



**Chief Executive Officer Attachments
ORDINARY COUNCIL MEETING
Wednesday, 21 March 2018**

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LOCAL GOVERNMENT ACT 1995

SHIRE OF CHITTERING

SHIRE OF CHITTERING REPEAL LOCAL LAW 2018

In pursuance of the powers conferred upon it by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Chittering resolved on <INSERT DATE ONCED RESOLVED> to make the following local law.

1.1 Citation

This local law may be cited as the Shire of Chittering Repeal Local Law 2018.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Repeal

The following local laws are repealed—

- (a) By-laws relating to Signs, Hoardings and Bill Posting, published in the *Government Gazette* on 7 August 1992;
- (b) Repeal Local Law 2017 published in the *Government Gazette* on 7 July 2017.

Dated:

The Common Seal of the }
 Shire of Chittering }
 was affixed by authority of a }
 resolution of the Council in the }
 presence of: }

Cr Gordon Houston
Shire President

Alan Sheridan
Chief Executive Officer



9.1.4 Proposed Fencing Local Law 2017*

Report date	14 December 2016
Applicant	Shire of Chittering
File ref	19/04/0012
Prepared by	Peter Stuart, Senior Planning Officer
Supervised by	Bronwyn Southee, Executive Manager Development Services
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Draft Fencing Local Law 2017

Executive Summary

The Draft Fencing Local Law 2017 is presented to Council for formal consideration. Authorisation is sought to proceed with the advertising of the Shire's intention to make the Shire of Chittering Fencing Local Law 2017 (attached) in accordance with s3.12 of the *Local Government Act 1995*.

Background

Previously the Shire of Chittering had a Fencing Local Law (1973) which was considered to be inadequate to deal with general fencing issues within the Shire; therefore it was considered that the Shire could deal with it through a local planning policy. This Local Law was repealed in 2011.

Since 2011 there has been a Local Planning Policy which focused on ascetics with fencing for zones within the Shire. As the Local Planning Policy is only enforceable through the *Planning and Development Act 2005* (via the Shire's *Town Planning Scheme No. 6*), the Policy position is limited to planning matters only, and generally at the planning application stage only. The Policy does not contemplate or require suitable agricultural fencing, mainly because such fencing is not a planning related matter; i.e. there are no amenity aspects, nor should suitable agricultural fencing be prevented or be made subject to any approvals. However, instances of insufficient agricultural fences have resulted in vehicle and stock damage where stock has been allowed to trespass onto public thoroughfares – such as Great Northern Highway. Currently, the Shire has no mechanism available to enforce the suitable maintenance of such fencing.

In addition, the Local Planning Policy is not capable of controlling masonry based fences or similar which may not necessarily meet the requirements of the Building Codes of Australia, nor does the policy refer to industrial based fencing.

Therefore the draft Fencing Local Law has been developed to allow all authorised staff to ensure fencing is erected to a sufficient standard as defined by the Local Law.

Generally, issues relating to dividing fences are dealt with by the *Dividing Fences Act* which provides for most issues relating to fencing between properties to be decided by agreement between owners. Amongst other things, the *Dividing Fences Act* provides for:

- Owners being equally liable for the costs of erection and maintenance of a fence;
- A process to decide what is to be built or repaired in the event that owners cannot agree;
- A fence does not have to be built precisely on a boundary for it to be a dividing fence; and
- A local government may prescribe by a local law what constitutes a 'sufficient fence' in relation to a dividing fence or a boundary fence.



**MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 14 DECEMBER 2016**

Local governments may deal with any issues about fencing between properties and thoroughfares in accordance with Schedule 3.1, Division 1, No. 4.(1) of the *Dividing Fences Act*. This provides that a local government may serve a notice on an owner of a property to ensure that land that adjoins a public thoroughfare or other public place is suitably enclosed to separate it from the public place.

The focus of the proposed new Fencing Local Law is to set out what constitutes a sufficient fence, with updates to reflect current practice or development, as well as provide the necessary means for authorised officers to take appropriate action where appropriate.

The Schedules to the proposed Fencing Local Law set out separate provisions for what constitutes a 'sufficient fence' in residential and rural residential zones, commercial or industrial, and rural zones.

Generally, a 'sufficient fence' does not need a permit under the Fencing Local Law except in the circumstances as set out in Part 2 to 5 of the Fencing Local Law where a sufficient fence does need a permit. In essence, if a dividing fence does not satisfy the requirements of the relevant Schedule (and therefore, is not a 'sufficient fence'), and if it is not agreed to by the adjoining owners, the fence will require a permit to be lawful.

A summary of the provisions of the proposed Fencing Local Law is set out below:

Part 1	Sets out administrative provisions and definitions.
Part 2	Section 2.1 Provides that without the approval of the Shire, a person must not erect a fence that is not a sufficient fence or alter the level of ground so as to affect the height of a sufficient fence. Nothing allows persons to erect a dangerous fence without an approval from the Shire. Section 2.7 Sets out the requirement for maintaining a sufficient fence whether it be dilapidated or unsightly, and so that it prevents the trespass of stock onto a public thoroughfare. Section 2.8 Allows the local government to exercise discretion in respect of Section 2.1
Part 3	Deals with fencing materials, including prevention of dangerous materials such as broken glass, and disposal of asbestos materials.
Part 4	Sets out permit requirements.
Part 5	Provides notice that a person shall not provide misleading information in any application.
Part 6	Deals with notices of breach and the particulars the notice must contain.
Part 7	Sets out enforcement provisions, where notices of breach have not been complied with. A penalty of no less than \$250 is prescribed, and while the maximum allowable penalty under a local law is \$5,000, the clause provides for a daily penalty for up to \$500 where the offence is continuing.
Schedule 1	Sets out enforcement provisions, which include notices requiring compliance, modified penalties (on the spot infringements) ranging from \$100 to \$250.
Schedules 2-4	Sets out specific requirements for the definitions of a sufficient for per each zone type.

Consultation

State: *Local Government Act 1995 (the Act)*

Section 3.12(3) of the Act requires a local government to give state-wide and local public notice stating that it proposes to make a local law, the purpose and effect of which is summarised in the notice for a period of 50 days after it first appears.



In addition, as part of the process, local governments are required to send a copy of proposed local laws to the Minister for Local Government and in relation to this local law to the Minister for Commerce as well, being the Minister responsible for the *Dividing Fences Act*.

Consultation

Staff and Executive Managers
Councillors
Various local governments

Statutory Environment

State: *Local Government Act 1995 – Section 3.12*: Procedure for Making Local Laws
Local Government (Functions and General) Regulations 1996 – Regulation 3: Prescribed manner of giving notice of purpose and effect of the proposed local law.

The Act requires the person presiding at a Council meeting to give notice of the purpose and effect of the proposed local law by ensuring that the purpose and effect is included in the agenda for the meeting and that the minutes of the meeting include the purpose and effect of the proposed local law:-

Purpose: The purpose of the proposed Fencing Local Law is to provide a ‘sufficient fence’ for the purposes of the *Dividing Fences Act 1961* and to prescribe the materials to be used and safety measures to be undertaken in relation to certain types of fencing.

Effect: Fencing in the Shire will need to comply with the definition of a ‘sufficient fence’ as stipulated in the proposed Fencing Local Law and its other provisions.

Policy Implications

The proposed Local Law is intended to sit alongside *Local Planning Policy No. 22 “Fences” (LPP22)*. Clause 1.6 of the Local Law provides guidance where any conflict between other legislation occurs.

Financial Implications

Costs for advertising have been included in the Shire’s 2016-17 annual budget and will be charge to GL 1040820.

Costs for gazettal will be included in the Shire’s 2017-18 annual budget.

Strategic Implications

Local: *Shire of Chittering Strategic Community Plan 2012 – 2022*

Governance: *Strong Leadership*

Strategy: *Continue to provide transparent leadership*

Key Priority: *Annual policy review*

Tracking measurable results

Outcome: *Good Governance*

Strategy: *Continue to provide transparent leadership.*

Measurable Results: *Local Laws are reviewed to ensure compliance with legislative requirements and relevant to the Shire’s conditions and obligations.*

Site Inspection

Not applicable



Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

The Local Law will ensure fencing is appropriately maintained and constructed in appropriate materials in order to ensure the amenity and safety of the Shire is upheld.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Comment

The intent of this Local Law is to ensure that fencing throughout the Shire, particularly with rural fencing and industrial fencing is sufficient. For rural fencing, the Local Law will allow the Shire to enforce controls to prevent the trespass of stock onto public thoroughfares. For any industrial development, the Local Law will enable the Shire to strictly control the type of fencing that may be considered offensive or inappropriate such as razor wire atop three metre high vertical rail fencing. Finally, the Local Law will provide the Shire with additional ability to control fencing in Rural Residential estates and town centres per the definitions of a 'sufficient fence'.

Where a fence satisfies the Local Law, no approval is required. Generally, a fence will only be submitted for approval where sufficient justification for a fence beyond the measures of the Local Law is available. This will allow Ranger services to better uphold the requirements of the Local Law without having to check every fence in Shire.

Finally, in relation to Council's existing *Local Planning Policy No.22 "Fences"*, the Local law contains a clause which suggests that the Local Planning Policy would hold hierarchy. However should Council resolve to support the Officer Recommendation to progress this Local Law, with the ultimate intention of formally adopting it, officers recommend once this process is completed that the Shire of Chittering Local Planning Policy for fencing be revoked to ensure the measures of the Local Law are able to be applied consistently.

9.1.4 OFFICER RECOMMENDATION / COUNCIL RESOLUTION 051216

Moved Cr Osborn / Seconded Cr Angus

It is recommended that the Council:

- 1. Gives public notice of the proposed Shire of Chittering Fencing Local Law 2017 in accordance with section 3.12(3)(a) of the *Local Government Act 1995*.**
- 2. Forward a copy of the proposed Shire of Chittering Fencing Local Law 2017 to the Minister for Local Government and Minister for Commerce in accordance with section 3.12(3)(b) of the *Local Government Act 1995*.**
- 3. Request the Chief Executive Officer prepare a further report at the conclusion of the public advertising period to enable the Council to consider any submissions made.**

THE MOTION WAS PUT AND DECLARED CARRIED 5/1

8:31PM

Local Government Act 1995

SHIRE OF CHITTERING

Fencing Local Law 2018

DRAFT

LOCAL GOVERNMENT ACT 1995
SHIRE OF CHITTERING
FENCING LOCAL LAW 2018

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LOCAL GOVERNMENT ACT 1995

SHIRE OF CHITTERING

FENCING LOCAL LAW 2018

Under the powers conferred on it by the *Local Government Act 1995* and under all other enabling powers, the Council of the Shire of Chittering resolved on [insert date] to make the following local law.

PART 1—PRELIMINARY

1.1 Citation

This local law is cited as the *Shire of Chittering Fencing Local Law 2018*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application of local law

This local law applies throughout the district.

1.4 Definitions

In this local law, unless the context requires otherwise—

barbed wire means a wire or strand of wires having small pieces of sharply pointed wire twisted around it at short intervals;

boundary fence means a fence that separates the lands of different owners whether the fence is on the common boundary of adjoining lands or on a line other than the common boundary;

CEO means the Chief Executive Officer of the local government;

commercial lot means a lot where a commercial use—

- (a) is or may be permitted under the town planning scheme; and
- (b) is or will be the predominant use of the lot;

dangerous in relation to any fence means—

- (a) an electrified fence other than a fence in respect of which an approval under Part 4 of this local law has been issued and is current;
- (b) a fence containing barbed wire other than a fence erected and maintained in accordance with this local law;
- (c) a fence containing exposed broken glass, asbestos fibre, razor wire or any other potentially harmful projection or material; or
- (d) a fence which is likely to collapse or fall, or part of which is likely to collapse or fall, from any cause;

district means the district of the local government;

dividing fence has the same meaning as a boundary fence;

electrified fence means a fence carrying or designed to carry an electric charge;

fence means any structure, including a retaining wall, used or functioning as a barrier, irrespective of where it is located and includes any gate;

front boundary means—

- (a) the boundary line between a lot and the thoroughfare upon which that lot abuts; or
- (b) in the case of a lot abutting on more than one thoroughfare, the boundary line between the lot and the primary thoroughfare, as determined by the property owner and approved by the local government;

front setback area means the area between the building line of a lot and the front boundary of that lot;

height in relation to a fence means the vertical distance between—

- (a) the top of the fence at any point; and
- (b) the natural ground level or, where the ground levels on each side of the fence are not the same, the higher natural ground level, immediately below that part of the fence;

industrial lot means a lot where an industrial use—

- (a) is or may be permitted under the local planning scheme; and
- (b) is or will be the predominant use of the lot;

local government means the Shire of Chittering;

local government property means anything except a thoroughfare—

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an “otherwise unvested facility” under section 3.53 of the *Local Government Act 1995*;

lot has the meaning given to it in and for the purposes of the *Planning and Development Act 2005*;

natural ground level means—

- (a) where there is no difference to the original ground level, the level of that ground; and
- (b) if the site is retained on the boundary with a retaining wall, the natural ground level is deemed to be the top of the retaining wall; or
- (c) the higher of the two levels if no retaining wall is in-situ.

NCC means National Construction Code, published by The Australian Buildings Code Board

notice of breach means a notice referred to in clause 6.1(1);

occupier has the meaning given to it in the *Local Government Act 1995*;

owner has the meaning given to it in the *Local Government Act 1995*;

prescribed has the meaning given to it in the *Interpretation Act 1984*;

razor wire means a coiled strong wire with pieces of sharp cutting edges set across it at close intervals;

repair means to make the necessary repairs to a fence to ensure it complies with the requirements of a sufficient fence as prescribed by this local law;

residential lot means a lot where a residential use—

- (a) is or may be permitted under the local planning scheme; and
- (b) is or will be the predominant use of the lot;

retaining wall means any structure which prevents the movement of soil in order to allow ground levels of different elevations to exist adjacent to one another;

rural lot means a lot where a rural use—

- (a) is or may be permitted under the local planning scheme; and
- (b) is or will be the predominant use of the lot;

rural retreat lot means a lot created under a zoning of the same name within the local government local planning scheme;

rural smallholding lot means a lot created under a zoning of the same name within the local government local planning scheme;

Schedule means a Schedule to this local law;

setback area has the meaning given to it for the purposes of the local planning scheme;

Special Residential lot means a rural residential or rural conservation zoning where residential—

- (a) is or may be permitted under the local planning scheme; and
- (b) is or will be the predominant use of the lot;

Special Rural lot means a lot where a special rural use—

- (a) is or may be permitted under the local planning scheme; and
- (b) is or will be the predominant use of the lot

Structural Engineer means a qualified engineer trained to understand and calculate the stability, strength and rigidity of built structures for buildings and non-building structures;

sufficient fence means a fence described in clause 2.1;

thoroughfare has the meaning given to it in the *Local Government Act 1995*, but does not include a private thoroughfare which is not under the management and control of the local government;

local planning scheme means a local planning scheme of the local government made under the *Planning and Development Act 2005*; and

unsightly means having an appearance that, because of the way in which the land is used, does not conform with the general appearance of other land in the locality.

1.5 Relationship with other laws

- (1) Anything allowed under any Act, Regulation or local planning scheme, is not affected by any prohibition, requirement or restriction under this local law.
- (2) In the event of any inconsistency with any Act, Regulation or local planning scheme, the provisions of those Acts, Regulations or local planning scheme are to prevail.

1.6 Approval fees and charges

All approval fees and charges applicable under this local law shall be as determined by the local government from time to time in accordance with section 6.16 of the *Local Government Act 1995*.

PART 2—FENCES

2.1 Sufficient fences

- 1) A person shall not erect a dividing fence or a boundary fence that is not a sufficient fence unless otherwise granted approval by the local government under clause 2.6.
- 2) A sufficient fence is
 - (a) a substantial fence that is ordinarily capable of resisting the trespass of livestock, and/or
 - (b) complies with the manufacturer's installation instructions.
- 3) Notwithstanding any other provisions in this local law, a fence constructed of stone, masonry or concrete shall be a sufficient fence only if it is designed by a structural engineer and constructed in accordance with that design, where—
 - (a) it is greater than 750mm in height; or
 - (b) the local government requires an approval.
- 4) Notwithstanding any other provision in this local law, a boundary fence shall not exceed 1,800mm in height unless the approval of the local government has been obtained for such a fence.

2.2 Gates in fences

A person shall not erect a gate in a boundary fence which does not—

- (a) open into the lot, if the gate is providing access to a thoroughfare; or
- (b) open by sliding parallel and on the inside of the fence, which it forms part of; when closed.

2.3 Depositing fencing material on public place

A person shall not deposit or permit the deposit of any materials whatsoever used in the construction or maintenance of any fence, on any thoroughfare, public place or local government property without the approval of the local government.

2.4 Maintenance of fences

- (1) An owner and occupier of a lot on which a fence is erected shall maintain the fence in good condition and so as to:
 - (a) prevent it from becoming dangerous, damaged, dilapidated, unsightly, or otherwise detrimental to the visual amenity of the streetscape or neighbouring properties.
 - (b) prevent the trespass of livestock
- (2) A person shall not fill or excavate behind a fence so as to undermine the structural integrity of the fence.

2.5 Fences across rights-of-way, public access ways or thoroughfares

A person must not, without the approval of the local government, erect or maintain a fence or obstruction of a temporary or permanent nature across any right-of-way, public access way or thoroughfare so as to impede or prevent use of those facilities in the manner for which they are intended and constructed.

2.6 General discretion of the local government

- (1) Notwithstanding clause 2.1, the local government may approve the erection or repair of a fence which is not a sufficient fence where all of the owners of the lots to be separated by the dividing fence make an application for that purpose.
- (2) In determining whether to grant its consent to the erection or repair of any fence, the local government may consider, in addition to any other matter that it is authorised to consider, whether the erection or retention of the fence would have an adverse effect on—
 - (a) the safe, secure or convenient use of any land;
 - (b) the safety, security or convenience of any person; or
 - (c) the amenity of the locality.

PART 3—FENCING MATERIALS

3.1 General fencing materials

- (1) A person shall only construct a boundary fence on a lot from brick, stone, concrete, wrought iron, tubular steel framed, timber, plastic coated or galvanised link mesh, corrugated fibre reinforced cement sheeting, pre-painted steel sheeting or a material approved by the local government and only of new materials unless in accordance with subclause (2).
- (2) Where the local government approves the use of pre-used materials in the construction of a fence under subclause (1), that approval shall be conditional on the pre-used materials being in keeping with the general amenity of the area and if required by the local government, the applicant painting or treating the pre-used material as directed by the local government.

3.2 Barbed wire and spiked or jagged materials

- (1) This clause does not apply to a fence constructed wholly or partly of razor wire.
- (2) An owner or occupier of a residential lot, special residential lot or a commercial lot shall not erect or affix to any fence for the purpose of a dividing fence on such a lot any barbed wire or other material with spiked or jagged projections, unless the prior written approval of the local government has been obtained. This clause does not apply to fencing for stocking purposes.
- (3) An owner or occupier of an industrial lot or a commercial lot shall not erect or affix on any fence bounding that lot any barbed wire or other materials with spiked or jagged projections unless the bottom row of wire or other materials is not nearer than 2,000mm from the ground level.
- (4) An owner or occupier of a lot shall not affix or allow to remain as part of any fence or wall, whether internal or external, on that lot any broken glass.

- (5) An owner or occupier of a rural lot, a special rural lot or a special residential lot, shall not place or affix barbed wire upon a fence on that lot where the fence is adjacent to a thoroughfare or other public place unless the barbed wire is fixed to the side of the fence posts furthest from the thoroughfare or other public place.

3.3 Electrified and razor wire fences

- (1) An owner or occupier of a lot shall not—
- (a) construct or use an electrified fence on a residential, special residential, commercial or industrial lot for the purposes of a dividing fence without obtaining the approval of the local government; or
 - (b) construct a fence wholly or partly of razor wire on that lot without obtaining the approval of the local government: or
 - (c) construct an electrified fence using barbed wire.
- (2) An application for approval for the purpose of subclauses (1)(a) or (1)(b) shall be made by the owner of the lot on which the fence is or is to be erected, or by the occupier of the lot with the written consent of the owner.
- (3) An owner or occupier of any lot, shall not place or affix electrified wire upon a fence on that lot where the fence is adjacent to a thoroughfare or other public place unless the electrified wire is fixed to the side of the fence posts furthest from the thoroughfare or other public place.

3.4 Prohibited fencing materials

- (1) A person shall not—
- (a) affix or allow to remain as part of any fence or wall on that lot, whether internal or external, any broken glass.
 - (b) repair or construct a fence using asbestos materials according to the *Health (Asbestos) Regulations 1992*.

3.5 Disposal of asbestos materials

- (1) The disposal of asbestos fencing materials is to comply with the requirements of the *Health (Asbestos) Regulations 1992* and *Environmental Protection (Controlled Waste) Regulations 2004*.

PART 4— APPROVALS

4.1 Application for approval

- (1) Where a person is required to obtain the approval of the local government under this local law, that person shall apply for approval in accordance with subclause (2).
- (2) An application for approval under this local law shall—
- (a) be in the form determined by the local government;

- (b) be signed by the applicant and the owner of the lot;
 - (c) provide the information required by the form; and
 - (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with section 6.19 of the *Local Government Act 1995*.
- (3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for approval.
- (4) The local government may refuse to consider an application for approval which is not in accordance with subclauses (2) and (3).

4.2 Decision on application for approval

- (1) The local government may—
- (a) approve an application for approval unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for approval.
- (2) If the local government approves an application for approval, it is to issue to the applicant an approval in the form determined by the local government.
- (3) If the local government refuses to approve an application for approval, it is to give written notice of that refusal to the applicant.
- (4) Where a clause of this local law refers to conditions which may be imposed on an approval or which are to be taken to be imposed on an approval, the clause does not limit the power of the local government to impose other conditions on the approval under subclause (1)(a).

4.3 Compliance with approval

Where an application for approval has been approved, the applicant and the owner or occupier of the lot to which the approval relates, shall comply with the terms and any conditions of that approval.

4.4 Duration of approval

An approval given under this Local Law shall transfer with the land to any new occupier or owner of the lot and shall continue in force and effect until—

- (a) the fence is removed;
- (b) the approval is revoked by the local government under clause 4.5; or
- (c) the owner of the lot surrenders the approval.

4.5 Cancellation of an approval

Subject to Division 1 Part 9 of the *Local Government Act 1995*, the local government may cancel an approval issued under this Part if—

- (a) the fence no longer satisfies the required specifications; or
- (b) the fence is not maintained in accordance with clause 2.5; or
- (c) the owner or occupier breaches any condition upon which the approval has been issued 
- (d) The materials used have become a known hazard 

PART 5—MISCELLANEOUS

5.1 False or misleading statement

A person shall not make a false or misleading statement in connection with any application, requirement or request under this local law.

PART 6—NOTICES OF BREACH

6.1 Notices of Breach

- (1) Where a breach of any provision of this local law has occurred in relation to a fence on a lot, the local government may give a notice in writing to the owner or occupier of that lot ('notice of breach').
- (2) A notice of breach shall—
 - (a) specify the provision of this local law which has been breached;
 - (b) specify the particulars of the breach; and
 - (c) state that the owner or occupier of the lot is required to remedy the breach within the time specified in the notice.
- (3) Should an owner fail to comply with a notice of breach, the local government may, by its employees, agents or contractors enter upon the lot to which the notice relates and remedy the breach, and may recover the expenses of so doing from the owner of the lot in a court of competent jurisdiction.
- (4) The provisions of this clause are subject to section 3.25 and item 12 of Division 1 of Schedule 3.1 of the *Local Government Act 1995* and any entry on to land will be in accordance with Part 3, Division 3 of that Act.

PART 7—OFFENCES

7.1 Offences and penalties

- (1) An owner or occupier who fails to comply with a notice of breach commits an offence and is liable upon conviction to a maximum penalty of not less than \$250 and not exceeding \$5000 and, if the offence is a continuing offence, a maximum daily penalty of \$500.
- (2) A person who fails to comply with or who contravenes any provision of this local law commits an offence and is liable to a penalty, in accordance with **schedule 1and**, if the offence is  continuing offence, a maximum daily penalty of \$500.

7.2 Modified penalties

- (1) An offence against any provision of this local law is a prescribed offence for the purposes of section 9.16(1) of the *Local Government Act 1995*.
- (2) The amount appearing in the final column of Schedule 1, directly opposite a prescribed offence

in that Schedule, is the modified penalty for that prescribed offence.

7.3 Form of notices

For the purposes of this local law—

- (a) an infringement notice issued under this local law referred to in section 9.17 of the *Local Government Act 1995* is to be in a form prescribed by the local government, as amended from time to time;
- (b) a notice referred to in section 9.20 of the *Local Government Act 1995* is to be in a form prescribed by the local government, as amended from time to time.

PART 8—OBJECTIONS AND REVIEW

8.1 Objections and review

When the local government makes a decision as to whether it will grant a person an approval or renew, vary or cancel an approval under this local law, the provisions of Division 1 of Part 9 of the *Local Government Act 1995* and regulation 33 of the *Local Government (Functions and General) Regulations 1996* shall apply to that decision.

SCHEDULE 1 – Offences and modified penalties

[clause 7.2(2)]

Item	Clause No.	Nature of offence	Modified penalties \$
1	2.1(1)	Erect a fence which is not a sufficient fence without approval of the local government 	200
2	2.2	Erect a gate in a fence not opening into the lot, or a gate in a fence not sliding parallel and inside a fence if the gate is providing access to a thoroughfare	100
3	2.4(1)(a)	Failure to maintain a fence in good condition to prevent the fence becoming dangerous, dilapidated or unsightly.	200
4	2.4(1)(b)	Failure to maintain a fence in good condition to prevent the trespass of stock	200
5	2.4(2)	Filling or excavating behind a fence so as to undermine the structural integrity of the fence	100
6	2.5	Erect or maintain a fence or obstruction of temporary or permanent nature across a right-of way, public access way or thoroughfare without approval of the local government	200
7	3.2(2)	Erect or affix to a dividing fence using barbed wire or material with spiked or jagged projections in the fence construction without approval of the local government	200
8	3.2(3)	On an industrial lot, erect or affix on any fence bounding that lot any barbed wire or other materials with spiked or jagged projections, in which the bottom row of wire or other materials is nearer than 2000mm from the ground level	200
9	3.2(4)	Affix or allow to remain as part of any fence or wall, whether internal or external, on that lot any broken glass	200
10	3.2(5)	Failing to fix barbed wire to the side of the fence posts furthest from the thoroughfare or other public place.	200

Item	Clause No.	Nature of offence	Modified penalties \$
11	3.3(1)	Construct, erect or use razor wire in a fence without approval of the local government	200
12	4.3	Failure to comply with terms or conditions of approval	200
13	7.1(1)	Failure to comply with notice of breach	250

Dated:

The Common Seal of the
 Shire of Chittering
 was affixed by authority of a
 resolution of the Council in the
 presence of:

}
 }
 }
 }
 }

Cr Gordon Houston
Shire President

Alan Sheridan
Chief Executive Officer

Council Committee and Advisory Groups



OFFICE USE ONLY:

ADOPTED:	15 November 2017 – Resolution 071117
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INTRODUCTION

This booklet contains details of:

1. Council Committees
2. Portfolios – Elected Members
3. Working Groups
4. Other Committees
5. Representation on external organisations

PART 1 – COUNCIL COMMITTEES

Section 5.8 of the *Local Government Act 1995* provides that Council can establish committees of three (3) or more persons. An **Absolute Majority** decision is required.

1.1 Types of Committees

Section 5.9 provides that a committee can comprise:

- a) Council Members only
- b) Council Members and Employees
- c) Council Members and Employees and other persons
- d) Council Members and other persons
- e) Other persons only

1.2 Appointment of Committee Members

Section 5.10 provides for the appointment of committee members. A decision to appoint committee members requires an **Absolute Majority** decision of Council.

At any given time each Council member is entitled to be a member of at least one (1) committee that comprises Council members only, or Council members and employees. If a Council member nominates himself/herself to be a member of such committee/s, the Council is to include that Council member to at least one of those committees as the Council determines.

If the Council is to make an appointment to a committee that has or could have a Council member as a member and the President informs Council of his/her wish to be a member of the committee, the Council is to appoint the President to be a member of the committee.



If the Council is to make an appointment to a committee that has or will have an employee as a member and the Chief Executive Officer informs the Council of his/her wish:

- a) to be a member of the committee, or
 - b) that a representative of the Chief Executive Officer be a member of the committee
- the Council is to appoint the Chief Executive Officer or the Chief Executive Officer's representative, as the case may be, to be a member of the committee.

1.3 *Tenure of Committee Membership*

Where a person is appointed as a member of a committee under *section 5.10(4) or (5)* (i.e. the sections relating to appointing the President and the Chief Executive Officer or the Chief Executive Officer's representative to a committee), the person's membership of the committee is valid until:

- a) *the person no longer holds the office by virtue of which the person becomes a member, or is no longer the Chief Executive Officer, or the Chief Executive Officer's representative, as the case may be,*
 - b) *the person resigns from membership of the committee,*
 - c) *the committee is disbanded, or*
 - d) *the next ordinary elections day,*
- whichever happens first.*

Where a person is appointed as a member of a committee other than under *section 5.10(4) or (5)*, the person's membership of the committee continues until:

- a) *the term of the person's appointment as a committee member expires,*
 - b) *the Council removes the person from the office of committee member or the office of committee member otherwise becomes vacant,*
 - c) *the committee is disbanded, or*
 - d) *the next ordinary elections day,*
- whichever happens first.*

1.4 *Elected members obligation when appointed by Council*

Councillors are to represent the views of Council, as deemed by resolution Policy or strategic objectives, when attending Committee meetings and Working Groups that include "**other persons**".

"Other Persons" means a person who is not a Council member or employee

1.5 *Election of Presiding Member and Deputies*

The members of a committee are to elect a presiding member and deputy presiding member from amongst themselves in accordance with *section 5.12*.

