
Resolution Date: 19/04/2005

Financial Implications – Nil

Economic Implications – Nil

Social Implications – Nil

Environmental Considerations – Nil

Consultation – CEO; Boddington Chief Bushfire Control Officer - William Batt,

Options

Council can resolve:

1. the Officer's Recommendation; or
2. resolve an amended Officer's Recommendation with other amendments, giving reasons.

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.5.2

That Council appoints the following persons as authorised Bush Fire Control Officers for the Shire of Boddington for 2019/20:

- i) Mr Joshua Potts – Shire Ranger; and
- ii) Mr Steven Barratt – Captain Boddington Volunteer Bush Fire Brigade

8.6 CHIEF EXECUTIVE OFFICER:

8.6.1 Action Sheet

Disclosure of Interest: Nil
Date: 9 October 2019
Author: Chris Littlemore

Purpose of Report

To bring forward Councillors information the Action Report with actions taken on previous Council resolutions.

Meeting Date	Resolution Number	Responsible Officer	Subject	Date Completed	Comments Current Status
17/9/19	77/19	DCCS	LOAF Application Shattered World	In progress	Applicant advised of decision. Project to be undertaken and acquitted
17/9/19	78/19	DCCS	LOAF Application – Boddington Riding Club	In progress	Applicant advised of decision. Project to be undertaken and acquitted
17/9/19	79/19	DCCS	Bush Fire Brigade Forward Command Vehicle	In progress	Brigades notified, purchase order for works issued.
17/9/19	80/19	CEO	Boddington Street Machine & Motor Show	27/09/19	Donation paid
17/9/19	82/19	CEO	Tender Construction Works Hotham Park		In progress

For information only.

8.6.2	Actions Performed Under Delegated Authority For The Month Of September 2019
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File Ref. No:	ADM0686
Disclosure of Interest:	Nil
Date:	9 October 2019
Author:	Chief Executive Officer
Attachments:	Nil

Summary

To report back to Council actions performed under delegated authority for the month of September 2019.

Background

There is no specific requirement to report on actions performed under delegated authority. But to increase transparency this report has been prepared for Council and includes all actions performed under delegated authority for the month of September 2019.

Affixing of Common Seal

One off delegations to the Chief Executive Officer;

Authorisation to call Tenders

Building Permits issued;

Development Approvals issued

Subdivision Application

Land Administration

Health Approvals issued;

Comment

The following tables outline the action performed within the organization relative to delegated authority for the month of September 2019 and are submitted to Council for information.

Common Seal - Nil	
Date Affixed	Documentation

One-off delegation by CEO	
Date	Delegation
3/9/19	Boddington Community Club – Bowling Greens – extended trading permit
11/9/19	Council leasing Lease to Watervale Investments Lot 210 Bannister Road
18/9/19	Boddington Football Club – Occasional Liquor Licence
19/9/19	Boddington Cricket Club – Permission to consume alcohol – various dates.

Authorisation to call Tenders - Nil	
Date	Action

Peter Haas – PEHO – Nil			
Building Applications			
Application No.	Applicant	Lot & Street	Type of Building Work
Health - Nil			

Steve Thompson - Town Planning Consultant			
Development Approvals			
Application No.	Applicant	Lot & Street	Type of Approval
A1208	Pete Severin	Lot 512 Bannister Road, Marradong Boddington	Change of Use Outbuilding to Dwelling
A1270	C Candy	Lot 315 Fraser Road, Boddington	Sea container for general storage.
Subdivision Applications - Nil			
Application No.	Applicant	Lot & Street	Action
Land Administration - Nil			
Application No.	Applicant	Lot & Street	Action

Strategic Implications – Nil

Statutory Environment

Regulation 19 of the *Local Government (Administration) Regulations 1996* requires delegates to keep a record of each occasion on which they exercise the powers or discharge the duties delegated to them.

Policy Implications - Nil

Financial Implications - Nil

Economic Implications – Nil

Social Implications - Nil

Environmental Considerations – Nil

Consultation - Nil

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.2

That Council accept the report outlining the actions performed under delegated authority for the month of September 2019.

