



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

## AGENDA

For The  
Ordinary Meeting of Council  
To Be Held At

TUESDAY 19 NOVEMBER 2019  
AT 5:00PM

Council Chambers  
39 Bannister Rd, Boddington

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1. DECLARATION OF OPENING:

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

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

2.1.1	Attendance
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2.1.2	Apologies
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Nil at this time.

2.1.3	Leave of Absence
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Nil at this time.

3. DISCLOSURE OF FINANCIAL INTEREST:

Nil at this time.

4. PUBLIC QUESTION TIME:

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

Nil at this time.

4.3 PUBLIC QUESTIONS FROM THE GALLERY:

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/  
SUBMISSIONS:

Nil at this time.

6. CONFIRMATION OF MINUTES:

6.1.1 Ordinary Meeting of Council held on Tuesday 15 October 2019

That the minutes of the Ordinary Meeting of Council held on Tuesday 15 October 2019 be confirmed as a true record of proceedings

6.1.2 Special Meeting of Council held on Wednesday 6 November 2019

That the minutes of the Special Meeting of Council held on Wednesday 6 November 2019 be confirmed as a true record of proceedings

7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT  
DISCUSSION:

## 8. REPORTS OF OFFICERS AND COMMITTEES:

### 8.1 PLANNING CONSULTANT:

8.1.1	Development Application – Proposed Holiday Home – Lot 1 (No 254) Days Road, Bannister
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Location:	Lot 1 on Plan 22597 (No. 254) Days Road, Bannister
Applicant:	Michael Seats
File Ref. No:	A806
Disclosure of Interest:	Nil
Date:	19 November 2019
Author:	Steve Thompson
Attachments:	8.1.1A Location Plan 8.1.1B Information initially provided by the applicant 8.1.1C Bushfire Management Plan (Separate Attachment) 8.1.1D Submission from the neighbour 8.1.1E Response from the applicant 8.1.1F <i>Planning Bulletin 99 Holiday Homes Guidelines</i> 8.1.1G Extract from <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>

#### Summary

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

#### Background

The Council, at its Ordinary Meeting on 15 October 2019, resolved at Motion 84/19 as follows:

‘Requested that this item Lay on the Table.’

Following the Council meeting on 15 October 2019, the current Shire Ranger inspected the application site and the Shire has reviewed whether any infringements relate to the owner of 254 Days Road. The site inspection revealed compliance with the *Fire Access Track Order 2019/20* for small lot holders or hobby farms on 20 hectares or less. In respect to firebreaks and their adequacy, a check of Shire records indicates that to the Shire administration’s knowledge, there have not been any infringements issued against the property owner.

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

The site:

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

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

#### *Advertising the Development Application*

The Shire administration invited comment on the Development Application through writing to 8 adjoining/nearby landowners, to Councillors and to the Bushfire Brigade Chief. In response, the Shire received 1 submission on the Development Application which is provided in Attachment 8.1.1D.

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

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

#### *Planning framework*

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

LPS2 defines holiday home as follows:

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

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

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

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

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

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

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

### Comment

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

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

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

### *Bushfire management*

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



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

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

#### *Being a good neighbour*

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

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

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

As the proposal does not intensify the use of the site, it is suggested that imposing a condition requiring new boundary fencing which exceeds sufficient rural fencing standards not be imposed. Instead, the owner is encouraged to work with the neighbour to the west/north and engage a licenced surveyor to peg the boundary. Following this, to share costs in establishing and maintaining a suitable boundary fence.

#### *Right to farm*

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

#### *On-going management and maintenance*

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

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

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

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

#### *Road upgrading and developer contributions*

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

#### *Potable water*

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

#### Strategic Implications

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

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

#### Statutory Environment

*Planning and Development Act 2005*, *State Administrative Tribunal Act 2004* and LPS2. The applicant has a right of review to the State Administrative Tribunal to review the Council's decision. Accordingly, it is recommended that Council's decision is based on sound planning and legal principles. This includes that it addresses matters that are relevant to the application and that conditions meet established legal tests.

#### Policy Implications

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

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

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

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

#### Financial Implications

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

#### Economic Implications

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

#### Social Implications

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

#### Environmental Considerations

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

#### Consultation

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

#### Options

The Council can:

1. approve the Development Application with no conditions;
2. approve the Development Application with conditions;
3. refuse the Development Application (giving reasons); or
4. defer and request additional information (this will trigger a right of review to the State Administrative Tribunal).

OFFICER RECOMMENDATION – ITEM 8.1.1

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

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

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

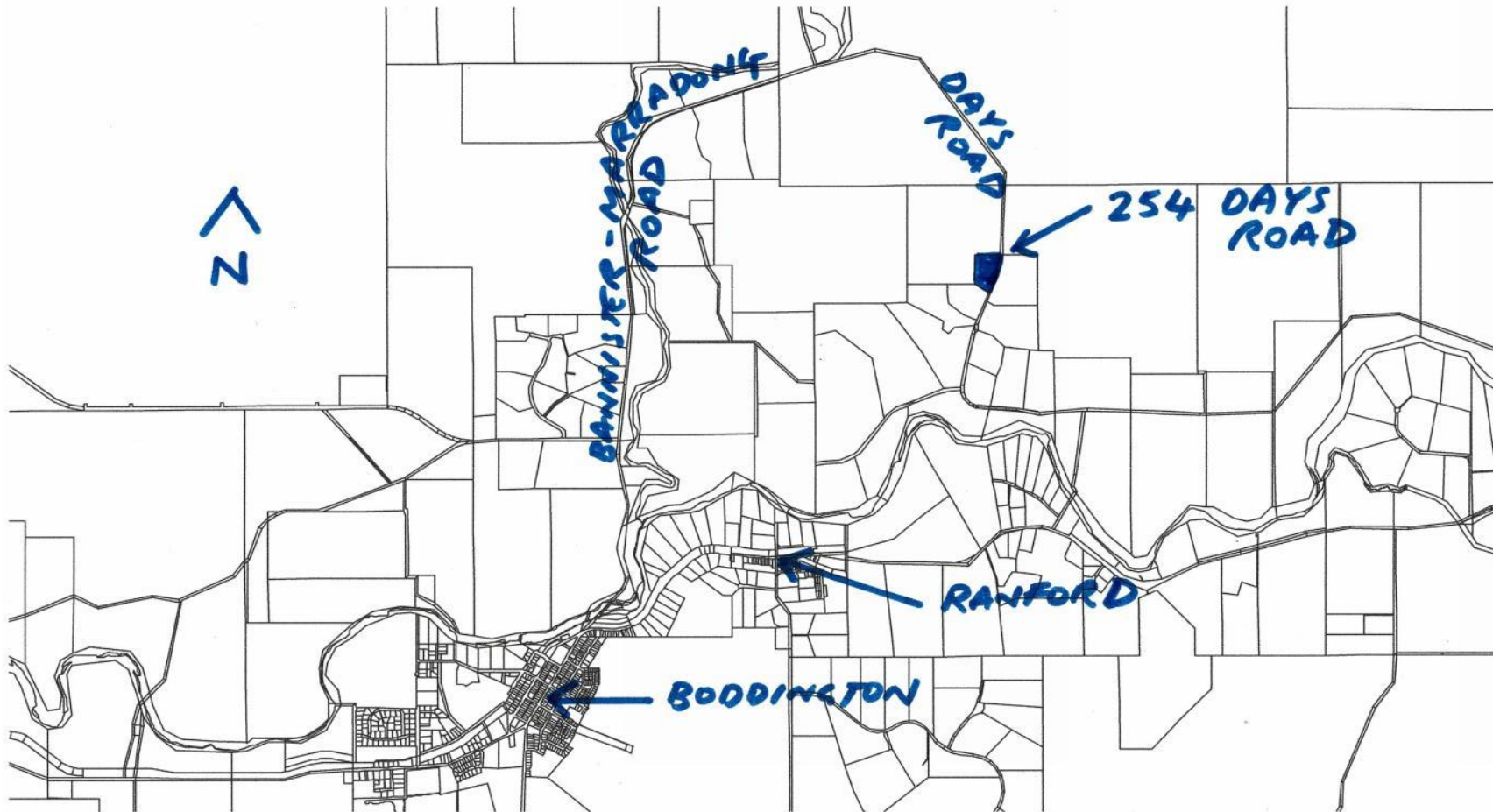
6. The landowner/operator is to ensure that noise levels from the guests and any pets are considerate of adjoining properties and are to be especially low in volume between 8.00pm and 8.00am.
7. A maximum of eight guests are permitted to stay at any one time.
8. Implementation of the Bushfire Management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

#### Advice

- A) The proponent is advised that this Development Approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.
- B) There is a separate requirement to reclassify the use of the building from a Class 1a building to a Class 1b building as set out in the *National Construction Code*. This is achieved through a separate requirement to gain a Building Permit.
- C) The proponent is advised that the approved development must comply with all relevant regulations and legislation. The proponent is advised that the development may be accompanied by responsibilities inherent under the *Disability Discrimination Act, 1992*.
- D) Complementing Conditions 3 and 4, the landowner/operator will be required to prepare an internal evacuation plan as part of the Building Permit process. This is separate to the submitted Bushfire Emergency Evacuation Plan which predominately related to external factors.
- E) In relation to Conditions 5 and 6, the landowner/operator should ensure that guests (and as relevant their pets) are always considerate of neighbours. Activities should be especially low in volume between 8.00pm and 8.00am and are to comply with the *Environmental Protection (Noise) Regulations 1997*.
- F) In relation to Condition 5, the landowner/operator is to make appropriate arrangements, prior to commencement of the holiday home use, outlining how they will advise patrons of the Management Plan. This should include information provided on the website, social media platforms, tourist accommodation booking platforms and at the holiday home.

- G) In relation to Conditions 8 and 9, these plans should be regularly reviewed to ensure they comply with best practice to assist in managing bushfire risk. As part of this, an Asset Protection Zone should always be permanently maintained around the holiday home.
- H) Potable water is required to comply with the *Australian Drinking Water Guidelines*. The local government may require water samples to be taken and independently analysed. Should the local government be required to arrange the testing, it will be at the cost of the landowner/operator.
- I) The owner is encouraged to work with the neighbour to the west/north and engage a licenced surveyor to peg the boundary. Following this, to share costs in establishing and maintaining a suitable boundary fence.
- J) The landowner/operator should ensure that a suitable Public Liability Insurance Policy is always maintained while the holiday home use is operating.
- K) Some signage does not require Shire development approval while other signage requires development approval before it can be installed. Please contact the Shire for details.
- L) Part 14 of the *Planning and Development Act 2005* provides the right to apply to the State Administrative Tribunal for review of some planning decisions and the proponent may wish to take professional advice to determine whether or not such a right exists in the present instance. The *State Administrative Tribunal Rules 2004* require that any such applications for review be lodged with the Tribunal.

