



Date: 20 August 2020

To: Shire President
All Councillors

Copy: Directors
Managers
Staff

ORDINARY COUNCIL MEETING NOTICE AND AGENDA

An Ordinary Council meeting of the Shire of Waroona will be held in the Lake Clifton Community Centre on 25 August 2020 at 4.00pm to consider and resolve the matters set out in the attached Agenda.

A handwritten signature in black ink, which appears to read 'D. Unsworth', is positioned above the name of the Chief Executive Officer.

**DEAN UNSWORTH
CHIEF EXECUTIVE OFFICER**

PUBLIC QUESTION TIME

1. The order of business allows for a Public Question time at the beginning of the Meeting.
2. If you wish to ask a Question about an Agenda Item before it is considered then it is recommended to be made at the Public Question Time at Item 4 on the Agenda Notice Paper in accordance with Council's Procedures and Guidelines for Public Question Time.
3. The visual or vocal recording of Council meeting proceedings is expressly prohibited, unless the prior approval of the Council has been given.

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AGENDA

1. **DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**
2. **ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**
3. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
4. **PUBLIC QUESTION TIME**
5. **PETITIONS AND APPROVED DEPUTATIONS**
6. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

6.1 **ORDINARY COUNCIL MEETING – 28 July 2020**

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 28 July 2020 be confirmed as being a true and correct record of proceedings.

7. **ANNOUNCEMENTS BY THE PRESIDING MEMBER**
8. **ANNOUNCEMENTS BY MEMBERS**
9. **DISCLOSURES OF INTEREST**

(Disclosure of interest MUST ALSO be made by the member or officer immediately prior to a matter, for which an interest is being disclosed, is dealt with.)

10. **RECEPTION OF MINUTES AND RECOMMENDATIONS OF COMMITTEES**

11. REPORTS OF THE CHIEF EXECUTIVE OFFICER AND OFFICERS

11.1 DIRECTOR TECHNICAL SERVICES

| 11.1.1 Local Purchase of New Service Trailer | |
|---|--|
| File Ref: | 96/1 |
| Previous Items: | N/A |
| Applicant: | N/A |
| Author and Title: | Patrick Steinbacher, Director Technical Services |
| Voting Requirements: | Absolute Majority |
| Appendix Number | Nil |

RECOMMENDATION

That Council:

1. **accepts the quote of \$15,000 (ex GST) from McCall Bros. for the construction of a new service trailer unit; and**
2. **waives the requirement of Policy FIN009 Purchasing and Procurement to seek two written or verbal quotes in this instance.**

IN BRIEF

Funds have been included in the 2020/21 budget for the purchase of a service trailer. A local supplier has indicated that they can construct a custom unit tailored to the works crew's requirements. This, and the fact the contractor is based in Waroona, has prompted officers to request that their quote be accepted and the requirements of the prevailing policy be waived in this instance.

BACKGROUND

During the construction season and on jobs that are some distance from Waroona, major items of plant such as graders, loader and rollers etc. stay on site and do not return to the depot each night. Therefore they must be fuelled and have their daily servicing carried out on site. Current practice is that the Shire mechanic carries out these tasks on an as needed basis, however this takes him away from the depot and his core duties such that delays in getting through his workload often occur. It also results in the works coming to a halt as and when the mechanic can get out to the worksite.

To remedy this, funds of \$15,000 have been included in the 2020/21 budget to purchase a service trailer that can be taken to the worksite each morning with the crew. The trailer will carry fuel and servicing materials as well as tools etc. as required. Servicing can then take place as appropriate during the day rather than dictated by the timing of the Shire mechanic.

The Manager Works and Services (MWS) has investigated this matter and confirmed that there are 'off the shelf' units readily available for purchase however the scope to customise them to the crew's requirements is limited and in some cases build quality is questionable, while in others, the cost is beyond the budgeted amount. The MWS has also discussed the construction of a service trailer unit with McCall Bros., a fabrication and manufacturing business who are based in Waroona. They have indicated that they can construct a service trailer tailored exactly to the Shire's requirements and within the budget allowed.

Precedence exists in this regard as a similar process was followed in 2017 when the Shire engaged McCall Bros. to construct a slip on water cart unit following a Council resolution to accept their quote and waive the requirements of the prevailing purchasing policy when it was demonstrated that that initiative benefitted the Shire and kept the purchase local.

REPORT DETAIL

Officers consider that the proposal to source a service trailer from McCall's to be sound and appropriate as it allows full customisation of the unit as well as keeping the purchase within the Shire of Waroona. Precedence exists both in terms of the process followed with the slip on water cart unit and in the quality of the construction of that unit – officers are very confident that the trailer will be constructed to the same standard.

Under Council policy FIN009 Purchasing and Procurement, for purchases valued in the range of \$7,501 to \$24,999 at least two oral or written quotations from suppliers are to be sought. Officers are seeking to waive this requirement and source solely from McCall's, from whom a quote has been obtained confirming that they can construct the trailer for an estimated \$15,000, although they do anticipate this to be an absolute maximum and that the actual cost will likely be less.

SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

| | |
|----------------------|---|
| Theme 5 | Assets, Resources, Financial Management & Sustainability |
| Aspiration | Responsible stewardship of assets, effective resources supervision (including staff and human resources issues), and pursuit of best practice financial management and sustainability |
| Strategy 5.04 | Effect responsible stewardship of Council controlled and controlled assets |

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Council Policy FIN009 Purchasing and Procurement.

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

This proposal keeps the funds for the purchase of the unit within the Shire and therefore contributes directly to the local economy.

Social - (Quality of life to community and/or affected landowners)

Nil

Environment – (Impact on environment's sustainability)

Nil

Policy Implications

There are no lasting policy implications.

Risk Management Implications

| <i>Risk Level</i> | <i>Comment</i> |
|-------------------|--|
| Low | <p>Financial risk is low as the cost is relatively minor and a quote has been obtained.</p> <p>The presence of the trailer will reduce risk levels on the worksite as the trailer will be specifically designed for its usage and additionally it will remove the need for the Shire mechanic to attend the worksite, hence lowering risk via removal.</p> <p>Obtaining a unit from an alternative source may result in a unit that is not tailored to the Shire's requirements and/or not built to adequate specifications.</p> |

CONSULTATION

McCall Bros.

RESOURCE IMPLICATIONS

Financial

Funds have been included in the 2020/21 budget for the purchase of a service trailer therefore there are no added financial implications.

Workforce

Nil.

OPTIONS

Council has the option of:

1. Supporting the recommendation to source the trailer via McCall Bros.
2. Not supporting the recommendation in which case the requirements of the prevailing policy will remain in place and an additional quote will be sourced. This carries risk in that the Shire may then come away with a unit that is not exactly what is required and the funds may be spent outside the Shire boundaries.

CONCLUSION

Given the precedent in place in this regard, the quality of the product produced by McCall Bros., and the fact that the funds will be spent within the Shire of Waroona, this proposal presents a sound proposition.

11.2 DIRECTOR PLANNING & ECONOMIC DEVELOPMENT

| | |
|--|--|
| 11.2.1 Proposed Sale of Lot 5 (No. 11) Mitchell Avenue, Waroona | |
| File Ref: | A2168 |
| Previous Items: | OCM20/07/124 |
| Applicant: | Shire of Waroona |
| Author and Title: | Leonard Long – Director Planning & Economic Development |
| Voting Requirements: | Absolute Majority |
| Declaration of Interest: | Nil |
| Appendix Number | Appendix 11.2.1A – Title Deed Appendix 11.2.1B - Valuation Report |

RECOMMENDATION

That Council:

1. acknowledges the ‘Offer to Purchase’ for the amount of \$85,000 (ex GST) by James Thomas Beinke for Lot 5 (11) Mitchell Avenue, Waroona;
2. advertises the potential sale of Lot 5 (11) Mitchell Avenue, Waroona in accordance with s3.58(3) of the *Local Government Act 1995*;
3. in addition to (2) above undertakes further community consultation; and
4. following the compliance with (2) and (3) above formally considers the “Offer to Purchase” Lot 5 (11) Mitchell Avenue, Waroona.

IN BRIEF

- The subject lot is excess to the needs of Council.
- The sale of the lot will provide revenue income for Council to reinvest into the implementation Drakesbrook Cemetery Master Plan.

BACKGROUND

The Shire is in the process of undertaking a Land Rationalisation Plan. The research so far has identified inter alia the subject lot as being freehold to the Council.

At its Ordinary Council Meeting of 28 July 2020 Council resolved as follows:

“COUNCIL RESOLUTION

OCM20/07/124

Moved: Cr Mason

Seconded: Cr Odorisio

That Council:

1. Approves the listing of Lot 5 (11) and Lot 6 (13) Mitchell Avenue, Waroona for sale at market valuation; and
2. Following compliance with s3.58(3) of the *Local Government Act 1995*, will formally consider an “Offer to Purchase”.
3. That the proceeds of the sale of the lots be allocated towards cemetery parking.

CARRIED BY ABSOLUTE MAJORITY 8/0”



Lot 5 (11) Mitchell Avenue, Waroona is located in close proximity to the Drakesbrook Cemetery and used as ad-hoc parking servicing the cemetery.

The lot was transferred to the Shire of Waroona in June 1963, with no covenants prohibiting the sale of the lot registered on the Title Deed (**APPENDIX 11.2.1A**).



REPORT DETAIL

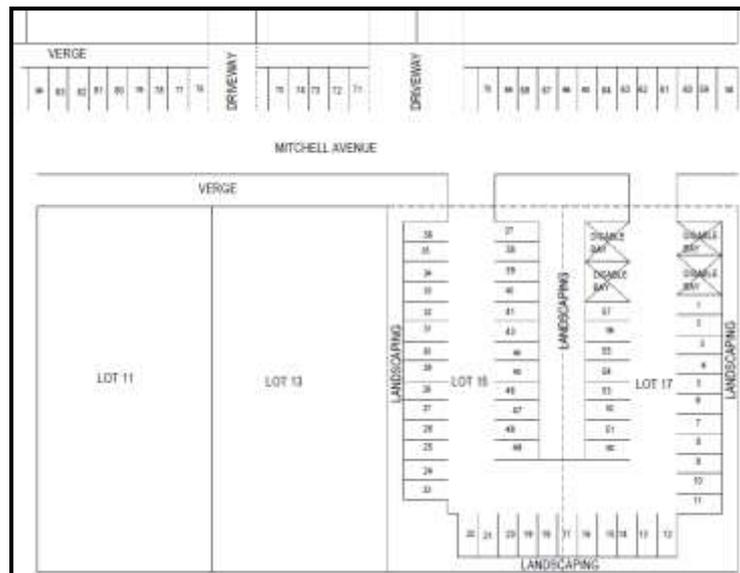
Lot 5 (11), Lot 6 (13), Lot 7 (15) and Lot 8 (17) Mitchell Avenue, Waroona are currently used for public parking servicing the cemetery. The parking has not been formally developed and has a number of large trees scattered over both lots. Lot 5 currently has little vegetation scattered on the lot, particularly a large tree located on the eastern boundary.

In terms of Local Planning Scheme No.7, Lot 5 Mitchell Avenue, Waroona is zoned 'Urban 2 – Community & Civic Zone'. The objective of this zone is to:

“Encourage the establishment of civic and community use facilities in this area adjoining the Town Centre, and ensure that the amenity and streetscapes of the zone are satisfactorily enhanced”.

The potential sale of Lot 5 (11) could negatively impact the current parking arrangements for the cemetery if an improved parking plan was not implemented. Shire Officers have prepared a draft parking layout based on the potential sale of Lot 5 (11) and Lot 6 (13). By formalising the parking on the remaining Lot 7 (15) and Lot 8 (17) Mitchell Avenue, approximately 56 parking bays and 4 disabled parking bays could be provided. In addition, approximately 40 parking bays can be provided on the northern side of Mitchell Road, which has a verge width of 6m. This will result in 100 parking bays being provided.

Officers are of the opinion 100 parking bays will adequately service the cemetery. However, should parking become problematic, there is an opportunity to develop an additional 40 parking bays along Logue Street adjacent to the cemetery.



SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

| | |
|---------------|---|
| Theme 5 | Assets, Resources, Financial Management & Sustainability |
| Aspiration | Responsible stewardship of assets, effective resources supervision (including staff and human resource issues), and pursuit of best practice financial management and sustainability. |
| Strategy 5.12 | Adhere to the recommended financial practices as set out in the Local Government Accounting Manual. |

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995 (LG Act)

The statutory requirements for the disposal of local government property is found in s3.58 of the LG Act.

Unless the sale is exempt, the Shire can dispose of the land in one (1) of three (3) ways:

- At a public auction;
- Via a public tender process;
- By ‘private treaty’ (i.e. a sale to an individual privately).

Public Auction - If the sale is conducted by auction, the land must be sold to the highest bidder. The Auction Sales Act 1973 deals with the legalities of a sale by auction.

Tender - If the sale is conducted by public tender, the Shire may determine what is the “most acceptable tender, whether or not it is the highest tender”. In the sale of land, generally, the highest tender would be the most acceptable – although there may be cases where the tender is conditional, and the Shire may consider that the terms of the condition(s) mean the tender is not the most acceptable.



Part four of the *Local Government (Functions and General) Regulations* deals with the requirements for public tenders where the local government calls for tenders for the supply of *goods or services* under s.3.57 of the Act.

Private Treaty - It requires, in summary:

- Ascertaining the market value of the property through a valuation carried out not more than 6 months before the proposed disposition;
- Reaching a conditional agreement with a proposed purchaser (which may or may not reflect the market valuation);
- Giving 2 weeks' local public notice of the proposed disposition, describing the property concerned and the details of the proposed disposition (which must include the other party's details, the market valuation and the amount at which the Shire proposes to sell);
- Council then considers any submissions made to it before the date specified in the notice, and then records its decision and the reasons for it in the minutes.

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

The sale would reduce the impact on Council's finances in developing the Cemetery.

Social - (Quality of life to community and/or affected landowners)

The sale of the lot will provide much-needed funds being the implementation of the Drakesbrook Cemetery Master Plan.

Environment – (Impact on environment's sustainability)

Nil

Policy Implications

Nil

Risk Management Implications

| <i>Risk Level</i> | <i>Comment</i> |
|-------------------|--|
| Low | The subject lots are surplus to the Shire's needs and not required for any infrastructure. |

CONSULTATION

Should Council resolve as recommended, a notice in accordance with s3.58(3) of the *Local Government Act 1995* will be published.