8.6.3 Review of Purchasing Policy

File Ref. No:	ADM0104
Disclosure of Interest:	The Author declares that they do not have any conflicts of interest in relation to this item
Date:	8 October 2019
Author:	Chief Executive Officer
Attachments:	8.6.3A Amended Purchasing Policy

Summary

For Council to consider amending the Purchasing Policy.

Background

Council's auditors have suggested Council's Purchasing Policy needs further amendment in that it does not specify where a purchase order does not need to be raised where in fact there are a number of purchase types where a purchase order is superfluous.

The auditors also note that the purchase policy does not reflect the practice where lesser value goods or services are required to meet operational requirements yet no quotation is obtained prior to the work commencing. Examples of this include grave digging, plumbing and electrical repairs, storm damage and hire of minor plant and equipment.

Comment

A good example of where a purchase order is not required is where there is only one supplier, such as a training course put on by WALGA. Another example would be where goods are purchased with a credit card as credit cards are only issued to the CEO, Director of Corporate and Community Services, Principal Environmental Health Officer and Works Manager.

Appropriate wording to be added to Council's existing Purchasing policy:

A purchase order is not required where the payment is for:

- a) a utility charge such as water, electricity, telephone
- b) goods or services supplied under a standing contract such as cleaning, audit, waste collection, fuel, information technology services, town planning or payroll services
- c) training courses
- d) goods and services under \$500
- e) purchase by credit card

This does not affect anything else in the Purchasing Policy such as the intent to purchase locally where possible.

Additionally, it is proposed to further amend the Purchasing Policy by adding a category of purchases less than \$1500. This amendment to the policy reflects that the day-to-day operations necessitate goods and services being purchased in short order and at times only one contractor is able to complete the work in the necessary timeframe. Water sewer and electrical disruptions being prime examples.

Amount of Purchase	Policy
Less than \$1,500	Goods and services may be purchased without first obtaining a quotation.
\$1,500 - \$5,000	Goods and services may be purchased with a single verbal quotation. Quotations will be documented.
\$5,001 - \$50,000	Obtain 3 written quotations from 3 alternative suppliers. If the officer is unable to obtain 3 quotes this should be documented and purchase approved by the CEO. Where the CEO has sought the quotations and is unable to obtain 3 quotes this should be documented and the purchase approved by the Shire President. All quotations will be documented.

Strategic Implications: Nil.

Statutory Environment Nil

Policy Implications – The policy amendments reflect current business practice.

Financial Nil.

Economic Implications - Nil

Social Implications – Nil

Environmental Considerations – Nil

Consultation

Auditors and Councillors.

Options

Council can:

1. Accept the Officer's Recommendation;
2. Amend the Officer's Recommendation; or
3. Not accept the Officer's Recommendation giving reasons.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.3

That Council adopt the amended Purchasing Policy in attachment 8.6.3A

ATTACHMENT 8.6.3A

13.3 PURCHASING OF GOODS AND SERVICES

Policy Statement:

This policy will be read in conjunction with Council Policy 13.1 BUY LOCAL POLICY (REGIONAL BUSINESS AND REGIONAL PRICE PREFERENCE)

Amount of Purchase	Policy
Less than \$1,500	Goods and services may be purchased without first obtaining a quotation.
\$1,500 - \$5,000	Goods and services may be purchased with a single verbal quotation. Quotations will be documented.
\$5,001 - \$50,000	Obtain 3 written quotations from 3 alternative suppliers. If the officer is unable to obtain 3 quotes this should be documented and purchase approved by the CEO. Where the CEO has sought the quotations and is unable to obtain 3 quotes this should be documented and the purchase approved by the Shire President. All quotations will be documented.
\$50,001- Dollar value specified by Local Government (Functions and General) Regulations 1996 Clause 11	Obtain 3 written quotations from alternative suppliers, with the following conditions applying: <ul style="list-style-type: none"> • Staff will allow a minimum of 10 working days for a quote to be provided. If more than 10 working days is provided, all suppliers will be allowed the same time to respond. Shorter periods will only be permitted with CEO approval should circumstances require. • The request for quotation should include as a minimum the following: <ul style="list-style-type: none"> ○ Written specification ○ Price schedule ○ Conditions of responding ○ Validity period of offer. • Offer to all prospective suppliers at the same time any new information that is likely to change the requirements. • Respondents should be advised by writing as soon as possible after the final determination is made approved. • If officer unable to obtain 3 written quotes this should be documented and the purchase approved by the CEO. • Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under this threshold.
Dollar value specified by Local Government (Functions and	Conduct a public tender process in accordance with the provisions for the Local Government (Functions and General) Regulations 1996.

