

Ordinary Council

AGENDA

FOR THE MEETING TO BE HELD
WEDNESDAY, 27 MARCH 2019
IN COUNCIL CHAMBERS,
WALLCLIFFE ROAD, MARGARET RIVER
COMMENCING AT 5:30PM

Meeting Notice

Dear Councillor

I advise that an Ordinary Council Meeting of the Shire of Augusta Margaret River will be held in Council Chambers, Wallcliffe Road, Margaret River on Wednesday 27 March 2019, commencing at 5:30pm.

Yours faithfully



DALE PUTLAND
ACTING CHIEF EXECUTIVE OFFICER

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This agenda has yet to be dealt with by the Council. The Recommendations shown at the foot of each item have yet to be considered by the Council and are not to be interpreted as being the position of the Council. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Council.

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Ordinary Council Meeting

1. **DECLARATION OF OPENING**
2. **ATTENDANCE**
3. **DISCLOSURES OF INTEREST**
4. **PUBLIC QUESTIONS**
 - 4.1. **Response to Previous Public Questions Taken on Notice**
 - 4.1.1 **Response to Mr Ken John - Unnamed Gazetted Road**

Mr Ken John asked the following question in relation to an 'Unnamed Gazetted Road', which was taken on notice by the Shire President at the 13 March 2019 Ordinary Council Meeting:

Q3: Why hasn't it been graded since 2017?

A response to this question will be published as an addendum to this agenda

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 - 4.2. **Public Question Time**
5. **APPLICATIONS FOR LEAVE OF ABSENCE**
6. **CONFIRMATION OF MINUTES OF PREVIOUS MEETING**
 - 6.1 **Ordinary Council Meeting held 13 March 2019**
7. **DEPUTATIONS**
8. **PETITIONS**
9. **ANNOUNCEMENTS FROM THE PRESIDING MEMBER**
10. **QUESTIONS FROM MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**
11. **REPORTS OF COMMITTEES AND EMPLOYEE REPORTS**

11.1. Chief Executive Officer

11.1.1 COUNCIL DECISION ACTION LIST JULY - DECEMBER 2018

LOCATION/ADDRESS	Shire of Augusta Margaret River
APPLICANT/LANDOWNER	Shire of Augusta Margaret River
FILE REFERENCE	GOV/61
REPORT AUTHOR	Claire Schiller, Governance / Council Support Officer
AUTHORISING OFFICER	Dale Putland, Acting Chief Executive Officer

IN BRIEF

- This report is provided to Council to show the action status of Council resolutions for the period July 2018 to December 2018 and to provide a comparison in reporting statistics from the previous six months.
- Attachment 1 lists the decisions which have been made since July 2018 and allows Councillors to track the progress of resolutions of Council.

RECOMMENDATION

That Council:

1. Notes the 109 resolutions of Ordinary and Special Meetings for the period July 2018 to December 2018 contained in Attachment 1, of which 98 have been completed or require no further action;
 2. Notes the progress of the 11 incomplete items.
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LOCATION PLAN

Nil

TABLED ITEMS

Nil

BACKGROUND

The Council is charged with the duty to responsibly govern the local government's affairs (s2.7 *Local Government Act (1995)*), and does so by making well informed and duly considered decisions at its fortnightly Ordinary Meetings and any other Special Meetings that are called.

On a fortnightly basis, or as actions occur, updates on the progress status of Council decisions are made within the Council Meeting Decisions Action List. Of the 109 decisions that were determined by Council during Ordinary and Special Council Meetings between July 2018 and December 2018, 98 have been completed or required no further action. Those items marked 'In Progress' have been rolled over for continued reporting, updating and completion.

CONSULTATION AND ADVICE

External Consultation

Nil

Internal Consultation

Acting Chief Executive Officer

Directors

Reporting Officers

DISCUSSION / OFFICER COMMENTS

According to the Shire's Corporate Plan 2018-2022, one of the Chief Executive Officer's key responsibilities is to ensure that Council decisions are implemented in a timely manner. A Council Decisions Action List is used by the CEO and staff to regularly update the action status of all Council

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resolutions so that timely implementation of decisions can be tracked, and so that relevant and accurate information can be passed on to Councillors and the community.

The following information provides a breakdown of how many items have been raised by the directorates, Councillors, and Special Meetings (and which require a Council decision) in the six months between July 2018 and December 2018.

	Number of items	Action Status
Chief Executive's Office	18	all actions completed/no further action
Sustainable Development	28	2 action in progress actions completed/no further action
Infrastructure Services	17	4 actions in progress actions completed/no further action
Corporate and Community Services	41	2 action in progress actions completed/no further action
Members of Council	5	3 actions in progress actions completed/no further action
Special Meetings	0	n/a
Total number of decisions made	109	11 actions in progress 98 actions completed or no further action required

The following table lists the decisions that are still being actioned for the period July 2018 – December 2018.

Council Decisions – Actions in Progress			
Date	Item	Decision Number	Progress Status
12.12.18	Augusta St John Ambulance Sub Centre Lease – Tallinup Augusta Airport	OM2018/321	Draft lease agreed and has Minister consent. Currently being signed by St John Ambulances.
	Eagles Heritage – Margaret River Raptor Wildlife Centre Lease	OM2018/323	Draft lease drafted and being reviewed by Eagles Heritage.
	Local Law Determination in relation to Wallcliffe Cliffs and River	OM2018/237	Public Notice given of the determination which now has effect. Meeting with Undalup to discuss proposed revegetation, fencing. Seeking advice regarding removal of climbing bolts.
	Application to permanently Close Portion of Waddingham Road, Gracetown	OM2018/328	In progress
28.11.18	Turner Caravan Park Master Plan	OM2018/301	In progress
14.11.18	Report on Strategies to Encourage and Support Local Businesses – Cr Meldrum	OM2018/291	In progress

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24.10.18	RFT 04-19 Provision of Cleaning Services for Buildings, Reserve Tables, BBQ's, Public Amenities	OM2018/271	Part 2 in progress.
10.10.18	Leeuwin Naturaliste 2050 Cycling Strategy - for Adoption	OM2018/247	Report to Council in April 2019.
	Closure of Old Burnside Road Alignment, Burnside	OM2018248	Pending approval from Planning, Lands and Heritage
	Proposal For Transition Of Bush Fire Brigades To Department Of Fire And Emergency Services	OM2018/254	An independent facilitator has been engaged to assist the brigades through the process. A steering committee meeting was held on Monday 18 2019 at 6pm with delegates, DFES officer's, Shire officer's and the facilitator. Another Steering Committee meeting is scheduled for 25 March 2019 and following this the Brigades will vote for/against the transition during April 2019. The result will be brought to BFAC in May 2019 and it is expected the recommendation from BFAC will then be presented to Council in June 2019.
25.07.18	2018-19 Icon Events Funding Allocation	OM2018/172	Part 6 is being progressed but may not be completed in 2018-19 6. That the Icon Events Sponsorship Policy is revised to align with the Events Strategy when finalised, and that the Icon Events Sponsorship Policy and Events Strategy are finalised in the 2018/19 Financial Year.

In the 6 months previous to this reporting period (January to June 2018), 111 decisions were determined by Council, 102 of which have been actioned or required no further action. The following table lists the decisions that are still being actioned for the period January – June 2018:

Council Decisions – Actions in Progress			
Date	Item	Decision Number	Progress Status
27.06.18	Trail between Augusta Boat Harbour and Dead Finish – Cr Smart	OM2018/162	In progress.
13.06.18	Review of Governance Charter	OM2018/134	The Governance Officer is currently redrafting the document, will be brought back to Council before the calendar year.
05.06.18	Cape to Cape Winter Diversion Track	SM2018/2 SM2018/3 SM2018/4 SM2018/5 SM2018/6	SM2018/2 – part 1-5 complete, part 6 in progress SM2018/3 – action complete SM2018/4 – in progress SM2018/5 – action complete SM2018/6 – action complete
09.05.18	Climate Change Initiatives	OM2018/116	Climate Change Resources Plan prepared. Adoption plan funded through 18-19 budget.

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11.04.18	Winter Diversion Track – Apology re, mistakes made in relation to Aboriginal Heritage – Cr Godden	OM2018/103 OM2018/104 OM2018/105	OM2018/103 action complete OM2018/104 in progress. Council's Reconciliation Action Plan commencing in 2018/19 OM2018/105 in progress. Briefing to be scheduled.
28.03.18	Additional Purpose to Reserve 28928 – Poole Road, Kudardup	OM2018/87	Pending approval from Planning, Lands and Heritage
28.03.18	Cape to Cape Track – Winter Diversion	OM2018/73	Point 3 in progress
28.02.18	Boundary Realignment of Reserve 45243 and Reserve 12298 – Wallcliffe Bush Fire Brigade	OM2018/49	Pending approval from Planning, Lands and Heritage
14.02.18	Augusta Margaret River Events Strategy 2018	OM2015/27	Council briefing by consultant completed. Councillor workshop pending staff resource availability.

The following table lists the decisions that are still being actioned for the period of July – December 2017:

Council Decisions – Actions in Progress			
Date	Item	Decision Number	Progress Status
13.12.17	Flinders Bay Boat Ramp	OM2017/341	Part 4 in progress.
08.11.17	Proposed Addition of Reserve 12951 to Scott National Park and Conservation Reserve	OM2017/259	In progress. Have emailed Department of Biodiversity Conservation and Attractions advising of Council decision, awaiting response regarding a briefing.
27.09.17	Obstruction of Waddingham Road Thoroughfare	OM2017/235	Previously delayed at owners request. Action now in progress.
09.08.17	Turner Caravan Park Masterplan	OM2017/197	Progressing the overall site master plan and underpinning business plan for future staged development which is to be completed in October 2018.

The following table lists the decisions that are still being actioned for the period of January – June 2017:

Council Decisions – Actions in Progress			
Date	Item	Decision Number	Progress Status
28.06.17	Adoption of Economic Development Strategy	OM2017/145	In progress. Awaiting review by Sustainable Economy Advisory Committee.
24.05.17	CEO Policy Review	OM2017/119	One outstanding policy on Council Attendance at Sponsored Events.
26.04.17	Rotary Forest Playground – Nature Play Concept Plan	OM2017/104	Project on hold pending future budget allocation.
08.02.17	Road Dedication and Proposed Road closure of Unrequired Road Reserve – McDonald Road, Karridale	OM2017/34	Pending approval from Planning, Lands and Heritage

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08.02.17	Formation of Working Group – Indigenous Engagement – Cr Pam Townshend	OM2017/41	The wording of the motion makes it difficult to implement. The Shire is working with the <i>South West</i> Boojarah Working Party and the Department of Lands, Planning and Heritage to progress works on the Margaret River.
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The following table lists the decisions that are still being actioned for the period of July – December 2016:

Council Decisions – Actions in Progress			
Date	Item	Decision Number	Progress Status
14.12.16	Proposed Amalgamation of Reserves – Flinders Bay Caravan Park	OM2016/284	Pending approval from Planning, Lands and Heritage
14.09.16	Bush Fire Advisory Committee Meeting Minutes - Transfer Bush Fire Brigades to DFES	OM2016/196	Part 3 in progress

The following table lists the decisions that are still being actioned for the period of January 2016 – June 2016:

Council Decisions – Actions in Progress			
Date	Item	Decision Number	Progress Status
27.01.16	11.3.1 Proposed Improvements to Tourist Directional Signage on Main Roads and Roadside Visitor Information	OM2016/13	In progress. Cape ROC have received GHD report. City of Busselton and SAMR to review previous work to develop an overall Joint Tourism Directional Signage Strategy for the region.

Reports relating to monthly financial data, lists of payments and updates on investment activity generally require no action but are required to be reported to Council under the *Local Government (Financial Management) Regulations 1996*, Regulation 13(1).

Reports relating to Committees of Council often require no further action by Shire staff but are provided to Council in order to keep elected members informed of the Committees' progress.

STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS

s5.20 *Local Government Act (1995)*

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2018-2022

Key Result Area 5: Effective leadership and governance

Community Outcome 1: Effective governance and corporate leadership

Strategic Response 1.4: Provide Councillors with high quality and current information for effective decision making.

PLANNING FRAMEWORK

Nil

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Environmental

Where applicable, environmental implications are considered by Councillors when making decisions, as Council has made a commitment to ensure an integrated approach to protecting the natural environment for current and future generations.

Social

Decisions of Council are made in the best interests of the community, so timely and effective implementation of these resolutions by the CEO leads to a better resourced and better serviced community.

Economic

Efficient and well-planned implementation of Council decisions by CEO direction and high quality staff leads to fewer staff hours spent on projects and better risk mitigation, which can lead to cost savings into the future.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council:

1. Notes the 109 resolutions of Ordinary and Special Meetings for the period July 2018 to December 2018 contained in Attachment 1, of which 98 have been completed or require no further action;
2. Notes the progress of the 11 incomplete items.

ADVICE TO APPLICANT / PROPONENT

Nil

ATTACHMENTS

1. Council Meeting Decision Action List July 2018 – December 2018

11.2. Sustainable Development

11.2.1 APPOINTMENTS TO SUSTAINABLE ECONOMY ADVISORY COMMITTEE

LOCATION/ADDRESS	Shire of Augusta Margaret River
APPLICANT/LANDOWNER	Shire of Augusta Margaret River
FILE REFERENCE	ECD/109
REPORT AUTHOR	Saul Cresswell, Sustainability Economics Officer
AUTHORISING OFFICER	Nick Logan, Acting Director Sustainable Development

IN BRIEF

- At the Ordinary Meeting of 12 September 2018, Council resolved to adopt the Instrument of Appointment and Delegation to form the Sustainable Economy Advisory Committee.
- A call for nominations from appointed groups occurred in February 2019.
- Nominations have been received in accordance with the Instrument of Appointment and Delegation.
- All appointments to committees of Council must be by absolute majority, and in accordance with s5.8 of the *Local Government Act 1995*.

RECOMMENDATION

That Council, in accordance with the Instrument of Appointment and Delegation of the Augusta Margaret River Sustainable Economy Advisory Committee and ss 5.10 & 5.11A *Local Government Act 1995*:

1. Appoints the Shire President, if desirous of participating, and Councillor _____, as members of the Sustainability Economy Advisory Committee;

OR if the Shire President declines:

Appoints Councillor _____ and Councillor _____, as members of the Sustainability Economy Advisory Committee; and

2. Appoints the nominated representatives as members of the Augusta Margaret River Sustainability Economy Advisory Committee for a period of eight months, expiring with the 2019 local government elections.
-

LOCATION PLAN

Nil

TABLED ITEMS

Nil

BACKGROUND

On 23 May 2018 Council resolved to establish a Sustainable Economy Advisory Committee, with the CEO to draft an Instrument of Appointment and Delegation. On 12 September 2018 the Instrument of Appointment and Delegation was adopted, with the following purpose:

“To formulate for Council’s consideration recommendations on policy, programs and projects to support the Augusta Margaret River community to transition to livelihoods and enterprises that are sustainable, climate-resilient, diverse and locally-owned in a circular economy, a regenerative and improving environment and a just community that upholds the rights of everyone”.

Objectives:

1. To recognise the fundamental importance of a healthy natural environment as the most importance base for supporting sustainable economic activity in the Shire and to ensure that economic activities conducted in the Shire do not damage or denigrate the natural environment;

2. To provide a forum for key stakeholder representatives to participate in developing a sustainable economy and provide relevant advice to Council;
3. To foster the creation of sustainable livelihoods and enterprises which reduce inequality and social disadvantage;
4. To foster the creation of sustainable livelihoods and enterprises which are climate resilient;
5. To foster the transition from the linear economy (take, make, dispose) to a regenerative circular economy (reduce, reuse, recycle);
6. To develop strategies for Aboriginal, Culturally and Linguistically Diverse communities to fully participate in sustainable economic activity;
7. To foster economic vibrancy in towns, villages and hamlets and assist local businesses to remain viable and successful; and
8. To develop strategies to achieve the Shire's Vision 2036 and the key objectives of the Sustainable Economy Strategy.

CONSULTATION AND ADVICE

External Consultation

Shire staff have engaged with the organisations involved and preferred committee members have been identified and consulted.

Internal Consultation

Nil

DISCUSSION / OFFICER COMMENTS

As per Council's resolution on 12 September 2018 (OM2018/228) membership of the Committee shall be:

- a) One Councillor appointed by the Council plus the Shire President or two Councillors should the Shire President decline to participate;
- b) One representative of the South West Development Commission (SWDC);
- c) One representative of the Margaret River Chamber of Commerce and Industry (MRCCI);
- d) One representative of the Augusta Chamber of Commerce and Industry (Augusta CCI);
- e) One representative of the Margaret River Wine Industry Association (MRWIA);
- f) One representative of the Margaret River Busselton Tourism Association (MRBTA);
- g) One representative of the Cowaramup Retailers Association (CRA);
- h) One representative of the Scott River Growers Group;
- i) One representative of the Margaret River Regional Producers Association (MRRPA);
- j) One representative of Nature Conservation Margaret River Region (NCRM);
- k) One representative of Creative Corner Inc;
- l) One local representative representing the digital economy;
- m) One representative of the Margaret River Regional Environment Centre;
- n) One representative each from two local social justice groups;
- o) One representative of Transition Margaret River; and
- p) One representative of Registered Accommodation Providers Margaret River Region once they are properly constituted.

The newly-appointed Sustainable Economy Officer has undertaken a series of meetings and exchanges with the above organisations, and has received nominations of delegates from these organisations as follows:

- a) South West Development Commission – Primary Delegate: Mat Lewis; Proxy Delegate: Jack Carlsen;
- b) Margaret River Chamber of Commerce and Industry – Primary Delegate: Steve Castan; Proxy Delegate: Rebecca Young;
- c) Augusta Chamber of Commerce and Industry – Primary Delegate: Andrea Lindsay; Proxy Delegate: TBA;
- d) Margaret River Wine Association – Primary Delegate: Amanda Whiteland; Proxy Delegate: TBA;
- e) Margaret River Busselton Tourism Association – Primary Delegate: Sharna Kearney; Proxy Delegate: Steve Harrison;
- f) Cowaramup Retailers Association – Primary Delegate: Jill Turton; Proxy: TBA;
- g) Scott River Growers Group – Primary Delegate: Barbara Dunnet; Proxy Delegate: Joanna Wren;

- h) Margaret River Regional Producers Association – Primary Delegate: Andreas Frutiger; Proxy Delegate: Kat Lombardo;
- i) Nature Conservation Margaret River – Primary Delegate: Stuart Hicks; Proxy Delegate: Boyd Wykes;
- j) Creative Corner – Primary Delegate: Peter Griffyn; Proxy Delegate: TBA;
- k) Representative of the digital economy – Primary Delegate: Tim Kerr (Mix Tape); Proxy Delegate: Tony Fletcher;
- l) Margaret River Regional Environment Centre – Primary Delegate: Ray Swarts; Proxy Delegate: Peta Goodwin;
- m) Social Justice Groups – TBA
 - 1. Margaret River Community Centre – Primary Delegate: Lydell Huntley; Proxy Delegate: Lyn Moorfoot
 - 2. TBA;
- n) Transition Margaret River – Primary Delegate: Britta Sorenson; Proxy Delegate: TBA; and
- o) Registered Accommodation Providers – N/A (not yet constituted).

At this point in time numerous organisations have supplied a Primary Delegate only, with a Proxy Delegate yet to be identified. In addition, it has been challenging to identify and get a response from social justice groups in the region. Candidates have been sought from Undalup Association and Just Home Margaret River, but representatives have not been secured at the date of this report. Given the inability to finalise the second Social Justice Group representative, three options are presented:

- 1) Hold off on forming the Committee until all delegates have been established;
- 2) Remove second Social Justice group from membership of the Committee; and
- 3) Resolve to form the Committee with the current delegates, and add additional delegates from a second Social Justice group once adequate communication has taken place.

The Sustainable Economy Advisory Committee is the first step in moving forwards on producing a Sustainable Economy Strategy for the AMR Shire, and further delay would be unfortunate. Given the importance of creating an inclusive economic strategy, it is not recommended to remove Social Justice groups from the Committee's membership. It is felt that continued efforts to communicate with the aforementioned Social Justice groups, and identifying other potential groups to contact, will lead to their agreement to participate in the Committee within a short period of time. As such, it is advised that Council forms the Committee with the current delegates, and adds further delegates representing Social Justice issues in the near future. It is likely these delegates would be confirmed and ready to join the second official Sustainable Economy Advisory Committee meeting on 16 May 2019 and be formally appointed by Council in due course.

STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS

All Council Committee meetings are bound by the same Standing Orders as Special and Ordinary Meetings of Council.

Part 5 Division 2 *Local Government Act 1995* – Committees and their meetings details relevant statutory requirements.

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2018-2022

Key Result Area 4: Vibrant and diverse economy

Key Result Area 5: Effective leadership and governance

Economy Outcome 4.4.4.1: **Priority project:** Establishment of the Sustainable Economy Advisory Committee

Governance Strategy 5.4.4: Encourage and support community – Shire projects and partnerships

Governance Outcome 5.7: Leadership in climate change mitigation and adaptation

PLANNING FRAMEWORK

Nil

FINANCIAL IMPLICATIONS

The main costs associated with running committees are staff time and wages involving mostly out of hours work. Other costs include catering in the form of food and beverages. Council needs to be strategic about the use of resources involving staff time to gain the best advantage for the community.

SUSTAINABILITY IMPLICATIONS

Committees should use a triple bottom line assessment process whereby an integrated approach to meeting the needs of current and future generations is utilised.

VOTING REQUIREMENTS

Absolute Majority

Process for nominating Councillors as representatives on a committee:

The Shire President will call for nominations. Nominations will be accepted verbally or in writing. If a Councillor is nominated by another Councillor, the nominated Councillor must advise the meeting if they accept the nomination.

The nomination period will then close.

If there are a greater number of nominations than positions vacant, ballot papers will be distributed to Councillors and a vote conducted.

Votes will be counted and announced by the Shire President.

RECOMMENDATION

That Council, in accordance with the Instrument of Appointment and Delegation of the Augusta Margaret River Sustainable Economy Advisory Committee and ss 5.10 & 5.11A *Local Government Act 1995*:

1. Appoints the Shire President, if desirous of participating, and Councillor _____, as members of the Sustainability Economy Advisory Committee; and

OR if the Shire President declines:

Appoints Councillor _____ and Councillor _____, as members of the Sustainability Economy Advisory Committee; and

2. Appoints the nominated representatives as members of the Augusta Margaret River Sustainability Economy Advisory Committee for a period of eight months, expiring with the 2019 local government elections;

i.	South West Development Commission:	Matt Lewis – Delegate Jack Carlson - Proxy
ii.	Margaret River Chamber of Commerce and Industry:	Steve Castan – Delegate Rebecca Young - Proxy
iii.	Augusta Chamber of Commerce and Industry:	Andrea Lindsay – Delegate
iv.	Margaret River Wine Association:	Amanda Whiteland – Delegate
v.	Margaret River Busselton Tourism Association:	Sharna Kearney – Delegate Steve Harrison – Proxy
vi.	Cowaramup Retailers Association:	Jill Turton – Delegate
vii.	Scott River Growers Group:	Barbara Dunnet – Delegate Joanna Wren – Proxy
viii.	Margaret River Regional Producers Association:	Andreas Frutiger – Delegate Kat Lombardo – Proxy
ix.	Nature Conservation Margaret River:	Stuart Hicks – Delegate Boyd Wykes – Proxy
x.	Creative Corner:	Peter Griffyn – Delegate

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xi.	Representative of the Digital Economy:	Tim Kerr – Delegate Tony Fletcher – Proxy
xii.	Margaret River Regional Environment Centre:	Ray Swarts – Delegate Peta Goodwin – Proxy
xiii.	Social Justice Groups – Margaret River Community Centre:	Lydell Huntley – Delegate Lyn Moorfoot - Proxy
xiv.	Transition Margaret River:	Britta Sorenson - Delegate

ADVICE TO APPLICANT / PROPONENT

Nil

ATTACHMENTS

Nil

11.2.2 SUSTAINABILITY ADVISORY COMMITTEE MINUTES - 13 DECEMBER 2018

LOCATION/ADDRESS	Shire of Augusta Margaret River
APPLICANT/LANDOWNER	Shire of Augusta Margaret River
FILE REFERENCE	LND/115
REPORT AUTHOR	Jared Drummond, Sustainability Planning Officer
AUTHORISING OFFICER	Nick Logan, Acting Director Sustainable Development

IN BRIEF

On 13 December 2018, SAC received a briefing on the Environmental Sustainability Fund. This formed the basis of the committee meeting.

RECOMMENDATION

That Council receives the minutes of the Sustainability Advisory Committee held on 13 December 2018.

LOCATION PLAN

Nil

TABLED ITEMS

Nil

BACKGROUND

A meeting of the Sustainability Advisory Committee (SAC) was held on 13 December 2018. The minutes of this meeting are included as **Attachment 1**.

CONSULTATION AND ADVICE

SAC did not adopt any motions at the 13 December meeting, which require further consideration and affirmation by Council. The SAC Minutes reflect that SAC received and discussed a briefing on the Environmental Sustainability Fund.

DISCUSSION

Environmental Sustainability Fund

Background

The Shire's Environmental Elements of Sustainability Strategy (ESS) recommends:
Annual budgets (from 18-19 onwards) include an allocation of 3.0% of rate revenue towards environmental and sustainability projects (otherwise referred to as the Environmental and Sustainability Fund (ESF)).

Committing a defined percentage of rate revenue from future budgets towards environmental sustainability means that as rate revenue rises over time, so too will the amount available for that purpose. The ESS recommends the Environmental Management Fund (EMF) form part of the Environmental and Sustainability Fund. The EMF represents approximately 1% of current rate revenue. The Environmental and Sustainability Fund sets out to achieve the following Focus Areas and Goals identified in the ESS:

FOCUS AREAS	GOALS
Climate change	A resilient Shire
Green energy	A low carbon Shire
Water	A water sensitive Shire
Natural areas	An ecologically healthy and self-sustaining Shire
Consumption	A responsible Shire

Proposal

The 2018-19 rates revenue is \$21,154,609. The aspirational 3% ESF target represents \$634,638 of rates revenue. Shire officers discussed an earlier version of the ESF with councillors at a briefing session held 14 November 2018. This discussion focussed on which projects were considered to fall within the scope of the ESF i.e. what actual works constituted the ESF for 2018/19.

Attachment 2 – Environmental Sustainability Fund details the projects within the scope of the ESF and reveals that there is \$719,856 allocated in 2018-19 for the ESF, broadly in the focus areas as identified in the table below:

Green Energy	78,000.00
Natural Areas Management	421,856
Water	20,000
EMF	200,000.00
Total	719,856

Further consultation with SAC regarding development of the ESF was undertaken. This decision is consistent with the Shire’s ESS which recommends oversight of ESF as one of the core functions of the SAC. In support of the ESF, the SAC adopted the following motion.

MOTION / SAC DECISION

MOVED: J. KRUGER SECONDED: P.LANE SAC2018/8

1. Support the Environmental Sustainability Fund budget referred to as ‘Attachment 1 – Environmental Sustainability Fund’, accompanying the SAC Agenda.
2. Recommend criteria is developed in line with the Focus Areas set out in the Environmental Sustainability Strategy (ESF), known as Natural Areas, Green Energy, Climate Change, Consumption and Waste, and ensure that on-going ESF expenditure is consistent with the criteria.
3. Recommend that unspent funds from the ESF be transferred to the Shire’s biodiversity reserve, starting in 2019/20.

CARRIED 8/0

Shire officers are developing criteria (point 2) to ensure long-term expenditure on ESF is consistent with a set of agreed goals and objectives. A biodiversity reserve fund has been established that caters for unspent funds in the Landcare Special Projects budget (LC50) which is the major component of the ESF with \$438,676 budgeted in 2018/19.

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2018-2022

Key Result Area 3: Ensuring sustainable development

Community Outcome 3: Climate change mitigation and response

Strategic Response 1.2.1: Plan proactively and respond to climate change

Service level strategy/plan: Local Energy Action Plan

PLANNING FRAMEWORK

The discussion items are consistent with the SAC's Terms of Reference.

FINANCIAL IMPLICATIONS

The Environmental Sustainability Fund will form an appendix to the 2019/20 budget and reflect a 3% representation of budget allocation.

SUSTAINABILITY IMPLICATIONS

SAC has an important role to play in terms of overseeing the implementation of Council's sustainability objectives with applicable Shire projects.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council receives the unconfirmed minutes of the Sustainability Advisory Committee held on 13 December 2018.

ATTACHMENTS

1. Sustainability Advisory Committee Minutes – 13 December 2018
2. Environmental Sustainability Fund

11.3. Infrastructure Services

11.3.1 AUTHORISATION TO EXECUTE A DOCUMENT BY COMMON SEAL - ELLIS STREET JETTY LICENCE

LOCATION/ADDRESS	Shire of Augusta Margaret River
APPLICANT/LANDOWNER	Shire of Augusta Margaret River
FILE REFERENCE	LND/149
REPORT AUTHOR	Bronwyn Granville, Executive Assistant Infrastructure Services
AUTHORISING OFFICER	Markus Botte, Director Infrastructure Services

IN BRIEF

- The Shire adopted the Ellis Street Jetty Precinct Development Concept Plan on 8 July 2015 which approved construction of a floating jetty to be located adjacent to the Ellis Street boat ramp in Augusta.
- A Recreational Boating Facilities Scheme (RFBS) grant funded 75% of the cost of construction of the jetty.
- Installation of the floating jetty was completed in November 2018.
- The Department of Transport (DoT) now requires that the new floating jetty is appended to the Shire's existing jetty licence for the adjoining boat ramp.
- The Jetty Licence documentation requires Council approval to affix the Shire of Augusta Margaret River common seal.

RECOMMENDATION

That Council authorises the affixing of the common seal of the Shire of Augusta Margaret River to the Jetty Licence for Jetty No 1189, Ellis Street Jetty and Boat Ramp.

LOCATION PLAN

N/A

TABLED ITEMS

Nil

BACKGROUND

The Capes Regional Boating Strategy (2011) recommended installation of a floating finger jetty adjacent to the Ellis Street boat ramp in Augusta, to improve the safety and efficiency of boat launching. Following Council adoption of this strategy, officers obtained a RBFS grant for design of the floating jetty and boat trailer parking. Subsequent RBFS grants were then obtained for construction of 20 boat trailer parking bays (completed in 2017/18) and a universal access floating finger jetty (completed in 2018/19).

The new jetty now requires a jetty license from the Department of Transport. As the existing boat ramp already has a jetty license, the Department of Transport proposed to append the jetty to the boat ramp jetty license. The document requires Council approval to affix the common seal.

CONSULTATION AND ADVICE

External Consultation

Department of Transport

Internal Consultation

CEO, Director Infrastructure Services

DISCUSSION / OFFICER COMMENTS

In accordance with s9.49a Local Government Act, any document requiring execution by common seal must have authorisation by Council decision.

The following document requires the affixing of the Shire's common seal for execution: Jetty Licence for Jetty Number 1189.

The original Ellis Street Jetty Licence was for the boat ramp only and has now been amended to include new terms and conditions associated with the new floating jetty.

Executing this document is a requirement of the *Jetties Act 1926*.

STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS

9.49A. Execution of documents

- (1) A document is duly executed by a local government if —
 - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
 - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of —
 - (a) the mayor or president; and
 - (b) the chief executive officer or a senior employee authorised by the chief executive officer,each of whom is to sign the document to attest that the common seal was so affixed.
- (4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.
- (5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.
- (6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

[Section 9.49A inserted by No. 17 of 2009 s.43.]

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2018-2022

Key Result Area 3: Managing growth sustainably

Community Outcome 3.6: Connected and safe transport network

PLANNING FRAMEWORK

Nil

FINANCIAL IMPLICATIONS

Department of Transport Jetty Licence Fees - \$131.90

SUSTAINABILITY IMPLICATIONS

Environmental

Nil

Social

Nil

Economic

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council authorises the affixing of the common seal of the Shire of Augusta Margaret River to the Jetty Licence for Jetty No 1189, Ellis Street Jetty and Boat Ramp.

ADVICE TO APPLICANT / PROPONENT

Nil

ATTACHMENTS

1. Amended Jetty Licence

11.4. Corporate and Community Services

11.4.1 REVISED CREDIT CARD POLICY CCSP 6

LOCATION/ADDRESS	Shire of Augusta Margaret River
APPLICANT/LANDOWNER	Shire of Augusta Margaret River
FILE REFERENCE	COR/11
REPORT AUTHOR	Andrew Ross, Acting Director Corporate and Community Services
AUTHORISING OFFICER	Dale Putland, Acting Chief Executive Officer

IN BRIEF

- The Credit Card Policy has been reviewed and updated in accordance with recommendations arising from audit reports and to ensure best practice as outlined in Local Government Operational Guidelines.
- The updated policy is more concise with operational details included within a Corporate Credit Card Procedure and a Cardholder Use Agreement.
- The policy is to be considered for approval by Council.

RECOMMENDATION

That Council:

1. Approves the updated Credit Card Policy CCSP 6 as shown in Attachment 1; and
 2. Notes the associated Corporate Credit Card Procedure and Corporate Credit Card – Cardholder Use Agreement as shown in Attachment 2 and 3 respectively.
-

LOCATION PLAN

Nil

TABLED ITEMS

Nil

BACKGROUND

The Credit Card Policy was last approved by Council at the meeting on 12 April 2017 (minute reference OM2017/92). The Policy states the date of the next review is April 2019.

CONSULTATION AND ADVICE

External Consultation

Feedback relating to how the policy and procedures could be improved has been received. Recommendation 7 of the Integrity Audit report 2018 prepared by the Department of Local Government, Sport and Cultural Industries, was that the CEO review the policies and procedures for the use of the Shire's corporate credit cards to ensure that best practice with proper audit standards are aligned with the recommended procedures contained in the Department's Use of Corporate Credit Cards Operational Guidelines number 11. These guidelines include an agreement to be signed by the cardholder, maintaining a register and ensuring cardholders are provided with the policies and procedures relevant to credit card use.

Internal Consultation

Finance staff researched other local government policies, local government operational guideline number 11 and the Department of Finance's purchasing card guidelines in order to inform the development of the updated policy and have also reviewed and provided comment on this policy.

DISCUSSION / OFFICER COMMENTS

The policy has been changed to reflect the new corporate style guide. Although the current policy broadly complies with the Operational Guidelines, a number of improvements were identified to strengthen compliance and included preparing an associated procedure and usage agreement that are

referenced in the policy and cross reference back to the policy. The usage agreement in particular is essential as it outlines the cardholder' obligations for usage of the card, record keeping requirements, credit card limits and penalties for non-compliance. Cardholders must sign this agreement which is kept in a register.

The changes to the policy include:

- Sections 1(a) and 1(b) have been retained.
- Procedures associated with the use of corporate credit cards that were included in section 1(c) such as conditions of use have been included in a separate Corporate Credit Card Procedure and have also been repeated in the Cardholder Use Agreement.
- Sections 2, 3, 4, 5 and 6 have been retained although the text for section 2 has been simplified, section 4 has been amended to include an Expenditure Authorisation column and section 5 now refers to the Corporate Credit Card Procedure.

After the policy has been approved by Council, all cardholders will be required to sign the Corporate Credit Card – Cardholder Use Agreement which replaces the document that was previously signed by card holders.

STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS

The policy ensures the Shire complies with the financial related legislation and regulations of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2018-2022

Key Result Area 4: Effective leadership and governance

Outcome 4: Community and customer focus

Strategy 2: Ensure Shire services and processes meet or exceed customer needs and recognised industry standard

PLANNING FRAMEWORK

Nil

FINANCIAL IMPLICATIONS

There are no financial implications associated with the approval of this policy. However, adherence to the Credit Card Policy will ensure credit card expenditure is incurred appropriately with controls in place to limit possible fraudulent use.

SUSTAINABILITY IMPLICATIONS

Environmental

Nil

Social

Nil

Economic

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council:

1. Approves the updated Credit Card Policy CCSP 6 as shown in Attachment 1; and
2. Notes the associated Corporate Credit Card Procedure and Corporate Credit Card – Cardholder Use Agreement as shown in Attachment 2 and 3 respectively.

ADVICE TO APPLICANT / PROPONENT

Nil

ATTACHMENTS

1. CCSP 6 Credit Card Policy
2. Corporate Credit Card Procedure
3. Corporate Credit Card – Cardholder Use Agreement

11.4.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING MINUTES - 12 FEBRUARY 2019

LOCATION/ADDRESS	Shire of Augusta Margaret River
APPLICANT/LANDOWNER	Shire of Augusta Margaret River
FILE REFERENCE	EMS/3
REPORT AUTHOR	Chris Lloyd, Community Emergency Services Manager
AUTHORISING OFFICER	Andrew Ross, Acting Director Corporate and Community Services

IN BRIEF

- On 12 February 2019, the Local Emergency Management Committee (LEMC) held its quarterly meeting.
- The LEMC Delegates endorsed the Draft Local Risk Summary Report (Local Risk Register) which is attached to this report for Council to adopt.
- Marie Tweedie (Department of Health, Margaret River Hospital) informed delegates of a 'No Notice Bushfire Event' that may impact on the hospital and its normal business activities. The exercise was conducted on 19 December 2018.
- Nathan Hall (Department of Fire and Emergency Services) continued the Power Outage hypothetical exercise with LEMC and identified that there would be a short supply of generators to everyone in the community should one occur.
- James Von Funck (Western Power) gave a presentation detailing the infrastructure within the Shire and presented a likely scenario should the Margaret River Power Station suffer an outage. There was emphasis on community members and businesses to be better prepared by purchasing their own back-up generators rather than reliance on Western Power to supply.
- Department of Fire and Emergency Services have made changes to the Comprehensive Impact Assessment and Transfer of Control documentation to improve the process and better support Local Governments.

RECOMMENDATION

That Council:

1. Receives the unconfirmed minutes and attachments of the Augusta Margaret River Local Emergency Management Committee meeting held 12 February 2019;
 2. Notes the Local Risk Assessment Summary Report, as shown in confidential Attachment 2;
 3. Notes the Bushfire Event exercise held by the Margaret River Hospital on 19 December 2019, as shown in confidential Attachment 3; and
 4. Notes the power outage exercise completed by LEMC, as shown in confidential Attachment 4.
-

LOCATION PLAN

Nil

TABLED ITEMS

Nil

BACKGROUND

The Local Emergency Management Committee meetings are held quarterly on the second Tuesday of the month.

CONSULTATION AND ADVICE

External Consultation

LEMC delegates

Internal Consultation

Acting Director Corporate and Community Services
Manager Human and Community Services (Shire Recovery Coordinator)
Shire of Augusta Margaret River Community Emergency Services Manager
Ranger Services

DISCUSSION / OFFICER COMMENTS

Finalisation of the Draft Local Risk Summary Report (Local Risk Register)

The Shire of Augusta Margaret River has been participating in the State Risk Project led by the State Emergency Management Committee (SEMC) and Department of Fire and Emergency Services (DFES). Five of the Shire's top hazards were risk assessed through workshops and the scenarios and results are detailed within the attached report. The intent now is that LEMC review the highest risks and address them by assigning treatments/controls to reduce the risk. The State Government offers rounds of National Disaster Resilience Program (NDRP) funding to assist LEMC's with treating the identified risks. It should be noted that Council and its emergency management stakeholders (LEMC) are not solely responsible for treating the risk(s) as this is a multi-agency effort. These hazards present risk to the entire community and as such all agencies/organisations should work together to reduce the risk of the identified hazards impacting on the community. This process builds better community resilience and strengthens relations.

The SEMC have advised that Councils of other local governments have noted the risk report and for consistency propose the Council of the Shire of Augusta Margaret River also note the report rather than endorse it.

Margaret River Hospital Bushfire Emergency Exercise Presentation

On Wednesday, 19 December 2018 a No Notice Bushfire Event discussion exercise was conducted at the Margaret River Hospital. The aim of the exercise was to familiarise Margaret River Hospital staff leaders with the plan for a No Notice Bushfire Event.

Some of the issues/learnings identified included:

- Not knowing how long the generators would run for
- Single entry and egress to the hospitals
- Air conditioner maintenance requirements
- Building capacity time to withstand bushfire
- Emergency response plans used to be colour-coded but not anymore
- Listening to ABC 684 – all now have radios
- MOU with relevant transport providers for vulnerable community members
- Margaret River, Collie and Pemberton all participated in these exercises. Will be rolled out to all regional sites
- All staff have been trained to know how to turn oxygen off.

Follow-up from the November Power Outage Hypothetical

This exercise, which commenced at the November 2018 LEMC meeting, identified there is a shortage of fuel supply for generators due to expected over demand from community members, businesses, farmers, agencies and organisations that would require them during an extended outage. Nathan Hall (DFES) has identified local suppliers of fuel which will be included into the Shire's Local Emergency Management Arrangements.

Other issues identified included:

- Communications i.e. radio towers
- Who has Responsibility of towers? And how long will back up last?

Nathan Hall (DFES) has agreed to share the spreadsheet from the exercise to the LEMC to review and add notes. The intent is that this will be included as a Confidential Attachment in the Local Emergency Management Arrangements.

Western Power Presentation

James von Funck, from Western Power Emergency Management, gave a detailed presentation to LEMC about their services to the Shire, which included an overview of infrastructure, networks, assets and a likely power outage scenario that could affect this community. There was emphasis drawn on

community members and businesses being better prepared by purchasing their own back-up generators rather than having reliance on Western Power to supply. Western Power will provide support to the highest priority (e.g. Hospital, aged care) however, if they are not notified then they cannot prioritise. Western Power would like the community to notify them of every service outage or issue to allow them to better prioritise and log the issues. Every piece of information received allows them to better fault find and identify the issues/causes much quicker.

Some actions for James that came out of the meeting are as follows:

- James and Vik Cheema (DFES) to discuss liaison point in terms of notification of an incident to Western Power
- James to investigate if households with solar/batteries will have access to power or not during a power outage?

Recovery Management - Changes to the Comprehensive Impact Assessment and Transfer of Control (DFES)

Vik Cheema spoke of the improvements being proposed to the impact assessments process/forms which is focused on streamlining the hand over process between the Incident Management Team or Hazard Management Agency and the Local Government Authority. The transfer of control is when the Local Government Bushfire Service hands over the control of the incident to DFES. This can occur if and when the event is beyond their capabilities, resources and requires State assistance/control. Usually from Level 2 incidents and above. Authorities are required to provide feedback on those proposed.

STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS

Section 36(a) Emergency Management Act 2005

Section 38(1) Emergency Management Act 2005

Sections 41, 42 & 43 Emergency Management Act 2005

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2018-2022

Key Result Area 2: Welcoming and inclusive communities

Community Outcome 3: Strong community groups and networks

Strategic Response: Support and value community organisations and volunteers across the region.

Community Outcome 6: Safer Communities

Strategic Response: Enhance the Shire's emergency and disaster management capabilities

PLANNING FRAMEWORK

Nil

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Environmental

Preparedness, timing, response and support to local emergencies will reduce any impact on the environment from an emergency situation.

Social

An effective LEMC will assist the community in the response and recovery phases of an emergency.

Economic

An effective LEMC has the potential to reduce the likelihood and consequence of an emergency impacting on economic wellbeing of the local community.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council:

1. Receives the unconfirmed minutes and attachments of the Augusta Margaret River Local Emergency Management Committee meeting held 12 February 2019;
2. Notes the Local Risk Assessment Summary Report, as shown in confidential Attachment 2;
3. Notes the Bushfire Event exercise held by the Margaret River Hospital on 19 December 2019, as shown in confidential Attachment 3; and
4. Notes the power outage exercise completed by LEMC, as shown in confidential Attachment 4.

ADVICE TO APPLICANT / PROPONENT

Nil

ATTACHMENTS

1. Unconfirmed Local Emergency Management Committee meeting minutes and attachments – 12 February 2019.
2. CONFIDENTIAL: Final - Local Risk Assessment Summary Report for the Shire of Augusta Margaret River.
3. CONFIDENTIAL: Margaret River Hospital Bushfire Emergency Exercise Presentation.
4. CONFIDENTIAL: Power outage exercise completed by LEMC.

12. **MOTIONS FROM MEMBERS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

13. **MOTIONS FOR CONSIDERATION AT NEXT MEETING**

14. **NEW BUSINESS OF AN URGENT NATURE**
 - 14.1. **Members**
 - 14.2. **CEO**

15. **CONFIDENTIAL BUSINESS**

16. **CLOSURE OF MEETING**