



Date: 12 December 2019

To: Shire President
All Councillors

Copy: Directors
Staff

**ORDINARY COUNCIL MEETING
NOTICE AND AGENDA**

An Ordinary Council meeting of the Shire of Waroona will be held at the Waroona Shire Council Chambers on Tuesday 17 December 2019 commencing at 4.00 pm to consider and resolve on the matters set out in the attached Agenda.

A handwritten signature in black ink, which appears to read 'D. Unsworth', is located below the text of the notice.

DEAN UNSWORTH
Chief Executive Officer

PUBLIC QUESTION TIME

AND

PUBLIC STATEMENT TIME

1. The order of business allows for a Public Question time and a Public Statement time at the beginning of the Meeting. The Presiding Member will announce these times.

2. If you wish to ask a Question or make a Statement about an Agenda Item BEFORE it is considered then it should be made at the Public Question and Public Statement Time at Item 4 on the Agenda Notice Paper in accordance with Council's Procedures and Guidelines for Public Question Time and Receiving Public Statements.

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**
2. **RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED**
3. **RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**
- 4.1 **PUBLIC QUESTION TIME**
- 4.2 **PUBLIC STATEMENTS**
5. **APPLICATIONS FOR LEAVE OF ABSENCE**
6. **DISCLOSURES OF MEMBERS' & OFFICERS' INTERESTS**

(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.)
7. **PETITIONS/DEPUTATIONS/PRESENTATIONS**
8. **CONFIRMATION OF MINUTES**

8.1 ORDINARY COUNCIL MEETING – 26 NOVEMBER 2019

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 26 November 2019 be confirmed as being a true and correct record of proceedings.

8.2 CEO RESOURCE SHARING COMMITTEE – 26 NOVEMBER 2019

File Ref: 184/1

Author and Title: Dean Unsworth, Chief Executive Officer

Voting Requirements: Simple Majority

Appendices 8.2

RECOMMENDATION

That Council receives and notes the Minutes and Appendices of the CEO Resource Sharing Committee Meeting held on Tuesday 26 November 2019.

RECOMMENDATION

That Item 6.3 from the CEO Resource Sharing Committee meeting held 26 November 2019 be considered at Section 10 (Confidential Items) of this meeting.

9. REPORTS OF OFFICERS AND COMMITTEES

9.1 DIRECTOR TECHNICAL SERVICES

9.1.1 PAYMENT OF MAIN ROADS BRIDGE FUNDING – BUDGET AMENDMENT	
File Ref:	21/1
Previous Items:	N/A
Applicant:	Main Roads WA
Author and Title:	Patrick Steinbacher, Director Technical Services
Voting Requirements:	Absolute Majority
Appendix Number	N/A

RECOMMENDATION

That Council, in order to reimburse the sum of \$70,000 funded and expended in 2018/29 by Main Roads Western Australia on capital bridge works on Bridge 4827A on Lake Clifton Road, endorse the following amendments to the 2019/20 budget:

1. Municipal account 137240 (OV90) Rec Centre Road & Carpark be reduced by \$41,000;
2. Municipal account 133550 Construction Contributions and Donations be increased by \$29,000;
3. Municipal account 134620 Maintenance Other Expenditure increase by \$70,000; and
4. Trust account T81 Premium Allsands Extractive Industries Trust Fund be reduced by \$29,000 and paid into the Municipal account 133550 Construction Contributions and Donations.

IN BRIEF

The Shire of Waroona received funding of \$70,000 from the Federal Government in the 2018/19 financial year to meet the costs of bridge repair work. The funding was applied for on the Shire's behalf by Main Roads WA (MRWA) who organised and paid for the bridge work. The funding was meant to have been passed directly on to MRWA as a reimbursement, however it was overlooked when developing the 2019/20 budget, therefore it must be dealt with in this current year.

BACKGROUND

Local Governments in WA have an agreement with the State via MRWA whereby the State will fund bridge related capital works provided the LGs meet their obligations in terms of regular maintenance to their bridges and addressing any minor repair items identified in the five year bridge inspections.

Under this agreement and because the Shire of Waroona was meeting its obligations, MRWA agreed to source both State and Federal funding in order to meet the cost of \$105,000 worth of works carried out last year to the bridge 4827A on Lake Clifton (formerly Old Bunbury) Road. Two thirds (\$70,000) of this funding is sourced from the Federal Government via the WA Local Government Grants Commission (WALGGC) and one third (\$35,000) from the State via MRWA.

The \$70,000 in Federal funding from WALGGC is held as an untied grant by the Shire of Waroona and the intention is that the funds become a simple 'in and out' process – in from the Federal Government and out to MRWA – with no nett effect on the Shire's budget.



This \$70,000 was paid to the Shire in four quarterly instalments in 2018/19 and the Shire received an invoice from MRWA for the \$70,000 in the third quarter. It was directed that payment to MRWA should wait until the fourth and final payment arrived, however, unfortunately the matter was missed and the payment to MRWA did not occur in the 2018/19 financial year.

REPORT DETAIL

This issue was re-discovered early in 2019/20 however it was by then too late to rectify as the 2018/19 budget had been finalised. The matter was discussed with the then CEO, the Director Corporate Services and the Manager Corporate Services and it was decided to quarantine a fully Council funded capital works project in order to part fund the payment with a view to possibly identifying additional savings in the overall budget later in the financial year.

The 2019/20 budget contains funds of \$41,000 to reseal the Recreation Centre carpark and cricket ovals access road. This is not seen as critical and will not cause any issues if the works are deferred until 2020/21.

The Shire has in place agreements with operators carrying out extractive industries whereby the operators pay a contribution to the maintenance of the road/s they use to access their site and that see increased heavy haulage traffic as a result. These funds are intended to be invested back into those road/s as required. Under this model the Shire holds \$57,437.49 in trust paid by Premium Allsands who use Coronation Road as part of their access route.

It is therefore proposed that the balance of the funds (\$29,000) required be sourced from this Reserve and directed to the current Coronation Road Regional Road Group project.

In summary:

Defer Recreation Centre carpark reseal:	\$41,000
<u>Transfer from extractive industry trust:</u>	<u>\$29,000</u>
TOTAL	\$70,000

The DTS agrees that this is a very unfortunate incident and takes full responsibility for the oversight, however it is felt that the scenario presented is a logical and legitimate method to source the required funds. It has very little impact on the current budget and the capital works program as the reseal is 100% contract and therefore has no impact on wages and overheads or plant recovery. The funds held in trust from Premium Allsands are intended to be expended on such capital works as will be carried out on Coronation Road this year.

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 5.03	Timely renewal or replacement of assets, as per the adopted <i>Asset Management Plan</i> , but within the constraints of the adopted <i>Long Term Financial Plan</i> .

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.2 –

Local government to prepare annual budget states that:

‘During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.’

* Absolute majority required.

SUSTAINABILITY & RISK CONSIDERATIONS

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

There is little economic impact on the Shire or the region. The proposal redirects funds either in the current budget or held in trust. The contractor that would have carried out the reseals will not receive the funds set down for the reseal this year, however if the project is deferred and is included in next year’s budget they will receive the funds then.

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

There would have been some benefit to the users of the Recreation Centre carpark in having a new seal surface however a reseal such as this is more to do with achieving asset renewal and maintenance targets rather than user amenity.

Environment – (Impact on environment’s sustainability)

Nil

Policy Implications

Nil

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
Low	There is little risk involved with this proposal. The Shire needs to meet its obligations and the proposal presented does this with as little impact as possible.

CONSULTATION

This item was compiled with the assistance of the Manager Corporate Services.

RESOURCE IMPLICATIONS

Financial

The following budget amendments will be required should this proposal meet with Council approval:

- Municipal account 137240 (OV90) Rec Centre Road & Carpark be reduced by \$41,000.

- Municipal account 133550 Construction Contributions and Donations be increased by \$29,000.
- Municipal account 134620 Maintenance Other Expenditure increase by \$70,000.
- Trust account T81 Premium Allsands Extractive Industries Trust Fund be reduced by \$29,000 and paid into the Municipal account 133550 Construction Contributions and Donations.

Workforce

Nil

OPTIONS

Council has the option of:

1. Support the proposal and approve the budget amendments in order to pass on the \$70,000 to MRWA.
2. Not support the proposal and direct the DTS to investigate alternative proposals.

CONCLUSION

As stated previously this is an unfortunate and regrettable oversight, however it should be remembered that the Shire of Waroona did receive \$105,000 worth of bridge capital works at no cost in 2018/19 and the \$70,000 received last year was incorporated into and formed part of the 2018/19 budget's final position. The proposal presented is recommended as it deals with the matter this year, has no impact on wages, overheads or plant recovery, uses the trust funds for what they are intended for, and defers a non-critical capital project for only 12 months at worst.

9.1.2 APPLICATION OF COMMON SEAL – REMOVAL OF CAVEATS	
File Ref:	132/3
Previous Items:	N/A
Applicant:	McLeods Barristers & Solicitors
Author and Title:	Patrick Steinbacher, Director Technical Services
Voting Requirements:	Simple Majority
Appendix Number	Nil

RECOMMENDATION

That Council, in relation to the documents pertaining to the removal of caveats on Lots 1 and 6 Dorsett Road in the Shire of Waroona resolves to authorise:

- 1. The application of the Shire of Waroona’s Common Seal; and**
- 2. The execution of the documents by the Shire President and the Chief Executive Officer.**

IN BRIEF

Lots 1 and 6 Dorsett Road were subject to resumptions associated with the realignment of Dorsett Road in recent years. A caveat was applied to these properties to protect the Shire of Waroona’s interests in the case of the property being sold. The caveats are no longer required and can now be removed.

BACKGROUND

In recent years Dorsett Road has been extensively realigned such that land resumptions were required. The Shire of Waroona engaged McLeods Barristers & Solicitors at the time to carry out the required legal processes. As a matter of course, McLeods applies a caveat to an affected property so that, should the property change hands during the course of the resumption process, the Shire’s interests are protected and the new owner would be made aware of the resumptions. Without such a caveat, it is possible that any new owner could reject the approval granted by the previous owner and the process could be stalled.

Now that the entire process is complete, the caveats are no longer required and can be removed, a process that requires the application of the Shire’s common seal to and endorsement by the Shire President and CEO of the relevant documents.

REPORT DETAIL

Lawyers representing the owners of Lots 1 and 6 Dorsett Road have made application to have the caveats discussed above removed from the title deeds of the two lots. McLeods have prepared the documents that now require the application of the Shire’s Common Seal and execution by the Shire President and the CEO.

Since the road resumption processes are fully complete, the caveats are no longer required and their removal is supported by Shire Officers.

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 5.03	Timely renewal or replacement of assets, as per the adopted <i>Asset Management Plan</i> , but within the constraints of the adopted <i>Long Term Financial Plan</i> .

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

- *Local Government Act 1995*
- *Land Administration Act 1997*
- *Planning and Development Act 2005*

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>
High	The caveats applied relate only to the resumption process which is now complete. There is no need to maintain them on the titles of the affected properties therefore there is no risk to the Shire of Waroona.

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil

OPTIONS

Council has the option of:

1. Supporting the application to remove the caveats from the title deeds of the affected lots and execute the documents as recommended.
2. Not supporting the application to remove the caveats. In this case they would remain on the title deeds while serving no purpose.

CONCLUSION

The caveats applied to the title deeds of Lots 1 and 6 Dorsett Road were designed primarily to protect the Shire of Waroona's interests during the land resumption process, as well as draw to the attention of any potential new owner that the resumption process was approved by a previous owner and was still in progress.

With all matters to do with the resumption process now complete, it is appropriate to support the removal of the caveats and there are no reasons to leave the situation as is

9.2 DIRECTOR PLANNING & ECONOMIC DEVELOPMENT

Nil.

9.3 EXECUTIVE MANAGER PROJECT DEVELOPMENT

9.3.1 FORREST HIGHWAY TOURISM BILLBOARDS	
File Ref:	95/8, 132/5
Previous Items:	N/A
Applicant:	Shire of Waroona
Author and Title:	Louis Fouché, Executive Manager Project Development
Voting Requirements:	Simple Majority
Appendix Number	N/A

RECOMMENDATION

That Council resolves to:

- 1. Support the installation of two tourism billboards within the Forrest Highway road reserve to promote the Shire of Waroona.**
- 2. Instruct the CEO to seek funding opportunities and bring back to Council for consideration.**

IN BRIEF

Council is requested to support the installation of two tourism billboards within the Forrest Highway road reserve, promoting tourism in the Shire / region.

BACKGROUND

Six tourism billboards promoting the Peel region were installed in the Kwinana Freeway / Forrest Highway road reserve in 2010 as a way to assist the region when the Forrest Highway was constructed.

These billboards are located 3 km north and south of the freeway / highway turnoffs in the local government areas of Mandurah, Murray and Serpentine Jarrahdale. The billboard dimensions are 12 m x 3 m (36 m² each).

Unfortunately Waroona did not join the other three local governments when the approval of the signs by Main Roads Western Australia (MRWA) were successfully obtained. A sign near the Greenlands Road turnoff does however promote Waroona and Harvey as tourism destinations.

REPORT DETAIL

It is expected that the installation of tourism billboards within the Forrest Highway road reserve will encourage drivers / tourists to visit local tourism localities and attend events in the Shire, which in turn could result in local businesses being supported.

The costs of both traditional and electronic billboards were investigated, however the cost of electronic billboards are considered to be cost-prohibitive. Traditional tourism billboards



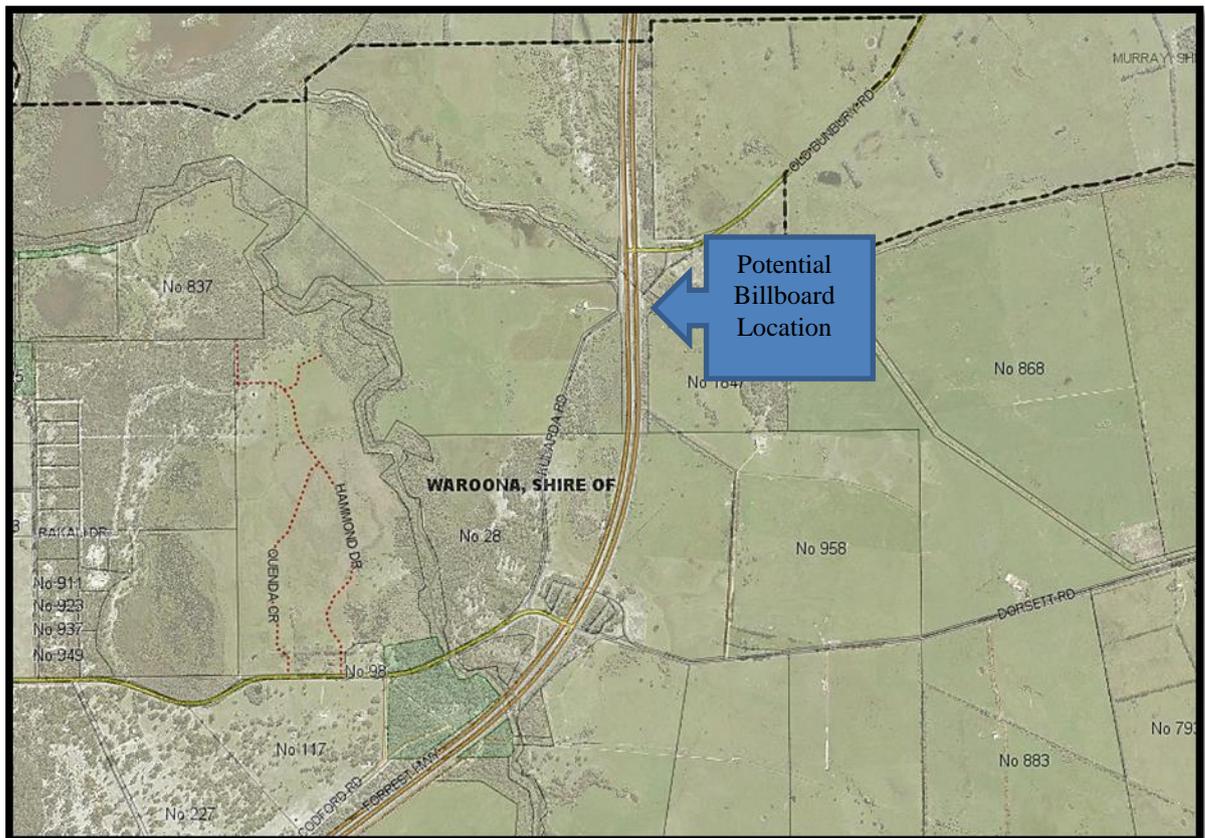
(similar to the existing Peel Tourism Billboards, will therefore be pursued. (See Financial Resource Implications).

The final locations of the two billboards have not yet been confirmed as negotiations with MRWA are still in progress. Factors considered finding suitable locations include:

- Vehicle crash statistics for the respective section of the highway.
- Sight distances.
- Possible distractions, road signs etc.
- The location of other billboards.
- Site access for installation and maintenance.
- The extent of vegetation removal required.

At this stage in principle approval from Council is requested for the project to commence. Funding is also to be allocated and approval from MRWA is required.

Should one billboard be erected, this could potentially be located in the Forrest Highway Road reserve southbound, just past Old Bunbury Road. This location provides a number of opportunities to promote the Peel Region as well as direction to turnoffs to localities such as Lake Clifton, Waroona and Preston Beach. Further consultation with MRWA would confirm whether this location would be suitable for approval.



SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

Theme 1	Places for People
Aspiration	Managing Our Future Growth
Strategy 1.03	Pursue tourism initiatives to entice people to visit the area



OTHER STRATEGIC LINKS

Economic Development Strategy 2015 - 2025

Strategy 3 - Improve and encourage the development of new tourism products and provide infrastructure that will support the development and the attraction of new events and visitors.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

S.6 (1) enables Public Work (including that by a local government) to occur without further implications or “interference” by the Act.

Planning and Development (Local Planning Schemes) Regulations 2015

In terms of Clause 61 (2) (a) Development approval of the local government is not required for a use that is wholly located on an area identified as a regional reserve under a region planning scheme.

Peel Region Scheme, 2002 (PRS)

The Forrest Highway is reserved as a Primary Regional Road in the PRS.

Clause 19(d)(i) (Permitted development on reserved land) of the PRS provides exemption from planning approval for signage that relate to the functions of a public authority.

Local Planning Scheme No. 7, 1996 (LPS)

The Forrest Highway is reserved as a Primary Regional Road in the LPS.

SUSTAINABILITY & RISK CONSIDERATIONS

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

It is expected that the installation of tourism billboards within the Forrest Highway road reserve will encourage drivers / tourists to visit local tourism localities and attend events in the shire, which in turn could result in local businesses being supported

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

An increase in tourist visitation in the shire could increase the use of community facilities (including parks, museum, visitor centre etc.) without adversely affecting the general community.

Environment – (Impact on environment’s sustainability)

Careful siting of the billboards should have a limited impact on the natural environment with respect to removal of any vegetation.

Policy Implications

Policy Fin008 – Budget Preparation

The policy provides the parameters for setting the annual financial budget.

Policy Corp028 – Occupational Safety & Health Statement

The policy provides the protocols and guidelines for workplace safety for all Councillors, Staff, Volunteers and Visitors (and contractors).



Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
High	The Necessary Occupational Safety and Health procedures are to be followed with the installation and maintenance of the billboard/s.

CONSULTATION

Liaison has occurred with:

- The Director Technical Services re. suitable locations for the billboards.
- Main Roads WA re. the approval of the billboards in the Forrest Highway road reserve.
- The Director Technical Services at the Shire of Murray re. the installation and illumination of the Shire of Murray Billboards.
- The City of Bunbury re. the installation of electronic billboards.
- A signage contractor re. billboard costs.

RESOURCE IMPLICATIONS*Financial*

Quotations received indicate the following approximate costs per billboard:

- Billboard: \$28,000
- Traffic Management: \$2,000
- Solar Illumination: \$250 (\$50/light)
- Skin (advertising cover): \$8,000
- Subtotal: \$38,250 sign
- Total: \$76,500 (2 signs)

The installation of Electronic Billboards is expected to be substantially more:

- Electronic 12m x 4m Billboard: \$320,000

Additional costs to be confirmed depending on site/s selected:

- Western Power connection fee (upgrade and extension)
- Earthworks
- Traffic Management
- Landscaping around sign

Total estimated budget: \$400,000).

Workforce

The project will be managed with existing staff resources.

OPTIONS

Council has the option of:

- 1 Supporting the installation of two tourism billboards within the Forrest Highway road reserve and funding the project:
 - a. From savings in the 2019/2020 Budget;
 - b. In the 2020/2021 Budget; or
 - c. Seek grant funding for the proposal.

- 2 Initially supporting the installation of one tourism billboards within the Forrest Highway road reserve and funding the project:
 - a. From savings in the 2019/2020 Budget;
 - b. In the 2020/2021 Budget; or
 - c. Seek grant funding for the proposal.
- 3 Not supporting the installation of tourism billboards within the Forrest Highway road reserve.

CONCLUSION

It is recommended that Council Supports the installation of two standard (not electronic) tourism billboards within the Forrest Highway road reserve.

Given the overall costs of the project, it is further recommended that the project commence with one billboard being funded in the 2020/2021 Budget.

9.4 DEPUTY CHIEF EXECUTIVE OFFICER / DIRECTOR CORPORATE SERVICES

9.4.1 LISTING OF PAYMENTS FOR THE MONTH OF NOVEMBER 2019	
File Ref:	1/3 - Creditors
Previous Items:	N/A
Applicant:	N/A
Author and Title:	Kathy Simpson, Finance Officer
Voting Requirements:	Simple Majority
Appendix Number	9.4.1

RECOMMENDATION

That Council:

1. receive the following payments made throughout the month of November 2019;

Municipal	Cheque 9315 - 9336	\$33,283.75
	EFT 31054 - 31255	\$617,273.36
Direct wages	01/11/19 – 30/11/19 inclusive	\$181,094.75
Direct Debit	01/11/19 – 30/11/19	\$50,595.20
Trust	Cheque 11237 - 11239	\$28,271.08
	EFT31105-31111, 31205, 31256, 31257	
GRAND TOTAL		\$910,518.14

as attached at appendix 9.4.1.

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 November 2019.

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 November 2019.
2. Not receive the listing of payments presented for the month of November 2019.

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 November 2019. All expenditure is in accordance with the 2019/20 adopted budget and is presented as per the prescription within regulation 13 of the Local Government (Financial Management) Regulation 1996.

9.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2019 TO 30 NOVEMBER 2019	
File Ref:	1/1 – Annual Statements
Previous Items:	N/A
Applicant:	N/A
Author and Title:	Ashleigh Nuttall, Manager Corporate Services
Voting Requirements:	Simple Majority
Appendix Number	9.4.2

RECOMMENDATION

That Council receive the Monthly Statement of Financial Activity for the period 1 July 2019 to 30 November 2019 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
- o 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 2019/20 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 unclean 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.

9.4.3 DELEGATION OF AUTHORITY REGISTER	
File Ref:	52/1
Previous Items:	OCM. 18 Dec 18 Item 9.4.3 (OCM18/12/126)
Applicant:	Shire of Waroona
Author and Title:	Brad Vitale, Corporate Compliance Officer
Voting Requirements:	Absolute Majority
Appendix Number	9.4.3

RECOMMENDATION

That Council endorses the revised Delegation of Authority Register as per Appendix 9.4.3.

IN BRIEF

Council is requested to consider endorsing the revised Delegation of Authority Register as per Appendix 9.4.3.

BACKGROUND

The *Local Government Act 1995* requires local governments to review their delegation of powers and authority to the Chief Executive Officer at least once in every twelve months, and for the Chief Executive Officer to review their delegation of authority within the same review period. The last review of the Delegation of Authority Register was conducted in November 2018 and endorsed at the Ordinary Council Meeting held in December 2018.

The aim and purpose of delegated authority is to assist with the efficiency of the local government activities by way of quicker decisions. Under the *Local Government Act 1995* and other legislation, Council may delegate its functions, duties and powers to the Chief Executive Officer to assist with efficient and timely decision making. The Chief Executive Officer may then sub delegate functions, duties and powers to other staff and sub-delegated functions are also reviewed annually as a separate process. Delegations are a proven effective organisational tool that enhances productivity and support effective customer service and timely decision making.

REPORT DETAIL

The commencement of a new Chief Executive Officer and Councillors provided an opportunity to complete an overhaul of the Delegation of Authority Register to comply with legislative requirements.

A comprehensive review of the Delegation of Authority Register has been completed with the major changes being:

- Creation of a new template document;
- Inclusion of relevant legislation and policy context
- Categorising delegations as either one-off or ongoing;
- Sub categorising delegations under the broad headings of Office of the Chief Executive Officer, Corporate Services, Planning & Economic Development, and Technical Services; and
- Allocation of numbers to each delegation.

The Delegation of Authority Register is provided at **Appendix 9.4.3**.



SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

Theme 6	Good Governance.
Aspiration	Active Civic Leadership and Excellence in Management.
Strategy 6.02	Pursue high professional governance actions, regular reviews of policies, local laws, delegations of authority and various management plans
Strategy 6.05	High legislative compliance.

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Local Government Act 1995

s.5.16 – Delegation of some powers and duties to certain committees

- (1) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.
* Absolute majority required.
- (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) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —
 - (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

s.5.17 – Limits on delegation of powers and duties to certain committees

- (1) A local government can delegate —
 - (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
 - (i) any power or duty that requires a decision of an absolute majority of the council; and
 - (ii) any other power or duty that is prescribed; and
 - (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
 - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
 - (i) the local government's property; or
 - (ii) an event in which the local government is involved.

- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

s.5.18 – Register of delegations to committees

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

s.5.42 – Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
- (a) this Act other than those referred to in section 5.43; or
 - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

* Absolute majority required.

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

s.5.43 – Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority of the council;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

s.5.44 – CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (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) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
- (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.

- (5) In subsections (3) and (4) — conditions includes qualifications, limitations or exceptions.

s.5.45 – Other matters relevant to delegations under this Division

- (1) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —
- (a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.
- (2) Nothing in this Division is to be read as preventing —
- (a) a local government from performing any of its functions by acting through a person other than the CEO; or
 - (b) a CEO from performing any of his or her functions by acting through another person.

s.5.46 – Register of, and records relevant to, delegations to CEO and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Local Government (Administration) Regulations 1996

r.18G – Delegations to CEOs, limits on (Act s.5.43)

Powers and duties of a local government exercised under the following provisions are prescribed under section 5.43(i) as powers and duties that a local government cannot delegate to a CEO —

- (a) section 7.12A(2), (3)(a) or (4); and
- (b) regulations 18C and 18D.

r.19 – Delegates to keep certain records (Act s.5.46(3))

Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of —

- (a) how the person exercised the power or discharged the duty; and
- (b) when the person exercised the power or discharged the duty; and
- (c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)
Not applicable.

Social - (Quality of life to community and/or affected landowners)
Delegated functions support the community by providing means for effective and timely decision making.

Environment – (Impact on environment’s sustainability)
Not applicable.

Policy Implications

All policies have a section for relevant delegations. Any amendments to delegations may impact how policies are delivered but not the policy itself.

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
High	The main risk of not reviewing and endorsing the Delegation of Authority Register annually is non-compliance with the <i>Local Government Act 1995</i> .

CONSULTATION

Consultation is not required

RESOURCE IMPLICATIONS

Financial
Nil.

Workforce
The annual review will not significantly impact the workforce, however the amendment of delegations may impact the Chief Executive Officer, and officers that have authority sub-delegated.

OPTIONS

Council has the option of:

1. Accepting the officer recommendation.
2. Amending or not accepting the officer recommendation.

CONCLUSION

Delegation of Council functions, duties and powers to the Chief Executive Officer and other officers assists with efficient and timely decision making. Delegations are a proven effective organisational tool that enhances productivity and support effective customer service and timely decision making.

9.4.4 POLICIES DOCUMENTATION REVIEW	
File Ref:	111/1
Previous Items:	OCM. 18 Dec 18 Item 9.4.3 (OCM18/12/126)
Applicant:	Shire of Waroona
Author and Title:	Brad Vitale, Corporate Compliance Officer Laurie Tilbrook, Deputy CEO / Director Corporate Services
Voting Requirements:	Absolute Majority
Appendix Number	9.4.4

RECOMMENDATION

That Council adopts the revised Policies Documentation as collated and presented as per Appendix 9.4.4.

IN BRIEF

Council is requested to consider adopting the revised Policies Documentation as collected and presented as per **Appendix 9.4.4**.

BACKGROUND

Extensive research and internal consultation has been necessary in order to achieve documentation which completely supersedes the Council's previous policy manual and which will be the basis for all future reporting and subsequent decision making.

To achieve this outcome there are three essential components to each policy which identify:

1. Whether the policy is a requirement of legislation (in which case the legislation is identified).
2. Whether the policy has an associated management procedure which will then form part of internal procedures (requiring approval of the CEO)
3. Whether the policy has an associated delegation which will then form part of the Council's delegation register.

The objectives of the Council's Policy Manual documentation are:

- To provide the Council with a formal written record of policy decisions;
- To provide Council staff with clear direction to respond to issues and act in accordance with the Council's direction;
- To enable Councillors to adequately handle general enquiries relating to the role of the Council;
- To enable the Council to maintain a process to continually review policy decisions and to ensure they are in keeping with the community expectations, current legislative trends and circumstances; and
- To enable residents to obtain immediate advice on matters of Council policy.

Council decisions on single issues are not considered policy. Changes to policy will only be made as a result of:

- An annual operational review; or



- A Council decision arising from an agenda item.

REPORT DETAIL

Deleted policies to be considered

Policy	Reason for Deletion
CORP003 – Recognition of Councillor Service	Superseded by new policy CORP013 – Councillors and Staff Farewells & Presentations
CORP007 – Annual Electors Meeting – Minutes – Resolutions	The policy is a legislative requirement as per <i>Local Government Act 1995</i> and therefore must be complied with regardless.
CORP013 – Payments to Employees in Addition to Contract or Award	Payments in addition to contract or award at the finalisation of employment are excessive and it is more appropriate to provide refreshments or a farewell and a suitable gift.
CORP024 – Staff Matters	Confidentiality of staff matters is included in the Code of Conduct, therefore the policy is on longer required.
HR008 – Confidentiality of Council Business	Confidentiality of Council business is included in the Code of Conduct, therefore the policy is on longer required.
HR015 – Executive Staff – Housing Allowance	This policy is not required as housing allowances can be discussed in contract negotiations.
WKS003 – Contractor's Risk & Insurance	Duplication of CORP039 – Contractor's Risk & Insurance.

New policies to be considered

Policy	Reason for Adoption
CORP007 – Attendance at Events & Functions	Legislative requirement as per <i>Local Government Legislation Amendment Act 2019</i> .
CORP013 – Councillors and Staff Farewells & Presentations	It is more appropriate to provide refreshments or a farewell and a suitable gift rather than excessive payments in addition to contract or award at the finalisation of employment.
CORP056 – Council Members Continuing Professional Development	Legislative requirement as per <i>Local Government Legislation Amendment Act 2019</i> .

Amended policies to be considered

Policy	Reason for Amendment
COM018 – Management of Truancy	To extend this policy from just the Recreation & Aquatic Centre to all Council facilities.
CORP029 – Occupational Safety & Health Meetings	To adjust the officers listed in accordance with changes in staff and remove the Elected Member Representative.
FIN004 – Depreciation of Non-Current	The depreciation major periods have been

Policy	Reason for Amendment
Assets	amended to better reflect the categories disclosed within the annual financial statements. The method of calculation has not changed and is still in accordance with the account standards.
FIN006 – Employee Entitlements	The current policy states that Council will hold these funds. At times when forward advice is given, officers have the ability to budget for the expense rather than complete a reserve transfer.
FIN011 – Purchase Orders – Authority for Issue	To adjust the officers listed in accordance with changes in staff.
FIN018 – Cheques & Electronic Fund Transfers	To adjust the officers listed in accordance with changes in staff.
FIN027 – Timely Payment of Creditor Accounts	To adjust the officers listed in accordance with changes in staff.
FIN028 – Corporate Credit Card	To adjust the officers listed in accordance with changes in staff.
HR002 – Use of Council Vehicles	To adjust the officers listed in accordance with changes in staff.
HR007 – Telephone Charges	To adjust the officers listed in accordance with changes in staff.

Policies adopted / amended throughout the year since Council adopted the previous review on 18 December 2018

Policy	Resolution Number	Type of Change
COM004 – Donations	OCM19/04/034	Amendment
COM022 – Facility Opening Hours	OCM19/07/067	Amendment
CORP055 – End of Year Closure of the Administration Building	OCM19/10/122	Adoption
FIN009 – Purchasing & Procurement Policy	OCM19/11/139	Amendment
FIN010 – Local Purchases	OCM19/11/139	Deletion
FIN015 – Rates Recovery Incentive Prize	SCM19/08/082	Amendment
PR006 – Local Planning Policy 1 – Heritage	OCM19/03/017	Adoption
PR007 – Local Planning Policy 2 – Signage	OCM19/03/017	Adoption
PR008 – Local Planning Policy 3 – Ancillary Accommodation	OCM19/03/017	Adoption
PR009 – Local Planning Policy 4 – Intensive Agriculture	OCM19/03/017	Adoption
PR010 – Local Planning Policy 5 – Sea Containers	OCM19/03/017	Adoption
PR011 – Local Planning Policy 6 – Outbuildings	OCM19/03/017	Adoption
PR012 – Local Planning Policy 7 – Holiday Houses	OCM19/03/017	Adoption
PR013 – Local Planning Policy 8 – Waroona East Hills Development	OCM19/03/017	Adoption
PR014 – Local Planning Policy 9 –	OCM19/03/017	Adoption

Policy	Resolution Number	Type of Change
Bed & Breakfast		
WKS019 – Private Works	OCM19/11/136	Adoption

SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

Theme 6	Good Governance.
Aspiration	Active Civic Leadership and Excellence in Management.
Strategy 6.02	Pursue high professional governance actions, regular reviews of policies, local laws, delegations of authority and various management plans.
Strategy 6.05	High legislative compliance.

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Details of policies which are required as a result of statutory legislation are to contain a statement providing a reference to the relevant legislation.

The Council is no longer required by legislation to conduct annual reviews of its policies, however it is considered “best practice” to do so.

SUSTAINABILITY & RISK CONSIDERATIONS

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

Policies may have an impact on financial and economic processes and decisions, particularly those in the ‘Finance’ category.

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

Policies may have an implication to the community and landowners, particularly those in the ‘Community’ and ‘Planning & Regulatory’ categories.

Environment – (Impact on environment’s sustainability)

Policies may have an implication to the environment’s sustainability, particularly those in the ‘Works & Services’ category.

Policy Implications

All policies have been included in this review. See the ‘Report Detail’ for information on policies which are proposed to be deleted, inserted or amended.

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
High	The main risk of not reviewing and adopting the Policies Documentation is poor governance, non-compliance with legislative requirements and unclear direction to staff on Council’s direction.

CONSULTATION

- No direct public consultation is required during preparation of documentation, however all policies will be placed on the Council's website.
- There may, however, on occasions be policy adoption reports which do require a process of public consultation and these will be identified and considered on their individual merits.

RESOURCE IMPLICATIONS

Financial

Nil.

Workforce

The annual review will provide staff with clear direction to respond to issues and act in accordance with the Council's direction. There is no significant implications resulting from the proposed Policies Documentation.

OPTIONS

Council has the option of:

1. Accepting the officer recommendation.
2. Amending or not accepting the officer recommendation.

CONCLUSION

Although the Policies Documentation is formally reviewed and adopted en bloc once a year, the individual policies are live documents that may be amended and take immediate effect at any time throughout the year.

This annual revision is an opportunity for Council to have a complete and holistic review of the current policies, and which have changed between revision dates.

9.5 CHIEF EXECUTIVE OFFICER

9.5.1 WAROONA AGRICULTURAL SOCIETY – SUPPORT FOR GRANT APPLICATION	
File Ref:	154/1
Previous Items:	Nil.
Applicant:	Waroona Agricultural Society
Author and Title:	Dean Unsworth, Chief Executive Officer
Voting Requirements:	Absolute Majority
Appendix Number	Nil

RECOMMENDATION

That Council:

1. Endorses the Shire of Waroona's support for an application by the Waroona Agricultural Society for funding towards new ablutions at the Waroona Showgrounds.
2. Supports the amount of co-contribution by the Shire of Waroona, being \$13,910, and a further \$5000 of in-kind officer time to project manage the project.
3. Requests that the Alcoa-Waroona Sustainability Fund Committee considers a joint approach in regards to the amount of Shire/community contribution of \$13,910.
4. Reconsiders the amount of funding required following a recommendation at the Alcoa-Waroona Sustainability Fund Committee meeting, and that the Shire funds still required be sourced through the 2019/2020 Budget Review in February 2020.

IN BRIEF

- The Waroona Agricultural Society (WAS) have submitted funding to replace ablutions at the Waroona Showgrounds under the Regional Agricultural Show Development Grant (RASDG) fund
- The application required demonstrated support and co-funding from the applicant (Agricultural Society) and the landowner (Shire).
- There is no funding allocated in the Shire Budget for 2019/20, however Council can give in-principle support now to allow the grant to be processed by the funding agency.

BACKGROUND

A national grant opportunity, the RASDG, opened for applications 4 October and closed 13 December.

The grant is an opportunity for regional show societies to apply for the maintenance and upgrade of existing infrastructure and the building, purchase, rent or construction of new infrastructure related to the running of an agricultural show on regional showgrounds.

Outcome from the programme are expected to:

- a. Improve amenity of showground infrastructure to improve the experience of showground users and visitors.



- b. Improved flexibility of use of showground infrastructure to increase the opportunity for it to be used for other events that bring the community together through the year.
- c. Use of modern construction methods and materials that reduce on-going maintenance and repair of infrastructure.
- d. Reduced operational costs for events conducted at and using showground facilities.
- e. Greater variety of attractions to improve shows ability to attract visitors.

The RASDG has two streams available:

- Small grant for projects seeking up to \$124,999 in grant funding, and requiring a 25% contribution; and
- Large grants for projects seeking between \$125,000 and \$500,000 of grant funding, and requiring a 50% contribution.

The WAS undertakes a program of maintenance and renewal of infrastructure when funds and volunteer resources allow. Their strategic plan identifies key development projects, including infrastructure improvements, with a rolling five-year horizon. It is the WAS aim to ensure infrastructure continues to meet the expectations of our patrons and that we uphold our reputation as a traditional agricultural show with contemporary facilities and programming that attracts a broad range of local, regional and metropolitan visitors.

The WAS current infrastructure renewal plan has identified the need to redevelop the existing ablutions block located within the showgrounds, which only has two female toilets, one male toilet and a small urinal. This ablutions block is over 50 years old – its outdated design and construction materials are not compliant with current access and mobility standards. This means the facility is expensive to maintain, hard to keep clean, and increasingly prone to failures.

Feedback from the event's annual survey of show patrons indicates that improvements to toilet facilities are warranted including the provision of more universally accessible toilets and baby change facilities.

REPORT DETAIL

It has been identified that the replacement of ablutions at the Showgrounds is required. The grant application is requesting funding for construction of a new, modern amenities facility including six unisex ambulant toilets and one fully accessible unisex toilet with baby change area.

This new facility will be located in the agricultural centre of the show – adjacent to areas hosting the stud cattle, trade cattle, poultry, animal nursery, horse arena, fresh produce, farm machinery and other trade displays. It will significantly increase the comfort and enjoyment of the area for show patrons.

SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

Theme 4	Society/Community Wellbeing
Aspiration	Maintain strong sense of community and effective community wellbeing.
Strategy 4.03	Provide support services and facilities to assist various community grounds.
Strategy 4.04	Plan for future uses of facilities by different groups in various parts of the Shire.
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)

As the only agricultural show in the region, it provides cultural, social and economic benefits to Waroona and the wider region by promoting local businesses and the agricultural industry through trade displays and exhibitions; whilst tourism in the area also receives a boost. It is the largest single event in the Shire and the single biggest fundraiser of the year for many of our local community groups.

Each year, portable toilets need to be hired to ensure adequate facilities for show patrons. Replacement of this old ablutions block with new, modern amenities will reduce cleaning and maintenance costs, and reduce the cost of hiring accessible toilets for the show each year and for other major events held at the showgrounds.

Provision of seven new toilets and a dedicated baby change area within the same footprint is a far more efficient use of space, freeing up other areas (where normally portable toilets were located during the show) for other agricultural and trade exhibits.

This facility will mean that some of the regular events will no longer need to hire any toilets at all, and for other events, a reduction in the hire costs will assist in the viability of their organisations and events.

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

Throughout the year, numerous groups use the showgrounds and facilities for events and sporting activities. The new amenities facility will be available for use by these groups including:

- Lions Club
- Football Club/Peel Football League
- Junior Football Club
- Just Cruizin' Car Club
- Men's Shed
- Waroona Action Group (Markets)
- Historical Society
- St Joseph's Primary School
- Vintage Machinery Club
- Murray Adult Riders
- Waroona Fire Services (Evacuation / Incident Control Centre)
- Poultry Club
- Central Districts Axemen's Assoc.
- Caravan Clubs

Environment – (Impact on environment's sustainability)

Improved ablutions will assist in the environmental management of the showgrounds.

Policy Implications

There are no policy implications with this proposal.

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
High	Failure of critical infrastructure at Shire facilities produces a high reputational risk to Council.

CONSULTATION

A meeting was held between the RAS and senior officers to discuss the grant opportunity.

RESOURCE IMPLICATIONS*Financial*

The overall cost of the ablutions is \$148,559. The contribution breakdown within the grant submission is as follows:

• Grant funding	\$116,952
• Waroona Agricultural society	\$ 12,697
• Shire of Waroona – cash	\$ 13,910
• Shire of Waroona – Project Management	<u>\$ 5,000</u>
• TOTAL	\$148,559

Workforce

The cost of Project Management by the Shire can be absorbed as part of normal duties of the Director Planning & Economic development.

OPTIONS

Council has the option of:

1. Supporting the officer recommendation.
2. Supporting the officer recommendation with an amended Council contribution.
3. Not supporting the grant submission.

CONCLUSION

Continuing to improve the facilities within the Waroona showgrounds, enables the WAS to showcase Waroona as a modern farming community with high quality produce from a diverse agricultural sector. Visitors to the town as well as our local residents – either on Show day or at other times during the year – will be able to enjoy the use of clean, modern toilet facilities once this project has been completed.

The annual Show provides an opportunity for our agricultural sector to come together and celebrate and share the joys and challenges of farming in the 21st century. The ongoing viability of the Show, the ability to showcase our community and the agricultural sector, and the renewal of showground infrastructure, contribute directly and indirectly to the success of



our local agricultural sector. Providing opportunities for people to learn about agriculture, understand where their food comes from and connect with growers and producers continues to create demand for our local produce and ultimately benefits and strengthens the agricultural sector.

Grant applications were only open for a short time, and closed on 13 December. In a decision to allow the grant application to proceed and not wait until the Council meeting on 17 December, and thus missing the submission deadline, it was agreed by both the WAS and the Shire of Waroona CEO to proceed with this application. The Shire funding is still required to be sourced in the event of the grant application being successful.

There is a total of \$13,910 of cash funds to be found in the event of a successful grant decision. The remaining \$5000 for Project Management can be absorbed as part of the Director Planning and Economic Developments normal duties.

With a meeting being held by the Alcoa-Waroona sustainability Fund, and the possibility of funds needing to be reallocated, it is recommended that this funding request be tabled at this meeting and that a recommendation from that meeting, and a further report be brought back to Council at the February 2020 meeting.

9.5.2 EXPRESSIONS OF INTEREST – ESTABLISHMENT OF WAROONA TOWN CENTRE DEVELOPMENT TASK FORCE	
File Ref:	97/1
Previous Items:	Nil
Applicant:	N/A
Author and Title:	Dean Unsworth, Chief Executive Officer
Voting Requirements:	Simple Majority
Appendix Number	Appendix 9.5.2A - Waroona Town Centre Final Strategy report Appendix 9.5.2B - Element 1 – Drakesbrook Place Appendix 9.5.2C - Element 2 – Commercial and Tourist Centre Appendix 9.5.2D - Element 3 – Main Street Appendix 9.5.2E - Element 4 – Future Development.

RECOMMENDATION

That:

- 1. Council**
 - i. supports the establishment of the Waroona Town Centre Development Task Force;**
 - ii. supports the Waroona Town Centre Development Task Force Terms of Reference as identified within this Council agenda report.**
 - iii. nominates Councillors _____ and _____ as Council representatives on the Waroona Town Centre Development Task Force.**
 - iv. calls for Expressions of Interest from members of the public which can demonstrate their qualifications, background and experience.**
- 2. Councillors wishing to be part of the selection panel to endorse the members of the Task Force nominate themselves at this meeting.**
- 3. The Chief Executive Officer, Director Planning and Economic Development and Project consultant (if appointed) also form part of the selection panel.**
- 4. The Chief Executive Officer formally appoints members of the Waroona Town Centre Development Task Force based on the voting from the selection panel.**

IN BRIEF

- Significant strategic community consultation has occurred in November and December
- A very high priority from the workshops was that the Waroona Town Centre Strategy needs urgent review
- A task force is recommended to be formed and assist with an audit, and to provide strategic input into an updated plan.
- As Council will not meet again until February 25, 2020, the Officer Recommendation includes a mechanism to progress the establishment of the Task Force and allow for it to meet as soon as possible rather than wait until late February for endorsement.

BACKGROUND

During the period between 19 November and 3 December, a total of six workshops were held across the Shire as part of the development of the new *Waroona 2030* Strategic Community Plan.

Feedback and priorities from those workshops is now being collated and a report will be produced and provided to Council and the community for comment. Further consultation will occur in February 2020 to review the findings from those strategic workshops.

While the new *Waroona 2030* document won't be formally adopted by Council until May 2020, some of the obvious and very clear priorities that came out of the workshops could be progressed now, rather than waiting until mid-2020.

In Waroona, clearly the highest priority is activation and beautification of the town centre. Feedback was that the town centre needs to be revitalised, beautified and promoted. As well as the feedback from the community sessions, there has been many more requests for this to occur as a priority.

With this feedback however, as would be expected, are many different ideas and concepts that would activate the town centre and improve the amenity.

Part of the strategy to achieve this is a review of the Waroona Town Centre Strategy which was first endorsed in 2003.

REPORT DETAIL

As background, attached for review is the following documents:

- Waroona Town Centre Final Strategy report
- Element 1 – Drakesbrook Place
- Element 2 – Commercial and Tourist Centre
- Element 3 – Main Street
- Element 4 – Future Development.

With the priority being high to activate and improve the amenity of the town centre, it is recommended that a Waroona Town Centre Task Force be established to audit the current plans and develop new initiatives that would feed into a new Waroona Town Centre Strategy.

A task force is a special committee, usually of experts, formed expressly for the purpose of studying a particular problem. The task force usually performs an audit to assess the current situation, then draws up a list of all the current problems present and evaluates which ones merit fixing and which ones are actually fixable. The task force would then formulate a set of solutions to the problems and pick the "best" solution to each problem, as determined by some set of standards. Normally, the task force then presents its findings and proposed solutions to the institution that called for its formation; it is then up to the institution itself to actually act upon the task force's recommendations.

While much of the technical work and costings for the project will be done by an expert consultant, it would be very beneficial to invite eight people, via expressions of interest, to join the Task Force to focus on a review of the Strategy.

Terms of Reference

It is suggested that the following Terms of Reference be endorsed.



TERMS OF REFERENCE:

Role of the Committee:

Waroona Town Centre Development Task Force

Responsibilities of the Waroona Town Centre Development Task Force:

- *To audit the 2003 Waroona Town Centre Strategy*
- *To provide input, through the consultant, into the redevelopment strategy, including ideas, concepts, projects and initiatives, not necessarily limited to infrastructure*
- *To strategically review the ideas, concepts, projects and initiatives*
- *To act as a liaison with relevant persons or groups that can add value to the development process*
- *To work with the Task Force and present a draft Strategy for public consultation*
- *Review public consultation and then, through the consultant, present a final draft to Council for consideration.*

Powers of the Committee:

The Task Force is a committee that provides recommendations to the Waroona Shire Council.

Membership:

- *Shire President*
- *Councillor _____*
- *Eight members of the Waroona Community, to be appointed following calling for expressions of interest.*
- *CEO (non-voting member)*
- *Director Planning & Economic Development (non-voting)*
- *Director Technical Services (non-voting)*
- *Place and Community Development co-ordinator (non-voting)*

Membership should be based on skills, experience, broad community contacts and a statement or statements on how they can add value to the Task Force.

A formal application from members of the public is required and a decision will be based on merit, based on that application.

A Chair and Deputy Chair will be selected at the first meeting.

Operation of the Committee:

A secretariat will be provided by the Shire of Waroona, and Minutes will be presented to Council for noting.

Meetings dates will be decided upon at the first meeting of the Task Force.

Meetings will be called by the Chief Executive Officer – Shire of Waroona.

Meetings will not be public.

There will be no quorum necessary to hold a meeting.

SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

Theme 1	Places for People
Aspiration	Managing Our Future Growth
Strategy 1.03	Pursue tourism initiatives to entice people to visit the area

OTHER STRATEGIC LINKS

Waroona Town Centre Strategy 2003

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY & RISK CONSIDERATIONS

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

A vibrant town centre is crucial in ensuring a strong local economy.

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

An attractive town centre that includes spaces to recreate and enjoy, such as passive recreation spaces is an important of a high quality of life for local residents.

Environment – (Impact on environment's sustainability)

Many initiatives within a Town Centre strategy should address local environmental issues.

Policy Implications

There is no policy implication with this report.

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
High	A lack of proactivity in terms of addressing the potential of the town centre has a very high reputational risk to Council. It also has a high risk of not achieving economic activity that will sustain the business sector of the town of Waroona.

CONSULTATION

Six workshops were held in the district between 19 November and 3 December. There was significant support for a review of the Town Centre Strategy.

RESOURCE IMPLICATIONS

Financial

Once a brief for the project has been finalised, quotations will be sought from qualified Town Planning consultants to coordinate the project.

Workforce

There will be no workforce implications. Work from internal staff, including the CEO, Executive Staff and Place and Community Development staff will be incorporated into their work plans and funded within the operational budget.

OPTIONS

Council has the option of:

1. Supporting the establishment of a Waroona Town Centre Task Force.
2. Not supporting the establishment of a Waroona Town Centre Task Force.

CONCLUSION

It is recommended that eight members of the public join with the Shire of Waroona and form a Waroona Town Centre Development Task Force.

9.5.3 WAROONA 2030 STRATEGIC COMMUNITY PLAN – REPORT	
File Ref:	38/1
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Dean Unsworth, Chief Executive Officer
Voting Requirements:	Simple Majority
Appendix Number	9.5.3

RECOMMENDATION

Recommendation

That Council notes the report provided by Dominique Monteleone following the first phase of the community consultation held in November and December 2019.

IN BRIEF

- The first phase of the public consultation towards the development of the new Strategic Community Plan has been completed.
- Provided for Councillors is a report following that first phase of consultation.

BACKGROUND

During November and early December, a significant amount of consultation was undertaken to inform the future *Waroona 2030* Strategic Community Plan.

Dominique Monteleone from Wicked Strategies was engaged in early November to assist with this consultation. In this time there were two community strategic workshops held in Waroona, one in Preston Beach and another in Lake Clifton. Also, a tourist operator session was held as well as a workshop with Councillors and staff.

Further, seventeen coffee conversations were held with community groups and eight with Councillors as part of that consultation. A separate workshop with the business sector facilitated by Barry Urquhart on 19 November, 2019.

Ms Monteleone has prepared a report for Council to note following the first stage of the public consultation and can be seen at **Appendix 9.5.3**.

REPORT DETAIL

The attached report is aimed at providing Council with an initial update of the overall plan. A draft *Waroona 2030* Strategic Community Plan will be provided to Councillors for consideration, and then the draft will be presented to the community for comment, which will include a public meeting to allow further comment and feedback.

STATUTORY ENVIRONMENT

A local government must undertake a full review of its Strategic Community Plan every four years.

SUSTAINABILITY & RISK CONSIDERATIONS

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



The components and Actions from a Strategic Community Plan has significant impact on the economy of the district and region.

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

The components and Actions from a Strategic Community Plan has significant impact on the quality of life of the district and region.

Environment – (Impact on environment's sustainability)

The components and Actions from a Strategic Community Plan has significant impact on the district's environment.

Policy Implications

Nil.

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
High	There is a high reputational risk if a Strategic Community Plan does not reflect the needs and wants of the local community.

CONSULTATION

- Seventeen 'coffee conversations' with various community groups
- Tourism operator workshop/meeting at the Waroona Visitors Centre 18 November
- Business Strategy workshop with Barry Urquhart held 19 November
- Councillor/staff workshop held 23 November
- Waroona town community workshop held 27 November
- Waroona town community workshop held 30 November
- Preston Beach community workshop held 1 December
- Lake Clifton community workshop held 3 December
- Numerous Facebook updates
- Media releases
- Website promotion

RESOURCE IMPLICATIONS

Financial

Costs for the consultation is included in the 2018/19 Annual Budget.

Workforce

There are no additional workforce requirements in the development of the Strategic Community Plan.

OPTIONS

Council has the option of:

1. Accept the report (attached) from Dominique Monteleone.
2. Not accept the report (attached) from Dominique Monteleone.

CONCLUSION

This is the first step in the formal development of the *Waroona 2030* Strategic Community Plan. The development will occur from late December and through January, with a first draft to be presented to Councillors for review and further workshop if necessary. A draft will then be presented to the community for further review and input in February 2020.



10. CONFIDENTIAL REPORTS

10.1 JOINT CEO LONG-TERM CONTRACT ARRANGEMENTS – UNDER CONFIDENTIAL COVER	
File Ref:	PR
Previous Items:	
Applicant:	Nil
Author and Title:	Dean Unsworth, Chief Executive Officer
Voting Requirements:	Absolute Majority
Appendix Number	10.1 - Under Separate Cover

RECOMMENDATION

That Council endorses the CEO Resource Sharing Committee’s Recommendation included in the report for Item 10.1 provided under confidential cover.

In Brief

- Enable discussion regarding the Joint CEO Long-Term Contract Arrangements.
- A confidential report has been provided (refer Appendix 10.1 Under Confidential Cover).

- 11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN, OR FOR CONSIDERATION AT NEXT MEETING**
- 12. NEW BUSINESS OF AN URGENT NATURE/REPORTS & INFORMATION**
- 13. CLOSURE OF MEETING**