ATTACHMENT 8.6.3A

Amount of Purchase	Policy
General) Regulations 1996 Clause 11	<p>Council will also enforce the following additional requirements:</p> <ul style="list-style-type: none"> • Acceptance of a tender for construction projects will be subject to the execution of a contract based on the standard contract supplied by the Master Builders' Association; and • Any decision not to call tenders for goods and services valued at more than \$150,000 because of one of the exceptions listed in Regulation 11(2) shall be by Council resolution.

Staff engaged in procurement should seek quotations from local suppliers and contractors in the first instance.

Where a written quotation is supplied, the supplier will be promptly notified of the outcome once a decision to purchase or not proceed as the case may be. If appropriate, feedback will be supplied to assist the supplier in assessing why they were unsuccessful.

Staff engaged in procurement should ensure that they obtain value for money and be accountable for their actions. If staff have any doubt about whether value for money is being obtained, additional quotes should be sought.

Where it is considered beneficial to the Shire of Boddington, the following may occur:

- more than one quotation or written quotation may be sought in lieu of seeking a single verbal quotation.
- Council may take advantage of the WALGA preferred supplier list, availing itself of the work in completing extensive due diligence that WALGA has undertaken on behalf of Councils.

A purchase order is not required where the payment is for:

- a utility charge such as water, electricity, telephone
- goods or services supplied under a standing contract such as cleaning, audit, waste collection, fuel, information technology services, town planning or payroll services
- training courses
- goods and services under \$500
- purchase by credit card

Objective:

To deliver a best practice approach and procedures to internal purchasing for the Shire of Boddington.

Resolution No: 129/15
 Resolution Date: 15/12/2015
 Revised 27/02/2019 RESOLUTION No: 22/19

8.6.4 WALGA Climate Change Declaration

File Ref. No: ADM0627
Disclosure of Interest: The Author declares that they do not have any conflicts of interest in relation to this item.
Date: 7 October 2019
Author: C Littlemore
Attachments: 8.6.4A WALGA Climate Change Declaration

Summary

For Council to consider re-endorsing the WALGA Climate Change Declaration.

Background

Council previously endorsed the WALGA Climate Change Declaration on 21 February 2012.

Comment

Given the level of interest in climate change, it may be appropriate for Council to re-endorse the WALGA Climate Change Declaration.

In future, Council will need to consider an action plan to give effect to the ideals espoused powers in the declaration.

An action plan would deal with the specifics of:

Target date to achieve carbon neutrality,

Climate change adaption strategy incorporating,

- Research to improve understanding of climate change and risks
- Policy and design to prevent or mitigate effects through revised design and planning;
- Structural to prevent effects through built solutions and maintenance; and
- Behavioural to raise awareness among key internal and external stakeholders and improve their capacity to respond to risks.

Strategic Implications

By signing the declaration the Shire commits to a number of actions associated with the Strategic Plan and greenhouse gas emissions reductions targets, along with reporting of our progress. It is anticipated that Climate Change will be addressed in the Shire's strategic plan.

Statutory Environment

There are no statutory or legal implications associated with this report.

Policy Implications

There are currently no policy implications for Council arising from this report. However Council may wish to consider implementing policies associated with this declaration.

Financial Implications

There are no financial implications associated with this report. However future actions that are implemented will form part of a future annual budget process and have financial impact on Council.

Economic Implications - Nil

Social Implications – Nil

Environmental Considerations – Yes, this is the reason for the report.

Consultation

There has been no consultation undertaken in relation to this report.

Options

Council can:

1. Accept the Officer's Recommendation;
2. Amend the Officer's Recommendation; or
3. Not accept the Officer's Recommendation giving reasons.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.4

That Council

1. Re-endorses the WALGA Climate Change Declaration, and
2. Requests that the CEO prepare a Climate Change Action Plan for Council consideration.