1.6 *Quorum*

The quorum for a meeting of a committee is at least 50% of the number of offices (whether vacant or not) or member of the committee.

The Council may, with an absolute majority decision, reduce the number of offices of committee members required for a quorum at a committee meeting specified by the Council if there would not otherwise be a quorum for the meeting.



1.7 *Presiding at Committee meetings*

The presiding member elected by the committee is to preside at meetings of the committee.

If, in relation to the presiding member of a committee:

- a) the office of presiding member is vacant, or
- b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member,

then the deputy presiding member, if any, may perform the functions of presiding member.

If, in relation to the presiding member of a committee:

- a) the office of presiding member and the office of deputy presiding member are vacant, or
- b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,

then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

1.8 *Delegation of some powers and duties to certain committees*

Under and subject to *section 5.17*, Council may delegate to a committee any of its powers and duties other than the power of delegation. An **Absolute Majority** decision of Council is required.

A delegation is to be in writing and may be general or as otherwise provided in the instrument of delegation.

A delegation has effect for the period of time specified in the delegation or if no period has been specified, indefinitely.

Any decision to amend or revoke a delegation is to be made by an **Absolute Majority**.

Although Council may have delegated authority to a committee, nothing prevents the Council from performing any of its functions by acting through another person.

1.9 *Limits on the delegation of powers and duties to certain committees*

The Council can delegate:

- a) to a committee comprising Council members only, any of the Council's powers or duties under the Act except:
 - i. any power or duty that requires a decision of an absolute majority or a 75% majority of the Council; and
 - ii. any other power or duty that is prescribed;
- b) to a committee comprising Council members and employees, any of the council's powers or duties that can be delegated to the Chief Executive Officer; and
- c) to a committee comprising Council members, employees and other persons, Council members and other persons, and employees and other persons, any of the council's powers or duties that are necessary or convenient for the proper management of:
 - i. the Council's property; or
 - ii. an event in which the Council is involved.



Council Committees and Advisory Groups
Adopted 15 November 2017
Amended 21 March 2018



The Council cannot delegate any of its powers or duties to a committee comprising “other persons only”.

1.10 Statutory compliance

The Presiding Member, deputy presiding member, committee members and the Council officer responsible for the committee are to make themselves fully conversant with all of the provision of the *Local Government Act 1995* and Council’s Standing Orders relating to committees and committee meetings.

Council has resolved to formally establish the following committees with the membership and other relevant information as shown.



1.11 Audit Committee

1.11.1 Membership

As at 19 October 2016:

Members
Shire President (Presiding Member) Cr Gordon Houston
Deputy Shire President Cr Peter Osborn
Cr Mary Angus
Cr Don Gibson
Cr Aaron King
Cr Carmel Ross
Cr George Tilbury

Quorum

4 members

1.11.2 Terms of Reference

Adopted by Council on 19 October 2011

1.11.3 Function

1.11.3.1 NAME

The name of the Committee shall be the Shire of Chittering Audit Committee hereinafter referred to in its abbreviated form as SOCAC.

1.11.3.2 DISTRICT

The SOCAC shall operate within the local government boundaries of the Shire of Chittering.



1.11.3.3 **GUIDING PRINCIPLES**

The guiding principles are in accordance with the *Local Government Operational Guidelines (No 9) for Audit Committees in Local Government – Their appointment, function and responsibilities*.

1.11.3.4 **ESTABLISHMENT**

The Committee is established pursuant to *Section 5.8* of the *Local Government Act 1995*.

1.11.3.5 **OBJECTIVES**

The primary objective of the SOCAC is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the Chief Executive Officer to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.

The committee is to facilitate:

- (a) the enhancement of the credibility of external financial reporting
- (b) compliance with laws and regulations as well as use of best practise guidelines relative to auditing
- (c) the provision of an effective means of communication between the external auditor, the Chief Executive Officer and the Council.

1.11.3.6 **POWERS OF THE AUDIT COMMITTEE**

The SOCAC is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the Chief Executive Officer.

1.11.3.7 **MEMBERSHIP**

The committee shall consist of all elected members. All members shall have full voting rights.

The Chief Executive Officer and employees are not members of the committee.

The Chief Executive Officer and Executive Manager Corporate Services (or their nominee) is to attend all meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.



1.11.3.8 **REPORTING**

Reports and recommendations of each committee meeting shall be presented to the next Ordinary Meeting of the Council.

1.11.3.9 **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the SOCAC will be to—

- (a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
- (b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.
- (c) Develop and recommend to Council—
 - i. a list of those matters to be audited,
 - ii. the scope to be undertaken.
- (d) Recommend to Council the person or persons to be appointed as auditor.
- (e) Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include—
 - i. the objectives of the audit,
 - ii. the scope of the audit,
 - iii. a plan of the audit,
 - iv. details of the remuneration and expenses to be paid to the auditor,
 - v. the method to be used by the local government to communicate with, and supply information to, the auditor.
- (f) Liaise with the Chief Executive Officer to ensure that the local government does everything in its power to—
 - i. assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*,
 - ii. ensure that audits are conducted successfully and expeditiously.
- (g) Examine the reports of the auditor after receiving a report from the Chief Executive Officer on the matters and—
 - i. determine if any matters raised require action to be taken by the local government,
 - ii. ensure that appropriate action is taken in respect of those matters.
- (h) Review the report prepared by the Chief Executive Officer on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.
- (i) Review the scope of the audit plan and program and its effectiveness.
- (j) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's "Terms of Reference".
- (k) Seek information or obtain expert advice through the Chief Executive Officer on matters of concern within the scope of the Committee's "Terms of Reference" following authorisation from the Council.



1.11.3.10 TENURE OF MEMBERSHIP

Shall be in accordance with the *Local Government Act 1995, section 5.11*.

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until—*
- (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;*
 - (b) *the person resigns from membership of the committee;*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,*
- whichever happens first.*
- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until—*
- (a) *the term of the person's appointment as a committee member expires;*
 - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,*
- whichever happens first.*

1.11.3.11 DELEGATED AUTHORITY

Nil

1.11.3.12 COMMITTEE

Chairperson

The members shall appoint the Chairperson of the SOCAC.

Secretary

A Shire staff officer will fulfil the role of non-voting Secretary.

Standing Ex-Officio Members

Nil

1.11.3.13 MEETINGS

Annual General Meeting

Nil

Committee meetings

The SOCAC shall meet at least annually. Additional meetings shall be convened at the discretion of the presiding person.

Quorum

The quorum at any meeting shall be half plus one of the number of offices. Therefore the number for a quorum shall be four (4) voting members.

Voting

Shall be in accordance with the *Local Government Act 1995, Section 5.21*.

5.21 Voting

- (1) *Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*
- (2) *Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*
- (3) *If the votes of a member present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*
- (4) *If a member of a council or a committee specifically requests that there be recorded —*
 - (a) *his or her vote; or*
 - (b) *the vote of all members present**On a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.*
- (5) *A person who fails to comply with subsection (2) or (3) commits an offence.*

Minutes

Shall be in accordance with the *Local Government Act 1995, Section 5.22*.

5.22 Minutes of council and committee meetings

- (1) *The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.*
- (2) *The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*
- (3) *The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

Who acts if no presiding member?

Shall be in accordance with the *Local Government Act 1995, Section 5.14*.

5.14 Who acts if no presiding member

- (1) *If, in relation to the presiding member of a committee —*
 - (a) *the office of presiding member and the office of deputy presiding member are vacant; or*
 - (b) *the presiding member and the deputy presiding member, if any, are not available or are unable or willing to perform the functions of presiding member,**then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

Meetings

Meetings shall be generally open to the public pursuant to the *Local Government Act 1995, Section 5.23* and include question time for members of the pursuant to the *Local Government Act 1995, Section 5.24*.

Members interests to be disclosed

Members of the Committee are bound by the provisions of the *Local Government Act 1995, Section 5.65* with respect to disclosure of financial, impartiality or proximity interests.



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Adopted 15 November 2017
Amended 21 March 2018



1.12 Chittering Bush Fire Advisory Committee

1.12.1 Membership

As at 17 August 2017:

Members	Deputies
Shire of Chittering Councillor Cr Peter Osborn	Shire of Chittering Councillor Cr Carmel Ross
Chief Executive Officer Alan Sheridan	Nil
Community Emergency Services Manager / Chief Bush Fire Control Officer David Carroll	Nil
Deputy Chief Bush Fire Control Officer Southern Region David Wilson	Nil
Deputy Chief Bush Fire Control Officer Northern Region Gregory Cocking	Nil
Deputy Chief Bush Fire Control Officer Central Region Phillip Humphry	Nil
Muchea Brigade representative Peter Hall	Muchea Brigade representative Arthur Blewitt
Lower Chittering Brigade representative Jeff Reeves	Lower Chittering Brigade representative Max Brown
Upper Chittering Brigade representative Gordon Carter	Upper Chittering Brigade representative David Wilson
Bindoon Brigade representative Matthew Whelan	Bindoon Brigade representative Peter Watterston
Wannamal Brigade representative Kim Haeusler	Wannamal Brigade representative Richard Rose
Incident Support Brigade representative Paul Groves	Incident Support Brigade representative Sam Murray Whelan

QUORUM

6 members

1.12.2 Terms of Reference

Adopted by Council on 20 July 2011

1.12.3 Function

1.12.3.1 NAME



The name of the Committee shall be the Chittering Bush Fire Advisory Committee hereinafter referred to in its abbreviated form as CBFAC.

1.12.3.2 **DISTRICT**

The CBFAC shall operate within the local government boundaries of the Shire of Chittering.

1.12.3.3 **VISION**

Our vision is for the Shire of Chittering to have an efficient and responsive fire service and as a Committee to educate and inform the community of the dangers of fire.

1.12.3.4 **GUIDING PRINCIPLES**

Nil

1.12.3.5 **ESTABLISHMENT**

The CBFAC is established pursuant to the *Local Government Act 1995, Section 5.8* and the *Bush Fires Act 1954, Section 67*.

1.12.3.6 **OBJECTIVES**

To make recommendations and advise Council on all matters relating to the *Bush Fires Act 1954, Section 67(1)*.

To liaise with other emergency organisations and relevant bodies with regard to Fire and Emergency Management within the Shire of Chittering

The Committee will advise the local government all matters relating to:

- (a) Preventing, controlling and extinguishing of bush fires
- (b) The planning of the layout of fire-breaks in the district
- (c) Prosecutions for breaches of the *Bush Fire Act 1954*
- (d) The formation of bush fire brigades and the grouping thereof under group brigade officers
- (e) The ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities
- (f) Any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified.

1.12.3.7 **MEMBERSHIP**

Membership

- (a) One (1) Shire of Chittering Councillor as member and one (1) Councillor as deputy
- (b) Chief Executive Officer as member
- (c) Community Emergency Services Manager/Chief Bush Fire Control Officer as member
- (d) Deputy Chief Bush Fire Control Officer Southern Region as member
- (e) Deputy Chief Bush Fire Control Officer Northern Region as member
- (f) Deputy Chief Bush Fire Control Officer Central Region as member
- (g) Muchea Brigade
 - i. one (1) Bush Fire Control Officer as member and
 - ii. one (1) Bush Fire Control Officer as deputy
- (h) Lower Chittering Brigade
 - i. one (1) Bush Fire Control Officer as member and



-
- ii. one (1) Bush Fire Control Officer as deputy



- (i) Upper Chittering Brigade
 - i. one (1) Bush Fire Control Officer as member and
 - ii. one (1) Bush Fire Control Officer as deputy
- (j) Bindoon Brigade
 - i. one (1) Bush Fire Control Officer as member and
 - ii. one (1) Bush Fire Control Officer as deputy
- (k) Wannamal Brigade
 - i. one (1) Bush Fire Control Officer as member and
 - ii. one (1) Bush Fire Control Officer as deputy
- (l) Incident Support Brigade
 - i. one (1) Bush Fire Control Officer as member
 - ii. one (1) Bush Fire Control Officer as deputy

Tenure of Membership

Shall be in accordance with the *Local Government Act 1995, Section 5.11*.

1.12.3.8 ATTENDANCE BY GOVERNMENT AGENCIES

The following are invited (non-voting) to attend meetings of the CBFAC:

- (a) DFES Fire Services Manager Perth North Coastal
- (b) DEC Conservation and Land Management Officer

1.12.3.9 DELEGATED AUTHORITY

Nil

1.12.3.10 COMMITTEE

Chairperson

The members shall appoint the Chairperson of the CBFAC.

Secretary

A Shire staff officer will fulfil the role of Secretary (non-voting).

Standing Ex-Officio Members

Nil

1.12.3.11 MEETINGS

Annual General Meeting

Nil

Committee meetings

Meetings shall be as determined by the CBFAC.

Quorum

At least 50% of the members of the Committee.

Voting

Shall be in accordance with the **Local Government Act 1995**, Section 5.21.

- (1) *Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*
- (2) *Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*
- (3) *If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*
- (4) *If a member of a council or a committee specifically requests that there be recorded —*
 - (a) *his or her vote; or*
 - (b) *the vote of all members present,**on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.*
- (5) *A person who fails to comply with subsection (2) or (3) commits an offence.*

Members are to vote by secret ballot on the Election of Positions to be recommended to Council as if they were electors voting at an election.

Minutes

Shall be in accordance with the **Local Government Act 1995**, Section 5.22(1).

- (1) *The person presiding at a meeting is to ensure that minutes are kept of the meeting's proceedings.*

A copy of the unconfirmed minutes shall be forwarded to all CBFAC members within 14 days of the meeting for endorsement at the next meeting.

CBFAC recommendations arising from the minutes shall be presented to Council in the next available Council agenda for endorsement and/or action.

The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify confirmation.

Who acts if no presiding member?

In accordance with the provisions of the **Local Government Act 1995**, Section 5.14.

*If, in relation to the presiding member of a committee—
the office of a presiding member and the office of deputy presiding member are vacant; or the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of the presiding member, then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

Meetings

Meetings shall be open to the public pursuant to the **Local Government Act 1995**, Section 5.23 and is not required to have questions from the public as there are no Council delegations.

Brigade and Shire Training Coordinator reports

Each member brigade shall provide a brigade report to the meeting. The Shire Training Coordinator shall provide a report to the Chief Bush Fire Control for presentation at the meeting.

Working groups

The CBFAC may appoint any of its members to a working group to carry out specific tasks. A working group will undertake only those duties specified by the Committee.



Deputations

The CBFAC may invite any person or organisation to attend any meetings but such persons shall not be entitled to vote on any decision arising from such meetings.

Power of the Council

Nothing herein contained shall restrict the powers of Council.