ATTACHMENT 8.1.1A



# ATTACHMENT 8.1.1B

## Application for Development Approval

254 Days Rd Bannister

### Proposal to change use to Short-term Holiday Accommodation

#### **Background**

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

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

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

#### **Bushfire Management**

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

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

#### **Potable Water**

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

#### **Property Management and Maintenance**

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



# ATTACHMENT 8.1.1B

## House Floor Plan



### Being a good neighbour

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

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

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

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

Yours Faithfully,

Dr Michael Seats

18 August, 2019

9/9/2019

Hello Steve Thompson.

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

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

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

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

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

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

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

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

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

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

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

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

## TRES PASS 2018

1. [REDACTED] started a fire late October 2018. It burnt for the whole of November 2018. It burnt out 2kms of our fence caused 8kms of gader roads thru' four of our paddocks dropped 200 trees burnt out 2/3 of paddock. Created 'deer track mess etc

When [REDACTED] had this country it was eaten out & had appropriate firebreaks. This for some reason no longer occurs! [REDACTED] merely lit up massive heaps of dead redgums, the sort that burn for a couple of weeks. But just kept leaving his property fire unattended. We have not heard any outcome as to how this was dealt with! Not good behaviour. FULLY REPORTED

2. [REDACTED] Benister, found driving around our farm and tried to turn tail & run. Not good behaviour, should have stopped and introduced himself properly. UNREPORTED

3. Vandalism around our lay day area and sheds, wide spread. Reported to Boddington Police - Sept 2018.

4. Poaching - shack dam, poacher ran, left behind tupperware container and knife. Reported to Boddington Police.

5. Poaching - [REDACTED] - 4 adults, 4 kids, no helmets, licences, drinks

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

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

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

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

## FIRE READY ?

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

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

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

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

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

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

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

To agree to the DA we would see as  
a minimum

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

Please any questions just call

Best regards

Tim Brownfield, Lot 207 Days Rd.

0439514902.

timbo.brownfield@gmail.com

# ATTACHMENT 8.1.1E

## Development Application Shire of Boddington

Mr. Chris Littlemore  
Chief Executive Officer  
Shire of Boddington

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

Dear Mr. Littlemore,

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

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

### **1. Need for appropriate fencing on northern and western boundaries**

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

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

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



## ATTACHMENT 8.1.1E

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

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

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

### 2. Fire Control

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

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

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

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

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

## ATTACHMENT 8.1.1E

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

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

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

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

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

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

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

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

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

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### **Conclusion**

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

Yours Faithfully,

Dr Michael Seats

September 23<sup>rd</sup>, 2019.

## 1 Introduction

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

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

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

## 2 Background

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

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

## 3 Objectives

The objectives of this planning bulletin are:

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

## 4 Proposed guidelines

### 4.1 Overview

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

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

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

local planning scheme and policies already in effect.

### 4.2 Local planning schemes

#### 4.2.1 Definitions

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

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

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

#### 4.2.2 Holiday homes as a use class

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

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

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

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

#### 4.3 Local planning policy

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

The content of a local planning policy may include:

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

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

#### 4.4 Preferred locations for holiday homes

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

#### 4.5 Holiday homes register

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

#### 4.6 Voluntary accreditation

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

#### 4.7 Transitional arrangements

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

### 6 Comment

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

Western Australian Planning Commission  
469 Wellington Street  
Perth WA 6000

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## ATTACHMENT 8.1.1G

### 67. Matters to be considered by local government

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

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

## ATTACHMENT 8.1.1G

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

## 8.2 MANAGER FINANCIAL SERVICES:

### 8.2.1 List of Payments – October 2019

Disclosure of Interest:	Nil
Date:	14 November 2019
Author:	J Rendell
Attachments:	8.2.1A List of Payments October 2019 (CONFIDENTIAL)

#### Summary

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

#### Background

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

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

Due to annual leave the attachments will be provided as a separate attachment on 19 November.

#### Comment

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

#### Statutory Environment

Local Government (Financial Management) Regulations 1996

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

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



- (3) A list prepared under subregulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

Policy Implications - Nil

OFFICER'S RECOMMENDATION – 8.2.1
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That Council adopts the list of payments for the period ending 31 October 2019; at Attachment 8.2.1A.

**8.3      PRINCIPAL ENVIRONMENTAL HEALTH OFFICER/  
BUILDING SURVEYOR:**

Nil at this time.

**8.4      MANAGER WORKS & SERVICES:**

Nil at this time.

## 8.5 DIRECTOR CORPORATE & COMMUNITY SERVICES:

### 8.5.1 Fire Access Track Exemptions

Location:	Harvey-Quindanning Road, Lower Hotham Road, Quindanning-Darkan Road, Crossman Road.
Applicant:	South 32 Worsley Alumina Pty Ltd; J Nelson; J Morgan; Newmont Boddington Gold; GR & MH Marston; RC Hyland; Greg O'Reilly- Wildara Pty Ltd
File Ref. No:	ADM 0154
Disclosure of Interest:	Nil
Date:	13 November 2019
Author:	Director Corporate & Community Services
Attachment	8.5.1A Summary of exemption requests 8.5.1B Applications

#### Summary

Council is to consider endorsing exemptions to various owners or occupiers of properties as recommended in consultation with the Chief Bush Fire Control Officer and local Fire Brigades.

#### Background

The Fire Access Track Order for 2019/20 requires the owner or occupier of land to apply for an exemption to Council if it is considered impractical to provide Fire Access Tracks or remove flammable materials as required by the Notice, or if natural features render Fire Access Tracks difficult to install.

The owners or occupiers of land who have applied for an exemption are included at Attachment 8.5.1A.

#### Comment

The ratepayers listed at Attachment 8.5.1A have written to ensure that they comply by obtaining an exemption given the difficulty involved for them in placing Fire Access Tracks on their properties specifically as instructed by the Fire Access Track Order for 2019/20.

By being proactive they are ensuring that they are aware of the Fire Access Track Order for 2019/20 which has been put in place by Council and are trying to reach a solution for their property type in the unfortunate event of a bushfire.

All of the applicants have previously been granted exemptions for a number of years apart. There are no new applications this year.

#### Strategic Implications – Nil

#### Statutory Environment

##### 2018/19 Fire Access Track Order

If it is considered for any reason to be impractical to clear Fire Access Tracks or remove flammable materials as required by this notice, or if natural features render Fire Access Tracks unnecessary, you may apply to the Council in writing for permission to provide Fire Access Tracks in alternative positions or to take alternative action to abate fire hazards on

the land. If permission is not granted by the Council, you shall comply with the requirements of this notice.

#### Policy Implications

4.2 That a Fire Access Track notice accompany the annual Rates Notice and be placed in the Community Newsletter during August and September each year;

- i) reminding landowners of the requirements of the Fire Access Track order;
- ii) advising that inspections will be undertaken after 15 November in each year;
- iii) advising that if Fire Access Tracks are not constructed to the required standard infringement notices may be issued.

Objective:

To encourage landowners to install Fire Access Tracks in accordance with Council requirements.

Financial Implications - Nil

Economic Implications - Nil

Social Implications - Nil

#### Environmental Considerations

By complying with the Fire Access Track Order ratepayers ensure that they are attempting to provide protection for life and property in the event of a bushfire, which would potentially slow down the spread of fire/damage to other properties and the need to call out emergency services to deal with such an event.

#### Consultation

The Chief Bush Fire Control Officer, William Batt has reviewed all of the applications and is supportive of granting the requested exemptions. It has been the practice to request landholders to resubmit applications for the same property each year. Many of them have requested that Council considers making the exemption permanent. I have discussed this with the Chief Bush Fire Control Officer and he is of the opinion that it is unnecessary bureaucracy to keep asking landholders to reapply each year for the same exemption when the reason many of them are granted is due to the impracticality or inaccessibility to install breaks on the particular section of property. The Chief is of the view that the exemption should remain in place until he determines that the exemption should no longer apply because of changed circumstances or there is a change in ownership of the property. Each year the CBFEO would check the register and make a determination of whether the exemption was still warranted and consider new exemption requests. If a change was being made to an existing exemption then that would be reported to Council along with recommendations for new exemptions that have been applied for.

## Options

Council can resolve:

- 1 the Officer's Recommendation;
- 2 to not endorse the Fire Access Track exemption for some or all of the applicants, requiring the applicants to comply with Council's Fire Break Order or face prosecution, giving reasons.

## Voting Requirements - Simple Majority

### OFFICER'S RECOMMENDATION – ITEM 8.5.1

That

- i. Council grant exemption from Council's 2019/20 Fire Access Track Order to the following properties:

Property Owner	Description of Land	Exemption Requested
South 32 Worsley Alumina Pty Ltd	Lot 5 Harvey Quindanning Road, Quindanning	Exemption from implementing Fire Access Tracks around this lot.
South 32 Worsley Alumina Pty Ltd	Lot 591 & 633 Lower Hotham Road	Exemption from implementing Fire Access Tracks around each of these lots.
JA Nelson	Lot 11 Crossman Road, Crossman	Exemption from implementing Fire Access Tracks around this lot.
RC Hyland	755 Crossman Rd Crossman WA	Exemption from implementing a Fire Access Track to most of the east of the property until the boundary in question dries out and becomes trafficable.
GR & MH Marston	35 Crossman Road Boddington	Exemption from implementing Fire Access Track to south east corner of the hill.
J Morgan	Wellington locations 1899, 2293 & 1355 at 366 Quindanning-Darkan Road, Quindanning.	Exemption from implementing Fire Access Tracks fully around these lots.
Newmont Boddington Gold	Lots 420 on DP50652, 421 on DP 50652, 500 on DP 59054, (Saddleback Treefarms), 501 on DP 5909 &, 530 on DP 228490 ( Eastern Acquired lands), Lot 10 on DP18197 (Operational/Mining Envelope and Lot 703 on DP 228588 (Hotham Farm)	Exemption from implementing Fire Access Tracks around these lots.

Property Owner	Description of Land	Exemption Requested
Greg O'Reilly – Wildara Pty Ltd	Lot 2 Plan 14227, Harvey Quindanning Road	Exemption from implementing Fire Access Tracks on boundaries in section between road and river.

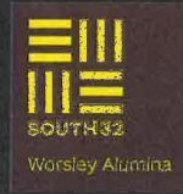
- ii. That the exemptions remain valid for future years until there is a change in ownership of the property or the Chief Bush Fire Control Officer recommends otherwise.

## ATTACHMENT 8.5.1A

Property Owner	Description of Land	Exemption Requested
South 32 Worsley Alumina Pty Ltd A160	Lot 5 Harvey Quindanning Road, Quindanning	<p>Exemption from implementing Fire Access Tracks around this lot as:</p> <ul style="list-style-type: none"> <li>• The overland bauxite conveyer (OBC) intersects the property and provides a clear break and access for emergency vehicles.</li> <li>• Significant clearing of native vegetation over steep terrain would be required to install a Fire Access Track along the northern boundary of Lot 5, potentially leading to severe erosion issues.</li> <li>• Since the wildfire in Feb 2015, Worsley have reinstated a trafficable break along the entire boundary of neighbouring lots 3, 4 and 6 which would provide vehicle access in the event of an emergency.</li> </ul>
South 32 Worsley Alumina Pty Ltd A1319	Lot 591 and 633 – Lower Hotham Road	<p>Exemption from implementing Fire Access Tracks around this lot as:</p> <ul style="list-style-type: none"> <li>• The overland bauxite conveyer (OBC) intersects the property and provides a clear break and access for emergency vehicles.</li> <li>• The entire property was burnt during the Lower Hotham wildfire in 2015 resulting in current low to medium fuels.</li> <li>• The property is bordered by state forest to the west and contains several forestry tracks that provide access to the property as well as bordering parts of the boundary.</li> <li>• Balgera track intersects the property and provides access down to the river.</li> <li>• Significant clearing of native vegetation over extremely steep and rocky terrain would be required to install a Fire Access Track around the boundaries of the property, potentially leading to severe erosion issues.</li> <li>• The property is bordered by the Hotham River to the east and a trafficable Fire Access Track exists on the eastern side of the river on Worsley land.</li> </ul>
JA Nelson A111	Lot 11 Crossman Road, Crossman	<p>Exemption from implementing Fire Access Tracks around this lot as:</p> <ul style="list-style-type: none"> <li>• Due to steep and rocky nature of land, that Fire Access Tracks be installed at strategic locations where they can be provided.</li> <li>• There is an access track installed at the road frontage and other locations on the property.</li> <li>• A fire prevention burn was conducted 29/10/15 from the road frontage for up to 200 metres.</li> </ul>

## ATTACHMENT 8.5.1A

Property Owner	Description of Land	Exemption Requested
RC Hyland	755 Crossman Rd Crossman WA	Exemption from implementing a Fire Access Track to most of the east of the property until the boundary in question dries out and becomes trafficable.
GR & MH Marston	35 Crossman Road Boddington	Exemption from implementing Fire Access Track to south east corner of the hill as the area is steep and rocky.
J Morgan A107	366 Quindanning-Darkan Road, Quindanning.	Exemption from implementing Fire Access Tracks around this lot as: <ul style="list-style-type: none"> <li>• Very steep and rough terrain on eastern boundary.</li> <li>• Access Tracks have been provided at the bottom of the slopes.</li> </ul>
Newmont Boddington Gold A1366	Lots 420 on DP50652, 421 on DP 50652, 500 on DP 59054, (Saddleback Treefarms), 501 on DP 5909 &, 530 on DP 228490 ( Eastern Acquired lands), Lot 10 on DP18197 (Operational/Mining Envelope and Lot 703 on DP 228588 (Hotham Farm)	Exemption from implementing plantation standard Fire Access Tracks is sought and private bush holdings/uncleared lands greater than 50 hectares as: <ul style="list-style-type: none"> <li>• Newmont maintain a 24 hour emergency response capacity at the mine</li> <li>• Areas have a well-developed and maintained road network</li> <li>• NBG maintains fire firefighting equipment at the mine and Saddleback Treefarms properties.</li> <li>• Interagency agreement with BDaC (previously DPaW) for prescribed burning and wildfire suppression 2012</li> </ul>
Wildara Pty Ltd (Greg O'Reilly) A57	Lot 2 on Plan 14227, Harvey- Quindanning Road Boddington	Exemption from implementing fire access tracks on the boundaries of the section of the lot between the road and the Murray River. Property severely burnt in 2015 and regrowth has been slow. The section of property is native bushland that abuts the river and firebreaks on this portion are of limited use & effectiveness.



24 September 2019

Graham Stanley  
Director of Corporate and Community Services  
Shire of Boddington  
PO Box 4  
BODDINGTON WA 6390

South32  
Worsley Alumina Pty Ltd  
Boddington Bauxite Mine  
PO Box 50  
Boddington WA 6390  
Australia  
T +61 8 9734 8311  
south32.net

Dear Mr Stanley

**Firebreak exemption application – Lot 5 off Toorak Rd**

In accordance with the Shire of Boddington 2019/20 Bush Fire Notice, a firebreak exemption is sought for the northern boundary of Lot 5 off Toorak Rd (see figure 1). The exemption is sought on the grounds that:

- The Overland Bauxite Conveyor (OBC) intersects the property and provides a clear break and access for emergency vehicles.
- The entire property was burnt during the Lower Hotham wildfire in February 2015, resulting in current low to medium fuels.
- Significant clearing of native vegetation over steep terrain would be required to install a firebreak along the northern boundary of Lot 5, potentially leading to severe erosion issues.
- Since the February 2015 wildfire, Worsley have reinstated a trafficable firebreak along the entire boundary of neighbouring lots 3, 4 and 6 (R & E Hoek) which provides very good vehicle access in the event of an emergency.

Your consideration of this application is appreciated.

Yours sincerely

A handwritten signature in black ink, appearing to read "Kris Narducci".

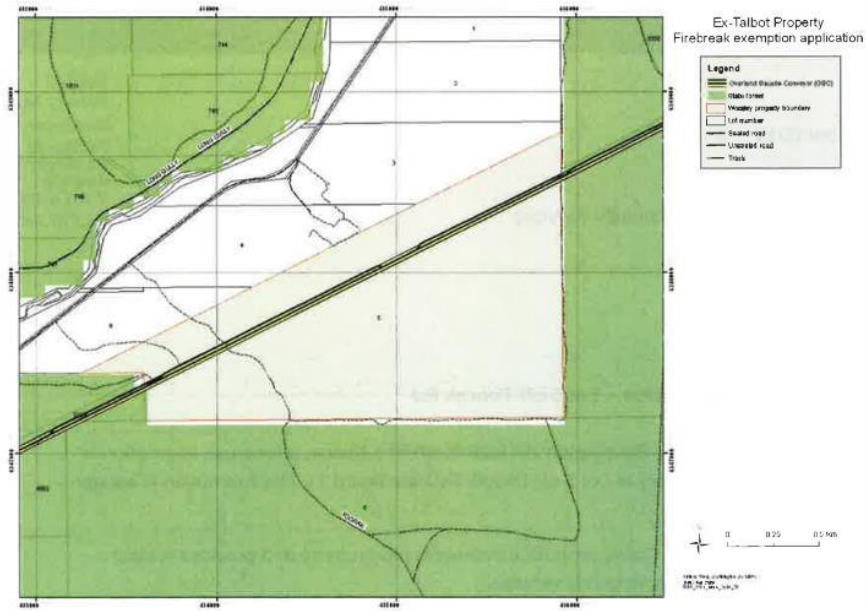
Kris Narducci  
Land Management Specialist

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

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



Figure 1





24 September 2019

Graham Stanley  
Director of Corporate and Community Services  
Shire of Boddington  
PO Box 4  
BODDINGTON WA 6390

South32  
Worsley Alumina Pty Ltd  
Boddington Bauxite Mine  
PO Box 50  
Boddington WA 6390  
Australia  
T +61 8 9734 8311  
south32.net

Dear Mr Stanley

**Firebreak exemption application – Lot 591 and 633 Balgera Road**

In accordance with the Shire of Boddington 2019/20 Bush Fire Notice, a firebreak exemption is sought for the boundary of Lots 591 and 633 off Balgera Track (see figure 1). The exemption is sought on the grounds that:

- The Overland Bauxite Conveyor (OBC) intersects the property and provides a clear break and access for emergency vehicles.
- The entire property was burnt during the Lower Hotham wildfire in February 2015, resulting in current low to medium fuels.
- The property is bordered by State Forest to the west and contains several forestry tracks that provide access to the property as well as having Balgera Track intersect the property down to the Hotham River.
- Significant clearing of native vegetation over extremely steep and rocky terrain would be required to construct a firebreak around the boundary of the property, potentially leading to severe erosion issues.
- The property is bordered by the Hotham river to the east and a trafficable firebreak exists along the eastern side of the river on Worsley land.

Your consideration of this application is appreciated.

Yours sincerely

A handwritten signature in black ink, appearing to read "Kris Narducci".

Kris Narducci  
Land Management Specialist

Registered Office: Gastaldi Road Altonson Western Australia 6225 Australia  
ABN 58 008 905 155 Registered in Australia

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Figure 1



## ATTACHMENT 8.5.2B

Hello Chris,

I apologise for not having attended to this before but I have only just received the Shire's Bush Fire Notice in the mail which reminded me.

You might pass this on to the relevant officer for their attention.

Consistent with previous years we request to vary the location of our trafficable firebreaks, as required, on our property at 526 Crossman Road Boddington.

We request permission be granted for firebreaks to be installed at strategic locations where it is not possible to provide them along boundaries because of terrain issues.

Firebreaks will be installed along the road frontage and at other location on the property.

See attached map of the alternative firebreak locations.

There have been no issues in previous years.

Our planned firebreaks may fall within the requirement to locate firebreaks within 250m of boundaries but we still apply to be safe.

Regards,

Jim and Carol Nelson

Ph 9883 9223

## ATTACHMENT 8.5.2B

Shire of Boddington,  
Boddington W.A. 6390  
5/10/19

Dear Sir/Madam,

Re: Firebreak 755 Crossman Rd., Crossman

I wish to apply for fire break exemption at 755 Crossman Rd, Crossman, the right side (east), as not only having salt pans, a dam, it is also a flood area, bordering the Crossman River having several overflows from the river, and being inaccessible for vehicles to create a fire break.

The upper area surrounding the house will continue to have the fire break maintained.

If you have any more queries please do not hesitate to contact me by email at [boddm@gmail.com](mailto:boddm@gmail.com)

Yours sincerely,

Rachel Hyland

Fire exemption email: FY 2019/2020

G'day Graham

We wish to seek exemption from clearing a firebreak for the steep rocky south east hill corner of our 1 hectare block. We do have a pathway around the base and some 1-1.5m wide tracks on the hill which I use to assist mosaic burning in the permissible fire burning season to prevent long term build up of vegetation matter. The other boundary areas are kept slashed/mown for firebreaks. We do have bushes along the west boundary for the purposes of keeping the small seasonal drainage line from flooding and becoming boggy, The grass in this area is still slashed/mown.

We trust this meets with the Shire's firebreak requirements.

Regards  
Greg & Maxine

**GR & MH Marston**  
**'Waldja', 35 Crossman Rd**  
**BODDINGTON WA 6390**

**T. (08) 9883 9309**

RMB 573  
Williams 6319  
21-7-19

Shire of Boddington  
PO Box 4 Boddington,

Dear Sir/Madam,

Regarding Fire Access Tracks  
on my property, locations Wellington 1899, 2293 and  
1355

As it is totally impractical because of very steep and  
rough terrain to provide fire access tracks on the  
eastern boundaries of these locations.

I am applying for exemptions on these locations  
to comply with your regulations on the eastern  
side.

However, access tracks have been provided on the  
bottom of the steep slopes of these locations.

As I could not put Fire Access Tracks on locations  
2135 and 1897 because of the terrain, I have  
provided tracks on the southern boundaries, covered  
by location 3157 (in Williams Shire)

Yours sincerely  
John Morgan

## ATTACHMENT 8.5.2B

### Attachment One – Newmont Goldcorp Boddington – Areas Requested for Fire Access Track Order Exemption Shire of Boddington 2019 / 2020 Fire Season

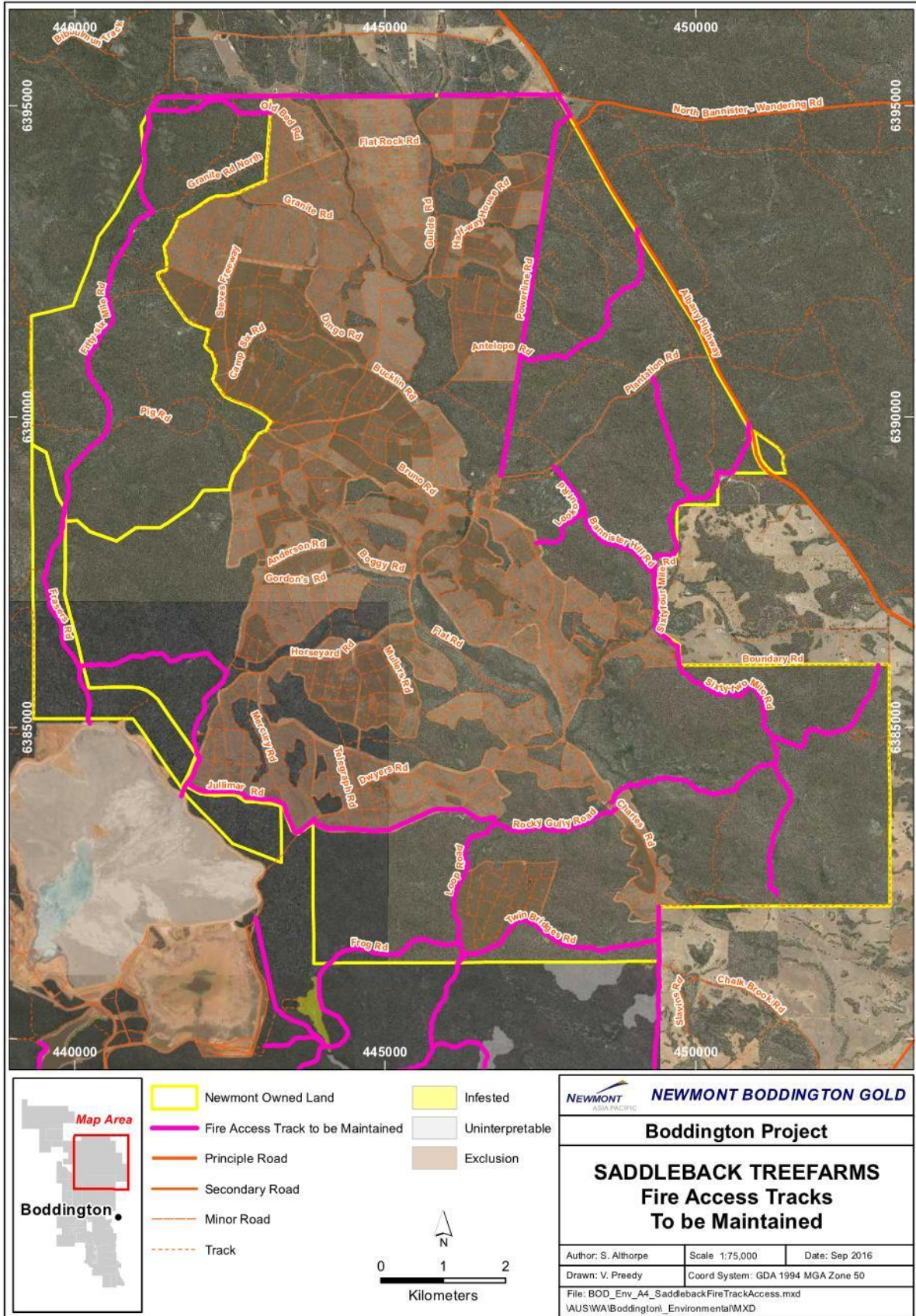
Description	Lot	Deposited Plan	Attached Map	Justification For Exemption Request
<b>Pine and Eucalyptus Plantation</b>				
Saddleback Treefarms (Plantation Portion)	Lot 421 Lot 500	P050652 421 P059054 500	Refer Attachment 2	<p>Area has a well-developed and maintained road network</p> <p>NGB maintains a 24 hour emergency response capacity (including wildfire) at the mine</p> <p>NGB maintains wildfire fighting equipment at Saddleback Treefarms which includes:</p> <ul style="list-style-type: none"> <li>• Two 4x4 Heavy Duty Fire Tankers (2700 litre capacity)</li> <li>• One x Front End Loader</li> </ul> <p>Signed Interagency Agreement between Department of Environment and Conservation and NGB for Prescribed Burning and Wildfire Suppression 2012 (under review)</p> <p><u>Points a – c below refer to areas identified on Attachment Three - Saddleback Treefarms Map – 2019 / 2020 Emergency Services</u></p> <p>a) To the far north of the map there are Bunbury Fibre Plantations Pty Ltd (BFP) owned eucalypt trees in coupes 1.01, 1.02, 6.02 and 11.01 which border the Culford Estate (Culford appears in the far north of the map segments A1 and A2). The plantation is less than 75 meters from the edge of the firebreak established within the Newmont boundary however there are no buildings on the Culford property that are close to this property boundary.</p> <p>b) To the south east of the map a small 1 hectare pine plantation in coupe 196.02 (within segment C2) is less than 75 meters from the edge of the firebreak and is adjacent to the neighbouring property .Coupe 268.01 (segment D2) is also adjacent to private property</p> <p>c) Plantations to the north west of segment A1 (around coupe 2.01 - 17.01) moving south (51.01, 51.02, 61.01 to 61.03) and continuing south along the border from 65.01 to 113.01 all currently border native bush land to the west. It is planned for some of the native bush land to the west to be transferred from Newmont to the State Government and when this occurs a property boundary (with the State) will be formed at the edge of the plantation. At that time the existing plantations will not meet the firebreak requirements as the plantations are less than 75 meters from the edge of the firebreak and the firebreak will then lie at a property boundary (then between Newmont and the State).</p>
<b>Private Bush Holdings / Uncleared Lands Greater than 50 Hectares</b>				
Saddleback Treefarms (Natural Bush Portion)	Lot 420 Lot 421 Lot 500	P050652 420 P050652 421 P059054 500	Refer Attachment 2	<p>Area has a well-developed and maintained road network</p> <p>NGB maintains a 24 hour emergency response capacity (including wildfire) at the mine</p> <p>NGB maintains wildfire fighting equipment at Saddleback Treefarms which includes:</p> <ul style="list-style-type: none"> <li>• Two 4x4 Heavy Duty Fire Tankers (2700 litre capacity)</li> <li>• One x Front End Loader</li> </ul> <p>Signed Interagency Agreement between Department of Environment and Conservation and NGB for Prescribed Burning and Wildfire Suppression 2012 (under review)</p>
Eastern Acquired Lands	Lot 501 Lot 530	P059054 501 P228490 530	Refer Attachment 3	<p>Area has a well-developed and maintained road network</p> <p>NGB maintains a 24 hour emergency response capacity (including wildfire) at the mine</p> <p>Signed Interagency Agreement between Department of Environment and Conservation and NGB for Prescribed Burning and Wildfire Suppression 2012 (under review)</p> <p>Bushfire Management Plan 2016-2023 for land managed by Newmont Goldcorp Boddington , Develop by Working on Fire (WoF), Commenced Hazard Reduction Spring 2017 burning program, developed by (WoF) and managed by NGB</p>



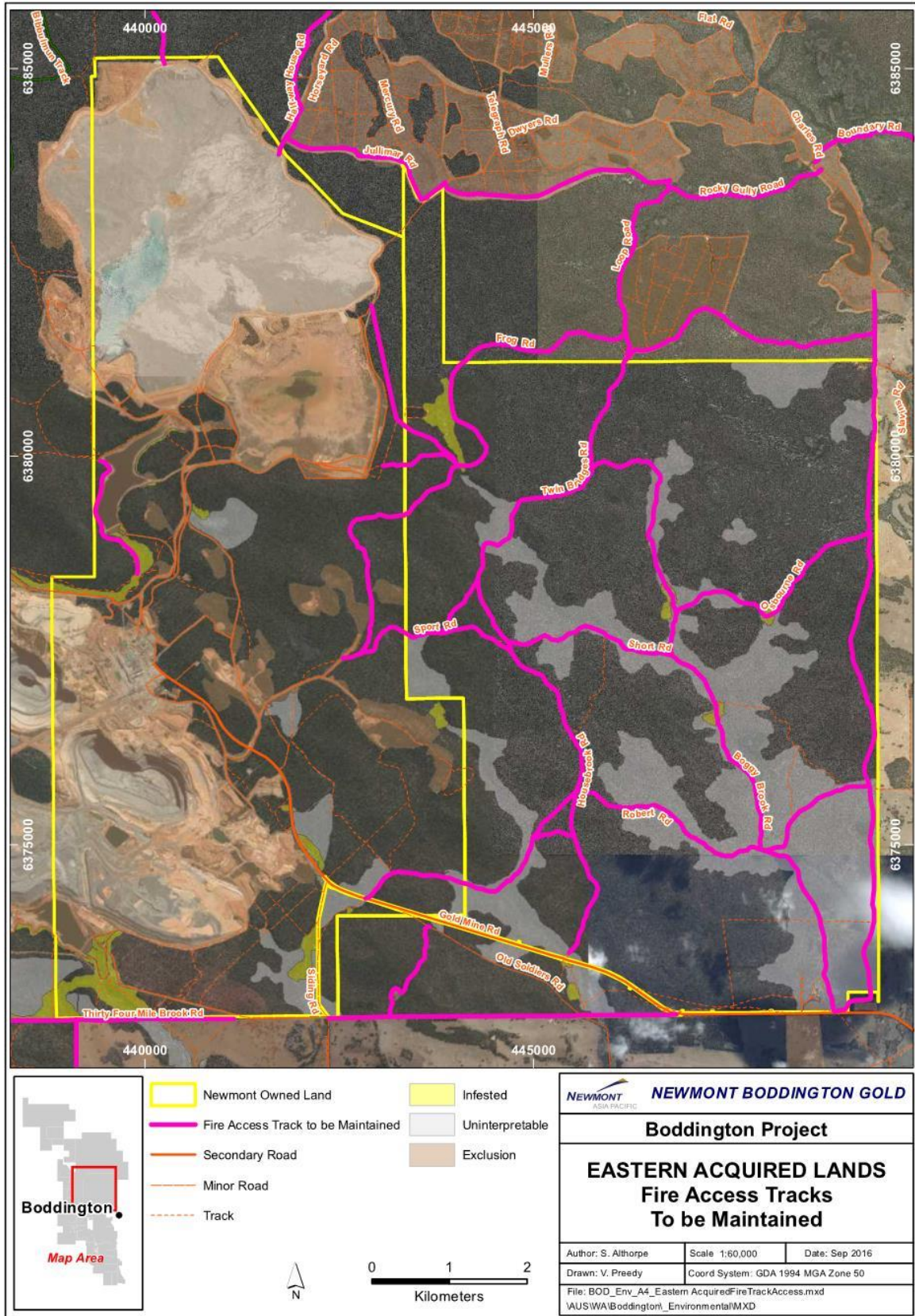
## ATTACHMENT 8.5.2B

Description	Lot	Deposited Plan	Attached Map	Justification For Exemption Request
<b>Operational / Mining Envelope</b>	Lot 10	P018197 10	Refer Attachment 3	<p>Area has a well-developed and maintained road network</p> <p>NGB maintains a 24 hour emergency response capacity (including wildfire) at the mine</p> <p>Signed Interagency Agreement between Department of Environment and Conservation and NGB for Prescribed Burning and Wildfire Suppression 2012 (under review)</p> <p>Bushfire Management Plan 2016-2023 for land managed by Newmont Goldcorp Boddington, Develop by Working on Fire (WoF), Commenced Hazard Reduction Spring 2017 burning program, developed by (WoF) and managed by NGB</p>
<b>Hotham Farm</b>	Lot 703	P228588 703	Refer Attachment 4	<p>Area has a well-developed and maintained road network</p> <p>NGB maintains a 24 hour emergency response capacity (including wildfire) at the mine</p> <p>Signed Interagency Agreement between Department of Environment and Conservation and NGB for Prescribed Burning and Wildfire Suppression 2012 (under review)</p>

ATTACHMENT 8.5.2B



ATTACHMENT 8.5.2B



## ATTACHMENT 8.5.2B

Hi Lee,

We would like to apply for an exemption for Lot 2 on Plan 14227.

As you are probably aware, the property was severely burnt in 2015 and the regrowth has been slow. Whilst we maintain firebreaks around the property from the Harvey Quindanning Rd back towards the Worsley conveyor belt, we do not believe it be good or effective practice to put firebreaks between properties between *the road and the Murray River*.

We note the 2015 fire demonstrated the limited utility of firebreaks in this particular part of the shire.

We therefore ask for an exemption for the 2018/19 season and ask that the shire continue to look at more permanent solutions to this ongoing issue.

Regards

Greg O'Reilly

Director - Wlldara Pty Ltd

ATTACHMENT 8.5.2B



## 8.5.3 Local Government Insurance Scheme Membership Report

File Ref. No: ADM0115  
Disclosure of Interest: Nil  
Date: 19 November 2019  
Authors: Graham Stanley – Director Corporate & Community Services  
Attachments: 8.5.3A Copy of Shire of Boddington LGIS Annual Report 2019

### Summary

The Shire of Boddington's share of the Local Government Insurance Scheme's self-insurance surplus for 2018/19 was \$14,727. The Shire may take the amount as a straight out payment, put it towards purchasing additional services from LGIS or take it as a discount off next year's premiums.

### Background

The Shire of Boddington along with all of the other Local Governments in Western Australia is a member of the Local Government Liability and Local Government Property self-insurance schemes. As a result Boddington receives a share of any surpluses that the schemes generate. In 2018/19 that share came to \$14,727 compared to \$10,818 in 2017/18. To date the Shire has received a total of \$85,737 in distributions since the schemes commenced. Earlier this month our account executive from Local Government Insurance Services (LGIS) who manage our insurances, Leo Pezzotta, and the LGIS Account Chair, Carissa Chung met with myself, CEO Chris Littlemore and our HR & OSH Coordinator, Deb Lang to present and explain their report for 2018/19. A copy of the report is attached.

### Comment

The HR & OSH Coordinator and I have considered what additional LGIS services are available and determined that we do not wish to utilise any additional services this year. Our desire is to see the funds utilised in some way to reduce the Council's risk exposure rather than just be absorbed into general revenue. One suggestion is to put the money towards improving the footpaths in the main street to reduce the potential for claims due to trip hazards. Earlier this year contractors were engaged to fix up the paving especially where it had been lifted by tree roots. It is suggested that the \$14,727 be matched with a similar amount from the Footpath Maintenance budget to create a substantial project and that contractors be engaged to do the work. It is suggested that where feasible bench seating similar to that around some of the trees outside the Shire Office could be put in as part of the project to protect areas subject to root lifting.

Strategic Implications – Reducing the Shire's risk exposure whilst improving the amenity of the main street to residents and visitors alike.

### Statutory Environment

#### ***Local Government Act 1995***

Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies; and

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

Policy Implications – Nil

Financial Implications – The income is unbudgeted and will offset the increased expenditure on the footpaths. The Footpath Maintenance account currently has approximately \$20,000 remaining for 2019/20.

Economic Implications - Nil

Social Implications – Additional support to our bush fire volunteers will be viewed favourably by the community.

Environmental Considerations – Nil

Consultation – Discussions held with HR & OSH Coordinator, Manager of Works, CEO.

Options

Council can resolve to:

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

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.5.3
---------------------------------------

That Council agrees to utilise the \$14,727 Local Government Insurance Scheme Distribution for 2019 and match it \$ for \$ with funds from the 2018-19 Footpath Maintenance Budget to upgrade paving in the main street and provide some additional bench seating around street trees to reduce trip hazards and improve the amenity of the area.



# Shire of Boddington

Local governments working together



Your surplus share 2019  
**\$14,727**



2018 Surplus share  
(received as 2019/20 contribution credit)

**\$10,818**



Your total Scheme surplus share to date

**\$85,737**



Your LGIS Scheme members equity

**\$66,720**

excludes GST



**100%**  
of WALGA  
Members are  
LGIS Members

Over the past few years a number local governments have sought to test the value of the LGIS WA Scheme. It's a testament to the enduring value of the mutual model that the City of Kalamunda, Shire of Wiluna and Shire of Coolgardie have returned, and those who went to tender have remained with the Scheme.



**Returning members:** City of Kalamunda, Shire of Wiluna and Shire of Coolgardie



**100%** of WALGA members are LGIS members

### LGIS performance in 2018/19

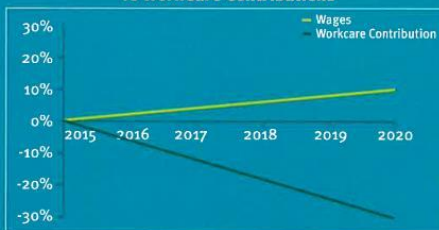
The financial performance of the Scheme remained robust this year, despite competitive pressures in the market where commercial insurers offered unsustainable, discounted premiums to achieve growth in the short term. LGIS membership was strong in 2018/19 and continues to be in 2019/20, demonstrating that WA local governments understand that the mutual Scheme remains the best option for sustainable, long term and appropriate cover for the WA sector.

The surplus for 2019 is well in excess of budget and, combined with the previous year's allocation, has allowed the Scheme Board to declare a distribution of \$6 M to members.

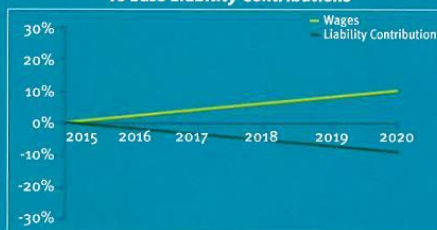
Our solid financial year performance can be attributed to a number of factors – our proactive and collaborative approach to risk management which contributed significantly to containing claims; and solid returns on our investments.

The graphs below demonstrate that member contributions have remained stable even with local government risk profiles evolving.

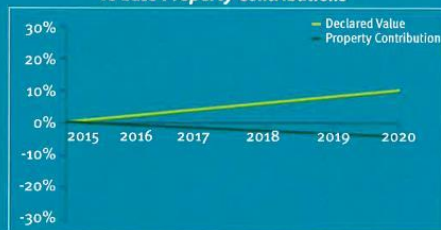
**5 Year Trend – Members Declared Wages vs WorkCare Contributions**



**5 Year Trend – Members Declared Wages vs LGIS Liability Contributions**



**5 Year Trend – Members Declared Assets vs LGIS Property Contributions**



### LGIS WA Annual Report

The LGISWA Annual Report is now available in the members' centre of the LGISWA website for more information on the performance of your Scheme in 2018/19.

## Protecting members and your community

The true value of your protection is only realised in times of adversity and we've helped our members back on their feet after some significant losses. We consider the sector when handling claims and always look to defend local government members from future issues.

The reductions in contribution enjoyed by our members in recent times are not a one year 'special'. They are the result of prudential management of the Scheme and a strategic decision by the Board to re-distribute surpluses to members.

### Your Scheme by the numbers – 2018/19

	<b>1,721</b> New liability and property claims managed by LGIS
	<b>\$7M</b> Property claims incurred in 2018/19
	<b>17,000</b> Bushfire volunteers covered (including significant expansion of benefits)
	<b>\$13.7M</b> in Workers' Compensation claims incurred in 2018/19

### Receiving your surplus share

Following last year's surplus allocation, all members were informed of a contribution credit plan, whereby members would share in credits in the order of \$4.5 M each year until 2021 to contain their membership costs. Your share of \$4.5 M was duly credited off your 2019/20 Scheme membership costs.

This year, as well as the increased surplus amount each member will be given a choice to take their share of the surplus as a credit off next years membership renewal contributions, as a dividend payment or held in trust for funding risk management initiatives.

### How is my share of the surplus calculated?

Each member's share of the surplus is assessed on a formula which reflects their respective contributions and incurred claims costs over a four year time horizon.

#### How do I know that LGIS has 'enough in the pot' to cover claims?

The 'pot' (i.e. prudential reserves) is determined considering development factors. 'Development factors' is an insurance term for 'things that are likely to happen given previous trends'. We engage PwC actuaries to independently model and assess our reserves, which determines how much needs to be collected in contributions.

### Locally managed claims

LGIS handled 2,473 claims across the property, liability, WorkCare and bushfire volunteer personal accident portfolios in 2018/19. Each claim was handled by the member's dedicated specialist claims consultant who managed the process from beginning to end.

#### Claims hotspots



Over the past five years we've seen some consistent trends in claims from our local government members.

### WorkCare

Causation hotspots last 5 years (all members)



#### Mental stress catching up



Although not in the top five claims areas mental stress isn't far behind. Claims costs for mental stress are increasing, making it an area to watch for the WA local government sector.

### Proactive on workers' compensation

Looking for ways to reduce the number of workers' compensation claims for your local government? Claims analysis highlights four key areas which need focus across LGIS members:



**Fit for purpose.** Employ people who are right for the role, ensure that employees are physically capable of fulfilling the responsibilities of the job.



**HR Process.** Review your HR practices and make sure that managers are trained and supported.



**Ageing workforce.** Over 50% of claims are from the 40-60 age group of local government workers. Review tasks and physical requirements; make sure the individual is able to work within their capacity.



**Manual handling and job dictionaries.** Job dictionaries document the physical requirements of a role; coupled with manual handling training and guidelines they help to match an individual to a role and work within their capacity to reduce injury.

### Liability

Causation hotspots past 5 years (all members)



### Proactive on liability

Looking for ways to reduce local government's liability exposure? Claims analysis highlights four key areas which need focus across LGIS members:

- Trees.** Review lists of recommended trees for verges and public places selecting breeds with non-invasive roots. Review complaint handling process to make sure appropriate action is taken.
- Footpaths.** Audit/review and action to footpaths and areas which attract large amount of footfall to be repaired or section of area replaced. Lack of lighting is also an issue and planning around this is paramount.
- Roadworks.** Make sure that pre and post inspections are carried out and documented ensuring that there is evidence that the inspection has occurred. Also make sure that correct signage is used.
- Mowing equipment.** Make sure signage is clear and the area is free of pedestrians.

### Property

Causation hotspots past 5 years (all members)



### Simple steps on property protection

- Controls.** Investigate the benefits of passive controls such as CCTV, vegetation management, lighting which would increase the risk of an offender being sighted.
- Maintenance.** Improved housekeeping within and around buildings and ensure preventative maintenance is completed on schedule – simple things such as ensuring bins are secured/ gutters are regularly cleaned, no dense foliage encroaching on property.
- Contractors.** Ensure contractors are appropriately managed and apply your local governments hot works arrangements.
- Windows.** Consider the value of using window treatments such as plastic microfilm to reinforce glass.

## Unique member benefits – managing local government risk together

As the protection partner of choice for WA local governments, we understand the complexity of the sector like no other – we know that cover is only the beginning.

That's why membership of LGIS delivers more than 'insurance' to your local government.

Scheme membership provides an abundance of risk services which align with the priorities of local governments.

In 2018/19 LGIS members received a range of risk and governance services as part of their membership which reduced the number of claims and contained the costs of cover. Of the services offered the '3 Steps to Safety' program (22%) which supports members in creating safe workplaces was the most utilised, closely followed by the general risk program (20%) which assists members in anticipating, identifying and managing their liability and property risk exposures.

### Risk services delivered directly to members in 2018/19



### Making the most of your membership

#### 2018/19 Shire of Boddington benefits taken

Injury management program	-	General risk management	✓
HR Risk and preventative stress management	✓	Injury prevention training	✓
Emergency risk management	-	OSH '3 steps to Safety' and advisory program	-

## Health and wellbeing services

The LGIS Health and Wellbeing Program is another popular Scheme benefit; it's designed to improve the health awareness and outcomes of WA local government workers through:



Providing education and awareness raising sessions to improve the health and wellbeing of staff and prevent or delay the onset of illness, disease and injury.



Providing screening programs that assist to identify risk factors that may require further health management.

Healthy workers are reported to be more productive than unhealthy workers, record fewer injuries, sick days, and work-related injury claims. Improving the health and wellbeing of workers can also lead to:

- Increased worker engagement and morale
- Improved safety performance
- Decreased musculoskeletal injury
- Increased worker retention
- Decreased absenteeism and presenteeism

### Making the most of your membership

#### 2018/19 Shire of Boddington health and wellbeing benefits taken

Corporate massage	-
Exercise program	-
Flu vaccinations	-
Health assessment (basic/short)	✓
Health assessment (long/executive)	-
Injury prevention	✓
Health seminars	✓
Health lifestyle challenge	-
Hearing tests	-
Online mental health tool	-
Skin screens	✓

**Your 2019/20 health & wellbeing funding balance: \$2,876.09**

## Cover tailored to local government

LGIS membership provides the best cover which meets the needs of modern progressive local governments. In 2018/19 our members benefited from unique cover tailored to local government needs which allowed them to get on with delivering valued community services.

### Building cladding



No exclusions in to Liability arising from your building surveyors surveyors, planning and cladding risks. This is a significant benefit in the current environment and in particular where buildings have been identified within a local government's area in the state wide cladding audit.

### Flood damage



Assets are automatically covered for flood damage under LGIS Property, not an optional extra for additional cost. We believe protection for the community's assets against flood risk is essential for 'local government with exposure.

### Molestation



No sexual abuse and molestation exclusion.

### Catastrophic events



Appropriate limits of protection for local government, as modelled by actuarial consultants, that are necessary if a catastrophic events occur.

### Unique cover



Unique local government covers such as costs to run evacuation centres, upgrade green assets and dilapidation.

### Appropriate liability



Appropriate limits of \$600M for local government liability exposures, as modelled by actuarial consultants, that is available without sublimit on significant risks such as bushfire liability.

### Nil deductible



Nil deductible on all public liability claims. This removes member's burden of responsibility to seek their own legal advice and defence, including legal fees and settlement amounts.

### Cover simplified



Liability protection is provided under a broad-form policy to prevent the inevitable complications arising from competing insurers (e.g. where a claim could trigger both public liability and professional indemnity covers).

### Stable workers' comp



Members of the Scheme are not subject to the ongoing instability and increases of the WorkCover WA gazetted rate which has increased 42% over the past two years.

## What you told us

At the beginning of 2019 we asked our members – elected members, CEO’s, executives and operational staff – what we were doing well and where we can improve.

### What you think about us

You gave us a score out of 5 for the following:



**4/5** service quality (79% of respondents)



**4/5** for success achieved (71% of respondents)



**4.5/5** for trust (90% of respondents)

### The importance of risk services



of CEO’s agreed that complimentary risk services support better practices, reducing claims, ensuring sustainability of their Scheme



were satisfied that LGIS provides the right complimentary risk services to meet their requirements



of elected members rated risk management programs and services to protect their local government organisation, its people and the community as important.

### Our focus to improve in 2019/20

- Increase communication with elected members
- Focus on high quality member services
- More regular visits to smaller members
- Present at more council meetings.

We help our members build better communities by containing costs, providing the best cover and helping them manage risks, through a member-owned mutual insurance model

LGIS is local governments working together:

- We make sure that our members have the best cover and if disaster strikes we get the member, and their community, back on their feet as soon as possible.
- We understand local government and we’re here for the long term to share knowledge and tailor services to minimise the total cost of risk for our membership.

### Contact Details

Please feel free to contact us if you have any further questions about your membership.

Carrisa Chung  
Account Chair  
LGIS  
T: 08 9483 8861  
carrisa.chung@lgiswa.com.au

Leo Pezzotta  
Account Manager  
LGIS  
T: 08 9483 8866  
leo.pezzotta@lgiswa.com.au

#### 2018/19 LGISWA Annual Report



Now available in the website Member Centre at [lgiswa.com.au](http://lgiswa.com.au) or contact your Account Manager for a hard copy.

## 8.6 CHIEF EXECUTIVE OFFICER:

### 8.6.1 Action Sheet

Disclosure of Interest: Nil  
 Date: 14 November  
 Author: Chris Littlemore

#### Purpose of Report

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

Meeting Date	Resolution Number	Responsible Officer	Subject	Date Completed	Comments Current Status
15/10/19	84/19	TPC	Development Application – No 254 Days Road proposed holiday home	Pending – lay on the table	Pending
15/10/19	87/19	DCCS	Fire Access Track Order 2019/20	6/11/19	Completed
15/11/19	88/19	DCCS	Appointment Fire Control Officers	6/11/19	Completed
15/11/19	90/19	CEO	Review of purchasing policy	6/11/19	Completed
15/11/19	91/19	CEO	WALGA Climate Change Declaration	6/11/19	Completed
15/11/19	92/19	CEO	Request for permission to drill within road reserve	6/11/19	Completed
15/11/19	93/19	CEO	Lions Cancer Big Day Out	6/11/19	Completed
15/11/19	94/19	CEO	Boddington Refund Point	6/11/19	Completed
15/11/19	95/19	CEO	Appointment of Acting CEO Policy	6/11/19	Completed
6/11/19			Swearing in of newly elected councillors	6/11/19	Completed
6/11/19			Election of President	6/11/19	Completed
6/11/19			Election of Deputy President	6/11/19	Completed
6/11/19			Allotment of seating	6/11/19	Completed
6/11/19	96/19		Appointment to committees of council.	6/11/19	completed
6/11/19	97/19		Development Assessment Panel Nominations	6/11/19	Completed
6/11/19	98/19		Peel Development Commission Nomination	6/11/19	pending
6/11/19	99/19		Peel Harvey Catchment Council Nomination	6/11/19	pending

For information only.

8.6.2	Actions Performed Under Delegated Authority For The Month Of October 2019
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File Ref. No:	ADM0686
Disclosure of Interest:	Nil
Date:	14 November 2019
Author:	Chief Executive Officer
Attachments:	Nil

Summary

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

Background

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

Affixing of Common Seal & Agreements

One off delegations to the Chief Executive Officer;  
 Authorisation to call Tenders  
 Building Permits issued;  
 Health Approvals issued  
 Development Approvals issued

Comment

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

Common Seal	
Date Affixed	Documentation
4/10/19	Licence/Deed between Shire of Boddington & Water Corporation
Agreements – Nil	

One off delegations	
Date Affixed	Documentation
30/10/19	Formosa Flora – collection of native seed
2/10/19	Permission to apply for occasional liquor licence – Nicole Blair
18/10/19	Greening Australia – collection of native seed

Authorisation to call Tenders – Nil for October	
Date	Action

Peter Haas - PEHO			
Building Applications for September and October 2019			
Application No.	Applicant	Lot & Street	Type of Building Work
<b>September</b>			
3263	J & R Severin 27 Reverie Mews Mandurah	Lot 512 No 671 Bannister- Marradong Road Bannister	Convert Class 10a to 1a building
3264	J Carter 611 Crossman road Boddington	Lot 31 no 611 Crossman Road Boddington	Patio
<b>October</b>			
3265	S & N Kelsall 1056 bannister- Marradong road Bannister	Lot 505 No 1056 Bannister- Marradong road Bannister	Farm Shed
3266	St John Ambulance Western Australia 209 Great Eastern Highway Belmont	Lot 19 No 26 bannister Road Boddington	Enclose open end of garage, reclad front of existing
3267	T Telford 10 Hill Street Boddington	Lot 4 No 10 Hill street Boddington	Patio
3268	W Holmes 305 Days Road Crossman	Lot 16 No 305 Days Road Crossman	Relocated Dwelling
3269	Newmont Boddington Gold 31 Bannister Road Boddington	Lot 149 No 7 Blue Gum Close Boddington	Patio
3270	R & K Vlastuin & B Hawkins 233 Mitchell Crescent Ranford	Lot 64 No 233 Mitchell Crescent Ranford	Above Ground Braceless swimming pool and enclosure
3237	J Pearce 5 illyarrie Crescent Boddington	Lot 9 No 5 Illyarrie Crescent Boddington	Free standing Carport
3271	W Holmes PO Box 213 Boddington	Lot 16 No 305 days road Crossman	150000 Litre water tank



Steve Thompson - Town Planning Consultant			
Development Approvals			
Application No.	Applicant	Lot & Street	Type of Approval
A879	Passmore	Lot 5, No 101 Reserve Road	Proposed Ancilliary Dwelling
Subdivision Applications			
Application No.	Applicant	Lot & Street	Action
Land Administration			
Application No.	Applicant	Lot & Street	Action

Strategic Implications – Nil

Statutory Environment

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

Policy Implications - Nil

Financial Implications - Nil

Economic Implications – Nil

Social Implications - Nil

Environmental Considerations – Nil

Consultation - Nil

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.2
---------------------------------------

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

## 8.6.3 Draft Community Strategic Plan 2019-2029

Date: 5 November 2019  
Author: Chris Littlemore  
Attachment: 8.6.3 Draft Strategic Community Plan 2019-2029 (separate attachment)

### Summary

**Council is to consider adoption of the draft Strategic Community Plan 2019-2029**

### Background

The Strategic Community Plan outlines community long term (10+ years) vision, values, aspirations and priorities, with reference to other local government plans, information and resourcing capabilities.

The Strategic Community Plan:

- establishes the community's vision for the local government's future, including aspirations and service expectations
- drives the development of local government area/place/regional plans, resourcing and other informing strategies, e.g. workforce, asset management and services, and
- will ultimately be a driver for all other planning.

Council is required to review its Strategic Community Plan every four years.

### Comment

Councillors and senior staff met with consultant Hannah Fitzhardinge on 27 August 2019 to discuss the content and review the Strategic Community Plan.

Subsequent to that meeting, Councillors considered the content of the draft Strategic Community Plan 2019-2029 at a Councillor Information session on 1 October 2019.

When the Strategic Community Plan was prepared to years ago, released the plan for public comment.

### Strategic Implications

The Strategic Community Plan outlines community long term vision, values, aspirations and priorities.

Statutory Environment - Nil  
Policy Implications - Nil.

### Financial Implications

The implications of the Strategic Community Plan are built into the Long Term Financial Plan.

Economic Implications – Nil

### Social Implications

The Strategic Community Plan is a key document that provides the public with an opportunity to provide input into the investments Council will make to the infrastructure which can build social capital.

Environmental Considerations – Nil

Consultation – Councillors and community survey..

### Options

Council can resolve to:

4. adopt the recommendation/s;
5. adopt the recommendation/s with further amendments; or
6. not accept the recommendation/s, giving reasons.

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.3
---------------------------------------

That Council release the Draft Strategic Community Plan 2019-2029 for public comment and consider any comments received at the December Meeting of Council.

## 8.6.4 Peel Development Commission

File Ref. No:	ADM 0552
Disclosure of Interest:	Nil
Date:	30 October 2019
Author:	Chris Littlemore CEO
Attachment:	Attachment 8.6.4 A letter from PDC Attachment 8.6.4 B Vacancy Information Attachment 8.6.4 C Nomination form

### Summary

Council is to consider nomination of a board member to the Peel Development Commission.

### Background

Nominations have been called for to fill two vacancies On the Board of the Peel Development Commission that have become available due to recent local elections and expiry of term.

### Comment

Nominees are expected to be experienced in economic development and investment attraction.

Boddington has been represented on the board of the Peel Development Commission in previous years.

The Objects of the Commission are to:

- Maximise job creation and economic diversification within the region;
- Develop and broaden the economic base of the region; Identifying infrastructure services to promote economic and social development within the region;
- Provide information and advice to promote business development within the region;
- Seek to ensure that the general standard of government services and access to those services in the region is comparable to that which applies in the metropolitan area; and
- Generally take steps to encourage, promote, facilitate and monitor the economic development in the region.

The Minister for Regional Development will receive written nominations until Monday 02 December 2019.

Strategic Implications Nil

Policy Implications - Nil

Financial Implications Nil

Economic Implications Nil

Social Implications – Nil

Environmental Considerations - Nil

Consultation -\_Nil

## Options

Council can:

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

## Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.4
---------------------------------------

That Council consider if it is appropriate to nominate one of its Councillors as board member on the Peel Development Commission.

## ATTACHMENT 8.6.4A



45 Mandurah Terrace  
PO Box 543  
Mandurah WA 6210  
P (08) 9535 4140  
F (08) 9535 2119  
E [peel@peel.wa.gov.au](mailto:peel@peel.wa.gov.au)  
[www.peel.wa.gov.au](http://www.peel.wa.gov.au)

Mr Chris Littlemore  
Chief Executive Officer  
Shire of Boddington  
PO Box 4  
BODDINGTON WA 6210

Dear Chris

### **PEEL DEVELOPMENT COMMISSION BOARD NOMINATIONS**

The Peel Development Commission is seeking nominations for one Local Government representative vacancy on its Board due to one member's term expiring on 31/12/19. In accordance with the *Regional Development Commission's Act 1993*, nominees for the vacancy must be members of the Council of a Local Government in the region and are to be nominated by Local Governments in the region.

All Local Governments in the Peel region are invited to nominate up to two Councillors, who are willing and able to be candidates, for appointment. The Commission is seeking nominees that have experience in economic development and investment attraction.

Nominations are to be submitted either by post or e-mail to the Executive officer at [eo@peel.wa.gov.au](mailto:eo@peel.wa.gov.au) at this office, no later than 4.30pm on Monday, 2 December 2019.

Nomination/application form is attached. Please complete a separate nomination form for each nominee.

Any further information can be obtained by contacting Kylie Wilson at the Commission on 9535 4140.

We look forward to receiving your nominations.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Andrew Ward'.

Andrew Ward  
**CHIEF EXECUTIVE OFFICER**

22 October 2019

enc. Nomination Form

ATTACHMENT 8.6.4B

<b>LOCAL GOVERNMENT VACANCY INFORMATION PEEL DEVELOPMENT COMMISSION</b>	
<b>Contact at Peel Development Commission</b>	Kylie Wilson Executive Officer Peel Development Commission 45 Mandurah Terrace Mandurah Telephone 9535 4140 Email <a href="mailto:eo@peel.wa.gov.au">eo@peel.wa.gov.au</a>
<b>Name of Minister for the Peel Development Commission</b>	Hon Alannah MacTiernan MLC Minister for Regional Development; Agriculture and Food; Ports; Minister assisting the Minister for State Development, Jobs and Trade
<b>Description of Position</b>	The Peel Development Commission requires one Elected Member/LGA representative experienced in economic development and investment attraction. Other qualities should include decision making abilities, business acumen, an ability to work cooperatively within a team environment and interests relevant to the Peel community.
<b>Length of term</b>	Maximum of three years
<b>Current representative and reason for vacancy</b>	1 x LGA vacancy has arisen as a result of a LGA representative's board term expiring as at 31 December 2019.
<b>Commencement date</b>	To be advised
<b>Meeting schedule</b>	Approximately 5 meetings per year
<b>Location of meetings</b>	Various locations within the Peel region
<b>Day/time of meeting</b>	2020 Board meeting dates to be advised
<b>Duration of meeting</b>	4-7 hours
<b>Meeting fee</b>	\$622 per day \$403 per half day
<b>Travelling allowances</b>	As per public sector standards
<b>Objectives of Peel Development Commission</b>	The objectives of the Commission are to: <ul style="list-style-type: none"> <li>• Maximise job creation and economic diversification within the region;</li> <li>• Develop and broaden the economic base of the region;</li> <li>• Identify infrastructure services to promote economic and social development within the region;</li> <li>• Provide information and advice to promote business development within the region;</li> <li>• Seek to ensure that the general standard of government services and access to those services in the region is comparable to that which applies in the metropolitan area; and</li> <li>• Generally take steps to encourage, promote, facilitate and monitor the economic development in the region.</li> </ul>




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## NOMINATION FORM

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**LOCAL GOVERNMENT REPRESENTATIVE  
PEEL DEVELOPMENT COMMISSION  
Nominations close Monday, 2 December 2019**

<b>Nominee Title</b> (eg Mayor/President/Cr)		
<b>Last Name</b>		
<b>Given Names</b>		
<b>Date of Birth</b>		
<b>Council</b>		
<b>Home address</b>		
<b>Email address</b>		
<b>Contact Details</b>	<b>Home:</b>	
	<b>Work:</b>	
	<b>Council:</b>	
	<b>Mobile:</b>	
<b>Occupation</b>		
<b>Qualifications</b>		
<b>Resume</b>	Please attach a copy of your Resume/CV	

I hereby submit my nomination, made in accordance with my Council's policy on representation, for the position of Local Government representative on the Peel Development Commission. Should my nomination be successful I will make every endeavour to commit the time and effort necessary to undertake this position. I will adhere to the eligibility criteria which specifies that should I no longer be a serving Elected Member, I will resign from the Development Commission as the Local Government representative.

Nominee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)



8.6.5 Peel Harvey Catchment Council Representation
--

File Ref. No:	ADM 0193
Disclosure of Interest:	Nil
Date:	19 November 2019
Author:	Chris Littlemore CEO
Attachments:	8.6.5A PHCC Nomination letter 8.6.5B PHCC Nomination information

Summary

Council is to consider nomination of a Local Government Representative (Inland) to the Peel Harvey Catchment Council.

Background

Nominations have been called for to fill the vacancy on the Board of the Peel Harvey Catchment Council.

Comment

The PHCC has invited Council to nominate one of its elected members to the PHCC as a member or deputy member. Given the continued support of the PHCC by the Boddington Shire Council, it would be good for Boddington to be represented on the board.

Nominees are expected to have knowledge and experience in relation to natural resource management, local government, board governance and strategic planning.

The Goals of the PHCC are:

- Governing, leading and managing the Peel Harvey Catchment Council
- Securing our Future
- Influencing key decision-makers for better catchment governance
- Facilitating collaborative adaptive management
- Delivering quality environmental outcomes
- Engaging and enabling individuals and communities

The PHCC holds formal meetings a maximum of six times a year, usually on the third Thursday of every second month, with travel costs for those meetings being reimbursed by the PHCC. Members are expected to be active ambassadors and contribute beyond general meeting attendance, on behalf of all Inland councils. The successful applicant would be provided clarity as to those expectations via an induction process and mentoring

The Peel Harvey Catchment Council has requested nominations by Thursday, 21 November 2019.

Strategic Implications- Nil

Policy Implications - Nil

Financial Implications -Nil

Economic Implications- Nil

Social Implications – Nil

Environmental Considerations -Nil

Consultation - Nil

Options

Council can:

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

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.5
---------------------------------------

That Council nominate Councillor .....as Local Government Representation (Inland) on the Peel Harvey Catchment Council.

ATTACHMENT 8.6.5A

Enquiries: Jane O'Malley  
Our Ref: 100\_2019\_0903  
File No: BO\_M\_100

3 September 2019

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

Dear Chris

SHIRE OF  
BODDINGTON  
RECEIVED

09 SEP 2019

Distribute to:

- DCS  DSP  MINS
- PEHO  FM  CEO
- MWS  TPC  MCS

EA

File No. \_\_\_\_\_

Date \_\_\_\_\_

Initial HL



**PHCC** Working Together  
Peel-Harvey Catchment Council

Call for Nomination for Local Government Representation (Inland) on the Peel-Harvey Catchment Council – **closes 10am Thursday 21 November 2019**

After the completion of the October Local Government elections, the Peel-Harvey Catchment Council (PHCC) invites you to nominate one of your Elected Members to be a Member or Deputy Member of the PHCC. Applications are considered by an independent panel that makes a recommendation to the PHCC. The PHCC makes their determination and endorsement at the December meeting. The successful applicant will become the Local Government Member (or Deputy), representing all Inland local governments within the Peel-Harvey Catchment.

I have attached a copy of our Strategic Directions, Annual Report, our Constitution and a map of the Catchment to assist you to select a nominee who has the capacity and ability to help meet our vision for the Peel-Harvey Catchment.

The PHCC hold formal meetings a minimum of six times a year, usually on the third Thursday of every second month, with travel costs for these meetings being reimbursed by the PHCC. Members are expected to be active ambassadors and contribute beyond general meeting attendance, on behalf of all Inland Councils. The successful applicant will be provided clarity as to these expectations via an induction process and mentoring.

If you choose to nominate an Elected Member and he or she is successful, your nominee will be joining a dedicated group with representation from community, industry and government. Selection will be made via a recommendation from an independent panel to the 12 December meeting of the PHCC.

Applications are requested in writing on the attached form, with endorsement from Council, outlining the applicant's reasons for nominating and their knowledge and experience in relation to natural resource management, local government, board governance, strategic planning and/or any other relevant skills that they can bring to the PHCC.



*We acknowledge the Noongar people as Traditional Custodians of this land and pay our respects to all Elders past and present*

58 Sutton Street, Mandurah  
Western Australia 6210  
T: +61 8 6369 8800

[www.peel-harvey.org.au](http://www.peel-harvey.org.au)

## ATTACHMENT 8.6.5A

If you would like to nominate a representative, please ensure we receive your nomination by **10am Thursday 21 November 2019**. Please don't hesitate to contact myself or Patricia Sutton on 6369 8800 or email [jane.omalley@peel-harvey.org.au](mailto:jane.omalley@peel-harvey.org.au) if you would like any further information.

I look forward to hearing from you.

Yours sincerely



Jane O'Malley  
Chief Executive Officer

*Enc.*

1. *Nomination Form*
2. *Strategic Directions*
3. *Annual Report*
4. *Constitution*
5. *Map of Peel-Harvey Catchment*



**Join a Team that Really Makes a Difference!**

**Nomination for Local Government Representative**

The Peel-Harvey Catchment Council (PHCC) is seeking suitably qualified councilors to nominate for the position of Local Government Representative on the PHCC Board.

If you tick any, or many of the following boxes, you may be just what we are looking for:

- Knowledge, interest and understanding of the ecological principles of natural resource management
- Experience and expertise in sustainable natural resource management practice
- Knowledge of social, economic, environmental and/or indigenous issues in the Peel-Harvey Catchment
- Experience in coordinating and managing projects or businesses
- Experience in legislative programs or environmental policy framing
- Ability to communicate and use community networks effectively
- Ability to analyse and work strategically across a wide range of complex integrated issues
- Knowledge and experience in financial management

The term of your tenure will be two years, plenty of time to make a significant impact for the local environment.

If successful, you will be one two local government members, ten community members, one representative from each of the main State agencies with environmental responsibilities and the Peel Development Commission. Meetings are held on the third Thursday of every second month. Some recompense is made for the cost of travel to meetings.

**As part of the nomination process, we ask that you provide a letter addressing the selection criteria and complete the 'Self-Assessment' over the page using the assessment levels below:**

- VERY HIGH** Supported with demonstrated, significant professional experience or extensive, practical experience in the area and/or relevant qualification/s
- HIGH** Supported with demonstrated, professional experience or significant, practical experience in the area and/or relevant qualification/s
- MEDIUM** Supported with demonstrated practical experience in the area
- LOW** Some practical experience in the area
- NONE** Awareness/Interest only with no practical experience. Little or no knowledge or skill in the area

Refer to the 'Self-Assessment Guide' below for more information about the requirements of each level as it applies.

VERY HIGH	HIGH as for MEDIUM but also	MEDIUM	LOW
A Post Graduate Degree or higher qualification in a related discipline and at least 8 years of professional experience.	A Degree or Diploma / Certificate in a related discipline and / or at least 5 year's experience.	At least 3 years practical experience the Natural Resource Management Sector.	Some practical experience (including volunteering) in the Natural Resource Management Sector.

## ATTACHMENT 8.6.5B

### Self-Assessment

The self-assessment requires you to reflect on your level of knowledge, experience and skill in the following key areas:

Knowledge/Skill Area	VERY HIGH	HIGH	MED	LOW	NONE
Knowledge, interest and understanding of the ecological principles of natural resource					
Experience and expertise in sustainable natural resource management practice					
Knowledge of social, economic, environmental and/or indigenous issues in the Peel-Harvey					
Experience in Indigenous engagement, participation and/or capacity building					
Experience in coordinating and managing projects or businesses					
Experience in legislative programs or environmental policy					
Ability to communicate and use community networks effectively					
Ability to analyse and work strategically across a wide range of complex integrated issues					
Financial Management/Audit					
Risk Management					

These criteria are guidelines only and, if you believe you can demonstrate high level skills, knowledge or experience outside of these areas, we encourage you to inform us within your supporting documentation.

Name .....

Address .....

Phone ..... Mobile .....

Email .....

- Checklist to complete and return to PHCC:
- I have completed the self-assessment table above
  - I have attached a letter detailing the skills and knowledge I would bring to the PHCC as a Local Govt Representative
  - I have completed the Association Liability Insurance Questions for Members/Proposed Members (Attachment 1)

Signed: ..... Date: .....

Written nominations must be received by **10am, Thursday 21 November 2019** and addressed to:

**Peel-Harvey Catchment Council (Inc)**  
**58 Sutton Street**  
**MANDURAH WA 6210**

For further information, contact Patricia Sutton at [patricia.sutton@peel-harvey.org.au](mailto:patricia.sutton@peel-harvey.org.au) or phone 08 6369 8800

Refer also [www.peel-harvey.org.au](http://www.peel-harvey.org.au), [facebook](#) and Constitution ([http://www.peel-harvey.org.au/?page\\_id=33](http://www.peel-harvey.org.au/?page_id=33))

Association Liability Insurance & ACNC Questions for Members/Proposed Members

Name:

Signature:

Residential address:

Bus hrs phone:

Date:

In order to comply with the PHCC Association Liability Insurance Policy and our membership of the Australian Charities and Not for profits Commission (ACNC), you are required to answer the following questions. (\*\*See bottom of page for definition of "Insured Person"). Please note that all responses will be treated with the utmost confidentiality.

Q 1 – Insured Person's details – circle YES or NO

- a. Has any former or current **Insured Person** of the Association (PHCC) ever been declared bankrupt? **YES / NO**
- b. Has any former or current **Insured Person** of the Association (PHCC) ever been an **Insured Person** of an organisation placed in receivership, liquidation or provisional liquidation? **YES / NO**
- c. Has any former or current **Insured Person** of the Association (PHCC) ever had a conviction for crimes involving dishonesty? **YES / NO**

If you answered YES to any of the above questions, please provide full details using a separate sheet.

Q11 – Claims History – circle YES or NO

For the purpose of answering this question, please note that reference to "Association" includes all of its past and current subsidiaries.

- a. Has any claim ever been made or civil, criminal or regulatory proceedings brought against the Association or any **Insured Person** (whether as **Insured Persons** of the Association or any other entity), in respect of the risks of the kind to which this Proposal Form relates? **YES / NO**
- b. Has any **Insured Person** ever received a notice to attend an official investigation, examination, inquiry or other proceedings ordered or commissioned by an official body or institution, in respect of the risks of the kind to which this Proposal Form relates? **YES / NO**
- c. During the past 5 years has the Association suffered any loss as a result of any dishonest or fraudulent act of any **Insured Person**, in respect of the risks of the kind to which this Proposal Form relates? **YES / NO**
- d. During the past 5 years has the Association or any **Insured Person** had any fine or penalty or infringement notice (other than for traffic offences) imposed by any Federal, State, Territory or local government or other regulatory authority, in respect of the risks of the kind to which this Proposal Form relates? **YES / NO**

If you answered YES to any of the above questions, please provide full details using a separate sheet.

Q 12 – Known Circumstances – circle YES or NO

For the purpose of answering this question, please note that reference to "Association" includes all of its past and current subsidiaries.

After enquiry, are any of the **Insured Persons** aware of any act, omission, conduct, fact, event, circumstance or matter which might reasonably be expected to:

- a. Give rise to a claim or lead to civil or criminal proceedings against the Association or any **Insured Person**. **YES / NO**
  - b. Result in the Association or any **Insured Person** being required to attend an official investigation, examination, inquiry or other proceedings? **YES / NO**
  - c. Give rise to a fine or penalty being imposed on the Association or any **Insured Person** (other than for traffic offences) by a Federal, State, Territory or local government or other regulatory authority? **YES / NO**
1. Is this person of Aboriginal origin? circle YES or NO
  2. Is this person of Torres Strait Island origin? circle YES or NO
  3. What language does this person generally speak at home? \_\_\_\_\_

If you answered YES to any of the above questions, please provide full details using a separate sheet.

**\*\* Insured Person** means any natural person who was prior to the Policy Period, or is during or after the Policy Period;

(a) a director, secretary, officer, trustee, committee member, employee (whether salaried or not) or volunteer of the Association; or

(b) a person acting on behalf of the Association at the direction of an officer or board or committee of management of the Association, but only in his or her capacity as such.

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

Nil at this time.

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

Nil at this time.

11. CONFIDENTIAL ITEM:

Nil at this time.

12. CLOSURE OF MEETING: