



# Agenda

## ORDINARY MEETING OF COUNCIL

TO BE HELD IN THE COUNCIL CHAMBERS,  
953 SOUTH COAST HIGHWAY, DENMARK ON  
TUESDAY, 19 DECEMBER 2017, COMMENCING AT 4.00PM.

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- 1. **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
  
- 2. **RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**

**MEMBERS:**

Cr Ceinwen Gearon (Shire President)  
 Cr Peter Caron (Deputy Shire President)  
 Cr Mark Allen  
 Cr Kingsley Gibson  
 Cr Jan Lewis  
 Cr Ian Osborne  
 Cr Janine Phillips  
 Cr Roger Seeney  
 Cr Rob Whooley

**STAFF:**

Mr Bill Parker (Chief Executive Officer)  
 Mr Gilbert Arlandoo (Director of Infrastructure Services)  
 Mr Cary Green (Director of Finance & Administration)  
 Mrs Annette Harbron (Director of Planning & Sustainability)  
 Ms Noni Entwisle (Finance Officer - Accounting)

**APOLOGIES:**

Mr Graham Blackmore (Acting Director of Community & Regulatory Services)

**ON APPROVED LEAVE(S) OF ABSENCE:**

**ABSENT:**

**VISITORS:**

Members of the public in attendance at the commencement of the meeting:  
 Members of the press in attendance at the commencement of the meeting:

**DECLARATIONS OF INTEREST:**

Name	Item No	Interest	Nature

- 3. **ANNOUNCEMENTS BY THE PERSON PRESIDING**

## 4. PUBLIC QUESTION TIME

### 4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

#### 4.1.1 Mr Craig Chappelle – Item 7.1 (Cr Lewis – Amendment to Policy P100608 Town Planning Scheme No. 3 – Colour Interpretations)

At the meeting held on Tuesday, 21 November 2017, Mr Chappelle asked whether the white roofs at Springdale met the sub-division guidelines.

The question was taken on notice and the following response has been provided in writing to Mr Chappelle.

- *In accordance with Town Planning Scheme No. 3 (TPS No. 3), the residential properties within Springdale are zoned “Special Residential (SRes 6)”, and Special Provision v) b) that relates to this zone states:  
“Buildings shall be constructed with roof and external wall materials and colours comprising natural earth or olive green colours. Reflective colours and materials such as zincalume, white and off white tones will not be permitted. Other roof and external wall materials which would, in the opinion of Council, prejudice the landscape amenity of the area, will not be permitted.”*
- *In relation to the dwellings that it is understood that you are referring to, at the time of approval of the said dwellings Council Policy P100608: Town Planning Scheme No. 3 – Colour Interpretations provided an interpretation that ‘surfmist’ is not an off-white colour (noting that this does not mean it is a white colour but is not deemed to be, for the purposes of the Scheme, an off-white colour; that is falls within definition of being any other colour).*

*Therefore having regard to the relevant policy, the use of ‘surmist’ as a roof colour complied with the policy position that applied at the time of approval – noting that at the meeting that you asked this question of Council, Council resolved to amend Policy P100608 such that ‘surfmist’ was no longer able to be used in zones whereby white or off-white colours were not permitted by TPS No. 3 provisions.*

### 4.2 PUBLIC QUESTIONS

In accordance with Section 5.24 of the Local Government Act 1995, Council conducts a public question time to enable members of the public to address Council or ask questions of Council. The procedure for public question time can be found on the wall near the entrance to the Council Chambers or can be downloaded from our website at <http://www.denmark.wa.gov.au/council-meetings>.

Questions from the public are invited and welcomed at this point of the Agenda.

In accordance with clause 3.2 (2) & (3) of the Shire of Denmark Standing Orders Local Law, a second Public Question Time will be held, if required and the meeting is not concluded prior, at approximately 6.00pm.

Questions from the Public

**4.3 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**4.4 PRESENTATIONS, DEPUTATIONS & PETITIONS**

In accordance with Section 5.24 of the Local Government Act 1995, Sections 5, 6 and 7 of the Local Government (Administration) Regulations and section 3.3 and 3.13 of the Shire of Denmark Standing Orders Local Law, the procedure for persons seeking a deputation and for the Presiding Officer of a Council Meeting dealing with Presentations, Deputations and Petitions shall be as per Council Policy P040118 which can be downloaded from Council's website at <http://www.denmark.wa.gov.au/council-meetings>.

In summary however, prior approval of the Presiding Person is required and deputations should be for no longer than 15 minutes and by a maximum of two persons addressing the Council.

Nil.

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

A Council may, by resolution, grant leave of absence, to a member, for future meetings.

**5.1 Cr Caron**

Cr Caron has advised that he will be seeking leave of absence for the meeting to be held on Tuesday, 20 February 2018.

OFFICER RECOMMENDATION	ITEM 5.1
That Cr Caron be granted leave of absence for the meeting to be held on Tuesday, 20 February 2018.	

**6. CONFIRMATION OF MINUTES**

**6.1 ORDINARY COUNCIL MEETING**

OFFICER RECOMMENDATION	ITEM 6.1
That the minutes of the Ordinary Meeting of Council held on the 21 November 2017 be confirmed as a true and correct record of the proceedings.	

**6.2 STRATEGIC BRIEFING NOTES**

OFFICER RECOMMENDATION	ITEM 6.2
That the Notes from the Strategic Briefing held on 21 November 2017 be received.	

**7. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**8. REPORTS OF OFFICERS**

**8.1 Director of Planning & Sustainability**

<b>8.1.1 DRAFT WATER EFFICIENCY ACTION PLAN</b>
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<b>File Ref:</b>	GOV.35
<b>Applicant / Proponent:</b>	Nil
<b>Subject Land / Locality:</b>	Nil
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	5 December 2017
<b>Author:</b>	Donna Sampey, Sustainability Officer
<b>Authorising Officer:</b>	Annette Harbron, Director of Planning & Sustainability
<b>Attachments:</b>	8.1.1a – Waterwise Council Program Memorandum of Understanding 8.1.1b – Draft Water Efficiency Action Plan

**Summary:**

Council is requested to endorse the draft Water Efficiency Action Plan and submit the adopted Water Efficiency Action Plan to the Water Corporation and Department of Water and Environmental Regulation, such that the Shire can apply for Waterwise Council endorsement.

**Background:**

In January 2013, the Shire joined the International Council for Local Environmental Initiatives (ICLEI) Water Campaign. The campaign was an international freshwater management program which aimed to build the capacity of local government to reduce water consumption and improve water quality. Shire staff completed Milestone 1 (inventory of water consumption and a water quality practices gap analysis) and had progressed Milestone 2 (setting goals to improve water management) and Milestone 3 (developing a local action plan), when the Campaign ceased operating in WA in June 2015.

With the conclusion of the ICLEI Water Campaign, the Water Corporation and Department of Water and Environmental Regulation (DWER) reviewed the criteria of their jointly-run Waterwise Council Program to streamline the endorsement process and increase accessibility for smaller councils. The Program has been operating since 2009 and was initially launched with the support of the ICLEI Water Campaign. It seeks to build a cooperative working relationship with local governments to improve water use efficiency in local government and their communities.

The Waterwise Council Program is free to join and open to all Councils in Western Australia. To be endorsed as a Waterwise Council, the following steps must be completed:

- Criteria 1: Sign a Memorandum of Understanding (MOU) in the Waterwise Council Program.
- Criteria 2: Review council water consumption and create a water efficiency action plan for potable and non-potable water sources for all Council operations and the community.
- Criteria 3: Ensure appropriate staff complete Waterwise training.
- Criteria 4: No breaches of groundwater license terms or conditions set by DWER and no breaches of scheme water usage issued by Water Corporation in the past 12 months. This includes permanent water efficiency measures.
- Criteria 5: Report annually to retain endorsement.

The Shire signed the MOU (Criteria 1) in April 2016 (refer Attachment 8.1.1a).

**Consultation:**

The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's *Community Engagement Policy P040123* and the associated Framework. The following consultation occurred in developing the draft WEAP:

**Internal**

A workshop was held with relevant Shire staff to set corporate water use targets and develop the water actions in the draft WEAP. As such, the draft WEAP was developed in consultation with:

Chief Executive Officer  
Director of Planning and Sustainability  
Director of Infrastructure Services  
Director of Finance and Administration  
A/Director of Community and Regulatory Services  
Sustainability Officer  
Works Supervisor  
Health and Building Projects Officer  
Building Maintenance Officer

**External**

The community water use targets and water actions in the draft WEAP were presented to the Shire's Sustainability Advisory Committee for comment at its 5 September 2017 meeting.

Water Corporation have also provided comment on the draft WEAP.

Noting that this is a corporate-level document for internal use, further external community consultation is not required in compiling the draft WEAP.

**Implementing the WEAP**

The draft WEAP identifies a Water Management Team that will oversee the ongoing implementation of the WEAP's actions. The Team will be composed of the following Shire staff:

Director of Planning and Sustainability  
Manager of Recreation and Youth Services  
Building Maintenance Officer  
Sustainability Officer  
Works Supervisor  
Asset Management Officer

**Statutory Obligations:**

There are no statutory obligations.

**Policy Implications:**

The following Shire policies contain provisions relating to waterwise actions which have been reflected in the draft WEAP:

- *Town Planning Scheme No. 3 Policy No. 40: Rainwater Tanks and Greywater Re-Use Systems.* The policy encourages landowners, developers and builders to incorporate residential rainwater tanks and greywater re-use systems in order to become more sustainable in their use of water.
- *Town Planning Scheme Policy No. 39: Public Open Space.* One of the objectives of the policy is to "Accommodate water-sensitive urban design in public parkland areas where usability for recreation purposes are not compromised or where conservation values are enhanced."
- *Guidelines for the Development and Subdivision of Land (2008).* Includes landscaping guidelines, verge treatment guidelines and water sensitive urban design for new subdivisions and developments.

**Budget / Financial Implications:**

There are no immediate financial implications associated with the draft WEAP. For longer term financial sustainability implications, refer to section below.

**Strategic & Corporate Plan Implications:**

The report and officer recommendation is consistent with Council's adopted Strategic Plan Objectives and Goals and the Corporate Business Plan Actions and Projects in the following specific ways:

Strategic Community Plan 2031

*Environment Objective - Denmark's natural environment is regionally significant, wild and beautiful, yet so inviting and fragile that its protection and enhancement is carefully balanced in meeting the needs of current and future generations' lifestyle, development and tourism needs.*

*Climate Change Goal - That the Shire of Denmark monitor the effects of climate change and implements and advocates for policies that will not only mitigate any adverse effects, but also take advantage of any opportunities created.*

Draft Strategic Community Plan 2027

*Our Natural Environment aspiration: Our natural environment is highly valued and carefully managed to meet the needs of our community, now and in the future.*

*N2.3 To reduce human impact on natural resources, reduce waste and utilise renewable energy*

*N2.4 To acknowledge and adapt to climate change.*

*Our Built Environment aspiration: We have a functional built environment that reflects our rural and village character and supports a connected, creative and active community.*

*B3.4 To manage assets in a consistent and sustainable manner.*

Corporate Business Plan

*2.2.5 Develop partnerships with State Government agencies to identify initiatives to reduce the use of reticulated potable water.*

*2.2.6 Implement strategies to conserve water, while still retaining amenity, sport and recreation, and biodiversity outcomes.*

**Sustainability Implications:****➤ Governance:**

A number of the proposed water actions in the draft WEAP relate to updating or creating new Shire policies or procedures in order to formalise current un-documented staff practices or ensure future actions are undertaken in accordance with more appropriate or best practice water management.

**➤ Environmental:**

The draft WEAP seeks to minimise use of scheme and non-scheme water by the Shire within its own operations and encourages the community to adopt best practice water management.

**➤ Economic:**

Many of the actions within the draft WEAP are considered on-going, which means that they are currently a budgeted part of the Shire's operations. Budget implications are predominantly associated with monitoring of water use and implementation of these actions will be subject to the Shire's annual municipal budget process. Note though that a reduction in water use in accordance with the draft WEAP will also lead to reduced water use charges.

As a Waterwise endorsed Council, the Water Corporation does offer financial and in-kind support to assist in the implementation of some of the endorsed WEAP actions.

➤ **Social:**

There will be community reputation benefits in becoming a Waterwise Endorsed Council, particularly since the Shire will become the first Endorsed Council in the South Coast region.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Council does not support the draft Water Efficiency Action Plan	Unlikely (2)	Moderate (3)	Moderate (5-9)	Inadequate Natural Environ. Management Practices	Accept Officer Recommendation OR plan for next Stage 5 water restrictions

➤ **Comment/Conclusion:**

The draft Water Efficiency Action Plan (WEAP) is attached (refer 8.1.1b) (Criteria 2). The objectives of the WEAP are to:

- Assess current water use (scheme and non-scheme) across council operations and the community;
- Identify inefficiencies and potential water savings;
- Set goals and benchmarks to improve water use;
- Prepare an action plan and implement water efficiency actions to progress towards the target; and,
- Provide a process for annual reporting on implementation of water efficiency actions.

The WEAP is valid for 5 years and forms the basis of annual reporting requirements back to Water Corporation and DWER.

Relevant Shire staff, identified as members of the internal Water Management Team in accordance with the WEAP, have completed the required Waterwise training (Criteria 3).

A Recognition Scheme is also available through the Waterwise Council Program to acknowledge Councils that are demonstrating leadership in sustainable water management. The criteria aligns to the Water Sensitive Cities framework, which benchmarks performance against seven urban water goal areas that characterise a water sensitive city. It allows Councils to be recognised as Gold and Platinum Waterwise Councils who demonstrate additional actions that align with the Framework. This scheme is above the Endorsement program, although the Shire is only seeking Endorsement at this time.

The draft WEAP identifies the following water efficiency goals:

- *Corporate: to reduce total corporate scheme water use at 2016 levels by 10 % by 2022.*
- *Community: to work with the community and stakeholders to retain community residential scheme water use at or below 161 kL per household annually to 2022.*

In order to achieve these goals, 21 corporate and 5 community water actions have been identified in the draft WEAP. A number of these actions are compulsory to achieve Waterwise Council endorsement, but the Shire has included a number of its own actions to achieve the water efficiency goals.



The goals and actions are reviewed annually and progress quantified in compulsory reporting to the Water Corporation and DWER in order to retain Waterwise Council endorsement. Should a Council fail to meet the criteria of the Program, endorsement can be withdrawn.

Should Council decide to endorse the draft WEAP, it will be submitted by Shire staff to the Water Corporation and DWER for endorsement and provided these departments agree that the Shire has met all Program criteria, Waterwise Council endorsement could be forthcoming early in 2018.

**Voting Requirements:**

Simple majority.

<b>OFFICER RECOMMENDATION</b>	<b>ITEM 8.1.1</b>
<p>That with respect to the draft Water Efficiency Action Plan, Council endorse the draft Plan as per Attachment 8.1.1b and submit the Plan to the Water Corporation for Waterwise Council endorsement.</p>	

<p><b>8.1.2 OCEAN BEACH AND PEACEFUL BAY DRAFT COASTAL HAZARD RISK MANAGEMENT AND ADAPTATION PLAN AND FORESHORE CONCEPT PLANS</b></p>
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<b>File Ref:</b>	GRT.141
<b>Applicant / Proponent:</b>	Nil
<b>Subject Land / Locality:</b>	Ocean Beach (portion of Reserve 24913) and Peaceful Bay (portion of Reserve 24510) foreshores
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	7 December 2017
<b>Author:</b>	Donna Sampey, Sustainability Officer
<b>Authorising Officer:</b>	Annette Harbron, Director of Planning & Sustainability
<b>Attachments:</b>	8.1.2a – Draft Coastal Hazard Risk Management and Adaptation Plan 8.1.2b – Draft Ocean Beach and Peaceful Bay Foreshore Concept Plans

**Summary:**

The *State Planning Policy 2.6 State Coastal Planning Policy* requires coastal hazard risk management and adaptation planning (CHRMAP) to be undertaken in areas at risk of being affected by coastal hazards over a 100-year planning timeframe. As such, a draft CHRMAP has been completed for the two highest risk coastal sites under the Shire’s management: Ocean Beach and Peaceful Bay. In association with the CHRMAP, draft foreshore concept plans have been produced for Ocean Beach and Peaceful Bay to guide the future development of these key recreational nodes.

Council endorsement is sought to advertise the draft CHRMAP and concept plans for public comment.

**Background:**

Two of the primary coastal recreational nodes under the Shire of Denmark's tenure, Ocean Beach and Peaceful Bay, are currently being impacted by coastal hazards, namely erosion. The average rate of coastal erosion since 2002 at Ocean Beach is 0.5 m per year and at Peaceful Bay is 1.4 m per year. This erosion is threatening existing public infrastructure, including foreshore reserves, and presents a risk which must be considered as part of Shire and community proposals to upgrade and install new infrastructure at these sites, as recommended in the Shire’s *Coastal Reserves Management Strategy and Action Plan 2010 - 2020*.

Before planning decisions can be made for these areas, the Shire needs to better understand the coastal hazards at work, now and in the longer term, assess the risk of these hazards to current

and future coastal assets and appropriately assess the options for management. The *State Planning Policy 2.6 State Coastal Planning Policy* (SPP2.6) provides the strategic guidance on coordinated, integrated and sustainable management and adaptation for land use and development in areas likely to be affected by coastal hazards. It establishes the basis for present and future risk management and adaptation.

SPP2.6 requires coastal hazard risk management and adaptation planning (CHRMAP) in accordance with the CHRMAP Guidelines. As such, the scope of works for the CHRMAP is:

- Coastal hazard assessment. This includes –
  - Reviewing existing information pertaining to coastal hazards within the coastal management areas, including available water level data and topographical information.
  - Evaluating the storm erosion hazard using modelling software.
  - Assessing shoreline movements from aerial images to determine historic erosion trends and infer potential future erosion trends.
  - Determining the potential coastal erosion response to sea level rise in accordance with guidelines in SPP2.6.
  - Mapping of 10, 50 and 100 year allowances for coastal processes.
- Establish the context – defines the assets within the coastal management areas.
- Risk identification and assessment – the risk to each asset is defined based on exposure to coastal processes and assessment of the value of the assets.
- Risk management and adaptation – development of adaptation options to address potential high risk assets within each coastal management area. Options are evaluated using a multi-criteria analysis technique to define the most suitable adaptation option, together with a cost benefit assessment.
- Implementation – development of timetables and works programs for implementation of adaptation options. This includes assessment of planning pathways and management triggers available to allow the implementation of the proposed adaptation options over a 100 year planning period.

The project received funding assistance of \$30,000 from the Western Australian Planning Commission's (WAPC) Coastal Management Plan Assistance Program in 2015/16.

#### **Consultation:**

The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's *Community Engagement Policy* P040123 and the associated Framework. The SPP2.6 Guidelines also identifies communication and consultation as a key element of the risk management and adaptation planning process and the CHRMAP requires development of a Stakeholder and Community Engagement Strategy and project Working Group. In accordance with the Shire's Policy and the requirements of the Guidelines, the following consultation occurred in developing the draft CHRMAP and concept plans:

- Establishment of the Ocean Beach and Peaceful Bay Foreshore Concept Plan Working Group. The terms of reference of the group is:
  - To develop concept plans, taking into account coastal adaptation planning factors, for the Ocean Beach and Peaceful Bay Foreshore areas to guide the future development of these key recreational nodes.*

Membership of the group is:

Cr. Allen (Presiding Person)

Cr. Gearon

1 x Denmark Surf Life Saving Club representative

1 x Peaceful Bay Progress Association representative

1 x South Coast Natural Resource Management representative

Lee Shelley (community member)  
 Diane Harwood (community member)  
 Director of Planning and Sustainability  
 Director of Infrastructure Services  
 Sustainability Officer

Planning Officers from the Perth and Albany offices of the Department of Planning, Lands and Heritage also attend the Working Group meetings and are closely involved in reviewing outcomes of the project with Shire staff, in accordance with the conditions of the project's funding from the WAPC.

Four meetings of the Working Group have been held with the purpose of:

1. Reviewing the draft project brief and Stakeholder and Community Engagement Strategy
  2. Site visit with the project's consultant to identify assets, the value of these assets and gather anecdotal information about historic shoreline movements
  3. Compiling draft ten-year concept plans
  4. Reviewing the adaptation options and draft report.
- Community surveys were available between 12 May and 5 June 2017. The surveys sought comment on community values about Ocean Beach and Peaceful Bay, vision for future landuse over the next ten years and expectations for managing the impacts of coastal erosion. Separate surveys were available for Ocean Beach and Peaceful Bay. The surveys were available on-line and hardcopy surveys were available at the Shire's Administration office and on-request. Advertising of the community surveys occurred via:
    - Advertising posters and fliers disseminated to relevant local businesses, including the Ocean Beach and Peaceful Bay caravan parks, surf shop, and community notice boards.
    - The Sustainability Officer canvassed survey responses from visitors to Ocean Beach and Peaceful Bay on Sunday 4 June 2017.
    - The Shire's social media.
    - Advertisement in the Denmark Bulletin and Walpole Weekly newspapers on 25 May 2017, and displayed at the Shire Administration Office, the Shire Library and the Shire's website for the duration of the public advertising period.
    - Media release on 12 May 2017
    - Letters sent to 14 community groups inviting completion of the survey by members.
    - Article in the Walpole Weekly newspaper on 17 May 2017, Great Southern Weekender newspaper on 25 May 2017, Denmark Bulletin newspaper on 25 May 2017 and South Coast NRM e-newsletter on 22 May 2017.

24 completed surveys were received for Peaceful Bay and 64 for Ocean Beach.

- Letters sent to the following government departments introducing the project and inviting initial comments:
  - Department of Fire and Emergency Services;
  - Department of Local Government, Sport and Cultural Industries (Sport and Recreation);
  - Department of Planning, Lands and Heritage (Aboriginal Affairs and Lands);
  - Department of Water and Environmental Regulation (Water); and,
  - Department of Biodiversity Conservation and Attractions.
- Key stakeholder meeting held on site on 3 March 2017. Stakeholders included: Peaceful Bay Returned Services League (RSL) sub-branch, Peaceful Bay Caravan Park, Bevans Pty Ltd (leaseholder of No. 37 Old Peaceful Bay Road), Denmark Boating and Angling Club, Denmark Surf Life Saving Club, and South Coast Surfing Lessons. The meeting identified issues, visions and ideas for future management.

- Dedicated project page on the Shire's website, which features key project information, documents and community engagement opportunities, including the community survey.

#### Advertising of the draft CHRMAP and Concept Plans

Although the draft concept plans are part of the draft CHRMAP report, the draft concept plans will be also made separately available for the purposes of public advertising. With regards to public advertising of the draft CHRMAP and Concept Plans, the following is proposed:

- Public advertising period for a minimum period of 42 days (noting the actual advertising period will need to have regard to the Christmas and school holiday periods, which could also be beneficial as usage of these areas is very high during this time by tourists and the community alike).
- Advertising notice to be published in the Denmark Bulletin and Walpole Weekly newspapers inviting public comment.
- Advertising notice, and the associated plans, inviting public comment on the proposal being displayed at the Shire Administration Office, the Shire Library and the Shire's website for the duration of the public advertising period.
- Media release.
- Referral to the following government departments inviting comment (including but not limited to):
  - Department of Fire and Emergency Services;
  - Department of Local Government, Sport and Cultural Industries (Sport and Recreation);
  - Department of Planning, Lands and Heritage (Planning, Aboriginal Affairs and Lands);
  - Department of Water and Environmental Regulation (Water);
  - Department of Biodiversity Conservation and Attractions; and,
  - Department of Transport.
- Referral to key external stakeholders inviting comment (including but not limited to):
  - Nornalup Residents and Ratepayers Association;
  - Denmark Surf Life Saving Club;
  - Bevans Pty Ltd;
  - Denmark Sea Rescue Group;
  - Peaceful Bay Sea Rescue Group;
  - Peaceful Bay Caravan Park;
  - Peaceful Bay RSL sub-branch;
  - Denmark Boating and Angling Club;
  - Peaceful Bay Progress Association;
  - Denmark Environment Centre;
  - Denmark Tourism Inc.;
  - Denmark Residents and Ratepayers Association; and,
  - South Coast Surfing Lessons.

After the advertising period has concluded, the Working Group will review the submissions received and make recommendations to Council when considering the CHRMAP and Concept Plans for final adoption.

#### **Statutory Obligations:**

The purpose of SPP2.6 is to: *provide guidance for decision-making within the coastal zone including managing development and land use change; establishment of foreshore reserves; and to protect, conserve and enhance coastal values.* Its implementation is supported by Guidelines and the *Coastal Hazard Risk Management and Adaptation Planning Guidelines.*

**Policy Implications:**

The Shire's *Local Planning Strategy 2011* recommends: *Council implement coastal development setbacks in accordance with requirements and recommendations provided by Western Australian Planning Commission's State Planning Policy 2.6: State Coastal Planning Policy*. It also makes provisions for managing recreational uses in the coastal zone, continuing to understand coastal processes and implementing development controls for coastal infrastructure and facilities.

The Shire's *Coastal Reserves Management Strategy and Action Plan 2010 – 2020* provides information on the characteristics and prioritises management recommendations for each coastal reserve managed by the Shire of Denmark (including Ocean Beach and Peaceful Bay). Recommendations have been considered in compiling the draft foreshore concept plans.

**Budget / Financial Implications:**

Advertising costs associated with the draft CHRMAP and concept plans are provided for within the 2017/18 Municipal Budget (Account No: 16080).

**Strategic & Corporate Plan Implications:**

The report and officer recommendation is consistent with Council's adopted Strategic Plan Objectives and Goals and the Corporate Business Plan Actions and Projects in the following specific ways:

Strategic Community Plan 2031

*Social Objective – Denmark's communities, people and places are connected and creative, vibrant and dynamic, healthy and safe.*

*Lifestyle Goal: That the Shire of Denmark endeavour to maintain and improve the standards and style of living, together with the creative and vibrant culture, that residents and visitors have come to expect.*

*Recreation Goal - That the Shire of Denmark monitor all forms of recreational and cultural facilities and services, and take careful account of the level of community support for those in determining the improvements or new facilities to be supported together with their relative contribution to personal and community well being.*

*Environment Objective - Denmark's natural environment is regionally significant, wild and beautiful, yet so inviting and fragile that its protection and enhancement is carefully balanced in meeting the needs of current and future generations' lifestyle, development and tourism needs.*

*Natural Environment Goal - That the Shire of Denmark acknowledge the importance of the natural environment to the residents of Denmark and the region, and works with residents and all relevant agencies to maintain a high standard of environmental protection and its integration with community life.*

*Climate Change Goal - That the Shire of Denmark monitor the effects of climate change and implements and advocates for policies that will not only mitigate any adverse effects, but also take advantage of any opportunities created.*

*Economic Objective - Denmark's economy is diverse and vibrant - its primary industries of tourism and agriculture rely on and enjoy natural and other assets that are sensibly managed and promoted.*

*Tourism Goal - That the Shire of Denmark acknowledge the importance of tourism to the region, and, by innovative policies, practices and partnerships, facilitates and encourages the greater year-round sustainability of tourism, whilst monitoring and managing its impacts.*

Draft Community Strategic Plan 2027

*Our Natural Environment aspiration: Our natural environment is highly valued and carefully managed to meet the needs of our community, now and in the future.*

*N2.2 To promote and encourage responsible development.*

*N2.4 To acknowledge and adapt to climate change.*

*Our Built Environment aspiration: We have a functional built environment that reflects our rural and village character and supports a connected, creative and active community.*

*B3.1 To have public spaces and infrastructure that are accessible and appropriate for our community.*

*B3.2 To have community assets that are flexible, adaptable and of high quality to meet the purpose and needs of multiple users.*

Corporate Business Plan

*1.2.5 Maintain and plan parks, gardens, recreational areas and open space at standards acceptable to the community.*

*1.2.6 Establish outdoor amenities that suit the needs of the community.*

*1.10.3 Support the Denmark Surf Club Redevelopment/Upgrade.*

*1.10.6 Investigate improvements to parks and reserves and implement improvements where appropriate.*

*1.10.16 Maintain and improve sporting and recreation facilities (including dog parks) in the District based on catchment needs.*

*2.1.2 Manage natural resources in a sustainable manner on land owned or managed by the Shire.*

*2.2.9 Assess coastal vulnerability of high risk Shire assets along the coastline.*

*3.7.3 Continue to engage in the management of local natural areas with associated recreation and tourism uses.*

**Sustainability Implications:****➤ Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

**➤ Environmental:**

The draft CHRMAP addresses on-going erosion of the primary dunes at Ocean Beach and Peaceful Bay. Options to adapt to coastal erosion seek to retain the beach and largely preserve the coastal dunes and surrounding vegetation. In accordance with the results of the community survey, minimal new infrastructure has been recommended in the draft concept plans for Ocean Beach and Peaceful Bay.

The draft Concept Plans recommends some clearing of native vegetation in order to expand car parking, improve vehicle access to the beach and relocate the Surf Life Saving Club at Ocean Beach and construct new pedestrian access to the beach at Peaceful Bay.

**➤ Economic:**

There will be long-term financial implications associated with the protection of coastal assets. Implementation of the final CHRMAP recommendations and Concept Plans will be dependent upon access to grant funds and/or Council budget priorities to undertake the recommended works, noting that completion of the CHRMAP is a pre-requisite for some of the eligible funding.

**➤ Social:**

The draft CHRMAP and concept plans seeks to retain and further develop the recreational opportunities offered at Ocean Beach and Peaceful Bay by protecting foreshore reserves and their associated infrastructure. It allows appropriate decisions to be made when planning for additional recreational opportunities in response to an increasing population and tourist numbers.

The CHRMAP assesses of the real value of coastal assets to the community and a way to adapt to the coastal hazard risk over a 100 year planning timeframe.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Council does not support the draft Ocean Beach and Peaceful Bay CHRMAP and concept plans for advertising	Unlikely (2)	Moderate (3)	Moderate (5-9)	Damage to Physical Assets	Accept Officer Recommendation

➤ **Comment/Conclusion:**

A consultant, Seashore Engineering, was engaged by the Shire to complete the draft CHRMAP (refer Attachment 8.1.2a). The draft CHRMAP uses a risk based approach to identify high risk coastal assets. While there were no very high risk coastal assets, it identifies the following assets as high risk, since they have high coastal exposure within the 10-year planning timeframe and have a high or medium financial cost:

Ocean Beach

- Prawn Rock channel – representing a 300 m length of Ocean Beach Road and adjacent paths and car parks
- Ocean Beach lookout and car park
- Surf Life Saving Club buildings and public toilets
- Coastal access stairs and ramp

Peaceful Bay

- Finger jetty
- 1,200 m length of Old Peaceful Bay Road adjacent to Foul Bay and adjacent paths
- Coastal access stairs
- Fishing lease area

As high risk assets, they are not necessarily in immediate danger from coastal erosion, but are where monitoring and adaptation planning needs to focus in order to ensure the long term sustainability of these assets. Adaptation options are prescribed by the CHRMAP Guidelines and use the adaptation hierarchy of Avoid, Managed Retreat, Accommodate, then Protect. The feasibility of implementing these adaptation options was evaluated using a multi-criteria analysis for each of the high risk assets.

Managed retreat was deemed suitable for the Surf Life Saving Club buildings and Ocean Beach toilets, Old Peaceful Bay Road near Foul Bay and the RSL Memorial. Beach access stairs and the Peaceful Bay jetty may need to be maintained to accommodate future coastal change. Protection may be required to retain the existing level of beach access and recreational green space at Ocean Beach.

As part of the CHRMAP project, draft foreshore concept plans (refer Attachment 8.1.2b) for Ocean Beach and Peaceful Bay were developed by the Ocean Beach and Peaceful Bay Foreshore Concept Plan Working Group. The draft concept plans were incorporated into the CHRMAP to ensure that concept plan recommendations were evaluated and appropriate strategies provided to make allowance for coastal processes. As such, adaptation options in the CHRMAP have been reflected in the draft concept plans eg. relocation of the RSL Memorial at Peaceful Bay.

In summary, the key elements of the draft Concept Plans are:

Ocean Beach

- Relocation of the Denmark Surf Life Saving Club and public toilets
- Rationalisation and expansion of the main public car park
- Additional car parking along Ocean Beach Road
- Widening of the track to the boat launch area
- Provision of additional green space once the SLSC and public toilets have been relocated
- BBQs and sheltered areas for sitting
- Reinforcement of the boat launch entry to the beach
- Designated commercial vehicle parking
- Consider provision of disabled access from the public car park.

Peaceful Bay

- New pedestrian beach access from the public car park near the Sea Rescue Building
- Rationalisation and activation of the public car park near the Sea Rescue Building
- Relocation of the RSL Memorial and provision of green space/lookout area once removed
- Rationalisation of the public car park near the caravan park
- Consider beach access improvements from the caravan park.

**Voting Requirements:**

Simple majority.

OFFICER RECOMMENDATION	ITEM 8.1.2
<p>That with respect to the draft Ocean Beach and Peaceful Bay Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) and Foreshore Concept Plans, Council adopt the draft CHRMAP and concept plans for the purposes of public advertising as per the following:</p> <ol style="list-style-type: none"> <li>1. Public advertising period for a minimum period of 42 days.</li> <li>2. Advertising notice to be published in the Denmark Bulletin and Walpole Weekly newspapers inviting public comment.</li> <li>3. Advertising notice, and the associated plans, inviting public comment on the proposal being displayed at the Shire Administration Office, the Shire Library and the Shire’s website for the duration of the public advertising period.</li> <li>4. Media release.</li> <li>5. Referral to the following government departments inviting comment (including but not limited to):             <ul style="list-style-type: none"> <li>• Department of Fire and Emergency Services;</li> <li>• Department of Local Government, Sport and Cultural Industries (Sport and Recreation);</li> <li>• Department of Planning, Lands and Heritage (Planning, Aboriginal Affairs and Lands);</li> <li>• Department of Water and Environmental Regulation (Water);</li> <li>• Department of Biodiversity Conservation and Attractions; and,</li> <li>• Department of Transport.</li> </ul> </li> <li>6. Referral to key external stakeholders inviting comment.</li> </ol>	



<b>8.1.3</b>	<b>PROPOSED SINGLE HOUSE – NO.113A (LOT 12) INLET DRIVE, DENMARK</b>
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<b>File Ref:</b>	A5440
<b>Applicant / Proponent:</b>	Steven James Madaffari
<b>Subject Land / Locality:</b>	No.113A (Lot 12) Inlet Drive, Denmark
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	5 December 2017
<b>Author:</b>	Jasmine Tohill, Senior Planner
<b>Authorising Officer:</b>	Annette Harbron, Director of Planning & Sustainability
<b>Attachments:</b>	8.1.3a – Development Application Documentation 8.1.3b – Schedule of Submissions 8.1.3c - Site Photographs

**Summary:**

The applicant is seeking Development Approval for a Single House on No.113A (Lot 12) Inlet Drive, Denmark.

Having regard to the issues raised in submissions and the objectives and provisions of Town Planning Scheme No.3 (TPS No.3) and the Residential Design Codes (R-Codes), it is recommended that Development Approval be granted subject to appropriate conditions.

**Background:**Current Application

An application for Development Approval was lodged with Planning Services on 7 August 2017 for a single house with amended plans lodged on 18 October 2017 – refer Attachment 8.1.3a. The Amended Plans were advertised for public comment to immediately adjoining landowners (refer 'Consultation' section of the report).

**Consultation:**

The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy P040123 and the associated Framework, Town Planning Scheme No.3 and Schedule 2, Part 8, Clause 64 of *the Planning and Development (Local Planning Schemes) Regulations 2015* and undertook the following level of consultation:

External Consultation:

- Referral to three (3) adjoining landowners inviting comment.
- The applicant.

Internal Consultation:

- Development Co-ordination Unit.

At the end of the advertising period, one (1) submission was received – refer Attachment 8.1.3c.

**Statutory Obligations:**

Town Planning Scheme No.3 (TPS No.3) and the Residential Design Codes specify the planning provisions pertinent to the proposed development.

Should Council refuse this Development Application, as per the provisions of the *Planning and Development Act 2005*, the applicant can apply to the State Administrative Tribunal for a Right of Review.

**Policy Implications:**

Town Planning Scheme Policy No.40: Rainwater tanks and Grey Water Re-use Systems is applicable to the proposed 1000L rainwater tank which sits within the proposed rear setback area.

**Budget / Financial Implications:**

There are no known financial implications upon either the Council's current Budget or Long Term Financial Plan.

**Strategic & Corporate Plan Implications:**

The report and officer recommendation is consistent with Council's adopted Strategic Plan Objectives and Goals and the Corporate Business Plan Actions and Projects in the following specific ways:

Strategic Community Plan 2031

*Governance Objective: The Shire of Denmark provides renowned leadership in sustainability, is effective with both its consultation with its people and its management of its assets, and provides transparent and fiscally responsible decision making.*

*Governance Goal: Planning – That the Shire of Denmark work with other relevant authorities and agencies to develop and implement planning policies and decisions that not only reflect the wishes of the community, but also provide the region with appropriate development options.*

Draft Strategic Community Plan 2027

*B3.0 Our Built Environment: We have a functional built environment that reflects our rural and village character and supports a connected, creative and active community.*

*Community Objectives:*

- *B3.3 To have a planning framework that is visionary, supports connectivity and enables participation.*
- *B3.5 To have diverse and affordable housing, building and accommodation options.*

Corporate Business Plan

*4.1.1 Ensure quality, consistent and responsive development and building assessment approval processes and enforcement.*

**Sustainability Implications:****➤ Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

**➤ Environmental:**

There are no known significant environmental implications relating to the report or officer recommendation.

**➤ Economic:**

There are no known significant economic implications relating to the report or officer recommendation.

**➤ Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
The proponent may lodge an application for review to the State Administrative Tribunal if the Council's decision was to refuse the proposal.	Possible (3)	Minor (2)	Moderate (5-9)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation as the decision is based on sound planning grounds. If a decision is made to refuse the application, Council is to provide sound reasoning to support solid defence at the State Administrative tribunal should the applicant wish to pursue a Right of Review.

**Comment/Conclusion:**

In accordance with Town Planning Scheme No.3 (TPS No.3) the subject land, with a lot size of 1012m<sup>2</sup>, is zoned "Residential R2". The lot was created through an application for review with the State Administrative Tribunal on 20 March 2008 and is non-compliant with the minimum lot size applicable under an R2 Coding. An indicative building envelope was nominated at the time of approval showing a front setback of 7.5 metres, side setbacks of 4 metres and a rear setback of 10 metres. Although useful as a guide, the building envelope plan provides no statutory basis for assessment.

To accommodate development on the undersized lot variations to the prescribed R2 setbacks will be required. As per the R-Codes, where proposals do not meet the Deemed-to-Comply criteria, the proposal is assessed having regard to the relevant Design Principles criteria – which in this instance is as follows:

*P 3.1 : Buildings set back from lot boundaries so as to:*

- Reduce impacts of building bulk on adjoining properties;
- Provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and
- Minimise the extent of overlooking and resultant loss of privacy on adjoining properties.

From a Planning Services perspective, the following comments are relevant to the proposal:

- Acknowledging an inability to achieve compliance with an R2 Coding, and in the context of the established lot size, it is appropriate that Deemed to Comply criteria relevant to an R10 Coding be used to guide acceptable development standards for the subject lot. A comparison of compliance under the R2 and R10 Codings is provided below:

	Minimum Site area	Minimum frontage	Street setback	Side setback	Rear setback	Open Space
R2	5000m <sup>2</sup>	50 metres	20 metres	10 metres	10 metres	80%
R10	875m <sup>2</sup>	20 metres	7.5 metres	Variable (1.5 metres applicable)	6 metres	60%

				under current proposal)		
Current Application	1012m <sup>2</sup> (existing)	25.64 metres (existing)	10 metres (proposed)	1 metre (from southern boundary)  7.6 metres (from northern boundary)	3.7 metres (proposed)	75%

- Under the R10 Deemed to Comply criteria further variance is required as follows:

Southern (Side) Setback: 1 metre in lieu of 1.5 metres. The reduced setback is applicable to a small corner of the carport, noting that the majority of the southern building façade would exceed a minimum 1.5 metre setback.

Eastern (Rear) Setback : 3.7 metres in lieu of 6 metres. The reduced setback is applicable to the south-east corner of the building, noting that the building is angled such that the setback reduction would only apply to a portion of the store room/laundry and a small covered verandah, with the remainder of the building exceeding the required setback.

- The subject land represents one of the last remaining undeveloped lots on this portion of Inlet Drive. Similar sized properties to the north and south exhibit development setbacks that are non-compliant with the R2 coding. As an example No.113 Inlet Drive has an approved carport within 500mm of the side boundary (nil to posts) and a patio within 3.25 metres of the rear boundary. The house at No.115 Inlet Drive has an approved side setback of 3 metres adjacent to No.113A and a 1 metre side setback to an outbuilding on its southern boundary.
- The proposed 10 metre front building setback is not dissimilar to other setbacks along this portion of Inlet Drive which, from a desktop review, generally range from around 8 metres to 15 metres.
- The proposed single storey dwelling is to be constructed on a flat level site and is designed to orientate habitable windows and the main outdoor living space north to take advantage of the northern sun. The shallow roof pitch and staggered building setbacks will limit the bulk of the building as viewed from adjoining properties. The residence on the adjoining property to the east (rear) is setback a minimum of 24 metres from the common boundary and separated by an existing outbuilding and vegetation.
- Based upon the proposed setback of the south facing windows, and a lower wall/ roof height across the southern façade the development complies with the Deemed-to-Comply provisions relating to solar access and visual overlooking under the R Codes.
- The eastern (rear) elevation of the building is designed with no rear facing habitable room windows and the finished floor level of the verandah is elevated less than 500mm above natural ground level so as to meet the Deemed to Comply criteria for visual overlooking. In terms of the reduced setback applicable to the store room it is noted that an outbuilding of similar height and dimension (if separated from the main building) could be located within 1 metre of the rear property boundary under the Deemed to Comply provisions of the R2 Coding. Furthermore, the narrow profile and height of the rainwater tank at 1.9

metres will ensure it is not readily visible behind a standard ('sufficient fence') at a height of 1.8 metres.

- Planning Services does not consider there to be an unreasonable significant adverse impact on visual privacy, amenity, building bulk, or solar access as a result of the reduced boundary setbacks or open space.

Having regard to the issues raised in the submission, and assessment of the proposal in line with the intent and objectives of TPS No.3 and the R-Codes, it is recommended that Development Approval be granted subject to appropriate conditions being imposed.

**Voting Requirements:**

Simple majority.

<p>OFFICER RECOMMENDATION</p> <p>That with respect to the development application for a Single House at No.113A (Lot 12) Inlet Drive, Denmark, Council:</p> <ol style="list-style-type: none"> <li>1. Notes the submission received.</li> <li>2. Grants Development Approval subject to the following:</li> </ol> <p><u>Conditions</u></p> <ol style="list-style-type: none"> <li>a) The development shall be carried out and fully implemented in accordance with the stamped approved plan(s) dated 18 October 2017.</li> <li>b) The approved development shall be connected to a reticulated water supply provided by a licensed water provider.</li> <li>c) The approved development shall be connected to an approved high capacity nutrient retention system (ie. ATU system) to the satisfaction of the Shire of Denmark (Environmental Health Services) – refer Advice Note 1.</li> <li>d) The vehicle crossover shall be suitably constructed, drained and sealed (asphalt concrete or brick pavers) to the satisfaction an specifications of the Shire of Denmark (Infrastructure Services) and thereafter maintained – refer enclosed vehicle crossover application form.</li> <li>e) The existing crossover as detailed on the approved plan is to be removed and the verge area is to be reinstated.</li> <li>f) Vehicle access ways and designated parking areas shall be designed to allow vehicles to enter the street in forward gear, suitably constructed, drained, sealed (eg. asphalt, concrete or brick pavers) and thereafter maintained.</li> <li>g) All storm water and drainage runoff from all roofed and impervious areas (including overflow from rainwater tanks) is to be retained on-site or connected to a legal point of discharge to the satisfaction of the Shire of Denmark (Infrastructure Services).</li> <li>h) The rainwater tank (and any pumping equipment or structure) shall be coloured, toned or painted to complement the colours of the proposed single house.</li> </ol> <p><u>Advice Notes</u></p> <ol style="list-style-type: none"> <li>i. In relation to Condition c), the requirement for a high capacity nutrient retaining system is due to environmental factors that were taken into account as part of the original subdivision (noting prospective purchasers of the lot were required to be advised of such development provisions relating to the property). For more information in this regard please contact the Shire’s Principal Environmental Health Officer on 9848 0312.</li> <li>ii. From a preliminary review of the information provided, the Shire’s Principle Building Surveyor advises that the subject property is located within a bushfire prone area and</li> </ol>	<p>ITEM 8.1.3</p>
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- in addition to the standard Building Permit application documentation a Bushfire Attack Level assessment will be required.
- iii. Rainwater tanks intended for use as a potable water supply should be installed in accordance with the Department of health’s standard on water tanks. This includes but is not limited to a “First Flush Water Diverter” (for detailed information see ‘Water’ link at <http://www.public.health.wa.gov.au>).
  - iv. It is the responsibility of the applicant to ensure that building setbacks correspond with the legal description of the land. This may necessitate re-surveying and re-pegging the site. The Shire of Denmark will take no responsibility for incorrectly located buildings.
  - v. It is the responsibility of the developer to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.
3. Advise the submitter of Council’s decision.

**8.2 Director of Community & Regulatory Services**  
 Nil

**8.3 Director of Infrastructure Services**

**8.3.1 WASTE MANAGEMENT ADVISORY COMMITTEE**

<b>File Ref:</b>	COMM.WMAC
<b>Applicant / Proponent:</b>	Not Applicable
<b>Subject Land / Locality:</b>	Not Applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	11 December 2017
<b>Author:</b>	Gilbert Arlandoo, Director of Infrastructure Services
<b>Authorising Officer:</b>	Bill Parker, Chief Executive Officer
<b>Attachments:</b>	8.3.1 – Draft Committee Charter

**Summary:**

Council are asked to establish a Waste Management Advisory Committee as well as nominate Council delegates as members of the committee.

**Background:**

At the meeting held on 21 November 2017 Council resolved as follows (Resolution No. 201117);

*“That Council requests Council Officers to prepare a draft Charter for a Waste Management Advisory Committee and that it be presented to Council for consideration at the meeting to be held on 19 December 2017.”*

**Consultation:**

Council Committees and Working Groups were discussed at the Strategic Briefing held on Tuesday, 17 October 2017 with the CEO, Directors and the Executive Assistant who also provided comment and input. Council considered Committees and Working Groups at its meeting held on Tuesday, 21 November 2017.

**Statutory Obligations:**

Section 5.8 to 5.10 of the Local Government Act 1995 relates to Council Committees;

- 5.8. *Establishment of committees*
- 5.9. *Committees, types of*
- 5.10. *Committee members, appointment of*

**Policy Implications:**

Policy P040235 – Presiding Members of Council Committees and Working Groups apply.

**Budget / Financial Implications:**

There are no known financial implications upon either the Council's current Budget or Long Term Financial Plan.

**Strategic & Corporate Plan Implications:**

The report and officer recommendation is consistent with Council's adopted Strategic Plan Objectives and Goals and the Corporate Business Plan Actions and Projects in the following specific ways:

Draft Strategic Community Plan

## L5.0 Our Local Government

ASPIRATION: The Shire of Denmark is recognised as a transparent, well governed and effectively management Local Government.

L5.1 To be high functioning, open, transparent, ethical and responsive.

L5.3 To be decisive and to make consistent and well considered decisions.

Details of Strategic Alignment with the draft Strategic Community Plan has been included within each Committee Charter and Terms of Reference.

Corporate Business Plan

GOVERNANCE OBJECTIVE – The Shire of Denmark provides renowned leadership in sustainability, is effective with both its consultation with its people and its management of its assets, and provides transparent and fiscally responsible decision making.