1.13 Local Emergency Management Committee

1.13.1 Membership

As at 15 November 2017:

Members	Deputies
Shire President Cr Gordon Houston	Shire Deputy President Cr Peter Osborn
Chief Executive Officer	
Community Emergency Services Manager Chief Bush Fire Control Officer	Deputy Chief Bush Fire Control Officer Southern/Northern Region
Executive Manager Technical Services	
Executive Manager Corporate Services	
Executive Manager Development Services	
Principal Building Surveyor	
Principal Environmental Health Officer	
St John Ambulance Gingin/Chittering	
St John Ambulance Bullsbrook	
WA Police – Gingin	
Department of Fire and Emergency Services	
Department for Communities	
Australian Defence Force	
WA Meat Industry Authority	

Quorum

7 Members

1.13.2 Terms of Reference

Adopted by Council on 18 November 2015

1.13.3 Functions

1.13.3.1 NAME

The name of the Committee shall be the Local Emergency Management Committee hereinafter referred to in its abbreviated form as LEMC.



1.13.3.2 DISTRICT

The LEMC shall operate within the local government boundaries of the Shire of Chittering.

1.13.3.3 VISION

Our vision is for the Shire of Chittering to have an efficient and responsive emergency management.

1.13.3.4 GUIDING PRINCIPLES

Nil

1.13.3.5 ESTABLISHMENT

The LEMC is established pursuant to *Section 5.8* of the *Local Government Act 1995* and Section 38 of the *Emergency Management Act 2005*.

1.13.3.6 OBJECTIVES

- (a) To plan, administer and test the Local Emergency Management Arrangements.
- (b) To keep up to date the Contact details in the Local Emergency Management Arrangements.
- (c) Meet and produce post-incident reports.
- (d) Meet and produce post-exercise reports.
- (e) Produce an Annual report.
- (f) Produce and approve an Annual Business Plan.

The Committee will advise the local government all matters relating to Emergency Management.

Shall be in accordance with the *Emergency Management Act 2005*, Section 39.

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- (a) *to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;*
- (b) *to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and*
- (c) *to carry out other emergency management activities as directed by the OEM or prescribed by the regulations.*

1.13.3.7 MEMBERSHIP

Membership

Membership of the LEMC is representative of agencies, community groups, non-government organisations and expertise relevant to the identified community hazards and risks and emergency management arrangements.

Chair	President
Deputy Chair	Deputy President
Executive Officer	Community Emergency Services Manager / Chief Bush Fire Control Officer

**Members**

SoC Local Recovery Coordinator
 SoC President
 St Johns Ambulance Gingin/Chittering
 St Johns Ambulance Bullsbrook
 SoC Principal Environmental Health Officer
 SoC Building Surveyor
 SoC Executive Manager Development Services
 SoC Executive Manager Corporate Services
 SoC Executive Manager Technical Services
 SoC Deputy Chief Bush Fire Control Officers
 SoC Local Welfare Liaison Officer
 WA Police – Gingin representative
 Department for Communities representative
 DFES District Manager North East
 RAAF Defence representative
 Western Australian Meat Industry Authority representative

Tenure of Membership

Shall be in accordance with the *Local Government Act 1995*, Section 5.11.

1.13.3.8 ATTENDANCE BY GOVERNMENT AGENCIES

Department of Fire and Emergency Services
 Department for Communities

1.13.3.9 DELEGATED AUTHORITY

Nil

1.13.3.10 COMMITTEEPresiding Member

Shire of Chittering Councillor

Secretary

A Shire staff officer will fulfil the role of Secretary (non-voting)

Standing Ex-Officio Members

Nil

1.13.3.11 MEETINGSAnnual General Meeting

Nil

Committee meetings

Meetings shall be held quarterly

Quorum

At least 50% of the members of the Committee.

Voting

Shall be in accordance with the **Local Government Act 1995**, Section 5.21.

- (1) *Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*
- (2) *Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*
- (3) *If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*
- (4) *If a member of a council or a committee specifically requests that there be recorded —*
 - (a) *his or her vote; or*
 - (b) *the vote of all members present,**on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.*
- (5) *A person who fails to comply with subsection (2) or (3) commits an offence.*

Minutes

Shall be in accordance with the **Local Government Act 1995**, Section 5.22(1).

- (1) *The person presiding at a meeting is to ensure that minutes are kept of the meeting's proceedings.*

A copy of the unconfirmed minutes shall be forwarded to all LEMC members within 14 days of the meeting for endorsement at the next meeting.

LEMC recommendations arising from the minutes shall be presented to Council in the next available Council agenda for endorsement and/or action.

The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify confirmation.

Who acts if no presiding member?

In accordance with the provisions of the **Local Government Act 1995**, Section 5.14.

*If, in relation to the presiding member of a committee—
the office of a presiding member and the office of deputy presiding member are vacant; or the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of the presiding member, then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

Meetings

Meetings shall be open to the public pursuant to the **Local Government Act 1995**, Section 5.23 and is not required to have questions from the public as there are no Council delegations.

Working groups

The LEMC may appoint any of its members to a working group to carry out specific tasks. A working group will undertake only those duties specified by the Committee.

Power of the Council

Nothing herein contained shall restrict the powers of Council.



PART 2 – COUNCIL PORTFOLIOS

Councillors may choose to hold one (1) or more portfolios in relation to a particular matter that is of interest to Council. An Elected Member may be delegated by Council the function of monitoring and providing elected member reports to Council on items of interest to Council.

Elected Members of Council holding a particular portfolio may be requested by the Council or Chief Executive Officer to attend various meetings in relation to the portfolio, and provide input from the Shire of Chittering's perspective taking into consideration the corporate goals and policies of Council.

No sitting fee shall be paid in connection with an allocated portfolio; however any bona fide expense shall be reimbursed. Should a portfolio holder meet with a Minister in relation to the portfolio, the President in the first instance or Deputy President of the Council shall be invited to attend.

Council has resolved to formally establish the following portfolios with the membership and other relevant information as shown:

Description	Membership
Community Development <ul style="list-style-type: none"> Health and aged care Youth and related services Sport and recreation 	Cr Mary Angus
Natural Environment <ul style="list-style-type: none"> Chittering Landcare Waste management Catchment management 	Cr Peter Osborn
Built Environment <ul style="list-style-type: none"> Precinct planning Recreation trails and reserves Infrastructure services Project activities Heritage 	Cr Gordon Houston
Economic Development and Tourism <ul style="list-style-type: none"> Chamber of Commerce Chittering Tourist Association Regional tourism initiatives Small business Project activities (e.g. MEN) Events 	Cr Carmel Ross
Governance <ul style="list-style-type: none"> Integrated Planning Asset Management Financial Sustainability 	Cr Aaron King
Law, Order and Public Safety	Cr George Tilbury



Heritage

Cr Don Gibson

PART 3 – ADVISORY GROUPS

An “Advisory Group” will **NOT** be a formal committee established under section 5.8 of the *Local Government Act 1995*. An “Advisory Group” is to meet as and when required and membership is to vary dependent on the issues to be addressed. The Officer responsible for the “Advisory Group” will report any outcomes from working group meetings direct to Council via an Officer’s Report.

“Advisory Groups” will not attract a sitting fee to elected members as the “Advisory Group” is not a formal committee constituted pursuant to the *Local Government Act 1995*.

Council members are to represent the views of Council when attending an external organisation as a member appointed by the Council, not their personal views if these conflict with Council policy and position.

Representation of external organisations will not attract a sitting fee to elected members but any out of pocket expenditure or travelling expenses will be reimbursed.

3.1 Advisory Group Membership and Objectives

3.1.1 Chittering Community Planning Advisory Group

The Chittering Community Planning Advisory Group (CCPAG) is made up of representatives of diverse community interests from within the Shire of Chittering; representing the localities of Lower Chittering, Muchea, Bindoon, Mooliabeenee and Wannamal.

3.1.1.1 MEMBERSHIP

Sporting groups and Community groups from within the Shire of Chittering are encouraged to nominate one representative per group.

Alternatively, for those groups involved in a Chittering Shire facility user group a representative from the user group are encouraged to participate on CCPAG.

Members	Deputies
Cr Carmel Ross	Cr Peter Osborn
Community & Club Development Officer ¹ (CDO)	And any other Shire staff by invitation as determined by projects of the committee
Bindoon Agricultural Society representative	-
Bindoon Community Progress Association representative	-
Bindoon Chittering Retirees / CWA representative	-
Bindoon Theatre Incorporated representative	-
Brockman Historical Precinct user group representative representing the: <ul style="list-style-type: none"> Bindoon Historical Society 	-



Members	Deputies
<ul style="list-style-type: none"> • Bindoon Arts & Crafts • Bindoon Men's Shed 	
Chittering Tourist Association representative	-
Chittering Progress Association representative	representing the Lower Chittering Hall user group
Bindoon Sport and Recreation Association representative	representing the Chinkabee Complex user group
Bindoon Primary School P & C representative	-
Sandown Park representative	-
Muchea User Group representative	-
Wannamal Community Centre representative	-

QUORUM

7 members (comprising of 5 community members, 1 Councillor and the €CDO)

3.1.1.2

OBJECTIVES

- (a) Contribute and participate in the review of the Shire of Chittering Strategic Community Plan

A point of reference for the Shire of Chittering as part of community engagement activities. To ensure that community planning and development remain a key component of Council's Strategic planning process.

- (b) Community attitudes and perceptions

A collective voice for advocating community attitudes and perception, ideas and projects of the communities within the Shire of Chittering between the Council, funding providers and government agencies.

- (c) Identify opportunities

To identify opportunities for community development through creative utilisation of existing and future resources and funding by collectively identifying, supporting and working towards projects that serve to build community pride. This will be achieved through the dissemination of information, brainstorming and/ or a collective think tank of ideas facilitated by the broad knowledge base of the group.

- (d) Promotion

To promote the importance of community planning development in the Shire of Chittering by being a conduit between the community, sporting and community groups, Shire of Chittering and potential partners i.e. funding providers and Government agencies.

Provide a focal point for the exchange of information among the local community and the Shire of Chittering, on issues of concern or projects of interest that serve to build pride within our community, being mindful of not replicating work that is already being done within the community.



-
- (e) Communication with Council
To facilitate and encourage widespread consultation with the community by communication to the council on community planning and development issues and; make recommendations to Council on all matters relating to this.
 - (f) Budget priorities
To identify and make recommendations to Council on budget provisions for community development projects by advocating community priorities to council for budgetary considerations.
 - (g) Community facilities
To advise and assist Council in the development of community facilities and services within the Shire of Chittering.
 - (h) Community projects
Assist and support, where appropriate, any new community projects and; advocate for improved use of resources (time, people, financial etc.) through utilising the networking opportunities present within the group.

3.1.1.3

MEETING TIMES

Bimonthly on 2nd Thursday (February, April, June, August, October, December)

1 – 3pm in the Shire of Chittering Council Chambers

Meetings may be held more regularly where necessary to projects of the group.



3.1.2 Chittering Community Support Funding Advisory Group

3.1.2.1 MEMBERSHIP

Members	Deputies
Cr George Tilbury	Cr Don Gibson
Executive Manager Corporate Services	-
Community Development Support Officer ²	-

QUORUM

2 members

3.1.2.2 OBJECTIVES

(a) Recommendations

- i. To assess the Financial Assistance Grant applications received from not for profit organisations operating in the Shire of Chittering in order of priority and based on any Council policies with respect to donations.
- ii. To make recommendations to Council of the applications for inclusion in the annual Budget.

(b) Community initiatives

To encourage not for profit organisations operating in the Shire of Chittering to submit applications for financial assistance towards projects that will benefit the Chittering community based on the adopted annual budget.

(c) Community awareness

To ensure the Financial Assistance Grant scheme is advertised via media and correspondence to known 'not-for-profit' organisations.

3.1.2.3 MEETING TIMES

~~Once~~ Twice a year (~~April~~ July and November)

Shire of Chittering Council Chambers

3.2.3.4 POLICY IMPLICATIONS

Community Development Policy 6.4 Financial Assistance Grant Scheme



3.1.3 Chittering Education Scholarship Advisory Group

3.1.3.1 MEMBERSHIP

Members	Deputies
Cr Peter Osborn	Cr Mary Angus
Gingin Chittering Lions Club representative	-
Community & Club Development Officer ¹	

QUORUM

2 members

3.1.3.2 OBJECTIVES

(a) Promotion

To promote and assist education opportunities for the youth of the Shire.

(b) Determination

To assess and recommend to Council the Year 6 and Year 10 winners of the Education Scholarship (\$1,000) using the following selection criteria:

- i. Year 6 or 10 student residing in the Shire of Chittering
- ii. Applicants' ability to benefit financially from the Scholarship
- iii. Academic reports
- iv. Citizenship and community involvement
- v. Suitability for the chosen school.

To be eligible students must be residents of the Shire of Chittering and be continuing with their schooling during the next calendar year.

Selection is based on outstanding all round involvement and contribution to school life and the local community, including but not limited to:

- Academic achievement
- All round achievement
- Community involvement
- Outstanding leadership

(c) Process

That Council include an annual budget allocation of \$2,000 for education scholarships to be determined as follows:

- i. Advertising through the local schools and media the availability of two scholarships of an agreed budgeted annual amount.
- ii. The scholarships being open to residents of the Chittering Shire only and are for one graduating year 6 and one graduating year 10 student to further their education.
- iii. Application forms (pro forma) closing first Friday of November of each year to be assessed by a three-member panel appointed by Council.



iv. The winning scholarship for the successful students to be paid directly to the chosen school.

(d) Community initiatives
Nil

(e) Community awareness
To promote the Education Scholarship program to students residing in the Shire of Chittering.

3.1.3.3

MEETING TIMES

Once a year (November)
Shire of Chittering Council Chambers

3.1.3.4

POLICY IMPLICATIONS

Community Development Policy 6.2 Education Scholarship Award



3.1.4 Chittering Mining Advisory Group

3.1.4.1 MEMBERSHIP

Members	Deputies
Cr Aaron King	Cr Peter Osborn
Chief Executive Officer	-
Landcare representative <ul style="list-style-type: none"> Rosanna Hindmarsh 	-
Community representatives <ul style="list-style-type: none"> Derek Gascoine Claire Medhurst Jackie Shervington Ron Renton 	-

QUORUM

5 members

3.1.4.2 OBJECTIVES

- To advise Council on all matters concerning mining applications pertaining to the Shire of Chittering in a neutral format.
- To facilitate community consultation while at all times providing an impartial forum for all interested parties.
- To advise Council on mining applications with special reference to the prohibition on "Industry Mining" contained within *Local Planning Scheme 6*.
- To facilitate community consultation on all pertinent matters while providing an impartial forum for all interested parties.

3.1.4.3 MEETING TIMES

As and when required
 Shire of Chittering Council Chambers



~~3.1.5 Chittering Health Advisory Group~~

~~3.1.5.1 MEMBERSHIP~~

Members	Deputies
Cr Mary Angus	Cr Don Gibson
Chief Executive Officer	Executive Manager Corporate Services
Practice Manager Jupiter Health & Medical Services Robyn Hunt	–
Physiotherapist Judy Dennis	–
Community representative Chris Pietraszek	–
Primary Health Manager, West Wheatbelt Erik Anda	
Community resident Helen Kerr	Helen Taylor
Service Coordinator Toodyay, Silver Chain Aven Sharon Richards	–
Coordinator Primary Care Integration WACHS (SIHI) Karen Beardsmore	

~~QUORUM~~

~~6 members~~

~~3.1.5.2 OBJECTIVES~~

- ~~• To establish networks to liaise and cooperate with all Federal, State and local health care agencies to achieve the highest standard of health available to the residents of this Shire.~~
- ~~• To initiate and facilitate the development of all necessary infrastructure to support the provision of the highest standard of health available to the residents of this Shire.~~
- ~~• To investigate and pursue all funding sources and opportunities to support the provision of the highest standard of health available to the residents of this Shire.~~

~~3.1.5.3 MEETING TIMES~~

~~As and when required
 Shire of Chittering Council Chambers~~



3.1.65 Chittering Youth Krew Advisory Group

The Chittering Youth Krew (the Krew) is a group of youth aged between 12-10 – 17 years who live, work or go to school in the Shire of Chittering, covering the areas of Lower Chittering, Muchea, Bindoon, Mooliabeenee and Wannamal.

Youth aged 18 – 25 years are encouraged to remain on the Krew as mentors to the younger Krew members. Parents are also welcome to assist as mentors.

3.1.6.1 MEMBERSHIP

The Krew are supported by the Shire of Chittering's Community ~~& Club~~ Development Officer who mentors the group and facilitates group meetings.

Members	Deputies
Cr Mary Angus	Cr George Tilbury
Community & Club Development Officer ¹ (CCDO)	And any other Shire staff by invitation as determined by projects of the committee.
Community representatives (up to 20 by membership) Youth membership by application to the Shire)	Nil

QUORUM

Not applicable

3.1.6.2 OUR ROLE

The Krew are passionate about keeping young people in the local area by having events, activities, services and spaces for young people to access.

3.1.6.3 OUR AIM

- Find solutions to youth getting into trouble and to prevent boredom by developing and organising activities and events for local young people.
- Represent the views of local young people to the broader community and to the Shire.
- Learn leadership skills.
- Learn event management skills.
- Increase youth participation by communicating to local people what is happening in our Shire.
- Work alongside community groups, sports clubs and businesses to improve youth engagement and participation.
- Work alongside the Community ~~and Club~~ Development Officer to plan and deliver annual youth related events and workshops.



3.1.6.4

WE WILL DO THIS BY

- (a) Speaking with young people at events and activities about the Krew and what we are trying to do.
- (b) Assist the Shire in communicating information to the broader youth population.
- (c) Communicating youth issues and suggestions to the Shire.
- (d) Assist community and sporting groups to connect with young people.

3.1.6.5

MEETING TIMES

As determined by the current membership



3.2 Advisory Groups Terms of Reference

3.2.1 NAME

The names of the Advisory Groups shall be as follows:

Name	Abbreviation
Chittering Community Planning Advisory Group	CCPAG
Chittering Community Support Funding Advisory Group	CCSFAG
Chittering Education Scholarship Advisory Group	CESAG
Chittering Mining Advisory Group	CMAG
Chittering Health Advisory Group	CHAG
Chittering Youth Krew Advisory Group	CYKAG

3.2.2 RESPONSIBLE OFFICER

The Responsible Officer shall be a Shire officer who will ensure agendas and minutes are produced and forwarded to Council, and report any recommendations from the Advisory Group to Council.

Name	Responsible Officer
Chittering Community Planning Advisory Group	Community and Club Development Officer ¹
Chittering Community Support Funding Advisory Group	Community Development Support Officer ²
Chittering Education Scholarship Advisory Group	Community and Club Development Officer ¹
Chittering Mining Advisory Group	Executive Support Officer
Chittering Health Advisory Group	Community and Club Development Officer
Chittering Youth Krew Advisory Group	Community and Club Development Officer ¹

3.2.3 DISTRICT

The Advisory Groups shall operate within the local government boundaries of the Shire of Chittering.

3.2.4 OBJECTIVES

To make recommendations and advise Council on all matters relating to objectives of the Advisory Group as outlined in the Council Committees and Advisory Groups booklet.



3.2.5 MEMBERSHIP

General

Council will appoint at least one Council member to the Advisory Group and one staff members.

Community representation may also be appointed to the Group.

Membership shall be no greater than 15 inclusive of members and deputies.

Membership of each advisory group is outlined in the Council Committees and Advisory Groups Booklet.

Tenure of membership

Where a person is appointed as a member of an advisory Group, the person's membership of the advisory group continues until—

- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the Chief Executive Officer, or the Chief Executive Officer's representative, as the case may be;
 - (b) the person resigns from membership of the advisory group; or
 - (c) the advisory group is disbanded;
- whichever happens first.

3.2.6 DELEGATED AUTHORITY

Nil

3.2.7 ADVISORY GROUP

Chairperson

The Council member will act as Chairperson of the Advisory Group.

Secretary

A Shire staff officer will fulfil the role of Secretary.

Standing Ex-Officio Members

Nil

3.2.8 MEETINGS

Advisory Group meetings

Meetings of the Advisory Group shall be as determined by the Group. Meetings are determined at the final year meeting for the next calendar year.

Quorum

The quorum at any meeting shall be half plus one of the number of offices. Therefore the number for a Quorum shall be half plus one voting members.

Voting

1. Each council member and each member of an advisory group who is present at a meeting of the advisory group is entitled to one vote.
2. If the votes of a member present at an advisory group meeting are equally divided, the person presiding is to cast a second vote.
3. If a member of an advisory group specifically requests that there be recorded —
 - a. his or her vote; or
 - b. the vote of all members present
 On a matter voted on at a meeting of the advisory group, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.

Minutes

1. The person presiding at a meeting of an advisory group is to cause minutes to be kept of the meeting's proceedings.
2. The minutes of an advisory group are to be forwarded to Council via the monthly Elected Members Information Bulletin
3. A report is to be prepared by the responsible officer of the Advisory Group of any recommendations made by the Advisory Group to be presented to Council at the next ordinary meeting of the council, for consideration.
4. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

Who acts if no presiding member?

If, in relation to the presiding member of an advisory group —

- a. the office of presiding member and the office of deputy presiding member are vacant; or
- b. the presiding member and the deputy presiding member, if any, are not available or are unable or willing to perform the functions of presiding member,

then the advisory group members present at the meeting are to choose one of themselves to preside at the meeting.

Meetings

Meetings shall be closed to the public and are not required to have questions from the public as there are no Council delegations.

Members interests to be disclosed

Members of the Advisory group are bound by the provisions of the *Local Government Act 1995*, Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.



PART 4 – COUNCIL REPRESENTATION ON EXTERNAL ORGANISATIONS

From time to time Council is requested to nominate a Council member to represent the Council on committees of external organisations. Sometimes the constitution of the external organisation requires Council to nominate a representative.

External organisations will be informed in writing of Council representatives. Where appropriate, the external organisations and the Council representative/s are to determine the extent of representation required e.g. attendance at meetings only when necessary, acting as a contact person etc.

Council has resolved to formally establish representation on the following external organisations with the membership as shown:

Association	Position	Membership	Meeting Frequency	Term Expires
Avon Midland Zone (WALGA)	Delegate	Shire President Cr Gordon Houston	As required	October 2019
	Deputy	Deputy Shire President Cr Peter Osborn		
Avon Regional Organisation of Councils (AROC)	Delegate	Shire President Cr Gordon Houston	As required	October 2019
	Deputy	Deputy Shire President Cr Peter Osborn		
Bindoon & Districts Agricultural Society	Delegate	Cr Aaron King¹ Chief Executive Officer	As required Monthly	October 2019
	Deputy	Nil		
Bindoon Community Progress Association	Delegate	By request	As required	October 2019
	Deputy	Nil		
Bindoon & Districts Historical Society	Delegate	Cr Don Gibson	As required	October 2019
	Deputy	Cr Carmel Ross		
Bindoon Sport and Recreation Association	Delegate	By request	As required	October 2019
	Deputy	Nil		
Chittering Tourist Association	Delegate	Cr Peter Osborn	Monthly	October 2019
	Deputy	Cr Carmel Ross		
Chittering Valley Land Conservation District Committee	Delegate	Cr Gordon Houston	Monthly	October 2019
	Deputy	Cr Peter Osborn		
Chittering Valley Progress and Sporting Association	Delegate	Cr George Tilbury	As required	October 2019
	Deputy	Nil		

¹ Cr King has advised that with full time work and the upcoming need to travel to site, council commitments every week, he does not have the time to attend the Ag Society. Given the prominence of the Agricultural Society with the Annual Bindoon Show.



Council Committees and Advisory Groups
Adopted 15 November 2017
Amended 21 March 2018

Association	Position	Membership	Meeting Frequency	Term Expires
District Health Advisory Council (WA Country Health Service Wheatbelt)	Delegate	Cr Mary Angus	Bi-monthly	October 2019
	Deputy	Cr Carmel Ross		
Ellen Brockman Integrated Catchment Committee	Delegate	Peter Stuart (EMDS)	As required	October 2019
	Deputy	Cr Peter Osborn		
Northern Growth Alliance	Delegate	Shire President Cr Gordon Houston	As required	October 2019
	Deputy	Deputy Shire President Cr Peter Osborn		
The Livestock Centre Muchea Consultative Group	Delegate	Cr Aaron King	As required	October 2019
	Deputy	Cr George Tilbury		
Tronox Community Consultative Committee	Delegate	Cr George Tilbury	2-4 times per year	October 2019
	Deputy	Cr Gordon Houston		
Wannamal Community Centre Inc	Delegate	Cr Peter Osborn	Monthly	October 2019
	Deputy	Cr Carmel Ross		
Wheatbelt Development Assessment Panel	Members	Cr Gordon Houston Cr Peter Osborn	As required	26 July 2018
	Alternate Members	Cr Carmel Ross Cr Mary Angus		
Wheatbelt North Regional Road Group	Delegate	Cr Peter Osborn	As required	October 2019
	Deputy	Nil		
<u>WACHS – Chittering Health Advisory Group</u>	<u>Delegate</u>		<u>As required</u>	<u>October 2019</u>
	<u>Deputy</u>			



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8.30am - 4.30pm

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
1	Review of Community Strategic Plan (CSP)	EMCS/CEO	Following a Community Perception Survey (Catalyse) in mid-2016, CSP review workshops were held with Council on 6 Oct 2016 and 7 Dec 2016. Community workshops were held on 24 Oct 2016 and 26 Oct 2016. The draft SCP was adopted by Council on 13 Apr 2017 and advertised for public comment, with the final SCP being adopted by Council on 12 June 2017.	Completed

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
2	Develop New Local Planning Strategy (LPS)	EMDS	<p>The previous Local Planning Strategy (2001-2015) was endorsed by the Western Australian Planning Commission (WAPC) in June 2004. In April 2008 the WAPC wrote to Council requesting that it review certain aspects of its Planning Scheme. Between 2009 and 2014, the Shire worked with Greg Rowe and Associates to undertake a review of the LPS. The revised LPS was advertised for public comment in 2015. At the conclusion of the submission period (partly as a result of submissions received) it was determined that a full comprehensive review of the Local Planning Strategy was required.</p> <p>Work on the new LPS, in partnership with the WAPC, commenced in 2015.</p> <p>A series of Councillor Workshops (attended by the WAPC) were held in Feb/Mar 2017. This timing allowed for the Draft LPS to be developed in parallel with the Community Strategic Plan. The Draft LPS was formally supported by Council at its meeting on 19 July 2017 and forwarded to WAPC. In December 2017 Council received informal advice that the Draft LPS now requires significant amendment which the WAPC intended actioning. It is however of concern that Council has not yet been formally made aware of any issues regarding the draft document.</p> <p>The CEO has been in contact with the Director of the Wheatbelt Team at the WAPC to clarify the status of the LPS. An extract of that advice is as follows:</p> <p><i>The Department agrees that the mining sections of the strategy could be improved to clarify the Minerals to Owner issue, including some of the mapping and the datasets supplied by the Department of Mines, Industry Regulation and Safety. There were other editorial issues raised (duplication, incomplete sections), and we have agreed to address these in a revised draft.</i></p> <p><i>The report to WAPC will include a list of modifications required to the strategy in order to be certified for public advertising. However, the Department will carry out the modifications such that Council receives a draft local planning strategy certified for public comment. Aside from advertising the document and dealing with submissions, no additional burden is to be placed on the Shire.</i></p> <p><i>In terms of timing, we are working to have a draft strategy for circulation in Feb, with consideration by WAPC in March.</i></p>	Ongoing

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
3	Review Community Infrastructure Plan (CIP)	EMDS/CEO	<p>Unendorsed plan already exists (SGS – 2014)</p> <p>The current plan will need to be updated with input from the Long Term Financial Plan (when finalised)</p> <p>It is not critical to have an adopted plan at this stage. It is a higher priority to finalise (in priority order):</p> <ul style="list-style-type: none"> • the Asset Management Plans (complete) • the Corporate Business Plan (in draft) • the Long Term Financial Plan (not started) <p>The project is on on-hold until after the priority plans (as listed above) are complete and following the 2018 budget process</p>	On Hold
4	Review Corporate Business Plan (CPB)	EMCS/CEO	<p>Update was due in FY 2015/16, but was deferred to allow for a review of Asset Management Plans and completion of the SCP (refer Item 1). The CPB is effectively a 4 year budget and follows on from the strategic direction identified in the SCP (a 10 year plan). Draft will be discussed with Council in early 2018 (Feb/Mar). All three documents (CSP, CPB & LTFP) will provide input into the Long Term Financial Plan and the 2018 budget process.</p>	Q1 2018
5	Review Long Term Financial Plan (LTFP)	EMCS	<p>The LTFP will follow on from the CSP (Item 1), the CPB (Item 4) and review of Asset Management Plans (Items 9 and 10)</p> <p>Consultant support will be necessary, most likely via Council's Auditors, Moore Stephens.</p>	March / April 2018

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
6	Formulate Developer Contribution Plan (DCP)	EMDS	<p>Planning Workshop with consultant (Stuart Devenish) on 17 Aug 2016. As the work progressed however, it became increasingly evident that a DCP is not a viable alternative for Council at this time.</p> <p>Consultant's report to Council on 19 July 2017. At that Meeting Council resolved to receive the report and acknowledge that DCPs are not a viable alternative at this time.</p> <p>In regard to the Muchea Employment Node, an alternative project has been identified with funding support from the Federal Govt BBRF. That project commences in early 2018 (refer Item 31 below).</p>	Not Viable
7	Regional Growth Plan (Northern Growth Alliance)	EMDS / CEO	<p>Aim is to develop a Regional Growth Plan as part of NGA Alliance with Dandaragan and Gingin Councils. The Wheatbelt Development Commission (WDC) is facilitating development of the Plan.</p> <p>As a result of significant staff and Councillor changes towards the end of 2017 (CEO's of Gingin and Dandaragan both leaving), the timeline has been modified as follows:</p> <ul style="list-style-type: none"> • April 2018 – NGA meeting to introduce both new Shire CEO's and new NGA Council representatives to the process and to Northern Growth Jobs and Economic Outlook • April/May 2018 – Present draft Jobs and Economic Outlook to Shire Council meetings • June 2018 – Present draft for WDC Board endorsement <p>While the project is to be progressed in Q2 of 2018, it will most likely take the better part of 2018 to finalise to plan.</p>	2018

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
8	Sports and Community Centre Feasibility Study	EMCS/CDO	<p>Initial Council project briefing occurred on 18 Mar 2016 - noting that the project included a significant consultation component with both existing sporting clubs and the general community.</p> <p>A Stage 1 workshop was held with Council on 7 Sep 2016 and a dedicated risk workshop on 18 Oct 2016.</p> <p>The study reports were presented to Council on 16 Nov 2016 - Council resolved to receive the reports as final reports and to organise a workshop to discuss staging options. A staging workshop was held on 15 Feb 2017 to break down the project into manageable portions.</p> <p>Project viability depends on future grant funding, continued allocation of funding to reserves and a potential partnership with Immaculate Heart College for the possible development of joint use facilities (refer Items 32, 37 below).</p> <p>At the Briefing Session on 15 Nov 2017, Council was advised that Federal Govt funding might be available through the BBRF. However, in developing the application it became apparent that finalising a sufficiently detailed funding application (with supporting Cost Benefit Analysis) would not be possible prior to the close off for submissions on 16 Dec 2016.</p> <p>It is now proposed that an affordable project (circa \$5-\$6m) be further developed along with a supporting Cost Benefit Analysis as part of the 2018/19 budget - so that Council is prepared for future funding opportunities.</p>	Complete

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
9	Update of Asset Management Plans	EMTS/CEO	<p>The road network analysis and forward program complete and field validated in 2016 (ie. the dTIMS asset model is complete). Council was briefed regarding the draft asset plan and road network model on 29 Nov 16. Building Data input was completed in early 2017 (ie. the Buildings Plus asset model is complete).</p> <p>Existing Asset Management Plans (roads, buildings, ovals & reserves) were updated and presented to Council at the Briefing Session on 1 Nov 2017. Councillors were satisfied with the outcomes to date as a basis for future infrastructure investment and for preserving key assets classes. Note that Asset Management Plans are not statutory documents under the Integrated Planning Framework and do not need to be adopted by Council.</p>	Complete

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
10	GNH / Bindoon Bypass	CEO / EMDS / EDO	<p>In May 2016, the State Govt announced that it was reviewing the Bindoon Bypass as a result of steep grades of Bindoon Hill. Three alternatives were made public at that time (one of which was the existing alignment and a minor bypass of Bindoon to the east).</p> <p>Meetings of a Heavy Haulage Bypass Reference Group (a Council initiative) commenced on 8 July 2016 – the group met on seven occasions between July 2016 and Feb 2017.</p> <p>The Shire President and CEO met with the Minister on 16 Aug & 9 Nov 2016 to express Council's concern regarding the impact on the town, the potential impact of an asset transfer and of the need for a decision to be made and for individuals to be treated fairly and compensated without unnecessary delay.</p> <p>On 14 Dec 2016 Council endorsed the Bindoon Deviation for Heavy Vehicles Strategy for public comment (work on this strategy, in collaboration with the local business community) was well advanced prior to the State Govt announcement in May 2016. On 15 March 2017, Council adopted the Strategy. The primary focus of the is to ensure that Bindoon continues to be a place to stop and visit, as well as growing the area as a peri-urban day and overnight destination for visitors.</p> <p>A Ministerial Announcement was made on 12 Jan 2017 selecting Western Bypass Option A as the preferred corridor for the bypass.</p> <p>The Main Roads project team is now in the process of finalising the preferred route and is in detailed discussions with individual property owners regarding these matters. The process of acquiring property to preserve the corridor has also commenced.</p>	Ongoing (refer item 21)

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
11	Binda Place Project	EMTS / CEO	<p>The start-up meeting with Project Manager and Contractor was held on 3 June 2016. Mobilisation and construction work commenced on site from mid-June.</p> <p>The project was originally scheduled for completion on 22 Jan 2017, however delays due to unsuitable subgrade material and unseasonal rain, deferred completion until late Feb 2017.</p> <p>The project is currently on maintenance with the defects liability period concluding on 21 Jan 2018.</p> <p>Follow-up work will be necessary in order to fully establish the landscaping. However, this will occur from within existing maintenance allocations.</p> <p>Overall, the project has been a success and is appreciated by the majority of the community. Significantly, the project has created a safe, slow speed environment for all users and with the maturing of landscape elements will provide an attractive display of native trees and vegetation.</p>	Complete
12	NBN Infrastructure	EMDS / CEO	<p>Lease rates have been negotiated with NBN Co. Draft lease terms have been largely negotiated with NBN Co solicitors.</p> <p>There has been a hold up with implementation as a result of Native Title Clearances and Land Excision which will allow the Shire to lease the land to NBN Co. These matters were finally resolved towards the end of 2017.</p> <p>It is expected that construction and commissioning will be complete in the first half of 2018.</p>	Ongoing

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
13	Bindoon Sewerage (STED) Program	EHO / CEO	<p>Report to Council on 18 May 2016 wherein Council resolved to register its vote in support of the Scheme. The report also proposed that Council assist in minimising this impact on individuals by subsidising the cost of initial connection to the scheme. This was incorporated into the 2016/17 Budget (\$50,000 per year over four years). There was a subsequent meeting with the Minister on 3 June 2016 where this (and other issues) were discussed.</p> <p>Water Corp wrote to residents on 1 August 2016 advising of the outcome of the voting and that the scheme will be proceeding. Planning and design commenced shortly thereafter. The Scheme for Bindoon was originally estimated at \$4.8m ended up being costed at \$12.1m. A satisfactory explanation for the cost increase is yet to be provided.</p> <p>On 18 August 2017, the newly elected State Government advised that it would no longer be proceeding with the STED / Sewerage Schemes in four rural localities as a result of budget pressures. The reported increase in costs was the primary reason for not proceeding.</p> <p>A Meeting of the four Councils with Water Corp staff was held on 28 Nov 2017. At that meeting, copies of the design and planning work undertaken to date were requested. What was finally provided was a copy of the Executive summary of the Planning Report and some of the design drawings.</p> <p>The broad costings provided as part of the Executive Summary give little indication of where the major costs are – save to say that the treatment ponds seem to comprise a significant proportion of the overall project costs. However, some of the other costs such as Preliminaries also seem excessive – but without knowing what these costs comprise, it is impossible to draw any conclusions. Water Corp has been requested to provide a full copy of the Planning Report.</p> <p>Staff have been actively examining more cost effective alternatives with commercial providers both in WA and interstate. As a result of a report to Council on 18 Dec 2017, Council resolved to engage a consultant to develop an alternative and affordable proposal for wastewater treatment in the town of Bindoon.</p>	Cancelled

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
14	New Ambulance Station	CEO	<p>At its meeting on 19 Feb 2016 Council resolved that the CEO prepare a business plan in relation to the proposed land swap between the Shire of Chittering and St John Ambulance Chittering/Gingin.</p> <p>At a subsequent meeting on 15 June 2016, Council resolved that the CEO explore other alternatives. In essence, that St John Ambulance dispose of its existing site and use part of the proceeds to purchase land from Council at a discounted rate.</p> <p>A meeting was held with local St John reps on 11 Aug 2016 to discuss the proposed arrangements. Subsequently, St John Ambulance (while preferring the land swap) agreed to proceed with the alternative proposal.</p> <p>The ball is now with St John Ambulance and the local sub-branch. The local sub-branch is still intending to proceed with the development of the new station once details are finalised with their head office.</p>	2018

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
15	WA Retirees	CEO / EMCS	<p>At the time of sale of the land (3 November 2014), the price of the land (3.9 ha) was discounted to compensate for the provision of on-site waste water treatment and disposal.</p> <p>The valuation at the time was based on a fully serviced land parcel. However, the purchase price was discounted to compensate for the purchaser having to provide their own wastewater treatment system. Contrary to popular belief, WA Retirees paid full commercial value for the land.</p> <p>The Contract of Sale includes a Restrictive Covenant which specifically restricts future use of the land to “Aged Persons Accommodation” (so it cannot be used for any other purpose). The original contract also provides for an option to re-purchase the land for the same price (less costs) if the buyer does not complete the development within the specified timeframe or does not comply with the conditions of the development.</p> <p>The cost of providing an on-site sewerage solution subsequently became an issue for WA Retirees - the cost being much more than they had anticipated and affecting the commercial viability of the proposed development. This problem was resolved when the State Government announced the implementation of the STED scheme.</p> <p>As a result of the STED project, WA Retirees sought concessions from Council to coordinate the delivery of the project with the construction of the sewerage scheme. Council was informed of this in July 2016. At the Council Meeting on 17 Aug 2016, Council approved a Deed of Variation with WA Retirees to vary the delivery date of the project to Feb 2018. WA Retirees subsequently paid the balance of the funds for the purchase of the land.</p> <p>On 30 October 2017 WA Retirees wrote to Council advising of its intention to not proceed with the development. While this is a disappointing development, the current economic circumstances and the added cost of on-site sewerage treatment have impacted on the commercial viability of this development for WA Retirees.</p> <p>It seems that the best option might be to work constructively with WA Retirees in putting the land back on the market. Given that the Northlink / Great Northern Highway upgrade projects are underway, there may well be renewed interest from other providers who work in that field. As WA Retirees have already done some of the planning and design work, this may add an additional element which a potential purchaser may find attractive.</p>	Ongoing

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
16	Evaluation of Council Properties	CEO / EMCS	<p>An audit of existing property assets completed in mid-2016. The audit identified a number of Council owned properties which are surplus to needs and which could be disposed of to generate income for Council. The total value of those surplus properties is estimated at around \$2m. Council was briefed on these matters at a briefing session on 19 Oct 2016.</p> <p>Any future disposal action will need to comply with the requirements of the Act and will be subject to advertising and reporting to Council in accordance with the provisions of the Local Government Act.</p>	Complete
17	Strategic Land Acquisitions	CEO	<p><u>Lot 215, Great Northern Highway (2.4 ha)</u>. At its Meeting on 19 July 2017, Council approved the acquisition of this parcel of land. As the land immediately adjoins existing sporting facilities in Bindoon, it is intended that it ultimately be used for expanding and further developing community recreational facilities in the town.</p> <p><u>Lot 168 Binda Place (0.5 ha)</u>. At its Meeting on 19 July 2017, Council approved the acquisition of this parcel of land. The land allows for Council to formalise the access from Binda Place through to Gray Rd (as the previous arrangement was through privately owned land). It is intended to subdivide the land, sell off the existing building and retain the road / carparking area in Council ownership.</p> <p>As part of the 2017/18 budget process Council approved the borrowing of funds from WA Treasury for the above purchases. It is proposed to pay down these loans over the next 12-18 months through disposal of the following land parcels:</p> <ul style="list-style-type: none"> • Subdivision and disposal of the existing building and land located on Lot 168 (the former Chitterbug building). • Disposal of all or part of Lot 104 Grey Rd. A significant portion of this land will be required for the Bindoon bypass. • Disposal of the Council owned house at 6169 Great Northern Highway (the former Community Health Centre) 	Complete

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
18	Use of Old Medical Centre (21 Binda Place)	CEO	<p>21 Binda Place was the site of the former medical centre in Bindoon – it became vacant in early 2016 as a result of the construction of a new Medical Centre in the town.</p> <p>In early 2016, Council called for expressions of interest to occupy the building, but deferred any further action on that front so that the building could be used as a site office for the reconstruction of Binda Place (saving the project \$40,000 in costs. Use of the building as a site office ceased in Feb 17.</p> <p>In mid-2016, the Department of Premier and Cabinet approached Council to enquire as to the availability / suitability of 21 Binda Place as an Elected Members Office. Council staff first met on site with officers from the Department of Premier and Cabinet on 2 August 2016 to assess the suitability of the proposed facility. As a result of that visit, the Department indicated that the site was a promising location and investigations were subsequently undertaken with a view to progressing the matter further.</p> <p>A lease document was subsequently drafted based on commercial terms and a commercial lease valuation of \$13,000 per annum. The terms of the lease required the tenant to pay for all of the costs of internal fit-out and to meet the costs of any outgoings (such as water, electricity and ATU servicing). The Shire retains responsibility for the building structure and for the repair of major systems such as air conditioning.</p> <p>At its meeting on 17 November 2017, Council resolved to endorse the actions of the Shire President and the CEO in finalising the lease.</p>	Complete

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
19	Fleet Management Review	CEO / EMTS	<p>In June 2016 Council approved the engagement of a specialist Fleet Management Consultant (Uniqco) to assist Council to deliver best practice whole of life fleet management systems, policies and practices. Uniqco are Fleet Management specialists that have worked extensively with Local Governments throughout Australia over many years. Their client list includes 104 local government authorities, 4 state government agencies and 4 private companies. Some of the direct benefits include:</p> <ul style="list-style-type: none"> • Cost savings through strategic management of mobile assets • Lower financial risk - major mechanical overhaul, selling too early • Lower OH&S risk - maintenance records, on road risk of overload etc • Cost savings for staff in gathering information on FBT • Cost savings for staff in gathering and calculating data for fuel tax reports • Cost savings in valuing the fleet assets (fair value statement) every year • Environmental reporting <p>Uniquo's first KPI report was presented to Council at a Briefing Session on 8 November. The first KPI report identified a framework for implementing best practice whole of life cycle approach to plant and fleet management (and reducing financial and OHS risk). More specifically, overall savings of between \$90,000 and \$140,000 were identified associated with more optimum fleet replacement cycles and better purchasing practices.</p> <p>Significant time and effort was subsequently devoted to the consideration of a new vehicle use policy. Council was briefed by Uniqco Fleet Management on these matters at briefing sessions held on 4 April 2017 and 19 April 2017. As a result of a report to Council on 17 May 2017 a further briefing session was arranged with Uniqco Fleet Management on 25 July 2017.</p> <p>Subsequent to the 25 July Workshop, the Chief Executive Officer produced briefing notes regarding the proposed fleet policy. Those notes were discussed with Council at the Briefing Session on 23 August 2017. The matter was further workshopped with Council on 6 September 2017 with specific reference to the principles of the proposed policy and detailed calculations relating to FBT, running costs and resale values. The vehicle use policy was finalised and adopted by Council on 18 Oct 2017.</p>	Ongoing

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
20	Security of Water Resources	CEO	<p>Analysis of historical correspondence / documentation was undertaken in early 2017. In summary, Bindoon has 156 allocations from the current Water Corp supply. This is considered adequate for the foreseeable future. As the provider of water for the town, Water Corp will have to consider further options when / if this allocation is close to being used up.</p> <p>Water in the south is in private ownership. Water Corp and the State Govt clearly have little interest in providing new services to the Shire at this time. Regardless, there is a commercial incentive for those resources to be used for the Muchea Employment Node and other developments in the south (including the Reserve Road Subdivision).</p> <p>At its meeting on 19 Oct 2016, Council formally provided in-principle support and to act as the project proponent for a WDC initiative aimed at installing an upgraded pumping main and infrastructure for the MEN from the Reserve Rd borefield to the Muchea Employment Node. It was intended that the upgraded infrastructure be provided via an R4R funding Grant at no cost to Council.</p>	Monitor

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
21	Long Term Costs of Asset Transfer (Bindoon Bypass)	CEO / EMTS	<p>There are ongoing issues associated with the Bindoon Bypass, principally the proposed handover of a large section of the existing Great Northern Highway (48 km) and Bindoon Moora Rd (22 km) to Council. Such an asset transfer, if it were to occur, could have significant financial consequences for the Shire. Council does not currently maintain highway standard roads with overtaking lanes, major drainage structures and steep grades.</p> <p>Our initial assessment is that such an asset transfer will result in a one third increase in the lane length of Council's sealed road network at an annual cost of around \$700,000 per year. This would represent a very significant burden for a small local government (equivalent to a 14% rise in rates).</p> <p>Such a transfer (if it were to occur) would result in the re-allocation of funds, principally through the FAGS Grant (Federal) and General Purpose Grant (State). We have been advised that the FAGS Grant would only increase by \$108,635 - no advice has been provided in relation to the General Purpose Grant.</p> <p>However, it seems clear that the increase in grant funding will not be sufficient to cover the ongoing maintenance and renewal costs associated with such an asset transfer.</p> <p>In mid-2017, the CEO initiated a technical study to better quantify the financial impact on the Shire. That study was to have been undertaken by the Australian Road Research Board (ARRB). However, following a meeting with the Main Roads Project Director and ARRB on 24 July 2017, the Main Roads Project Director advised that the majority of the information could be sourced from existing programs. However, very little information has been provided to date (apart from the impact on the FAGS Grant - as noted above).</p> <p>The matter has been discussed with previous Transport Ministers and received a favourable hearing. A further meeting with the new Transport Minister was held on 8 August 2017 to discuss this and the Muchea Employment Node. At the latter meeting it was agreed that details of the impact would first need to be obtained so that we are working with facts rather than assumptions.</p> <p>At this stage, without the benefit of more detailed information regarding the potential cost to Council of the proposed asset transfer, Council's position remains that Main Roads WA should retain ownership of the existing Great Northern Highway alignment, potentially as a designated tourist route. It is also worth noting that such a significant bypass provides benefits for the Great Northern Highway in that a suitable alternative is available as a designated deviation in times of emergency and unprogrammed road closures. Further, there should be significant investment in safety upgrades to that portion of the Bindoon Moora Road within the Chittering Shire prior to the Bindoon-Moora road being considered suitable for handover. It is not reasonable to transfer a sub-standard road with known safety issues without significant upgrades.</p> <p>Arrangements have been made for the project team to provide a briefing / update to Council on 21 Feb 2018. The CEO has raised his concerns regarding the lack of progress with regard to this issue. This matter needs to be raised by Council at that briefing.</p>	Ongoing

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
22	Review Operations of CTA	CEO / EMCS	<p>This matter was discussed at length with Council at a workshop on 13 Sep 2016. Following a Notice of Motion on 17 March 2017, the CEO provided further detailed information to Council with regard the CTA's role in supporting and promoting tourism within the Shire. The report also covered the CTA's revenue and expenditure, support provided by Council, its status as a Not for Profit and its compliance with the relevant legislation. As a result, Council resolved to express its continued support for the Chittering Tourist Association and that Council should take a long term view during the budgetary process to provide them with certainty.</p> <p>Regardless, the CTA continues to be an issue of concern within the community. While much of the concern is unfounded, it is clear that better and more transparent arrangement is necessary. With this in mind, it is proposed to develop an MOU with the new Board in early 2018. A draft of the MOU will be discussed with Council when available.</p>	<p>Review Complete</p> <p>New project underway</p>
23	Drug & Alcohol Testing	CEO / MHR	<p>In early 2016, a revised policy was developed and discussed with Council. Councillors were involved in a number of Briefing Sessions.</p> <p>The Draft Policy was developed in consultation with Council's insurer (LGIS), staff, WALGA and relevant unions. The policy document complies with the Occupational Safety and Health Act (1994), Fair Work Act (2009) and Fair Work Regulations (2009); it was developed using an LGIS template.</p> <p>Following a review of other Local Government's within our region and around WA, a random testing program of 50% of staff three times per year was considered appropriate and is in excess of what most Local Government's currently implement – with cause or impairment testing to be conducted on an as needs basis. A budget allowance of \$6,000 per annum was included to allow for the testing, which is undertaken by a third party accredited contractor.</p> <p>The Policy was formally adopted by Council at its meeting on 19 April 2017 and includes the testing regime as indicated above. Testing has been conducted in accordance with the Policy with no issues.</p>	Completed

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
24	IGA Land Swap	CEO / EMDS	<p>Negotiations have been underway for some time (in excess of 5 years) to bring this matter to a conclusion. Ideally, the process involves the following:</p> <ul style="list-style-type: none"> • The sale of 300 sqm of Council owned land at the rear of the existing IGA to the new owners – ultimately intended for use as a loading bay and hardstand area. This would require survey (completed), followed by a subdivision application. • Purchase of 130 sqm of land from the rear of the expanded hardware store. By way of background, when Council first constructed the access track at the rear of the shops, part of that went across private land. In reality, the land should have been acquired at that time. <p>It was intended that the sale of land to the IGA would offset the purchase of land from the hardware shop.</p> <p>However, with the cancellation of the STED scheme, the new owner of the IGA does not wish to purchase the land at this time and would prefer to enter into a commercial lease. A report will be provided to Council regarding the proposed lease in Feb 2018.</p> <p>An amount will need to be included in the upcoming budget for the purchase of land at the rear of the expanded hardware store. A draft contract of sale has been prepared and the owner has agreed with the terms of the sale.</p>	Q3 2018
25	Purchase of Land – 168 Binda Place	CEO / EMTS	Refer Item 17 above (Strategic Land Acquisitions)	Completed

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
26	Bindoon Cemetery	EMTS / CDO	<p>An updated plan for the Bindoon Cemetery has been prepared identifying an additional 375 lots. Only 17 of the existing lots have been allocated to date.</p> <p>The Bindoon Progress Association has formally written to the Council and has requested to be involved in a project which is aimed at improving the amenity of the existing facility. At this time the Progress Association has offered volunteer labour and in-kind support. Council has an existing Cemetery Development Reserve of \$33,000. It is proposed to develop a project using the available funds and present that to Council for further consideration. It is intended that the project be further developed in consultation with the Progress Association and the Parks and Gardens Reference Group.</p>	Completed
27	Fire Mitigation – Binda Place	EMTS	<p>This matter was raised at Annual Electors Meeting and has been an ongoing issue for many years. A letter was sent to the Minister in Dec 2016 with the aim of getting some agreement on a way forward.</p> <p>Following an on-site meeting with the Department of Parks and Wildlife staff on 20 Feb 2017, approval was granted to clear vegetation at the rear of the commercial precinct (between the existing road and the shops).</p> <p>Clearing work has since been undertaken and as a result, the risk to existing shops in Bindoon has been greatly reduced.</p> <p>Some additional work is now required to tidy up the area along the walking trail / access track at the rear of the shops to make it more presentable (stump grinding, drainage work etc). It is proposed to include an allocation in the FY 2018/19 budget to allow for this work to be undertaken.</p>	Completed
28	GNH Muchea to Wubin Upgrade Stage 2 (Bindoon Bypass)	CEO / EMT	<p>Refer Items 10 and 21 above</p> <p>Note that the Main Roads Project Team is scheduled to provide Council with an update briefing on 21 Feb 2018.</p>	Ongoing

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
29	Sustainability of Bindoon as a Local Centre	CEO / EMT	<p>1. <u>Binda Place Landscaping</u>. Follow-up work is necessary to fully establish the landscaping (from existing maintenance allocations) and tidy up works are necessary at the rear of the shops where vegetation has been cleared as a fire safety mitigation measure (new allocation in FY 2018/19 budget). Other options / actions may flow from the Place Strategy as outlined below.</p> <p>2. <u>Work with Existing Business Owners and the Chamber of Commerce</u>. Staff have developed an active and supportive relationship with the Chamber and key staff regularly attend Chamber of Commerce functions. In addition staff have worked pro-actively with a number of business owners regarding land tenure matters (IGA, Hardware, Chitterbug) and to find a solution for ongoing waste water treatment issues (Bakehaus). Support has also been provided for renovation and enhancement of the existing Bindoon Café and Bakehaus in lieu of outstanding carparking contributions.</p> <p>3. <u>Encourage & Support the Establishment of New Businesses</u>. Support for “Shop Local” campaign. Development of stronger relationship with CTA (develop MOU) and Tourism WA through direct engagement. Desk top study of what has worked well elsewhere and how that can be applied to our region (eg. Margaret River). Implement Place Strategy as outlined below.</p> <p>4. <u>Viability of commercial office and/or CRC</u>. Not actively progressed at this stage. To be considered as part of the Place Strategy initiative (refer below). The proposed move of Tech Services from their existing location into the main office may create some options.</p> <p>5. <u>NBN Infrastructure</u> (refer Item 12 above). Note that construction and commissioning of the Bindoon NBN tower is expected to commence shortly with completion in the first half of 2018</p> <p>6. <u>New Ambulance Station</u> (refer Item 14 above). The local sub-branch is still intending to proceed with the development of the new station once details are finalised with their head office.</p> <p>7. <u>Development of Local Member Office</u> (refer Item 18 above). Facility leased to Department of Premier and Cabinet on a commercial basis as the Electorate Office for the Hon Marty Aldridge MLC.</p> <p>8. <u>Implement Outcomes of Bindoon Deviation Strategy</u> (refer Item 10 above). On 15 March 2017, Council adopted the Strategy. The primary focus of the strategy is to ensure that Bindoon continues to be a place to stop and visit, as well as growing the</p>	Ongoing

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
30	Property Rationalisation (Refer also to Item 17 above)	CEO / EDO	<ol style="list-style-type: none"> 1. <u>Lot 7 Binda Place (IGA)</u>. With the cancellation of the STED scheme, the new owner of the IGA does not wish to purchase the land at this time and would prefer to enter into a commercial lease. A report will be provided to Council regarding the proposed lease in Feb 2018. 2. <u>Lot 9 Binda Place (Hardware)</u>. Funding will need to be included in the upcoming budget for the purchase of land at the rear of the expanded hardware store. A draft contract of sale has been prepared and the owner has agreed with the terms of the sale 3. <u>Lot 168 Binda Place</u>. Acquisition complete. Subdivision and disposal of a portion of the land (with building) to be progressed in 2018. 4. <u>Lot 215 Great Northern Highway</u>. Purchase complete. 5. <u>509 Gray Road</u>. Part of land required for Bindoon bypass. Negotiation with Main Roads regarding acquisition in first half of 2018. 6. <u>14 Wells Glover Rd</u>. Not progressed at this time. 7. <u>6169 Great Northern Highway</u>. Property vacated. Repair and sale of property to be progressed in 2018. 	Ongoing

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
31	Muceha Employment Node	CEO / EMDS	<p>The Shire has successfully applied for funding support under the Federal Building Better Regions Community Investments Stream with the aim of developing a prospectus for the site. The Federal Funding (\$120,000) has been matched by an equivalent Council contribution.</p> <p>The funding support will enable the engagement of a Project Manager to develop an investment prospectus for the site in cooperation with the various stakeholders. The work will also identify critical infrastructure projects which can assist in stimulating future development of the site. The funding mechanisms for providing that infrastructure could be quite diverse and innovative, though this would require coordination of outcomes between developers who may ultimately be competitors in the commercial market place.</p> <p>Without proper planning we will likely end up with a series of uncoordinated and inefficient planning and infrastructure outcomes from individual developers.</p> <p>Council is asking that the State Government commits to being a more active participant in this project through the WA Planning Commission and other appropriate authorities (such as Landcorp). Previous meetings have been held with the Minister for Transport, Planning and Lands regarding these matters and we are of the understanding that the Minister is supportive of the Department playing a more active role in stimulating the MEN site.</p> <p>A meeting has been arranged (WDC and three NGA Councils) with Minister MacTiernan on 17 Jan 2018 to discuss matters of particular importance to the NGA, including the Muceha Employment Node.</p>	Ongoing
32	Regional Sports and Community Centre Feasibility Study	CEO / CDO	Refer also to Item 8 above. An affordable Stage 1 project on the public open space land adjacent to the school (circa \$5-\$6m) is being further developed along with a supporting Cost Benefit Analysis as part of the 2018/19 budget - so that Council is prepared for future funding opportunities.	Ongoing

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
33	Local Planning Strategy	EMDS	<p>Item 2 above refers.</p> <p>The Draft LPS was formally supported by Council at its meeting on 19 July 2017 and forwarded to WA Planning Commission.</p> <p>The CEO has spoken with the Wheatbelt Director regarding the current status of the Strategy. Further information is included in Item 2 above.</p>	Ongoing

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
34	In-Fill Infrastructure, Muchea	CEO	<p>In September 2017, the WA Planning Commission briefed Council on a consultancy report titled "Muchea Groundwater and Soil Assessment Report". Council was later briefed regarding the report, which we believe to be seriously flawed.</p> <p>As requested, staff provided feedback to the Planning Commission on 9 Nov 2017 and followed that up with a letter to the Minister for Planning dated 16 Nov 2017. In essence, the report fails to properly assess all viable alternatives.</p> <p>Specifically, the report does not address the option of new infrastructure; namely a reticulated water service and sewerage service for the town. By excluding this as a viable alternative, the report is fundamentally flawed and is biased towards a do-nothing outcome. It is evident that the report has been written to deliver a pre-conceived outcome.</p> <p>More concerning though is that the report seems to suggest (although it is not specifically written) that matters associated with groundwater pollution and contamination in Muchea would ultimately become the responsibility of Council. This could include a range of expensive infrastructure including drainage improvements, wetland filters and associated maintenance programs.</p> <p>When Northlink is complete, Muchea will be 30 mins drive from the Perth CBD and a short 10 min drive from Ellenbrook and the nearest metropolitan railway station (to be delivered as part of Metronet). It is difficult to understand why a town in such close proximity to the metropolitan area, and located adjacent to a 1,100 ha industrial park, should indefinitely remain as an unserved area.</p> <p>It would not take a lot of imagination to conceive of the fact that Muchea and the adjoining industrial area could have been connected to the metropolitan waste water network while the Northlink project was under construction. However, that option appears to have not been considered despite more than 20 years of lobbying for such infrastructure.</p> <p>While it may be possible to provide water from private water licence holders in the immediate area, the provision of a piped sewerage service is considered essential to the future growth and development of that area.</p> <p>A response to Councils submission to the WAPC has yet to be received. A meeting has been requested with the Minister to discuss these matters further. However, work which is presently underway to identify an affordable solution for waste water treatment and disposal in Bindoon (refer Item 13 above) may also offer a cost effective alternative for Muchea.</p>	Ongoing

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
35	Road Network Asset Planning	CEO / EMTS	<p>Item 9 above refers.</p> <p>The road network analysis and forward program is complete and field validated (ie. the dTIMS asset model is complete). Council was briefed regarding the draft plan on 29 Nov 16. The existing Asset Management Plan was updated and presented to Council at the Briefing Session on 1 Nov 2016.</p> <p>Data will continue to be updated and refined as further information becomes available and as further field validation occurs. As is the case with these systems, the more data that is collected and verified, the more accurate the system becomes in terms of predicting future expenditure levels.</p>	Ongoing

