



**MINUTES FOR THE  
ORDINARY COUNCIL MEETING  
HELD ON**

**Wednesday 21 February 2018**

**DISCLAIMER**

The purpose of Council Meetings is to discuss, and where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person. The Shire of Mingenew expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council meeting.

# Shire of Mingenew

## Ordinary Council Meeting Notice Paper

21 February 2018

Madam President and Councillors,

An Ordinary Meeting of Council is called for Wednesday, 21 February 2018, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.30 pm.

**Martin Whitely**  
**Chief Executive Officer**

16 February 2018

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## SHIRE OF MINGENEW

### MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON 21 February 2018 COMMENCING AT 4.40pm

#### 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President HM Newton declared the meeting open at 4.40pm and welcomed all in attendance.

#### 2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

##### COUNCILLORS

|             |            |            |
|-------------|------------|------------|
| HM Newton   | President  | Town Ward  |
| CR Lucken   | Councillor | Town Ward  |
| KJ McGlinn  | Councillor | Town Ward  |
| LM Eardley  | Councillor | Town Ward  |
| RW Newton   | Councillor | Rural Ward |
| GJ Cosgrove | Councillor | Rural Ward |
| JD Bagley   | Councillor | Rural Ward |

##### STAFF

|            |                         |
|------------|-------------------------|
| MG Whitely | Chief Executive Officer |
| D Ojha     | Finance Manager         |
| B Bow      | Governance Officer      |
| D Forrest  | Governance Advisor      |

##### PUBLIC

Nil

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

**Questions submitted by Ms Jennifer Thomas which were taken on notice on 20 December 2017- email address supplied.**

##### Question - Keys to Shire Buildings

What processes are there in place to enable Shire staff to keep track of keys? As on several occasions I have been issued with the Master Key to the Rec Centre and Turf Club bar because the duplicate keys had not been returned to the Shire Office. This situation is not desirable as if the Master key is lost then it would be an expensive exercise for the MI Shire to have them replaced by a locksmith. Would a Bond system work? The CCG - Mullewa Office has in place a \$40 Bond system which works very well in insuring keys are returned.

##### Response

The Shire has a key register which is maintained at the Admin Office. The process is that each time a key is requested it is recorded into the key register and signed again when the key is returned.

Council agree that the master key should never be signed out to anyone other than a staff or elected member. The issue with the turf bar key however has been that the key for the turf bar does not always open the Stewards Room office. This may explain why the master key has previously been issued, however the problem will be resolved if the Stewards Room key is keyed alike to the turf bar key.

A key bond will assist with keys being returned and this is common practise for many Shires. The only issue with a key bond is the administrative side of recording as all bonds are paid into trust and the repaid out of trust by cheque. A simple key bond form outlining the conditions of use and the person supplying their credit card details would solve this issue

Question - Recreation Centre

What are the current arrangements for cleaning the venue i.e.

- how often, when and by whom and
- who is responsible for making sure that the work is being done and the building is presentable and ready for use by those hiring the venue?

The Mingenew Recreation Centre is a key venue for the Mingenew Community. As such ongoing maintenance and cleanliness is important.

In 2017 the Mingenew Irwin Group (MIG) hired the Rec Centre for the following events:

- GRDC Grains Research Updates and
- MIG Post Seeding dinner

Both these events were show casing Mingenew and were attended by international and interstate visitors. For both events the venue was booked 2 weeks in advance so the expectations were that the building would be clean. Upon arriving to set up for these 2 functions I had to get in the MIG cleaner and on each occasion she worked for 5 hours to clean the venue to an acceptable level.

Response

All bookings made for Shire Buildings are recorded in the Shire Calendar and forwarded to the cleaner on a weekly basis. Currently there is not a designated person that is responsible for ensuring facilities have been cleaned prior to an event. It would be best practise for this process to be implemented by the Shire.

Council is aware of the cleaning issue raised for the MIG/GRDC events as Council received a formal complaint from MIG. The complaint was received after the event so it was not possible for the Shire to agree or disagree with the state of the facility at the time. Council advise that patrons whom are hiring Shire owned facilities should contact the Shire immediately if the cleanliness of the building is in question. Council also recommend that the Shire make arrangements that enable the cleaning to be undertaken as close as possible to the event.

Question - Recreation Centre

Is there a method by which maintenance issues can be brought to the attention of the Shire?

As in the Rec Centre all of the chairs need to be examined for broken and distorted frames which make them unsafe for use by the general public.

Response

The Shire has recently appointed a building maintenance officer. All maintenance issues can be reported to the Shire Office and they will be forwarded to the Building Maintenance Officer.

**4.0 PUBLIC QUESTION TIME/PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

There being no members of public present the President proceeded with the meeting allowing a period of 15 minutes for questions from the public up until 4:55pm.

**5.0 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**6.0 DECLARATIONS OF INTEREST**

Nil

## 7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

### 7.1.1 ORDINARY MEETING HELD 20 DECEMBER 2017

#### COUNCIL DECISION – ITEM 7.1.1

**MOVED:** Cr CR Lucken

**SECONDED:** Cr RW Newton

That the minutes of the Ordinary Meeting of the Shire of Mingenew held in the Council Chambers on 20 December 2017 be confirmed.