## GOVERNANCE GOALS &amp; ACTIONS

- 4.1 Planning – work with other relevant authorities and agencies to develop and implement planning policies and decisions that not only reflect the wishes of the community, but also provide the region with appropriate development options.
  - 4.1.2 Ensure that a system of processes through which the Shire conducts its decision making and directs, controls, and monitors the operation of the organisation, is implemented and maintained.
- 4.2 Structure – ensures that it has a structure that is transparent, trustworthy, flexible, consultative and collaborative, and is able to attract and retain a high standard of Councillors and Senior Management.
  - 4.2.2 Ensures that agendas and minutes are prepared and Council and Committee meetings are held in accordance with the appropriate legislation, Local Law, policies and corporate standards.
- 4.4 Co-operation & Community Input – acknowledge that it also has a regional role, and endeavours to work collaboratively with neighbouring Local Governments, the State Government and external organisations, whilst remaining responsive to the voice of its community.
  - 4.4.6 Support strategic alliances, community groups, stakeholder forums and advisory committees that assist the Shire in policy development and service planning.

**Sustainability Implications:**

➤ **Governance:**

A Council Committee provides consultative structure to assist the Council with its decision making and its delivery of projects and provision of services and facilities.

➤ **Environmental:**

There are no known significant environmental implications relating to the report or officer recommendation.

➤ **Economic:**

There are no known significant economic implications relating to the report or officer recommendation.

➤ **Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council choose not to establish or appoint Councillors to the Waste Management Advisory Committees.	Unlikely (2)	Minor (2)	Low (1-4)	Not Meeting Community expectations	Accept Officer Recommendation

**Comment/Conclusion:**

A Committee can be defined as a group of people appointed for a specific function by a larger group and typically consisting of members of that group.

A draft Charter for the Waste Management Advisory Committee is attached (refer Attachment 8.3.1) and includes the following Terms of Reference:

- Implementation of the Regional Waste Strategic Plan 2014-2018.
- Recommendation to Council regarding landfill waste options now and into the future and whether it can be accommodated through regional participation with the Shire of Plantagenet and/or the City of Albany or with a locally based suitable site.
- Provide advice and recommendations on the development of Denmark waste sites.
- Oversee the Shire of Denmark’s compliance with the licencing requirements of the Denmark waste facilities.

**Voting Requirements:**

Absolute majority.

OFFICER RECOMMENDATION	ITEM 8.3.1
<p>That Council resolves to establish the Waste Management Advisory Committee with the membership and terms of reference as per the draft Charter attached to the report and appoint Cr _____, Cr _____, Cr _____, and Cr _____ as the Members.</p>	

\* Absolute majority required.



## 8.4 Director of Finance & Administration

### 8.4.1 FINANCIAL STATEMENT FOR THE MONTH ENDING 31 OCTOBER 2017

<b>File Ref:</b>	FIN.1
<b>Applicant / Proponent:</b>	Not applicable
<b>Subject Land / Locality:</b>	Denmark
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	6 December 2017
<b>Author:</b>	Steve Broad, Accountant
<b>Authorising Officer:</b>	Cary Green, Director of Finance & Administration
<b>Attachments:</b>	8.4.1 – October Monthly Financial Report

#### Summary:

It is a requirement of the Local Government Act 1995 that monthly and quarterly financial statements are presented to Council, in order to allow for proper control of the Shire's finances. In addition, Council is required to review the Municipal Budget on a six monthly basis to ensure that income and expenditure is in keeping with budget forecasts. It should be noted that the budget is monitored on a monthly basis in addition to the requirement for a half yearly review.

The attached financial statements and supporting information are presented for the consideration of Elected Members. Council staff welcome enquiries in regard to the information contained within these reports.

#### Background:

In order to prepare the attached financial statements, the following reconciliations and financial procedures have been completed and verified;

- Reconciliation of all bank accounts.
- Reconciliation of the Rates Book, including outstanding debtors and the raising of interim rates.
- Reconciliation of all assets and liabilities, including payroll, taxation and postal services.
- Reconciliation of the Sundry Debtors and Creditors Ledger.
- Reconciliation of the Stock Ledger.
- Completion of all Works Costing transactions, including allocation of costs from the Ledger to the various works chart of accounts.

#### Consultation:

Nil

#### Statutory Obligations:

Local Government Act 1995 Section 5.25 (1)

Local Government (Financial Management) Regulations 1996

The attached statements are prepared in accordance with the requirements of the Local Government Act 1995.

#### Policy Implications:

Policy P040222 - Material Variances in Budget and Actual Expenditure, relates

*For the purposes of Local Government (Financial Management) Regulation 34 regarding levels of variances for financial reporting, Council adopt a variance of 10% or greater of the annual budget for each program area in the budget, as a level that requires an explanation or report, with a minimum dollar variance of \$10,000.*

*The material variance is calculated by comparing budget estimates to the end of month actual amounts of expenditure, revenue and income to the end of the month to which the financial statement relates.*

*This same figure is also to be used in the Annual Budget Review to be undertaken after the first six months of the financial year to assess how the budget has progressed and to estimate the end of the financial year position.*

*A second tier reporting approach shall be a variance of 10% or greater of the annual budget estimates to the end of the month to which the report refers for each General Ledger/Job Account in the budget, as a level that requires an explanation, with a minimum dollar variance of \$10,000.*

**Budget / Financial Implications:**

There are no significant trends or issues to be reported.

**Strategic & Corporate Plan Implications:**

The report and officer recommendation is consistent with Council’s adopted Strategic Plan Objectives and Goals and the Corporate Business Plan Actions and Projects in the following specific ways:

Strategic Community Plan

*Governance Objective: The Shire of Denmark provides renowned leadership in sustainability, is effective with both its consultation with its people and its management of its assets, and provides transparent and fiscally responsible decision making.*

Corporate Business Plan

*4.4.12 Provide statutory and other relevant information to internal and external stakeholders on a timely basis.*

**Sustainability Implications:**

➤ **Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

➤ **Environmental:**

There are no known significant environmental implications relating to the report or officer recommendation.

➤ **Economic:**

There are no known significant economic implications relating to the report or officer recommendation.

➤ **Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or	Accept Officer Recommendation

				Compliance Requirements	
Financial mismanagement and/or Budget overruns.	Rare (1)	Moderate (3)	Low (1-4)	Inadequate Financial, Accounting or Business Acumen	Control through robust systems with internal controls and appropriate reporting mechanisms

**Comment/Conclusion:**

As at 31 October 2017 total cash funds held total \$14,919,602 (Note 4).

Shire Trust Funds total \$195,967.

- \$179,025 of this is invested for 6 months with the National Bank, maturing 21 December 2017 at the quoted rate of 2.40%.

Reserve Funds (restricted) total \$10,698,996

- \$7,091,213 of this has been placed on investment for 30 days with the Western Australian Treasury Corporation at the quoted rate of 1.45%,
- \$3,018,482 has been invested with the National Bank, maturing 24 December 2017 at the quoted rate of 2.40% and
- \$589,301 has been invested with the National Bank, maturing 3 November 2017 at the quoted rate of 2.20%.

Municipal Funds (unrestricted) total \$4,024,639

- \$1,302,683 of this is invested with the National Bank, maturing on various dates up to the 24 December 2017 at an average rate of 2.26% (refer note 4 for detail).

Key Financial Indicators at a Glance

The following comments and/or statements provide a brief summary of major financial/budget indicators and are included to assist in the interpretation and understanding of the attached Financial Statements.

- Taking into consideration the adopted Municipal Budget and subsequent mid- year budget review amendments identified (Note 5), the 30 June 2018 end of year position is estimated to be \$0 as per budget projections (Statement of Financial Activity).
- Operating revenue and expenditure is in line with that predicted for 31 October 2017 (Statement of Financial Activity).
- Rates Collection percentage of 64.81% is in keeping with historical collection rates (Note 6).
- The 2017/18 Capital Works Program is 8.41% complete utilising actual year to date figures and total committed cost is 16.15% at 31 October 2017 (Note 12).
- Various transfers to and from Reserve Funds have not been made for 2017/18 and are generally undertaken in the latter half of the financial year, depending on specific projects to which these transfers relate.
- Salaries and Wages expenditure is in keeping with budget estimates (not reported specifically in Financial Statement).

Budget Amendments and Variances (Note 5 and 5a)

As detailed in Note 5a.

**Voting Requirements:**

Simple majority.

<b>OFFICER RECOMMENDATION</b>	<b>ITEM 8.4.1</b>
<p>That with respect to Financial Statements for the month ending October 2017, Council;</p> <ol style="list-style-type: none"> <li>1. Receive the Financial Reports, incorporating the Statement of Financial Activity and other supporting documentation.</li> <li>2. Endorse the Accounts for Payment for October 2017 as listed.</li> </ol>	

<b>8.4.2 FINANCIAL STATEMENT FOR THE MONTH ENDING 30 NOVEMBER 2017</b>
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<b>File Ref:</b>	FIN.1
<b>Applicant / Proponent:</b>	Not applicable
<b>Subject Land / Locality:</b>	Denmark
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	7 December 2017
<b>Author:</b>	Steve Broad, Accountant
<b>Authorising Officer:</b>	Cary Green, Director of Finance & Administration
<b>Attachments:</b>	8.4.2 – November Monthly Financial Report

**Summary:**

It is a requirement of the Local Government Act 1995 that monthly and quarterly financial statements are presented to Council, in order to allow for proper control of the Shire’s finances. In addition, Council is required to review the Municipal Budget on a six monthly basis to ensure that income and expenditure is in keeping with budget forecasts. It should be noted that the budget is monitored on a monthly basis in addition to the requirement for a half yearly review.

The attached financial statements and supporting information are presented for the consideration of Elected Members. Council staff welcome enquiries in regard to the information contained within these reports.

**Background:**

In order to prepare the attached financial statements, the following reconciliations and financial procedures have been completed and verified;

- Reconciliation of all bank accounts.
- Reconciliation of the Rates Book, including outstanding debtors and the raising of interim rates.
- Reconciliation of all assets and liabilities, including payroll, taxation and postal services.
- Reconciliation of the Sundry Debtors and Creditors Ledger.
- Reconciliation of the Stock Ledger.
- Completion of all Works Costing transactions, including allocation of costs from the Ledger to the various works chart of accounts.

**Consultation:**

Nil

**Statutory Obligations:**

Local Government Act 1995 Section 5.25 (1)  
 Local Government (Financial Management) Regulations 1996

The attached statements are prepared in accordance with the requirements of the Local Government Act 1995.

**Policy Implications:**

Policy P040222 - Material Variances in Budget and Actual Expenditure, relates

*For the purposes of Local Government (Financial Management) Regulation 34 regarding levels of variances for financial reporting, Council adopt a variance of 10% or greater of the annual budget for each program area in the budget, as a level that requires an explanation or report, with a minimum dollar variance of \$10,000.*

*The material variance is calculated by comparing budget estimates to the end of month actual amounts of expenditure, revenue and income to the end of the month to which the financial statement relates.*

*This same figure is also to be used in the Annual Budget Review to be undertaken after the first six months of the financial year to assess how the budget has progressed and to estimate the end of the financial year position.*

*A second tier reporting approach shall be a variance of 10% or greater of the annual budget estimates to the end of the month to which the report refers for each General Ledger/Job Account in the budget, as a level that requires an explanation, with a minimum dollar variance of \$10,000.*

**Budget / Financial Implications:**

There are no significant trends or issues to be reported.

**Strategic & Corporate Plan Implications:**

The report and officer recommendation is consistent with Council's adopted Strategic Plan Objectives and Goals and the Corporate Business Plan Actions and Projects in the following specific ways:

Strategic Community Plan

*Governance Objective: The Shire of Denmark provides renowned leadership in sustainability, is effective with both its consultation with its people and its management of its assets, and provides transparent and fiscally responsible decision making.*

Corporate Business Plan

*4.4.12 Provide statutory and other relevant information to internal and external stakeholders on a timely basis.*

**Sustainability Implications:****➤ Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

**➤ Environmental:**

There are no known significant environmental implications relating to the report or officer recommendation.

**➤ Economic:**

There are no known significant economic implications relating to the report or officer recommendation.

**➤ Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation
Financial mismanagement and/or Budget overruns.	Rare (1)	Moderate (3)	Low (1-4)	Inadequate Financial, Accounting or Business Acumen	Control through robust systems with internal controls and appropriate reporting mechanisms

**Comment/Conclusion:**

As at 30 November 2017 total cash funds held total \$15,000,026 (Note 4).

Shire Trust Funds total \$195,967.

- \$179,025 of this is invested for 6 months with the National Bank, maturing 21 December 2017 at the quoted rate of 2.40%.

Reserve Funds (restricted) total \$10,709,578

- \$7,099,664 of this has been placed on investment for 30 days with the Western Australian Treasury Corporation at the quoted rate of 1.45%,
- \$3,018,482 has been invested with the National Bank, maturing 24 December 2017 at the quoted rate of 2.40% and
- \$591,432 has been invested with the National Bank, maturing 2 May 2018 at the quoted rate of 2.45%.

Municipal Funds (unrestricted) total \$4,094,480

- \$2,704,457 of this is invested with the National Bank, maturing on various dates up to the 4 January 2018 at an average rate of 2.26% (refer note 4 for detail).

Key Financial Indicators at a Glance

The following comments and/or statements provide a brief summary of major financial/budget indicators and are included to assist in the interpretation and understanding of the attached Financial Statements.

- Taking into consideration the adopted Municipal Budget and subsequent mid- year budget review amendments identified (Note 5), the 30 June 2018 end of year position is estimated to be \$0 as per budget projections (Statement of Financial Activity).
- Operating revenue and expenditure is in line with that predicted for 30 November 2017 (Statement of Financial Activity).
- Rates Collection percentage of 72.43% is in keeping with historical collection rates (Note 6).
- The 2017/18 Capital Works Program is 11.30% complete utilising actual year to date figures and total committed cost is 19.09% at 30 November 2017 (Note 12).
- Various transfers to and from Reserve Funds have not been made for 2017/18 and are generally undertaken in the latter half of the financial year, depending on specific projects to which these transfers relate.
- Salaries and Wages expenditure is in keeping with budget estimates (not reported specifically in Financial Statement).

Budget Amendments and Variances (Note 5 and 5a)

As detailed in Note 5a.

**Voting Requirements:**

Simple majority.

OFFICER RECOMMENDATION	ITEM 8.4.2
<p>That with respect to Financial Statements for the month ending November 2017, Council;</p> <ol style="list-style-type: none"> <li>1. Receive the Financial Reports, incorporating the Statement of Financial Activity and other supporting documentation.</li> <li>2. Endorse the Accounts for Payment for November 2017 as listed.</li> </ol>	

**8.4.3 AASB124 RELATED PARTY DISCLOSURE**

<b>File Ref:</b>	FIN.9
<b>Applicant / Proponent:</b>	Not applicable
<b>Subject Land / Locality:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	12 December 2017
<b>Author:</b>	Cary Green, Director of Finance and Administration
<b>Authorising Officer:</b>	Bill Parker, Chief Executive Officer
<b>Attachments:</b>	8.4.3 - Related Party Disclosure Business Procedures

**Summary:**

Changes to the scope of Australian Accounting Standard AASB124 becomes operative from 1 July 2016, with disclosures to be made in the Financial Statements for the year ended 30 June 2017. The declarations for the process are enclosed in the attached Related Party Disclosures Business Procedures, as an introduction to the procedural forms.

**Background:**

The objective of the standard is to ensure that the Shires financial statements contain disclosures necessary to draw attention to related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not.

**Consultation:**

Direct consultation has occurred with the following:

- Chief Executive Officer
- Moore Stephens Auditors
- Lincolns Auditors

**Statutory Obligations:**

Associated Regulatory Framework.  
 AASB 124 Related Party Disclosures.  
 Local Government Act 1995.  
 Local Government (Financial Management) Regulations 1996.

**Policy Implications:**

There are no policy implications.

**Budget / Financial Implications:**

There are no financial implications.

**Strategic & Corporate Plan Implications:**

The report and officer recommendation is consistent with Council’s adopted Strategic Plan Objectives and Goals in the following specific ways:

Strategic Community Plan

GOVERNANCE OBJECTIVE - The Shire of Denmark provides renowned leadership in sustainability, is effective with both its consultation with its people and its management of its assets, and provides transparent and fiscally responsible decision making.

Corporate Business Plan

4.4.12 Provide statutory and other relevant information to internal and external stakeholders on a timely basis.

**Sustainability Implications:**

➤ **Governance:**

By applying the AASB 124 Standard, Local Government Act 1995 and associated regulations, the Shire can ensure that they are complying with the necessary legislation.

➤ **Environmental:**

There are no known significant environmental implications relating to the report or officer recommendation.

➤ **Economic:**

There are no known significant economic implications relating to the report or officer recommendation .

➤ **Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council does not comply with the AASB124 Related Party Disclosure	Unlikely (2)	Insignificant (1)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

**Comment/Conclusion:**

The proposed business procedures and procedural forms are in line with the recommendations of the Department of Local Government, Sport and Cultural Industries and Auditors. They will be supplied to senior staff and Councillors at the end of the financial year.

**Voting Requirements:**

Simple majority.



OFFICER RECOMMENDATION	ITEM 8.4.3
<p>That Council adopt the Australian Accounting Standard AASB124 Related Party Disclosure Business Operating Procedures (including terms of reference and declaration forms), as attached to this Report.</p>	

**8.5 Chief Executive Officer**

<b>8.5.1 STRATEGIC COMMUNITY PLAN</b>	
<b>File Ref:</b>	ADMIN.1
<b>Applicant / Proponent:</b>	Not applicable
<b>Subject Land / Locality:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	11 December 2017
<b>Author:</b>	Teiga Murray, Corporate Planning Officer
<b>Authorising Officer:</b>	Bill Parker, Chief Executive Officer
<b>Attachments:</b>	8.5.1 – Draft Strategic Community Plan

**Summary:**

The purpose of this report is for Council to consider the adoption of the Strategic Community Plan, Denmark 2027.

**Background:**

In order to fulfil the statutory obligations of section 5.56 of the Local Government Act 1995, the Local Government (Administration) Regulations 1996 require each Local Government to adopt a Strategic Community Plan and Corporate Business Plan as part of a ‘Plan for the Future’.

The Strategic Community Plan is Council’s principal strategy and planning document that links community aspirations with the Council’s vision and long-term strategy. The Strategic Community Plan forms the basis of the Integrated Planning and Reporting Framework and provides the foundation to develop other strategic documents.

The Shire of Denmark first adopted a Strategic Community Plan in October 2013 and, in line with the requirements of the Local Government Act 1995, commenced a comprehensive engagement program in March as part of a major review.

Following the conclusion of the engagement period a draft plan was presented for community comment and review. Officers have reviewed the feedback received on the draft plan and, where appropriate, made changes to the draft plan to incorporate relevant feedback. Denmark 2027 is now presented to Council for adoption.

**Consultation:**

Council endorsed a four-stage community engagement program in December 2016 that featured increasing levels of public participation. The community engagement program followed the IAP2 model of public participation which is widely regarded by Local Governments and other organisations as best practice. Over 1127 responses were received during the engagement program across fifteen engagement mechanisms, exceeding the Department of Local Government’s advisory standard of 500 responses and two documented mechanisms.

A summary of the engagement activities and responses is provided in the plan as follows:

Engagement Method	Level of Engagement	Participation
Community Survey	Consult	523
Youth Survey	Consult	117
Staff Survey	Consult	23
Visions of Denmark Photo Competition	Consult	9
My Vision for Denmark Drawing Competition	Consult	3
Councillor Workshop (including Executive Team)	Involve/Collaborate	10
Peaceful Bay Community Workshop	Involve/Collaborate	16
Denmark Community Workshop	Involve/Collaborate	65
Staff Workshop	Involve/Collaborate	60
Workshop DIY Kits	Involve/Collaborate	88
Focus Group: Sustainable Population and Development	Collaborate	40
Focus Group: Development of Agriculture, Tourism and Small Business	Collaborate	59
Focus Group: Housing Availability and Affordability	Collaborate	39
Focus Group: Decision Making and Community Engagement	Collaborate	35
Focus Group: Bushfire Management and Planning	Collaborate	40
TOTAL:		1127

A further 31 submissions were received on the draft Strategic Community Plan during the community review period, with the submissions provided to Council as a confidential attachment for review.

Of the submissions, a number of entries focused on specific projects, tasks and activities that will be considered as part of the Shire’s strategy development and then incorporated into the Corporate Business Plan. The Strategic Community Plan has an aspirational focus whereas the Corporate Business Plan is a specific four-year action plan and is best placed to address these projects.

A number of submissions also focused on the responses listed in the ‘Our Community Told Us’ page and suggested changes to the list. No changes were made as the entries mirror the independent report commissioned to analyse the Community Survey and reflect the responses that were gathered through the survey. Some community members expressed concern regarding specific projects that were identified by the community in this list, however all projects will undergo a strategic and financial viability assessment before they are included in the Shire’s Long Term Financial Plan.

A number of changes regarding font, layout and text colour were suggested and where possible were incorporated in the final document.

Responses also highlighted the need for a greater focus on agriculture, climate change, rural vista and historical significance and as these responses reflected the general consensus of community feedback received during the review, changes were made to the plan to ensure a greater focus on these areas.

A number of changes were also made to the plan to incorporate requests for various community organisations to be listed as key partners and suggestions for changes in the wording of the document were included where it reflected the general consensus of community feedback.

Changes were also made to the document to ensure the Shire of Denmark was referred to rather than Denmark and additional plans that are specific to the western townsites were referenced.

**Statutory Obligations:**

The requirements for preparation, consideration, consultation and advertising of a Strategic Community Plan are detailed in the Local Government Act 1995.

Extract Local Government Act 19955.56. *Planning for the future*

- (1) *A local government is to plan for the future of the district.*
- (2) *A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

Extract Local Government (Administration) Regulations 199619C. *Strategic community plans, requirements for (Act s. 5.56)*

- (1) *A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
- (3) *A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- (4) *A local government is to review the current strategic community plan for its district at least once every 4 years.*
- (5) *In making or reviewing a strategic community plan, a local government is to have regard to —*
  - (a) *the capacity of its current resources and the anticipated capacity of its future resources; and*
  - (b) *strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
  - (c) *demographic trends.*
- (6) *Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
- (7) *A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*

*\*Absolute majority required.*

- (8) *If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*
- (9) *A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*
- (10) *A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.*

Further guidance on the achievement of best practice standards is outlined within the Department of Local Government and Communities Integrated Planning and Reporting Framework and Advisory Standard.

**Integrated Planning and Reporting Framework**

The Integrated Planning and Reporting Framework addresses the requirements to plan for the future under Section 5.56 of the Local Government Act 1995, and provides the basis for improving the practice of strategic planning in Local Government. The Framework outlines the processes and activities to achieve an integrated strategic plan.

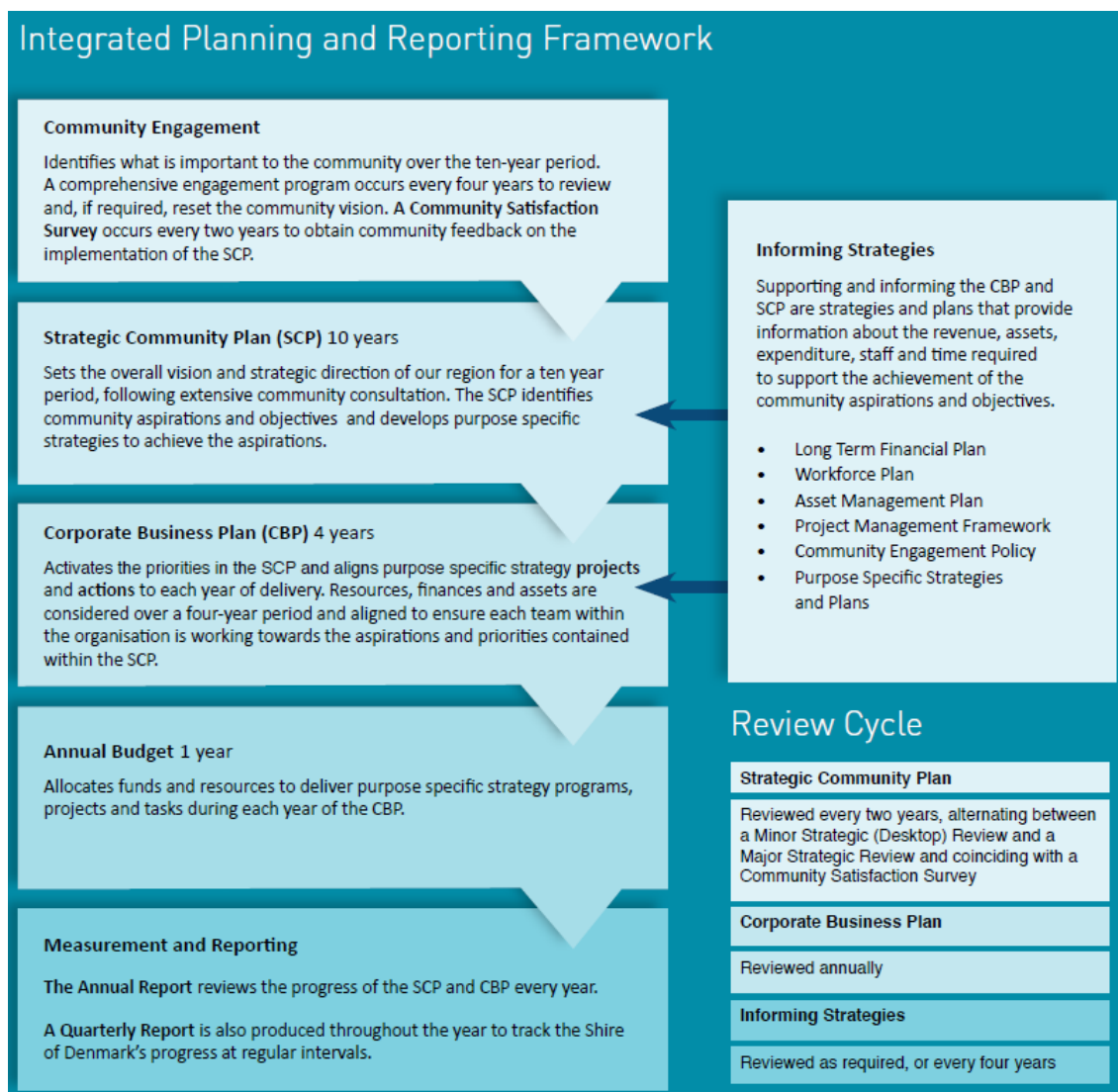
Under the framework, three major parties are involved in the development of an integrated plan:

- The Local Government Administration;
- The Council; and
- The Community.

A successful Integrated Planning and Reporting process delivers the following outcomes:

- A Strategic Community Plan that clearly links the community's aspirations with the Council's vision and long-term strategy;
- A Corporate Business Plan that integrates resourcing plans and specific Council plans with the Strategic Community Plan; and
- A clearly stated vision for the future viability of the Local Government area.

The Shire's Integrated Planning and Reporting Framework is depicted in the plan as follows:



Integrated Planning and Reporting Advisory Standard

The Integrated Planning and Reporting Advisory Standard complements the legislative requirements required to plan for the future.

The Advisory Standard outlines ‘Achieving’, ‘Intermediate’ and ‘Advanced’ standards of Integrated Planning and Reporting performance.

Element	Regulatory requirements	Standards
<p><b>Strategic Community Plan</b></p>	<p>A Strategic Community Plan:</p> <ul style="list-style-type: none"> <li>i. Is for a minimum 10-year timeframe.</li> <li>ii. States community vision, aspirations, and objectives.</li> <li>iii. Was developed or modified through engagement with the community, and this is documented.</li> <li>iv. Has regard to current and future resource capacity, demographic trends and strategic performance measurement.</li> <li>v. Is adopted, or modifications to it are adopted, by an absolute majority of council.</li> <li>vi. is subject to a full review scheduled for 4 years from when it is adopted.</li> </ul> <p>References:</p> <p><i>Local Government Act 1995</i>, s 5.56</p> <p><i>Local Government (Administration) Regulations 1996</i>; Regulation 19C, 19D</p>	<p><b>Standard is NOT met:</b></p> <p>If a Council has not adopted a Strategic Community Plan that meets all of the regulatory requirements.</p> <p><b>Achieving Standard:</b></p> <p>Achieving Standard is met when:</p> <ul style="list-style-type: none"> <li>• A Council has adopted a Strategic Community Plan that meets all of the regulatory requirements<sup>1</sup></li> <li>• The local government has a community engagement policy or strategy</li> <li>• Community engagement<sup>2</sup> involves at least 500 or 10% of community members, whichever is fewer, and is conducted by at least 2 documented mechanisms</li> <li>• A Strategic Review is undertaken every two years, alternating between a Minor Strategic Review and a Major Strategic Review</li> </ul> <p><b>Intermediate Standard:</b></p> <p>Intermediate Standard is met when:</p> <ul style="list-style-type: none"> <li>• The Strategic Community Plan connects most of the activities and services that are delivered by the local government with the community’s vision, aspirations and objectives</li> <li>• The Strategic Community Plan takes into account a range of relevant external factors, including relevant plans of State and Commonwealth agencies</li> <li>• Community engagement involves more than the minimum number of community members as provided for in the Achieving Standard, is inclusive and uses more than the minimum number of documented mechanisms that apply in the Achieving Standard</li> </ul> <p><b>Advanced Standard:</b></p>

Advanced Standard is met when:

- The Strategic Community Plan meets Achieving and Intermediate standards
- The Strategic Community Plan connects all of the activities and services that are delivered by the local government with the community's vision, aspirations and objectives
- The Strategic Community Plan demonstrates effectiveness in achieving community objectives

<sup>1</sup> Note that the IPR Framework and Guidelines refers to community aspirations encompassing vision, outcomes and priorities. These elements will meet the regulatory requirements, however the terminology is flexible. It is acknowledged that different local governments will use different terms, such as goals, objectives, key result areas or key focus areas instead of outcomes.

<sup>2</sup> Refers to Major Strategic Review

The Shire of Denmark's Strategic Community Plan, Denmark 2027, is assessed as meeting the Intermediate Standard and will focus on aligning activities and services to specific aspirations and objectives during the next review.

#### **Policy Implications:**

There are no policy implications relating to the development or adoption of the Strategic Community Plan as it is a legislative requirement. However, Shire of Denmark strategies, policies and plans will be reviewed following the adoption of the Strategic Community Plan to ensure their alignment to community priorities and aspirations.

#### **Budget / Financial Implications:**

There are no budget/financial implications relating to the adoption of the Strategic Community Plan. However, the Shire of Denmark's draft Long Term Financial Plan will be reviewed following the adoption of the Strategic Community Plan to ensure alignment to community priorities and aspirations.

#### **Strategic & Corporate Plan Implications:**

Denmark 2027 will replace the Shire's current Strategic Community Plan and inform a new Corporate Business Plan.

#### **Sustainability Implications:**

##### ➤ **Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

##### ➤ **Environmental:**

There are no known significant environmental implications relating to the report or officer recommendation.

##### ➤ **Economic:**

There are no known significant economic implications relating to the report or officer recommendation.

##### ➤ **Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council choose not to adopt Denmark 2027 as the Shire's Strategic Community Plan resulting in statutory non-compliance.	Unlikely (2)	Moderate (3)	Moderate (5-9)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

**Comment/Conclusion:**

The Shire of Denmark has undertaken a significant body of work to produce a Strategic Community Plan that is reflective of the high-level aspirations of the community.

The Shire has undertaken a best practice approach to ensure that the engagement program reflected increasing levels of public participation and that there were a number of different mechanisms available for community members to participate. Denmark 2027 encompasses the views sought during this period and strives to be inclusive whilst balancing diverse views within the community.

Specific projects and activities highlighted during the review will be considered during the development and review of the Shire's new and existing strategies, with a number of opportunities for community members to provide input and build on the ideas expressed during the review.

**Voting Requirements:**

Absolute majority.

<b>OFFICER RECOMMENDATION</b>	<b>ITEM 8.5.1</b>
<p>In accordance with Section 5.56 of the Local Government Act 1995 and Section 19C of the Local Government (Administration) Regulations 1996, Council:</p> <ol style="list-style-type: none"> <li>1. Adopt Denmark 2027 as the principal planning and strategy document for the Shire of Denmark; and</li> <li>2. Endorse the vision, aspirations, objectives, strategies and plans included within Denmark 2027.</li> </ol>	

\* *Absolute majority required.*

<b>8.5.2 GRANT FUNDING FOR OCEAN BEACH BUSH FIRE BRIGADE FIRE SHED</b>
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<b>File Ref:</b>	Fire.1
<b>Applicant / Proponent:</b>	Not applicable
<b>Subject Land / Locality:</b>	Ocean Beach Fire Shed – Reserve 46782
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	27 November 2017
<b>Author:</b>	Marcus Owen, Community Emergency Services Manager
<b>Authorising Officer:</b>	Bill Parker, Chief Executive Officer
<b>Attachments:</b>	Nil

**Summary:**

This report recommends that Council accept the Local Government Grant Scheme (LGGS) Capital funds to construct a new fire shed at Ocean Beach and make the subsequent amendments to the 2017/18 Budget.

**Background:**

Throughout this report reference is made to the Local Government Grant Scheme Manual for Capital and Operating Grants, referred to hereon in as the “Manual”.

The current Ocean Beach fire shed which was funded by the Shire was constructed 24 years ago in 1993. Current replacement policy as per the 2017/2018 manual for buildings and heavy duty fire appliances is based on a minimum period of 25 years and 16 years respectively.

In the 2013/2014 Manual, the Indicative Program for ‘2016/17 to 2019/20’ earmarked replacement appliances for the Ocean Beach, Peaceful Bay and Nornalup Bush Fire Brigades. The replacement appliances known as the ‘3.4 Urban Tanker Crew Cab appliance’ (3,000L of water, 4-wheel drive) are more capable with the following reasoning given;

- The profile of Ocean Beach, Nornalup and Peaceful Bay brigades is Urban Defensive – the Brigades are located in an Outer Urban area.
- Brigades are required to respond to residential structural fires – appliances are equipped with more hoses, larger capacity pump-set and a ladder.
- Enables the appliance to carry additional crew above the minimum of three to allow better management of crew fatigue.

When the Shire received this program along with the associated vehicle and building replacement program paperwork in December 2013, Department of Fire and Emergency Services (DFES) was advised that the current fire shed at Ocean Beach would not be large enough to accommodate the new appliance. The response to this at the time was *‘we can resolve this issue nearer delivery time’* due to the proposal being some 2-3 years away.

In December 2016, the Manual indicated that the first of the new 3.4 appliances had been allocated to Peaceful Bay for that financial year. Just prior to this in November 2016, the Ocean Beach truck sustained significant damage whilst working on a fire ground and subsequently was written off by the Shire’s insurers. As a result of these circumstances, a request was put through to DFES proposing that the Peaceful Bay appliance be re-badged as Ocean Beach. Given the fact that the Ocean Beach brigade were now without a heavy duty fire appliance, this request was granted.

In March 2017, a capital grant application was made to DFES for a new shed for Ocean Beach as per the previous verbal agreement with DFES, in that when the delivery of the new appliance was imminent the request for a new shed would be made.



The new appliance (now badged 'Ocean Beach 3.4') was delivered in August 2017; and as the truck was knowingly too big to go in the shed it was mutually agreed to swap the new appliance with Peaceful Bay for two reasons;

- Firstly, the new appliance would fit in the Peaceful Bay shed and the Peaceful Bay truck would fit in the Ocean Beach shed; and
- Secondly, the new appliance could be under cover.

In August 2017, the Shire received notification that the application for funding for a new shed for Ocean Beach was granted. The sum of \$285,135 ex GST is being offered.

**Consultation:**

Throughout the whole process the affected Brigades, Ocean Beach and Peaceful Bay, have been consulted and comment sought.

The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal, and considered Council's Community Engagement Policy P040123 and the associated Framework; concluding that no additional external/internal engagement or consultation is required.

**Statutory Obligations:**

Section 6.8 (1) of the Local Government Act 1995, applies to this item;

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- a) Is incurred in a financial year before the adoption of the annual budget by the local government; or
  - b) Is authorised in advance by resolution\*; or
  - c) Is authorised in advance by the mayor or president in an emergency.

*\* Absolute majority required.*

Development approval and a building permit will need to be obtained for the shed and through this process consideration will be given to the suitability of the site for fire shed purposes, the functionality of the proposed building having regard to lot size and configuration and the major fire risk associated with the adjoining Mount Hallowell reserve, which may affect construction standards that will apply to the new building.

**Policy Implications:**

There are no policy implications

Council Delegation D040223 - Grants and Subsidies relates and reads as follows.

*"The Chief Executive Officer is delegated authority to make submissions for grants and/or subsidies from State and Commonwealth Governments without prior approval of Council, for projects that are not included in the Municipal Budget. In exercising this delegated authority the following conditions shall be observed:*

1. *The grant/subsidy shall not be accepted without Council's endorsement.*
2. *The undertaking is to be in accordance with Council's established strategic objectives".*

**Budget / Financial Implications:**

The financial implications of the recommendation would be to amend the 2017/18 Annual Budget to include the following (all monetary figures stated are ex GST):

- a) Create a new expense account under GL1541004 as Job No. 55222 titled "Ocean Beach Fire Station" \$285,135 (ex GST);
- b) Increase income account GL1540113 "ESL Buildings" from \$0 to \$285,135 (ex GST);
- c) Create a new expense account GL1510532 titled "Demolition Ocean Beach Fire Shed & Earthworks with an allocation of \$15,000;
- d) Reduce expense account GL1510702 (Job No. 15501) titled "Strategic Firebreaks" from \$30,000 to \$25,000.
- e) Reduce expense account GL1515002 (Job No. 15502) titled "Fire Prevention & Reserve Management Expenses" from \$18,000 to \$8,000.

### **Strategic Implications:**

The report and officer recommendation is consistent with Council's adopted Strategic Plan Objectives and Goals and the Corporate Business Plan Actions and Projects in the following specific ways:

#### Strategic Community Plan

##### **SOCIAL GOALS**

*Public Safety: ...work with relevant authorities and organisations to maintain a safe and secure environment for its residents and visitors.*

*Population: ...closely monitors its population growth over the next two decades, to put into place advocacy, policies and infrastructure that reflect the needs of a diverse age range and which will be attractive to both present and new residents.*

##### **ENVIRONMENT GOAL**

*Fire Management: ...work collaboratively with relevant agencies to maintain a high level of planning, communication and infrastructure for effective fire and emergency management.*

#### Denmark 2027

##### **B3.0 Our Built Environment**

*We have a functional built environment that reflects our village character and supports a connected, creative and active community.*

*B3.1 To have public spaces and infrastructure that are accessible and appropriate for our community*

*B3.2 To have community assets that are flexible, adaptable and of high quality to meet the purpose and needs of multiple users*

*B3.4 To manage assets in a consistent and sustainable manner*

##### **C4.0 Our Community**

*We live in a happy, healthy, diverse and safe community with services that support a vibrant lifestyle and foster community spirit.*

*C4.1 To have services that foster a happy, healthy, vibrant and safe community.*

#### Corporate Business Plan

1.1.1 Advocate for the provision and promotion of services and facilities that meet the needs of the community.

1.7.3 Advocate for the provision and promotion of services and facilities that meet the needs of the community.

1.7.6 Develop partnerships with hazard management agencies to help plan for emergency events.

2.3.1 Support the community in emergency and fire management planning, preparedness, response and recovery.

**Sustainability Implications:**

➤ **Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

➤ **Environmental:**

There are no known significant governance considerations relating to the report or officer recommendation.

➤ **Economic:**

There are no known significant economic implications relating to the report or officer recommendation.

➤ **Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council decline the grant	Unlikely (2)	Major (4)	Moderate (5-9)	A fire shed not fit for purpose.	Accept Officer Recommendation

**Comment/Conclusion:**

The Officer and the Chief Bush Fire Control Officer have met with the Captains of both Ocean Beach and Peaceful Bay Brigades on several occasions to work through the arrangements of temporarily swapping appliances until the new shed is built.

The following questions and comments have been raised by some Brigade members;

- Why not modify the current shed; it would be a lot cheaper?
- Why not build a second shed for the new appliance.
- Several costed alternatives were put forward.

Council Officers have provided the following comments in response to the above;

- The shed is at the end of its life, 25 years, as per the manual and is showing signs of corrosion.
- If the shed was renovated, the renovation would need to last another 25 years.
- A new facility could potentially attract new members and help ensure the sustainability of the Brigade.
- From an Occupational Health and Safety perspective; the new shed would be a 'drive-through' eliminating the need to reverse appliances into the shed. All new sheds are being constructed this way.

With respect to the existing shed, should the construction of a new shed proceed, the Officer suggests that it is either removed by 'sale by tender' to minimise the cost to Council or Council engage a contractor to complete the job.

**Voting Requirements:**

Absolute majority.

OFFICER RECOMMENDATION	ITEM 8.5.2
<p>That with respect to the Department of Fire and Emergency Services Local Government Grant Scheme offer of \$285,135 (ex GST) for the construction of a new Fire Shed for Ocean Beach Volunteer Bush Fire Brigade, Council;</p> <ol style="list-style-type: none"> <li>1. Accept the grant;</li> <li>2. Amend the 2017/18 Budget as follows;             <ol style="list-style-type: none"> <li>a) Create a new expense account under GL1541004 as Job No. 55222 titled "Ocean Beach Fire Station" \$285,135 (ex GST);</li> <li>b) Increase income account GL1540113 "ESL Buildings" from \$0 to \$285,135 (ex GST);</li> <li>c) Create a new expense account GL1510532 titled "Demolition Ocean Beach Fire Shed &amp; Earthworks with an allocation of \$15,000;</li> <li>d) Reduce expense account GL1510702 (Job No. 15501) titled "Strategic Firebreaks" from \$30,000 to \$25,000.</li> <li>e) Reduce expense account GL1515002 (Job No. 15502) titled "Fire Prevention &amp; Reserve Management Expenses" from \$18,000 to \$8,000.</li> </ol> </li> <li>3. Authorise the Chief Executive Officer to;             <ol style="list-style-type: none"> <li>a) Accept and execute the grant documentation;</li> <li>b) Prepare a tender process for the removal of the existing Fire Shed once all relevant approvals have been obtained for the new shed; and</li> <li>c) Prepare a specification and tender documentation for the construction of the new fire station.</li> </ol> </li> </ol>	

*\* Absolute majority required.*

**9. COMMITTEE REPORTS & RECOMMENDATIONS**

Nil

**10. MATTERS BEHIND CLOSED DOORS**

OFFICER RECOMMENDATION	ITEM 10
<p>That pursuant to Section 5.23 (2) of the Local Government Act 1995 and Clause 3.7 of the Shire of Denmark Standing Orders Local Law, Council move behind closed doors to consider Item 10.1 which deals with the personal affairs of a person and Item 10.2 which deals with matters affecting employees.</p>	

<b>10.1 SPORTSPERSON OF THE YEAR AWARDS 2017</b>	
<b>File Ref:</b>	PBR.1
<b>Applicant / Proponent:</b>	Various
<b>Subject Land / Locality:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	12 December 2017
<b>Author:</b>	David Schober, Manager of Recreation & Youth Services (Acting)
<b>Authorising Officer:</b>	Cary Green, Director of Finance and Administration
<b>Attachments:</b>	10.1a – Honour Board of Previous Winners 10.1b – Nominations (under separate cover & confidential for Councillors)

**Summary:**

Council is asked to consider the Nominations received for the Shire of Denmark’s annual Sportsperson of the Year Awards for 2017 and select winners for each category.

**Background:**

The Sportsperson of the Year Awards are annual Council awards which are provided pursuant to Policy P040113 and are presented at the Shire of Denmark’s Australia Day Function on the 26 January of each year.

**Consultation:**

The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council’s Community Engagement Policy P040123 and the associated Framework and believes that no additional external/internal engagement or consultation is required.

Marketing & promotion for these awards commenced in September 2017 and included the following;

Marketing & Promotion	Date
Letters to every known local Community & Sporting Group	September 2017
Council’s website	September 2017
Council’s Notice Board	September 2017
Denmark Recreation Centre - flyer	September 2017
Denmark Library - flyer	September 2017
Advert in Denmark Bulletin	September 2017
Emails to Councillors & Employees	September 2017

**Statutory Obligations:**

There are no statutory obligations.

**Policy Implications:**

Part B of Council Policy P040113 – CITIZEN & SPORTSPERSONS OF THE YEAR relates and reads as follows;

*“The Sportspersons of the Year Awards are to be advertised commencing in September, inviting sporting organisations, community groups & organisations, schools and individuals to submit nominations for awards for the year ending 30 September, in the following categories;*

- *Junior Sportsperson of the Year (under 18 years of age)*
- *Senior Sportsperson of the Year*

- *Service to Sport Award*

*Nominations to close the last week in November.*

*A person may only be nominated for one category on a Nomination Form. A person may be nominated more than once on separate Nomination Forms.*

*Winners are to be chosen at a meeting of the Council and be kept strictly confidential until the presentation.*

*Winners are to receive a suitable gift at a value determined annually by Council during the budget process (GL1160752) and a grant of \$100.00 will be awarded for the winner's club or a local club nominated by the winner (should the winner not be a member of a club).*

*Presentation of the Awards to be at a function held no later than February. Sporting organisations are to be given the opportunity to facilitate the function with the assistance of Council or in the absence of interest from sporting organisations to do so, Council will organise the function which will include a small attendance fee to cover costs.*

#### Eligibility

*Nominations for a person who resides out of the Shire but participates in sport in the Shire of Denmark will be accepted however the nominee will only be judged on their achievements within the Shire of Denmark.*

#### **Budget / Financial Implications:**

Council has included provision in the 2017/18 Budget for these Awards which will fund certificates, plaques for each winner and updating of the Honour Board.

#### **Strategic Implications:**

The report and officer recommendation is consistent with Council's adopted Mission and Vision and assists achieve the following specific adopted Strategic Objectives and Goals.

*SOCIAL OBJECTIVE - Denmark's communities, people and places are connected and creative, vibrant and dynamic, healthy and safe.*

*Denmark 2027*

*C4.0 Our Community*

*We live in a happy, healthy, diverse and safe community with services that support a vibrant lifestyle and foster community spirit.*

#### **Sustainability Implications:**

##### ➤ **Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

##### ➤ **Environmental:**

There are no known significant environmental implications relating to the report or officer recommendation.

##### ➤ **Economic:**

There are no known significant economic implications relating to the report or officer recommendation.

##### ➤ **Social:**

These Awards provide a way for Council and the Community to recognise and acknowledge local individuals and community groups (or events) who have contributed positively to the Denmark Community.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council not select a winner for any or all of the Award categories	Rare (1)	Minor (2)	Low (1-4)	Not Meeting Community expectations	Manage by selecting successful recipients for the Awards.

**Comment/Conclusion:**

The nominations received have been forwarded to Council under separate cover marked confidential. The closing date for nominations was Friday, 24 November 2017.

Fourteen nominations were received as follows;

CATEGORY: Service to Sport

- Jodie Pollard
- Leanne James
- Katy Rutter

CATEGORY: Junior Sportsperson of the Year

- Jed Cummiskey
- Hunter Lynam
- James Haymont
- Miguel Perez
- Elsie Edmonds
- Sophie Bacon-Lewis
- Macy Lane
- Laura McEwan

CATEGORY: Senior Sportsperson of the Year

- Erica Mercer
- Hazel Russell
- Naomi Ogden

**Voting Requirements:**

Simple majority.

<b>OFFICER RECOMMENDATION</b>	<b>ITEM 10.1</b>
<p>With respect to the Shire of Denmark 2017 Sportsperson Awards the following recipients be awarded in the respective categories and those names remain confidential to Councillors, Senior Officers of Council, Council’s Executive Assistant and Council’s Manager of Recreation &amp; Youth Services and in addition those names also be embargoed until the Awards Ceremony on 26 January 2018;</p> <p>1. 2017 Senior Sportsperson of the Year to _____;</p> <p>2. 2017 Junior Sportsperson of the Year to _____; and</p> <p>3. 2017 Service to Sport Award to _____;</p>	

**10.1 ORGANISATIONAL STRUCTURE CHANGES**

<b>File Ref:</b>	Not applicable
<b>Applicant / Proponent:</b>	Not applicable
<b>Subject Land / Locality:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	12 December 2017
<b>Author:</b>	Cary Green, Director of Finance & Administration
<b>Authorising Officer:</b>	Bill Parker, Chief Executive Officer
<b>Attachments:</b>	Nil

This item is confidential and has been provided to Councillors under separate cover.

**11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING****12. CLOSURE OF MEETING**