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
36	Tourism and Local Amenity	CEO / EMDS / EDO	<p><u>Explore Viability of Overnight Stops.</u> Not yet progressed. Priority is to determine the viability of a short stay caravan park in Bindoon (refer below).</p> <p><u>Upgrade of Black Boy Ridge Walking Trail.</u> An amount of \$70,000 has been budgeted to upgrade and enhance of the existing trail and viewing platform and install new signage.</p> <p><u>Bindoon Trail Network.</u> Options are to be further developed as part of the Place Strategy referred to below. Some work has already progressed on identifying the route for a trail from Carty Reserve to Clune Park.</p> <p><u>Mountain Bike Trail Options.</u> Presently subject to a desk top study. The matter will be discussed further with Council at a future briefing session.</p> <p><u>Explore Options for Tourist Infrastructure.</u> To include a caravan park/s and a park with a view of Lake Chittering. To be developed further as part of the proposed Place Strategy (refer below). Funding was included in the current budget to assess the viability of a low cost caravan park in Bindoon. Continued use of the oval in Bindoon for caravan parking is not viable in the longer term as it creates compaction and maintenance issues.</p> <p><u>Development of a Place Strategy for Bindoon Townsite.</u> An allocation was included in the 2017/18 consulting budget for the development of a Bindoon Masterplan. However, the terminology is more properly a “Place Strategy”. Staff are currently in the process of undertaking desk top research prior to moving forward with this initiative.</p> <p>The intention is to formulate a blueprint for the development of future community infrastructure including recreation facilities, walking trails, caravan facilities and parks and to develop a vision for the look and feel of the town and its surrounding precinct. Such a plan will be developed in consultation with the community. A report will be provided to Council regarding this initiative in due course.</p>	Commenced

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
37	Education	CEO / CDO	<p><u>Collection of Fact Based Information</u> regarding the need for future services in the years ahead. While this work is yet to commence, it is difficult to see there being a case for additional secondary education in Bindoon when the Shire is already serviced by two secondary schools (CAG and IHC – albeit that IHC has only just started developing its secondary school campus), one State primary school in Bindoon and a State secondary school located nearby at Gingin (noting that the School only goes to Year 10 at this time).</p> <p><u>Working Group to Support the Development of IHC.</u> This initiative is already underway. There have been ongoing negotiations with Immaculate Heart College to determine the viability of a land swap which enables the school to be fully developed adjacent to its current site (on part of the public open space land). The development of joint use sporting facilities on the balance of the public open space land offers potential benefits to all stakeholders.</p> <p>At the Briefing Session of 12 Dec 2017 Councillors were briefed further on the potential land requirements for the sporting facilities and of the balance land which may be available for development of the School. Plans have been further developed in the intervening period.</p> <p>A meeting with IHC representatives has been arranged for 23 Jan 2018 to further progress discussions regarding this matter. Council will be kept updated as the proposal is further developed.</p>	Commenced
38	Transport	CEO / CDO / EMTS	<p>The aim is to review the provision of transport services including school transport, however this work has not yet commenced.</p> <p>A report on the viability of the Community Bus initiative was presented to Council at a briefing session in July 2017. In essence, the service is well supported and it is recommended that the service continue.</p>	Not started

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
39	Economic Development	CEO / EMDS / EDO	<p>The aim is to encourage and support development which is innovative and which creates jobs. Specifically, Council has actively supported:</p> <ul style="list-style-type: none"> • Bindoon Packing Shed • Tea Tree Road Resort Facility • Various Businesses in and around the MEN, including Sirona, CBH, Inghams, Road Trains Australia, AMS and other smaller land holders • MEN Implementation Project (Refer Item 31 above). Secured funding for the engagement of a Project Manager to develop a prospectus for the site and to identify critical infrastructure projects which can assist in stimulating future development of the site. 	Ongoing
40	Disaster Management	CEO / CESM	<p>The aim is to develop an MOU with Gingin Shire regarding the sharing of resources in disasters and for business continuity purposes. This specific project is yet to commence, but resource sharing initiatives with Gingin are already underway in the areas of IT Management and Building Services.</p> <p>A Business Continuity Workshop, facilitated by LGIS, is scheduled for 6 Feb 2018.</p>	Not started

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
41	Growth / Sustainability of Future Revenue Streams	CEO / EMT	<p>Presently there is an over reliance on rural residential subdivisions which are a drain on resources and funding. Traditionally, rural residential subdivisions have been an inefficient and costly form of development in terms of the ongoing cost of maintenance and these costs are continuing to rise – principally in terms of road maintenance and control of roadside vegetation.</p> <p>Generally, there are limited opportunities within the Shire to create more efficient forms of development (principally due land use constraints and a lack of services). There is some potential for in-fill development in both Bindoon and Muchea along with partially serviced developments such as those on Reserve Road.</p> <p>Encouraging the growth of tourism, farm stays, cottage industries and local businesses which leverage off improved access to Perth (via the Northlink and GNH Upgrade projects) will also be important to the future local economy.</p> <p>Development of the Long Term Financial Plan (Item 5 above) will provide guidance to Council on how it is currently placed to deal with the longer term funding needs of the community.</p> <p>The Muchea Employment Node offers an opportunity for increased revenue in the years ahead, provided there can be a more rational and ordered approach to the provision of trunk infrastructure. With this in mind, Council has been successful in securing funding from the Federal Government to undertake engage a project resource. In addition to the development of a prospectus, the Project Manager will coordinate, manage and implement the objectives of the Structure Plan, including the identification of major infrastructure needs.</p>	Ongoing

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
42	Fleet Management	CEO / EMTS	<p>Refer Item 19 above. Results to date include:</p> <ul style="list-style-type: none"> • Light Vehicles <ul style="list-style-type: none"> – Permanent Reduction in Light Fleet (x2) - \$37,000 / annum – Conversion from Private Use (x2) - \$17,000 / annum – Implementing a 4 cylinder light vehicle fleet • Ongoing Fleet savings - \$115,000 / annum <ul style="list-style-type: none"> • Revised capital program • Extended change-over period for light vehicles • Safety risk assessments to extend life of heavy plant • Savings in Plant Equipmentment: <ul style="list-style-type: none"> – Hire of roller in lieu of owning - \$25,000 one off saving – Purchase of Revised Spec Loader - \$100,000 one-off saving • Reduction in Private Use Vehicles <ul style="list-style-type: none"> – From 9 down to 4 over last 18 months (to be reduced further as employment contracts expire) • Additional cost reductions through <ul style="list-style-type: none"> – Savings in Fringe Benefits Tax – Restrictions on private & commuter use (none existed previously) • Optional vehicle arrangements for Senior staff <ul style="list-style-type: none"> – Ability to provide their own vehicle for work purposes resulting in a net saving to Council 	Ongoing

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
43	New Chart of Accounts	EMCS	<p>The EMCS has been part of a working group developing a standard Chart of Accounts (COA) suitable for all local governments and based on the Local Government Accounting Manual. As all 138 local governments have to meet the same legislative, accounting and reporting frameworks the benefits of a standard COA are endless and include standardised reporting, dedicated customised training and easier transitioning from job to job.</p> <p>Mapping of the old COA to the new COA has commenced and our anticipated “go live” date is 13 February 2018. The Shire of Coorow is the first to “go live” on 15 January and Chittering will be the test environment for ensuring the procedures are correct. There are another 8 Councils waiting to adopt the standard COA once we have completed the test environment.</p> <p>The EMCS has been invited to present at the LG Finance Professionals Conference in March 2018 on the “trials and tribulations” of the project and “why we should all have the same COA”.</p>	In Progress
44	Facility Review	EMCS / CDO	<p>The review commenced in July 2017 and aims to capture the necessary information to build a more transparent approach that will:</p> <ul style="list-style-type: none"> • detail the Council's true cost and commitment to providing community facilities; • provide a more consistent way to managing its community facilities; and • recognise the contribution community facilities occupiers make to the community. <p>To date the review has involved a Benchmarking Workshop with bordering Shires and other Shires of Serpentine Jarrahdale and Kambalda. Desktop research has been undertaken to understand the environmental context for Facility Management across Australia and to identify best practice examples that the Shire of Chittering can utilise to base a new and improved Facility Management Framework on. The next stage of the review will involve workshops with Facility User Groups and Lessee’s and Community consultation.</p>	

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
45	Workforce Planning	EMCS / HRO	<p>It is a requirement that the Workforce Plan is reviewed annually to ensure that the organisation is considering staffing levels in relation to output to our Customers. The review of the workforce plan has been structured to include staff consultation in a formal review of;</p> <ul style="list-style-type: none"> • Organisational Structure • Departmental Structure • Position Accountabilities and Responsibilities and how these align with our Corporate and Strategic Plans. • Review of our Corporate Values and Mission Statement <p>The primary review is set to be complete by 31 January 2018 and has involved the Human Resource Coordinator meeting individually with Executive Managers and staff to determine role responsibilities and accountabilities and expectations. As a result of the review to date;</p> <ol style="list-style-type: none"> 1. A committee has been formulated to provide a new draft set of values set for review by Executive Management by the end of February 2018. 2. New Position Descriptions have been developed to include clearly defined roles and responsibilities and broad banding. 3. Key Result Areas (KRA's) have been established in conjunction with individual staff in Corporate Services which will assist in clearly identifying roles, responsibilities and relief and formulate the basis for training and development. ** Development & Technical Services KRA's will be developed over the coming months. 4. An Organisation Task and Role Matrix has been drafted for all departments displaying primary responsible officer in addition to back up support for staff on leave or post termination. This will be review by all staff at the end of February 2018. 	

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
46	Chittering Health Services Advisory Group	EMCS / CDO	<p>The Chittering Health Advisory Group has been reinstated as a community committee consisting of service providers who had attended the Chittering Health Services Roundtable held in August 2017 and other identified Health Service providers, Community Groups and resident representation.</p> <p>The Shire of Chittering CCDO facilitated the first Health Advisory meeting with the view that WA Country Health Services (WACHS) take on the lead role for the advisory committee commencing in February 2018.</p> <p>It is proposed to hold a brief Council on the status of the Advisory Committee and other Health Services related issues at the Briefing Session on 13 Feb 2018 (including the sudden departure of SilverChain on late 2017).</p>	Ongoing
47	Community Safety	CDO	<p>Community Grants have been sought for a variety of projects that align with the Strategic Community Plan and underpinning Strategies such as:</p> <ul style="list-style-type: none"> • Pending application to the Safer Communities Fund for CCTV upgrades and installation for Shire facilities (Community Safety and Crime Prevention Plan) • Successful application to Stronger Communities Round 3 for Chittering Fire Services – purchase of 8 Defibrillators. (Community Safety and Crime Prevention Plan and Age Friendly Plan) • Successful application to the Office of Emergency Management 2017-18 All West Australian's Reducing Emergencies (AWARE) program - "Raising Resilience" Community Empowerment Campaign. (Community Safety and Crime Prevention, Youth Strategy and Age Friendly Plans) 	Ongoing

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
48	Community Engagement - Library	CSOL	<p>The Bindoon Library has undergone some substantial changes to enable a broader engagement with the community, an increase of services, and a much more welcoming atmosphere. Highlights include:</p> <ul style="list-style-type: none"> • Introduction of early literacy programs such as Rhyme Time. • Monthly themes that tie in with community events which include presentations and activities i.e. sustainable gardening presentation, memoir writing workshops, bushfire prevention day, children’s Halloween party. • Installation of new carpet and a mini renovation that saw an increase to seating, new study areas, and better layout of shelves to make items more easily accessible. • Free WiFi is now provided as well as two public use PCs. • An increase to our range of DVDs and audio books to meet member demand, plus the introduction of board games and jigsaws. • Two permanent shelves dedicated to bushfire ready resources and information. • Little Free Libraries introduced in remote areas to give access to books to those who cannot make it to Bindoon. • A more active presence on social media with regular posts to Facebook to keep the community updated with events and activities. <p>The changes have been embraced by the community and we have been overwhelmed with positive feedback. The Library continues to get busier and busier – during 2017 we averaged a 73.5% increase of borrowers returning each month, borrowing on average 150 more items. As we continue to grow, we will continue to provide a wider range of services to accommodate the changing needs of our community.</p>	Ongoing

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
49	Records Relocation	CSOR	<p>The State Records Office requires that certain files are kept, both in their name as well as under the Shire's banner, on a long term or even permanent basis. Unfortunately the State does not have the capacity to store all those files so it has become incumbent on Shires to store not only their own permanent files but to also store the State's files. The current file room has proven to be inadequate so a donga was purchased to provide for future growth.</p> <p>We are currently moving all financial and function files to the donga, ensuring that all files are catalogued, including pre Synergysoft files that have currently no registration details within the Shire. This will ensure that we can access as much local information as we can in regards to historical land use and Shire activities for several more years before making further decisions regarding storage and access to files.</p>	In Progress
50	Day Labour Cost Comparison	EMTS	<p>Commercial quotes have been obtained for the replacement of a bridge structure on Blizzard Road. However the project is now intended for delivery using day labour staff.</p> <p>A direct cost comparison will be made available to Council regarding the outcome of that particular project when the works are complete in March/April 2017.</p>	

ACTION LIST – ONGOING STRATEGIC PLANNING AND OPERATIONAL MATTERS (updated January 2018)

Item	Description	Responsible Officer	Background / Status	Current Due Date
51	GPS Tracking of Light Vehicles	EMTS	<p>This matter was raised at the Council Meeting as a Notice of Motion at the Council Meeting on 15 Nov 2017. The Notice of motion was lost. However the CEO undertook to contact Uniqco (Council's fleet consultant) to provide feedback on the installation of GPS tracking in the light vehicle fleet.</p> <p>Councillors were advised at the 1 November briefing session of the likely cost and limitations (particularly with regard to mobile service coverage) and of the additional cost associated with satellite based systems. Councillors who attended the 1 November Briefing Session shared the view that there were many higher priority issues which required staff and Council attention at this time. Those priorities were discussed with Councillors at the 1 November Briefing Session and are detailed on the power point presentation which has since been circulated to all Councillors. However, more detailed information is contained within this document.</p> <p>Subsequent advice from Uniqco is as follows:</p> <p><i>"We see little or no value having GPS tracking on light vehicles used for Council business and staff commuting. Suffice to say the GPS will provide you detailed analysis of how long a vehicle is parked where it goes to and comes from unless there is a real commercial advantage to having this information and analysing the data unless you have a potential to save more than the value you are paying.</i></p> <p><i>Currently using audited fuel data and our cloud reporting system, Uniqco are able to predict the average daily KM's of a vehicle. Predict when the vehicle is due scheduled maintenance, and review the annual cost of the vehicle concerned.</i></p> <p><i>Uniqco have a preferred supplier of GPS should you still wish to enhance your fleet data, to supply and install a tracker for a light vehicle would be \$420 plus GST per vehicle (once off) and subsequent data tracking and reports (\$25 plus GST per vehicle per month)".</i></p>	