In addition to the public notice further community consultation will be undertaken to obtain the communities feedback on the potential sale.

The outcomes of the public notice and community consultation will then be presented to Council to consider along with the 'Offer to Purchase'.

RESOURCE IMPLICATIONS

Financial

A valuation undertaken by First Choice Valuation Services (**APPENDIX 11.2.1B**), has valued the lot at \$85,000, the 'Offer to Purchase' is for the same amount.



Funds received through the sale of the lot would be used towards the implementation of the Drakesbrook Cemetery Master Plan.

Workforce

Nil

OPTIONS

Council has the option to:

1. Acknowledge the 'Offer to Purchase'.
2. Not proceed with the sale of the lot.

CONCLUSION

Considering the difficult economic times it is important for the Shire to look at alternative methods to finance projects, which could result in some form of economic growth.

Through the initial stages of the preparation of the Land Rationalisation Plan the subject lots have been identified as surplus to the Shire's need and can be disposed of.

| | |
|--|---|
| 11.2.2 Drakesbrook Weir Master Plan | |
| File Ref: | 49/1 |
| Previous Items: | OCM20/06/098 |
| Applicant: | Shire of Waroona |
| Author and Title: | Leonard Long – Director Planning & Economic Development |
| Voting Requirements: | Simple Majority |
| Declaration of Interest: | Nil |
| Appendix Number | Appendix 11.2.2A – Drakesbrook Weir Master Plan Appendix 11.2.2B - Survey Report |

RECOMMENDATION

That Council:

- 1. endorses the Drakesbrook Weir Master Plan 2020 as attached at Appendix 11.2.2A, subject to the following amendment:**
 - a. Removal of the second pontoon from the proposal.**
 - b. Inclusion of safety rails on the existing and any proposed retaining walls.**
 - c. Inclusion of lighting along the walk trail and parking area.**
 - d. Extend the ‘sandy’ beach area.**
 - e. Inclusion of additional gazebos in the grassed areas.**
 - f. Inclusion of a disable access area including a fishing platform;**
- 2. makes the project a high priority as a regional funding project from State and Commonwealth governments; and**
- 3. instructs the Chief Executive Officer to review how matching funds can be sourced to assist in seeking grant funding, with this being brought back to Council.**

IN BRIEF

- The Shire was approached by a community group ‘Friends of the Weir’ to consider upgrading the weir recreation area.
- In November 2019, a working group was established.
- Ecoscape was appointed to prepare a master plan and preliminary costs.
- The draft master plan has been put out for community consultation.

BACKGROUND

At its Ordinary Council Meeting of 23 June 2020 Council resolved as follows:

“COUNCIL RESOLUTION

OCM20/06/098

Moved: Cr Snell

Seconded: Cr Purcell

That Council, with regard to the Drakesbrook Weir Development Concept Plan:

- 1. Advertises for public consultation the Drakesbrook Weir Development Concept Plan; and*
- 2. Considers all public submissions at the close of the consultation period.*

CARRIED 8/0”



In late 2019, the Shire was approached by a community group ‘Friends of the Weir’ to consider upgrading the recreational area at the Drakesbrook Weir into an attractive recreation area for both the community of Waroona and visitors to the Shire.

A scope of works was sent out to a number of consultants with the work being awarded to Ecoscape. A number of workshops were held with the ‘Friends of the Weir’ group to develop the master plan, with the final concept plans attached as **APPENDIX 11.2.2A**.



REPORT DETAIL

The current area developed for recreation purposes only occupies a small area of the overall lease area (lease is currently subject to a renewal). It is proposed to take full advantage of the entire lease area by introducing a variety of attractions for the community and visitors to the Shire.

The master plan has considered the natural environment and incorporated this into the overall plan through:

- a) retention of the ‘noisy scrub bird’ conservation area;

- b) the formalisation of fishing areas on the northern shoreline, which will assist in the protection of the natural bushland through dedicated vehicle paths;
- c) recreational area along the western shoreline including a second ablution, scattered parking and a kayak launch area, and
- d) develop the southern area including the existing recreational area with an auditorium to facilitate potential movie nights and music festivals, nature play area, extending the existing paths to create a circular path meandering through the ‘noisy scrub bird’ conservation area.

SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

| | |
|---------------|---|
| Theme 3 | Land Use |
| Aspiration | Responsible land use planning and protecting rural land |
| Strategy 3.04 | Support viable and diversified rural activities. |

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

The development of a destination recreational area would attract both local residents as well as visitors to the Shire. This will relate to additional economic growth in the Shire.

Social - (Quality of life to community and/or affected landowners)

The current recreational area is well used by the community, the redevelopment of the overall area will contribute to the social wellbeing of the community.

Environment – (Impact on environment’s sustainability)

The proposal incorporates the existing environment, and will ensure its sustainability.

Policy Implications

Nil

Risk Management Implications

| <i>Risk Level</i> | <i>Comment</i> |
|-------------------|--|
| Medium | The development of the Drakesbrook Weir may result in further economic development in the Shire. |

CONSULTATION

Following the Council Resolution of 23 June 2020, a survey (**APPENDIX 11.2.2B**) was prepared using survey monkey. The survey was available to the community during the month of July.

Survey Outcomes:

- Over all 41 surveys were completed and covered a range of demographics ranging in age from 25 – 34 to 65(+).



- The Weir is also used by a wide demographic with the survey indicating users between the ages of 1 – 54 being the main users.
- 48.78% of the surveys indicated the Weir revisited mainly on a monthly basis.
- 84.21% of the participants indicated they were somewhat satisfied to very satisfied, 7.89% had no comment only 7.89% were dissatisfied.

The survey posed a number of question directly relating to the proposed features within the concept plan, the table below summarises the communities overall perception of the concept plan:

| | Satisfied | Dissatisfied | No opinion |
|---------------------------------|-----------|--------------|------------|
| Fishing spots | 70.59% | 8.82% | 20.59% |
| Central recreation node | 87.09% | 3.23% | 9.68% |
| Secondary node and kayak launch | 87.09% | 3.23% | 9.68% |
| Trail Lookout and waterfront | 74.19% | 9.68% | 16.13% |

There was an overwhelming support for the development of the Drakesbrook Weir. The following is a summary of what the community would like to see included or removed from the Draft Master Plan.

| Comment | Response |
|--|---|
| Removal of bushland. | The removal of bushland is greatly restricted to the small parking area located adjacent to the proposed new ablutions. The proposal will actually result in more regeneration of bushland than removal through the formalizing of dedicated fishing areas. |
| No secondary exit in event of emergency. | The development is not reliant on a second access / exit road. |
| Is parking going to be adequate. | Initially it is considered there is sufficient parking being considered. However, should additional parking be required due to ongoing demand alternative locations are available without having to remove any additional bushland i.e. area located in front of the spillway |
| Remove boulders from fishing areas, obstructs parking and access through nature tracks. | Boulders have been included to protect the natural bush, although small parking nodes may be beneficial. |
| Negative impact on the fishing, the pontoon at the wall will make another swimming area which will take away a great fishing spot. | The pontoon proposed closer to the wall will be removed on the recommendation of the Shire’s insurers. This will result in the area mainly being accessible to kayaks and permitted small boats. |
| Barrier along the retaining walls. | Railings can certainly be included and would improve safety. |
| Access to the northern shoreline. | The current lease area is limited to the extent of the proposed development. |
| Prince Road route to be completed before Weir upgrade to allow a better analysis of what is best suited to the Weir. | Being privately owned land required for the construction of Prince Road is not possible at this stage, and would not have any bearing on the Weir development. |
| Effectiveness of artificial reefs. | At this stage the additional reefs are merely a proposal, and further research will be done on how effective they would be prior to any installation. |

| | |
|---|--|
| Remove artificial reefs. | The reefs have been proposed to improve the fish habitats. |
| Add a walk trail from town to the Weir. | A trail would be beneficial and although doesn't form part of this actual proposal will be investigated. |
| Different location due to negative impact on the fishing as this particular dam. | The Weir is unique in what it offers and shows designated areas for fishing which would separate swimmers from the fishing area. |
| Walkway around the Weir. | At this stage the development is contained within the existing Shire lease with Water Corporation. However, a walkway around the Weir will form part of future development phases. |
| Designated dog areas. | An area will be designated where dogs will not be permitted. |
| Maintain water quality in the Weir. | The Shire does regular water testing during the summer months, and has a MOU in place with the Water Corporation and Harvey Water should the water quality decline. |
| Improved BBQ's. | The replacement of the existing BBQ's has been included in the approved 20/21 budget. |
| Lighting in play area / car park so children don't wander off into the water in the dark. | Power will be installed at the Weir during this financial year which would allow the lighting of certain areas. Temporary fencing could be installed during events attracting children. |
| Replace the jetty for getting in and out of small boats and fishing. | The Shire's insurers have advised against the installation of a jetty due to safety reasons. Further, the size of boats (non-motorised) allowed would not justify the cost of a jetty. |
| Extend the sandy beach area. | The sandy beach area could certainly be extended along the shoreline adjacent to the grassed areas. |
| Second pontoon unnecessary and possibly unsafe location due to distance. | The second pontoon will no longer be pursued on the advice of the Shire's insurers. |
| Additional shade areas in summer. | Additional gazebos similar to the existing could be included in the proposed grassed area as well as additional trees but still keeping an area available for children as a kick about area. |
| Nature based play area to be shaded. | The area proposed for a nature based playground is set amongst existing trees. |
| Lack of bins | Additional bins can be placed at the Weir in strategic places. |
| Perhaps more habitat enhancements to the middle of the dam for kayak / boat fishing. | The habitats could be relocated further into the Weir to provide areas for kayak / boat fishing. |
| Too many fishing spots. | The existing fishing spots have merely been formalized to protect the natural bushland. |
| Just have one carpark. | Car parking has been strategically placed around the lease area to provide options for users. |
| Access to the dam wall. | Access to the dam wall is restricted by Water Corporation for safety reasons and does not form part of the Shire lease area. |
| Disabled access. | A disabled access area (wheelchair accessible) could be included in the plan. |

| | |
|---------------------------------------|--|
| Upgrading of the ablutions. | As part of the overall development the existing ablutions will be upgraded. |
| CCTV Cameras should be included. | CCTV cameras could form part of the redevelopment and would increase the safety and security of the area. |
| Gravel parking. | The gravel parking areas were kept so as to retain the natural aspect of the area, However, the parking areas could be sealed in a brown colour to achieve the same outcome. The seal will also improve safety of and accessibility. |
| Bus parking to improve visual safety. | A dedicated bus parking area could be included to improve the safety. |
| Good sized playground. | The proposal does include a nature based play area and will also incorporate additional grassed areas for children to play. |
| Drink fountains | The proposal will incorporate drink fountains. |

RESOURCE IMPLICATIONS

Financial

The overall cost of the development is estimated at \$2.1 million and can be staged over four stages. Funding for this project will be sought through various grants with Council funds potentially gained through land sales linked to the Land Rationalisation Plan being prepared.

Workforce

Nil.

OPTIONS

Council has the option to:

1. Endorse the concept plan as the Drakesbrook Weir Master Plan without any modifications.
2. Endorse the concept plan as the Drakesbrook Weir Master Plan with modifications.
3. Not endorse the concept plan.

CONCLUSION

The Drakesbrook Weir is a unique location well frequented by the local community as well as attracting visitors to the Shire. Developing the area to its full extent will attract additional visitors to the Shire resulting in potential economic development.

Although the survey did result in some commentary relating to possible modifications, there was overwhelming support for the development of the Drakesbrook Weir as proposed.

| 11.2.3 Community Sport and Recreation Facility Fund Small Grant Round 2020/21 | |
|--|---|
| File Ref: | 48/6 |
| Previous Items: | Nil |
| Applicant: | N/A |
| Author and Title: | Leonard Long – Director Planning & Economic Development |
| Voting Requirements: | Absolute Majority |
| Declaration of Interest: | Nil |
| Appendix Number | Nil |

RECOMMENDATION

That Council:

- 1. Endorses the funding submissions to the Department of Local Government Sport and Cultural Industry ‘Community Sport and Recreation Facility Fund’ small grant round 2, for the following three projects:**
 - a. Redevelopment of the Waroona Recreation and Aquatic Centre’s aquatic concourse and upper (dry) ablutions at a cost of \$210,000, project ranking 1 of 3.**
 - b. Installation of new 3 bay cricket training nets at a cost of \$66,159 project ranking 2 of 3.**
 - c. Reticulation of Preston Beach Golf Course fairways 5, 6 and 7 at a cost of \$67,343 project ranking 3 of 3.**
- 2. Confirms funds for the project in (a) and (b) above have been included in the approved 2020/21 financial budget.**
- 3. Confirms with regard to (c) above, an amount of \$5,000 has been included in the approved 2020/21 financial budget.**

IN BRIEF

- The Shire will be submitting a request for grant funding through the CSRFF stream.
- Funds for the aquatic concourse and upper (dry) ablutions as well as the cricket nets have been included in the approved 2020/21 financial budget.

BACKGROUND

The three projects identified have been discussed with the Department of Local Government Sport and Cultural Industry (DLGSC), and found to be in line with the DLGSC criteria for possible funding through the ‘Community Sport and Recreation Facility Fund’ (CSRFF).

REPORT DETAIL

The Waroona Recreation and Aquatic Centre (WRAC) identified the pool concourse needing a redesign in 2014 onwards. To attract more people in to the pool we hope to create a more inviting environment. By redeveloping the concourse inclusions such as family space areas, picnic opportunities and a more visually appealing design will be



considered. This aims to encourage more community members to activate the Centre’s aquatic space.

The need for the upper ablutions redevelopment has been identified in recent years. The minimal toilet facilities struggle to cope with the patron loads at our busier times. This is especially evident through the sporting club game nights. Both the Waroona Junior Netball Club and Waroona Amateur Basketball Association attract in excess of 200 people at times on a game night. These numbers struggle to be serviced by the two male and three female toilets currently offered. As the Centre has held more carnivals and events as of late, the size of and design of the ablutions has become even more problematic. To cater for the large numbers and expansion in club growth, a redevelopment is needed.

A need for this project was established through Shire, Club and Regional planning. In recent years a 52% increase in membership has made the need for the project more apparent. The inclusion of junior female cricket members shows another area the club hopes to expand in. An increase to training facilities is needed to cater for this growth within the club. See attached business case for further details.

Redevelopment of the existing nets was considered. As the quote to repair the damage and add an additional bay was close to the price for the new nets (\$41,000), it was not considered a good option. This is due to the poor location of the nets in relation to the club. The new nets will be situated on the main oval and make for more of a social/sporting hub for the club and community.

The Preston Beach 9 hole golf course was constructed in 1974 by a developer, and initially had grass greens and employed two greenkeepers full time. The course was fully reticulated. The proposed development did not eventuate and the course was ceded to the Shire of Waroona in 1986. A recent forum on residents’ wishes for Preston Beach, listed golf course improvements. The golf course is used by walkers for physical activities and a green reticulated area will only encourage more activity by residents and visitors. The course is open every day for the enjoyment of all.

SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

| | |
|---------------|---|
| Theme 4 | Society / Community Wellbeing |
| Aspiration | Maintain strong sense of community and effective community wellbeing |
| Strategy 4.05 | Attempt to provide a variety of quality, safe, attractive, user friendly facilities for recreation, health and social purposes, where financially possible. |

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil



SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

The three projects may result in additional usage of the various areas which in turn will have a positive impact on the economy of the Shire.

Social - (Quality of life to community and/or affected landowners)

The redevelopment of the relevant areas will contribute to the social wellbeing of the community.

Environment – (Impact on environment’s sustainability)

The proposal incorporates the existing environment, and will ensure its sustainability.

Policy Implications

Nil

Risk Management Implications

| <i>Risk Level</i> | <i>Comment</i> |
|-------------------|---|
| Medium | If the subject areas are not redeveloped the Shire will run the risk of a further decline in the patronage of the WRAC and clubs. |

CONSULTATION

Officers have consulted with the following:

- Department of Local Government Sport and Cultural Industry
- Preston Beach Golf Club
- Waroona Cricket Club

RESOURCE IMPLICATIONS

Financial

An amount of \$210,000 has been included in the approved 2020/21 financial budget for the redevelopment of the WRAC aquatic concourse as well as the upper (dry) ablutions.

An amount of \$63,000 has been allocated in the approved 2020/21 financial budget and is subject to funding of \$22,000 through Local Roads Community Infrastructure and \$21,000 through Community Sport and Recreation Facility Fund.

With regard to the Preston Beach Golf Course reticulation of fairways 5, 6 and 7 an amount of \$5,000 has been included in the approved 2020/21 financial budget. The Preston Beach Golf Club has been successful in a grant of \$40,000 from the Alcoa Waroona Sustainability Fund with the club itself providing \$8,343 towards the overall cost. The balance of \$14,000 is being requested through the Community Sport and Recreation Facility Fund Small Grant.

Workforce

The project management for the proposals will be done by Shire officers in conjunction with the relevant club (where applicable).

OPTIONS

Council has the option to:

1. Endorse the officer’s recommendation without any modifications.



2. Change the priority order of the three (3) projects.
3. Not endorse the officer's recommendation.

CONCLUSION

The redevelopment of the WRAC aquatic concourse will result in a more family orientated and modern concourse and is likely to attract additional users.

With regard to the Waroona Cricket Club, the existing nets have long past its use date and is not economical to refurbish. It is important to provide a facility which will cater for the growing number of members in the club.

The Preston Beach Golf Club is located in one of the Shire tourist areas, the irrigation of the proposed fairways will go a long way in making the golf course once again attractive to both residents and visitors to the area.

11.3 DEPUTY CHIEF EXECUTIVE OFFICER / DIRECTOR CORPORATE SERVICES

| 11.3.1 Listing of Payments for the Month of July 2020 | |
|--|--------------------------------|
| File Ref: | 1/3 - Creditors |
| Previous Items: | N/A |
| Applicant: | N/A |
| Author and Title: | Kathy Simpson, Finance Officer |
| Voting Requirements: | Simple Majority |
| Declaration of Interest: | Nil |
| Appendix Number | 11.3.1 |

RECOMMENDATION

That Council:

1. receive the following payments made throughout the month of July 2020;

| | | |
|---------------------|--------------------------------------|-----------------------|
| Municipal | Cheque 9499 - 9520 | \$30,121.13 |
| | EFT 32564 - 32689 | \$456,695.29 |
| Direct wages | 01/07/20 – 31/07/20 inclusive | \$156,533.40 |
| Direct Debit | 01/07/20 – 31/07/20 | \$50,464.62 |
| Trust | Cheque – Nil | \$20,000.00 |
| | EFT32690 | |
| GRAND TOTAL | | \$1,302,923.27 |

as attached at appendix 11.3.1.

IN BRIEF

The purpose of this report is to present the listing of payments made from the Shire's Municipal and Trust funds throughout the month of July 2020.

BACKGROUND

The attached appendix lists the payments from Council Municipal and Trust funds for the month applicable as per requirements of the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

As per Regulation 13 of the Local Government (Financial Management) Regulations 1996 the following information is required to be presented to Council;

- The Payee's name;
- The amount of the payment;
- The date of the Payment; and
- Sufficient information to identify the transaction

REPORT DETAIL

As Council has delegated authority to the Chief Executive Officer to execute payments from the municipal fund and the trust fund a list of accounts paid are required to be submitted to Council showing the prescribe information.

The attached appendix lists the payments from Council Municipal and Trust funds for the month applicable as per requirements of the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

| | |
|----------------------|--|
| Theme 6 | Good Governance |
| Aspiration | Active civic leadership and excellence in management |
| Strategy 6.05 | High legislative compliance |

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

As per Regulation 13 of the Local Government (Financial Management) Regulations 1996 the following is required;

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared
 - (a) the payee's name; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.

- (2) A list of accounts for approval to be paid is to be prepared each month showing
 - (a) for each account which requires council authorisation in that month
 - (i) the payee's name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.

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

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

Nil

Social - (Quality of life to community and/or affected landowners)

Nil



Environment – (Impact on environment's sustainability)

Nil

Policy Implications

Nil

Risk Management Implications

| <i>Risk Level</i> | <i>Comment</i> |
|-------------------|---|
| Low | If the required information is not presented to Council in accordance with the Local Government (Financial Management) Regulation 1996 it may result in a qualified audit report and an unclear compliance return submitted to the Department of Local Government, Sport & Cultural Industries. |

CONSULTATION

Nil

RESOURCE IMPLICATIONS*Financial*

Nil

Workforce

Nil

OPTIONS

Council has the option of:

1. Receive the listing of payments presented for the month of July 2020.
2. Not receive the listing of payments presented for the month of July 2020.

CONCLUSION

The listing of payments as per the attached appendix is a true reflection of the expenditure from the Municipal and Trust Fund accounts for the month of July 2020. All expenditure is in accordance with the 2020/21 adopted budget and is presented as per the prescription within regulation 13 of the Local Government (Financial Management) Regulation 1996.

| 11.3.2 Monthly Statement of Financial Activity for the Period 1 July 2020 to 31 July 2020 | |
|--|---------------------------------------|
| File Ref: | 1/1 – Annual Statements |
| Previous Items: | N/A |
| Applicant: | N/A |
| Author and Title: | Kirsty Ferraro, Senior Finance Office |
| Voting Requirements: | Simple Majority |
| Declaration of Interest: | Nil |
| Appendix Number | 11.3.2 |

RECOMMENDATION

That Council receive the Monthly Statement of Financial Activity for the period 1 July 2020 to 31 July 2020 as presented.

IN BRIEF

The purpose of this report is to present the financial position of Council as at the reporting date as per requirements of the Local Government Act 1995 and the Local Government (Financial Management) Regulation 1996.

BACKGROUND

The Local Government Act 1995 in conjunction with regulation 34(1) of the Local Government (Financial Management) Regulations 1996 requires a monthly Statement of Financial Activity to be presented to Council detailing the prescribed information within 2 months after the end of the month to which the statement relates.

REPORT DETAIL

The monthly financial report recognises the financial position of Council at the reporting date and contains the following information;

- a) Annual budget estimates taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c) of the Local Government Act 1995;
- b) Budget estimates to the end of the month to which the statement relates;
- c) Actual amounts of expenditure, revenue and income to the end of the month to which the statements relate;
- d) The material variance between the comparable amounts referred to in the paragraphs (b) and (c); and
- e) The net current assets at the end of the month to which the statement relates.

The following information is included in the report;

- o Statement of Financial Activity by Programme
- o Statement of Financial Activity by Nature and Type, and
- o Statement of Financial Position
- o Note 1 – Significant Accounting Policies
- o Note 2 – Graphical Representation
- o Note 3 – Net Current Funding Position
- o Note 4 – Cash and Investments
- o Note 5 – Major Variances
- o Note 6 – Budget Amendments
- o Note 7 – Receivables

- Note 8 – Grants & Contributions
- Note 10 – Capital Disposals and Acquisitions
- Note 11 – Significant Capital Projects
- Note 12 – Trust
- Note 13 - Borrowings

SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

| | |
|----------------------|--|
| Theme 6 | Good Governance |
| Aspiration | Active civic leadership and excellence in management |
| Strategy 6.05 | High legislative compliance |

OTHER STRATEGIC LINKS

Shire of Waroona 2020/21 Annual Budget

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 6.4
 Local Government (Financial Management) Regulations 1996 – Section 34

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)
 Nil

Social - (Quality of life to community and/or affected landowners)
 Nil

Environment – (Impact on environment’s sustainability)
 Nil

Policy Implications
 All financial policies from Policy FIN002 through to Policy FIN035

Risk Management Implications

| <i>Risk Level</i> | <i>Comment</i> |
|-------------------|---|
| Moderate | Inadequate financial performance monitoring could lead to over/under budget expenditure which could affect council’s financial position and/or financial ratios. |
| Low | If the required information is not presented to Council in accordance with the Local Government (Financial Management) Regulation 1996 it may result in a qualified audit report and an unclear compliance return submitted to the Department of Local Government, Sport & Cultural Industries. |

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial
 Nil



Workforce
Nil

OPTIONS

Council has the option of:

1. Receiving the monthly financial statement.
2. Not receiving the monthly financial statement.

CONCLUSION

That Council receive the monthly financial statements prepared in accordance with the Local Government Act 6.4 and Local Government (Financial Management) Regulations 1996 section 34.

| 11.3.3 Building Waroona 2030 – Asset Management Plan 2020 – 2030 | |
|---|---|
| File Ref: | 11/1; 38/1 |
| Previous Items: | Nil |
| Applicant: | Shire of Waroona |
| Author and Title: | Brad Vitale, Corporate Compliance Officer |
| Declaration of Interest: | Nil |
| Voting Requirements: | Simple Majority |
| Appendix Number | 11.3.3 - Building Waroona 2030 |

RECOMMENDATION

That Council adopts the Building Waroona 2030 – Asset Management Plan, as detailed in Appendix 11.3.3.

IN BRIEF

Council is requested to consider adopting the Building Waroona 2030 – Asset Management Plan, as attached as Appendix 11.3.3.

BACKGROUND

In accordance with Section 5.56 of the *Local Government Act 1995*, all local governments in Western Australia are required to effectively plan for the future. The Department of Local Government, Sport & Cultural Industries' Integrated Planning & Reporting Framework outlines strategic planning. The intent of the framework is to ensure that priorities and services provided by local government are aligned with community needs and aspirations and, in doing so, facilitate a shift from a short-term resource focus to long-term sustainability.

Asset Management Plans aim to present information about assets, provides evidence of responsible asset management and compliance with regulatory requirements, and summarise information with regard to funding aimed at maintaining assets at the required levels of service. A primary goal of asset management is to provide the required level of service in the most cost effective manner through the creation, acquisition, maintenance, operation, rehabilitation and disposal of assets to provide for present and future generations.

REPORT DETAIL

Asset Management Plans are part of an overall framework that provides for the sustainable management of current and future assets so that the Council can continue to deliver services effectively to the community now and in the future. Underneath the Asset Management Plan, Council has developed asset management strategies for all major classes of infrastructure – roads, buildings, footpaths and cycle networks, drainage, bridges, and parks and other infrastructure. The Council utilises integrated decision making to ensure that built, social, economic and natural impacts of asset provision and maintenance are properly considered throughout the asset management lifecycle.

The Council's strategic financial planning will ensure that sufficient funds are allocated as a priority each year for the operation, maintenance and renewal of assets, and additional funds are identified and allocated where appropriate for the investment in new or upgraded assets.

The Asset Management Plan will be reviewed annually in conjunction with the budget process to ensure continued relevance and sustainability.

SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

| | |
|-----------------------|--|
| Theme 4 | Our Built Assets |
| Objective 4.2 | Manage assets in a consistent and sustainable manner |
| Strategy 4.2.1 | Plan and effect appropriate maintenance, renewal, replacement and disposal of assets |

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Local Government Act 1995

s.5.56 – Planning for the future

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

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

Asset Management Plans ensure that sufficient funds are allocated in future budgets and support financial sustainability.

Social - (Quality of life to community and/or affected landowners)

Asset Management Plans ensure that community levels of service are met.

Environment – (Impact on environment's sustainability)

Environmental sustainability is considered during the development of Asset Management Plans.

Policy Implications

CORP017 – Asset Management Policy

The key objective of this policy is to ensure that services delivered by the Shire of Waroona continue to be sustainably delivered. This will be achieved by ensuring that the infrastructure assets used to support the service delivery continue to function to the level of service determined by Council. It will also provide a clear direction as to how Council, as custodians of community assets, will manage those assets within an Asset Management Framework.

CORP018 – Asset Management Disposal Policy

The key objective of this policy is to ensure that services delivered by the Shire of Waroona continue to be sustainably delivered. This will be achieved by ensuring that the Infrastructure Assets used to support the service delivery continue to function to the level of service determined by Council and assets not required are disposed of appropriately.

CORP022 – Legislative Compliance

To ensure that the Shire of Waroona complies with legislative requirements, and has appropriate processes and procedures to ensure such compliance occurs. The desired objective is to formally support the achievement of 95+% legislative compliance within the relevant timeframes.

FIN033 – Asset Sustainability Ratio

To meet the minimum levels for this ratio, as set by the Department of Local Government, Sport and Cultural Industries.

FIN034 – Asset Consumption Ratio

To meet the minimum levels for this ratio, as set by the Department of Local Government, Sport and Cultural Industries.

FIN035 – Asset Renewal Funding Ratio

To meet the minimum levels for this ratio, as set by the Department of Local Government, Sport and Cultural Industries.

Risk Management Implications

| <i>Risk Level</i> | <i>Comment</i> |
|-------------------|---|
| Moderate | The annual review and update of the Asset Management Plan is recommended by the Department of Local Government, Sport and Cultural Industries Operational Guidelines. The Plan is reviewed annually to ensure that it remains consistent with the direction of the Strategic Community Plan and Corporate Business Plan, and that it forms the basis for continuous improvement within the Shire. |

CONSULTATION

Nil.

RESOURCE IMPLICATIONS***Financial***

All proposals in the Asset Management Plan provide direction for what is expected/likely to occur for the period 1 July 2020 to 30 June 2030. Proposals for the 2020/21 financial year (year one) has been included in the 2020/21 Annual Budget.

Workforce

Staff will further develop the document during the ensuing twelve month period with the aim of the Asset Management Plan being a live working document.



OPTIONS

Council has the option of:

1. Accepting the officer recommendation to adopt the Asset Management Plan 2020 – 2030.
2. Amending or not accepting the officer recommendation.

CONCLUSION

The effective management of assets is crucial to the sustainable delivery of local government services. Assets need to serve the needs of the community, in alignment with the Strategic Community Plan and the Corporate Business Plan. Local governments hold a large portfolio of long-lived assets, so it is critical to plan and prioritise the maintenance, renewal and replacement of existing assets and the acquisition of new assets. This requires a long-term “whole of life” view of asset management.

Furthermore, it is only through robust asset planning and costings that different options for the future can be explored with the community. For example, it is natural for communities to desire new facilities and oppose asset retirements, but with an understanding of the long term costs of the existing asset base plus potential changes, they are able to engage meaningfully with the choices.

Asset Management Plans are therefore a key part of the Integrated Planning & Reporting Framework, both as a core informing strategy and as a tool for effective implementation. There are three core asset planning outputs – asset management policy, asset management plan and asset management strategies.

The Asset Management Plan outlines how the asset portfolio of local governments will:

- Meet the service delivery needs of its communities into the future
- Enable the local government’s Asset Management Policy to be achieved
- Ensure that asset management is established as part of the local government’s plan for the future.

It prioritises and articulates the delivery of community service needs through the development of Asset Management Strategies for each major class asset.

The Plan is reviewed annually to ensure that it remains consistent with the direction of the Strategic Community Plan and Corporate Business Plan, and that it forms the basis for continuous improvement within the Shire.

| 11.3.4 Staffing Waroona 2030 – Workforce Plan 2020 – 2024 | |
|--|---|
| File Ref: | 38/1 |
| Previous Items: | Nil |
| Applicant: | Shire of Waroona |
| Author and Title: | Brad Vitale, Corporate Compliance Officer |
| Declaration of Interest: | Interest affecting impartiality |
| Voting Requirements: | Simple Majority |
| Appendix Number | 11.3.4 |

RECOMMENDATION

That Council adopts the Staffing Waroona 2030 – Workforce Plan, as detailed in Appendix 11.3.4.

IN BRIEF

Council is requested to consider adopting the Staffing Waroona 2030 – Workforce Plan, as attached as Appendix 11.3.4.

BACKGROUND

In accordance with Section 5.56 of the *Local Government Act 1995*, all local governments in Western Australia are required to effectively plan for the future. The Department of Local Government, Sport & Cultural Industries' Integrated Planning & Reporting Framework outlines strategic planning. The intent of the framework is to ensure that priorities and services provided by local government are aligned with community needs and aspirations and, in doing so, facilitate a shift from a short-term resource focus to long-term sustainability.

The Workforce Plan provides a framework and strategy to address the human resourcing requirements for the Council's Corporate Business Plan, and as such, has a four year horizon. The Australian National Audit Office defines workforce planning as "a continuous process of shaping the workforce to ensure that it is capable of delivering organisational objectives now and in the future."

REPORT DETAIL

Workforce planning:

- Is continuous, not a one-off activity
- Is a process, not a static action set of actions
- Is about shaping the workforce with a clearly identified purpose and to bring about particular changes
- Has its purpose linked with organisational objectives, and
- Applies not just to the current workforce, but anticipates future workforce requirements.

The Workforce Plan will be reviewed annually in conjunction with the budget process to ensure continued relevance and sustainability.

SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

| | |
|-----------------------|---|
| Theme 5 | Our Leadership |
| Objective 5.2 | Develop a skilled, safe and compliant organisation |
| Strategy 5.2.1 | Employ, maintain and retain a skilled workforce |
| Strategy 5.2.2 | Promote an organisational culture of safety, best practice and continuous improvement |

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Local Government Act 1995

s.5.56 – Planning for the future

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

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

Nil.

Social - (Quality of life to community and/or affected landowners)

Staffing and development levels will impact the quality and quantity of services delivered to the community.

Environment – (Impact on environment’s sustainability)

Nil.

Policy Implications

Nil.

Risk Management Implications

| <i>Risk Level</i> | <i>Comment</i> |
|-------------------|--|
| Moderate | The biennial review and update of the Workforce Plan is recommended by the Department of Local Government, Sport and Cultural Industries Operational Guidelines. The Plan is reviewed annually to ensure that it remains consistent with the direction of the Strategic Community Plan and Corporate Business Plan, and that it forms the basis for continuous improvement within the Shire. |

CONSULTATION

Community consultation is not required when compiling the Workforce Plan. The document is reflective of the community objectives and aspirations outlined in the proposed Strategic Community Plan.

Employees of the Shire of Waroona were provided with an opportunity to complete an employee questionnaire that was used as an informing tool for the final plan. 55% of employees completed this questionnaire.

RESOURCE IMPLICATIONS

Financial

All proposals in the Workforce Plan provide direction for what is expected/likely to occur for the period 1 July 2020 to 30 June 2030. Proposals for the 2020/21 financial year (year one) will be reflected in the 2020/21 Annual Budget.

Workforce

Staff will further develop the document during the ensuing twelve month period with the aim of the Workforce Plan being a live working document.

OPTIONS

Council has the option of:

1. Accepting the officer recommendation to adopt the Workforce Plan 2020 – 2030.
2. Amending or not accepting the officer recommendation.

CONCLUSION

The Workforce Plan recognises that people who work at the Shire of Waroona need to bring commitments, energy and flexibility to the organisation. In return, these people need clarity in terms of how their personal goals align with organisational goals and priorities. This requires an investment in developing leaders, managers and employees with the right skills for diverse operations. It also requires clear learning pathways linked to performance development and an ongoing investment in attracting and retaining talented people, while maintaining a focus on workplace health and wellbeing.

The Plan is reviewed annually to ensure that it remains consistent with the direction of the Strategic Community Plan and Corporate Business Plan, and that it forms the basis for continuous improvement within the Shire.

| 11.3.5 Resourcing Waroona 2030 – Long Term Financial Plan 2020 – 2030 | |
|--|---|
| File Ref: | 38/1 |
| Previous Items: | Nil |
| Applicant: | Not Applicable |
| Author and Title: | Ashleigh Nuttall, Manager Corporate Services Brad Vitale, Corporate Compliance Officer |
| Declaration of Interest: | Nil |
| Voting Requirements: | Simple Majority |
| Appendix Number | 11.3.5 - Resourcing Waroona 2030 |

RECOMMENDATION

That Council adopts the Resourcing Waroona 2030 – Long Term Financial Plan as per Appendix 11.3.5.

IN BRIEF

Council is requested to consider adopting the Resourcing Waroona 2030 – Long Term Financial Plan, as per **Appendix 11.3.5**.

BACKGROUND

In accordance with Section 5.56 of the *Local Government Act 1995*, all local governments in Western Australia are required to effectively plan for the future, with guidance outlined in the Integrated Planning & Reporting Framework. The intent of the framework is to ensure that priorities and services provided by local government are aligned with community needs and aspirations and, in doing so, facilitate a shift from a short-term resource focus to long-term sustainability.

The Long Term Financial Plan (LTFP) is a modelling tool to project the Shire's financial commitments over the next ten years as a means of helping to ensure financial sustainability.

The LTFP is a dynamic tool which analyses financial trends over a ten year period on a range of assumptions and provides information to assess the impacts of current decision and budgets on future financial sustainability. The aim of the LTFP is to achieve the following objectives:

- Continue the current range of services to the community, whilst purposefully analysing the current levels of service to ensure alignment with the objectives of the Strategic Community Plan
- Help to project commitments with regards to the costs of new services or projects as a result of community growth and expectations or changing demographics
- Maintain a strong cash position, ensuring that the Shire remain financially sustainable in the long term, and has the capacity to respond to unexpected opportunities or unpredictable events such as natural disasters
- Strategically pursue state and federal government grant funding opportunities where aligned with the Strategic Community Plan and Corporate Business Plan requirements
- Plan rate increases to balance the budget to ensure service delivery that meets reasonable community needs
- Ensure that critical infrastructure asset renewal is funded at the optimum time

- Maximise opportunities for Shire freehold properties from an economic and community development perspective
- Support the broad review of our Strategic Community Plan every two years and a full review every four years

REPORT DETAIL

The LTFP relies on the most current information available for known revenues and expenditures. Future forecasting processes use estimates carefully to be as accurate, reliable and easily understood as possible. The level of accuracy from assumptions within the LTFP is more likely in the first four years. Later years (5-10) will have a higher reliance on assumptions and subjectivity to variables. The ability to accurately forecast over a long period is likely to be hindered by uncertainties such as the availability of grant funding, fluctuating interest rates, economic trends, as well as demographic and political change.

In addition to the details of assumptions, the LTFP contains major capital works schedules, capacity of financial reserves and local government performance measures. The LTFP demonstrates, that with prudent financial planning, monitoring of rating capacity and careful assessment of priorities, the Shire of Waroona will be able to maintain a sound financial position in the long term.

The LTFP will be reviewed annually in conjunction with the budget process to ensure continued relevance and sustainability.

SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

| | |
|-----------------------|---|
| Theme 5 | Our Leadership |
| Objective 5.1 | A sustainable future through embracing change, applying technological advancement and pursuing efficiencies |
| Strategy 5.1.2 | Maintain long term financial sustainability |

OTHER STRATEGIC LINKS

- Corporate Business Plan 2020 – 2024.
- Annual Budget 2020/21.

STATUTORY ENVIRONMENT

Local Government Act 1995

s.5.56 Planning for the future

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

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

The LTFP identifies funding for infrastructure and major projects that are key to the success of growing the economy of Waroona.



Social - (Quality of life to community and/or affected landowners)

The LTFP outlines the services that will be provided to the community to enhance the quality of living. It is crucial that the LTFP aligns with the aspirations of the community to ensure financial strategies are in place to meet future demand.

Environment – (Impact on environment's sustainability)

Nil.

Policy Implications

CORP022 – Legislative Compliance

To ensure that the Shire of Waroona complies with legislative requirements, and has appropriate processes and procedures to ensure such compliance occurs. The desired objective is to formally support the achievement of 95+% legislative compliance within the relevant timeframes.

FIN029 – Operating Surplus Ratio

To meet the minimum levels for this ratio, as set by the Department of Local Government, Sport & Cultural Industries.

FIN030 – Current Ratio

To meet the minimum levels for this ratio, as set by the Department of Local Government, Sport & Cultural Industries.

FIN031 – Debt Service Coverage Ratio

To meet the minimum levels for this ratio, as set by the Department of Local Government, Sport & Cultural Industries.

FIN032 – Own Source Coverage Ratio

To meet the minimum levels for this ratio, as set by the Department of Local Government, Sport & Cultural Industries.

FIN033 – Asset Sustainability Ratio

To meet the minimum levels for this ratio, as set by the Department of Local Government, Sport & Cultural Industries.

FIN034 – Asset Consumption Ratio

To meet the minimum levels for this ratio, as set by the Department of Local Government, Sport & Cultural Industries.

FIN035 – Asset Renewal Funding Ratio

To meet the minimum levels for this ratio, as set by the Department of Local Government, Sport & Cultural Industries.

Risk Management Implications

| <i>Risk Level</i> | <i>Comment</i> |
|-------------------|---|
| Moderate | The annual review and update of the Long Term Financial Plan along with the key underpinning assumptions, addresses the risk associated with changes to Council's financial sustainability. This review considers changing external and internal impacts and enables Council to consider any changes necessary. |

CONSULTATION

Community consultation is not required when compiling the LTFP. The document is reflective of the community objectives and aspirations outlined in the proposed Strategic Community Plan.

RESOURCE IMPLICATIONS*Financial*

All proposals in the LTFP provide direction for what is expected/likely to occur for the period 1 July 2020 to 30 June 2030. Proposals for the 2020/21 financial year (year one) are to be reflected in the 2020/21 annual budget.

Staff will further develop the document during the ensuing twelve month period with the aim of the LTFP being a live working document.

Workforce

The proposals outlined within the LTFP align with minor amendments to workforce across the ten years of the LTFP.

OPTIONS

Council has the option of:

1. Adopting the Resourcing Waroona 2030 – Long Term Financial Plan without amendment.
2. Adopting the Resourcing Waroona 2030 – Long Term Financial Plan with amendment.

CONCLUSION

The purpose of the LTFP is to guide the future direction of the Council in a financially sustainable manner. It is designed as a summary on the future planning of the Council's financial operations, particularly in relation to key components such as rate increases, service levels, asset renewal, reserve account movements and loan borrowings.

The LTFP is also designed to indicate long term financial viability and identification of issues that may have a long term impact on the Council's finances. Linkages with other key Council planning documents is also an essential component of the LTFP.

The LTFP is reviewed annually to ensure that it remains consistent with the direction of the Strategic Community Plan and that it forms the basis for continuous improvement within the Shire.

11.4 CHIEF EXECUTIVE OFFICER
Nil

12. BUSINESS LEFT OVER FROM A PREVIOUS MEETING

13. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

14. NOTICE OF MOTIONS FOR CONSIDERATION AT A FOLLOWING MEETING

**15. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING
OR BY DECISION OF THE MEETING**

16. MEETING CLOSED TO THE PUBLIC

17. CLOSURE OF MEETING