



APPENDICES

ORDINARY MEETING

To Be Held

Wednesday, 18 July 2018
Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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Upon request.



14 June 2018

Our Ref: RB:CC

Mr Mark Chester
Chief Executive Officer
Shire of Dardanup
PO Box 7016
EATON WA 6232

Dear Mark

Following a successful trial, WALGA is expanding a new program to help support Elected Members in their role on Council.

The WALGA Member Advisor program proposes to provide Councils and Elected Members with information and resources from a trusted peer. Member Advisors will attend an Ordinary Council meeting and be contactable via email and phone for individual Elected Members regarding any questions they may have in undertaking their roles on Council.

I want to stress from the outset that the role of the program is to in no way pass assessment on any Council or its processes but rather be an available resource to assist Elected Members and direct them to the appropriate support. The intention of the visits by the Member Advisors is to introduce themselves to Council and their availability to Elected Members.

Following the trial period, feedback from participating Councils and Advisors was positive and we have been successful in securing additional funding through LGIS to support roll out of the program across the WALGA membership. Existing Member Advisors will carry on in this role, expanding their offer of assistance to further Council contacts.

Further work on the formal sector-wide program outline and selection processes for an expanded Member Advisor group will now commence.

Should you be contacted by one of the existing Member Advisors about the program, I would request that you assist them in making a presentation about the support program to a convenient ordinary meeting of Council.

In addition, as the program is still in its early stages I would appreciate any comments or feedback that you can offer.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Ricky Burges".

Ricky Burges
Chief Executive Officer



18 June 2018

Cr Michael Bennett
President
Shire of Dardanup
PO Box 7016
EATON WA 6232

*Same letter sent
to CEO.*

MICK
Dear Cr Bennett

I trust that you may have already received correspondence from WALGA CEO Ricky Burges regarding the new Member Advisor program.

Following a successful trial, WALGA is expanding this new program to help support Elected Members on their role on Council.

The letter from the WALGA CEO will have provided some background to this program and introducing me as one of the Member Advisors selected.

Briefly to recap, the Member Advisor program proposes to provide Councils and Elected Members with information and resources from a trusted peer. It is the intention that an assigned Member Advisor will attend an Ordinary Meeting of Council to introduce themselves and the program to Elected Members, provide their contacts details and confirm that all conversations as part of the program are confidential.

I would like to now advise that your Council has been selected to take part in this program and I have been assigned as the Member Advisor. To this end I would appreciate your assistance in facilitating my presentation to the next convenient meeting of Council.

I also want to reiterate that it has been made clear to me by WALGA that my role as a Member Advisor is not to make assessment of any Council or its processes but to be an available resource to assist Elected Members and direct them to the appropriate support.

I trust I will have your support in meeting with Council and detailing the Member Advisor program that is hoped will provide an extra support to Elected Members in achieving good governance.

Yours sincerely

Cr Paul Omodei
WALGA Member Advisor



**Notice
of
Annual General
Meeting
and
Procedural Information
for Submission of Motions**

**Perth Convention and Exhibition
Centre**

Wednesday, 1 August 2018

Deadline for Agenda Items

(Close of Business)

Tuesday, 5 June 2018

2018 Local Government Convention

General Information

The 2018 Local Government Convention will be held at the Perth Convention and Exhibition Centre (PCEC) from 1 August to 3 August 2018. The tentative schedule for the Convention is as follows:

<u>Tuesday, 31 July</u>	<u>START</u>	<u>FINISH</u>
Mayors and Presidents Forum (separate invitation)	3.30 pm	5.30 pm
Mayors and Presidents Reception (separate invitation)	5.30 pm	7.00 pm
<u>Wednesday, 1 August</u>		
State and Local Government Forum (separate registration)	9.00 am	12.15 pm
Registration for AGM and collection of voting keypads	10.00 am	1.30 pm
Honour Recipients Luncheon (by invitation only)	12.00 pm	1.15 pm
WALGA AGM (including Honours Awards Presentations)	1.30 pm	5.00 pm
Convention Opening Welcome Reception	5.00 pm	6.30 pm
<u>Thursday, 2 August</u>		
ALGWA AGM and Breakfast (separate invitation)	7.00 am	8.30 am
Opening and Convention Sessions	9.00 am	5.30 pm
Convention Gala Dinner	7.00 pm	11:00 pm
<u>Friday, 3 August</u>		
Convention Breakfast	7.30 am	8.45 am
Convention Sessions	9.00 am	3.30 pm

Further details are contained in the Registration Brochure which will be distributed to all Local Governments in May.

WALGA Annual General Meeting

The Annual General Meeting for the Western Australian Local Government Association will be held from 1.30 pm to 5.30 pm on Wednesday, 1 August 2018. This event should be attended by delegates from all Member Local Governments.

Cost for attending the Annual General Meeting

Attendance at the Annual General Meeting is **free of charge** to all Member Local Governments; lunch is not provided. All Convention delegates must register their attendance in advance. Registration for the Opening Welcome Reception that evening must also be notified in advance and will incur a cost for those not registered as a Full Delegate.

Submission of Motions

Member Local Governments are hereby invited to submit motions for inclusion on the Agenda for consideration at the 2018 Annual General Meeting. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is **COB Tuesday, 5 June 2018**. *Please note that any motions proposing alterations or amendments to the Constitution of the WALGA must be received by COB Friday, 11 May 2018 in order to satisfy the 60 day constitutional notification requirements.*

The following guidelines should be followed by Members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

Criteria for Motions

As per the Corporate Governance Charter, prior to the finalisation of the agenda, the WALGA Executive Committee will determine whether motions abide by the following criteria:

Motions will be included in the Business Paper agenda where they:

1. Are consistent with the objects of the Association (refer to clause 3 of the constitution);
2. Demonstrate that the issue/s raised will concern or are likely to concern a substantial number of Local Governments in WA.;
3. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
4. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
5. Are clearly worded and unambiguous in nature;

Motions will not be included where they are:

6. Consistent with current Association advocacy/policy positions. (As the matter has previously considered and endorsed by the Association).

Motions of similar objective:

7. Will be consolidated as a single item.

Submitters of motions will be advised of the Executive Committee's determinations.

Enquiries relating to the preparation or submission of motions should be directed to Margaret Degebrodt, Executive Officer Governance on 9213 2036 or via email mdegebrodt@walga.asn.au.

Emergency Motions

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate, and delegates resolve accordingly at the meeting. Please refer to the AGM Standing Orders for details.



President Cr Lynne Craigie
President



Ricky Burges
Chief Executive Officer

EMAIL BACK**Voting Delegate Information
2018 Annual General Meeting**

TO: Chief Executive Officer

Registered:

All Member Councils are entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association to be held on Wednesday, 1 August 2018 at the Perth Convention Centre.

Please complete and return this form to the Association by Monday, **2 July 2018** to register the attendance and voting entitlements of your Council's delegates to the Annual General Meeting.

In the event that a Voting Delegate is unable to attend, provision is made for proxy delegates to be registered.

Only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers.

Please Note: All Voting Delegates, whether registered for the Convention or not, will need to present at the WALGA Delegate Service Desk prior to the AGM to collect their electronic voting device (keypad) for voting and identification tag to gain entry into the Annual General Meeting.

VOTING DELEGATES	PROXY Voting Delegates (2)
Name of Voting Delegates (2): 	Name of Proxy Voting Delegates (2):
<p>For (Local Government Name): Shire/Town/City of</p> <p>Signature Chief Executive Officer _____ (An electronic signature is <u>required</u> if submitting via email)</p> <p style="text-align: right;">Date _____</p>	

ON COMPLETION PLEASE EMAIL TO: mdegebrodt@walga.asn.au

Margaret Degebrodt, Executive Officer Governance

READY & RELEVANT

AGENDA
ANNUAL GENERAL MEETING

PRESENTED BY



FOUNDING
CORPORATE PARTNER



**2018 WA Local
Government
Convention**

Perth Convention and
Exhibition Centre

1 - 3 August 2018



Strategic Plan 2015-2020

Vision for WALGA

WALGA is respected for delivering on the aspirations of its members, as the Lead Association for Local Government.

Mission

WALGA provides value to member Local Governments by:

- Enhancing the capacity of Local Governments to deliver services
- Building a positive profile for Local Government
- Providing effective leadership on behalf of the sector
- Ensuring representation for Local Government.

Strategy Statement

The strategic focus for our organisation is:

Greater than 80% member satisfaction with WALGA within three years.

This strategy statement is built on our competitive advantage of being:

Experienced: We have a clear understanding of the business of Local Government.

Integrated: We are a reliable and effective aggregation that gives value, financial benefits and a united voice.

Professional: We provide expert services to meet member needs.

Key Strategies

Engagement with Members

- Deliver a broad range of benefits and services that enhance the capacity of member Local Governments
- Improve communication and build relationships at all levels of member Local Governments
- Provide ongoing professional development and interactive opportunities for Elected Members to contribute to debate on sector issues
- Build a strong sense of WALGA ownership and alignment.

Sustainable Local Government

- Continue to build capacity to deliver sustainable Local Government
- Provide support to all members, according to need
- Represent the diversity of members' aspirations in the further development of Local Government in Western Australia
- Foster economic and regional development in Local Government.

Enhanced Reputation and Relationships

- Communicate and market the profile and reputation of Local Government and WALGA
- Promote WALGA's advocacy successes with the sector and the wider community
- Strengthen effective relationships with external peak bodies and key decision makers in State and Federal Government
- Develop simple and consistent messages that are effectively articulated
- Promote WALGA's supplier agreements to assist Local Governments.





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AGENDA

**Annual General Meeting
of the
Western Australian
Local Government Association**

to be held at the
Perth Convention Exhibition Centre
21 Mounts Bay Road, Perth
Riverside Theatre (Level 2)
on
Wednesday 1 August 2018
at 1.30 pm

1. Meeting Program

- 1.30pm** **Welcome address by WALGA President, followed by Welcome to Country and the National Anthem**
- 1.45pm** **WALGA President's Annual Report, Cr Lynne Craigie, WALGA President**
- 1.55pm** **Announcement of Local Government Honours for:**
- Life Membership
 - Eminent Service Award
 - Long and Loyal Service Award
 - Local Government Merit Award
 - Local Government Distinguished Officer Awards
- Recipients are invited on to stage for presentation and group photograph
- 2.30pm** **Address from Hon David Templeman MLA, Minister for Local Government; Heritage; Culture and the Arts**
- 2.40pm** **Address from Hon Dr Mike Nahan MLA, Leader of the Opposition**
- 2.50pm** **Address from Mayor David O'Loughlin, President, Australian Local Government Association**
- 3.00pm** **Presentation of Local Government Diploma Certificates and Scholarship**
- 3.15pm** **Anzac Day Award, MACWA Award, LGIS Awards**
- 3.30pm** **Afternoon tea**
- 3.50pm** **Introduction of the WALGA State Council by Ricky Burges, Chief Executive Officer, WALGA**
- 3.55pm** **AGM Business Session Commences:**
- Attendance, Apologies and Announcements;
 - Confirmation of Minutes from last AGM (Attachment 2);
 - Adoption of President's Report;
 - Consideration of 2017/2018 Financial Statements; and
 - Consideration of Executive and Member Motions
- 5:00pm** **Close of Annual General Meeting**

1.1 Annual General Meeting – Order of Proceedings

Record of Attendance and Apologies

Announcements

Confirmation of Minutes

Minutes of the 2017 WALGA Annual General Meeting are contained within this AGM Agenda.

DRAFT MOTION:

That the Minutes of the 2017 Annual General Meeting be confirmed as a true and correct record of proceedings.

2.0 Adoption of President's Annual Report

The President's Annual Report for 2017/2018 is contained within this AGM Agenda.

DRAFT MOTION:

That the President's Annual Report for 2017/2018 be received.

3.0 WALGA 2017/2018 Financial Statements

The audited 2017/2018 WALGA Financial Statements will be distributed to all members prior to the meeting.

DRAFT MOTION:

That the WALGA Financial Statements for 2017/2018 be received.

4.0 Consideration of Executive and Member Motions

As per motions listed.

5.0 Closure

1.2 Metropolitan and Country Zones

The Zones of the Metropolitan and Country Local Governments of the Western Australian Local Government Association are as listed below.

Metropolitan Zones

Central Metropolitan

Town of Cambridge
Town of Mosman Park
City of Subiaco

Town of Claremont
Shire of Peppermint Grove
City of Vincent

Town of Cottesloe
City of Perth

East Metropolitan

Town of Bassendean
City of Kalamunda

City of Bayswater
Shire of Mundaring

City of Belmont
City of Swan

North Metropolitan

City of Joondalup

City of Stirling

City of Wanneroo

South Metropolitan

City of Cockburn
City of Kwinana

Town of East Fremantle
City of Melville

City of Fremantle
City of Rockingham

South East Metropolitan

City of Armadale
City of South Perth

City of Canning
Town of Victoria Park

City of Gosnells

Country Zones

Avon – Midland Country Zone

Shire of Chittering
Shire of Gingin
Shire of Northam
Shire of Wongan-Ballidu

Shire of Dalwallinu
Shire of Goomalling
Shire of Toodyay
Shire of York

Shire of Dandaragan
Shire of Moora
Shire of Victoria Plains

Central Country Zone

Shire of Beverley
Shire of Cuballing
Shire of Lake Grace
Shire of Quairading
Shire of West Arthur

Shire of Brookton
Shire of Dumbleyung
Shire of Narrogin
Shire of Wagin
Shire of Wickiepin

Shire of Corrigin
Shire of Kulin
Shire of Pingelly
Shire of Wandering
Shire of Williams

Goldfields Esperance Country Zone

Shire of Coolgardie
City of Kalgoorlie-Boulder
Shire of Menzies
Shire of Wiluna

Shire of Dundas
Shire of Laverton
Shire of Ngaanyatjaraku

Shire of Esperance
Shire of Leonora
Shire of Ravensthorpe

Gascoyne Country Zone

Shire of Carnarvon
Shire of Upper Gascoyne

Shire of Exmouth

Shire of Shark Bay

Great Eastern Country Zone

Shire of Bruce Rock
Shire of Kellerberrin
Shire of Merredin
Shire of Narembreen
Shire of Trayning
Shire of Yilgarn

Shire of Cunderdin
Shire of Kondinin
Shire of Mount Marshall
Shire of Nungarin
Shire of Westonia

Shire of Dowerin
Shire of Koorda
Shire of Mukinbudin
Shire of Tammin
Shire of Wyalkatchem

Great Southern Country Zone

City of Albany
Shire of Denmark
Shire of Katanning
Shire of Plantagenet

Shire of Broomehill-Tambellup
Shire of Gnowangerup
Shire of Kent
Shire of Woodanilling

Shire of Cranbrook
Shire of Jerramungup
Shire of Kojonup

Kimberley Country Zone

Shire of Broome
Shire of Derby/West Kimberley
Shire of Wyndham/East Kimberley

Shire of Cocos (Keeling) Island
Shire of Halls Creek

Shire of Christmas Island

Murchison Country Zone

Shire of Cue
Shire of Murchison

Shire of Meekatharra
Shire of Sandstone

Shire of Mount Magnet
Shire of Yalgoo

Northern Country Zone

Shire of Carnamah
City of Greater Geraldton
Shire of Morawa
Shire of Perenjori

Shire of Chapman Valley
Shire of Irwin
Shire of Mullewa
Shire of Three Springs

Shire of Coorow
Shire of Mingenew
Shire of Northampton

Peel Country Zone

Shire of Boddington
Shire of Waroona

City of Mandurah
Shire of Serpentine-Jarrahdale

Shire of Murray

Pilbara Country Zone

Shire of Ashburton
Town of Port Hedland

Shire of Cocos (Keeling) Islands
City of Karratha

Shire of East Pilbara

South West Country Zone

Shire of Augusta-Margaret River
City of Bunbury
Shire of Collie
Shire of Harvey

Shire of Boyup Brook
City of Busselton
Shire of Dardanup
Shire of Manjimup

Shire of Bridgetown-Greenbushes
Shire of Capel
Shire of Donnybrook-Balingup
Shire of Nannup

1.3 Zone Representatives to State Council 2017/2018

Six (6) ordinary meetings of the WALGA State Council were held between June 2017 and May 2018 with attendance as follows:

<u>Members</u>	<u>Attendance</u>	<u>Members</u>	<u>Attendance</u>
WALGA President		Murchison Country Zone	
President Cr Lynne Craigie	6	Cr Les Price (Appointed 2017)	6
Deputy President		North Metropolitan Zone	
Mayor Tracey Roberts JP		Cr Giovanni Italiano JP (Appointed 2017)	5
(North Metropolitan Zone)	6	Cr Russ Fishwick JP	4
Avon-Midland Country Zone		Cr Frank Cvitan (Deputy)	1
Cr Jan Court (appointed 2017)	3	Cr Nige Jones (Deputy)	1
Cr Darren Slynys (Deputy)	1	Northern Country Zone	
Central Country Zone		President Cr Karen Chappel	6
President Cr Phil Blight	5	Peel Country Zone	
Cr Brendan Whitely (Deputy)	1	Cr Michelle Rich (appointed 2017)	3
Central Metropolitan Zone		Cr Wally Barrett OAM (retired 2017)	3
Cr Janet Davidson JP (retired 2018)	4	Pilbara Country Zone	
Cr Paul Kelly (appointed 2017)	3	President Cr Kerry White (appointed 2017)	3
Mayor Heather Henderson (retired 2017)	3	Mayor Peter Long (Deputy)	2
Cr Roslyn Harley (Deputy)	1	South Metropolitan Zone	
East Metropolitan Zone		Mayor Cr Carol Adams	6
Cr Brooke O'Donnell (Appointed 2017)	3	Cr Doug Thompson	6
Cr Kate Driver (Appointed 2017)	3	Mayor Logan Howlett	6
Cr Sue Billich (retired 2017)	3	South East Metropolitan Zone	
Cr Darryl Trease JP (retired 2017)	1	Cr Julie Brown (appointed 2017)	3
Cr Catherine Ehrhardt (Deputy)	1	Mayor Henry Zelones JP (retired 2017)	3
Cr Giorgia Johnson (Deputy)	1	Cr Brian Oliver (appointed 2017)	2
Goldfields Esperance-Country Zone		Cr Fiona Reid (retired 2017)	2
President Cr Malcolm Cullen	6	Cr Ruth Butterfield (Deputy)	1
Gascoyne Country Zone		South West Country Zone	
President Cr Cheryl Cowell	4	Cr Wayne Sanford (retired 2017)	3
Great Eastern Country Zone		President Cr Tony Dean (appointed 2017)	2
President Cr Stephen Strange	5	Local Government Professionals WA	
Great Southern Country Zone		Mr Ian Cowie PSM (ex-officio)	4
President Cr Keith House (appointed 2017)	3	Mr Jonathon Throssell (ex-officio)	1
President Cr Ken Clements (retired 2017)	3		
Kimberley Country Zone			
Cr Chris Mitchell (appointed 2017)	3		
Cr Elsie Archer (retired 2017)	2		

1.4 Local Government Medal Recipients and Honorary Life Members

LOCAL GOVERNMENT MEDAL RECIPIENTS *(Alphabetical order)*

Lang OAM, Mr HM (Murray)(2003)	Morris AM JP, Mrs P (Pat) (2006)
Manea AM, Dr E (Ern)(2000)	Reynolds AM JP, Mayor Cr L (Linton)(2005)
Maslen AM AFSM, Mr R (Rich)(1999)(Deceased)	Robertson AM, OAM, Cr C (Clive)(2005)
Mickel AM JP, Cr I (Ian)(2005)	Yuryevich AM RFD, Mayor RS (Ron)(2016)
Mitchell AM JP Mr W (Bill) (2010)	

HONORARY LIFE MEMBERS *(Alphabetical order)*

Archer, Ms E (Elsia)	Lynch, Mr J (John)
Bajada, Mr A (Alex)	Manea AM, Dr E (Ern)(Deceased)
Barrett-Lennard OAM JP, Mr I (Irwin)	Maslen AM AFSM, Mr R (Rich)(Deceased)
Boothman, Mayor D (David)	Mickel AM JP, Mr I (Ian)
Brockman, OAM Mr F (Frank)(Deceased)	Mitchell, AM JP, Mr W (Bill)
Broad, Mr S (Simon)	Mitchell, Cr C (Chris)
Campbell JP, Mr P (Peter)	Monagle, Cr P (Peter)
Chappel, President Cr K (Karen)	Morris AM JP, Mrs P (Pat)
Chown, Mr EL (Ted)	Norris, Mayor R (Ron)
Clements, Mr K (Ken)	North AM JP, Mr J (Joe)(Deceased)
Cole, Mrs D (Delys)	Park OAM, Mr H (Humphery)
Cook OAM JP, Cr J (Jim)	Parry AM JP, Dr J (John)(Deceased)
Cooper JP, Mr P (Phil)	Paterson JP, Dr J (John)
Cowan, Mr H (Halley)	Patroni, OAM JP Cr R (Romolo)
Cox OAM JP, Mr J (John)(Deceased)	Pech AM JP, Cr K (Ken)
De San Miguel OAM JP, Mr D (Don)	Reynolds AM JP, Mayor Cr L (Linton)
D'Orazio, Mr J (John)(Deceased)	Robertson AM, OAM, Cr C (Clive)
Donaldson, Hon Mr BK (Bruce)	Rowell OBE, Mr RM (Rob)
Donohoe, Mr K (Ken)	Sabourne OAM JP, Cr J (John)
Finlayson AM MM JP, Mr R (Ray)(Deceased)	Snook, Mr G (Gary)
Foulkes-Taylor OAM, Mr HMJ (Michael)	Star, AM Mrs J (Jan)
Hardwick AM JP, Mrs C (Christine)	Strugnell SC, Mr P (Peter)
Henderson, Mayor (Heather)	Stubbs AM, Mr R (Roger)
Kelly, Cr P (Paul)	Trent, Cr K (Kevin)
Kenyon, JP Mayor T (Terence)	Tyzack, Cr T (Terence)
Knight AM JP, Mrs A (Annette)(Deceased)	Yuryevich AM RFD, Mayor RS (Ron)
Kyle AM, Mr P (Peter)	Zelones OAM JP, Mayor H (Henry)
Lang OAM, Mr HM (Murray)	

2. President's Message

Local Government in Western Australia continues to be a leading example of how to provide community services and infrastructure in difficult economic times.

For successive years, Councils across the State have generally held rate increases at historic lows despite increasing pressures from costs of other sectors and a tight economy constricting alternative income sources.

The efforts of Elected Members, Mayors and Presidents and CEOs in respecting and acknowledging the financial hardship of many communities in holding rates low should be applauded.

There are signs that economic growth is slowly building in WA however it will be a significant time yet before that enables the State Government to relax on debt and recurrent expenditure and we need to appreciate this.

The Association and the Local Government sector continues to enjoy a rejuvenated respect in dealing with the State Government, largely as a consequence of the Partnership Agreement signed at this AGM last year.

As a result, we now have an understanding about consultation with the sector - 12 weeks for legislation; eight weeks for regulation; and four weeks for procedures and practices.

I will go into more detail on the Partnership Agreement later however I do want to recognise that while the Partnership Agreement both provides an opportunity to engage and cooperate for the benefit of communities it also carries a responsibility to recognise the circumstances facing each sector.

An example of this is the most recently completed negotiations on the State Road Funds to Local Government Agreement. In an environment where the State Government is considering every line of expenditure, the proposed road funding outcome should be supported by the sector.

Given the current financial predicament confronting the State, there was a genuine risk that the

Government would not enter into a new road funding agreement. However, in the new atmosphere of open dialogue provided by the Partnership agreement, that was avoided.

The final agreement provides a continuation of funding in the first year with potential for growth in later years. Local Government would always want a better deal on road funding – it is a core function of our sector – but just as we want the State to recognise our position, we in good faith need to reciprocate.

Finally I would like to recognise the hard work of Ricky Burges, her Executive Team and all WALGA staff as well as the valuable contributions and support of State Council and all those who have helped to bring about the sector's achievements during the year.

Cr Lynne Craigie
President

2.1 Overview of key outcomes for 2017/2018

WALGA is committed to providing representation and services that deliver value to Member Local Governments.

It delivers these benefits by:

- Providing Strong Representation
- Providing Effective Leadership
- Building a Positive Profile
- Enhancing the Capacity of the Sector

In support of these objectives, significant achievements by WALGA for its Members during the past year are as follows:

Strong Representation

State Road Funds to Local Government Agreement

A new State Road Funds to Local Government Agreement was negotiated in an environment of record high levels of State Government debt, on-going State Government operating budget deficits and cuts to many programs and agencies. At the time of writing, the proposed Agreement is yet to be ratified by Local Governments. It provides

PRESIDENT'S ANNUAL REPORT 2018

continuation of the same level of funding in the first year of the Agreement, with potential for growth with increases in numbers of vehicles registered and registration fees. The funding that is allocated is less than required to sustain the road network and less than sought by Local Governments. However, Direct Grants, which are critically important to smaller Local Governments will be reinstated to the previous level, before the \$10.3 million cut imposed in July 2017.

Local Government Act Review

Our State Election platform strongly advocated for a review of the *Local Government Act (1995)*. We were pleased when Minister Templeman announced the review and subsequently initiated the two stage process that has been undertaken. WALGA prepared a discussion paper on Act review issues and carried out a detailed consultation process with the sector. In addition WALGA carried out a further submission process on the Department of Local Government, Sport and Cultural Industries consultation paper on Stage 1 of the process. Following the consultation processes and Zone input, WALGA State Council adopted advocacy positions in December 2017 and March 2018. WALGA has four representatives on the Local Government Act Review reference group, which includes WALGA President Lynne Craigie, State Councillor Governance Policy Team Chair Cr Karen Chappel together with two WALGA officers. WALGA will continue to advocate for the sector's positions on the Act review as it progresses into Stage 2.

State Budget Submission

WALGA provided a submission to the State Government in advance of the 2018-19 Budget, which focussed on retaining critical funding to the sector in light of the need for the Government to continue the important task of budget repair. It was pleasing that many of the commitments sought in WALGA's submission were met, although there is still work that remains to be done to ensure that funding is directed to priority areas.

Regional Subsidiary Model

WALGA has long campaigned for the establishment of Local Government regional subsidiaries to facilitate regional cooperation, particularly in relation to shared services. Unfortunately, the previous Government established significant restrictions on Regional Subsidiaries that has discouraged many groups of

Local Governments from establishing a subsidiary. The primary governance control for a subsidiary should be the charter it establishes and not the Act or regulations. WALGA successfully advocated for the current Minister to amend the regulations to allow subsidiaries to acquire or dispose of land, which means it can now lease, purchase or sell property. However there are a number of other restrictions that require amending. WALGA has been advocating for a full review of the regulations to remove unnecessary restrictions and bureaucracy that were not envisaged for this model. WALGA is currently preparing regulatory amendments for the Minister's consideration.

Local Government Industry Reference Committee on Training

At a national level, WALGA is a member of the Local Government Industry Reference Committee which provides a conduit for industry feedback to government on the review, development and implementation of the Local Government Training Package. This places WALGA at the center of Local Government Training Package development for the next 2-3 year term of the Committee.

State Industrial Relations System Review

The Minister for Mines and Petroleum; Commerce and Industrial Relations; Electoral Affairs; Asian Engagement commenced a review into the WA State industrial relations system in September 2017. The review considered a number of elements of the State industrial relations system as part of its terms of reference, specifically contemplating whether Local Government should be regulated by the State industrial relations system. Industrial relations jurisdictional uncertainty has been an issue for the Local Government sector for many years, with the vast majority of Local Governments currently operating in the Federal industrial relations jurisdiction. The terms of reference were limited to consideration of sole State system regulation of Local Government and did not extend to consideration of referral of industrial relations powers to the Commonwealth. WALGA State Council revised its policy position on this matter in December 2016. Following consultation with the sector in late 2017, WALGA's initial interim submission into the review in December 2017 was endorsed by State Council in March 2018. The review published an Interim Report in March 2018 which proposed that Local Government be solely regulated by the State industrial relations system together with further recommendations for

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significant modification to the State industrial relations system including the introduction of a new Industrial Relations Act 2018 (WA), a State Employment Standard, structural changes to Industrial Tribunals and award modernisation across a number of private sector awards. Further consultation with the sector was undertaken in 2018 and a supplementary submission in response to the Interim Report was submitted to the review in early May addressing the proposed recommendation and transitional considerations, and is due for consideration by WALGA's State Council in July 2018. WALGA eagerly awaits the publication of the final report and will continue to advocate for the sector as this matter progresses.

Biosecurity – Review of the BAM Act

Following WALGA State Council's resolution and strong representation on behalf of the sector, the State Government has now committed to a review of the *Biosecurity and Agriculture Management Act (2007)*, to commence in the second half of 2018.

Plastic Bag Ban

After considerable engagement and feedback from Local Government, in July 2017, the WALGA State Council resolved to support a State-wide ban on single use plastic bags. This support was promoted to Government and the community. In September 2017, the WA Premier Mark McGowan announced that single use plastic bags would be banned on 1 July 2018. The effective advocacy of Local Government and WALGA has assisted in ensuring this positive step was taken.

New Administrative Classification for Metropolitan Local Roads

Perth has grown rapidly since the last review of the process used to designate whether a road should be managed by Main Roads or Local Government was completed in the mid 1990's. With very high volumes of light and heavy vehicle traffic on some Local Government roads and the lack of any link between the classification methodology and the network role and function of roads as set out in strategic transport plans, a review was urgent. After more than two years' work, a new Administrative Classification methodology was agreed during 2018. Detailed studies will now progressively be undertaken on nearly 30 metropolitan roads that could meet the criteria for reclassification as State roads.

Underground Power Program

The first projects approved under Round Six of the popular State Underground Power Program commenced during the year. Seventeen Major Residential Projects were selected in Round 6, from the 56 proposals received. This is a record number of projects for a funding round and will result in approximately 18,000 properties having old overhead power lines replaced with underground connections by 2021. The Association worked with participating Local Governments, State Agencies and Western Power to achieve the best possible outcomes.

Effective Leadership

State and Local Government Partnership Agreement

To facilitate the State Local Government Partnership Agreement signed at last year's convention, a Partnership Executive Group has been formed comprising the Premier, Treasurer, Minister for Transport; Planning and Lands, Minister for Local Government; Heritage; Culture and the Arts, WALGA and LG Professionals. The group had its first meeting in June with issues addressed including: introducing the State to the WALGA Jobs Plan; establishing agreements on climate change; the need for a major review of the planning system; the need for a major review of Local Government fees and charges; and the need for relationship management in the sector at a number of levels, including Elected Members and CEOs.

Members First Program

Commenced in mid-2017, the Members First Program was created to better engage Member Local Governments and enhance their opportunity to realise value from the Association. The program has three broad components – a cultural development program to enhance customer service; acquisition and implementation of Customer Relationship Management software; and an engagement program that includes the production of personalised compendiums for Members, production of publications to support Members; and visits to Ordinary Council Meetings by WALGA Executive.

Member Advisors

As part of the Engagement Strategy, a separate program was trialled involving WALGA Member Advisors visiting Ordinary Council Meetings to

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provide insight and support for Elected Members. During the four-month trial period, 20 Local Governments were visited by Member Advisors. The success of the trial has confirmed the adoption of the program into the 2018/19 operational budget.

Quarterly Reports to Members

A key initiative of the Engagement Strategy was the introduction of Quarterly Reports to Members. The reports are provided electronically to every Elected Member and Council for which WALGA is provided contact details. The reports detail the specific contacts and services that each Member Council has accessed from WALGA during the quarter. The intent of the Quarterly Reports is to assist Elected Members' awareness of the activities engaged by their Council with WALGA.

Container Deposit Scheme for WA

The Government undertook consultation on scope of the Container Deposit Scheme for WA in 2017. WALGA, and Local Governments, provided a range of important feedback to the Government. The current Government is still committed to the implementation of a Scheme, but is keen to learn from the implementation of CDS in NSW and QLD, therefore the Scheme is likely to commence in WA in late 2019/early 2020. WALGA, through the CDS Policy Forum, continues to provide constructive feedback to the Government on this important issue.

WALGA Commitment to Reconciliation

WALGA is committed to ensuring that the Association has a Reconciliation Australia's Action Plan (RAP) program in place. A RAP provides a common framework to develop plans that outline practical actions the organisation will take to build strong relationships and enhance respect between Aboriginal and Torres Strait Islander peoples and other Australians. WALGA has developed a Reflect RAP and commences the development of an Innovate RAP in the new financial year.

Library Strategy

In December 2017 the Minister for Art and Culture released the WA Public Library Strategy after several years of discussions with the Local Government sector. The Strategy establishes strategic priorities for public libraries across Western Australia for the next four years and ensures the Local Government sector is represented and acknowledged within the Strategy. The Strategy will bring a broad range of benefits

and services that will enhance the capacity of Local Governments to continue to provide quality services to their communities.

State Government Planning Reform Program

Following advocacy from the Association in line with the 2016 WALGA AGM resolution, the new Minister for Planning, Hon Rita Saffioti announced in December 2017 that an independent review of decision making within the WA planning system would be initiated. The Independent Review team have now released a Green Paper entitled 'Modernising WA's Planning System', outlining a series of possible changes to roles and responsibilities of State and Local Government and other decision making agencies, Development Assessment Panels (DAPs) and the State Administrative Tribunal appeal process. Many of the Association's suggested changes to the Planning system are included in the Green Paper.

The public consultation period closes on the 20 July, and submissions will inform the development of a White Paper for the Government's consideration. WALGA will continue to advocate that any reforms must not remove the 'local' out of the Local Planning Scheme and that the sector must be fully engaged in all discussions on the proposed reforms.

Review of Emergency Services Levy

WALGA has been advocating for a full review of the Emergency Services Levy (ESL) for over ten years. In 2017 the Economic Regulation Authority (ERA) was tasked with conducting a full and independent review and in September 2017, finalised the final report of the Review of the ESL. The Treasurer tasked the ERA to prepare a report on the current arrangements for, and options to improve, the management and distribution of the ESL in Western Australia; an outcome of the Special Inquiry into the Waroona Fires (2015). The final report included 27 recommendations, and incorporated findings from an extensive public consultation process, including submissions received in response to an issues paper and draft report. WALGA undertook an extensive engagement process with Members which culminated in a submission informing the ERA's final report. The State Government are yet to respond to the report in detail.

Positive Profile**Media Reports**

Throughout the course of the past 12 months, WALGA and the Local Government sector were featured in approximately 1295 media reports of which the overwhelming majority were either neutral or positive in their representation. The majority of the negative reports were in relation to Elected Member behaviour.

Know Your Council Campaign and Website

The Know Your Council website and supporting metropolitan and regional television campaign was established to assist the community awareness of services provided by the Local Government sector. In addition to a search function by which users can identify local amenities and events, the website provides information and links to Member Councils across key functions including local laws, local roads, rates, planning and building and waste services. The residential rates information for each Council is collected by an independent financial consultant and is updated annually. The website includes the most recent 2017/18 information on rates. The State Governments MyCouncil website was recently updated to include 2016/17 data.

Social Media Enhancing Community Engagement in Road Safety

The WALGA RoadWise road safety network is made up of nearly 6000 individuals and the organisations they are associated with, all with a common interest in making our communities safer. Social media has become a much stronger component of the way in which the network communicate, raise awareness, influence and promote RoadWise campaigns and projects. During the year a separate social media presence for the RoadWise network was established enabling this to grow and flourish.

2017 WA Local Government Convention**Wednesday, 2 – Friday, 4 August 2017****Perth Convention & Exhibition Centre**

The 2017 WA Local Government Convention and Trade Exhibition was held at the Perth Convention and Exhibition Centre. Themed *Members First*, the program reflected WALGA's fresh perspective on how to better understand and respond to the needs of Local Government by focusing on improving Member engagement and service. In all, 430 Full Delegates and 56 Day Delegates were registered for the Convention, with 106 Exhibitors in the Trade

Pavilion. Around 150 Officers also made their way through the Trade Pavilion during the event.

Other Sector Events

Throughout the year WALGA coordinated special events to help enhance leadership within the sector. Among these were:

NAMN Forum – Feral Animal Management**Thursday, 1 June 2017****Henderson Environmental Centre, North Beach**

Presentations at this Forum addressed the research and management of current and emerging feral animal control issues. 50 Local Government Officers attended the Forum and eight attendees participated via webinar.

Members of Parliament Breakfast**Tuesday, 13 June 2017****Frasers, Kings Park**

This annual breakfast provided an opportunity for WALGA State Councillors and Executive staff to meet with State Members of Parliament in a relaxed environment to assist with building a greater understanding of the challenges and expectations in Local Government. This year's breakfast was attended by 27 MLAs, six MLCs, and 21 WALGA State Councillors and Executive staff.

ALGA NGA Breakfast for WA Delegates and Federal MPs**Tuesday, 20 June 2017****National Convention Centre**

WALGA arranged this breakfast for WA delegates attending the National General Assembly in Canberra in order to enhance networking opportunities and strengthen links with WA's Federal Parliamentarians. 50 WA NGA delegates and nine Federal MPs and Senators were registered to attend.

LG Communications Network Forum**Thursday, 22 June 2017****Ascot Quays, Ascot**

Around 50 Local Government Marketing and Communications Officers attended this half day Forum on video and online content. Nine attendees also participated via webinar.

Mayors and Presidents' Forum**Tuesday, 1 August 2017****WALGA Boardroom**

The second of two scheduled Mayors and Presidents' Forums for 2017, the guest speakers at

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this Forum were Colin Murphy, Auditor General, who presented on the Auditor General's proposed new responsibility for Local Government Audits, and Duncan Ord, Director General, Department of Local Government, Sport & Cultural Industries who spoke on his plans for the Department. 83 Mayors, Presidents and State Councillors attended. The Forum was followed by discussion on emerging sector issues and the Mayors and Presidents' Reception.

Aboriginal Culture and Heritage Preservation Forum

Wednesday, 2 August 2017

Perth Convention & Exhibition Centre

Held at the Perth Convention & Exhibition Centre, this Forum was attended by over 100 sector representatives. Information presented aimed to assist Local Governments to better engage with Aboriginal groups when planning and undertaking projects in their municipalities.

Climate Change, Risk & Liability Forum

Friday, 4 August 2017

Perth Convention & Exhibition Centre

This Forum provided information on how to actively prepare for climate change as a business priority, to capitalise on opportunities, lower risk, and limit exposure to future liability. Expert speakers for the day included the Hon Cheryl Edwardes AM, and representatives from LGIS, Curtin University and the Eastern Metropolitan Regional Council. The half-day Forum was attended by 30 Local Government Officers.

Cultural Planning and Local Government Workshop

Friday, 4 August 2017

Perth Convention & Exhibition Centre

WALGA hosted a professional development forum on cultural planning and measuring outcomes. Facilitated by Henry Boston from the Chamber of Culture and Arts WA, and John Smithies, Director of the Cultural Development Network, 35 Local Government Officers attended the workshop.

Breakfast with Hon Rita Saffioti MLA, Minister for Transport; Planning and Lands

Thursday, 5 October 2017

Hyatt Regency Perth

WALGA's Special Breakfast Series is an opportunity for Elected Members and Local Government Chief Executive Officers to hear from Ministers and other Members of Parliament whose

portfolios have strong interactions and inter-relationships with Local Government.

People and Culture Seminar

Friday, 13 October 2017

Perth Convention & Exhibition Centre

This full day Seminar provided an opportunity for 90 attendees to engage with a number of interesting and thought-provoking presentations alongside Local Government colleagues from a number of Local Government disciplines at a range of organisational levels. Due to its success, this event is now held annually.

CEO Lunch with Duncan Ord, Director General, Department of Local Government, Sport and Cultural Industries

Thursday, 26 October 2017

WALGA Boardroom

13 Local Government CEOs met for lunch in the WALGA Boardroom for an informal discussion with Duncan Ord, Director General, DLGSC as part of WALGA's CEO Roundtable Lunch Series.

Cyber Challenges in Local Government Forum

Thursday, 2 November 2017

Hyatt Regency Perth

54 Local Government Officers attended the forum, which featured presentations by the Auditor General, LGIS and ECU. In addition to identifying specific vulnerabilities, both internal and external, the forum identified a number of policy and process areas important to Local Government operations.

New Councillors Seminar

Friday, 17 November 2017

Perth Convention & Exhibition Centre

This Seminar provided over 100 new and existing Elected Members the opportunity to hear from Hon David Templeman MLA, Minister for Local Government; Heritage; Culture and the Arts, as well as presentations on topics including Elected Member Legal Responsibilities and an Introduction to Town Planning.

CEO Lunch with Duncan Ord, Director General, Department of Local Government, Sport and Cultural Industries

Monday, 20 November 2017

WALGA Boardroom

Eight Local Government CEOs met for lunch in the WALGA Boardroom for an informal discussion with Duncan Ord, Director General, DLGSC as part of WALGA's CEO Roundtable Lunch Series.

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President's End of Year Function**Wednesday, 29 November 2017****WALGA Boardroom**

This annual gathering was an informal opportunity to meet with colleagues and associates in the Local Government, public and corporate sectors. Over 100 guests came together to mark the end of another exciting and challenging year for WA Local Government.

WALGA End of Year Function for Preferred Suppliers**Thursday, 7 December 2017****Courtyard, ONE70**

Around 100 Preferred Suppliers and Local Government Officers attended this sundowner function.

NAMN Forum: Land Use Planning For Environmental Outcomes**Thursday, 22 February 2018****Bendat Parent & Community Centre, Wembley**

Attended by approximately 80 Local Government Officers and Elected Members, this Forum explored ways to utilise the power of the Western Australian planning system to improve environmental outcomes during the land development process. The event aimed at assisting 'non-planners' to better understand State and Local Government planning processes, and provide planners with contemporary industry advice on how to effectively integrate natural resource management in Local Government planning strategies and schemes.

Mayors and Presidents' Policy Forum**Tuesday, 6 March 2018****WALGA Boardroom**

The first of two scheduled Mayors and Presidents' Forums for 2018, the guest speaker at this Forum was Mayor Albert Jacob, City of Joondalup who discussed his transition from State to Local Government. The presentation was followed by the CEO at the City of Wanneroo, Daniel Simms, who launched the Local Government Performance Monitoring project; discussion on emerging sector issues; and a sundowner.

Launch of WALGA's RAP Document**Wednesday, 7 March 2018****Courtyard, ONE70**

WALGA launched the Association's RAP document to State Council, all Staff, and other invited stakeholders, in the courtyard of ONE70. Lunch

was provided by indigenous catering company, Kuditj.

WALGA and LGIS Joint HR Forum**Tuesday, 17 April 2018****Wembley Golf Course, Wembley**

For Human Resources practitioners, this forum focussed on facilitated discussions relating to human resources, employee relations and occupational safety and health matters, with a Local Government sector focus. A similar forum is scheduled for Geraldton in September 2018.

Tree Health and Resilience Forum**Wednesday, 2 May 2018****The Boulevard Centre, Floreat**

Over 100 attendees took the opportunity to learn about the latest research and management practices to ensure that urban forests are resilient to current and emerging threats, including a changing climate, pests and disease.

Members of Parliament Breakfast**Monday, 9 May 2018****Fraser's, Kings Park**

This annual breakfast provides an opportunity for WALGA State Councillors and Executive staff to meet with State Members of Parliament in a relaxed environment to assist with building a greater understanding of the challenges and expectations in Local Government. It was attended by 28 Members of Parliament and 11 State Councillors.

Goldfields Waste Summit**Monday, 14 – Tuesday, 15 May 2018****Goldfields Arts Centre**

Attended by over 40 people, WALGA's inaugural non-metropolitan Waste Summit was held in the City of Kalgoorlie Boulder. This event brought high profile speakers to the regions as well as showcased local initiatives and opportunities.

Procurement Network Forum (including Marketing & Media Services Panel Launch)**Thursday 31 May 2018****City of Cockburn ARC**

The Procurement Network Forum is hosted by WALGA Procurement Services once per quarter. The Forum is an opportunity for Local Government Officers who either work directly in procurement and contracts, or have some interest or involvement in sourcing and managing suppliers, to collaborate and discuss various procurement topics

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for the purpose of sharing and building the knowledge base across the sector.

Enhancing Capacity

Preferred Supplier Program

WALGA continued to deliver excellent prices and value for money to Members purchasing goods and services through contracts with more than 800 Preferred Suppliers now participating in the Preferred Supplier Program through 47 Panel arrangements. Approximately \$326 million of goods and services were procured through the program in 2017/18, conservatively achieving aggregate savings of almost \$38 million to the sector. This was a growth of more than 8 per cent over the previous period.

New Supplier Contracts

Eight new and refreshed Preferred Supplier Arrangements (PSA) were established during the year including Energy Services, Business Software Systems, Inter Library Loans contract (Library Vans), Bulk Fuel and Fuel Cards, Waste Management Services, Legal Services, Temporary Personnel, and Marketing and Media Services. In addition, a further five PSA are under development including Financing Services, Parks and Gardens, Hazardous and Emergency Events Services, Road Building and Materials, and National Microsoft Licensing arrangements. The latter is the first of its kind in Australia and promises to deliver significant benefits and innovative Smart City-type outcomes to Members.

Governance Manuals

WALGA has enhanced its governance support over the last 12 months. Governance Forums including information on Meeting procedures, Roles and Responsibilities, Conduct of Elected Members and general good governance information has been held with over 20 Local Governments.

In addition the online governance manuals have continued to be enhanced with further resources. Better decision making tools including a delegation manual has been provided together with new communication and social media resources.

Employee Relations Services

During the past year, the Association assisted Local Governments with 22 formal industrial matters, with 16 successfully concluded and six remaining on foot. Half of all formal industrial matters were unfair dismissal applications with the

balance of claims distributed across anti-bullying, general protections, anti-discrimination and enterprise agreement disputes.

The Association was engaged as expert negotiators for eight organisations in their enterprise agreement bargaining meetings during the 2017/2018 financial year and also provided support to help Local Governments assess existing agreements for compliance, ambiguities and opportunities to align enterprise agreements to organisational strategy.

A high volume of employee relations advice was provided to the sector during the year with an average of 500 advisory contacts being recorded each month.

Salary & Workforce Survey

The Association has undertaken a Local Government remuneration survey for over 20 years with high participation rates from the sector. This year, WALGA launched an online salary and workforce survey portal and new benchmarking report with the inclusion of an online remuneration calculator tool to support Local Governments with remuneration reviews and workforce planning.

Training

WALGA presented 251 training courses this financial year with 110 being delivered in the metropolitan area and 141 in the regions. 51 of these regional programs were delivered with the support of the Department of Local Government, Sport and Cultural Industries (DLGSC) through the State Government's Royalties for Regions funding for Country Local Governments.

WALGA's eLearning program participation increased by 47% in 2017/18 to 1,536 completions, with four webinars also attracting 495 registrations.

Environmental Planning Tool (EPT)

Use of the EPT has increased by 22 members, with 48 Local Governments subscribing to the service in the 2017-18 financial year. Sixteen training sessions were delivered including in-house training delivered at the Shires of York, Capel, Merredin, Chittering, Denmark, Cuballing and the Cities of Busselton and Swan. The EPT's functionality has been expanded to include bushfire risk assessment tools and numerous new datasets, including the Urban Forest Canopy mapping for the Perth and Peel regions.

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National Disaster Resilience Program

WALGA has received funding from the NDRP to develop resources to allow Local Governments to better plan for waste likely to be generated from emergency events. The Framework currently being developed, in consultation with sector, provides a step by step process for Local Government to assess risks, identify waste likely to be generated and resolve how to manage that waste.

Procurement Services

Throughout the year, WALGA has provided support to its Members with the delivery of procurement services such as Tender and Contract Management Services. These services were particularly relevant to Local Governments that did not have the capacity to undertake tenders through the use of their own resources. A total of 21 tender processes, predominantly for country Shires were completed on behalf of our Members. In addition, a considerable number of Local Governments utilised WALGA's Procurement Improvement Services and in particular WALGA's customised capacity building workshops to improve and better understand their procurement and contract management requirements.

Sustainable Procurement Guide

The 'WALGA Guide to Sustainable Procurement', launched in September 2017, provides Members with a framework under which they can better source products and services in a more sustainable manner. The framework, derived from ISO 20400, provides Members with the tools and templates to incorporate sustainable procurement practices as part of their procurement processes. It also allows Members to easily identify suppliers that exhibit strong qualities in sustainability as part of that process. Already, a number of WALGA contracts have or are being developed using the sustainability framework with a focus on local and Aboriginal enterprises.

Economic Briefings and Updates

To assist with budget preparation activities, WALGA provided all Elected Members with information to assist them to understand the economic environment, identify likely trends in revenue and demand for services, and recognise risks that may prevent the projected budget outcome from being achieved. This included information on key financial management topics including as financial indicators, long term financial

planning and use of debt, as well as a special edition of the Economic Briefing publication containing statistics and forecasts for the WA economy, and insights into cost pressure and funding opportunities.

Economic Development Framework

WALGA commenced a project to support Local Government economic development activities. The project aims to develop a practical framework to assist Local Governments across the State in the implementation of their economic development strategies and activities and to ensure ongoing alignment with contemporary practice. A reference group of Local Governments has been established to guide the project and ensure it meets the sectors' needs. This is an ongoing work area and WALGA is looking to launch the framework at the end of the calendar year.

Changing Places and Community Infrastructure Grants

In 2014, Disability Services engaged WALGA to investigate the availability of community bathroom facilities for people with disability whose needs prevent them from using standard universal access toilets. The WA State Government provided a total of \$2.9 million to the *Changing Places* and *Community Infrastructure* Grant Programs that WALGA administered over the last three years. \$2.1 million was provided through the *Changing Places* Grant Program to establish a network of Changing Places across WA to support Local Governments to construct Changing Places as part of their community infrastructure. A total of \$675,000 was allocated to the *Community Infrastructure* Grant Program to fund the instalment of community equipment, facilities and spaces that improves access and supports people with disability to join in community life. A total of 17 Changing Places have been constructed through this funding, with an additional 25 projects completed with the Community Infrastructure component of the grant funding.

South West Native Title Settlement & Noongar Standard Heritage Agreement

The South West Native Title Settlement is the largest and most comprehensive agreement to settle Aboriginal interests over land in Australia. It involves six Noongar Native Title Agreement Groups, covers 200,000 square kilometers of land and incorporates 103 Local Governments. To assist in navigating the process of implementation,

WALGA has been meeting with both the South West Aboriginal Land and Sea Council (SWALSC) and the Southwest Settlement Implementation Unit (SWIU) to gain a clear understanding of the implications for Local Government. It is anticipated that the establishment of the *Noongar Standard Heritage Agreement* will provide a uniform approach to heritage surveys and streamline land approvals in compliance with the *Aboriginal Heritage Act (1972)*. It provides all parties with a clear, timetabled framework about their various obligations and is a good starting point for engagement between Local Government and Noongar peoples.

Model Policies for Managing Heavy Vehicle Impacts on the Road Network

There are many situations where Local Governments have been faced with major deterioration of a road as a result of a large new freight task. Most commonly this occurs where a

new mining or quarrying operation commences on an access road which was constructed for low traffic volumes. A model policy was developed and endorsed that covers statutory powers, triggers to consider negotiated cost recovery with the freight generator, equitable cost estimation, management of revenue collected and other matters.

Coupled with a separate model policy to support Local Government decision making on applications to operate Restricted Access Vehicles on local roads, also endorsed during the year, it is hoped that more efficient and sustainable heavy vehicle transport infrastructure can be delivered.

4. Consideration of Executive and Member Motions

4.1 Proposal to Amend the Association Constitution

Executive Member to move:

MOTION

1. That Clause 18 and Clause 19 of the Association Constitution be amended as follows:

- I. Clause 18, sub-clause (1) be amended with the addition of the underlined words, as follows:

(1) Following determination of the election of the President pursuant to clause 17 of this Constitution, the State Council shall elect a Deputy President from amongst its metropolitan and country representatives, provided the Deputy President represents the alternate constituency to the President elected pursuant to clause 17.

- II. Clause 19 be amended with the addition of the underlined words and the deletion of the strikethrough words, as follows:

(1) If the office of the President becomes vacant or if for any other reason the President is unable to take or hold office at a period which exceeds six months from the date of the next scheduled election for that office, then the State Council shall meet to elect from among their number a President who, subject to this Constitution shall hold the office of President for the balance of the term of the President replaced.

(2) Where a vacancy occurs in the office of President at a period which is six months or less from the date of the next scheduled election for that office, the State Council may convene a meeting to elect from among their number a President who, subject to this Constitution, shall hold the office of President for the balance of the term of the President replaced, or the State Council may in its discretion, determine that the vacancy be filled by the Deputy President until the date of the next scheduled election.

(3) An election pursuant to sub-clause 19(1) or sub-clause 19(2) shall cause the office of Deputy President to be declared vacant immediately prior to the conduct of the election.

(4) Following an election pursuant to sub-clause 19(1) or sub-clause 19(2) an election pursuant to Clause 19(5) will be conducted for the office of

IN BRIEF

- A number of Constitutional amendments proposed by State Council as well as some technical clarifications.
- Proposed amendments endorsed by State Council in May 2018.

Deputy President from amongst representatives of the alternate constituency to that of the President just elected.

~~(3)~~(5) If the office of Deputy President becomes vacant or if for any other reason the Deputy President is unable to take or hold office, then the State Council shall meet to elect from among their number a Deputy President who shall hold the office for the balance of the term of the Deputy President replaced, provided the Deputy President represents the alternate constituency to that of the President.

~~(4)~~(6) A State Council representative elected to fill a vacancy of President or Deputy President pursuant to clause 48 19 shall still be eligible for election to a subsequent two (2) full consecutive terms.

2. That Clause 17A – Rotation of Presidency be added to the Association Constitution, as follows:

17A – Rotation of Presidency

1. At an election for the position of President conducted under sub-clause 17(2), only the incumbent President, subject to complying with sub-clause 17(5), or State Councillors from the alternate constituency to the incumbent President will be eligible to be elected.
 2. At an election for the position of President conducted under Clause 19, only State Councillors from the alternate constituency to the incumbent President will be eligible to be elected.
3. That Clause 20 of the Association Constitution be amended with the addition of the underlined words as follows:
- A person shall cease or be disqualified from being a representative or deputy representative on the State Council, or from being President or Deputy President of the Association, or from attending State Council in an ex-officio capacity, if that person:
4. That sub-clause 20(j) of the Association Constitution be amended with the addition of the underlined words and the deletion of the strikethrough words as follows:

(j) Is a Councillor that has been suspended by the Minister for Local Government under Part 8 of an Ordinary Member that has been ~~peremptorily suspended under Section 8.15G(2))~~ of the *Local Government Act 1995*.

5. That sub-clause 10(2) of the Association Constitution be amended with the addition of the underlined words as follows:

(2) Each representative on the State Council shall be entitled to exercise one (1) deliberative vote on any matter considered by the State Council

provided that this clause shall not apply to any ex-officio members of the State Council. The President shall exercise a casting vote only, in the event of there being an equality of votes in respect of a matter considered by the State Council but excluding an election held in accordance with Clause 16 in which the President is entitled to a deliberative vote only.

6. That sub-clauses 2(1), 5(7)(a), 9(1)(d), and 31(4)(b) be amended as follows:
 - I. That the following strikethrough words be replaced with the following underlined words in sub-clause 2(1):

~~“Local Government Managers Australia” means the Western Australian Division of the Local Government Managers Australia (LGMA), which body is incorporated under the Victorian Companies Act 1961.~~
“Local Government Professionals Australia WA” means the Western Australian Division of Local Government Professionals Australia.
 - II. That sub-clause 5(7)(a) of the Association Constitution relating to Associate Members of WALGA be amended with the words “Local Government Managers Australia (LGMA)” to be replaced with the words “Local Government Professionals Australia WA”.
 - III. That sub-clause 9(1)(a) of the Association Constitution relating to ex-officio members of State Council be amended to replace the words “Local Government Managers Australia (LGMA)” with the words “Local Government Professionals Australia WA”.
 - IV That sub-clause 31(4)(b) of the Association Constitution relating to a dispute resolution panel be amended by replacing the word “LGMA” with the words “Local Government Professionals Australia WA”.
7. That sub-clause 14(4a)(h) be amended with the addition of the underlined words and the deletion of the strike through words as follows:

(h) Is a Councillor that has been suspended by the Minister for Local Government under part 8 of an Ordinary Member that has been
~~peremptorily suspended under Section 8.15C(2)(c) of the Local Government Act 1995.~~

SECRETARIAT COMMENT

This item proposes a number of amendments to WALGA's Constitution that have been raised or identified since the last governance review and amendments to WALGA's Constitution in 2016.

Amendment of the Constitution involves a two-step process, as detailed in Clause 29 of the Constitution, as follows:

The Constitution of the Association may be altered, added to or repealed by:

- (1) *A resolution at any meeting of the State Council on the receipt of a special majority of not less than 75% of representatives as, being entitled to do so, vote in person or by their deputy representatives; and*
- (2) *A resolution at an Annual General Meeting or Special General Meeting passed by a majority of not less than 75% of delegates as, being entitled to do so, vote in person or duly authorize a proxy vote to be exercised on their behalf, provided that:*
 - a. *75% of Ordinary Members who are eligible to vote are present or represented; and,*
 - b. *The Chief Executive Officer has given not less than sixty (60) days notice of any proposal to alter, add or repeal the Constitution to all Ordinary Members.*

The proposed amendments were endorsed by a Special Majority at the 4 May 2018 meeting of State Council. Endorsement by a Special Majority at the Annual General Meeting is required for the amendments to come into effect.

This report considers seven issues put forward for Constitutional Amendment, with each issue corresponding to the numbered recommendations, as follows:

1. President and Deputy President – Metropolitan and Country Representation
2. President and Deputy President – Rotation of Presidency between Metropolitan and Country constituencies
3. State Councillor Eligibility – Ex-officio Members
4. State Councillor Eligibility – Ministerial Suspension of Council or Councillor
5. Election Procedure – Confirmation that the WALGA President is entitled to vote in elections for the positions of President and Deputy President
6. Change of Name – Local Government Professionals Australia WA
7. Zone Delegate Eligibility – Ministerial Suspension of Council or Councillor

Issue 1 – President and Deputy President: Metropolitan and Country Representation

An emerging issue was raised at the March 2018 meeting of State Council in relation to the representation of both the Metropolitan and Non-metropolitan constituencies in the positions of President and Deputy President of WALGA.

Following consideration of this issue, State Council resolved as follows:

That an item for decision be prepared for the May 2018 State Council agenda to provide consideration to proposed amendments to the WALGA Constitution and Corporate Governance Charter to ensure representation from both Metropolitan and Country constituencies for the President and Deputy President positions.

Since the formation of WALGA as the single Local Government association in 2001, there has been a convention that the President and Deputy President would be elected from opposite constituencies. That is, if the President is from the country constituency, the Deputy President would be elected from the metropolitan constituency and vice-versa.

This convention has not been challenged or broken in the 17 years since WALGA's formation, although it is possible that State Council could elect a President and Deputy President from the same constituency.

The argument in favour of this Constitutional amendment is that it would ensure that the Deputy President is drawn from the alternate constituency from that of the President, ensuring representation for both constituencies.

The argument against this Constitutional amendment is that it reduces the decision-making function of State Council to elect the 'best person for the job' and, as the convention has not been broken since WALGA's formation, it may not be an issue that requires regulation via Constitutional amendments.

To effect the change, amendments are required to Clause 18 – Deputy President, and to Clause 19 – Vacancy: President and Deputy President.

The following amendment is proposed to Clause 18 – Deputy President, by adding the underlined text as follows:

- (1) Following determination of the election of the President pursuant to clause 17 of this Constitution, the State Council shall elect a Deputy President from amongst its metropolitan and country representatives, provided the Deputy President represents the alternate constituency to the President elected pursuant to clause 17.
- (2) The Deputy President shall be elected by the State Council at the first Ordinary Meeting of State Council of an even numbered year. The Deputy President's term shall commence from the date of election and shall conclude on the day of the first Ordinary Meeting of State Council of the following even numbered year.
- (3) Prior to expiration of a term of office, a Deputy President may seek re-election for a consecutive term.
- (4) Where a Deputy President seeks and is re-elected for a consecutive term, that person shall not hold office beyond two (2) full consecutive terms.

The proposed amendment above would sufficiently address the issue for regular, end-of-term elections following the election of a new State Council.

However, where a vacancy arises in the office of President, the election of a replacement President would need to ensure that metropolitan and country representation remains in the two positions. Ensuring continued representation of both constituencies in the event of a casual vacancy in the office of President could be addressed in one of two ways, both of which have pros and cons.

Either:

- A. The replacement President must be drawn from same constituency as the current President. That is, if the WALGA President is from the country constituency, election of the replacement President for the balance of the President's term must be drawn from the country constituency.

Or:

- B. The office of Deputy President is declared vacant at the time the election for President is held. This would enable State Council to elect a President from amongst all members with the subsequent election for Deputy President being limited to the alternate constituency.

Option A – Replacement President from the same constituency – limits the options of State Council in electing a President to half of State Council, the half representing the same constituency as the departing President. While this may be appropriate in some circumstances, it does not necessarily provide State Council with the ability to elect the 'best person for the job'. Secondly, the Deputy

President may be an appropriate candidate for the position of President, but would be unable to nominate for the position under this scenario unless they resigned from the position of Deputy President.

Option B – Office of Deputy President declared vacant at election of President – addresses the issues with Option A outlined above in that State Council would be able to elect a President from amongst all State Councillors, including the Deputy President who may be suitable. However, it may not be considered appropriate that the Deputy President loses office due to the resignation or inability of the President to continue in the role.

On the basis that electing a President from amongst all State Councillors is considered the most important criteria, amendments in accordance with Option B have been drafted to Clause 19 – Vacancy: President and Deputy President – by adding the underlined text and amending the numbering as follows:

- (1) If the office of the President becomes vacant or if for any other reason the President is unable to take or hold office at a period which exceeds six months from the date of the next scheduled election for that office, then the State Council shall meet to elect from among their number a President who, subject to this Constitution shall hold the office of President for the balance of the term of the President replaced.
- (2) Where a vacancy occurs in the office of President at a period which is six months or less from the date of the next scheduled election for that office, the State Council may convene a meeting to elect from among their number a President who, subject to this Constitution, shall hold the office of President for the balance of the term of the President replaced, or the State Council may in its discretion, determine that the vacancy be filled by the Deputy President until the date of the next scheduled election.
- (3) An election pursuant to sub-clause 19(1) or sub-clause 19(2) shall cause the office of Deputy President to be declared vacant immediately prior to the conduct of the election.
- (4) Following an election pursuant to sub-clause 19(1) or sub-clause 19(2) an election pursuant to Clause 19(5) will be conducted for the office of Deputy President from amongst representatives of the alternate constituency to that of the President just elected.
- ~~(3)~~(5) If the office of Deputy President becomes vacant or if for any other reason the Deputy President is unable to take or hold office, then the State Council shall meet to elect from among their number a Deputy President who shall hold the office for the balance of the term of the Deputy President replaced, provided the Deputy President represents the alternate constituency to that of the President.
- ~~(4)~~(6) A State Council representative elected to fill a vacancy of President or Deputy President pursuant to clause 19 shall still be eligible for election to a subsequent two (2) full consecutive terms.

Issue 2 – Rotation of Presidency between Metropolitan and Country Constituencies

Similar to issue 1, above, the Governance and Organisational Services Policy Team of State Council considered the issue of the Presidency of the Association being rotated between the Metropolitan and Country constituencies.

Again, this has been managed since WALGA's formation in 2001 by convention. When a President has retired or stepped down from the role, a representative from the other constituency (often the serving Deputy President) has been elected to the Presidency.

The Governance and Organisational Services Policy Team of State Council requested that the issue of rotating the Presidency between the constituencies on a formal basis through Constitutional amendments be considered.

The Policy Team resolved:

That an item for decision be prepared for the May 2018 State Council agenda to provide amendments to the WALGA Constitution and Corporate Governance Charter to cover the following issues:

- *That the position of WALGA President transfers between the two constituencies following the completion of the incumbent's entitlement to be elected for two full consecutive terms.*

Similar to Issue 1, above, implementation of this concept through Constitutional amendment has pros and cons. While, an amendment of this nature would ensure rotating representation of metropolitan and country constituencies in the office of President, it could also limit State Council's prerogative to elect the 'best person for the job'.

This proposal raises a number of scenarios that are not necessarily simple to deal with through Constitutional amendments. For instance, depending on the amendments to the Constitution, issues could arise if a President resigns part way through a term, or even if a President only completes one two-year term.

For example, if a President from the metropolitan constituency resigned after one two-year term, there would be three possible scenarios:

1. The country constituency could then have a claim to the Presidency as it would be the country's turn and only State Councillors from the country constituency would be eligible to be elected;
2. A replacement President could be elected from the metropolitan constituency as the metropolitan constituency had only held the Presidency for two years (the newly elected President may then expect to be re-elected for a second term, lengthening the reign of the metropolitan constituency to six years, thereby causing further issues); or,
3. State Council could elect a President from either constituency, as per current arrangements.

One option could be to only 'force' the rotation of the Presidency once the President has completed two terms, however this could create an issue if a President resigned part way through their second term as the replacement President would then be 'entitled' to two terms before a constitutionally enforceable rotation of the Presidency.

In the interest of simplicity it is suggested that a new Clause 17A be added to the Constitution to ensure rotation of the office of Presidency no matter the length of time served by the President:

17A – Rotation of Presidency

3. At an election for the position of President conducted under sub-clause 17(2), only the incumbent President, subject to complying with sub-clause 17(5), or State Councillors from the alternate constituency to the incumbent President will be eligible to be elected.
4. At an election for the position of President conducted under Clause 19, only State Councillors from the alternate constituency to the incumbent President will be eligible to be elected.

This would mean, at any election for President, only the incumbent President or State Councillors from the alternate constituency would be eligible to nominate. If the President has retired or has completed two full terms (as per sub-clause 17(5)), only State Councillors from the alternate constituency would be eligible to nominate and be elected.

Issue 3 – State Councillor Eligibility: Ex-officio Members

At the July 2017 State Council meeting, an emerging issue was considered in relation to the continuing eligibility of to serve on State Council following a serious breach of the *Local Government Act 1995*.

State Council resolved as follows:

That:

- 1. The issue of amending the Constitution relating to State Councillor, ordinary or ex officio, eligibility be considered by the Governance Policy Team;*
- 2. The Policy Team to consider the implications of amending the Constitution so that if any State Councillor, ordinary or ex officio, is found guilty of a serious breach of the Local Government Act 1995, as amended, that person will become ineligible to become or continue as a State Councillor, ordinary or ex officio.*

As per State Council's resolution above, the Governance and Organisational Services Policy Team considered this issue at their March 2018 meeting and resolved as follows:

That an item for decision be prepared for the May 2018 State Council agenda to provide amendments to the WALGA Constitution and Corporate Governance Charter to cover the following issues;

- That if any State Councillor, ordinary or ex officio, is found guilty of a serious breach of the Local Government Act 1995, as amended, that person will become ineligible to become or continue as a State Councillor, ordinary or ex officio.*

Clause 20, sub-clause (e) disqualifies a representative or deputy representative from serving on the State Council if that person is convicted of an offence under the *Local Government Act 1995*.

To give effect to the Policy Team's recommendation, an amendment is required to clarify that Clause 20 of the Constitution also applies to ex-officio members, with the addition of the underlined text, as per below:

A person shall cease or be disqualified from being a representative or deputy representative on the State Council, or from being President or Deputy President of the Association, or from attending State Council in an ex-officio capacity, if that person:

- (a) Dies;
- (b) Ceases to be a Councillor of the Ordinary Member;
- (c) Resigns the position by notice in writing delivered or sent by post to the Chief Executive Officer, and such resignation is accepted;
- (d) Is a member of State or Federal Parliament;
- (e) Is convicted of an offence under the *Local Government Act 1995*;
- (f) Is permanently incapacitated by mental or physical ill-health;
- (g) Is absent from more than 3 consecutive State Council meetings;
- (h) Is a member of a Local Government that ceases to be a member of the Association;
- (i) Is the subject of a resolution passed by the Zone from which that person was originally elected terminating his or her appointment as a representative or deputy representative

- of that Zone, except where that person is the subject of any resolution consequent upon his or her being elected President of the Association and in pursuance of sub-clause 17(4); or,
- (j) Is a Councillor of an Ordinary Member that has been peremptorily suspended under Section 8.15C(2)(c) of the *Local Government Act 1995*.

Issue 4 – State Councillor Eligibility: Ministerial Suspension of Council or Councillor

A further issue relating to State Councillor eligibility relates to the suspension of Councils and the proposed amendment to the *Local Government Act 1995* to enable the Minister for Local Government to stand down an individual Elected Member.

Currently sub-clause 20(j) of the Constitution states that a State Councillor will not be eligible to be elected or to continue on State Council if “a Councillor of an Ordinary Member that has been peremptorily suspended under Section 8.15C(2)(c) of the *Local Government Act 1995*.”

It is the opinion of the secretariat that sub-clause 20(j) is too specific as Councils can also be suspended under Section 8.19 of the *Local Government Act 1995*. Further, if the *Local Government Amendment (Suspension and Dismissal) Bill 2018* passes the Parliament, as expected, the Minister for Local Government will also have the power to suspend individual Elected Members.

It is therefore recommended that sub-clause 20(j) be amended to clarify that a State Councillor who is suspended or stood down by the Minister using various sections of the *Local Government Act 1995* is not eligible to be elected to, or continue on, State Council, as follows:

A person shall cease or be disqualified from being a representative or deputy representative on the State Council, or from being President or Deputy President of the Association if that person:

- (a) Dies;
- (b) Ceases to be a Councillor of the Ordinary Member;
- (c) Resigns the position by notice in writing delivered or sent by post to the Chief Executive Officer, and such resignation is accepted;
- (d) Is a member of State or Federal Parliament;
- (e) Is convicted of an offence under the *Local Government Act 1995*;
- (f) Is permanently incapacitated by mental or physical ill-health;
- (g) Is absent from more than 3 consecutive State Council meetings;
- (h) Is a member of a Local Government that ceases to be a member of the Association;
- (i) Is the subject of a resolution passed by the Zone from which that person was originally elected terminating his or her appointment as a representative or deputy representative of that Zone, except where that person is the subject of any resolution consequent upon his or her being elected President of the Association and in pursuance of sub-clause 17(4); or,
- (j) Is a Councillor that has been suspended by the Minister for Local Government under Part 8 of an Ordinary Member that has been peremptorily suspended under Section 8.15C(2)(e) of the *Local Government Act 1995*.

Issue 5 – Election Procedure – Confirmation that the WALGA President is entitled to vote in elections for the positions of President and Deputy President

Another clarification that has arisen is to confirm that the incumbent President is entitled to vote in elections for President and Deputy President of WALGA.

The Constitution is clear that the President does not exercise a deliberative vote on matters before State Council (but does have a casting vote if there is an equality of votes), but the Constitution is

silent on whether the President is entitled to vote in elections. It has been standard operating practice that the President has voted in elections for the position of President and Deputy President.

Clause 10 – Proceedings of State Council, sub-clause (2) relates to the President's voting and it is proposed that it be amended with the addition of the underlined words, as follows to make clear that the President may vote for office bearer positions:

- (2) Each representative on the State Council shall be entitled to exercise one (1) deliberative vote on any matter considered by the State Council provided that this clause shall not apply to any ex-officio members of the State Council. The President shall exercise a casting vote only, in the event of there being an equality of votes in respect of a matter considered by the State Council but excluding an election held in accordance with Clause 16 in which the President is entitled to a deliberative vote only.

Issue 6 – Change of Name – Local Government Professionals Australia WA

Following the change of name of the Local Government Managers Australia (LGMA) to Local Government Professionals Australia WA it is proposed that the following sub-clauses be amended to reflect the name change:

- 2(1)
- 5(7)(a)
- 9(1)(d)
- 31(4)(b)

Issue 7 – Zone Delegate Eligibility: Ministerial Suspension of Council or Councillor

Similar to Issue 4 above, this amendment proposes that sub-clause 14(4a)(h) be amended to clarify that a Zone delegate who is suspended or stood down by the Minister using various sections of the *Local Government Act 1995* is not eligible to be elected to, or continue on, the Zone, as follows:

- (4a) The term of a person who is a delegate of a member of a Zone expires when the person:
- (a) dies;
 - (b) ceases to be a Councillor of the Ordinary Member;
 - (c) resigns the position by notice in writing given to the Ordinary Member who elected or appointed the person as its delegate and the resignation is accepted;
 - (d) becomes a member of State or Federal Parliament;
 - (e) is convicted of an offence under the *Local Government Act 1995*;
 - (f) is permanently incapacitated by mental or physical ill-health;
 - (g) is the subject of a resolution passed by the Ordinary Member who appointed the person as its delegate terminating their appointment as the delegate of that Ordinary Member; or
 - (h) Is a Councillor that has been suspended by the Minister for Local Government under part 8 of an Ordinary Member that has been peremptorily suspended under Section 8.15C(2)(e) of the Local Government Act 1995.

4.2 Roadside Vegetation - Regulatory Amendments

Shire of Victoria Plains Delegate to move:

MOTION

That the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* be amended to permit clearing or reduction of vegetation:

1. Within 30m of all farm driveways/gates/entrances; and,
2. On road bends and intersections obstructing 'line of sight', be cleared.

IN BRIEF

- Motion for regulatory amendments to enable clearing of vegetation close to driveways, road bends and intersections;
- With a view to improving road safety.

MEMBER COMMENT

Drivers in country area face multiple issues on the roads, not the least of which is entry onto Shire controlled roads from property entrances and side roads. The issues exist not just for the driver on the continuing road, but for the driver attempting to enter.

Sight distances are often obscured, and in hilly terrain or where the road being entered does not provide a reasonable merging distance, entry can be problematic. This is made worse where the roads have curves or crests close to the entry point.

The issues are even worse for slow moving traffic joining a road that has a 110km/hr limit, such as school buses and heavy transport, often requiring the continuing vehicles to brake for a vehicle that has joined the continuing traffic when all indications were that it was safe and appropriate to do so.

The *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* are inadequate.

- Schedule 2 of the Regulations addresses clearing for crossovers from a property, but limits the clearing to what has been previously cleared within the previous 10 years.
- Schedule 3 applies to the maintenance of infrastructure.

The Shire is of the opinion that the proposed change to the Regulations would add significantly to road safety.

4.3 GST Revenue Distribution Share for WA

Shire of Donnybrook Balingup Delegate to move:

MOTION

That WALGA adopts a policy and position as the representative of the WA Local Government section to persistently seek and advocate for an increase of the GST distribution share back to Western Australia.

IN BRIEF

- WA is underrepresented in the amount of GST share received
- Seeking WALGA's support to advocate for an increase to the GST distribution for WA

MEMBER COMMENT

At the Ordinary Meeting on 23 May 2018, the Shire of Donnybrook Balingup Council resolved to support the above motion and present it to the Western Australian Local Government for consideration at the 2018 Annual General Meeting of the Western Australian Local Government Association.

In comparison to other states and territories, Western Australia is underrepresented in the amount of GST revenue share received and remains the only state or territory that receives less than half of the GST it generates. This, in effect, is depriving Western Australia of much needed funds for infrastructure and development.

GST breakdown state by state 2018-19

State	GST share per dollar	GST share %	Total GST distribution \$m
VIC	98c	25.6	\$16,830
WA	47c	4.9	\$3,255
NSW	85c	27.4	\$18,030
SA	\$1.47	10.3	\$6,751
Tas	\$1.77	3.7	\$2,434
ACT	\$1.18	2.0	\$1,298
NT	\$4.26	4.2	\$2,755
Qld	\$1.09	22.0	\$14,447

4.4 Rural, Regional and Remote Community State Government Funding Cuts

Shire of Moora Delegate to move:

MOTION

That WALGA express its deep concern to the W.A State Government regarding the continued attack on rural, regional and remote communities in W.A through reducing funding to critical services and infrastructure programs, cuts that disproportionately discriminate against already disadvantaged communities across W.A.

IN BRIEF

- Concern regarding funding cuts, particularly to education services and infrastructure, affecting rural communities.

MEMBER COMMENT

In December 2017, Shire of Moora was advised by the Department of Education Director General, Sharyn O'Neill that the Moora Residential College would close at the end of the 2018 school year. The State Government of W.A cited reasoning of commitment to budget repair measures to deliver sustainable growth and an operating surplus by 2020/2021.

Notwithstanding the immediate effect on the Moora community and wider region because of the decision to close the Moora Residential College, the Shire of Moora is extremely concerned with the State Governments continued attack on rural, regional and remote W.A. communities, many of which are already at serious disadvantage because of isolation and population decline.

As an example, access to education and health infrastructure and services are important to rural, regional and remote communities and greatly enhances their ability to attract residents, workers and businesses.

Access to the full range of health services (including GP's, acute and high care hospital, allied health, aged care, dental care) and educational services (K-12, Childcare, TAFE) becomes a major decision factor for anyone looking to move to a rural, regional and remote community. In the case of Moora, the existing infrastructure and services, including the current education offered at the Central Midlands Senior High School, has featured prominently in many local resident's decision to move to the area. This resonates across many W.A communities.

Funding reductions to key areas of services and infrastructure such as education, health, transport and sewerage augurs to further erode and put at risk fair and equitable access to the very basics of amenity and lifestyle in rural, regional and remotes areas of W.A many of which are experiencing continued population, service and infrastructure decline.

Attachment 1: Association Standing Orders

- 1. INTERPRETATIONS**
For the purposes of these Standing Orders, if not inconsistent with the context, the following words shall have the following meanings:
 - 1.1 "Absolute Majority"** means:
a majority of delegates of the Association whether present and voting or not.
 - 1.2 "Association"** means:
all or any part of the Western Australian Local Government Association.
 - 1.3 "Delegate or Deputy Delegate"** means:
those persons duly nominated, from time to time, to represent a Member Local Government at a meeting of the Association.
 - 1.4 "Deputy President"** means:
the Deputy President for the time being of the Association.
 - 1.5 "Meeting"** means:
an Annual or Special General Meeting of the Association.
 - 1.6 "Member Local Government"** means:
a Local Government admitted to ordinary membership of the Association in accordance with the provisions of the Constitution.
 - 1.7 "President"** means:
the President for the time being of the Association.
 - 1.8 "Simple Majority"** means:
a majority of the delegates from the Association that are present and voting.
- 2. CONDUCT OF MEETINGS**
The proceedings and business of meetings of the Association shall be conducted according to these Standing Orders.
- 3. NOTICE OF MEETING**
 - 3.1 Annual General Meeting**
The Chief Executive Officer of the Association shall give at least ninety (90) days notice of an Annual General Meeting to all Member Local Governments, advising of the closing date for submission of motions for inclusion on the agenda.
 - 3.2 Special General Meeting**
A Special General Meeting of the Association is to be held if a request is received by the Association President, in accordance with the requirements of the Association's Constitution. No business shall be transacted at a Special General Meeting other than that for which the Special General Meeting was called.
 - 3.3** Notice shall be given at the destinations appearing in the records of the Association.

Notice will be deemed to have been delivered immediately if transmitted electronically or on the second working day after posting.
- 4. QUORUM**
 - 4.1** The Association shall not conduct business at a meeting unless a quorum is present.
 - 4.2** At any meeting of the Association greater than one half of the delegates who are eligible to vote must be present to form a quorum.
 - 4.3** The Association is not to transact business at a meeting unless a quorum is present.
 - 4.4** If a quorum has not been established within the 30 minutes after a meeting is due to begin then the Association can be adjourned –
 - (a) by the President or if the President is not present at the meeting, by the Deputy President;
 - (b) if neither the President nor Deputy President is present at the meeting, by a majority of delegates present;
 - (c) if only one delegate is present, by that delegate; or
 - (d) if no delegate is present, by the Chief Executive Officer or a person authorised by the Chief Executive Officer.
 - 4.5** If at any time during a meeting a quorum is not present, the President shall thereupon suspend the proceedings of the meeting for a period of five (5) minutes and if a quorum is not present at the expiration of that period, the meeting shall be deemed to have been adjourned and the person presiding is to reschedule it for some future time.
 - 4.6** Notice of a meeting adjourned because of absence of a quorum is to be given to all Member Local Governments.
- 5. MEETINGS OPEN TO THE PUBLIC**
The business of the Association shall be open to the public except upon such occasions as the Association may by resolution otherwise decide.
- 6. ORDER OF BUSINESS**
Unless the Association should decide otherwise, the order of business at meetings of the Association, with the exception of special meetings or an adjourned meeting, shall be as follows:
 - (a) Record of attendance and apologies;
 - (b) Announcements;
 - (c) Confirmation of minutes of previous meetings;

- (d) President's report;
- (e) Financial report for the financial year; and
- (f) Consideration of Executive and Member Motions.

7. VOTING ENTITLEMENTS

- 7.1 Each Member Local Government shall be entitled to be represented at any meeting of the Association.
- 7.2 Only eligible and registered delegates may vote.
- 7.3 A delegate shall be entitled to exercise one vote on each matter to be decided. Votes are to be exercised in person.
- 7.4 A delegate unable to attend any meeting of the Association shall be entitled to cast a vote by proxy.
- 7.5 A proxy shall be in writing and shall nominate the person in whose favour the proxy is given, which person need not be a delegate. Proxy authorisations shall be delivered to the Chief Executive Officer of the Association before the commencement of the meeting at which the proxy is to be exercised and shall be signed by the delegate or by the Chief Executive Officer of the Member Local Government that nominated the delegate.

8. SPECIAL URGENT BUSINESS

At any time during a meeting a delegate may, with the approval of an absolute majority, introduce a motion relating to special urgent business that calls for an expression of opinion from the meeting.

In presenting an item of special urgent business, a delegate shall have sufficient copies of the motion in writing for distribution to all delegates present at the meeting and, where practicable, give prior notice to the President of such intention.

9. PRESIDENT

In the construction of these Standing Orders unless the context requires otherwise, the word "President" shall in the absence of the President include the Deputy President or the delegate chosen by resolution to preside at any meeting of the Association.

10. DELEGATE AND DEPUTY DELEGATE

- 10.1 In the construction of these Standing Orders unless the context requires otherwise, the word "delegate" shall in the absence of the delegate include the deputy delegate.
- 10.2 A deputy delegate acting in the capacity of a delegate unable to attend a meeting of the Association shall exercise all rights of that delegate.

11. PRESIDENT TO PRESIDE

- 11.1 The President shall preside at all meetings of the Association, but in absence of the President, the Deputy President shall preside.

- 11.2 In the absence of the President and the Deputy President, the delegates shall choose by resolution, a delegate present to preside at the meeting.

12. SPEAKING PROTOCOL

- 12.1 Only registered delegates and members of the Association's State Council shall be entitled to speak at meetings of the Association.
- 12.2 The first person that is entitled to speak at a meeting who attracts the attention of the person presiding shall have precedence in speaking.
- 12.3 Speakers are to use the microphones supplied.
- 12.4 When addressing a meeting, speakers are to:
 - (a) rise and remain standing unless unable to do so by reason of sickness or disability;
 - (b) address the meeting through the person presiding;
 - (c) state their name and Local Government before otherwise speaking;
 - (d) refrain from reading comment printed in the agenda paper in support of a motion, but may identify key points or make additional comment; and
 - (e) refrain from using provoking or discourteous expressions that are calculated to disturb the peaceful current of debate.
- 12.5 Mobile phones shall not be switched on while the meeting is in session.

13. DEBATE PROCEDURES

- 13.1 A delegate moving a substantive motion may speak for –
 - (a) 5 minutes in his or her opening address; and
 - (b) 3 minutes in exercising the right of reply.
- 13.2 Other speeches for or against motions are to be limited to 3 minutes unless consent of the meeting is obtained which shall be signified without debate.
- 13.3 No delegate, except the mover of a motion in reply, is to speak more than once on the same motion except by way of personal explanation.
- 13.4 As soon as the right of reply has been exercised, the motion is to be forthwith put to the vote without further comment.
- 13.5 No discussion shall take place on any motion unless it is moved and seconded. Only one amendment on any one motion shall be received at a time, and such amendment shall be disposed of before any further amendment can be received. Any number of amendments may be proposed.

- 13.6** The provisions of these Standing Orders applicable to motions apply mutatis mutandis to amendments, except that the mover of an amendment shall have no right of reply.
- 13.7** When a motion has been moved and seconded, the person presiding shall at once proceed to take a vote thereon unless a delegate opposes it or an amendment is proposed.
- 13.8** No more than two delegates shall speak in succession on one side, either for or against the question before the meeting, and if at the conclusion of the second speaker's remarks, no delegate speaks on the other side, the motion or amendment may be put to the vote.
- 13.9** Notwithstanding clause 13.7, where a composite motion is moved which embodies the core aspects of subsequent motions listed on the agenda, a delegate whose motion has been superseded shall have the opportunity to speak on the question of the composite motion before it is put.
- Once a composite motion has been carried, no further debate shall be permitted in respect of the superseded motions.
- 13.10** At any time during a debate, but after the conclusion of a delegate's comments, a delegate who has not spoken during the debate may move, without discussion, "that the question be now put". If that motion is seconded and carried by a majority, the question shall be submitted at once to the meeting, after the mover has replied.
- 14. QUESTIONS**
Any delegate seeking to ask a question at any meeting of the Association shall direct the question to the President.
- 15. POINT OF ORDER**
A delegate who is addressing the President shall not be interrupted except on a point of order, in which event the delegate shall wait until the delegate raising the point of order has been heard and the question of order has been disposed of, whereupon the delegate so interrupted may, if permitted, continue.
- 16. MOTION - SUBSTANCE TO BE STATED**
A delegate seeking to propose an original motion or amendment shall state its substance before addressing the meeting thereon and, if so required by the President, shall put the motion or amendment in writing.
- 17. PRIORITY OF SPEAKERS**
If two or more delegates wish to speak at the same time, the President shall decide who is entitled to priority.
- 18. PRESIDENT TO BE HEARD**
Whenever the President signifies a desire to speak during a debate, any delegate speaking or offering to speak is to be silent, so that the President may be heard without interruption.
- 19. WITHDRAWAL OF MOTION**
A motion or amendment may be withdrawn by the mover with the consent of the meeting, which shall be signified without debate, and it shall not be competent for any delegate to speak upon it after the mover has asked permission for its withdrawal, unless such permission has been refused.
- 20. PRESIDENT MAY CALL TO ORDER**
The President shall preserve order, and may call any delegate to order when holding an opinion that there shall be cause for so doing.
- 21. RULING BY PRESIDENT**
The President shall decide all questions of order or practice. The decision shall be final and be accepted by the meeting without argument or comment unless in any particular case the meeting resolves that a different ruling shall be substituted for the ruling given by the President. Discussions shall be permitted on any such motion.
- 22. RESOLUTIONS**
- 22.1** Except as otherwise provided in the Association Constitution and these Standing Orders, all motions concerning the affairs of the Association shall be passed by a simple majority.
- 22.2** Any matter considered by the Association at a Special Meeting shall not be passed unless having received an absolute majority.
- 23. NO DISCUSSION**
Where there is no discussion on a motion, the President may deem the motion to be passed unless the meeting resolves otherwise.
- 24. PERMISSIBLE MOTIONS DURING DEBATE**
- 24.1** When a motion is under debate, no further motion shall be moved except the following:
- (a) that the motion be amended;
 - (b) that the meeting be adjourned;
 - (c) that the debate be adjourned;
 - (d) that the question be now put;
 - (e) that the meeting proceed with the next item of business; or
 - (f) that the meeting sits behind closed doors.
- 24.2** Any delegate who has not already spoken on the subject of a motion at the close of the speech of any other delegate, may move without notice any one of the motions listed in clause 24.1 (b)-(f) and, if the motion is seconded, it shall be put forthwith.
- 24.3** When a debate is adjourned, the delegate who moves the adjournment shall be the first to speak on the motion when the debate is

resumed unless the delegate advises of no desire to speak on the motion. Where this occurs, the President shall then call for further speakers, with the exception of those delegates who have previously spoken (unless the meeting otherwise agrees).

25. RESCISSION OF RESOLUTION

25.1 At the same meeting

Unless a greater majority is required for a particular kind of decision under the Standing Orders (in which event that shall be the majority required), the Association may, by simple majority at the same meeting at which it is passed, rescind or alter a resolution if all delegates who were present at the time when the original resolution was passed are present.

25.2 At a Future Meeting

Unless a greater majority is required for a particular kind of decision under the Standing Orders (in which event that shall be the majority required), the Association may rescind or alter a resolution made at an earlier meeting:

- (a) by simple majority, where the delegate intending to move the motion has, through the Chief Executive Officer, given written notice of the intended motion to each delegate at least seven (7) days prior to the meeting; or
- (b) by absolute majority, in any other case.

26. METHOD OF TAKING VOTES

The President shall, in taking a vote on any motion or amendment, put the question first in the affirmative, and then in the negative and may do so as often as is necessary to enable formation and declaration of an opinion as to whether the affirmative or the negative has the majority on the voices or by a show of hands or by an electronic key pad voting system.

27. DIVISION

The result of voting openly is determined on the count of official voting cards and, immediately upon a vote being taken, a delegate may call for a division.

28. ALL DELEGATES TO VOTE

28.1 At meetings of the Association, a delegate present at the meeting when a question is put shall vote on the question.

28.2 Each delegate shall be entitled to exercise one deliberative vote on any matter considered.

29. PRESIDENT'S RIGHT TO VOTE

The President shall have a casting vote only.

30. SUSPENSION OF STANDING ORDERS

30.1 In cases of urgent necessity or whilst the Association is sitting behind closed doors, any of

these Standing Orders may be suspended on a motion duly made and seconded, but that motion shall not be declared carried unless a simple majority of the delegates voting on the question have voted in favour of the motion.

30.2 Any delegates moving the suspension of a Standing Order shall state the object of the motion, but discussion shall not otherwise take place.

31. NO ADVERSE REFLECTION ON ASSOCIATION

A delegate shall not reflect adversely upon a resolution of the Association, except on a motion that the resolution be rescinded.

32. NO ADVERSE REFLECTION ON DELEGATE

A delegate of the Association shall not reflect adversely upon the character or actions of another delegate nor impute any motive to a delegate unless the Association resolves, without debate, that the question then before the Association cannot otherwise be adequately considered.

33. MINUTES

33.1 The Chief Executive Officer of the Association is to cause minutes of the meeting to be kept and preserved.

33.2 The minutes of a meeting are to be submitted to the next Annual or Special General Meeting for confirmation.

33.3 Copies of the minutes will be supplied to all delegates prior to the meeting.

Attachment 2: Previous Minutes 2017 AGM



WALGA

WORKING FOR LOCAL GOVERNMENT

MINUTES

Annual General Meeting

Perth Convention Exhibition Centre
Perth

Wednesday, 2 August 2017

MINUTES

Annual General Meeting of the Western Australian Local Government Association

held at the
Perth Convention Exhibition Centre
21 Mounts Bay Road, Perth
Riverside Theatre (Level 2)
on
Wednesday, 2 August 2017
at 1.30 pm



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Record of Attendance and Apologies

Apologies

- City of Busselton
- Town of Claremont
- Shire of Denmark
- Shire of Exmouth
- City of Vincent
- Shire of West Arthur
- Shire of Wongan-Ballidu

Announcements

Nil.

1.0 Confirmation of Minutes

Minutes of the 2016 WALGA Annual General Meeting are contained within the AGM Agenda.

Moved: Cr Fiona Reid (South Perth)

Seconded: Cr Julie Brown (Gosnells)

That the Minutes of the 2016 Annual General Meeting be confirmed as a true and correct record of proceedings.

CARRIED

2.0 Adoption of President's Annual Report



The President's Annual Report for 2016/2017 is contained within the AGM Agenda.

Moved: Cr Gerry Pule (Bassendean)
Seconded: Mayor Giovanni Italiano (Stirling)

That the President's Annual Report for 2016/2017 be received.

CARRIED

3.0 WALGA 2016/2017 Financial Statements (Item Under Separate Cover)

The audited 2016/2017 WALGA Financial Statements have been distributed to all members prior to the meeting.

Moved: Mayor Henry Zelones (Armadale)
Seconded: Mayor Giovanni Italiano (Stirling)

That the WALGA Financial Statements for 2015/2016 be received.

CARRIED

4.0 Consideration of Executive and Member Motions

As per motions listed.

5.0 Closure

There being no further business, the Chair declared the meeting closed at 4:20pm.



4. Consideration of Executive and Member Motions

4.1A MATTER OF SPECIAL URGENT BUSINESS: Exemption from the Requirements of AASB 124 Related Party Disclosures

Shire of Trayning delegate to move:

Moved: Cr Freda Tarr
Seconded: Cr Geoff Waters

That the members agree that the following item of Special Urgent Business relating to seeking an exemption from the requirements of AASB 124 Related Party Disclosures be considered.

CARRIED BY ABSOLUTE MAJORITY

4.1B Exemption from the Requirements of AASB 124 Related Party Disclosures

Shire of Trayning delegate to move:

Moved: Cr Freda Tarr
Seconded: Cr Geoff Waters

That:

1. **WALGA lobbies on behalf of local governments' for an exempt regulation to be introduced to the *Local Government (Financial Management) Regulations 1996* seeking an exemption from complying with AASB 124 Related Party Disclosures, and Business Operating Procedure-Related Party Disclosure; and,**
2. **This include WALGA considering the matter as part of the *Local Government Act 1995* review process.**

CARRIED

IN BRIEF

- Compliance with this standard provides no benefit to Local Governments or the communities that they serve. Rather, there is a cost to comply.
- Compliance does not further add to the transparency of financial dealings as provided for under the various provisions of the *Local Government Act 1995*.
- Such compliance requirements are a further disincentive to both sitting and potential elected members and executive staff.

MEMBER COMMENT

The introduction of additional accounting standards by the Australian Accounting Standards Board under the current legislation, by default, are required to be met by Local Government in the absence of an regulated exemption.

This accounting standard may well be beneficial to entities that do not already have transparency requirements.



Local Governments already have adequate transparency disclosure provisions by way of the Primary and Annual Report provisions enshrined in legislation.

We believe the additional requirements imposed by AASB 124 provides no direct benefit to neither local government nor the communities we serve. In fact, compliance will have a direct cost and an indirect additional dis-incentive to both sitting and potential elected members and executive staff.

SECRETARIAT COMMENT

This issue can be considered as part of the current Local Government Act review process.

4.2A MATTER OF SPECIAL URGENT BUSINESS: Road Funding Cuts to Direct Grants

Shire of Trayning delegate to move:

Moved: Cr Freda Tarr

Seconded: Cr Geoff Waters

That the members agree that the following item of Special Urgent Business relating to road funding cuts proposed by the current State Government be considered.

CARRIED BY ABSOLUTE MAJORITY

4.2B Road Funding Cuts to Direct Grants

Shire of Trayning delegate to move:

Moved: Cr Freda Tarr

Seconded: Cr Geoff Waters

That WALGA:

- 1. Lobbies the Minister for Transport;**
 - a. To seek a reversal of their stated intent to reduce the State Road Funds to Local Government Agreement by \$10.3 million in 2017/18; and**
 - b. For the reinstatement of the fixed percentage of licencing fees.**
- 2. Investigate options for the Local Government sector to reduce services and assistance provided to State Government entities unless financial compensation is provided.**

IN BRIEF

- The Minister of Transport has stated the intent to cut \$10.3 million out of the Direct Grants portion of the State Roads to Local Government Agreement.
- Such a cut equates to a 42% reduction in Direct Grants to all Local Governments.
- The agreement whereby 27% of vehicle licencing fees were allocated to Local Governments was reduced to approximately 20% by the previous government.
- This allocation is to be further reduced by this government.

CARRIED

MEMBER COMMENT

Local Government exercised its democratic right to lobby against the removal of licence fee concessions and a disallowance motion was successful.

The Minister for Transport, rather than accepting the will of the parliament, has retaliated by indicating that she will remove \$10.3 million dollars from the State Road Funds to Local Government Agreement 2017/18.



How this will be achieved is by reducing Local Governments Direct Road Grants by 42%.

For the Shire of Trayning this equates to a reduction of \$44,591.

Additionally, the previous government broke an agreement with the sector whereby 27% of vehicle licencing fees collected would be allocated to Local Government road funding. Progressively this eroded to approximately 20% of vehicle licencing fees.

The current Minister has flagged that this will be further eroded by \$10.3 million despite signalling that licencing fees will rise by 5.5%.

The timing and methodology of such announcement is appalling in that many Local Governments will have already adopted budgets and despatched rates notices.

Local Government undertakes a great deal of surveys and pseudo service provision on behalf of State Government for little or no compensation. Perhaps it is time for the sector to identify and quantify such service provision and take a united position to ensure an equitable and mutually respectful relationship.

SECRETARIAT COMMENT

WALGA has written to the Hon Minister for Transport, Rita Saffioti during July urging her to reconsider the proposed funding cut to the State Road Funds to Local Government Agreement and has been in discussion with senior officers from Main Roads to explore ways to mitigate any impact on Local Government.

The Association's policy position is that funding from the State Government for Local Government roads should be at least 27% of revenue from vehicle licencing fees.



Attachment 3: Action Taken on Resolutions of the 2017 Annual General Meeting

Action Taken on Resolutions of the 2017 Annual General Meeting

<p>4.1 Exemption from the Requirements of AASB 124 Related Party Disclosures</p> <p>That:</p> <ol style="list-style-type: none"> 1. WALGA lobbies on behalf of local governments' for an exempt regulation to be introduced to the <i>Local Government (Financial Management) Regulations 1996</i> seeking an exemption from complying with AASB 124 Related Party Disclosures, and Business Operating Procedure-Related Party Disclosure; and, 2. This include WALGA considering the matter as part of the <i>Local Government Act 1995</i> review process. 	<p>WALGA has adopted a policy position of</p> <p>That Regulation 4 of the <i>Local Government (Financial Management) Regulations</i> be amended to provide an exemption from the application of AASB 124 'Related Party Transactions' of the Australian Accounting Standards (AAS).</p> <p>The above position as been put forward for an Act amendment in stage 2 of the Local Government Act review process where all Financial Management provisions will be considered.</p>
<p>4.2 Road Funding Cuts to Direct Grants</p> <p>That WALGA:</p> <ol style="list-style-type: none"> 1. Lobbies the Minister for Transport; <ol style="list-style-type: none"> a. To seek a reversal of their stated intent to reduce the State Road Funds to Local Government Agreement by \$10.3 million in 2017/18; and b. For the reinstatement of the fixed percentage of licencing fees. 2. Investigate options for the Local Government sector to reduce services and assistance provided to State Government entities unless financial compensation is provided. 	<p>The outcome of protracted discussions between WALGA, Main Roads WA and the Minister for Transport has resulted in agreement that:</p> <ul style="list-style-type: none"> • Direct Road Grans will be returned to the 2016/17 level, reversing the \$10.3 million per year cut applied in 2017/18; and • Funding to the State Road Funds to Local Government Agreement will be established at 20% of motor vehicle licence fee revenue in 2018/19 and 2019/20 with the level to be reviewed in time for consideration in the 2020/21 budget.

Annexure 1 - Sketch of Premises



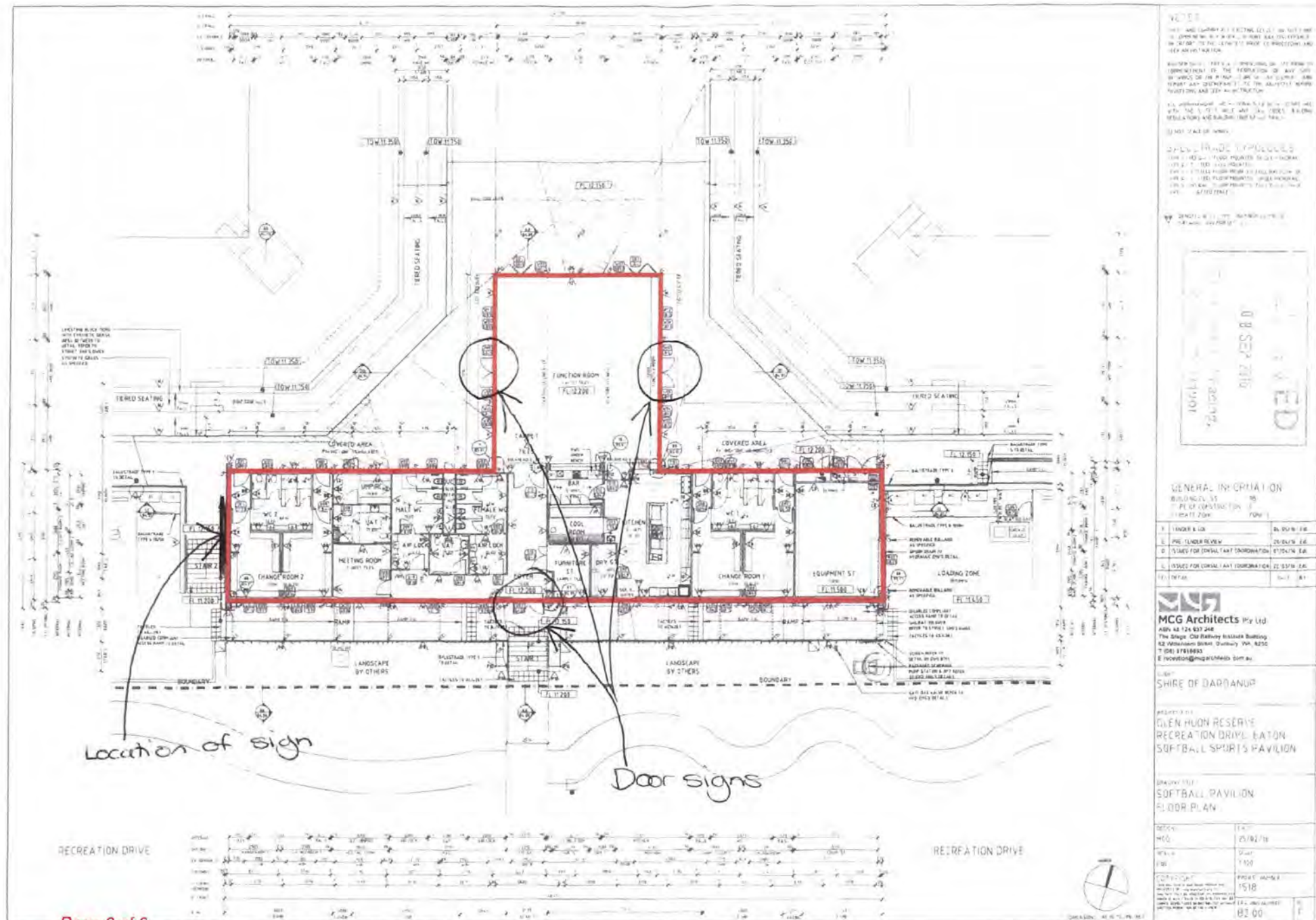


FRONT ENTRANCE



BOTH SIDE ENTRANCES







APPLICATION FORM (Appendix ORD: 12.6A)
TRADER'S PERMIT (Food Vehicles)
*Activities in Thoroughfares and
 Public Places and Trading Local Law*
 Local Government Act 1995
FORM 150

RECEIVED
 17 JUN 2018
 Name: _____
 Date stamp

Part 1 Applicant Details

Applicant Name

KEVIN HENDERSON AND JULIE HENDERSON T/A.

Business Name (if applicable)

FROSTY BOY

Name of Community Group (if applicable)

Community Association under Section 242 (Fee Exemption) of the Local Government Act?

☐

Yes

☒

No

Residential Address

231 HAROLD DOUGLAS DRIVE
DARDANUP

Postal Address (if different to Residential)

Home Phone

97281328

Mobile Phone

0428118862.

Work Phone

Fax

Email Address

NEOKELLY 231@HOTMAIL.COM.

Part 2 Location of Trading Activity Details

Location Name (if applicable)

EATON FORESHORE

Lot No

Street No

Street Name

Suburb

Post Code

Part 3 Food Vehicle Details

Make & Model

FORD TRANSIT VAN.

Registration Number

Part 4 Type of Trading Activity Proposed

Type (eg: Itinerant vending – be descriptive)

ICE CREAM, DRINKS AND HOT DOGS.

Food/Beverage to be sold

Number of Assistants

Description of proposed stands, tables, structures, equipment, or vehicle/s to be used:

Part 5 Trading Hours

(Appendix CRP-12.0A)

	From	To	From	To
Monday			Friday	
Tuesday			Saturday	
Wednesday			Sunday	
Thursday			MINIMUM 1 DAY / WK. AFTER OCTOBER	

Part 6 Declaration

I declare all information provided in this form is true and correct.

☒ Fee payment (refer Part 7) included (please tick)

Applicant Name

KEVIN HENDERSON

Signature of Applicant

KH Henderson

Date

16-6-2018

Part 7 Fees and Terms & Conditions

Application Fees

Application / Renewal - \$78

Plus one of the following fees:

- Per Day - \$8 (x number of days permit is sought)
- Per Week - \$21 (x number of weeks permit is sought)
- Per Month - \$26 (x number of months permit is sought)
- Per Year - \$129 (x number of years permit is sought)

Please note:

- The local government may require an applicant provide additional information before determining an application for a permit.
- The local government may require an applicant give public notice of the application for the permit.
- The local government may refuse to approve an application for a permit.
- Permits are valid for **one (1) year** from the date on which it is issued unless it is otherwise stated on the permit.
- A permit may be cancelled by the local government if the permit holder has not complied with a condition of the permit.
- Trading in thoroughfares and public places must comply with the *Shire of Dardanup Activities in Thoroughfares and Public Places and Trading Local Law 2009*, and any other relevant local law, or state law.

Part 8 Return form to

Shire of Dardanup
1 Council Drive/PO Box 7016
EATON WA 6232

Phone: (08) 9724 0300 Fax: (08) 9724 0091
Email: records@dardanup.wa.gov.au



Shire of Dardanup

Part 9 OFFICE USE ONLY

GL: 0724003

Fees Paid:

☐ Yes

☐ No

Application Approved:

☐ Yes

☐ No

Signature of Authorised Officer

Date

20 06 2018

EXPRESSION OF INTEREST TO TRADE.
AT EATON FORSHORE.

SHIRE OF DARDANUP RECEIVED 21 JUN 2018 Name: _____

KELVIN AND JULIE HENDERSON.
231 HAROLD DOUGLAS DRIVE DARDANUP.
ABN 18159676680
PH 97281328 MOBILE 0428118862.

BENEFITS TO THE COMMUNITY
WE SELL SOFT SERVE ICE CREAM.
DRINKS, COOL DRINKS AND WATER.
HOT DOGS.

ALL SOLD AT FAMILY FRIENDLY PRICES.

WE HAVE OWNED A ICE CREAM VAN FOR OVER
12 MONTHS. DOING STREET TRADING. AND SOME.
SMALL EVENTS. ON A PART TIME BASIS. AND
INTEND GOING. FULL TIME FROM 1/10/18

OUR VEHICLE. IS FULLY SELF CONTAINED.
6.5 MTS LONG AND 1.8 MTS. WIDE. AND ONLY
OPERATED BY OWNERS.

ALL PRODUCTS SOLD BY US ARE FRESH AND
OUR EQUIPMENT IS CLEANED AND SANITIZED
AS PER MANUFACTURES SPECIFICATION OR
HEALTH DEPARTMENT RECOMENDATIONS.

BEING A LOCAL DARDANUP SHIRE RESIDENT I
WOULD BE LOOKING AT TRADING AT LEAST
ONE DAY PER WEEK. BUT EXPANDING IF
DEMAND REQUIRED.

YOURS FAITHFULLY

KR Nelson



Shire of D

APPLICATION FORM TRADER'S PERMIT (Food Vehicles)

Activities in Thoroughfares and
Public Places and Trading Local Law
Local Government Act 1995

FORM 150

RECEIVED

1 JUN 2018

Name: _____

Date stamp

Part 1 Applicant Details

Applicant Name

Les & Wanda Mills

Business Name (if applicable)

C & D Mobile

Name of Community Group (if applicable)

Community Association under Section 242 (Fee Exemption) of the Local Government Act?

Yes

No

Residential Address

2 FORSTER STREET

Bunbury WA 6230.

Postal Address (if different to Residential)

Home Phone

97213891

Mobile Phone

0407474221 or 0400081796

Work Phone

Fax

Email Address

leswanda@dwostnet.com.au

Part 2 Location of Trading Activity Details

Location Name (if applicable)

EATON FORESHORE TRADING.

Street No

Street Name

TRAM ROAD

Suburb

EATON

Post Code

6230

Part 3 Food Vehicle Details

Make & Model

BODFORD VAN

Registration Number

7EK 829

Part 4 Type of Trading Activity Proposed

Type (eg: Itinerant vending - be descriptive)

Food/Beverage to be sold

Soft Serve Ice Cream

Number of Assistants

2

Description of proposed stands, tables, structures, equipment, or vehicle/s to be used:

Whippy Van

Part 5 Trading Hours

	From	To		From	To
Monday			Friday		
Tuesday			Saturday		
Wednesday			Sunday		
Thursday					

Part 6 Declaration

I declare all information provided in this form is true and correct.

☒ Fee payment (refer Part 7) included (please tick)

Applicant Name

Wanda Mills

Signature of Applicant

W. Mills

Part 7 Fees and Terms & Conditions

Application Fees

Application / Renewal - \$78

Plus one of the following fees:

- Per Day - \$8 (x number of days permit is sought)
- Per Week - \$21 (x number of weeks permit is sought)
- Per Month - \$26 (x number of months permit is sought)
- Per Year - \$129 (x number of years permit is sought)

Please note:

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Shire of Dardanup
1 Council Drive/PO Box 7016
EATON WA 6232

Phone: (08) 9724 0300 Fax: (08) 9724 0091
Email: records@dardanup.wa.gov.au



Shire of Dardanup

Part 9 OFFICE USE ONLY

Fees Paid:		Signature of Authorised Officer		Date
<input type="checkbox"/>	Yes			
Application Approved:				
<input type="checkbox"/>	Yes			

Business Name	C & D. Mobile	Risk Rating		Scheduled	
Manager/Proprietor		Date	30/01/2018	Follow Up	
Premises Address	2 Forster street	Time	11:00	Complaint	
Business Phone		Officer	John J	Other	

Indicate compliance using ✓/✗ in "Complies?" column. If non-compliance is **serious** indicate by also inserting ✗ in the "Serious N/C" column.

		Complies?	Serious N/C			Complies?	Serious N/C
Receiving				Recalls/Food Disposal			
1	Protection from contamination (5(1) of 3.2.2)			18	Food for disposal not sold/recall process (11, 12 of 3.2.2)		
2	Identification/traceability of food (5(2) of 3.2.2)			Health, Hygiene & Knowledge			
3	Temperature control of PHF (5(3) and (4) of 3.2.2)			19	Health of food handlers - responsibilities (14 of 3.2.2)		
Storage				20	Hygiene of food handlers - responsibilities (13, 15 of 3.2.2)		
4	Protection from contamination (6(1) (a) of 3.2.2)			21	Food business - responsibilities (16, 18 of 3.2.2)		
5	Appropriate environmental conditions (6(1) (b) of 3.2.2)			22	Adequate handwashing facilities (17 of 3.2.2 and 14 of 3.2.3)		
6	Temperature control of PHF inc frozen (6(2) of 3.2.2)			23	Food handling - skills & knowledge (3 of 3.2.2)		
Processing				Premises and Hygiene			
7	Safe and suitable food (7(1) (a) of 3.2.2)			24	Cleanliness of premises, fittings, equipment (19 of 3.2.2)		
8	Protection from contamination (7(1) (b) (i) of 3.2.2)			25	Cleaning/sanitising of food contact surfaces (20 of 3.2.2)		
9	Adequate cooking/processing (7(1) (b) (ii) of 3.2.2)			26	Suitability and maintenance of premises, fittings and equipment (21 of 3.2.2 and 3, 10, 11 & 12 of 3.2.3)		
10	PHF out of temp. control for min. time (7(2) of 3.2.2)			27	Temperature measuring device (22 of 3.2.2)		
11	Cooling of PHF (7(3) of 3.2.2)			28	Use of "single use" items (23 of 3.2.2)		
12	Reheating of PHF (7(4) of 3.2.2)			29	Control of animals and pests (24 of 3.2.2)		
Display				30	Water supply adequate and potable (4 of 3.2.3)		
13	Protection from contamination (8(1), (2), (3) & (4) of 3.2.2)			31	Disposal of sewage and waste water (5 of 3.2.3)		
14	Temperature control of PHF incl. frozen (8(5) of 3.2.2)			32	Storage of refuse & recyclable matter (6 of 3.2.3)		
Packaging				33	Adequate ventilation and lighting (7 & 8 of 3.2.3)		
15	Appropriate materials and process (9 of 3.2.2)			34	Storage of personal effects/chemicals (15 of 3.2.3)		
Transportation and Distribution				35	Adequate toilet facilities (16 of 3.2.3)		
16	Protection from contamination (10(a) of 3.2.2)			PHF means Potentially Hazardous Food. See over for definition.			
17	Temperature control of PHF (10(b) & (c) of 3.2.2)						

COMMENTS/ACTION TO BE TAKEN

Condition is satisfactory.

Not operational at time of inspection

Further Action?	Nil	Reinspection	Letter	Order/Notice	Expiation Notice	
Please attend to any outstanding items by the due date. For enquiries contact the officer on the number below.						Reinspection date:
I have read and I understand the contents of this assessment.				Officer signature:		Officer contact No:
Signature of proprietor/staff:						

540410

(Appendix ORD: 12.6A)

FOOD SAFETY FUNDAMENTALS

Following these 5 rules will help keep our food safe

1. *Store potentially hazardous foods at the right temperature*

- Bacteria need warmth to grow and some bacteria need to grow to large numbers to make people ill.
- Keeping food at or less than 5°C will cause food poisoning bacteria to grow so slowly that it is rarely a problem.
- Keeping food at or above 60°C will cause the bacteria to start to die off as the temperature rises.
- For these reasons, between 5°C and 60°C is known as the 'Danger Zone'.

What is Potentially Hazardous Food? Some foods better support bacterial growth and need special care. These foods are moist, not acidic and contain enough nutrients for bacteria to grow. Such foods include raw and cooked meat, cooked rice, cooked vegetables, prepared salads and milk.

KEEP POTENTIALLY HAZARDOUS FOOD AT OR BELOW 5°C OR AT OR ABOVE 60°C

2. *Cook food thoroughly*

- Ensure the centre of frozen food is fully thawed before cooking
- Cook chicken until the juices run clear.
- Cook mince patties thoroughly so there is no pink.
- Stir foods in microwave ovens during cooking to ensure even heating.
- Use a thermometer to check that food in the centre is at least 75°C after cooking.
- Rapidly reheat food to 70°C for at least two (2) minutes.

Cool food quickly

- Do not leave potentially hazardous foods to cool on the bench top or stove overnight.
- Once cooked food has cooled to reasonably warm (about 45°C) it should be put into the fridge.
- To cool food faster divide it into smaller containers/portions and use metal containers.

3. *Don't cross contaminate*

- Avoid transferring harmful bacteria from raw food to prepared food by:
 - Washing hands thoroughly after handling raw meat,
 - Washing and sanitising chopping boards, knives and any other utensils after preparing raw meat or use separate equipment.
 - Storing uncooked food below cooked food in the refrigerator and keeping all food covered.

4. *Clean all equipment*

- All work areas, utensils and equipment, such as slicers and mixers, must be thoroughly cleaned to ensure bacteria don't have the opportunity to survive and contaminate food the next time the equipment is used.
- Equipment that comes into contact with food, such as knives, chopping boards and eating utensils need to also be sanitised using water at greater than 77°C and/or a chemical sanitiser.

5. *Use good hygiene practices*

- Regularly wash and dry your hands using soap and paper towel especially:
 - Before starting food preparation
 - After handling raw food especially raw meat
 - After using the toilet
- Notify your supervisor if you think you might have food poisoning.
- Avoid handling food until 48 hours after symptoms such as diarrhoea or vomiting have ceased.

Should you have any queries or require clarification about any of the above contact your local Environmental Health Officer on the number listed on the front of this sheet.

Source: 'For Goodness Sake Read This! Food Safety Fundamentals' Dept. Human Services (SA)



INSURER Insurance Australia Limited
 ARN 11 000 016 722
 AFSL 227681
 Trading as CGU Insurance
 181 WILLIAM ST.
 MFT1 BOURNE VIC 3000

BUSINESS INSURANCE

Certificate of Currency

Issue Date
 31 August 2017

The policy referred to is current as at the date of issue of this certificate and whilst an expiry date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

Policy Details

Policy Number: 15T2798658
 Type of Policy: Business Insurance
 Expiry Date: 31 August 2018
 Insured: LES & WANDA MILLS

Cover Details

Section 5 - Liability

Public Liability
 Products Liability

Sum Insured

\$ 10,000,000
 \$ 10,000,000

This is to certify cover has been granted in terms of the Company's Standard Policy, a copy of which is available on request. This certificate is not a substitute for the Policy of Insurance issued to you. The Policy, not this certificate, details your rights and obligations and the extent of your insurance cover.



APPLICATION FORM (Appendix ORD: 12.6A)
TRADER'S PERMIT (Food Vehicles)
*Activities in Thoroughfares and
Public Places and Trading Local Law
Local Government Act 1995*
FORM 150

Date stamp

Part 1 Applicant Details

Applicant Name

LANA WEST

Business Name (if applicable)

BUNSEN'S BURGERS

Name of Community Group (if applicable)

Community Association under Section 242 (Fee Exemption) of the Local Government Act?

☐ Yes

☒ No

Residential Address

13596 South Western Hwy Roelands 6226

Postal Address (if different to Residential)

Home Phone

Mobile Phone

0408 222 585

Work Phone

Fax

Email Address*

westlana2@hotmail.com

Part 2 Location of Trading Activity Details

Location Name (if applicable)

Eaton Foreshore

Lot No

Street No

Street Name

Suburb

Post Code

Part 3 Food Vehicle Details

Make & Model

6' x 4' box trailer

Registration Number

Part 4 Type of Trading Activity Proposed

Type (eg: Itinerant vending – be descriptive)

Cooking and selling burgers from mobile van

Food/Beverage to be sold

Beef, lamb, chicken burgers and cold drinks
(non perishable)

Number of Assistants

1

Description of proposed stands, tables, structures, equipment, or vehicle/s to be used:

Passenger vehicle, 6'x4' box trailer and 2.5m x 2.5m
enclosed awning. Gas hot plate permanently mounted in trailer.

Part 5 Trading Hours

(Appendix OKD. 12.6A)

	From	To		From	To
Monday	07:00	2100	Friday	0700	2100
Tuesday	0700	2100	Saturday	0700	2100
Wednesday	0700	2100	Sunday	0700	2100
Thursday	0700	2100			

Part 6 Declaration

I declare all information provided in this form is true and correct.



Fee payment (refer Part 7) included (please tick)

Applicant Name

LANA WEST

Signature of Applicant

Date

16/6/18

Part 7 Fees and Terms & Conditions

Application Fees

Application / Renewal - \$78

Plus one of the following fees:

- Per Day - \$8 (x number of days permit is sought)
- Per Week - \$21 (x number of weeks permit is sought)
- Per Month - \$26 (x number of months permit is sought)
- Per Year - \$129 (x number of years permit is sought)

Please note:

- The local government may require an applicant provide additional information before determining an application for a permit.
- The local government may require an applicant give public notice of the application for the permit.
- The local government may refuse to approve an application for a permit.
- Permits are valid for **one (1) year** from the date on which it is issued unless it is otherwise stated on the permit.
- A permit may be cancelled by the local government if the permit holder has not complied with a condition of the permit.
- Trading in thoroughfares and public places must comply with the *Shire of Dardanup Activities in Thoroughfares and Public Places and Trading Local Law 2009*, and any other relevant local law, or state law.

Part 8 Return form to

Shire of Dardanup
1 Council Drive/PO Box 7016
EATON WA 6232

Phone: (08) 9724 0300 Fax: (08) 9724 0091
Email: records@dardanup.wa.gov.au



Shire of Dardanup

Part 9 OFFICE USE ONLY

Fees Paid:



Yes



No

Application Approved:



Yes



No

Signature of Authorised Officer

GL: 0724003

Date



HEALTH REPORT -FOOD PREMISES

New
Owner.

ESTABLISHMENT NAME: Bunsen Burgers
 ADDRESS: 7 Melbourne
 OWNER/MANAGER: Lana
 FLOORS: OK WALLS: Good CEILINGS: Good

FOOD T'C

GENERAL COMMENT

REFRIGERATORS:

CHILLERS: Eskies & a freezer connected to car

FREEZERS:

DISPLAY CABINETS:

FOOD WARMERS: Cooked to order

EXHAUST CANOPIES: Open doors. *

WATER SUPPLY: HOT

EQUIPMENT AND UTENSILS: Fire extinguisher may need service, fire blanket is available

FIXTURES AND FITTINGS: Barbeque is in a good condition Paper-towels, soap, sanitiser available

WC'S:

GENERAL COMMENTS: Van is in a good condition

Thermometer is available

Marquee for equipment storage - eskies etc

Serving is through the trailer

*In the long run, provide a warm water basin

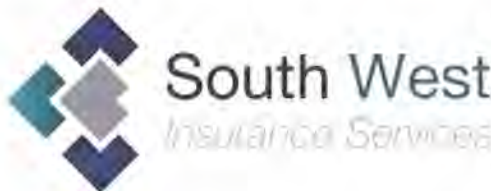
for hand washing.

*Look out for paint chipping out on the floor

SIGNED

22/10/2017

DATE



Southwest Insurance Services Pty Ltd - ABN: 44 162 184 643
As Corporate Authorised Representative CAR# 435120 of
Apollo Risk Services AFSL: 403727 ABN: 60 367 225 615
Level 1, Suite 5, 7 Stirling Street, Bunbury WA 6230
PO Box 629 Bunbury WA 6231
Phone: (08) 9721 2500 Fax: (08) 9721 5473

(Appendix ORD: 12.6A)

As per your request, we have arranged the following insurance cover effective from the 27/09/2017. To ensure your protection, we must receive your remittance within 14 days of you receiving this account.

Page 1 of 6

Bunsen Burgers
13596 South Western Highway
ROELANDS WA 6230

TAX INVOICE

This document will be a tax invoice for GST when you make payment

Invoice Date: 27/09/2017
Invoice No: 66673
Our Reference: BUNSEN BUR

Should you have any queries in relation to this account, please contact your Account Manager
Paul Burns

Class of Policy: Business Insurance
Insurer: Insurance Australia Limited (T/as CGU)
GPO Box 2005, MELBOURNE VIC 3001
ABN: 11 000 016 722
The Insured: Donald Legge

NEW POLICY
Policy No: 15T0234045
Period of Cover:
From 27/09/2017
to 30/09/2018 at 4:00 pm

Details: See attached schedule for a description of the risk(s) insured

2017/2018 Liability Insurance

YOUR DUTY OF DISCLOSURE
PLEASE READ IMPORTANT NOTICE OVERLEAF

NON-DISCLOSURE

If you fail to comply with your duty of disclosure, the Insurer may be entitled to reduce the liability under the Contract in respect of a claim or may cancel the Contract. If your non-disclosure is fraudulent, the Insurer may also have the option of avoiding the Contract from its beginning.

Your Premium:

Premium	UW Levy	Fire Levy	GST	Stamp Duty	Broker Fee
\$378.09	\$0.00	\$0.00	\$43.49	\$41.59	\$56.83

TOTAL Aud \$520.00

(A processing fee applies for Credit Card payments)

APOLLO RISK SERVICES PTY LTD subscribe to the Financial Ombudsman Service Australia (FOS) which is a free consumer service and the Insurance Brokers Code of Practice. Further information is available from our office or ring FOS on 1800 367 287 or visit www.fos.org.au. Clients who are not fully satisfied with our services, should contact our Customer Relations / Complaints Officer on (08)92283332.



Please turn over for further payment methods and information.



Bill Code: 20362
Ref: 4045258191823718



Pay by credit card (Visa, Mastercard, Amex or Diners) at www.deft.com.au or Call 1300 78 11 45. A surcharge may apply.
DEFT Reference Number: 4045258191823718



*498 404525 08191823718



For payments by cheque see reverse.

Apollo Risk Services Pty Ltd
Our Reference: BUNSEN BUR
Invoice No: 66673
Due Date: 27/09/2017

Premium	\$378.09
U'writer Levy	\$0.00
Fire Levy	\$0.00
GST	\$43.49
Stamp Duty	\$41.59
Broker Fee	\$56.83

AMOUNT DUE Aud \$520.00

+404525 8191823718 <

000052000<3+

IMPORTANT INFORMATION

POLICY

This notice refers to a contract of insurance that you have entered into via our company. You should refer to your policy document for the full terms and conditions applicable and you should read them carefully. Should any doubts arise as to the scope of cover provided, please contact us for an explanation.

YOUR DUTY OF DISCLOSURE

Before you enter into a contract of general insurance and up until the commencement of the insurance, you have a duty, under the Insurance Contracts Act 1984, to tell the underwriter of anything that may affect the underwriters' decision whether to insure you and on what terms. You must tell the underwriter about anything that you know, or could be reasonably expected to know taking into account the nature and extent of the insurance cover to be provided and the class of persons who would ordinarily be expected to apply for such insurance cover.

For Eligible Contracts (Eligible Contracts involve individuals purchasing insurance for motor vehicles with carrying capacity under 2 tonne, motorcycle, home building and contents, residential strata, travel, personal accident and sickness and consumer credit) the above duty only applies to questions asked of you by the underwriter. In answering any such questions you must tell them anything that you know and that a reasonable person in the circumstances would include.

You have the same duty before you renew, extend, vary or reinstate an insurance contract. You do not need to tell the underwriter anything that:

- reduces the risk to be insured or that is of common knowledge;
- the underwriter knows or, in the ordinary course of business, ought to know;
- the underwriter has waived your duty to tell them about.

RETAIL CLIENTS

Under the Corporations Act 2001 and associated Regulations Retail Clients are provided with additional levels of protection from other insurance purchasers. The Act defines Retail Clients as:

Individuals or a small manufacturing business employing less than 100 people or any other business employing less than 20 people.

And that are being provided a financial service or product that relates to the following insurance covers:

Motor Vehicle (under 2 tonne), Home building, contents, personal and domestic, Sickness and Accident or Travel, Consumer Credit and other classes as prescribed by regulations.

WHAT ADVICE IS BEING PROVIDED (RETAIL CLIENTS ONLY)

If you are a RETAIL CLIENT (refer above) and a Statement of Advice has not been provided to you with this invoice then the advice that we are giving you related to this transaction is General Advice.

General Advice is advice that has been prepared without considering your current objective's, financial situation or needs. Therefore, before acting on this advice, you should consider the appropriateness of the advice having regard to your current objective's, financial situation or needs.

If the advice provided relates to the acquisition or possible acquisition of a new insurance policy and the underwriter has prepared a Product Disclosure Statement (PDS) we will have attached the PDS for your review. You should consider the PDS prior to making the decision to purchase this product. Further information regarding the income we have been paid by the underwriter for this transaction is available upon request.

AVERAGE / CO-INSURANCE

It is most important that the Sum Insured you select is adequate to represent the value of the insured property and is calculated in accordance with the cover being arranged. Otherwise, you will be under-insured and in terms of the Average / Co-insurance provisions of your policy, you may be responsible for paying part of the loss you actually suffer.

CANCELLATION

If you cancel this insurance prior to the expiry date, we will be entitled to retain such proportion of any broker's fee and/or commission that relate to the unexpired period of insurance.

PRIVACY ACT

The Privacy Act 1988 requires us to inform you on how we collect, use and disclose your personal information. A copy of our Privacy Policy Statement is available on request from our office or from our Website.

COOLING OFF

All Retail Products are subject to a 14-day "cooling off period". This means that if you are not happy with a Retail Product, you have 14 days to withdraw from the new contract at no cost to you other than our broker's fee, which is not refundable.

SUBROGATION

You are warned that should you become a party to any agreement that has the effect of excluding or limiting your underwriter's ability to recover from a third party, your underwriters may have the right to refuse to indemnify you for such loss where it is shown that your underwriter's rights of recovery have been prejudiced by your action.



DEFT is a service of Macquarie Bank



BPAY



Card



In Person



Mail

Contact your participating financial institution to make payment directly from your cheque or savings account.

Your will be required to enter the Biller Code and BPAY reference number as detailed on the front of your invoice.

Pay by credit or debit card at www.deft.com.au or by phone on 1300 78 11 45.

Apollo Risk Services Pty Ltd accepts Mastercard, Visa, American Express & Diners Club Cards.

The phone payment line is a 24-hour service. Calls are charged at the cost of a local call (mobile extra).

Please present page intact at any Australia Post Office.

Payments may be made by cash, cheque or EFTPOS.

Please make any cheques payable to 'DEFT Payment Systems for **Apollo Risk Services Pty Ltd**'.

Detach payment slip and mail with payment to:

DEFT Payment Systems
Locked Bay 2501
PERTH WA 6001

Please make cheques payable to 'DEFT Payment Systems for **Apollo Risk Services Pty Ltd**'.

Please note that receipts will not be issued for mailed payments.

Schedule of Insurance

Class of Policy: Business Insurance
The Insured: Donald Legge

Policy No: 15T0234045
Invoice No: 66673
Our Ref: BUNSEN BUR

BUSINESS INSURANCE

Insured Name - Donald Legge T/AS Bunsen Burgers

POLICY PREMIUM SUMMARY BY INSURANCE CLASS

Section	Total Premium
1 Property	Not Insured
2 Business Interruption	Not Insured
3 Part A Theft of Property	Not Insured
Part B Money	Not Insured
4 Glass	Not Insured
5 Public Liability	\$337.80
Products Liability	\$119.69
6 Employee Dishonesty	Not Insured
7 Machinery	Not Insured
Pressure Equipment	Not Insured
Goods in Cold Chambers	Not Insured
8 Part A Computer Systems /	
Electronic Equipment	Not Insured
Part B Business Interruption	Not Insured
9 General Property	Not Insured
10 Taxation Investigation	Not Insured

COVER DETAILS**IBNA BUSINESS INSURANCE PACKAGE****IBNA BUSINESS INSURANCE****SECTION 5 - LIABILITY**

	LIMIT OF INDEMNITY
Public Liability	
The Business - Mobile Food Van Operation	
Limit of Indemnity	\$20,000,000
Property in Physical or Legal Control	\$250,000
Products Liability	
Limit of Indemnity	\$20,000,000
Property Damage Excess	\$500
Property in Physical or Legal Control	
Excess	\$500

POLICY VARIATIONS AND EXTENSIONS**IBNA BUSINESS INSURANCE PACKAGE**

The IBNA Business Insurance Package Wording applies to this policy.

Variations and Extensions may apply to this policy. These Variations and Extensions may be noted under the relevant Policy Section of this Schedule and/or detailed below.

Policy Variations & Extensions:

Schedule of Insurance

Page 4 of 6

Class of Policy: Business Insurance
The Insured: Donald Legge

Policy No: 15T0234045
Invoice No: 66673
Our Ref: BUNSEN BUR

IMPORTANT NOTICES

Policy Amendments

These amendments should be read in conjunction with your policy booklet as the terms described now form part of your policy.

THE WAY WE HANDLE YOUR PERSONAL INFORMATION

We collect personal information from you for the purpose of providing you with insurance products, services, processing and assessing claims.

You can choose not to provide this information, however, we may not be able to process your requests.

We may disclose information we hold about you to other insurers, an insurance reference service or as required by law. In the event of a claim, we may disclose information to and/or collect additional information about you from investigators or legal advisors.

If you wish to update or access the information we hold about you, contact us.

WORKERS COMPENSATION

Workers Compensation Insurance is compulsory if you have employees. Separate cover can be arranged in those states where legislation permits.

CHANGE OF INSURER - ENDORSEMENT:

This endorsement is dated 01 August 2017 and will apply to all policies taken out, or with a renewal effective date, on or after this date.

The information in this endorsement should be read with the last Policy You received for the Policy specified in your Policy Schedule and any other applicable endorsement.

Changes to your Policy:

Your Policy is amended by the following:

Change 1: Change to details of CGU Insurance Limited ABN 27 004 478 371 AFS Licence No. 238291

All references to "CGU Insurance Limited ABN 27 004 478 371 AFS Licence No. 238291" are deleted and replaced by "Insurance Australia Limited ABN 11 000 016 722 AFSL 227681 trading as CGU Insurance".

Change 2: Change to details of CGU Insurance Limited

All references to "CGU Insurance Limited" are deleted and

Schedule of Insurance

Page 5 of 6

Class of Policy: Business Insurance
The Insured: Donald Legge

Policy No: 15T0234045
Invoice No: 66673
Our Ref: BUNSEN BUR

replaced by "Insurance Australia Limited trading as CGU Insurance".

Insurer
Insurance Australia Limited
ABN 11 000 016 722 AFSL 227681 trading as CGU Insurance

Schedule of Insurance

Page 6 of 6

Class of Policy: Business Insurance
The Insured: Donald Legge

Policy No: 15T0234045
Invoice No: 66673
Our Ref: BUNSEN BUR

**GENERAL ADVICE WARNING
RETAIL CLIENTS**

Under the Corporations Act 2001 Retail Clients are provided with additional levels of protection from other insurance purchasers. The Act defines Retail Clients as:

Individuals or a small manufacturing business employing less than 100 people or any other business employing less than 20 people.

And that are being provided a financial service or product that relates to the following insurance covers:

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IMPORTANT NOTICE – WHAT ADVICE IS BEING PROVIDED (RETAIL CLIENTS ONLY)

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If the advice provided relates to the acquisition or possible acquisition of a new insurance policy you should consider the enclosed PDS prior to making the decision to purchase this product. Information regarding the income we have been paid by the insurer for this transaction is available upon request.

Appendix D: Photos - Bunsen's Burgers food trailer





BUNSEN'S MENU

Beef Burger \$10.00

150g Angus Beef Pattie
BBQ Onions
Tomato, Lettuce, Baby Greens
Sauce of your choice

The Lot \$14.00
(Bacon, Egg, Cheese)

Lamb Burger \$10.00

120g Lamb Pattie
Fresh BBQ Onions
Lettuce, Tomato, Baby Greens
Sauce of your choice

The Lot \$14.00
(Bacon, Egg, Cheese)

Steak Burger \$12.00

Scotch Fillet Steak
Fresh BBQ Onions
Tomato, Lettuce, Baby Greens
Sauce of your choice

The Lot \$16.00
(Bacon, Egg, Cheese)

Bacon & Egg Burger \$8.00

2 full rashers of Bacon
Egg

Sauce of your choice

Salad \$1.00 extra

B.L.T. \$8.00

Bacon, Lettuce, Tomato
Sauce of your choice

Junior Burger \$5.00

Angus Beef Pattie
Cheese
Sauce of your choice

Salad \$1.00 extra

Bunsen's Menu

Sauces

Barbecue, Tomato, Burger, Garlic, Aioli, Sweet Chilli, Peri Peri, Satay, Hot Chilli, Mayonnaise, Mustard, Hollandaise, Garlic Yogurt

Extras

Bacon- \$1.00

Cheese- \$1.00

Egg- \$1.00

Cold Cans

Coke

Coke Zero

Lemonade

Solo

Sunkist

Kola Beer

Ginger Beer

\$2.50

Water

600ml

\$2.50

All drinks \$2.00 with every burger

Applicant: Bunsen's Burgers – Mrs Lana West

Qualitative Criteria	Applicant's Response
Benefit to the Community a) Outline of the business profile and operations (what is being offered/sold)?	Bunsen's Burgers is a family owned small business based in Roelands (Harvey Shire). The products provided are burgers, soft drinks, juice drinks and bottled water. The burgers we make are a high quality gourmet style using high quality beef and lamb patties. The menu we have provided is our current menu and is subject to change as we develop our business and learn more about which items are popular and refine our pricing etc.
(b) Rates/prices and proposed days/times of operation.	Wednesday 4:00pm – 8:00pm Thursday 4:00pm – 8:00pm Friday 4:00pm – 8:00pm Saturday 10:00am – 4:00pm Sunday 10:00am – 2:00pm <i>Menu and price list - (Appendix ORD: 12.8C)</i>
(c) Details of all activities/products that will be available to the public.	By operating at the Eaton Foreshore location, Bunsen's Burgers will provide the local community with a good quality meal option conveniently located at a recreational area. This would further enhance the public peoples' experience while using the newly improved park and boat ramp area, making it easier for families to use the area without having to plan around meal times.
Experience of the Trader (a) Provide details of trading history including other local government areas where trade has been conducted.	Lana was most recently employed as a cook in a local convenience type kitchen, cooking burgers and other products and serving customers. She has had several other roles in the past in restaurants and convenience kitchens.
(b) Provide scope of the Respondent's history of involvement in the proposed trading activity.	We have only recently started operating the business and have been operating at the Gelorup and Dalyellup markets and the recent Waroona Show. We have had plenty of positive feedback from customers and managers of the events.
(c) Demonstrate competency and proven track record or trading activity.	<i>(see above)</i>
Appearance and Quality of the Operation and Equipment (a) Details of equipment/vehicles to be used (photos are desirable).	The food service van is a 6" x 4" trailer set up for food service and cooking and with a 3m x 3m annex set up at the rear for extra space. <i>Photos of food vehicle – (Appendix ORD: 12.8D)</i>
(b) Details of ancillary equipment to be used (i.e. tables, chairs etc.).	The cooking is done on a gas hotplate only so there is no generator or 240v power source required. It does not produce any waste water or waste oil and we do not use any Styrofoam or non-biodegradable packaging.
(c) Details of the number of employee(s).	<i>(The applicant has given indication that two people will operate the vehicle)</i>
(d) Space required to conduct trading activities (a	The space required is 6m x 3m, or approx. 11m x 3m with car attached (preferred). Service window is on left side. It is usually

Qualitative Criteria	Applicant's Response
scaled layout plan is desirable).	operated by one person, however this can increase to two people during busy trade periods.
Safety and Risk Management Measures Implemented by the Trader (a) A demonstrated understanding of the trading activity and the associated risks.	<p>There are two 8.5kg LPG bottles on the van (properly mounted). This and cooking oils presents the requirement to be prepared in the unlikely case of a fire.</p> <p>The well known risks associated with cooking and serving food to the public are managed by good hygiene and food handling practices. We use patties that are supplied as partially cooked frozen. We keep them frozen until used and they are cooked from frozen. When onsite we use a 12v freezer and iceboxes to keep meat and other goods chilled/frozen and we monitor temps with an infrared thermometer (temp gun). The iceboxes are kept cold using -18degree icepacks, so there is no melting ice wetting products, or waste water.</p>
(b) An understanding of the potential risks from operating at the subject location.	As the van does not use any 240v power there is no risk of shock and no requirement for electrical inspection or certification.
(c) A strategy or Management Plan to address any potential risks.	To ensure we are prepared we have a powder fire extinguisher and fire blanket readily accessible. If a fire was unable to be controlled (unlikely), the exit is easily accessible and the gas bottles can easily and quickly be turned off and removed from the van, which we have practiced. Also the gas bottles are equipped with safety valves which automatically shut off the flow of gas in the case of a gas leak.
(d) Evidence that the risk management measures can be implemented.	(see above)
(e) Any contingency measures or back up of resources including personnel (where applicable).	In the unlikely event of causing illness or injury to a member of the public, we have a public liability insurance policy for \$20,000,000.
Appropriateness of the Activity/Business (a) Appropriateness of the activity in the context of the Eaton Foreshore and associated facilities.	As stated in section "A" <i>Business Profile</i> , we believe that having a food van operating at Eaton Foreshore would be appropriate and beneficial to the public using the area.
(b) Appropriateness of the activity in the context of the users of the Eaton Foreshore.	It would mean that people/families could spend longer using the area as they would have the option of eating at the park without having to prepare meals before or go home for their meal.
(c) How the activity will co-exist with active and passive users of the Eaton Foreshore.	Also it has been mentioned there is already a coffee van business working there. We believe that these two business types would complement each other (as we do not provide coffee), which would further improve the convenience for the public to stay longer.

Jasmine Sillifant

From: SUP Bunbury <supbunbury@gmail.com>
Sent: Tuesday, 19 June 2018 7:07 PM
To: Corinne Shaw
Subject: Re: SUP Bunbury - Traders Permit Renewal - July 2018 - June 2019
Attachments: image001.jpg

Hi Corinne,

Yes, I am interested in renewing the permit for 2018/2019.

Please let me know what is required from here for this year.

Kind regards,

Melissa

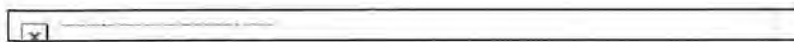
On Tue, 12 Jun. 2018, 12:15 pm Corinne Shaw, <Corinne.Shaw@dardanup.wa.gov.au> wrote:

Hi Melissa

Could you please advise if you intend to trade within the Shire of Dardanup over the July 2018 – June 2019 financial year? If so, I will arrange to have an application form and invoice for the renewal of your Permit printed and posted to you. The fee for the renewal of a Traders Permit for a 12 month period (including application fee) is \$207. You will also be asked to provide evidence of current Public Liability insurance, and a copy of your latest food inspection letter if you are selling food and are based outside the Shire of Dardanup.

I would appreciate hearing from you before 31 July, so I can raise invoices as soon as possible. If no contact is made before this date, then we will assume that you no longer wish to trade within the district. Please note that this includes all trading at events on reserves and other public places within the Shire of Dardanup, with the exception of the Eaton Foreshore Festival and the Bull and Barrel Festival.

Kind regards



Corinne Shaw

Environmental Health Officer

SHIRE OF DARDANUP | Council Drive | PO Box 7016 | Eaton WA 6232
p: 08 9724 0310 | f: 08 9724 0000 | e: corinne.shaw@dardanup.wa.gov.au



APPLICATION FORM TRADER'S PERMIT (Food Vehicles)

Activities in Thoroughfares and
Public Places and Trading Local Law
Local Government Act 1995

FORM 150



Part 1 Applicant Details

Applicant Name

MELISSA HYNYNEN

Business Name (if applicable)

SUP BUNBURY

Name of Community Group (if applicable)

Community Association under Section 242 (Fee Exemption) of the Local Government Act?

☐

Yes

☒

No

Residential Address

24 BRADFORD LOOP, EATON WA 6232

Postal Address (if different to Residential)

Home Phone

-

Mobile Phone

0406 494 301

Work Phone

0487 144 080

Fax

-

Email Address

SUPBUNBURY@GMAIL.COM

Part 2 Location of Trading Activity Details

Location Name (if applicable)

EATON FORESHORE

Lot No

Street No

Street Name

PRATT RD

Suburb

EATON

Post Code

6232

Part 3 Food Vehicle Details

Make & Model

Registration Number

Part 4 Type of Trading Activity Proposed

Type (eg: Itinerant vending - be descriptive)

SUP LESSONS / TOURS / FITNESS

Food/Beverage to be sold

N/A

Number of Assistants

1-3

Description of proposed stands, tables, structures, equipment, or vehicle/s to be used:

NISSAN NAVARA (1 DRQ498) TOWING CUSTOM TRAILER (1TBT694)
40B STAND UP PADDLEBOARDS, LEASHES, PADDLES.

OCCASIONAL ERECTION OF 3M x 3M GAZEBO FOR LONGER SESSIONS.

Part 5 Trading Hours

	From	To		From	To
Monday	6 AM	7:30 PM	Friday	6 AM	7:30 PM
Tuesday	6 AM	7:30 PM	Saturday	6 AM	7:30 PM
Wednesday	6 AM	7:30 PM	Sunday	6 AM	7:30 PM
Thursday	6 AM	7:30 PM			

Part 6 Declaration

I declare all information provided in this form is true and correct.

☐

Fee payment (refer Part 7) included (please tick)

Applicant Name

MELISSA HYNENEN

Signature of Applicant

Melissa Hynenen

Date

14/11/17

Part 7 Fees and Terms & Conditions

Application Fees

Application / Renewal - \$78

Plus one of the following fees:

- Per Day - \$8 (x number of days permit is sought)
- Per Week - \$21 (x number of weeks permit is sought)
- Per Month - \$26 (x number of months permit is sought)
- Per Year - \$129 (x number of years permit is sought)

Please note:

- The local government may require an applicant provide additional information before determining an application for a permit.
- The local government may require an applicant give public notice of the application for the permit.
- The local government may refuse to approve an application for a permit.
- Permits are valid for one (1) year from the date on which it is issued unless it is otherwise stated on the permit.
- A permit may be cancelled by the local government if the permit holder has not complied with a condition of the permit.
- Trading in thoroughfares and public places must comply with the *Shire of Dardanup Activities in Thoroughfares and Public Places and Trading Local Law 2009*, and any other relevant local law, or state law.

Part 8 Return form to

Shire of Dardanup
1 Council Drive/PO Box 7016
EATON WA 6232

Phone: (08) 9724 0300 Fax: (08) 9724 0091
Email: records@dardanup.wa.gov.au



Part 9 OFFICE USE ONLY

Fees Paid:

☐

Yes

☐

No

Application Approved:

☐

Yes

☐

No

Signature of Authorised Officer

GL: 0724003

Date



Payer: MELISSA HYNYNEN
24 BRADFORD LOOP
EATON WA 6232

TAX INVOICE / RECEIPT
ABN: 57 305 829 653

Receipt Number: 111707

Receipt Date : 15.11.17

Receipt Type	Detail	Amount
Miscellaneous	TRADERS PERMIT PER YEAR NAME: MELISSA HYNYNEN Account: 107240030	\$129.00
Miscellaneous	TRADERS PERMIT APPLICATION / RENEWAL NAME: MELISSA HYNYNEN TYPE: SUP LESSONS (FITNESS) Account: 107240030	\$78.00

* GST Exclusive Charge \$207.00

* GST: \$0.00

Total: \$207.00

Tendered: \$207.00

Cash	Cheque	Other
\$0.00	\$0.00	\$207.00

Change Given: \$0.00

Round Amount: \$0.00

Selection Criteria Council for determining applications for Trader's Permits at Eaton Foreshore

1. Any relevant policies of the local government

Policy CP033 Mobile Traders on Eaton Foreshore directs Council to consider the items included in 6-11 below, in addition to the provisions of Clause 5.5 of the Local Law (items 1-5).

2. The desirability of the proposed activity

In approving CP033, Council has determined that it is desirable to have trading activities occurring at the Eaton Foreshore Reserves.

3. The location of the proposed activity

Shire Principal Parks and Environment Supervisor (Mr David Mort) has indicated suitable trading locations in the parking bay on the Eastern side of the entrance. Frosty Boy and Mr Whippy have not expressed any preference regarding trading location, and both vehicles are expected to require a single carpark each in the trading location proposed.

Bunsen's Burgers have advised they would prefer a location away from the entranceway if their application is successful, which may be able to be negotiated with the Director Engineering and Development Services and possibly the trader approved to operate from the parking bay closest to the jetty. They have not provided details of the dimensions of their set up including vehicle, trailer or gazebo, but this is estimated at approximately 11m long and max of 2.5m wide (gazebo), and will require a minimum of 2 vehicle spaces within the parking bay that has been proposed. As the width of the proposed trading location is 2.3m and the gazebo and trailer is accessed from the road side of the vehicle, the concerns of the applicant about separation from traffic leaving the Foreshore carpark are understandable.

SUP Bunbury operate from the beach adjacent to the jetty, and the Principal Parks and Environment Supervisor is happy for this operator to continue to drive vehicles onto the reserve for loading and unloading paddleboards, provided they continue their previous practice of removing the vehicles from the reserve once loading or unloading has been completed.

4. The principles set out in the Competition Principles Agreement

The Competition Principles Agreement deals with price oversight of Government Business Enterprises, competitive neutrality (the elimination of resource allocation distortions due to the public ownership of entities engaged in significant business activities), structural reform of public monopolies, legislation review to ensure that legislation does not restrict competition unless it can be demonstrated that the benefits to the community of restricting competition outweigh the costs and that the objectives of the legislation can only be achieved by restricting competition, and to protect third party access to infrastructure required to permit competition. While this Agreement must be followed by Local Government, the Principles do not appear to be relevant to this situation.

5. Any other such matters as the local government may consider to be relevant in the circumstances of the case

Council may wish to consider that the expression of interest from SUP Bunbury is to conduct Stand Up Paddleboard (SUP) lessons, tours and fitness from the beach at Eaton Foreshore between the hours of 6am to 7:30pm, with occasional erection of a 3m by 3m gazebo. It may be possible to consider the SUP Bunbury expression of interest as a "Type B" trader (Mobile traders providing a service for which minimal equipment is required and which are flexible in terms of location i.e. fitness, yoga, tai-chi classes etc), allowing SUP Bunbury to be approved in addition to the maximum of two "Type A" traders able to be approved under Policy CP033. Before issue of any approval to SUP Bunbury, it is recommended that a condition requiring written approval from the Shire of Harvey and the Department of Transport is imposed, as the main location of the commercial activity is occurring on the waters of the Collie River, which is outside the Shire of Dardanup Local Government area.

6. Benefit to the community;

Frosty Boy (Kelvin Henderson)	Mr Whippy (Les & Wanda Mills)	Bunsen's Burgers (Lana West)	SUP Bunbury (Melissa Hynnen)
Operator is based in Dardanup West	Operator is based within the City of Bunbury	Operator is based in Roelands, and has traded within the Shire of Dardanup since December 2017 including attending events organised by the Shire of Dardanup. See attachment for information on qualitative criteria supplied with 2017 application.	Operator is based in Eaton, and operates from Eaton and Bunbury.

All traders provide the benefit of providing local jobs (Frosty Boy and SUP Bunbury to Shire residents and Mr Whippy and Bunsen's Burgers to residents of the greater Bunbury area), with profits retained within the region.

All traders provide services at a highly valued recreational location. A comparison of the hours stated on the applications is not useful, as these appear to indicate the possible extent of hours rather than the actual hours each proposes to trade.

7. Experience of the trader;

Frosty Boy (Kelvin Henderson)	Mr Whippy (Les & Wanda Mills)	Bunsen's Burgers (Lana West)	SUP Bunbury (Melissa Hynynen)
This trader became Registered as a food business with the Shire of Dardanup in 2016, and has operated at events and for roaming trade since that time.	This trader has operated within the Shire of Dardanup for roaming trade for several years	The applicant took over the business in mid-2017, and was approved to trade from the Eaton Foreshore in December 2017. She has operated from Shire of Dardanup organised events at Eaton Foreshore and Burekup Oval. See attachment for information on qualitative criteria supplied with 2017 application.	The trader applied to operate from the Eaton Foreshore in December 2017, and has operated within the City of Bunbury since 2014.

8. Appearance and quality of the operation and equipment;

Frosty Boy (Kelvin Henderson)	Mr Whippy (Les & Wanda Mills)	Bunsen's Burgers (Lana West)	SUP Bunbury (Melissa Hynynen)
The van appears well set up and in good condition. Photo provided.	The van is an older vehicle, and meets minimum standards.	The trailer and gazebo appear well set up and in good condition. Photo provided. See attachment for information on qualitative criteria supplied with 2017 application.	Consists of trailer and vehicle used for transporting paddleboards, with use of flags and possibly a gazebo. Appearance and quality can only be judged from photos posted on Facebook, and appear satisfactory.

9. Safety management measures implemented by the trader;

Frosty Boy (Kelvin Henderson)	Mr Whippy (Les & Wanda Mills)	Bunsen's Burgers (Lana West)	SUP Bunbury (Melissa Hynynen)
No details of safety management issues have been provided.	No details of safety management issues have been provided.	See attachment for information on qualitative criteria supplied with 2017 application.	No details of safety management issues have been provided.

10. Risk management measures implemented by the trader;

Frosty Boy (Kelvin Henderson)	Mr Whippy (Les & Wanda Mills)	Bunsen's Burgers (Lana West)	SUP Bunbury (Melissa Hynynen)
The applicant has advised that all products are fresh and equipment is cleaned and sanitised as per manufacturer specifications or Health Department recommendations.	No details of risk management methods have been provided.	See attachment for information on qualitative criteria supplied with 2017 application.	No details of risk management methods have been provided.

11. The appropriateness of the activity/ business having regard to pedestrian, patron and vehicular safety within the area;

Frosty Boy (Kelvin Henderson)	Mr Whippy (Les & Wanda Mills)	Bunsen's Burgers (Lana West)	SUP Bunbury (Melissa Hynynen)
Appears appropriate for the area	Appears appropriate for the area	Appears generally appropriate for the area, however the protrusion of the gazebo into the accessway makes an alternative trading location desirable. See attachment for information on qualitative criteria supplied with 2017 application.	Appears appropriate for the area

Grounds for the local government to refuse to approve an application:

- The applicant has committed a breach of any provision of this local law or of any written law relevant to the activity in respect of which the permit is sought

Frosty Boy (Kelvin Henderson)	Mr Whippy (Les & Wanda Mills)	Bunsen's Burgers (Lana West)	SUP Bunbury (Melissa Hynynen)
No breaches of the Local Law or other written law have been observed or advised to Shire Environmental Health Officers.	A complaint was received regarding regular operation at Gnomesville in breach of Traders Permit conditions. The operator advised he was unaware of the conditions on his traders permit, and a warning letter only was issued. No other complaints have been received.	No breaches of the Local Law or other written law have been observed or advised to Shire Environmental Health Officers.	No breaches of the Local Law or other written law have been observed or advised to Shire Environmental Health Officers.

- That the applicant is not a desirable person or suitable person to hold a permit

There is no indication that any of the applicants are not a suitable or desirable person to hold a Permit.

- The applicant is an undischarged bankrupt or is in liquidation, has entered into any composition or arrangement with creditors, or a manager, administrator, trustee, receiver or a receiver and manager has been appointed in relation to any part of the applicant's undertakings or property

This information is not requested in the current application form, and no details of financial status are held for any applicant.

(Appendix ORD: 12.7A)



**APPLICATION FORM
TO KEEP THREE (3) OR MORE CATS**
Appendix 1 - Cat Policy - Dev 36
FORM 113

RECEIVED
29 MAR 2018
Name: SK
Date stamp

Part 1 Applicants Details

Name

MARILYN LEE

Daytime Contact Phone Number

9728 0861

Mobile Phone

Postal Address

4/11 TRUSTY PLACE DARDANUP

Email Address

Are you the Legal Owner of the cats in question?

☒ Yes☐ No, please ensure you also complete Parts 4 & 5**Part 2 Proposed Cats to be Kept**

	Breed	Sex	Colour	Age	Name	Registration No	Local Government
1	MOGGY	M	GREY	18	MOUSIE	LT04863	GERALDTON
2	L/H PART PERSIAN	F	BLACK	7	CUDDLERS	LT04864	GERALDTON
3	L/H PART PERSIAN	F	BLACK	7	FLUFFY	LT04927	GERALDTON
4							
5							
6							

Part 3 Property details of Application to Keep Three (3) or More Cats

Lot No

4

Street No

11

Street Name

TRUSTY PLACE

Suburb

DARDANUP

Part 4 Owner of cats (ONLY complete if the Applicant is NOT the legal owner of the cats)

Owner Name

MARILYN LEE

Daytime Contact Phone Number

9728 0861

Mobile Phone

Postal Address

4/11 TRUSTY PLACE DARDANUP

Email Address

Part 5 Ongoing ownership of cats (ONLY complete if the Applicant is NOT the legal owner of the cats)

(Appendix OKD: 12.7A)

Will the cats be returned to the owner as described in Part 4?

☐

NO

☐

YES, please provide return date below:

Return Date

Part 6 Please provide justification for applying to keep three (3) or more cats

I have 3 cats Mouse, who is 18 years old, blind he may not survive the winter if it is as severe as last winter. Then I will only have the 2 black cats, budgies & Fluffy which will be within your by-laws as owning just 2 cats + 1 dog.

Part 7 Declaration

I certify that the details on this application are true and correct (false or misleading information may affect my application). I understand that completion of this form does not constitute automatic approval of my application.

Signature of Applicant

Date

Part 8 Return form to

Shire of Dardanup
1 Council Drive/PO Box 7016
EATON WA 6232

Phone: (08) 9724 0000
Email: records@dardanup.wa.gov.au



Shire of Dardanup

Title: Property inspection – Application to
keep more than 2 cats
Address: Unit 4/11 Trusty Place, Dardanup

Time: 2.00pm
Date: 24/4/2018
Photographs taken by: Ranger JFF

Photo 1



Comment: Mousey

Photo 2



Comment: Fluffy

Photo 3



Comment: Cuddles

Title: Property inspection – Application to
keep more than 2 cats
Address: Unit 4/11 Trusty Place, Dardanup

Time: 2.00pm
Date: 24/4/2018
Photographs taken by: Ranger JFF

Photo 5



Comment: Litter tray

Photo 6



Comment: Water dispenser



**CONSENT/OBJECTION FORM
TO KEEP THREE (3) OR MORE CATS**
Appendix 2 - Cat Policy - Dev 36



FORM 114

Part 1 Personal Details

Name

IRS BERNICE DEPIAZZI

Daytime Contact Phone Number

9728 1034

Mobile Phone

Postal Address

P.O. Box 204

DARDANUP 6236

Email Address

depiazzi@westnet.com.au

Part 2 Property Address of Application to Keep Three (3) or More Cats

Lot No

Street No

Street Name

Suburb

Part 3 Consent/Objection

It is hereby advised that I:

(Please tick 1 box ONLY)

☐

DO NOT OBJECT

☒

OBJECT

to the application to keep three (3) or more cats at the property as described in Part 2 of this form, for the following reasons:-

I feel three cats = one dog in a small home without any lawn or garden at the back, is asking for trouble. Already I have seen a cat jump the fence and explore my garden and then hops back. Digging up my vegetable garden makes me cross.

Signature

B Depiazzzi

Date

14/5/18

Part 4 Return form to

Shire of Dardanup
Ranger Services
1 Council Drive/PO Box 7016
EATON WA 6232

Phone: (08) 9724 0355
Email: records@dardanup.wa.gov.au



CONSENT/OBJECTION FORM TO KEEP THREE (3) OR MORE CATS

Appendix 2 - Cat Policy - Dev 36

FORM 114



Part 1 Personal Details

Name

ALAN COOPER

Daytime Contact Phone Number

Mobile Phone

0498 688 644

Postal Address

UNIT 11 TRUSTY PLACE
DARDANUP 6236

Email Address

Part 2 Property Address of Application to Keep Three (3) or More Cats

Lot No

Street No

Street Name

UNIT 11

11

TRUSTY PLACE

Suburb

DARDANUP 6236

Part 3 Consent/Objection

It is hereby advised that I:

(Please tick 1 box ONLY)

☐

DO NOT OBJECT

☒

OBJECT

to the application to keep three (3) or more cats at the property as described in Part 2 of this form, for the following reasons:-

ALONGSIDE MY UNIT THERE BIRDS IN
THE NATURE STRIP.
THEY ESCAPE ALL THE TIME FROM
UNIT 4 AND UNIT 2.
WHEN THEY GET OUT THEY SHIT
IN EVERYONES GARDEN.
I DON'T BELIEVE THEY ARE GOOD PET OWNERS.

Signature

Date

A Cooper

Part 4 Return form to

Shire of Dardanup
Ranger Services
1 Council Drive/PO Box 7018
EATON WA 6232

Phone: (08) 9724 0355
Email: records@dardanup.wa.gov.au



**CONSENT/OBJECTION FORM
TO KEEP THREE (3) OR MORE CATS**
Appendix 2 - Cat Policy - Dev 36

FORM 114



Part 1 Personal Details

Name

Patricia Rockliff

*This letter was not received
until 25-5-18*

Daytime Contact Phone Number

97280204

Mobile Phone

Postal Address

PO Box 356, Dardanup
(Unit 3, 11 Trusty Place, Dardanup)

Email Address

everlastingcrochet@bigpond.com

Part 2 Property Address of Application to Keep Three (3) or More Cats

Lot No

Unit 3

Street No

11

Street Name

Trusty Place

Suburb

Dardanup

Part 3 Consent/Objection

It is hereby advised that I:

(Please tick 1 box ONLY)

☐

DO NOT OBJECT

☒

OBJECT

to the application to keep three (3) or more cats at the property as described in Part 2 of this form, for the following reasons:-

- ① When they get out, They jump the fence and dig in neighbours gardens.
- ② We have a lot of birds here and cats like to catch birds. Next door to these units, there is a park and the birds, including wrens, nest here. I've even seen a kingfisher/honeyeater, and I certainly don't want them caught by a cat.
- ③ When I moved here, I paid a lot of money →

Signature

PJ Rockliff

Date

30-5-18

Part 4 Return form to

Shire of Dardanup
Ranger Services
1 Council Drive/PO Box 7016
EATON WA 6232

Phone: (08) 9724 0355
Email: records@dardanup.wa.gov.au

to have my entire back yard enclosed with
netting/mesh, to keep my cat enclosed.
I choose to be a responsible cat owner
and I think everyone else should, be
as well.



**CONSENT/OBJECTION FORM
TO KEEP THREE (3) OR MORE CATS**

Appendix 2 - Cat Policy - Dev 36

FORM 114



Part 1 Personal Details

Name

HELEN MULLEN

Daytime Contact Phone Number

Mobile Phone

0421 954 674

Postal Address

611 TRUSTY PLACE
DARDANUP

Email Address

Part 2 Property Address of Application to Keep Three (3) or More Cats

Lot No

Street No

Street Name

Suburb

Part 3 Consent/Objection

It is hereby advised that I:

(Please tick 1 box ONLY)



DO NOT OBJECT



OBJECT

to the application to keep three (3) or more cats at the property as described in Part 2 of this form, for the following reasons:-

Signature

H Mullen

Date

19/5/18

Part 4 Return form to

Shire of Dardanup
Ranger Services
1 Council Drive/PO Box 7016
EATON WA 6232

Phone: (08) 9724 0355
Email: records@dardanup.wa.gov.au



**CONSENT/OBJECTION FORM
TO KEEP THREE (3) OR MORE CATS**
Appendix 2 - Cat Policy - Dev 36



FORM 114

Part 1 Personal Details

Name

Valerie von Willisen

Daytime Contact Phone Number

1728 0850

Mobile Phone

Postal Address

PO Box 327
DARDANUP

Email Address

Part 2 Property Address of Application to Keep Three (3) or More Cats

Lot No

4

Street No

11

Street Name

TRUSTY PLACE

Suburb

DARDANUP

Part 3 Consent/Objection

It is hereby advised that I:

(Please tick 1 box ONLY)



DO NOT OBJECT



OBJECT

to the application to keep three (3) or more cats at the property as described in Part 2 of this form, for the following reasons:-

ALL THESE CATS DO NOT LEAVE THE INSIDE OF UNIT 4. THEY ARE HOUSE CATS ONLY. THE MALE CAT IS 19 YEARS OLD & THE TWO FEMALE CATS ARE 6/7 YEARS OLD SO THEY HAVE BEEN HOUSE TRAINED. THEREFORE I HAVE NO OBJECTIONS TO MRS LEE KEEPING HER 3 CATS. ALL 3 ARE MICROCHIPPED REGISTERED & DESSEX.

Signature

Valerie von Willisen

Date

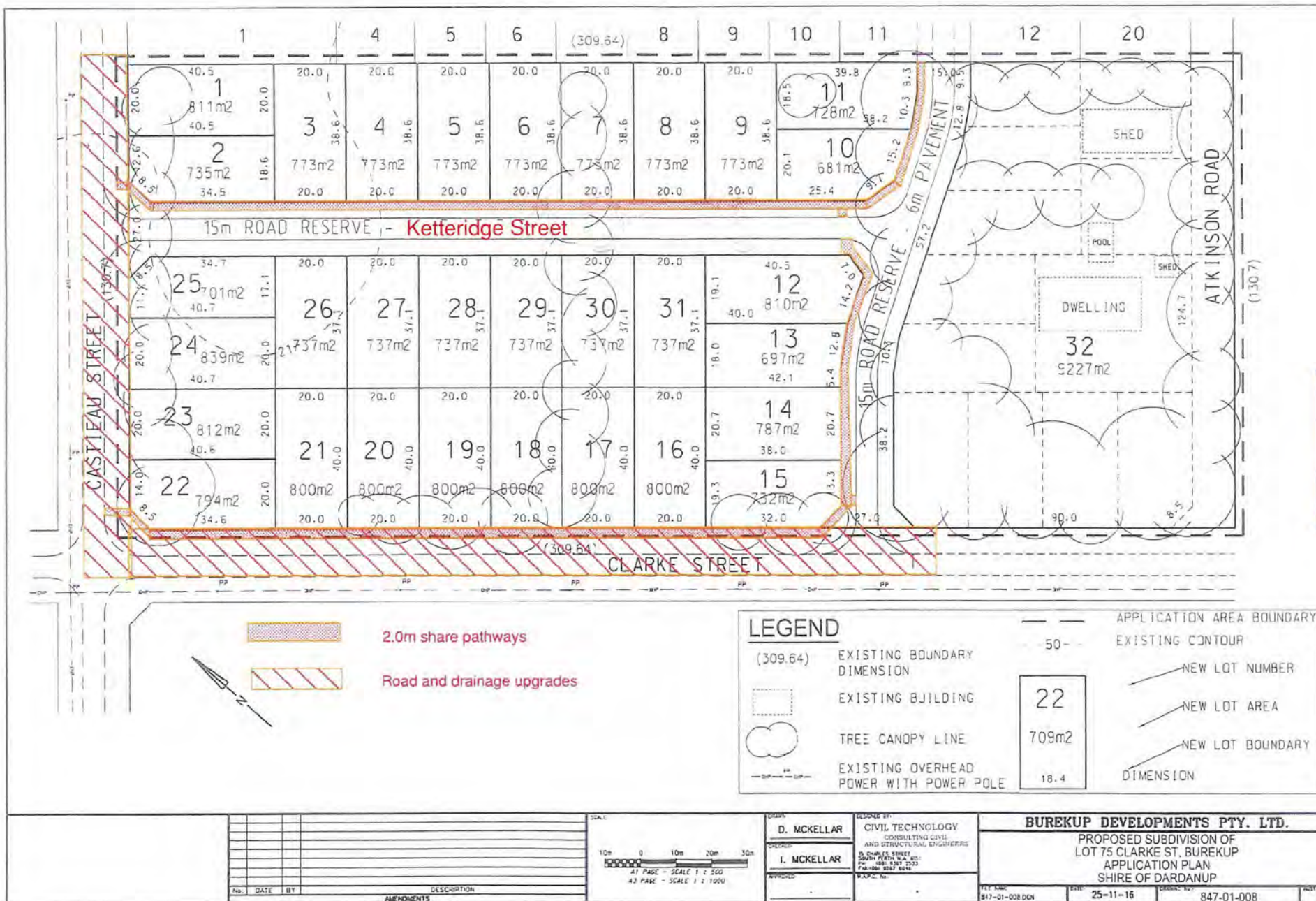
10/5/18

Part 4 Return form to

Shire of Dardanup
Ranger Services
1 Council Drive/PO Box 7016
EATON WA 6232

Phone: (08) 9724 0355
Email: records@dardanup.wa.gov.au

DEPARTMENT OF PLANNING	FILE
25/11/2016	154553



Alice Baldock

From: davro@wn.com.au
Sent: Wednesday, 20 June 2018 8:16 AM
To: Alice Baldock
Subject: RE: Stet name Burekup

Follow Up Flag: Follow up
Flag Status: Completed

Hi Alice
Regarding the street names

First preference : Ketteridge
Second : Darlington

Regards Dave



PO Box 157, Brunswick WA 6224
Ph. 0428 261 554 Fax. 9726 1267
www.totalcivilearthworks.com.au
ABN 79 615 414 625

From: Alice Baldock <Alice.Baldock@dardanup.wa.gov.au>
Sent: Tuesday, June 19, 2018 3:36 PM
To: davro@wn.com.au
Subject: RE: Stet name Burekup

Good afternoon Dave,

Please find attached a copy of the Geographic Road Name Register. I have highlighted in red the potential road names that relate to the Burekup area.

Please advise one or two that may be suitable for the subdivision as I will be able to begin discussions with the geographic names committee regarding the suitability and prepare a report to Council to endorse.

Kind regards,

Alice Baldock
Planning Officer

From: davro@wn.com.au [<mailto:davro@wn.com.au>]
Sent: Monday, 18 June 2018 8:06 AM

To: Alice Baldock
Subject: Stet name Burekup

Hi Alice

We need to name one of the streets in the new development in Burekup. (plan attached the street that is in the development off Castieau St)

Generally planning staff give us a list of names to choose from which then goes back to council for endorsement and then to the Geo graphical naming group for final approval.

I need to get this underway ASAP , due to needing the street named in our future concept designs etc.

Regards Dave



PO Box 157, Brunswick WA 6224
Ph. 0428 261 554 Fax. 9726 1267
www.totalcivilearthworks.com.au
ABN 79 615 414 625

"This message contains privileged and confidential information intended only for the use of the addressee or entity named above. Use of this information beyond this intended use is unauthorised"

**Environmental Protection Authority**

Chief Executive Officer
Shire of Dardanup
PO Box 7016
EATON WA 6232

Our Ref: CMS17345
Enquiries: Angela Coletti, 6364 7600
Email: Angela.Coletti@dwer.wa.gov.au

Dear Sir/Madam

DECISION UNDER SECTION 48A(1)(a)
Environmental Protection Act 1986

SCHEME:	Shire of Dardanup – Town Planning Scheme 3 – Amendment 200
LOCATION:	Lot 500 & part Lot 501 Pratt Road, Eaton
RESPONSIBLE AUTHORITY:	Shire of Dardanup
DECISION:	Referral Examined, Preliminary Investigations and Inquiries Conducted. Scheme Amendment Not to be Assessed Under Part IV of EP Act. No Advice Given. (Not Appealable)

Thank you for referring the above scheme to the Environmental Protection Authority (EPA).

After consideration of the information provided by you, the EPA considers that the proposed scheme should not be assessed under Part IV Division 3 of the *Environmental Protection Act 1986* (EP Act) and that it is not necessary to provide any advice or recommendations.

Please note the following:

- For the purposes of Part IV of the EP Act, the scheme is defined as an assessed scheme. In relation to the implementation of the scheme, please note the requirements of Part IV Division 4 of the EP Act.

- There is no appeal right in respect of the EPA's decision to not assess the scheme.

Yours sincerely

Patrick Seares
Delegate of the Environmental Protection Authority
Executive Director EPA Strategic and Guidance

9 April 2018

Suzanne Occhipinti

From: Mary Groom <mary.groom@outlook.com>
Sent: Friday, 11 May 2018 11:11 AM
To: Submissions Planning
Subject: Proposed Scheme Amendment 200

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Sir/Madam,

With reference to your recent communication to us regarding the above proposed amendment, and on reviewing the submission on your website, we wish to advise that we have no objection to this amendment being passed by the council if the council finds it prudent to do so.

Your sincerely,

Mary A Groom
Brian W Groom

Suzanne Occhipinti

From: Daniel Wong <daniel.wong@dwer.wa.gov.au>
Sent: Tuesday, 15 May 2018 3:53 PM
To: Alice Baldock
Subject: Proposed Scheme Amendment 200 – Lot 500 & Part Lot 501 (on Plan 410950) Pratt Road, Eaton
Attachments: Floodplain management advice - Lot 431 Hamilton Road Eaton, Riverside Caravan Park development; Attachment 1.jpg

15th May 2018

Our Reference: PA 020529, DWERT50~11

Your Reference: TPS3 - 200 , TPS-R0523399

To: Shire of Dardanup

From: Department of Water and Environmental Regulation

Attention: Alice Baldock

RE: Proposed Scheme Amendment 200 – Lot 500 & Part Lot 501 (on Plan 410950) Pratt Road, Eaton

Dear Alice,

Thank you for referring this proposal to the Department for our comment.

Both of these subject lots are shown within the red polygon in Attachment 1.

This Scheme Amendment is to rezone Lot 500 from 'Short Stay Residential' to local reserve for 'Recreation'; and rezoning part Lot 501 Pratt Road from local reserve for 'Recreation' to 'Short Stay Residential'.

The purpose of this Scheme Amendment is to designate the actual landuse with the appropriate zoning; noting that part Lot 501 Pratt Road is an existing development.

Hence there is no change to the on-ground landuse with the Scheme Amendment and the Department has no objection to this amendment.

It should however be noted that if any structures are proposed within the subject lots, our previous flood advice remains (see attachment).

Thank you.

Yours faithfully,

Daniel Wong

Environmental Officer
Department of Water and Environmental Regulation
South West Region

Email: daniel.wong@dwer.wa.gov.au
Phone: 08 9726 4113
Fax: 08 9726 4100
Postal: PO Box 261, Bunbury, WA 6231
Location: 35-39 McCombe Road, Bunbury, WA 6230

Water Resource Advice Only

The Department of Water has recently merged with the Department of Environment Regulation and Office of the Environmental Protection Authority to create the new agency Department of Water and Environmental Regulation.

The former agencies are in the process of amalgamating their functions. Until this fully occurs, please note that the advice in this correspondence pertains only to water resource matters previously dealt with by the Department of Water.

Disclaimer: This e-mail is confidential to the addressee and is the view of the writer, not necessarily that of the Department of Water and Environmental Regulation, which accepts no responsibility for the contents. If you are not the addressee, please notify the Department by return e-mail and delete the message from your system; you must not disclose or use the information contained in this email in any way. No warranty is made that this material is free from computer viruses.



Department of Biodiversity,
Conservation and Attractions

(Appendix ORD: 12.9B)



Your ref: TPS3 - 200
Our ref: PRS 42573 2016/001050
Enquiries: Tracy Teede
Phone: 08 9725 4300
Email: swlanduseplanning@dbca.wa.gov.au

Chief Executive Officer
Shire of Dardanup
PO Box 7016
EATON WA 6232

ATTENTION: Alice Baldock

**PROPOSED SCHEME AMENDMENT 200 –
LOT 500 & PART LOT 501 PRATT ROAD EATON**

The Department of Biodiversity Conservation and Attractions' Parks and Wildlife Service South West Region has no comments on the above proposal.

It is considered that the proposal and any potential environmental impacts will be appropriately addressed through the existing planning framework.

Thank you for the opportunity to comment on this application. Please contact Tracy Teede at the Parks and Wildlife Service's South West Region office if you have any queries regarding this advice.

For Regional Manager
Parks and Wildlife Service

15 June 2018

South West Region
PO Box 1693, Bunbury, Western Australia 6230
Phone: (08) 9725 4300 Email: bunbury@dbca.wa.gov.au
dbca.wa.gov.au

SHIRE OF DARDANUP**MINUTES OF THE SHIRE OF DARDANUP RESPONSIBLE CAT OWNERSHIP WORKING GROUP MEETING HELD ON THURSDAY, 28 JUNE 2018, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 9.00AM.****1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Chairperson Cr. P R Perks declared the meeting open at 9.07am, welcomed those in attendance and referred to the Acknowledgement of Country; Emergency Procedure; the Disclaimer and Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region by recognising the strength, resilience and capacity of Gnaala Karla Booja people in this land.

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

Committee members acknowledge that only the Chief Executive Officer or a member of the Shire of Dardanup staff appointed by the Chief Executive Officer is to have contact with consultants and suppliers that are appointed under contract to undertake the development and implementation of projects.

The exception to this Policy is when there is a meeting of the committee or working group with the consultant and the Chief Executive Officer or the Chief Executive Officer's representative is present.

Members of committees acknowledge that a breach of this Policy may result in a request to Council to have them removed from the committee.

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call).

2. RECORD OF ATTENDANCE & APOLOGIES

2.1 Attendance

Cr Patricia Perks	-	Elected Member – Chairperson
Cr Carmel Boyce	-	Elected Member
Mr Steve Potter	-	Manager Development Services
Mr Murray Halden	-	Senior Ranger
Mrs Lee Holben	-	Manager Community Services
Mr David Mort	-	Principal Parks & Environmental Supervisor
Mrs Peta Nolan	-	Executive Governance Officer

Observer

Ms Jackie Nicol	-	Environmental Officer
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2.2 Apologies

Mrs Kristy Hitchens	-	Communications Officer – Media
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3. PETITIONS/DEPUTATIONS/PRESENTATIONS

Environmental Officer, Ms Jackie Nichol will join the working group to facilitate discussion within the group about evidence, recent information and experiences with regard to feral cats in communities.

Discussion:

Principal Parks & Environment Supervisor, Mr David Mort advised that he attended a WALGA event on native vegetation health. There were several academics in attendance providing valuable information about the benefits of native animal activity on vegetation health and the indirect impacts cats have on native vegetation by hunting the native animals.

Environmental Officer, Ms J Nichol presented a simplified version of the WALGA presentation for the group's information. She advised that the fauna that was in the area before settlement helped to enhance the environment. This had a positive impact on the wetlands and bush areas. She advised that the recent studies into natural systems have found that small digging animals have a very important role to play in keeping the whole environment healthy. For example, these small animals move 3.9 tonnes of soil per year. When they do this they bury leaf litter which reduces the intensity of fires stopping leaf litter from building up on the forest floor.

A trial was held in Mandurah which found that where there were domestic animals there was a decrease in the small fauna in the area, as well they found the vegetation was suffering. Where there were no domestic animals, there were obviously more small fauna but as well, the vegetation was found to be in better health with better root systems and resilience to disease. Another trial at Karakamia Sanctuary, where they have a specific fenced area full of the smaller fauna. Over time it was found that vegetation became much more resilient to disease, there were more species growing and there was new growth of trees. This was attributed to the healthy populations of the small digging animals.

Ms Nichol stated that in Dardanup, we do not have much space for digging mammals and that it is likely that many are being eaten by introduced animals. Something to also consider is that if stray cats are removed, more foxes move in which is not ideal. So a holistic approach to management of domestic animals needs to be considered long-term.

Research about small animals and the impact they have on the environment is in the initial stages still however research to date shows that the decrease in small animals negatively impacts the environment, with these animals spreading fungi, turning over the soil, helping with seed dispersal and helping to create links with fungi and tree roots.

In the meantime, a lot can be done. The Shire can be working towards control of introduced animals, continued education programs with the community, revegetation projects as well as looking at areas of exclusion in the long term. Also, creating links in the landscape so fauna can find their way and breed successfully.

In summary, Ms Nichol advised that the Symposium addressed the issues of the long term impacts of the decline of small animals in the environment and encouraged the Shire to look at long term resolution of these issues. We should be considering how we can realistically do things over time to make vulnerable areas more resistant to change and providing opportunities to maintain the smaller mammals to help us do this.

Cr. C N Boyce advised that in an urban setting it is difficult to manage domestic animals.

Cr. P R Perks advised that she had attended the Feral Cat Symposium organised by the Peel- Harvey Catchment Council and the message from this day reiterated the need to educate the community in a positive way.

Mr Mort advised that the Shire is currently undertaking revegetation and education. He stated that awareness is important and that if people let their cat out at night it is detrimental to the environment.

Cr. P R Perks advised she considers that the focus should be around the conversation on protecting your cat as the issue of cats is an emotional issue.

Cr. C N Boyce advised that she spoke to Mr Mark Batty who is the Environmental Officer at WALGA. She requested for him to investigate and provide information about other local government local laws regarding confinement. She further stated that it is very difficult to enforce for Ranger Services.

Ms Nichol advised that she has researched adult behavioural change and that it does take time for people to make change. The Shire should look at incentives within their campaigns.

Some campaign focus can be placed on the aspect that people like the natural environment and present the message that you can help. We live in a Peri Urban environment in Dardanup and it would be positive to run a campaign on how people can assist.

There was discussion about recent issues with cats and information received about feral cats and cats being dumped.

Cr. C N Boyce advised that Councillors are stating that there is a lack of statistics and little evidence about cats in Dardanup which makes decision making difficult.

Manager Development Services, Mr Steve Potter advised that currently Rangers mainly infringe cats for not being registered.

4. MINUTES OF PREVIOUS MEETING

4.1 Responsible Cat Ownership Working Group Meeting Held 24 May 2018

Officer Comment

The times listed against the names of attendees were incorrectly recorded. Cr. C N Boyce and Mr S Potter were in attendance at the opening of the meeting. Cr. C N Boyce left the meeting at 11.10am and Mr S Potter left the meeting at 10.45am.

OFFICER RECOMMENDED RESOLUTION & RESPONSIBLE CAT OWNERSHIP WORKING GROUP RESOLUTION

RCOWG 6-18 MOVED - Cr. C N Boyce SECONDED - Mr S Potter

THAT the Minutes of the Responsible Cat Ownership Working Group Meeting held on 24 May 2018, be confirmed as true and correct subject to the following corrections:

- **Page 1, Record of Attendance be amended as follows:**

2.1 *Attendance*

Cr Patricia Perks

Cr Carmel Boyce

Mr Steve Potter

Mrs Kristy Hitchens

Mrs Peta Nolan

Elected Member – Chairperson

Elected Member ~~{11.10am}~~

Manager Development Services ~~{10.45am}~~

Communications Officer – Media

Executive Governance Officer

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

6. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

7. DECLARATION OF INTEREST

Discussion:

Chairperson, Cr. P R Perks declared an Impartiality Interest as she holds the position of Branch Manager for Bunbury SAFE. Cr. P R Perks remained in the room and would consider matters on their merits and vote accordingly.

8. REPORTS OF OFFICERS AND WORKING GROUP MEMBERS

8.1 Promotional Campaign – Sterilisation, Microchipping and Registration Subsidy

Reporting Officer: Mr Steve Potter – Manager Development Services

Officer Comment

The Responsible Cat Ownership Working Group recommended the following for Council consideration at its meeting on 27 June 2018. The outcomes of the Council meeting will be presented for discussion at this meeting:-

That Council endorses a program to offer a promotional campaign to residents, for a subsidy of sterilisation, micro chipping and registration fees as follows:-

- a) A male sterilisation up to \$75.00.*
- b) A female sterilisation up to \$125.00.*
- c) Micro chipping subsidy of \$10.00.*
- d) A subsidy of a maximum of two cats per family.*
- e) A budget limit allowance of \$6,600.*

Should this program be endorsed by Council it is recommended that the Working Group allocate time to consider the format and timing of the delivery of the promotional campaign.

Senior Ranger, Mr Murray Halden is currently preparing a project package to present information for use by the Working Group and to assist with approaching the local Veterinary Clinics to promote a partnership approach to Responsible Cat Ownership.

Discussion:

Manager Development Services, Mr Steve Potter advised that the measures outlined in the resolution were endorsed by Council at its meeting on 27 June 2018. He advised that Mrs P Nolan and Mr Halden are working on a package that will be presented to the Veterinary Clinics.

Cr. P R Perks commenced discussion about the timing of the campaign and when it would be delivered as it is noted that July is the National Cat Sterilisation Month.

There was discussion by the group about the need to deliver a well prepared and well managed campaign whilst also delivering the program as soon as possible. Cr. C N Boyce confirmed that the purpose of the campaign is to be a trial. All agreed that it is important that the trial is successful.

It was noted that Councillors are asking how the success of the campaign will be measured. Mr S Potter advised that it will be purely on the numbers of cats that are sterilised.

Manager Community Services, Ms Lee Holben advised that the Working Group could consider having two rounds to the campaign, possibly September 2018 and March 2019, using the first round as publicity of the second round.

It was agreed to work with a two round campaign and promote the concept of 30 cats in 30 days. Mr Potter also stated that we need to increase our promotions of cat sterilisation during this period when cats are breeding.

ACTION 09-18:

Manager of Development Services, Mr S Potter to liaise with Communications Officer – Media, Mrs Kristy Hitchens regarding a promotional program of responsible cat ownership with a focus on sterilisation leading up to the cat breeding season.

ACTION 10-18:

Manager of Development Services, Mr S Potter to liaise with the Local Veterinary Clinics regarding partnership opportunities for the responsible ownership of cats.

Cr. C N Boyce suggested that in light of today's discussions regarding a variety of issues with animals within our community this Working Group may move towards an animal management program in the future.

8.2 Confirmation of Budget Allocation

The budget allocation for the Cat Management Program was considered at the Council Budget Meeting on 20 June 2018 at which time Council endorsed the amount of \$9,000 (tbc) for the 2018/2019 Financial Year.

Discussion

Cr. P R Perks advised that the budget has been confirmed however the name of the budget item has been changed to the Animal Management Program.

8.3 Feral Cat Program Monitoring – Promotional Strategy

Reporting Officer: Mr David Mort – Principal Parks & Environmental Supervisor

Officer Comment

The Feral Cat Monitoring Program will commence on Monday 2 July 2018 for a period of 2 weeks. Monitoring of cats will be undertaken by setting a number of remote 'trail cameras' within Millars Creek. The images will be assessed and the number of cats will be determined based on the pelage of the individual cats captured on pictures or video.

Discussion:

Principal Parks & Environment Supervisor, Mr D Mort reported that the monitoring will commence on 2 July 2018. He advised that there has been a lot of feedback from community about cats in Millars Creek so the monitoring report will be informative. He further reported that the Shire's Parks and Gardens crew continually are witnessing cats during the day time hours in this area. The cats run into the drains.

Cr. C N Boyce advised that information from the Symposium outlined a distinction between stray, feral and domestic. Cr. P R Perks feels that it is mainly stray cats that we would be dealing with. Ms Jackie Nichol advised that it is unlikely that there are any true feral cats there.

Cr. P R Perks suggested that we can use the information received as a positive message for cat owners.

PENDING ACTIONS:

ACTION#	MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
02-18	02-05-18	Manager Development Services – Mr Steve Potter	Undertake the review of the rebate offered under the cat sterilisation program with the possibility of a higher rebate for female sterilisation to be considered.	Addressed in Agenda Item 5.1 of 24-05-2018 Agenda. Refer to RCOWG 5-18	In Progress
03-18	02-05-18	Manager Development Services – Mr Steve Potter	Investigate the possibility of making an arrangement with the local Veterinary Clinics for a reduced Cat Sterilisation charge for residents of the Shire of Dardanup as part of a Shire initiated program for responsible cat ownership.	Addressed in Agenda Item 5.1 of 24-05-2018 Agenda. Refer to RCOWG 5-18	
04-18	02-05-18	Manager Development Services – Mr Steve Potter	Investigate the possibility of a free sterilisation and registration month for cats owned by Shire of Dardanup residents to promote the uptake of compliance with the Cat Act 2011. Details of the program to be reported back to the Working Group.	Subsidised rate rather than 'free' sterilisation being considered. Refer to RCOWG 5-18	In Progress
06-18B	02-05-18	Manager Development Services – Mr Steve Potter	Investigate surrounding local governments and agencies to identify opportunities for best practice in cat management to include: <ul style="list-style-type: none"> • Partnerships between local governments; • Partnerships between local governments and agencies involved in animal rescue/ welfare; and • Initiatives undertaken by local governments to address cat management issues. 	To be investigated over the longer term.	Pending
07-18	24-05-18	Senior Ranger – Mr Murray Halden	Mr Murray Halden to investigate whether the waiving of registration fees will comply with the Cat Act 2011.		Current
08-18a	24-05-18	Communications Officer – Mrs Kristy Hitchens	Recommence promotions of the Cat Hero Program.		Current

ACTION#	MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
RCOWG 5-18	24-05-18		<p>THAT the Working Group recommends that Council endorses a program to offer a promotional campaign to residents, for a subsidy of sterilisation, micro chipping and registration fees as follows:-</p> <p>f) A male sterilisation up to \$75.00. g) A female sterilisation up to \$125.00. h) Micro chipping subsidy of \$10.00. i) A subsidy of a maximum of two cats per family. j) A budget limit allowance of \$6,600.</p>	To be presented to Council for consideration at its meeting to be held on 27 th June 2018.	Current
08-18b	24-05-18		Manager Development Services, Mr S Potter to investigate the budget options of an ongoing rebate for cat sterilisation, considering the expenditure for the recommended Cat Sterilisation, Micro chipping and Registration Campaign and Feral Cat Monitoring Program, with the view to increasing the rebate amount in the future.		Current

Discussion:

07/18 Mr Halden advised that under the Cat Act 2011 the registration fee for cats can be waived by the Shire.

RCOWG 5-18 This recommendation was endorsed by Council at its meeting held on 27 June 2018 and will be a focus for the Committee.

08/18a Mr Potter advised that he will liaise with Mrs K Hitchens regarding the commencement of cat promotions.

08/18b Mr Potter advised that now the budget has been adopted the issue of the ongoing rate for sterilisation can be addressed in the future.

6. CLOSURE OF MEETING.

The next Cat Ownership Working Group meeting to be held Wednesday 25th July 2018, commencing at 10.30am at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the meeting closed at 10.09am.