**VOTING DETAILS:**

**CARRIED 7/0**

### 7.1.2 SPECIAL MEETING HELD 31 JANUARY 2018

#### COUNCIL DECISION – ITEM 7.1.2

**MOVED:** Cr RW Newton

**SECONDED:** Cr JD Bagley

That the minutes of the Special Meeting of the Shire of Mingenew held in the Council Chambers on 31 January 2018 be confirmed.

**VOTING DETAILS:**

**CARRIED 7/0**

### 7.1.3 EXECUTIVE MEETING HELD 2 FEBRUARY 2018

#### COUNCIL DECISION – ITEM 7.1.3

**MOVED:** Cr RW Newton

**SECONDED:** Cr LM Eardley

That the minutes of the Executive Meeting of the Shire of Mingenew held in the Council Chambers on 02 February 2018 be confirmed.

**VOTING DETAILS:**

**CARRIED 7/0**

### 7.1.4 ANNUAL GENERAL MEETING OF ELECTORS HELD 20 DECEMBER 2017

#### COUNCIL DECISION – ITEM 7.1.4

**MOVED:** Cr CR Lucken

**SECONDED:** Cr LM Eardley

That the minutes of the Annual General Meeting of Electors of the Shire of Mingenew held in the Council Chambers on 20 December 2017 be received.

**VOTING DETAILS:**

**CARRIED 7/0**

## 8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

## 9.0 OFFICERS REPORTS

### 9.1 CHIEF EXECUTIVE OFFICER

#### 9.1.1 MINGENEW FITNESS & REHABILITATION FACILITY

|                                |   |
|--------------------------------|---|
| <b>Location/Address:</b>       | Shire of Mingenew                       |
| <b>Name of Applicant:</b>      | Shire of Mingenew                       |
| <b>Disclosure of Interest:</b> | Nil                                     |
| <b>File Reference:</b>         | ADM0067                                 |
| <b>Date:</b>                   | 16 February 2018                        |
| <b>Author:</b>                 | Martin Whitely, Chief Executive Officer |

#### **Summary**

This report recommends that Council consider an offer from Central West Health and Rehabilitation to provide a level of service delivery in Mingenew.

#### **Attachment**

Fitness & Rehabilitation Facility Information

#### **Background**

In May 2017 I was first approached by Mr Todd Teakle from Central West Health and Rehabilitation to see if the Shire would be amenable to hiring out the Autumn Centre for the ICDC team (Physiotherapist, Dieticians and Podiatrist) to conduct quarterly visits in Mingenew. At the time I mentioned to Mr Teakle that I felt the Shire would be very interested in providing such a service and indicated that subject to Council approval, the facility hire may be waived. Mr Teakle has since had follow conversations with the Shire's Community Development Officer and has put forward a proposal that would include free monthly visits if the Shire was to subsidise the visits to the value of \$7,800-\$9,000 per annum.

#### **Comment**

Central West Health and Rehabilitation are in process of purchasing new gym equipment for their office in Geraldton and have offered to donate the old equipment to the Shire of Mingenew for the purpose of establishing a small fitness and rehabilitation facility at the Mingenew Autumn Centre. The equipment to be donated would include;

- Tow commercial treadmills
- One commercial cross trainer
- Lat pull down machine
- Cable machine
- One commercial stationary bike
- Couple of smaller items such as benches, fitness balls, etc

The estimated value of the equipment to be donated is approximately \$10,000-\$12,000.

Central West Health and Rehabilitation are proposing to store the gym equipment in the Autumn Centre and provide monthly physiotherapist visits. The cost of the visits would be \$650-\$750 per visit which is inclusive of travel and maintaining the gym equipment. This equates to \$7,800-\$9,000 per annum.

Currently through an agreement with Karara and the Shire the Mingenew, the community are offered free dental and in February 2017 the Shire entered into an agreement with Mid West Aero Medical Services which saw the addition of free medical services via bulk billing. If Council did look favourably on the proposal then I believe the additional \$7,800-\$9,000 per annum is a great investment in terms of the benefits that will be derived for Mingenew.

**Consultation**

Todd Teakle, Central West Health and Rehabilitation  
Ella Budrikis, Community Development Officer

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

There is no provision in the 2017/18 Budget specifically for the provision of additional medical services. The cost per annum is estimated to be up to \$9,000 and given the timing of the proposal the maximum cost for the 2017/18 financial year would be \$2,250 based on the services be provided for April, May and June.

**Strategic Implications**

Community Strategic Plan

Outcome 3.5.1 - Increased access to appropriate medical services

Outcome 3.5.2 – Continue to support medical practitioners and other health organisations.

**Voting Requirements**

Absolute Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 9.1.1:**

**MOVED: Cr CR Lucken**

**SECONDED: Cr KJ McGlinn**

**That Council;**

- 1. Agree to the proposal from Central West Health and Rehabilitation to donate the gym equipment and to provide monthly physiotherapist visitations**
- 2. Council agrees to provide a contribution of up to \$10,000 per annum towards the monthly visitations**
- 3. Council endorses the unbudgeted expenditure of up \$3,000 for the provision of services in the 2017/18 financial year, and**
- 4. The provisional amount of \$3,000 is identified as part of the 2017/18 budget review process**

**VOTING DETAILS:**

**LOST 0/7**

***The substantive motion was lost and an Alternative Motion was put:***

**COUNCIL DECISION – ITEM 9.1.1:**

**MOVED: Cr CR Lucken**

**SECONDED: Cr KJ McGlinn**

**That Council engage in community consultation to determine if service is warranted.**

**VOTING DETAILS:**

**CARRIED 7/0**



## 9.1 FINANCE

### 9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 DECEMBER 2017

|                                |   |
|--------------------------------|---|
| <b>Location/Address:</b>       | Shire of Mingenew                       |
| <b>Name of Applicant:</b>      | Shire of Mingenew                       |
| <b>Disclosure of Interest:</b> | Nil                                     |
| <b>File Reference:</b>         | ADM0304                                 |
| <b>Date:</b>                   | 15 February 2018                        |
| <b>Author:</b>                 | Durga Ojha, Manager of Finance          |
| <b>Senior Officer:</b>         | Martin Whitely, Chief Executive Officer |

#### Summary

This report recommends that the Monthly Statement of Financial Activity report for the period ending 31 December 2017 is presented to Council for adoption.