The Western Australian Local Government Declaration on Climate Change

The Shire of Boddington acknowledges that:

- Evidence shows that climate change is occurring.
- Climate change will continue to have significant effects on the Western Australian environment, society and economy, and the Local Government sector.
- Human behaviours, pollution and consumption patterns have both immediate and future impacts on the climate and environment.

The Shire of Boddington supports the:

- Environmental, social and economic benefits of addressing climate change immediately.
- Opportunity for Local Government to demonstrate leadership in climate change management at a community level.
- Development of equitable and implementable State and Commonwealth strategies for climate change management.

The Shire of Boddington commits from date of signing to:

- Set an appropriate, individual Local Government emissions reduction target and work toward its achievement.
- Work with State and Federal Government to ensure achievement of greenhouse gas emissions reduction targets as set out in key National and International agreements.
- Work with State and Federal Government to implement key actions and activities for climate change management at a local level.
- Assess the regionally specific risks associated with climate change and implications for Local Government services, and identify areas where appropriate mitigation and/or adaptation strategies should be applied.
- Develop an internal Climate Change Action Plan (CCAP) for climate change actions across all Local Government functions, with a focus on the two, five and ten year future.
- Ensure that, at appropriate review intervals, the strategic plan and policies for the Local Government are reviewed and amended to reflect climate change management priorities and emissions reduction targets.
- Encourage and empower the local community and local businesses to adapt to the impacts of climate change and to reduce their greenhouse gas emissions.
- Monitor the progress of climate change initiatives and ensure full communication of achievements for Council and Community.

Signed:

President - Shire of Boddington

Date

Signed:

President - WALGA

Date

8.6.5 Request for Approval to Drill within Road Reserve

Location:	Un-named Road off Lower Hotham Road
Applicant:	South32 Worsley Alumina Pty Ltd
File Ref. No:	AMD0302
Disclosure of Interest:	Nil
Date:	08 October 2019
Author:	Chief Executive Officer
Attachments:	8.6.5A Letter of Application 8.6.5B Location Plan

Summary

South32 Worsley Alumina Pty Ltd (Worsley) requests approval for the temporary closure of an un-named road off Lower Hotham Road to all traffic from time to time to allow mining equipment to drill 24 test holes for the purpose of confirming bauxite grades.

The period of the closure sought is from 1 November 2019 to 30 June 2021.

Background

Council has received a request from South32 for permission to drill in a road reserve. The road reserve is an unnamed road off Lower Hotham Road which is locally known as Forty Hollow Road.

The requirement for this proposed closure is to close the road for short periods.

Liaison with and alternative access for residents and emergency services is to be coordinated by South32.

Comment

This application, if approved, is expected to have limited impact on local residents.

Strategic Implications

Agreement to the closure will allow Worsley to accurately determine the extent of the resource as a part of its normal routine.

Statutory Environment

Council has the authority under the Local Government Act to allow roads to be closed at particular times and for particular purposes. The main requirement is that adequate public notice of the proposal is given and to consider those submissions.

Policy Implications - Nil

Financial Implications - Nil

Economic Implications - Approval will in a small way assist in employment at the mine.

Social Implications - Nil

Environmental Considerations

Consultation

Worsley will continue to liaise with local road users to minimise the impact the intermittent closure will have on them.

Options

Council may accept, reject or amend the proposal to include conditions however, the applicant always has the right to appeal to the State Administrative Tribunal.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.5

That Council:

1. Support the application of South32 Worsley Alumina Pty Ltd (Worsley) to temporarily close unnamed road off Lower Hotham Road which is locally known as Forty Hollow Road for the period 1 November 2019 to 30 June 2021 for the purpose of drilling test holes.
2. Advise Worsley that it will be required to meet the following conditions:
 - Meet the cost of formal advertising;
 - Advising local residents, road users and Council prior to commencement of works;
 - Be responsible for traffic control;
 - Maintaining signs in working order at all times when mining activities require road closure;
 - Re-instate the unnamed road at the conclusion of the project.

ATTACHMENT A



16 September 2019

South32 Worsley Alumina Pty Ltd
PO Box 344
Collie WA 6225
Australia
T: +61 8 9734 8311
south32.net

Mr Chris Littlemore
Chief Executive Officer
Shire of Boddington
PO Box 4
BODDINGTON WA 6390

Dear Chris

South32 Worsley Alumina Pty Ltd - Request for Approval to Drill Within Road Reserve

South32 Worsley Alumina Pty Ltd (Worsley), requests approval from the Shire of Boddington to drill 24 exploration drill holes within an unnamed road reserve off Lower Hotham Road, Lower Hotham.

The road reserve in question has a sign at the Lower Hotham Road intersection showing "Blue Wren Farm" and is a minor, gravel track providing farm access that terminates at a 'dead end' as per the attached Location Map. The road reserve has the following reserve references:

Land ID	3567471
Polygon ID	11536485
Pi-parcel	P Road
latitude	32.970602
longitude	116.421117

The drilling proposed is Worsley's low environment impact, routine grade control drilling on a 25m drill hole spacing using the vacuum drilling technique. The holes are drilled with a 50mm drill bit and are expected to be less than 10 metres deep and not reach the water table. Worsley has conducted drilling on the Worsley owned property to the west of the road reserve which shows the presence of bauxite. Completion of this proposed drilling will improve the accuracy of Worsley's grade control model. For your information, a map is attached showing the drill hole locations within the road reserve.

Registered Office: Gastaldo Road Allanson Western Australia 6225 Australia
ABN 56 006 905 155 Registered in Australia

South32 Worsley Alumina Pty Ltd is the manager of the Worsley Joint Venture - Bauxite/Alumina Operations. Liability and responsibility of the Joint Ventures is several in accordance with the following schedule of participating interests: South32 Aluminium (RAA) Pty Ltd 56%, South32 Aluminium (Worsley) Pty Ltd 30%, Japan Alumina Associates (Australia) Pty Ltd 10%, Sojitz Alumina Pty Ltd 4%.

ATTACHMENT A

Worsley will provide fair warning to landowners who access their property via the road reserve of the scheduled times and dates for the planned drilling and will also advise the Shire of Boddington. Worsley will also take appropriate measures to control traffic using an approved vendor and minimise disruption to local traffic during drilling.

Upon completion, Worsley will ensure that as much as possible of the drill spoil is returned to each hole, each hole is securely capped and that the track surface is returned to its original condition. It is anticipated that the drilling will be completed during the 2019/2020 summer, however Worsley seeks approval to drill these holes over two summer seasons to provide for possible contingencies, specifically between 1 November 2019 to 30 June 2021.

Worsley seeks written consent from the Shire of Boddington to conduct drilling at the above location.

Please do not hesitate to contact Chris Sjoberg on 08 9734 9434, in the first instance, if you require any further information to assist in your deliberations. I look forward to receiving the Shire of Boddington's approval soon and request that you provide your response via email to chris.sjoberg@south32.net.

Yours sincerely



Allen Bailey
Manager Operations

Enc. Map

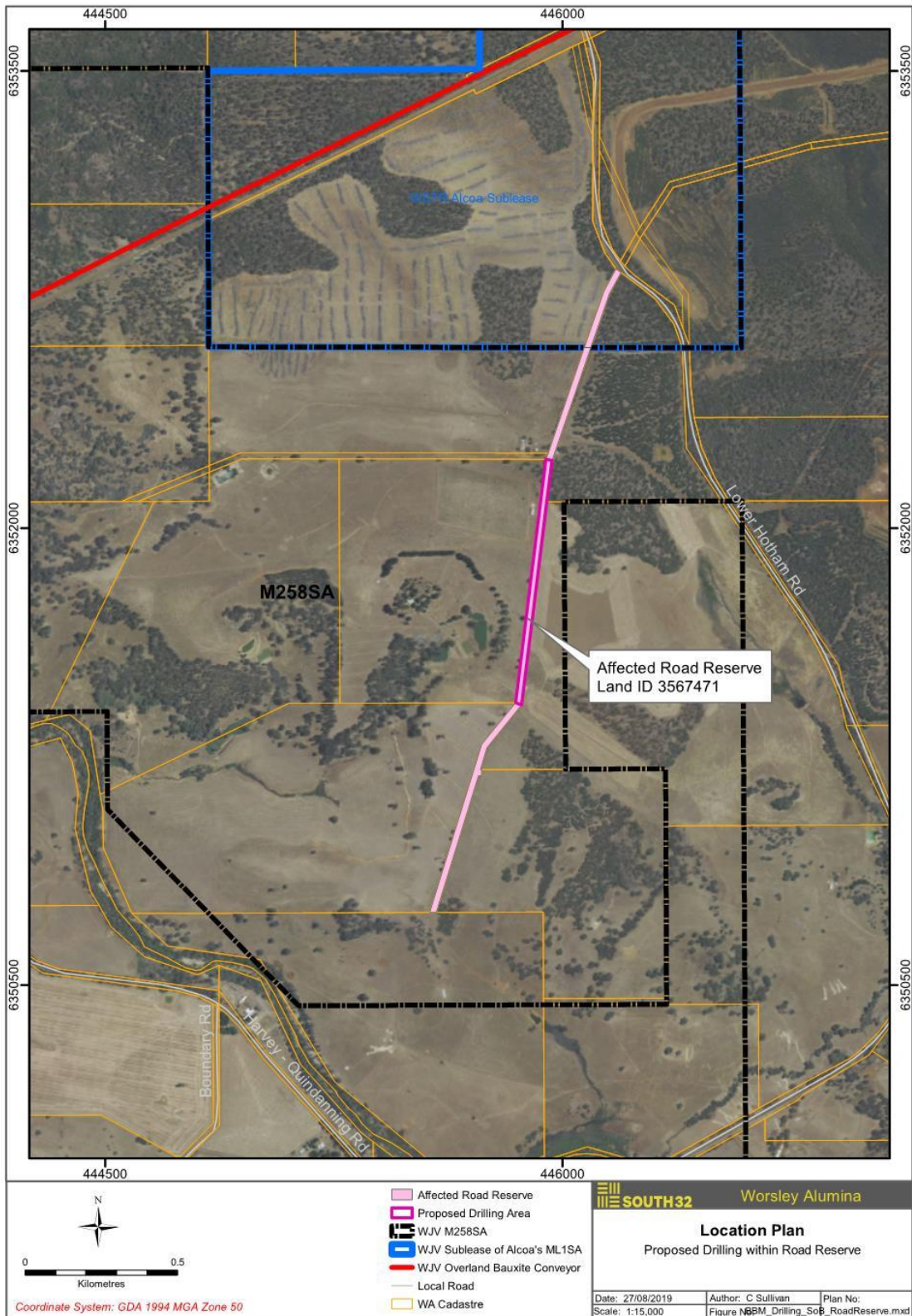
cc: Mark Worthington
Monica Treasure

Registered Office: Gastaldo Road Allanson Western Australia 6225 Australia
ABN 58 008 905 155 Registered in Australia

2

South32 Worsley Alumina Pty Ltd is the manager of the Worsley Joint Venture – Bauxite/Alumina Operations. Liability and responsibility of the Joint Ventures is several in accordance with the following schedule of participating interests: South32 Aluminium (RAA) Pty Ltd 56%, South32 Aluminium (Worsley) Pty Ltd 30%, Japan Alumina Associates (Australia) Pty Ltd 10%, Sojitz Alumina Pty Ltd 4%.

ATTACHMENT B



8.6.6 Donation Lions Cancer Institute Big Day Out

File Ref. No: ADM0071
Disclosure of Interest: The CEO is a member of the Boddington Lions Club.
Date: 8 October 2019
Author: Chris Littlemore CEO
Attachment : Nil

Summary

Council is to consider making a donation to support the Lions Cancer Institute Big Day out.

Background

Council has received correspondence from the Lions Cancer Institute seeking a donation towards their annual Big Day Out. The event provides entertainment for young persons hospitalised over the Christmas period.

Comment

Council considered the matter at the October Councillor Information session where advice was provided that there may be a small number of children from Boddington Shire who would benefit.

Statutory implications: Nil

Strategic Implications Nil

Policy Implications - Nil

Financial Implications Council has funds it is donation budget.

Economic Implications Nil.

Social Implications: Nil.

Environmental Considerations - Nil.

Consultation: Councillors, Boddington District High School

Options

Council can:

1. adopt the recommendation/s;
2. adopt the recommendation/s with further amendments; or
3. not accept the recommendation/s, giving reasons..

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.6

That Council donate \$250 to the support the Lions Cancer Institute Big Day Out.

8.6.7 Request for Support Boddington Refund Point

Applicant:	Peel Thunder trading as Community Recycling WA
File Ref. No:	AMD0177
Disclosure of Interest:	Nil
Date:	08 October 2019
Author:	Chief Executive Officer
Attachments:	8.6.7A Letter from Peel Thunder

Summary

Council is to consider supporting Community Recycling WA application for a refund point in Boddington.

Background

Boddington has been selected for eligibility to host a Flexible Refund Point under the container deposit scheme.

Comment

Council invited community organisations in Boddington to express interest in becoming/operating a flexible refund point. No organisations came forth in Boddington.

Council has considered whether it should operate a refund point.

The potential location for the refund point would have been the Old Council Depot. To operate from this location would have required substantial amendment to the existing lease held by The Boddington Mens Shed, the conversion of the existing office into a refund administration area, improvements in security to keep recycled containers safe from theft while awaiting transport to recycling centres.

It would also require Council to provide staffing for customer interaction and container sorting. There would have also been a requirement to facilitate cash handling and electronic payments. All of these things would have had to been achieved with an annual income source of around \$20-\$30,000.

Peel Thunder have established a separate business entity, Community Recycling WA. Under this business name, they are intending to apply to operate Refund Points throughout the Peel including Boddington, Jarrahdale and Waroona as flexible refund points.

Their business model is to provide a mobile Refund Point which would visit the communities named above on a fixed schedule. This schedule would include four hours on a weekday and four hours on a weekend day.

Community Recycling WA would be responsible for establishment costs, recruitment, employment, insurance, workers compensation, superannuation, security of recycled materials and storage. In short, relieving Council of all of the responsibilities for operating a refund point.

Community Recycling WA will also be responsible for promoting the scheme to sporting bodies, community groups and the local school. These organisations will receive 100% of the container deposit for all materials they recycle through the Refund Point.

Apart from a letter of support, they are requesting Council to nominate a suitable collection point.

Ideally, this would be a place that is easy to access for the mobile refund point and for customers.

An ideal location may be Central Car Park between the Council building and the former Medical Centre.

Strategic Implications

This agreement will ensure that the container deposit scheme is operated in Boddington without imposing any burden on the Council to deliver the scheme.

Statutory Environment Nil

Policy Implications - Nil

Financial Implications - Nil

Economic Implications - Approval will in a small way assist in employment at the mine.

Social Implications - Nil

Environmental Considerations Nil

Consultation Nil

Options

Council can:

1. adopt the recommendation/s;
2. adopt the recommendation/s with further amendments; or
3. not accept the recommendation/s, giving reasons..

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.7

That Council:

1. Support the application of Community Recycling WA to operate a Flexible Refund Point in Boddington.
2. Approve Community Recycling WA to operate from Central Car Park in Bannister Road.

ATTACHMENT 8.6.7A



4 October 2019

Shire of Boddington
Mr Chris Littlemore
CEO
39 Bannister Road
Boddington WA 6390

Dear Chris

WARRRL Application – Containers for Change

Thank you for your time yesterday. As discussed the West Australian Government has appointed WARRRL under the Act to deliver the Container Deposit Scheme, including the establishment of Refund Points. The WA Government has determined its coverage and access requirements and have stipulated a minimal regional representation which includes the operation of a Flexible refund point in Boddington.

The Peel Thunder Football Club's wholly owned subsidiary, *Community Recycling WA* will be submitting an application to WARRRL to operate several Refund Point operations and would like to include, as part of its application, to operate a Flexible Refund point in Boddington. This Refund Point will open at least 16 hours per fortnight including at least eight weekend hours. Refund amounts will be paid to customers in cash unless the customer has a Scheme ID or nominates to donate their refund to their chosen registered group (funds will be electronically deposited).

The perceived benefits of implementing a Container Deposit Scheme include:

- Environmental – reduction in litter, positive environment impacts;
- Economic – fundraising mechanism for charities and groups, income stream for children and low income households and job creation;
- Market development – creates a better quality recycling product; and
- Social – increases community care about recycling through incentivisation, education for children (importance of recycling, environmental issues and the value of money).

We note should *Community Recycling WA*'s application be successful we envisage the creation of up to 100 new jobs within the Peel region.

Community Recycling WA would appreciate a letter of support from the City to submit with its application (closing date is 21 October 2019). We would also appreciate your feedback with regards to suitable sites within the main shopping precinct for the Refund Point.

Should you wish to discuss this matter further please do not hesitate to contact me.

Yours sincerely

John Ditchburn
CEO, Peel Thunder Football Club IncM. 0418 914 815



11 Dower Street, David Grays Arena, Mandurah – Po Box 500, Mandurah WA 6210
Tel 08 9537 5400 Fax 08 9581 5134 ABN 76 493 868 960 www.peelthunder.com.au



8.6.8 Appointment of Acting Chief Executive Officer Policy

File Ref. No:	ADM 0104
Disclosure of Interest:	Nil
Date:	April 2017
Author:	Chris Littlemore
Attachments	8.6.8A Appointment of Acting Chief Executive Officer Policy

Summary

Council is to consider adopting an Appointment of Acting Chief Executive Officer Policy.

Background

Council has the opportunity to consider new policies of at any time during the year.

Council presently delegates authority for the appointment of an Acting Chief Executive Officer to the CEO as follows:

"That the Chief Executive Officer be authorised to appoint any of the Senior Executive Managers to be Acting Chief Executive Officer during the absence of the Chief Executive Officer as and when required subject to the Council being provided with prior notice when possible, or as soon as practicable."

Comment

It is common for Council's to determine who will be appointed Acting Chief Executive Officer where periods of leave exceed four weeks.

Also, during short periods of leave where the CEO remains contactable and therefore able to act as CEO, the Council may elect not to appoint an Acting Chief Executive Officer.

Strategic Implications

Appropriate policy is a cornerstone of good governance, providing the public, staff and Councillors with guidance on certain aspects of Council's operating policies.

Statutory Environment

S5.36

- (1) A local government is to employ —
 - (a) a person to be the CEO of the local government.

Policy Implications

As described above

Financial Implications

There are potential savings if Council does not appoint an Acting CEO on every occasion that the CEO takes leave.

Economic Implications – Nil.

Social Implications – Nil

Environmental Considerations – Nil

Consultation - Nil

Options

Council can resolve to:

1. adopt the Officer's Recommendation
2. amend the Officer's Recommendation (giving reasons)
3. not adopt the Officer's Recommendation (giving reasons)

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.8

That Council adopt the Appointment of Acting Chief Executive Officer Policy.

11.1 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER POLICY

Policy Statement:

Where the Chief Executive Officer is to be absent from work for a period exceeding four weeks, the Council, on advice from the Chief Executive Officer shall determine whom it wishes to appoint to the position of Acting Chief Executive Officer.

Where the Chief Executive Officer is to be absent from work for a period exceeding 10 consecutive working days but not greater than four weeks, the Chief Executive Officer shall be authorised to appoint an appropriate senior officer to the position of Acting Chief Executive Officer.

Where the Chief Executive Officer is to be absent from work whether interstate or overseas for a period not exceeding 10 consecutive working days, the Chief Executive Officer may elect not to appoint an Acting Chief Executive Officer, provided that he or she is able to be contacted by telephone.

Where the Chief Executive Officer appoints an Acting Chief Executive Officer or elects not to appoint an Acting Chief Executive Officer in accordance with the above, the Chief Executive Officer is to advise all Elected Members in writing of the appointment and the period to which the appointment relates as soon as practicable.

Objective:

To provide guidance to the Chief Executive Officer in the exercise of their Delegated Authority A-4.

Resolution No:

Resolution Date:

9. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS MOTION HAS BEEN GIVEN:

Nil

10. URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING:

Nil at this time.

11. CONFIDENTIAL ITEM:

Nil at this time.

12. CLOSURE OF MEETING: