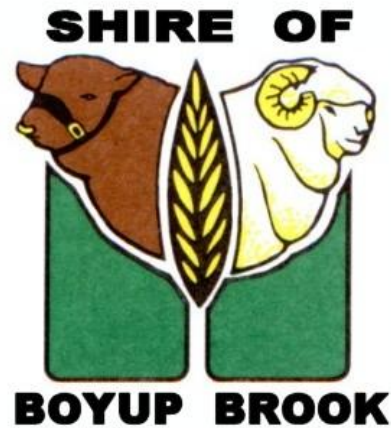


MINUTES



ORDINARY MEETING

held

THURSDAY 17 October 2019
Commenced AT 5.00PM

AT

SHIRE OF BOYUP BROOK
CHAMBERS
ABEL STREET - BOYUP BROOK

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RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

1.1 Attendance

Cr R Walker - Deputy Shire President
Cr S Alexander
Cr P Kaltenrieder
Cr K Moir
Cr H O'Connell
Cr T Oversby
Cr E Rear

STAFF: Mr Stephen Carstairs (Acting/CEO)
Mrs Maria Lane (Executive Assistant)

OBSERVER: Mr Adrian Price
Ms Glenda Moroni

1.2 Apologies

Cr G Aird
Cr E Muncey

1.3 Leave of Absence

2 PUBLIC QUESTION TIME

2.1 Response to Previous Public Questions Taken on Notice

3 APPLICATIONS FOR LEAVE OF ABSENCE

4 PETITIONS/DEPUTATIONS/PRESENTATIONS/REPORTS

Cr Sarah Stanley - Shire President for Collie provided Council with a brief overview of Community/Banking and gave a powerpoint presentation on the Community Bank Model.

Cr O'Connell attended the Rylington Park Annual Field Day on 20 September 2019.
Cr O'Connell attended the BBTA Management Committee meeting on 23 September 2019.
Cr O'Connell attended the Rylington Park Management Committee meeting on 2 October 2019.

Cr Alexander attended the CoMHAT fair on 12 October 2019.

Cr Rear attended a workshop in relation to the CEO position on 24 September 2019.
Cr Rear was on the interview panel for selecting a new CEO which was held on the 3rd and 4th October 2019.

Cr Rear attended a meeting at the Boyup Brook Museum on 9 October 2019.
Cr Rear attended the fish and chip night at Wilga on 11 October 2019.
Cr Rear attended the CoMHAT Family day on 12 October 2019.

Cr Walker attended the fish and chip night at Wilga on 11 October 2019

5 DISCLOSURE OF INTEREST

Cr O'Connell declared an impartiality interest in item 9.4.5

Cr Oversby declared an impartiality interest in item 9.4.4

Cr Oversby declared an impartiality interest in item 12.1

COUNCIL DECISION

MOVED: Cr Rear

SECONDED: Cr Kaltenrieder

That the Council adopts enbloc 6.1 and 6.2 with the following changes to the Ordinary Council Minutes held on 19 September 2019.

Item 11.1.1 - page 47 - include Cr Moir's name to be recorded against the motion.

CARRIED 7/0

Res 243/19

6 CONFIRMATION OF MINUTES

6.1 Ordinary Council Minutes - 19 September 2019

COUNCIL DECISION & OFFICER RECOMMENDATION - Item 6.1

That the minutes of the Ordinary Council Meeting held on Thursday 19 September 2019 be confirmed as an accurate record.

CARRIED BY ENBLOC 7/0

Res 244/19

6.2 Special Council Minutes - 7 October 2019

COUNCIL DECISION & OFFICER RECOMMENDATION - Item 6.2

That the minutes of the Special Council Meeting held on Thursday 7 October 2019 be confirmed as an accurate record.

CARRIED BY ENBLOC 7/0

Res 245/19

7 PRESIDENTIAL COMMUNICATIONS

Nil

8 COUNCILLORS QUESTIONS ON NOTICE

Nil

9.1 ACTING CHIEF EXECUTIVE OFFICER

9.1.1 Crisis Accommodation in Boyup Brook

Location:	Caravan Park
Applicant:	Sergeant James Gaunt
File:	Flax Mill
Disclosure of Officer Interest:	None
Date:	11 October 2019
Authors:	Angela Hales (Consultant) and Stephen Carstairs Acting CEO
Authorizing Officer:	Stephen Carstairs - Acting CEO
Attachments:	Yes

SUMMARY

This report is for Council to consider assisting the Boyup Brook Police (refer Sergeant Gaunt's correspondence attached), providing them with access to the cottage at the Flax Mill Caravan Park, for the purpose of short term (24 - 48 hour) crisis accommodation.

BACKGROUND

The nearest crisis accommodation to Boyup Brook is at Bunbury, a three (3) hour plus turn around.

A report on the Flax Mill Caravan Park cottage appears in the 22 August 2019 minutes, and is reiterated as follows:

Environmental Health and Safety

The cottage was inspected on 13 August 2019, and concerns as follows will need to be addressed:

- Beds currently exceed the floor space and ablutions provided (1 x DB, 4 x SB, 4 x SB)
- Lack of privacy for bedrooms - walk through/adjoining rooms converted into bedrooms
- There are cleaning and hygiene standards around bed linen (Health Local Laws)
- Exit sign currently not illuminated - (tubes or battery)
- 1 x smoke alarm in entry (required in each bedroom if multiple accommodation - unsure if hard wired)
- No fire-fighting appliances (extinguisher or fire blanket)

- Switchboard currently not enclosed/locked
- No laundry provided (required if caretakers cottage)
- Paving around entry door uneven and large hole near step covered by carpet/mat
- Evidence of a history of white ants in large beam and internal walls (unsure of treatment date & any follow up inspections)
- No appropriate stove provided, space in kitchen to locate under exhaust hood

Value to the Community

The Flax Mill Cottage is on the Municipal Inventory, meaning Council and the administration should investigate this point further to establish the appropriate possibilities for the building.

Considerations would include:

- How much does the community love this building?
- Do the people of Boyup Brook have an assumed/perceived ownership of the building?
- Would there be strong opposition to the possibility of demolition?
- Should the Shire seek public consultation, or could Council simply vote on the building's future?

Building Services

The cottage was inspected on 13 August 2019, and concerns as follows will need to be addressed:

- At the end of any improvement process the Shire will still have an old building and everything has a use by date and there needs to be consideration for new verses old.
- There is Asbestos on this building and though this is not currently a problem when left in situ, we don't know about any future legislative changes. Also it is a difficult product to work around using current legislation. OHS requirements do not permit sawing, drilling, water blasting etc, any future use or works need to consider this problem.
- Occupier expectations, the cottage appears to have been caught in a time warp may have once been acceptable for low budget sporting clubs of the 1970s, but in 2019 accommodation is more refined.
- We need to consider what visitors take away as an image of Boyup Brook and we should put our best foot forward, it is not good enough to have a failing building with a kitchen, beds, décor etc that one would not be prepared to live in yourselves.
- The floor is uneven and requires restumping to level the floor. The space under a floor is called a crawl space and its purpose is for ventilation and maintenance. Unfortunately in this instance the crawl space is too small

to access the underside of the floor for maintenance including stump replacement.

- At some stage in the past there has been substantial termite damage, the extent of the damage is unknown and there are signs of termite infestation throughout the building.
- Looking at the kitchen sink and the tap ware probably dating to 1960s/70s and there is a likelihood that the plumbing may require upgrading.
- The chances that the electrical wiring has been upgraded are low and looking at the electrical sub board would indicate limited work has taken place.
- Currently there are 3 main rooms with beds. The main bedroom has a sliding door and access to the WC and bathroom is via the other rooms which are bedrooms. There are no internal screening walls or doors to the other rooms.
- Most accommodation in 2019 includes a dining/ lounge sitting area. This was not evident at the time of my visit.
- The building requires a makeover with cupboards, curtains, painting, floor coverings and appliances.
- I express concern that the number of beds in what appears a small cottage is over use for its current purpose.
- Hanging space for clothing etc, draws were not observed during the visit.
- There are no *mod cons*, no television, and the beds looked old and tired.

COMMENT

Sergeant Gaunt, or his nominated officer, will be at Council's Briefing Session on 17 October 2019 to speak to this report and address enquiries from Councillors.

CONSULTATION

Sergeant Gaunt - Boyup Brook Police

STATUTORY OBLIGATIONS - Nil

POLICY IMPLICATIONS - Nil

BUDGET/FINANCIAL IMPLICATIONS

Should Council enter into an arrangement allowing the Boyup Brook Police to use the cottage for short stay crisis accommodation, then a condition of the arrangement should be that, electricity and wear and tear maintenance expenses apart, there should be no ongoing cost to Council and community.

STRATEGIC IMPLICATIONS

If Council determines to assist the Boyup Brook Police in this short stay crisis accommodation initiative, the decision would be in keeping with shire's Community Strategic Plan as follows:

Our Vision

Growing our Community Together

Our Shire will be:

A place for people, with a sense of community, one that is active, vibrant, engaged and connected.

A place that is safe and secure.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION – Item 9.1.1

MOVED: Cr Rear

SECONDED: Cr Oversby

That Council direct the Acting CEO:

1. To draft up a Memorandum of Understanding (MOU) between the Shire of Boyup Brook and the Boyup Brook Police which will allow the Police to use the cottage at the Flax Mill Caravan Park for short stay (24 - 48 hour) crisis accommodation.
2. To bring the Short Stay (24 - 48 hour) crisis accommodation MOU back to Council at its November 2019 ordinary meeting.

AMENDMENT

MOVED: Cr Rear

SECONDED: Cr Oversby

That Council direct the Acting CEO:

1. To draft up a Memorandum of Understanding (MOU) between the Shire of Boyup Brook and the Boyup Brook Police which will allow the Police to use the cottage at the Flax Mill Caravan Park for short stay (24 - 48 hour) crisis accommodation for a 12 month trial.
2. To bring the Short Stay (24 - 48 hour) crisis accommodation MOU back to Council at its November 2019 ordinary meeting.

CARRIED 7/0

Res 246/19

MOTION

That Council direct the Acting CEO:

1. To draft up a Memorandum of Understanding (MOU) between the Shire of Boyup Brook and the Boyup Brook Police which will allow the Police to use the cottage at the Flax Mill Caravan Park for short stay (24 - 48 hour) crisis accommodation for a 12 month trial.
2. To bring the Short Stay (24 - 48 hour) crisis accommodation MOU back to Council at its November 2019 ordinary meeting.

CARRIED 7/0

Res 247/19

9.2 MANAGER WORKS & SERVICES

9.2.1 Intersection Design - Inglis, Cowley, Abel Streets

Location:	<i>Boyup Brook Town Site</i>
Applicant:	<i>N/A</i>
Disclosure of Officer	<i>None</i>
Interest:	
Date:	<i>11th October 2019</i>
Author:	<i>Steele Alexander - Manager Works and Services</i>
Authorizing Officer:	<i>Stephen Carstairs - Acting CEO</i>
Attachments:	<i>MRWA Approved Final Design</i>

SUMMARY

Council is requested to give approval for the attached intersection design to be implemented.

BACKGROUND

At the September 2019 ordinary meeting, Council endorsed the attached design for the intersection of Inglis St, Abel St, and Cowley St and directed the Acting CEO to engage with the community in a three-week consultation period with submissions to be reported to council at the October 2019 ordinary meeting. The submission period closes on Monday, 14th of October 2019.

COMMENT

No submissions have been received at the time of writing this report.

CONSULTATION

Main Roads WA

STATUTORY OBLIGATIONS

Nil

POLICY IMPLICATIONS

Nil

BUDGET/FINANCIAL IMPLICATIONS

- Funding to carryout the works according to the final design has been included in the 2019/20 budget.

- Ongoing maintenance costs of the regulatory signs and road markings will be met by MRWA.

STRATEGIC IMPLICATIONS

With reference to the Strategic Community Plan 2017 - 2027

Our Goals

Built Environment

- Improve road infrastructure

SUSTAINABILITY IMPLICATIONS

- **Environmental**
There are no known environmental issues.
- **Economic**
There are no known environmental issues.
- **Social**

With reference to the Strategic Community Plan 2017 - 2027

Our Goals

Built Environment

- Improve road infrastructure

Social

- Improve community safety.
- Promote outdoor activities, community participation, interactions and connections.
- Strengthen an active and vibrant community.

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION & OFFICER RECOMMENDATION - ITEM 9.2.1

MOVED: Cr Moir

SECONDED: Cr O'Connell

That Council direct the Acting CEO to implement the attached intersection design of Inglis St, Abel St, and Cowley St.

LOST 0/7

Res 248/19

Note: No entry to Inglis from Abel Street maybe a better solution and the request is for the administration to investigate this alternative.

COUNCIL DECISION

MOVED: Cr O'Connell

SECONDED: Cr Rear

That the Council adopts enbloc 9.3.1 and 9.3.2.

CARRIED 7/0

Res 249/19

9.3 FINANCE

9.3.1 List of Accounts Paid in September 2019

Location:	<i>Not applicable</i>
Applicant:	<i>Not applicable</i>
File:	<i>FM/1/002</i>
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>11/10/19</i>
Author:	<i>Kay Raisin – Acting Finance Manager</i>
Authorising Officer:	<i>Stephen Carstairs – Acting Chief Executive Officer</i>
Attachments:	<i>Yes – List of Accounts Paid in September</i>

SUMMARY

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in September 2019 are presented to Council.

BACKGROUND

This report presents accounts/invoices received for the supply of goods and services, salaries and wages, and the like which were paid during the period 01 to 30 September 2019.

COMMENT

The attached listing represents accounts/invoices the shire paid by cheque or electronic means during the period 01 to 30 September 2019.

CONSULTATION

Nil

STATUTORY OBLIGATIONS

Local Government (Financial Management) Regulations 1996, Regulations 12 and 13 apply and are as follows:

12. *Payments from municipal fund or trust fund*

(1) *A payment may only be made from the municipal fund or the trust fund —*

- (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
 - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*
- (2) *The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*

13. *Lists of accounts*

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

POLICY IMPLICATIONS

Council's *Authority to Make Payments Policy* has application.

BUDGET/FINANCIAL IMPLICATIONS

Account payments accorded with a detailed 2019-20 Annual Budget

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION & OFFICER RECOMMENDATION – Item 9.3.1

That at its October 2019 ordinary meeting Council receive as presented the list of accounts paid in September 2019, totalling \$607,259.86 from Municipal account, \$1707.87 from Trust account, \$34,727.05 from Police Licensing account and \$8.58 from Boyup Brook Early Learning Centre account, as represented by:

Municipal Cheques	20324 - 20333	\$ 15,961.08
Municipal Electronic Payments	EFT8394 – EFT8533	\$ 411,232.44
Municipal Direct Payments		\$ 180,066.34
Trust Cheques	2195 - 2197	\$ 1,707.87
Police Licensing Payments		\$ 34,727.05
BBELC Payments		\$ 8.58

CARRIED BY ENBLOC 7/0

Res 250/19

9.3.2 30 September 2019 Statement of Financial Activity

Location:	<i>Not applicable</i>
Applicant:	Not applicable
File:	FM/10/003
Disclosure of Officer Interest:	None
Date:	10 October 2019
Authors:	Kay Raisin - A/Finance and HR Manager and Stephen Carstairs Acting CEO
Authorizing Officer:	Stephen Carstairs - Acting CEO
Attachments:	Yes – 30 September 2019 Financial Reports

SUMMARY

This report recommends that Council receive the Statement of Financial Activities and Net Current Assets for the month ended 30 September 2019.

BACKGROUND

Section 6.4 of the Local Government Act 1995 places financial reporting obligations on local government operations.

Regulation 34.(1)–(4) of the Local Government (Financial Management) Regulations 1996 requires the local government to prepare a *Statement of Financial Activity*.

The regulations also prescribe the content of the reports, and that details of items of Material Variances shall also listed.

COMMENT

It is a statutory requirement that the statement of financial activity be prepared each month (Regulation 34.(1A)), and that it be presented at an ordinary meeting of the Council within 2 months after the end of the month to which the statement relates (Regulation 34.(4)(a)).

CONSULTATION - Nil

STATUTORY OBLIGATIONS

Local Government (Financial Management) Regulations 1996, Regulation 34.(1A)

Local Government (Financial Management) Regulations 1996, Regulation 34.(4)(a)

POLICY IMPLICATIONS - Nil

BUDGET/FINANCIAL IMPLICATIONS

As presented in the attached reports.

STRATEGIC IMPLICATIONS - Nil

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION & OFFICER RECOMMENDATION – Item 9.3.2

That having had regard for any material variances, Council receive the 30 September 2019 Statement of Financial Activity and Statement of Net Current Assets, as presented.

CARRIED BY ENBLOC 7/0

Res 251/19

9.3.3 Financial Position Benchmarks - Operating Surplus and Assets Renewal Funding ratios

Location:	N/A
Applicant:	N/A
Disclosure of Officer Interest:	None
Date:	11 October 2019
Authors:	Bret Howson - Engineering Consultant and Stephen Carstairs - Acting CEO
Authorizing Officer:	Stephen Carstairs - Acting CEO
Attachments:	Yes 1. Bret Howson's Road Asset Preservation Needs Comparison report 2. Projected Assets Renewal Expenditure 2018-19 to 2027-28

SUMMARY

This report is for Council to consider adopting: Mr Bret Howson's Road Asset Preservation Needs Comparison Report; and the shire's 2018-19 to 2027-28 Projected Assets Renewal Expenditure.

BACKGROUND

In his 2017-18 auditor's report Mr Tim Partridge (Partner AMD Chartered Accountants and shire auditor) reported significant adverse trends in the shire's financial position as follows:

Report on Other Legal and Regulatory Requirements

In accordance with the *Local Government (Audit) Regulations 1996* we report that:

- (i) In our opinion, the following matters indicate significant adverse trends in the financial position of the Shire of Boyup Brook:
 - a. Operating surplus ratio as reported in Note 29 of the financial report is below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard of zero for the last three years (2016: -0.700, 2017: -0.250 and 2018: -0.390); and
 - b. Asset renewal funding ratio as reported in Note 29 of the financial report is below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard of 0.6 for the last three years; (2016: 0.220, 2017: 0.220 and 2018: 0.450).

By way of addressing the shire's adverse asset renewal funding ratio, At a Councillor workshop in June 2019 Councillors considered a (transport) methods comparison report on the matter prepared by Mr Howson (refer attached report), and a ten (10) year assets renewal expenditure projection through to 2027-28 (also attached).

Mr Howson determined that the shire should be investing \$3,347,996 annually into transport assets renewal in order to tread water. When the renewal cost of all the others of Council's assets classes are included with transport, the shire should be investing \$43,757,950 in the 10 year period 2018-19 to 2027-28 i.e. \$4,375,795 annually (refer Assets Renewal Expenditure report attached).

From the shire's Long Term Financial Plan \$26,864,440 is to be expended in the 10 year period, to give an Asset Renewal Funding Ratio of 0.61.

COMMENT

Mr Partridge purported that the shire had an adverse asset renewal funding ratio from the shire's 3 year performance as follows:

28. FINANCIAL RATIOS

	2018	2017	2016
Asset renewal funding ratio	0.45	0.22	0.22

With the shire's 2018-19 asset renewal funding ratio being of the order 0.61, the trend for this financial position indicator would be a positive one progressing from 0.22 in 2017 to 0.45 in 2018 and then 0.61 in 2018-19.

The shire's purported adversely trending operating surplus is not addressed in this report as this and other ratio benchmarks were taken up in WALGA's August 2019 South West Zone meeting as follows:

7.1 Assessment Standards of Financial Sustainability of Councils.

MOTION

Moved	Mr D Blurton	Seconded	Cr B Piesse	Carried
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That the SW Zone request WALGA lobby;

A. For a review of DLGC sustainability measures (ratio benchmarks) in conjunction with the AOG and consider;

- 1. That Adverse trends identified by auditors based on ratios should be made on three- or five-year rolling averages rather single years to account for year to year anomalies including revaluations or accounting reclassifications.***
- 2. That Separate benchmarks be established in accordance with individual Councils band level as the current methodology is a one size fits all approach and does not reflect financial capacity or geographical area.***

CONSULTATION

WALGA SW Zone

STATUTORY OBLIGATIONS

Financial ratios are included in the notes to the annual financial report. These ratios provide users with key indicators of the financial performance of a local government and include comparisons with two prior years.

Under regulation 50 of the *Local Government (Financial Management) Regulations 1996*, the annual financial report is to include, for the financial year covered by the annual financial report and the two preceding financial years, the following:

- a) current ratio;
- b) asset consumption ratio;
- c) asset renewal funding ratio;
- d) asset sustainability ratio;
- e) debt service cover ratio;
- f) operating surplus ratio; and
- g) own source revenue coverage ratio.

POLICY IMPLICATIONS - Nil

BUDGET/FINANCIAL IMPLICATIONS - Nil

STRATEGIC IMPLICATIONS

The shire's Community Strategic Plan sets unrealistic asset renewal funding targets at between 95 - 105% as follows:

Performance Measures

INDEX	LAG INDICATORS	LEAD INDICATORS
Resource index	<p>Assets:</p> <ul style="list-style-type: none"> ✦ Local Government Asset Management Performance Measures Actual Results 	<p>than 200%.</p> <ul style="list-style-type: none"> ✦ Assets: ✦ Asset consumption ratio - between 50% - 75%. ✦ Asset sustainability ratio - between 90% - 110%. ✦ Asset renewal funding ratio - between 95% - 105%.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION & OFFICER RECOMMENDATION – Item 9.3.3

MOVED: Cr O'Connell

SECONDED: Cr Alexander

That Council:

1. Adopt Mr Bret Howson's Road Asset Preservation Needs Comparison Report as attached.
2. Adopt the shire's 2018-19 to 2027-28 Projected Assets Renewal Expenditure, as attached, which has the shire's 2018-19 to 2027-28 ten year asset renewal funding ratio approaching 0.61.

CARRIED 7/0

Res 252/19

9.4 ACTING CHIEF EXECUTIVE OFFICER

9.4.1 Development (Single House) – Lot 308 Kaufmann Close, Boyup Brook

Location:	<i>Lot 308 Kaufmann Close, Boyup Brook</i>
Applicant:	<i>Milford Homes Pty Ltd.</i>
File:	<i>A40147</i>
Disclosure of Officer Interest:	<i>None.</i>
Date:	<i>17 October 2019</i>
Author:	<i>A. Nicoll, Town Planner</i>
Authorizing Officer:	<i>Stephen Carstairs, Acting Chief Executive Officer</i>
Attachments:	<i>Nil</i>

SUMMARY

The purpose of this report is to put before Council the request to develop a Single House at Lot 308 Kaufmann Close, Boyup Brook.

Lot 308 Kaufmann Close, Boyup Brook is zoned 'Special Rural No.6', in accordance with the Shire's *Local Planning Scheme No.2*.

Council discretion is required due to the application proposing to develop a 'Single House' in a bushfire prone area.

The Shire's *Local Planning Scheme No.2* states the following for the 'Special Rural' area:

- xi. All buildings constructed shall, by virtue of materials and design, be reasonably fire resistant. The Council shall from time to time specify its standards for fire resistant buildings.*

It is recommended that the Council approve the single house subject to special conditions to address issues associated with bushfire threat, and including stormwater, potable water and visual amenity to the street.



BACKGROUND

The Shire received an application to develop a 'Single House' at Lot 308 Kaufmann Close (#69).

The proposed building site is located in a bushfire prone area, which means a 'Bushfire Attack Level (BAL) Assessment Report' has been completed by an accredited fire assessor to determine the construction standard of the house in accordance with the *Australian Standards 3959 – 'Construction of Buildings in Bushfire Prone Areas'*.

COMMENT

Proposed 'Single House'

The house is proposed to be located to comply with Scheme boundary setback requirements (min 30m front, 20m side and 25m rear) and in cleared areas to reduce threat from bushfire.

A 130,000l tank is proposed to be developed for potable water supply.

The house is proposed to be located on sloping land and as such is proposed to be positioned on exposed stumps.

It is recommended that a condition of development is included to ensure that exposed areas below the finished floor level, are enclosed with suitable material (e.g. lattice) to improve the amenity to the street.

Bushfire Attack Level Assessment

The BAL report has determined that a dwelling developed at Lot 308 is prone to a bushfire heat rating of 19kw/m².

This means that the dwelling needs to be constructed to comply with sections 3 and 6 of the *Australian Standard 3959 Construction of Buildings in Bushfire Prone Areas (AS3959)*.

The plans have noted the following construction requirements:

- *Sarking material or boards fixed to all external walls and under roof lining to prevent any openings.*
- *Verandahs & decks to be kept separate from building to meet 6mm requirements. Hardie cladding used to separate areas and create gap.*
- *E-vents to include stainless steel ember protection gauze.*
- *Decking to be fitted with not less than 5mm gapping.*
- *Merbau decking included to 300mm beyond external doors.*
- *All flyscreens are to be aluminium mesh.*

It is recommended that a condition of development is included to ensure that the dwelling is constructed to comply with the Commissions Guidelines for Planning in Bushfire Prone Areas and in particular the following:

- An Asset Protection Zone being maintained around the dwelling to ensure the potential radiant heat impact of a fire does not exceed 19kW/m² (BAL-19).

STATUTORY OBLIGATIONS

Shire's Town Planning Scheme No. 2

The house is proposed to be setback in accordance with the *Shires Town Planning Scheme No.2*, which requires development in the 'Special Rural' zone to be located no closer than:

- *30m from front boundary;*
- *20m from side boundaries;*
- *25m from rear boundaries;*
- *30m from*

xi) All buildings constructed shall, by virtue of materials and design, be reasonably fire resistant. The Council shall from time to time specify its standards for fire resistant buildings.

Where a reticulated water supply is not available, nor in reasonable prospect to service proposed lots, Council shall require each dwelling to be provided with a supply of potable water from an underground bore or a rainwater storage tank with a minimum capacity of 92,000 litres to Council's satisfaction.

POLICY IMPLICATIONS

State Planning Policy 3.7 and Guidelines for Planning in Bushfire Prone Areas.

As required by the Commission's *Guidelines for Planning in Bushfire Prone Areas*, habitable dwellings should:

1. Be located in an area where the bushfire hazard assessment is or will, on completion, be moderate or low, or a BAL-29 or below, and the risk can be managed.
2. Incorporate a defensible space around the dwelling that reduces the heat intensities at the building surface thereby minimising the bushfire risk to people, property and infrastructure, including compliance with AS 3959 if appropriate.
3. Have constructed vehicular access and egress to allow emergency and other vehicles to move through easily and safely at all times.
4. Be provided with a permanent and secure water supply that is sufficient for fire fighting purposes.

CONSULTATION

N/A

BUDGET/FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 9.4.1

**MOVED: Cr Oversby
That Council**

SECONDED: Cr Alexander

Grants development approval for Lot 308 Kaufmann Close, for the purpose of 'Single House', subject to the following notice:

Planning and Development Act 2005

Shire of Boyup Brook

**NOTICE OF DETERMINATION ON APPLICATION FOR DEVELOPMENT
APPROVAL**

Location: Lot 308 Kaufmann Close, Boyup Brook

Description of proposed development:

Single House

The application for development is approved subject to the following conditions.

Conditions

1. Prior to occupancy of use, unless varied by a condition of approval or a minor amendment to the satisfaction of the Shire of Boyup Brook, all development shall occur in accordance with the approved plans.
2. Prior to occupancy of use, the exposed below floor areas facing Kaufmann Close, are to be screened with appropriate material to improve the amenity to the street and to comply with construction standards 3 and 6 of the AS3959.
3. A crossover to the subject lot being developed to the satisfaction of the Shire of Boyup Brook.
4. Prior to occupation of use, stormwater is to be managed on-site either by containment or infiltration, as permitted by soil and other site conditions and which reduces the export of nutrients and sediments from the site, to the satisfaction of the Shire of Boyup Brook.
5. Prior to occupation of use, a minimum 92,000L rain water tank is to be developed on the lot to the satisfaction of the Shire of Boyup Brook.
6. Prior to occupation of use, the habitable building is to be surrounded by, an

asset protection zone (APZ), which meets the following requirements:

- a. Width: Measured from any external wall or supporting post or column of the proposed building, and of sufficient size to ensure the potential radiant heat impact of a bushfire does not exceed 19kW/m² (BAL-19) in all circumstances.
- b. Location: the APZ should be contained solely within the boundaries of the lot on which the building is situated.
- c. Management: the APZ is managed in accordance with the requirements of 'Standards for Asset Protection Zones' as defined by the *Guidelines for Planning in Bushfire Prone Areas*.

7. No processes being conducted on the property that may cause a detriment to the amenity of that area by reason of contamination, noise, vibration, smell, fumes, dust or grit.

Date of determination: 17 October 2019

Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.

Note 2: Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.

Note 3: The proposed dwelling is located within a bushfire prone area and therefore may be exposed to a radiant heat from potential bushfire. The dwelling therefore needs to be constructed in accordance with the Australian Standard 3959 (construction standards 3 and 6).

Note 4: If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

Signed:

Dated:

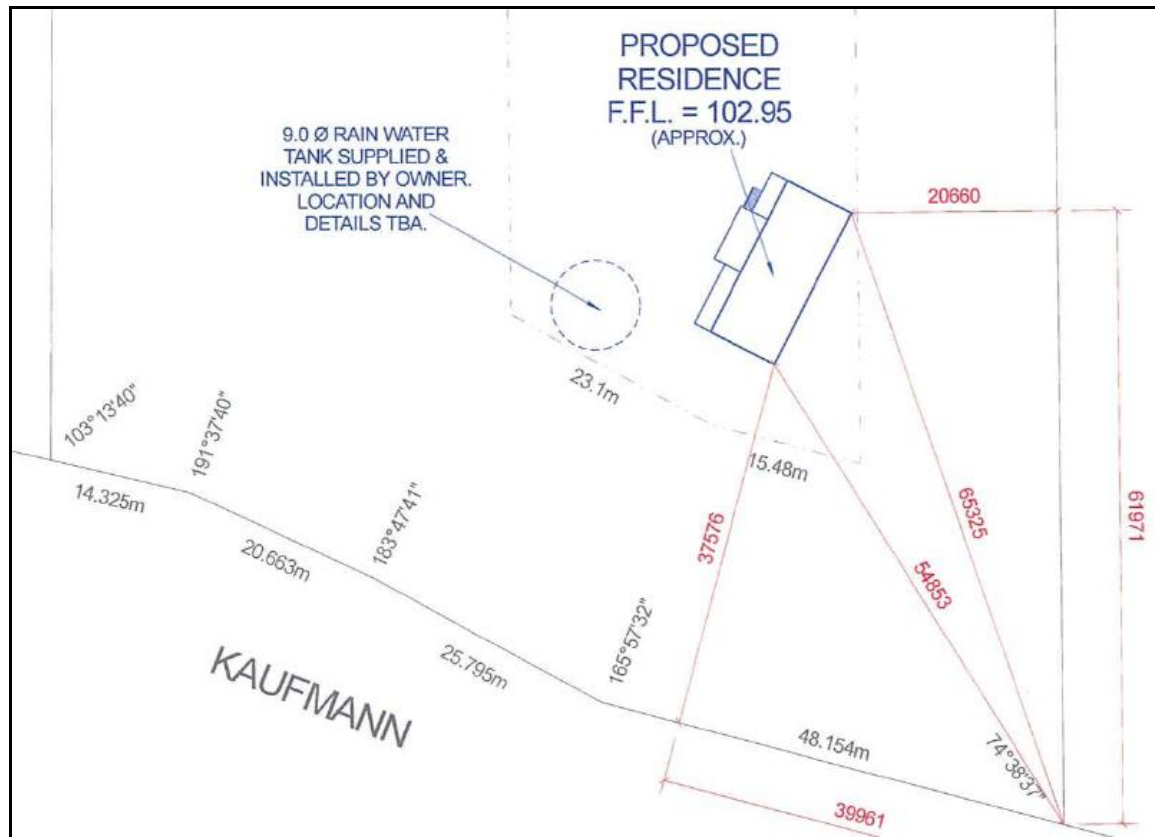
for and on behalf of the Shire of Boyup Brook.

CARRIED 7/0

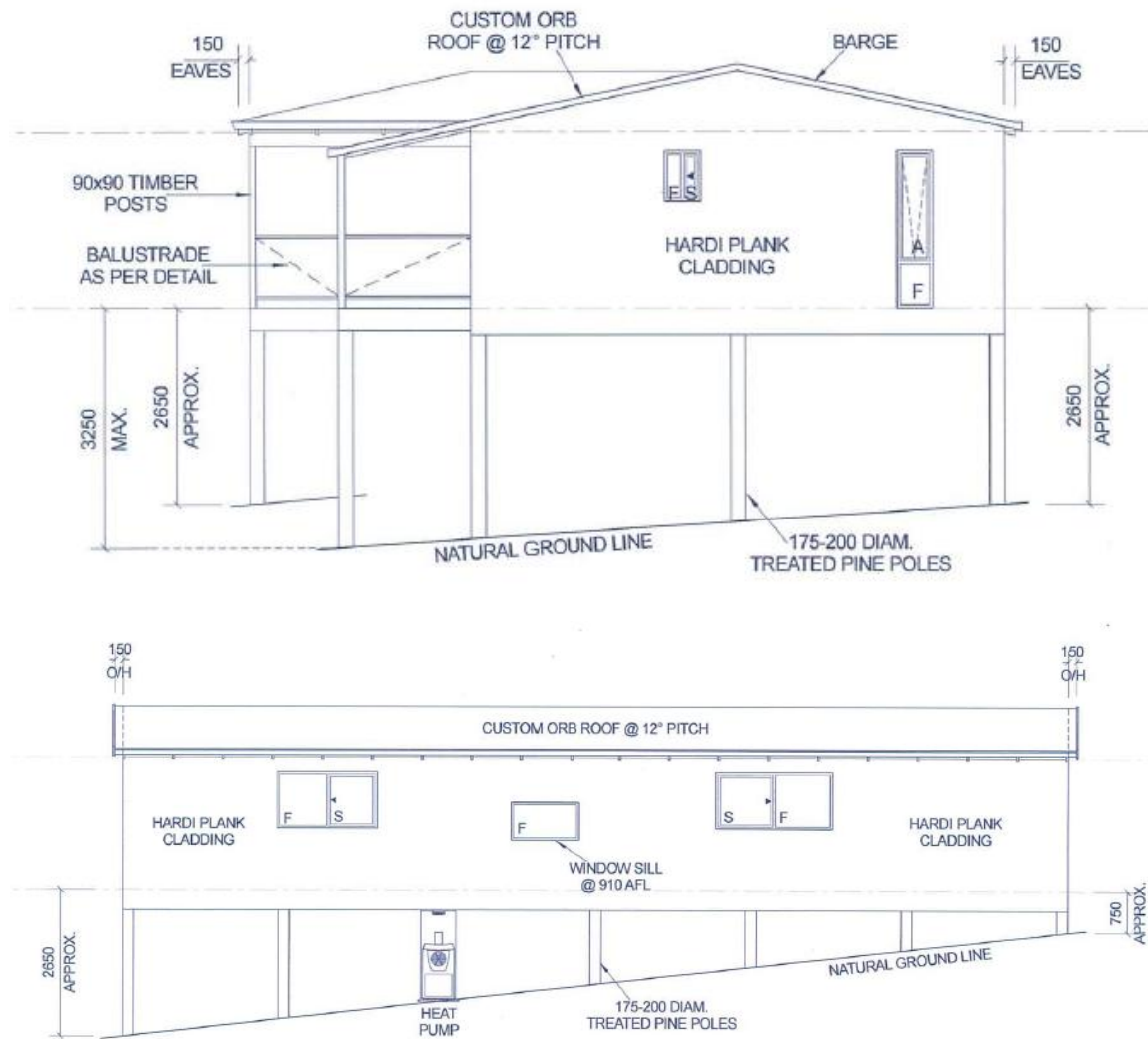
Res 253/19

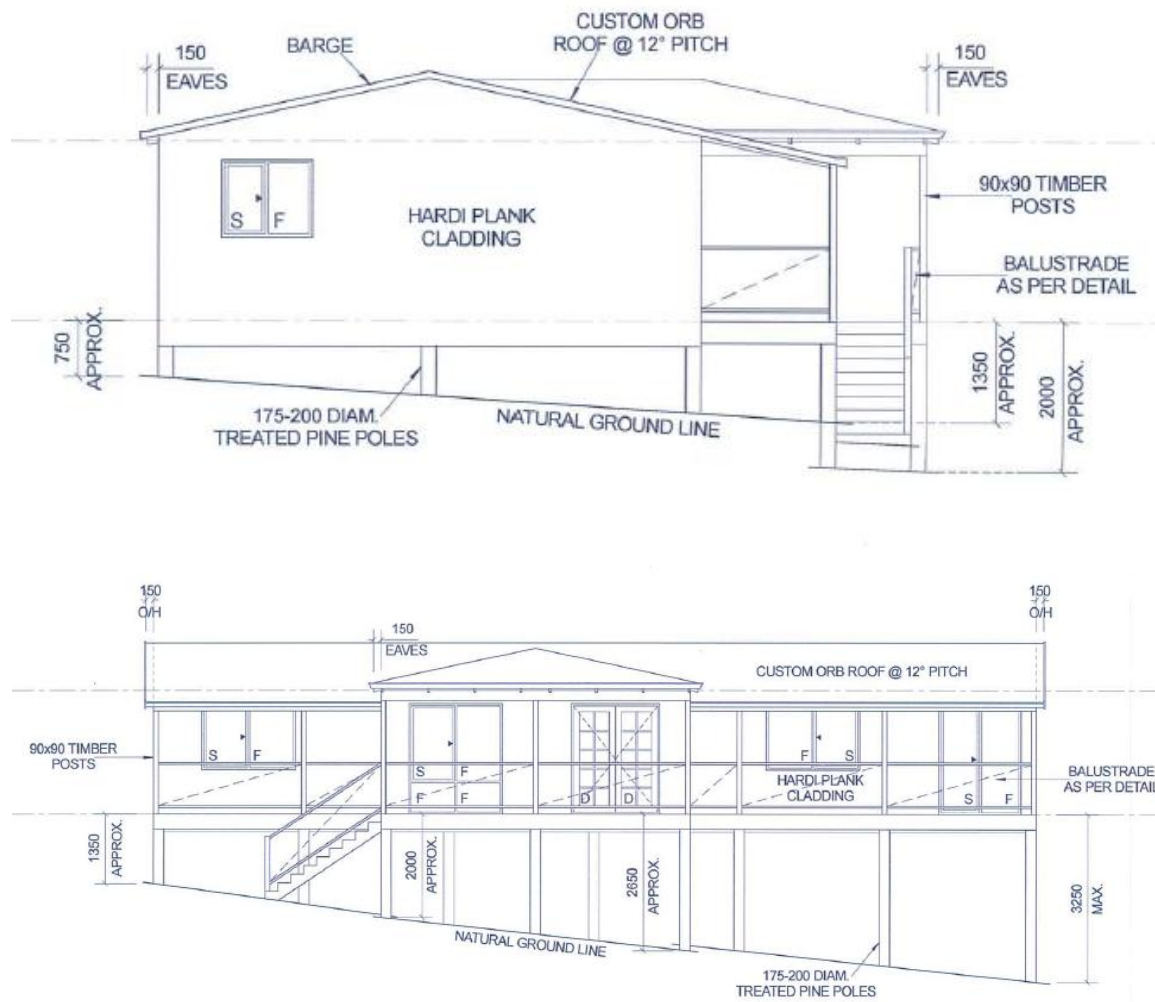
Approved Plans

Site Plan

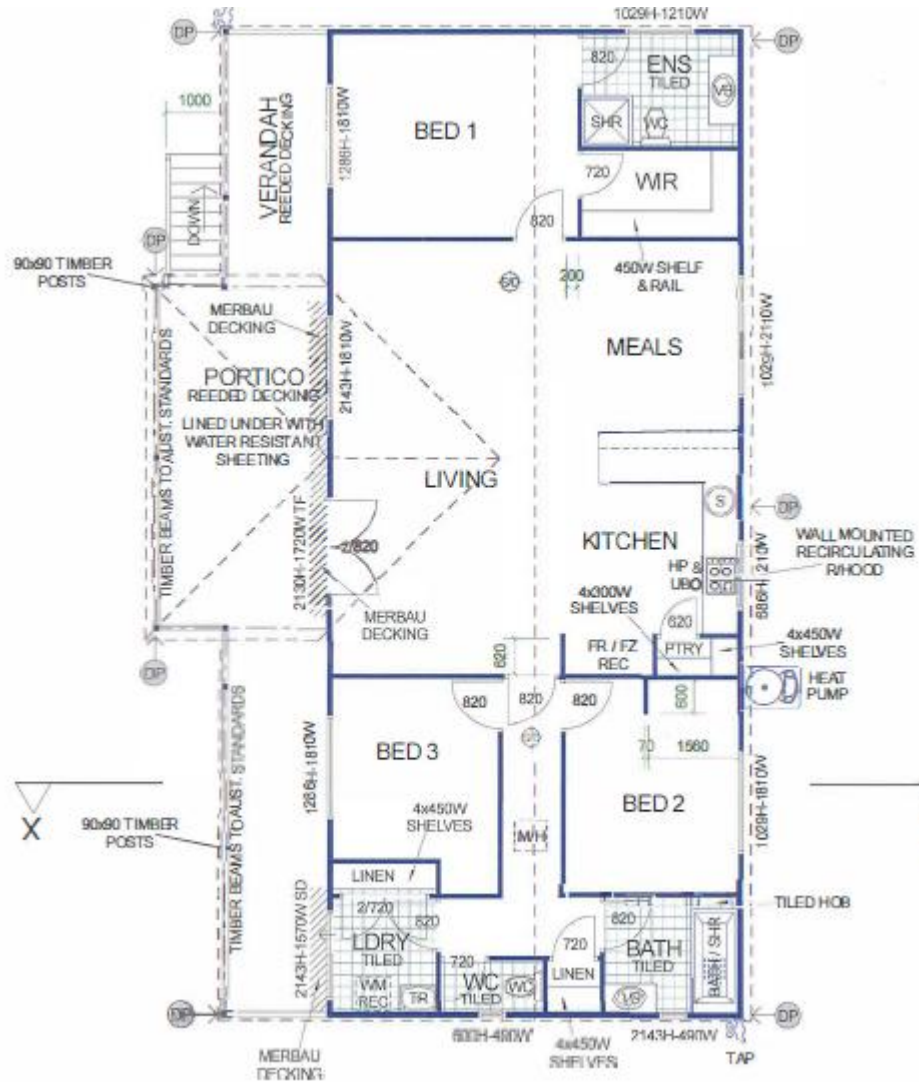


Elevation Plan





Floor Plan



9.4.2 Road Development - Having Regard for Council Policy W.07 - (WAPC Ref 157221) - Lots 1 & 2 Donnybrook-Boyup Road, Benjinup.

Location:	<i>Lots 1 & 2 Donnybrook-Boyup Road Benjinup.</i>
Applicant:	<i>Thompson Surveying Consultants – Wyloo Pastoral Co Pty Ltd</i>
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>17 October 2019</i>
Author:	<i>A. Nicoll, Town Planner</i>
Authorizing Officer:	<i>Stephen Carstairs, Acting Chief Executive Officer</i>
Attachments:	<i>Nil</i>

SUMMARY

The purpose of this report is to request that Council agree to support a variation to Council Policy (W.07) in relation to an application to subdivide land, which requires the development of a road in a vacant road reserve.

The vacant road reserve adjoins Rainoldi Road and a proposed Lot A.



BACKGROUND

In 2018, Council agreed to recommend that the Commission support a Lot boundary adjustment (subdivision), subject to satisfactory arrangements being made for the construction of a road in a vacant road reserve.

The Commission supported the subdivision subject to:

1. Engineering drawings and specifications being submitted and approved for an unconstructed road; and
2. Subdivisional works (road construction) being undertaken to the satisfaction of the Local Government.

As per the Shire's Policy W.07 (Road Contribution), the proponent was advised that the road needs to be constructed with:

1. 6m wide formed gravel surface;
2. 1.2m shoulders; and
3. Roadside drains.

The proponent has indicated willingness to provide engineering drawings and specifications, however, has requested that the Shire support:

1. A reduced road construction width from 6m to 4m;
2. 500mm shoulder width; and
3. 150mm thickness of gravel for road construction.

COMMENT

The Shire's Policy states:

The minimum standard of road construction in a rural area is a six (6) metre formed gravel surface with roadside drains with a 20m wide road reserve. The Shire may consider a reduced road width or standard under extraordinary or special circumstances.

It is believed that the Shire may consider a reduced road width or standard, for the following reasons:

- Only three properties may benefit from the road development meaning a minimal amount of vehicles are expected to use the road; and
- The Shire's Policy supports a variation to road width or standard.

Council is requested to agree to advise the Commission and the proponent of the following:

1. The Council is willing to support a variation from Council Policy (W.07) to allow the construction of the road at 4 metres in width and with 500mm shoulders.
2. The minimum thickness of gravel is to be 250mm unless a lesser thickness is sustainable by measuring the subgrade strength of the road (Coarse grain soils achieve a greater subgrade strength. Ideally, the subgrade strength should be >20% - CBR rating).
3. The road is to be designed and constructed to meet Australian Standards for a public road:
 - a) Design and construction shall address the steep grade of the road over its entire length, especially with regard to drainage and erosion.
 - b) The road may be offset from center of the reserve to avoid clearing where possible. Offsetting of the road is not to compromise design. A sufficient distance from reserve boundaries is to be achieved for the full formation of the road (including table drains and batters to standard) and an additional 1m margin so that boundary fences are not impacted.
 - c) Design and construction is to include provision for a grader turn-around point at the end of the road.
 - d) The design and construction is to be reviewed by the Shires consultant engineer.

CONSULTATION

N/A

STATUTORY OBLIGATIONS

Statutory obligations include the *Local Government Guidelines for Subdivisional Development*. The *Local Government Guidelines for Subdivisional Development* set out the minimum requirements that should be accepted by a Local Government in granting clearance of the engineering conditions imposed on a subdivision by the Western Australian Planning Commission (WAPC).

The Guidelines provide best practice engineering design and construction standards for important community infrastructure such as roads, drainage, parks, footpaths and tree planting.

Clause 1.13.4 (Road Upgrading for subdivisions) of the *Local Government Guidelines for Subdivisional Development* states:

Generally, where a proposed subdivision abuts an existing road reserve containing a substandard road, the Local Government will request a condition be imposed requiring that section of the road contained within the one-half of the road reserve fronting the subdivision to be upgraded to the standard for that

class of road, with the upgrading works required to be carried out prior to the clearance of the subdivision.

Clause 3.2.2 of the *Local Government Guidelines for Subdivisional Development* suggests that road design should conform to the relevant Austroads standards, which include:

- *Austroads Design Vehicles and Turning Path Templates, Austroads (2013);*
- *Guide to Road Design, Part 1-8, Austroads (2010);*
- *Guide to Pavement Technology, Part 1-10, Austroads; and*
- *Guide to Road Transport Planning, Austroads (2009).*

POLICY IMPLICATIONS

The Shire's Road Contribution Policy (W.07) states:

The Shire will require the proponent of a subdivision/amalgamation to contribute towards the upgrading and construction of roads in the rural areas in accordance with the following:

1. *The minimum standard of road construction in a rural area is a six (6) metre formed gravel surface with roadside drains with a 20m wide road reserve.*

The Shire's Road Contribution Policy (W.07) also states:

The Shire may consider a reduced road width or standard under extraordinary or special circumstances.

BUDGET/FINANCIAL IMPLICATIONS

Should the Council resolve not to support a variation to allow a reduced road width, Council may be liable to costs associated with an appeal by the proponent to the State Administrative Tribunal.

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 9.4.2

MOVED: Cr Alexander

SECONDED: Cr O'Connell

That Council

Agree to advise the Commission and the proponent of the following:

1. The Council is willing to support a variation from Council Policy (W.07) to allow the construction of a road (road within road reserve, which adjoins Rainoldi Road and a proposed Lot A - WAPC Ref 157221) at 4 metres in width and with 500mm shoulders.
2. The minimum thickness of gravel used to construct the road is to be 250mm unless a lesser thickness is sustainable by measuring the subgrade strength of the road (Coarse grain soils achieve a greater subgrade strength. Ideally, the subgrade strength should be >20% - CBR rating).
3. The road is to be designed and constructed to meet Australian Standards for a public road:
 - a) Design and construction shall address the steep grade of the road over its entire length, especially with regard to drainage and erosion.
 - b) The road may be offset from center of the reserve to avoid clearing where possible. Offsetting of the road is not to compromise design. A sufficient distance from reserve boundaries is to be achieved for the full formation of the road (including table drains and batters to standard) and an additional 1m margin so that boundary fences are not impacted.
 - c) Design and construction is to include provision for a grader turn-around point at the end of the road.
 - d) The design and construction is to be reviewed by the Shires consultant engineer.

CARRIED 7/0

Res 254/19

Reason for Support

It is believed that the Shire may consider a reduced road width or standard as only three properties may benefit from the road development and therefore there will be minimal vehicles using the road.

9.4.3 New 'Container Deposit Scheme Infrastructure Policy' – Final Endorsement

Location:	<i>Shire of Boyup Brook</i>
Applicant:	<i>Shire of Boyup Brook</i>
File:	<i>Policy</i>
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>11 October 2019</i>
Author:	<i>A. Nicoll, Town Planner</i>
Authorizing Officer:	<i>Stephen Carstairs, Acting Chief Executive Officer</i>
Attachments:	<i>Container Deposit Scheme Infrastructure Policy</i>

SUMMARY

The purpose of this report is to put before Council the request to endorse a new Container Deposit Scheme Infrastructure Policy.

The purpose of the Container Deposit Scheme Infrastructure Policy, is to ensure that the infrastructure (collection cages and refund centre), required to facilitate a Container Deposit Scheme, can be established in appropriate locations and without having to seek planning approval.

BACKGROUND

At the September meeting, Council approved the Container Deposit Scheme Infrastructure Policy for advertising purposes.

The Policy was advertised and zero submissions were received.

COMMENT

It is considered that by adopting the proposed policy, the Shire will be able to rationally deal with proposals for infrastructure, associated with depositing containers.

STATUTORY OBLIGATIONS

Any policy prepared shall be consistent with the Shire's Local Planning Scheme No.2 and where any inconsistency arises the scheme shall prevail.

The new Container Deposit Scheme Infrastructure Policy is consistent with the Shire's Scheme 2.

POLICY IMPLICATIONS

The proposed local planning policy is in accordance with the model (State) local planning policy and will provide the following objectives;

- To ensure the location, design and siting of Container Deposit Scheme infrastructure is complementary to the character, functionality and amenity of urban localities.
- To prevent negative impacts on local amenity from the operation of Container Deposit Scheme infrastructure.
- To enable the timely, cost effective delivery of essential Container Deposit Scheme infrastructure.
- To provide conveniently located infrastructure to ensure the Container Deposit Scheme' effective reduction of litter, increased recycling and protection of the environment.

CONSULTATION

The Container Deposit Scheme Infrastructure Policy was advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

During the advertising period, zero submissions were received.

BUDGET/FINANCIAL IMPLICATIONS

There are no budget or financial implications relating to resolving to endorse the Container Deposit Scheme Infrastructure Policy.

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 9.4.3

MOVED: Cr O'Connell

SECONDED: Cr Rear

That Council, in accordance with Division 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*,

RESOLVES to:

- 1. ADOPT the Container Deposit Scheme Infrastructure Policy (as Attachment).**
- 2. AGREE to authorize the Acting CEO to publish notification of the final adoption, once in a newspaper, circulating within the Shire area.**

CARRIED 7/0

Res 255/19

Impartiality Interest

Cr Oversby declared an impartiality interest in item 9.4.4 due to being on the UBAS Committee.

9.4.4 Potential Grant Application from UBAS for Regional Agricultural Show Development Grants Program

Location:	<i>Dinninup Show Grounds</i>
Applicant:	<i>Upper Blackwood Agriculture Society</i>
File:	<i>FM/25/008</i>
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>10 October 2019</i>
Authors:	<i>Joanna Kaye - Research and Development Coordinator</i>
Authorizing Officer:	<i>Stephen Carstairs - Acting CEO</i>
Attachments:	<i>Yes. 1. UBAS correspondence 2. AgShow Grant Guidelines - excerpt</i>

SUMMARY

This report recommends that Council endorses Upper Blackwood Agricultural Society's (UBAS) proposed Regional Agricultural Show Development Grant (AgShows program and refer attached) application projects (three of), and provides UBAS with support in preparing their application as follows:

- support officer time; and
- permission to develop the grant application on the condition that the full application and proposed projects are brought back to Council for approval at the November Council meeting.

BACKGROUND

David Corker the President of UBAS contacted the administration (refer attachment) to request assistance in the preparation of a grant and provided three possible projects as follows:

1. A toilet block which includes wheelchair access.
2. A safety fence to surround the arena.
3. Extension to the Main hall for office and storage

COMMENT

The AgShows program is designed to provide funding for the maintenance and upgrade of existing infrastructure and the building, purchasing and construction of new infrastructure related to the running of an agricultural show on regional showgrounds.

The objectives of the Regional Agricultural Show Development Grants Program are to help:

- a) keep agricultural shows running
- b) bring communities together
- c) bridge the divide between country and city.

Grants are available to regional agricultural show societies.

The guidelines (see attached) state that shows that collect less than \$20,000 in gate receipts from each annual show is considered a small show. Dinninup Show is therefore in this category. This funding is a once off opportunity, this is not ongoing funding, and it is possible to apply for one small grant and one big grant.

The small grant (which does not require a co-contribution) is for grants under \$125,000. These small grants can be for up to 4 sub-projects.

It is also possible to put in a separate application for one big grant which requires a minimum co-contribution of one third. This can be made up of two sub-projects with a maximum of \$500,000 grant funding. As per the guidelines the projects will be assessed on their individual merits and a separate application would be required for each of the small and big grants. There is a total pool of \$20 million Australia wide for this program.

David Corker is keen to work with the Shire, as the Lessor, and has proposed the below three projects to investigate for funding under this program, for the Dinninup Hall and Showgrounds and is currently sourcing quotes for each of them:

- a new toilet/shower block with a wheelchair facility
- Safety fence around arena and log chopping area
- Deck area extending the stage as a balcony with storage space underneath at the northern end of the hall.

All of the above projects will improve Shire owned infrastructure and provide benefits to the community. With Council's approval, once the estimated costs of these projects have been determined, David will work with the Shire to determine how this grant opportunity can best be leveraged for maximum benefit. UBAS must be the applicant for the grant but it is recommended that the Agricultural Societies work closely with their local bodies to formulate a proposal that will meet the guidelines and address the assessment criteria.

The full application, project details and request for support for the specific projects will be developed and available for approval for Council at the November meeting. It is anticipated that the grant application(s) will require Council support via resolution. A request for permission to alter the premises in regards to the UBAS lease, will also be included in the November Council report, as all alternations require prior written consent as per the below lease excerpt:

10. Alterations

- (1) The Lessee must not –
- (a) make or allow to be made any alteration, addition or improvements to or demolish any part of the Premises;
 - (b) erect or construct any building on the Premises;
 - (c) remove any flora, trees or fauna, alter or cut down any flora, or sell, remove or otherwise dispose of any flora, sand, gravel, timber or other materials from the Premises,
 - (d) unless the Lessee has obtained the prior written consent –
 - (e) of the Lessor;
 - (f) of any other person from whom consent is required under this Lease; and
 - (g) of any other person as may be required under any statute in force from time to time.
- (2) If the Lessor –
- (a) and any other person whose consent is required under this Lease or at law consents to any matter referred to in **subclause (1)** the Lessor may –
 - (i) consent subject to conditions;
 - (ii) require that work be carried out in accordance with plans and specifications approved by the Lessor or any other person giving consent; and
 - (iii) require that any alteration be carried out to the satisfaction of the Lessor under the supervision of an engineer or other consultant; and
 - (b) consents to any matter referred to in **subclause (1)** –
 - (i) the Lessor gives no warranty that the Lessor will issue any consents, approvals, authorities or permits under any statute or policies for such matters; and
 - (ii) the Lessee must apply for and obtain all such consents, approvals, authorities or permits as are required at law before undertaking any alterations, additions, improvements or demolitions.
- (3) All works undertaken under this clause will be carried out at the Lessee's expense.
- (4) If any of the consents given by the Lessor or other persons whose consent is required under this Lease or at law require other works to be done by the Lessee as a condition of giving consent, then the Lessee must at the option of the Lessor either –
- (a) carry out those other works at the Lessee's expense; or
 - (b) permit the Lessor to carry out those other works at the Lessee's expense,
- in accordance with the Lessor's requirements.

CONSULTATION

David Corker - President UBAS and Stephen Carstairs - Acting CEO.

STATUTORY OBLIGATIONS

UBAS Lease

POLICY IMPLICATIONS - Nil

BUDGET/FINANCIAL IMPLICATIONS

It is difficult to determine how much officer time will be required to support the application process. It is likely that both the Research and Development Coordinator and the Building Maintenance Officer's time will be necessary at a cost of some \$350 (estimated).

STRATEGIC IMPLICATIONS - Nil

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION & OFFICER RECOMMENDATION- ITEM 9.4.4

MOVED: Cr O'Connell

SECONDED: Cr Alexander

That Council:

1. Endorses the Upper Blackwood Agriculture Society (UBAS) proposed AgShow grant projects as follows:
 - A toilet block which includes wheelchair access.
 - A safety fence to surround the arena.
 - Extension to the Main Hall for office and storage
2. Endorses UBAS' preparation of application(s) for the Regional Agricultural Show Development Grant, and support the process through providing officer time on the *proviso* that full project details are provided to Council for approval at the November meeting and before the grant application(s) is submitted.

CARRIED 7/0

Res 256/19

Impartiality Interest

Cr O'Connell declared an impartiality interest in item 9.4.5 due to being on the CRC Committee.

9.4.5 CRC's Keep Australia Beautiful Initiative - Adopt-A-Spot

<i>Location:</i>	Boyup Brook Township
<i>Applicant:</i>	Boyup Brook CRC
<i>File:</i>	CR/31/013
<i>Disclosure of Officer Interest:</i>	None
<i>Date:</i>	13 October 2019
<i>Authors:</i>	Angela Hales - Consultant and Stephen Carstairs - Acting CEO
<i>Authorizing Officer:</i>	Stephen Carstairs - Acting CEO
<i>Attachments:</i>	Yes. Communication from Ms Sharon Lampard - Boyup Brook CRC

SUMMARY

This report is for Council to consider endorse the Boyup Brook CRC's Keep Australia Beautiful Adopt-A-Spot initiative.

BACKGROUND

Ms Lampard communicated to the administration as follows:

The CRC is looking into hosting a clean-up event in Boyup Brook through the Keep Australia Beautiful initiative Adopt-A-Spot. We have chosen the Boyup Brook Recreation area, with the boundaries being Jackson Street, Beatty Road, Bridge Street and the walk trail along the Blackwood River. It would be for a date in November to be confirmed.

COMMENT

Ms Jodi Nield has been asked to attend Council's Briefing Session on 17 October 2019 to speak to this report and address enquiries from Councillors.

CONSULTATION

Ms Nield - Manager Boyup Brook CRC

STATUTORY OBLIGATIONS - Nil

POLICY IMPLICATIONS - Nil

BUDGET/FINANCIAL IMPLICATIONS - Nil

STRATEGIC IMPLICATIONS

If Council determines to endorse the Boyup Brook CRC's Keep Australia Beautiful initiative, the decision would be in keeping with shire's Community Strategic Plan as follows:

Natural Environment

- Maintain and preserve the natural environment, enhancing the 'river and forest' experience of Boyup Brook.
- Sustain and promote the natural environment through actively pursuing reuse of waste materials and the use of green energy solutions.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION & OFFICER RECOMMENDATION – Item 9.4.5

MOVED: Cr Oversby

SECONDED: Cr Alexander

That Council endorse the Boyup Brook CRC's Keep Australia Beautiful Adopt-A-Spot initiative for a date in November 2019, which captures the Boyup Brook Recreation area bounded by: Jackson Street; Beatty Road; Bridge Street; and the Walk Trail along the Blackwood River.

CARRIED 7/0

Res 257/19

LAY ON THE TABLE - ITEM 9.4.6

Administration to engage with other stakeholders e.g. Royal Flying Doctors Service, St John Ambulance, Department of Fire & Emergency Services, Boyup Brook Police and Office of Emergency Management for their input on the prospect of the Bunbury Aero Club and local residents commencing flight training at the Boyup Brook Airstrip

9.4.6 Use of Boyup Brook Airstrip

Location:	Boyup Brook Airstrip
Applicant:	Roland Ritson
File:	AS9676
Disclosure of Officer Interest:	None
Date:	13 October 2019
Authors:	Stephen Carstairs Acting CEO
Authorizing Officer:	Stephen Carstairs - Acting CEO
Attachments:	Yes. Communication from Mr Roland Ritson

SUMMARY

This report is for Council to consider supporting the Bunbury Aero Club and local residents who wish to commence flight training at the Boyup Brook Airstrip.

BACKGROUND

Through the shire President, Mr Ritson communicated to the administration as follows:

The Bunbury Aero Club and at least five local residents wish to commence flight training at the Boyup Brook Airstrip as soon as possible. It will be necessary to provide a briefing room. Peter Chilwell can provide a portable building. This can be either left at the airstrip for the duration of training, or installed for longer term general use, such as a waiting room for the RFDS. Assistance from the Shire such as purchase for a small price, and help with installation if made permanent, would be appreciated.

COMMENT

Mr Ritson has been asked to attend Council's Briefing Session on 17 October 2019 to speak to this report and address enquiries from Councillors.

CONSULTATION

Mr Roland Ritson and the Bunbury Aero Club

STATUTORY OBLIGATIONS - Nil

POLICY IMPLICATIONS - Nil

BUDGET/FINANCIAL IMPLICATIONS

Should Council enter into an arrangement allowing the Bunbury Aero Club and local residents to use the shire airstrip for flight training, then the briefing/ RFDS waiting room purchase cost, installation costs, and ongoing maintenance costs will have to be determined.

STRATEGIC IMPLICATIONS

If Council determines to support the Bunbury Aero Club in this briefing/ RFDS waiting room initiative, the decision would be in keeping with shire's Community Strategic Plan as follows:

Social: Sense of Community

OUTCOMES	OBJECTIVES	PRIORITIES
	Promote community participation, interactions and connections	<ul style="list-style-type: none">✦ Continue to support Community groups and clubs✦ Partner with key stakeholders on community needs driven projects.

VOTING REQUIREMENTS

Simple Majority

MOVED INTO COMMITTEE

MOVED: Cr O'Connell

SECONDED: Cr Rear

That the Council move into a committee of the whole under clause 15.6 of the Standing Orders, Local Law No.1 to allow members free discussion on the matter.

CARRIED 7/0

Res 258/19

MOVED OUT OF COMMITTEE

MOVED: Cr Oversby

SECONDED: Cr Alexander

That the Council moves out of committee of the whole under clause 15.6 of the Standing Orders, Local Law No.1.

CARRIED 7/0

Res 259/19

OFFICER RECOMMENDATION – Item 9.4.6

That Council direct the Acting CEO:

1. To draft up a Memorandum of Understanding (MOU) between the Shire of Boyup Brook and the Bunbury Aero Club and local residents which will allow the Club to use the Shire of Boyup Brook's Airstrip for flight training.
2. To bring the flight training MOU back to Council at its November 2019 ordinary meeting, if practicable, with costings for:
 - purchase of a portable briefing and RFDS waiting room; and
 - installation (including building approval costs) and ongoing maintenance costs of the briefing/waiting room building.

10 COMMITTEE MINUTES

Nil

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 URGENT BUSINESS BY APPROVAL OF THE PRESIDENT OR A MAJORITY OF COUNCILLORS PRESENT

Impartiality Interest

Cr Oversby declared an impartiality interest in item 12.1 due to being on the UBAS Committee.

12.1 Dinninup Show Grounds Pedestrian Entrance

<i>Location:</i>	<i>Dinninup Show Grounds</i>
<i>Applicant:</i>	<i>Upper Blackwood Agricultural Society</i>
<i>File:</i>	<i>UBAS</i>
<i>Disclosure of Officer Interest:</i>	<i>None</i>
<i>Date:</i>	<i>16th October 2019</i>
<i>Author:</i>	<i>Steele Alexander - Manager Works and Services</i>
<i>Authorizing Officer:</i>	<i>Stephen Carstairs - Acting CEO</i>
<i>Attachments:</i>	<i>nil</i>

SUMMARY

The Upper Blackwood Agricultural Society (UBAS) have requested installation of a culvert on the Boyup Brook – Arthur River Road for use as a pedestrian crossing to allow safe access to a new entrance to the show grounds.

BACKGROUND

The administration held a meeting with the UBAS President David Corker and Vice-President Brent Eason at the Dinninup Show grounds regarding traffic management and a new pedestrian entrance for the 2019 Show to be held on the 5th of November 2019. During the meeting it was discussed that the usual parking area would not be available in 2019 and that all parking would have to be in the paddock to the west of the grounds. It was recognised that having pedestrians, particularly children and the elderly, travel around to the existing entrance would not be safe and therefore a new entrance immediately adjacent to the parking area would be needed (See figure A).

UBAS have the means to construct the new entrance however they require Shire support to install a small culvert in the roadside drain where the entrance will be located. The drain is a required part of the road infrastructure and cannot be filled-in so the only option to make a safe crossing for pedestrians is the installation of a culvert. Estimated cost to perform this work, including materials, plant and labour is \$1,200.

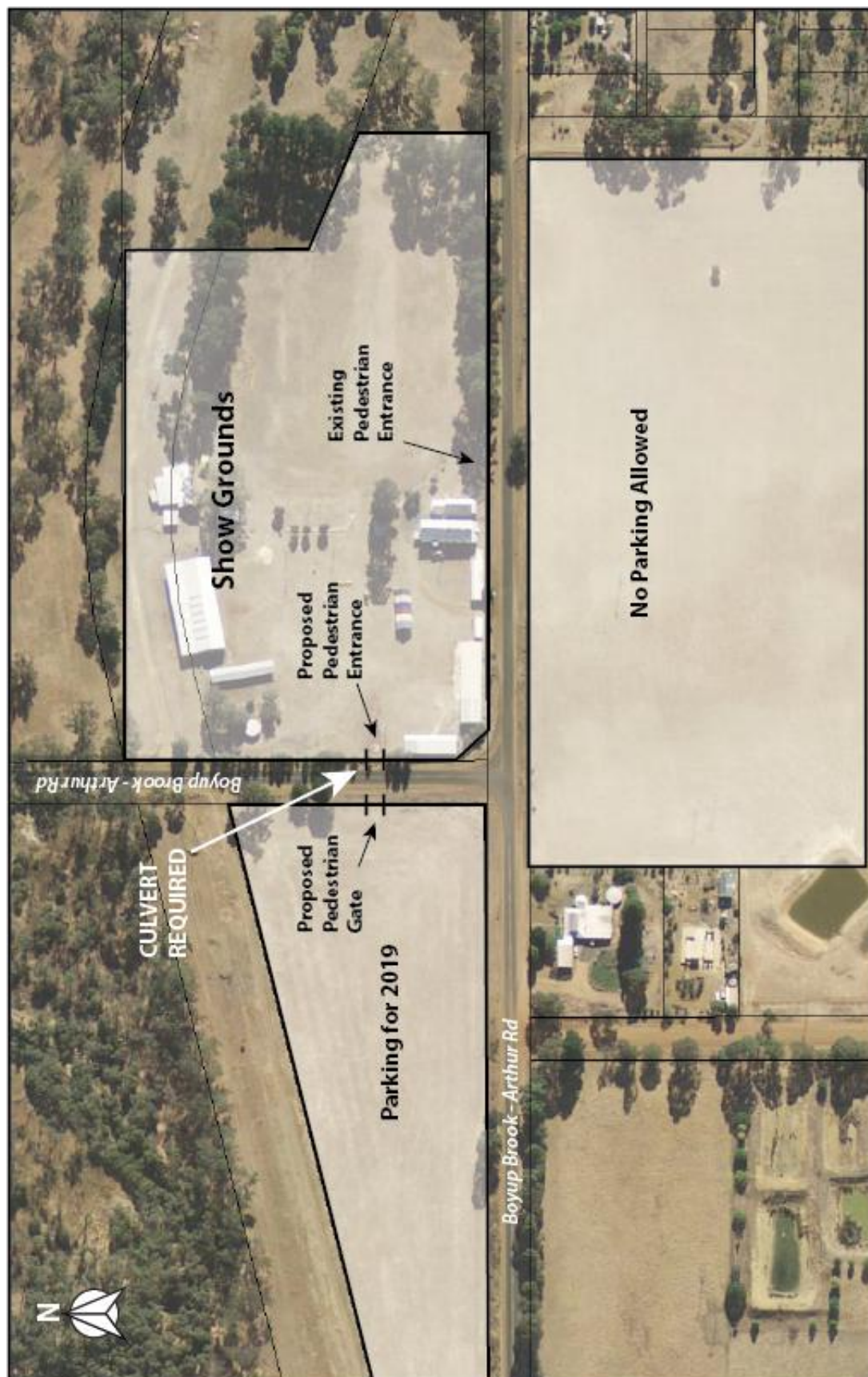


Figure A: Dinninup Show Ground

COMMENT

Historically the management of pedestrian movement outside the grounds on show day has received little attention, primarily due to the existing infrastructure. Installation of the proposed entrance would provide a significant improvement in safety during the event and its implementation should be a priority. It is acknowledged that a request for Shire support from UBAS for the 2019 event was brought to Council at the September 2019 ordinary meeting and that this request should have been included in the items presented. Unfortunately, this request was not made known to Shire officers until October however, given the importance of the initiative it is recommended that it be supported.

CONSULTATION

David Corker (UBAS President), Brent Eason (UBAS Vice President) and Stephen Carstairs (Acting CEO).

STATUTORY OBLIGATIONS - Nil

POLICY IMPLICATIONS - Nil

BUDGET/FINANCIAL IMPLICATIONS

The cost of this work approximates to \$1,200, and this expenditure would be covered in Council's Drains and Culverts (maintenance account 122108) budget of \$39,875.

STRATEGIC IMPLICATIONS

With reference to the Strategic Community Plan 2017 - 2027

Our Goals

Built Environment

- Improve road infrastructure

Social

- Improve community safety.
- Promote outdoor activities, community participation, interactions and connections.
- Strengthen an active and vibrant community.

SUSTAINABILITY IMPLICATIONS

- **Environmental**
There are no known environmental issues.
- **Economic**
There are no known economic issues.
- **Social**
With reference to the Strategic Community Plan 2017 - 2027

Our Goals

Built Environment

- Improve road infrastructure

Social

- Improve community safety.
- Promote outdoor activities, community participation, interactions and connections.
- Strengthen an active and vibrant community.

VOTING REQUIREMENTS

Simple majority.

COUNCIL DECISION & OFFICER RECOMMENDATION - ITEM 12.1

MOVED: Cr O'Connell

SECONDED: Cr Rear

That Council approve expenditure of \$1,200 for the installation of a culvert on the Boyup Brook – Arthur River Road as requested by the Upper Blackwood Agricultural Society.

CARRIED 7/0

Res 260/19

13 CONFIDENTIAL MATTERS - BEHIND CLOSED DOORS

Nil

14 CLOSURE OF MEETING

There being no further business the Deputy Shire President, Cr Walker thanked all for attending and declared the meeting closed at 6.28pm.