#### Attachment

Finance Report for period ending 31 December 2017

#### Background

The Monthly Financial Report to 31 December 2017 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Statement of Financial Activity by Nature & Type
- Statement of Financial Activity by Program
- Statement of Capital Acquisitions and Capital Funding
- Explanation of Material Variances
- Net Current Funding Position
- Cash and Investments
- Budget Amendments
- Receivables
- Cash Backed Reserves
- Capital Disposals
- Rating Information
- Information on Borrowings
- Grants & Contributions
- Trust

#### Comment

| <b>SUMMARY OF FUNDS – SHIRE OF MINGENEW</b>                           |             |
|---|-------------|
| Municipal Fund & Cash on Hand   | \$675,494   |
| 3 Month Term Deposit @ 2.45%  | \$1,513,822 |
| Restricted Funds ( Unspent Grants) included in the above term deposit | \$568,498   |
| Trust Fund  | \$67,504    |
| Reserve fund (6 Month Term Deposit) @ 2.55%                           | \$401,872   |

## MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 21 February 2018

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. The following remains outstanding as at 31 December 2017:

|        | <b>Current</b> | <b>30+ Days</b> | <b>60+ Days</b> | <b>90+ Days</b> | <b>TOTAL</b> |
|--------|----------------|-----------------|-----------------|-----------------|--------------|
| Amount | 1,530          | 33,310          | 0               | 8,427           | 43,267       |

Rates Outstanding at 31 December 2017 were:

|              | <b>December 2017</b> | <b>November 2017</b> |
|--------------|----------------------|----------------------|
| Rates        | 393,957              | 417,233              |
| Rubbish      | 14,104               | 15,938               |
| ESL          | 5,491                | 6,468                |
| <b>TOTAL</b> | <b>413,552</b>       | <b>439,639</b>       |

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2017/18 financial year.

### **Consultation**

Martin Whitely, Chief Executive Officer

### **Statutory Environment**

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

**committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
- annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
  - budget estimates to the end of the month to which the statement relates; and
  - actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
  - material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
- an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
  - an explanation of each of the material variances referred to in sub regulation (1)(d); and
  - such other supporting information as is considered relevant by the local government.

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 21 February 2018

- (3) The information in a statement of financial activity may be shown —
  - (a) according to nature and type classification; or
  - (b) by program; or
  - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
  - (a) Presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

**Policy Implications**

Nil

**Financial Implications**

Financial implications are outlined in comments.

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 9.2.1**

**MOVED: Cr RW Newton**

**SECONDED: Cr LM Eardley**

**That the Monthly Statement of Financial Activity for the period 1 July 2017 to 31 December 2017 be received.**

**VOTING DETAILS:**

**CARRIED 7/0**

**9.2.2 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 JANUARY 2018**

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0304  
**Date:** 15 February 2018  
**Author:** Durga Ojha, Manager of Finance  
**Senior Officer:** Martin Whitely, Chief Executive Officer

**Summary**

This report recommends that the Monthly Statement of Financial Activity report for the period ending 31 January 2018 is presented to Council for adoption.

**Attachment**

Finance Report for period ending 31 January 2018

**Background**

The Monthly Financial Report to 31 January 2018 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Statement of Financial Activity by Nature & Type
- Statement of Financial Activity by Program
- Statement of Capital Acquisitions and Capital Funding
- Explanation of Material Variances
- Net Current Funding Position
- Cash and Investments
- Budget Amendments
- Receivables
- Cash Backed Reserves
- Capital Disposals
- Rating Information
- Information on Borrowings
- Grants & Contributions
- Trust

**Comment**

| <b>SUMMARY OF FUNDS – SHIRE OF MINGENEW</b>                           |             |
|---|-------------|
| Municipal Fund & Cash on Hand   | \$667,790   |
| 3 Month Term Deposit @ 2.45%  | \$1,513,822 |
| Restricted Funds ( Unspent Grants) included in the above term deposit | \$568,498   |
| Trust Fund  | \$67,504    |
| Reserve fund (6 Month Term Deposit) @ 2.55%                           | \$401,872   |

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. The following remains outstanding as at 31 January 2018:

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 21 February 2018

|        | <b>Current</b> | <b>30+ Days</b> | <b>60+ Days</b> | <b>90+ Days</b> | <b>TOTAL</b> |
|--------|----------------|-----------------|-----------------|-----------------|--------------|
| Amount | 46,842         | 945             | 33,310          | 10,264          | 91,360       |

Rates Outstanding at 31 January 2018 were:

|              | <b>January 2018</b> | <b>December 2017</b> |
|--------------|---------------------|----------------------|
| Rates        | 279,330             | 393,957              |
| Rubbish      | 13,846              | 14,104               |
| ESL          | 4,742               | 5,491                |
| <b>TOTAL</b> | <b>297,918</b>      | <b>413,552</b>       |

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2017/18 financial year.

**Consultation**

Martin Whitely, Chief Executive Officer

**Statutory Environment**

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

**committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
  - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
  - (b) budget estimates to the end of the month to which the statement relates; and
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) the net current assets at the end of the month to which the statement relates.
  
- (2) Each statement of financial activity is to be accompanied by documents containing —
  - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
  - (b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
  - (c) such other supporting information as is considered relevant by the local government.
  
- (3) The information in a statement of financial activity may be shown —
  - (a) according to nature and type classification; or
  - (b) by program; or
  - (c) by business unit.

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 21 February 2018

- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
- (a) Presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

**Policy Implications**

Nil

**Financial Implications**

Financial implications are outlined in comments.

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 9.2.2**

**MOVED: Cr CR Lucken**

**SECONDED: Cr LM Eardley**

**That the Monthly Statement of Financial Activity for the period 1 July 2017 to 31 January 2018 be received.**

**VOTING DETAILS:**

**CARRIED 7/0**

### 9.2.3 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 DECEMBER 2017

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0042  
**Disclosure of Interest:** Nil  
**Date:** 15 February 2017  
**Author:** Durga Ojha, Manager of Finance  
**Senior Officer:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends that Council confirm the payment of creditors for the month of December 2017 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

#### **Attachment**

Copy of list of accounts due (EFT & cheque payments), which will enable Council to confirm the payment of its creditors in accordance with Local Government (Financial Management) Regulations 1996, Section 13(1).

List of Payments  
Payroll, Licensing & Credit Card

#### **Background**

Financial Regulations require a schedule of payments made through the Council bank accounts to be presented to Council for their inspection. The list includes details for each account paid incorporating the payee's name, amount of payment, date of payment and sufficient information to identify the transaction.

#### **Comment**

Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to the receipt of goods and the rendition of services and as to prices, computations and costings, and that the amounts shown were due for payment.

#### **Consultation**

Nil

#### **Statutory Environment**

Local Government Act 1996, Section 6.4  
Local Government (Financial Management) Regulations 1996, Sections 12, 13 and 15

#### **Policy Implications**

Payments have been made under delegation.

#### **Financial Implications**

Funds available to meet expenditure.

#### **Strategic Implications**

Nil

#### **Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 9.2.3**

**MOVED: Cr JD Bagley**

**SECONDED: Cr GJ Cosgrove**

**That Council confirm the accounts as presented for DECEMBER 2017 from the Municipal & Trust Fund totalling \$260,167.97 represented by Electronic Funds Transfers of EFT11191 to EFT11222, and EFT 11224 to EFT 11263 Direct Deduction DD8303.1, 2, 3, 4, 5 & 6 , DD 8314.1, DD 8317.1, 2, 3, 4,&6 and Municipal Cheque numbers 8531 to 8539.**

**VOTING DETAILS:**

**CARRIED 7/0**



## 9.2.4 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 JANUARY 2018

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0042  
**Disclosure of Interest:** Nil  
**Date:** 15 February 2017  
**Author:** Durga Ojha, Manager of Finance  
**Senior Officer:** Martin Whitely, Chief Executive Officer

### **Summary**

This report recommends that Council confirm the payment of creditors for the month of January 2018 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

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Copy of list of accounts due (EFT & cheque payments), which will enable Council to confirm the payment of its creditors in accordance with Local Government (Financial Management) Regulations 1996, Section 13(1).

List of Payments  
Payroll, Licensing & Credit Card

### **Background**

Financial Regulations require a schedule of payments made through the Council bank accounts to be presented to Council for their inspection. The list includes details for each account paid incorporating the payee's name, amount of payment, date of payment and sufficient information to identify the transaction.

### **Comment**

Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to the receipt of goods and the rendition of services and as to prices, computations and costings, and that the amounts shown were due for payment.

### **Consultation**

Nil

### **Statutory Environment**

Local Government Act 1996, Section 6.4  
Local Government (Financial Management) Regulations 1996, Sections 12, 13 and 15

### **Policy Implications**

Payments have been made under delegation.

### **Financial Implications**

Funds available to meet expenditure.

### **Strategic Implications**

Nil

### **Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 9.2.4**

**MOVED: Cr LM Eardley**

**SECONDED: Cr JD Bagley**

**That Council confirm the accounts as presented for January 2018 from the Municipal & Trust Fund totalling 78634.37 represented by Electronic Funds Transfers of EF11264 to EFT 11304 Direct Deduction DD8336.1, 2, 3, 4, &5 , DD 8337.1, DD 8317.1, 2, 3, 4,&5 and 8338.1 Municipal Cheque numbers 8542.**

**VOTING DETAILS:**

**CARRIED 7/0**

## **9.3 ADMINISTRATION**

### **9.3.1 CEO DELEGATIONS**

|                                |   |
|--------------------------------|---|
| <b>Location/Address:</b>       | Shire of Mingenew                       |
| <b>Name of Applicant:</b>      | Shire of Mingenew                       |
| <b>File Reference:</b>         | ADM0228                                 |
| <b>Disclosure of Interest:</b> | Nil                                     |
| <b>Date:</b>                   | 14 February 2018                        |
| <b>Author:</b>                 | Belinda Bow, Governance Officer         |
| <b>Senior Officer:</b>         | Martin Whitely, Chief Executive Officer |

#### **SUMMARY**

The purpose of this report is to recommend the delegation of powers under the Cat Act 2011 and the Dog Act 1976 to the Chief Executive Officer to enable efficient administration and enforcement of the aforementioned Acts.

#### **ATTACHMENT**

Nil

#### **BACKGROUND**

The Cat Act 2011 and the Dog Act 1976 makes provisions for a number of actions and decisions that may be taken by the local government or an authorised officer of the local government. These include but are not limited to registration, breeding, operational management of facilities, delegations, authorisations and infringements.

Section 44 of the Cat Act 2011 and section 10AA of the Dog Act 1976 provides for the Council to delegate authority to the Chief Executive Officer the exercise of its powers or the discharge of any of its duties, by absolute majority.

#### **COMMENT**

The purpose of the delegations is to:

1. Enable the Shire to be able to administer and enforce the Cat Act 2011 and the Dog Act 1976; and
2. Provide Council with measures that control
  - (a) The number of cats/dogs that can be kept
  - (b) Places where cats/dogs can be kept,
  - (c) Encourage responsible pet ownership, and
  - (d) Provide for better management of the impacts of cats and dogs on the community and environment.

#### **CONSULTATION**

Darrell Forrest, Darrell Forrest Advisory Services

#### **STATUTORY ENVIRONMENT**

##### **Cat Act 2011**

##### **Part 4 Division 2 - s44 Delegation by local government**

- (1) The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) A decision to delegate under this section is to be made by an absolute majority.

**Dog Act 1976**

**Part II s10AA Delegation of local government powers and duties**

- (1) A local government may, by absolute majority as defined in the Local Government Act 1995 section 1.4, delegate to its chief executive officer any power or duty of the local government under another provision of this Act.
- (2) The delegation must be in writing.
- (3) The delegation may expressly authorise the delegate to further delegate the power or duty.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Community Strategic Plan

Outcome 4.5.1 - Ensure compliance with local, town planning, building and health and all other relevant legislation

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 9.3.1**

**MOVED: Cr RW Newton**

**SECONDED: Cr KJ McGlinn**

1. That Council delegates to the Chief Executive Officer under section 44 of the Cat Act 2011 the exercise of power and discharge of duties to administer and enforce provisions of the Cat Act 2011.
2. That Council delegates to the Chief Executive Officer under section 10AA of the Dog Act 1976 the exercise of power and discharge of duties to administer and enforce provisions of the Dog Act 1976.

**VOTING DETAILS:**

**CARRIED 7/0**

## 9.4 TOWN PLANNING

### 9.4.1 SHIRE OF MINGENEW LOCAL PLANNING SCHEME REVIEW

|                                |   |
|--------------------------------|---|
| <b>Location/Address:</b>       | Shire of Mingenew   |
| <b>Name of Applicant:</b>      | Shire of Mingenew   |
| <b>Disclosure of Interest:</b> | Nil   |
| <b>File Reference:</b>         | ADM0110   |
| <b>Date:</b>                   | 12 February 2018  |
| <b>Author:</b>                 | Simon Lancaster, DCEO / Planning Advisor, Shire of Chapman Valley |
| <b>Senior Officer:</b>         | Martin Whitely, Chief Executive Officer                           |

#### Summary

Council resolved at its 20 December 2017 meeting to defer its determination upon draft Shire of Mingenew Local Planning Scheme No.4 until the February meeting to allow further time for consideration with particular regard for exempting residences and outbuildings from the requirement to make planning application in the Rural Zone.

Draft Scheme No.4 has been updated with regard for the issues raised by Council at its 20 December 2017 meeting and this report recommends that Council resolve to forward the Scheme to the Environmental Protection Authority ('EPA') and the Western Australian Planning Commission ('WAPC') seeking consent to advertise.

#### Attachment

9.4.1a – draft Shire of Mingenew Local Planning Scheme No.4

9.4.1b – draft Shire of Mingenew 'Outbuildings' Local Planning Policy

#### Background

The current Shire of Mingenew Local Planning Scheme No.3 was gazetted on 18 April 2008 and requires review to ensure the Shire's statutory planning document is consistent with the *Planning and Development (Local Planning Schemes) Regulations 2015* ('the Regulations'). The review of the Scheme has also provided an opportunity to update it with regard for the Mingenew Townsite Local Planning Strategy that was adopted by Council at its 18 November 2015 meeting and endorsed by the WAPC on 18 January 2017.

Council resolved at its 14 August 2017 meeting to initiate the preparation of Shire of Mingenew Local Planning Scheme No.4.

The draft Scheme No.4 was presented to Council at its 20 December 2017 meeting for initial consideration and feedback from Council was that it sought modification to ensure that residences within the Rural Zone were exempted from the requirement to make planning application, and that greater flexibility be introduced to enable consideration to be given to development of a second residence or workers accommodation within the Rural Zone.

Draft Scheme No.4 has been modified with regards for these directions of Council and a copy of the updated document has been provided as **Attachment 9.4.1.a** with the modified sections shown in purple to highlight the amendments.

In summary the modifications that have been undertaken to the version of draft Scheme No.4 previously reviewed by Council are as follows:

- Table 4-Zoning Table of draft Scheme No.4 has been updated to individually list and assign symbols for several land uses that relate to habitable developments, these generally align with their status under existing Scheme No.3.
- Part 6-Section 36 of the Scheme has been updated to reflect the updates made in Table 4.

## MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 21 February 2018

- Schedule A has been introduced to provide supplemental provisions to the deemed provisions of the Regulations. These new provisions allow for exemptions from the requirement to lodge planning application for a residence, residence extension and associated outbuildings etc. in the Rural and Rural Townsite zones unless the development is located within an area identified upon the State Map of Bushfire Prone Areas or the development proposes alteration to, or is in proximity to, a heritage listed building, in which case a planning application is required to be lodged. This clause is similar to many other rural and regional local governments' Schemes and when read with the deemed provisions of the Regulations, which address exemptions for the Residential Zone, will streamline compliant development but retain Council's ability to give consideration on-merit to forms of development that warrant greater scrutiny.
- Removal of Clause 4 from Schedule 1, Table 1 (3.Rural) that previously limited the total number of dwellings on any Rural Zoned lot to 1 dwelling. With the designation of 'Grouped Dwelling' as a 'D' use in the 'Rural' Zone this now means that an application for a second residence in the Rural Zone will require a planning application and be at the discretion of Council.

### **Comment**

The current Shire of Mingenew Local Planning Scheme No.3 can be viewed at the following link to the WAPC website:

[https://www.planning.wa.gov.au/LPS/DATA/Local%20Planning%20Schemes/Mingenew%20-%20Shire%20of%20\(Scheme%203\)/index.aspx](https://www.planning.wa.gov.au/LPS/DATA/Local%20Planning%20Schemes/Mingenew%20-%20Shire%20of%20(Scheme%203)/index.aspx)

The Scheme Review process was not one of major overhauling of Scheme No.3, rather a fine-tuning exercise with changes generally limited to the following:

- Updating the Scheme text provisions to reference those as contained in the Regulations to ensure consistency and assist Council in statutory matters.
- Minor modifications to the Scheme map around the Mingenew townsite to reflect Council's planning directions as contained in the Mingenew Townsite Local Planning Strategy.
- Review of the zonings to ensure that privately owned land was not identified for public purposes and that zonings for public/Crown land matched the management purpose.

It is considered that draft Scheme No.4 is now able to be forwarded to the EPA and the WAPC seeking consent to advertise. It is noted that Scheme No.4 is required to be returned to Council for its further consideration, and modification, as required following the conducting of an advertising period.

### **Consultation**

Following its resolution to prepare a new Local Planning Scheme at the 14 August 2017 meeting, Council was required as per Part 4 of the Regulations to provide notification of the resolution to stakeholders that may be affected by the scheme. The Shire therefore wrote to 22 government agencies and service authorities and the 4 surrounding local governments, inviting within 21 days any recommendations in respect of the resolution and requests for issues for consideration in Scheme No.4.

In the event that Council and the WAPC are satisfied with draft Scheme No.4, the consultation process required for the advertising of a Local Planning Scheme is set by the Regulations. It is proposed that Scheme No.4 would be advertised for a period of 3 months, and the advertising would include the following actions:

- display of Scheme No.4 at the Shire office;
- display of Scheme No.4 at the WAPC office;
- display of Scheme No.4 on the Shire website;
- notice inviting comment to be published in a newspaper circulating in the district (i.e. Mid West Times);
- notice inviting comment being sent to all relevant government agencies.

At the conclusion of the advertising period Scheme No.4 would be returned to Council for its consideration of the received submissions.

A Stakeholder Engagement Strategy was also provided as an attachment with the 14 August 2017 Council Agenda that summarised the consultation actions that have informed the Mingenew Scheme Review process.

The consultant also made presentation to Councillors at the 20 December 2017 Forum Session.

### **Statutory Environment**

Section 88 of the *Planning and Development Act 2005* ('the Act') requires local governments to review their planning scheme every five years. Schemes are prepared and adopted under Part 5 of the Act and in compliance with the Regulations.

Should Council be satisfied with draft Scheme No.4, then Section 81 of the Act and Section 48 of the *Environmental Protection Act 1986* require the Scheme to be forwarded to the EPA for assessment, and the EPA have the authority under these Acts to call in the Scheme for Environmental Review. Given that the Scheme does not propose wholesale rezoning of land, rather more detailed refinement of existing zones, then it is anticipated that there would not be any basis for an Environmental Review to be requested. In the event that an Environmental Review was requested by the EPA this matter would be returned to Council for its further consideration.

Should the EPA not require the preparation of an Environmental Review, then Scheme No.4 can then be forwarded to the WAPC seeking its consent to advertise.

A chart illustrating the Scheme Review process was provided as an attachment with the 14 August 2017 Council Agenda.

### **Policy Implications**

Part 5 of current Scheme No.3 contains a number of sections that provide prescriptive direction relating to planning issues. It is suggested that some of these sections have been superseded by state-wide legislation that provide for enforcement including the *Environmental Protection Act 1986*, *Environmental (Noise) Regulations 1997*, *Caravan and Camping Grounds Act 1995*, *Local Government Act 1995*, *Land Administration Act 1997* and Residential Design Codes 2015.

Schedule 2 Part 2 Division 2 of the Regulations also provides Council with the ability to prepare Local Planning Policies. A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination. Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between a Policy and the Scheme.

It is suggested that in areas where Council wishes to establish development guidelines and assessment criteria that a Local Planning Policy can be more suited than Scheme provisions. A Policy is still considered as reasonable basis for Council to make determinations, and is an instrument that must be given due regard in instances where a development decision is appealed to the State Administrative Tribunal, but a Policy also has an improved, more responsive ability to be modified by Council where it considers that a Policy is no longer in-line with its planning, or Council considers that an individual application should be supported based upon its displayed merits.

A draft 'Outbuildings' Local Planning Policy (**Attachment 9.4.1.b**) has been prepared for Council's consideration, and were Council to be satisfied with this approach, the Policy would sit alongside Scheme No.4 and effectively replace Section 5.17 of Scheme No.3.

In the event that draft Scheme No.4 was given consent to advertise by the WAPC it is proposed that the draft 'Outbuildings' Local Planning Policy would be advertised concurrently to provide the opportunity for comment to be made, and for Council to consider those comments in its final deliberation upon the Scheme No.4 and Local Planning Policy.

### **Financial Implications**

The cost of preparation of the new Scheme is being funded through a grant received by the Shire from the Royalties for Regions Northern Planning Funding Program. The Shire called for expressions of interest in accordance with the procedures laid out in its Policy Manual, and received 7 submissions that were subsequently reviewed against evaluation criteria, with Urbis being appointed as the successful firm.

### **Strategic Implications**

The Scheme review will provide opportunity to ensure that the outcomes identified within the Shire of Mingenew Strategic Community Plan are incorporated into its statutory planning and zoning document.

### **Voting Requirements**

Simple Majority

### **OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 9.4.1**

**MOVED: Cr CR Lucken**

**SECONDED: Cr JD Bagley**

**That:**

- 1 Council resolve to adopt Shire of Mingenew Local Planning Scheme No.4 pursuant to Part 5 of the *Planning and Development Act 2005* and forward, in accordance with Part 5 Division 3 Section 81 of the *Planning and Development Act 2005*, notice of the resolution to adopt and a copy of the Scheme to the Environmental Protection Authority to determine whether the Scheme should be formally assessed.**
- 2 Forward the Shire of Mingenew Local Planning Scheme No.4, in accordance with Part 4 Division 2 Section 21 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, to the Western Australian Planning Commission seeking its consent to advertise.**
- 3 Delegate to the Chief Executive Officer to undertake minor modifications to the Shire of Mingenew Local Planning Scheme No.4 that do not significantly alter the intent of the Scheme (including but not limited to; changes to format, spelling, grammar, numbering; Model or Deemed provisions; updates necessitated by Scheme Amendments, Structure Plans, Policies or other Strategies that have been given approval in the interim period etc.) as may be required by the Western Australian Planning Commission or otherwise prior to its advertising consent being granted.**
- 4 Upon receipt of the Western Australian Planning Commission's advice that the Shire of Mingenew Local Planning Scheme No.4 can be advertised, and compliance with Part 5 Division 3 Section 82 of the *Planning and Development Act 2005*, proceed to advertise the Scheme in accordance with Part 4 Division 2 Section 22 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**
- 5 At the conclusion of the advertising period return the draft Shire of Mingenew Local Planning Scheme No.4, and any received submissions, to Council for its further consideration.**
- 6 Adopt draft Local Planning Policy – Outbuildings as a draft for public comment and advertise it concurrently with the Shire of Mingenew Local Planning Scheme No.4 pursuant to Section**



**2.4 of the Shire of Mingenew Local Planning Scheme No.3. and Schedule 2 Part 2 Division 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015.***

**VOTING DETAILS:**

**CARRIED 7/0**

#### 9.4.2 THIRD PARTY APPEAL RIGHTS

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0110  
**Date:** 12 February 2018  
**Author:** Simon Lancaster, DCEO / Planning Advisor, Shire of Chapman Valley  
**Senior Officer:** Martin Whitely, Chief Executive Officer

#### Summary

The Western Australian Local Government Association ('WALGA') have been reviewing the issue of Third Party Appeal Rights i.e. the ability for parties other than the applicant to lodge appeals against a decision to refuse an application or lodge appeal against a condition(s) imposed as part of the approval of an application. Third Party Appeal Rights can also extend to the ability for a party other than the applicant to lodge appeal against the approval of an application.

#### Attachment

Links provided in report

9.4.2a – WALGA Discussion Paper

9.4.2b – WALGA Submissions Report

#### Background

A Discussion Paper was presented to WALGA's May 2017 State Council meeting that provided a review of the arguments both for and against Third Party Appeal Rights, and this can be viewed at the following link:

[https://api.ning.com/files/\\*mpdmyo75I35DJu3Iir5CmtV-NXfII37tQDi3-BYjWKMnDkW5CE88GV4zzfppkqXdzZKURxg5DUPuMmr0y5DNz4gaLy7wvPJ/ThirdPartyAppealsDiscussionPaperFinalDraft3April2017.pdf](https://api.ning.com/files/*mpdmyo75I35DJu3Iir5CmtV-NXfII37tQDi3-BYjWKMnDkW5CE88GV4zzfppkqXdzZKURxg5DUPuMmr0y5DNz4gaLy7wvPJ/ThirdPartyAppealsDiscussionPaperFinalDraft3April2017.pdf)

WALGA subsequently sought feedback from Local Governments on the discussion paper and a Report outlining the submissions received can be viewed at the following link:

[https://api.ning.com/files/77IPnUIUbUQ4weXk-AE9u2K24QcVI4K2tavljegmzjqEBqpFP2RVbANmmmnJ\\*C4rKacrxsepnv0VsUWwSpSbhP-AiSZ9milO/OutcomesofConsultationandPreferredModelReportFINALNov2017.pdf](https://api.ning.com/files/77IPnUIUbUQ4weXk-AE9u2K24QcVI4K2tavljegmzjqEBqpFP2RVbANmmmnJ*C4rKacrxsepnv0VsUWwSpSbhP-AiSZ9milO/OutcomesofConsultationandPreferredModelReportFINALNov2017.pdf)

This matter was again discussed at WALGA's September 2017 State Council Meeting where it was resolved that:

- “1 State Council notes that there is increased support for the introduction of some form of Third Party Appeal rights.
- 2 WALGA undertake further consultation with members on Third Party Appeal Rights, including Elected Member workshops, discuss the various concerns and suggestions raised in response to the discussion paper, the form and scope of any such appeal right should include the appropriate jurisdiction including JDAPS, SAT and WAPC to determine a preferred model.
- 3 The findings to be distributed for comment and the Item then be reconsidered by State Council.
- 4 WALGA continue to advocate that an independent review of decision making within the WA planning system is required, including the roles and responsibilities of State and Local Government and other decision making agencies, Development Assessment Panels and the State Administrative Tribunal appeal process.”

WALGA's current position is to not support Third Party Appeal Rights and this was made at its February 2008 State Council meeting. This position was formed on the basis that the strategic and statutory planning

process in WA, and consideration of applications by Local Governments, already takes into account the views of affected parties and the community generally. WALGA's 2008 stance considered that there was no justification for Third Party Appeal Rights legislation and there were significant negative implications for Local Government, industry and the community.

WALGA now considers that in the intervening years there have been several changes to planning legislation, including changes to the structure planning process, the *Planning and Development (Local Planning Schemes) Regulations 2015* and the introduction of Development Assessment Panels (DAP's). These changes have resulted in the removal of Local Government in determining many aspects of the planning process, which in turn has led to the request to investigate the introduction of Third Party Appeal Rights to improve community representation in the planning process.

WALGA is requesting that its Local Government members consider the following as the preferred model for Third Party Appeal Rights in Planning in Western Australia, and advise of their support or otherwise of this model by 15 March 2018:

*“Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels.”*

### **Comment**

It might be considered that the biggest drivers for this call for WALGA to review the issue of Third Party Appeal Rights are Local Governments who have taken issue with the decisions of DAP's, particularly those inner metropolitan Local Governments that have not supported higher density developments that have been subsequently approved by DAP's.

Whilst many Local Governments hold the view that DAP'S are unwanted, inefficient, unrepresentative and bureaucratic, it is suggested that the introduction of any level of Third Party Appeal Rights should not be supported as it will create a precedent for their introduction at all levels of the planning system. Third Party Appeal Rights will encourage vexatious or competitive parties to lodge appeals, they will add further levels of bureaucracy, uncertainty and delay to the planning system, raise an unrealistic level of expectation for communities in the ability to prevent development, and will increase costs to Local Governments in defending appeals. Local Government remains the most representative, accountable and transparent tier of government and it is considered that Councillors make decisions that take account of the communities they represent and there is little benefit and substantial risk in pursuing any form of Third Party Appeal Rights.

### **Consultation**

WALGA is seeking feedback from Local Governments in the formulation of its position.

### **Statutory Environment**

The *Planning and Development Act 2005* establishes a right of appeal and Schedule 2 Part 9 of the *Planning and Development (Local Planning Schemes) Regulations 2015* establishes the parties able to lodge appeal as being:

“76 *Review of decisions*  
(1) *In this clause —*

*affected person, in relation to a reviewable determination, means —*

- (a) the applicant for development approval; or*
- (b) the owner of land in respect of which an application for development approval is made;*

*reviewable determination means a determination by the local government to —*

- (a) refuse an application for development approval; or*

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- (b) *to grant development approval subject to conditions; or*
- (c) *to refuse to amend or cancel a development approval on an application made under clause 77.*

- (2) *An affected person may apply to the State Administrative Tribunal for a review of a reviewable determination in accordance with the Planning and Development Act 2005 Part 14.”*

On 24 March 2011 the *Planning and Development (Development Assessment Panels) Regulations 2011* commenced operation.

**Policy Implications**

Nil

**Financial Implications**

The introduction of Third Party Appeal Rights will ultimately lead to greater costs to Local Government through greater numbers of appeals being lodged, and appeals becoming more complex and lengthy.

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 9.4.2**

**MOVED: Cr RW Newton**

**SECONDED: Cr KJ McGlenn**

**That Council advise WALGA that it does not support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels, as it is considered that this will create a precedent for the state government to introduce Third Party Appeal Rights for all development decisions.**

**VOTING DETAILS:**

**CARRIED 7/0**

**9.5 BUILDING**

Nil

**10.0 ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**11.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**11.1 ELECTED MEMBERS**

Nil

**11.2 STAFF**

Nil

**12.0 CONFIDENTIAL ITEMS**

Nil

**13.0 TIME AND DATE OF NEXT MEETING**

Next Ordinary Council Meeting to be held on Wednesday 21 March 2018 commencing at 4.30pm.

**14.0 CLOSURE**

The President thanked all for attending and declared the meeting closed at 5:10pm.

**These minutes were confirmed at an Ordinary Council meeting on 21 March 2018**

**Signed** \_\_\_\_\_  
**Presiding Officer**

**Date:** \_\_\_\_\_