



APPENDICES

ORDINARY COUNCIL MEETING

TUESDAY 24 MARCH 2020



MINUTES

ORDINARY COUNCIL MEETING

TUESDAY 25 February 2020
(Held at the Preston Beach Community Centre)

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1. DECLARATION OF OPENING/ANNOUNCEMENTS

The Shire President declared the meeting open at 4.00 pm and welcomed Councillors and Staff and community members present.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

Cr Mike Walmsley	Shire President
Cr Naomi Purcell	Deputy Shire President
Cr Noel Dew	Councillor
Cr Karen Odorisio	Councillor
Cr Larry Scott	Councillor
Cr Laurie Snell	Councillor
Cr John Mason	Councillor
Cr Vince Vitale	Councillor
Mr Dean Unsworth	Chief Executive Officer
Mr Laurie Tilbrook	Deputy CEO / Director Corporate Services
Mr Leonard Long	Director Planning & Economic Development
Mr Patrick Steinbacher	Director Technical Services
Miss Ashleigh Nuttall	Manager Corporate Services
Mrs Sue Cicolari	Executive Support Officer

APOLOGIES

Nil

LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil

There were 21 members of the public present at the commencement of the meeting.

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil.

4.1 PUBLIC QUESTION TIME

4.1.1 Colin Reguero – Item 9.2.2 – Retrospective Application for an Outbuilding (Garage) and Outbuilding (Shed – Donga) on Lot 514 (36) Hesse Street, Waroona

Question 1A

The Report states "In Brief" that there is a risk of overlooking in to the private open space to the adjoining dwelling to the South.

Please advise how this is possible due to similar levels and existing standard 1.8m colorbond fence?

It should be noted that the owner and occupier are adamant that the adjoining owner to the South has absolutely no issue with the proposal after several discussions. It would be interesting to know if comments received actually relate to a property that adjoins the subject property. If they were received from the property to the diagonal South-East, then I do not believe they are relevant as they are not effected by the proposal.

Response from Shire President:

Shire Planners are responsible to assess applications regardless of objections or submissions received from adjoining property owners.

Whilst specific dimensions for the door and window were not provided, based on a doorframe generally being 2m and that dongas are generally lifted off the ground, Officers maintain their position that there is a risk of overlooking to the south.

Question 1B

The "Report Detail" states that there is "potential invasion of privacy to the property located to the east," and "it is recommended that the sliding door located on the eastern side of the "Outbuilding" garage be permanently sealed". In the "Officer Comment" section of "Consultation" it states "The difference in natural ground level between the lots to the east makes it highly unlikely that any overlooking will occur. Nonetheless, Shire Officers have discussed this concern with the applicant who has agreed to seal the sliding door located on the eastern side of the "Outbuilding" (garage)".

Obviously this is clear contradiction between "Report Detail" and "Officer Comment" in terms of affected privacy.

Given the ground level differences, along with 1.8m high fence, please advise how privacy is effected?

It should be noted that as the Applicant, I never agreed for the sliding door to be sealed as it has no overall end purpose.

Response from Shire President:

Shire Officers maintain their position, due to the natural ground level difference it is unlikely any overlooking will occur. The condition to seal the door on the eastern side was imposed after the applicant advised officers to discuss the application with the occupier (who constructed the "Outbuilding" (garage)). Officers on different occasions met with the occupier Mr. Whitehead to discuss the application and objections and on both occasions, Mr. Whitehead confirmed verbally that he has no objection to sealing the door.

Question 2

The "Report Detail" and "Officer Comment" section of "Consultation" states I have made an error in terms of the Southern boundary setback. The setback of 1300mm is correct as clearly indicated on the Site Plan.

The Officer/shave made an error in calculating the setback at 600m as I believe it has been measured to the existing fence. The Site Plan clearly indicates that the fence is in the incorrect location.

Please advise how this error has occurred and why my offer to relocate 200mm (to 1500mm) to meet the deemed-to-comply provisions of the Residential Design Codes has not been taken into consideration?

It should be noted that having the transportable donga hard up against existing garage would make the structure inaccessible via the door.

Response from Shire President:

Setbacks are measured from the boundary however, there is an expectation that a fence is located on the boundary and whilst in this instance it is not there is a perception that the donga will be located 1,3m from the fence.

If the applicant relocates the donga as recommended, it would be setback 1.6m from the fence and meet the deemed-to-comply requirements of the R-Codes. If the applicant as offered relocates the donga 200mm, it would be 800mm from the fence, which would not remove the perception or expectation that the donga will be located 1.5m from the fence.

Question 3

The recommendation is for the donga to be cladded when other outbuildings of this nature and generally not required to be cladded.

Please advise how cladding the donga will improve appeal; and why streetscape is mentioned as being negatively impacted when the structures are located in the rear of the property?

It should be noted that the owner/occupier have offered to paint the subject buildings to the satisfaction of the Shire.

Response from Shire President:

The applicant is correct donga's are not normally cladded because they are normally located on construction sites or in industrial areas and not in a residential neighbourhood.

Shire officers believe cladding will reduce the donga's impact on the residential character and streetscape of the area.

With regard to the streetscape, the donga is clearly visible from Hesse Street, even if the landowner to the south was to construct a fence along the street boundary, such a fence would need to be visually permeable.

The donga would remain visible from Hesse Street, and in its current location and form (cladding) continue to have a negative impact on the streetscape and is not considered orderly and proper planning.

A High Court ruling (Marshall v Metropolitan Redevelopment Authority [2015] WASC 226), on the meaning of orderly and proper planning states "to be orderly and proper, the exercise of a discretion within the planning context should be conducted in an orderly way - that is, in a way which is disciplined, methodical, logical and systematic, and which is not haphazard or capricious."

4.1.2 John Borserio – 9 Drakesbrook Close, Preston Beach

Mr Borserio advised that Recommendation 12 from the Ferguson Report – Evacuation and Shelter Issues was as follows:

"The Department of Fire and Emergency Services to work with the Department of Planning and Local Governments to adopt a policy which enables Local Governments to identify, register and communicate, 'Places of Bushfire Last Resort' in settlements and townsites where the life risk from bushfire is very high or greater."

Ron Porter – Manager Ranger and Emergency Services provided the following Position Statement

The most recent Ferguson Report Recommendation Progress Table, 23 July 2019 released by the State Emergency Management Committee (SEMC) indicates that the current status for this particular recommendation is “in progress”. Comments under the current status state the following –

The technical requirements for ‘Places of Bushfire Last Resort’ have been developed. A consultation document and process is currently being worked on.

DFES is continuing to working with the Department of Planning, Lands and Heritage (DPLH) to provide guidance for legacy development including tourism and other vulnerable land uses within designated bushfire prone areas, where it has been demonstrated that additional contingences such as ‘places of last resort’ may be necessary to address the bushfire risk.

A draft position statement was developed by DPLH to be read in conjunction with the State Planning Policy 3.7: Planning in Bushfire Prone Areas (SPP3.7) and the supporting Guidelines for Planning in Bushfire Prone Areas (Guidelines)

In February 2019, DPLH ran workshops in Perth and regional locations on the draft position statement (titled Position Statement: Tourism Land Uses Within Bushfire Prone Areas). The draft Position Statement was open for public comment, until 12th April 2019. DFES prepared a submission to DPLH through this process.

DFES continues to work with DPLH on the draft position statement.

The Ferguson Report Recommendation Progress Table further states that the future works will be –

Recommendations which have arisen from work previously undertaken on this issue will be considered and all relevant stakeholders will be consulted during 2019/20 as the project progresses.

Retrospective identification of developments that may require or will significantly benefit from formal ‘Places of Bushfire Last Resort’, would require an amendment to the Guidelines, or the development of a new policy under both agencies or DFES. The above would need to be driven by the DPLH under their legislation or legislation amended to provide a head of power for DFES to publish such policies.

Question 1

Will the Shire through its Community Emergency Services Manager lead the identification through consultation ‘Places of Bushfire last Resort’ and clearly communicate these places through appropriate signage in each townsite and settlement?

Ron Porter – Manager Ranger and Emergency Services provided the following response:

The Shire will look to strengthen Community Evacuation Planning for vulnerable communities as part of the review of the Local Emergency Management Arrangements (LEMA). This process will include identifying suitable access/egress routes, including alternatives by water or air when suitable roads are inaccessible;

possible locations for vehicle control points; effective warning methods appropriate to the community; places that could be used as evacuation/welfare centres and transport options for those without access to private vehicles.

Identifying “Places of Bushfire Last Resort” for use by the Controlling Agencies, will also form part of this process however this information will be strictly for operational purposes and will not be identified by signage or communicated to the general public. The risk with communicating “Places of Bushfire Last Resort” is that those unfamiliar with the area, such as tourists, may assemble at an identified location even if it is not their safest option.

The decision on the most appropriate evacuation strategy always rests with the Controlling Agency on the day. Evacuations should always be planned and carried out in accordance with the State Emergency Management strategic framework and in particular the “WA Community Evacuation in Emergencies Guidelines” document. Effective communication of an evacuation forms part of this process.

Question 2

What would be an anticipated timeline for this exercise?

Ron Porter – Manager Ranger and Emergency Services provided the following response:

The “WA Community Evacuation in Emergencies Guidelines” is currently under review. The project timeline indicates that the final amendments aren’t due to be submitted to the SEMC for final approval until mid-2020. The review and the proposed amendments will have significant implications on required preplanning content within the LEMA.

Notwithstanding the above, now that a Community Emergency Services Manager is in place, the Shire, through the Local Emergency Management Committee, will be undertaking a comprehensive review of their LEMA, part of this process will be the strengthening of Community Evacuation Planning. It is hoped that the review of the LEMA will be completed prior to the 2020-21 fire season.

4.1.3 David Shopland – 36 Lakeside Tce, Preston Beach

Mr Shopland asked if some maintenance can be done on the walkways from the cul-de-sacs that run off Lakeside Terrace, as there had been no maintenance done in years?

Chief Executive Officer Response:

The CEO advised that the Shire will be developing detailed maintenance plans for all towns so that items of maintenance can be budgeted for.

4.2 PUBLIC STATEMENTS

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE**COUNCIL RESOLUTION****OCM20/02/005****Moved: Cr Purcell****Seconded: Cr Snell**

That Leave of Absence be granted to Cr John Mason for the period 20 April to 30 April 2020 inclusive.

CARRIED 8/0**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.)

Cr Walmsley declared an interest affecting impartiality in Item 9.2.4 as a farmer in the Shire.
Cr Walmsley declared a proximity interest in Item 9.2.3 as an owner of a neighbouring property.

Cr Odorisio declared an interest affecting impartiality in Item 9.2.4 as a family business is a member.

Cr Vitale declared an interest affecting impartiality in Item 9.3.4 as a family member of the reporting officer.

Cr Vitale declared an interest affecting impartiality in Item 9.3.5 as a family member of the reporting officer.

Cr Snell declared an interest affecting impartiality in Item 9.2.4 as a family member of local business involved in beef cattle production in Waroona Shire.

Mr Dean Unsworth declared a financial interest in Item 10.1 as the item related to his employment contact.

7. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

8. CONFIRMATION OF MINUTES**8.1 ORDINARY COUNCIL MEETING – 17 DECEMBER 2019****COUNCIL RESOLUTION****OCM20/02/006****Moved: Cr Odorisio****Seconded: Cr Snell**

That the Minutes of the Ordinary Council Meeting held 17 December 2019 be confirmed as being a true and correct record of proceedings.

CARRIED 8/0**8.2 SPECIAL COUNCIL MEETING – 3 FEBRUARY 2020****COUNCIL RESOLUTION****OCM20/02/007****Moved: Cr Dew****Seconded: Cr Odorisio**

That the Minutes of the Special Council Meeting held 3 February 2020 be confirmed as being a true and correct record of proceedings, subject to the following amendment to Council Resolution SCM20/02/004 to read as follows:

COUNCIL RESOLUTION

SCM20/02/004

Moved: Cr Odorisio

Seconded: Cr Mason

That Council:

1. **Appoints Breakaway Tourism Pty. Ltd as the successful consultant to undertake the Shire of Waroona Seasonal Workers Accommodation Development Feasibility Assessment and amend the 2019/20 budget by increasing expenditure Acc 7772 from \$0 to \$37,220.**
2. **Allocates \$12,407 from Account #2562 that was previously allocated towards a regional trails officer, which is no longer required (Acc 2562 be decreased from \$25,000 to \$12,593).**
3. **Receives \$12,407 from both the Peel Development Commission and Fruitico Pty Ltd towards the Seasonal Worker Accommodation Development Feasibility Study to Acc 7733 increasing from \$0 to \$24,814.**

CARRIED BY ABSOLUTE MAJORITY 6/0

CARRIED 8/0

8.3 CEO RESOURCE SHARING COMMITTEE THURSDAY 16 JANUARY 2020

File Ref:	184/1
Author and Title:	Dean Unsworth, Chief Executive Officer
Voting Requirements:	Simple Majority
Appendix Number:	Appendix 8.3

COUNCIL RESOLUTION

OCM20/02/008

Moved: Cr Purcell

Seconded: Cr Snell

That Council receives and notes the Minutes of the CEO Resource Sharing Committee Meeting held on Thursday 16 January 2020.

CARRIED 8/0

Items 6.2 and 6.3 of these minutes are confidential matters and will be dealt with separately under Item 10 Meeting Closed to the Public (Confidential Matters).

9.0 REPORTS OF OFFICERS AND COMMITTEES

9.1 DIRECTOR TECHNICAL SERVICES

9.1.1 PRESTON BEACH ELECTRICAL UPGRADE BUDGET AMENDMENT	
File Ref:	50/3
Previous Items:	Nil
Applicant:	Shire of Waroona
Author and Title:	Patrick Steinbacher, Director Technical Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Number	Nil

COUNCIL RESOLUTION**OCM20/02/009****Moved: Cr Vitale****Seconded: Cr Scott****That Council:**

- 1. Support the expenditure of up to \$30,000 to remedy the electrical issue currently in place at the Preston Beach carpark.**
- 2. That the 2019/20 adopted budget be amended as follows:**
 - **increase expenditure account 3634 (Infrastructure upgrade) from \$103,000 to \$133,000;**
 - **decrease expenditure account 4904 (Transfer to Waste Reserve) from \$90,000 to \$60,000;**
- 3. Delegates authority to the Chief Executive Officer to accept the formal estimate of costs from the Shire of Waroona's electrical contractor at such time as the contractors quote is presented.**

CARRIED BY ABSOLUTE MAJORITY 8/0**IN BRIEF**

- The electrical power network to the Preston Beach toilets and barbecues was found to be inadequate and requires immediate rectification by both Western Power Corporation (WPC) and the Shire of Waroona.

BACKGROUND

The Shire was advised on Friday 21 February 2020 that a user of one of the barbecues had felt a minor electrical charge via the body of the barbecue. The Shire's electrical contractor was immediately sent to investigate and during this process discovered that parts of the power network, both WPC's and the Shire's, contained issues that contributed to the earthing issues that led to the user feeling the electric charge. The Shire's contractor immediately isolated the power to the area and contacted WPC.

At the time of writing, the Shire's electrical contractor has prepared an initial estimate of costs to upgrade the Shire's network in the area and it is believed that WPC has completed its upgrades as a WPC crew was in the area later on Friday 21 February. Both of these matters will be confirmed as soon as possible. WPC has advised that it will not re-energise the

network feeding the toilets and barbecues until such time as the Shire has carried out the necessary works to its electrical network in the area.

A free standing solar light was sourced from the Shire of Murray and installed on the morning of Saturday 22 February to light the carpark and toilet area as much as possible and notification of the issue was disseminated via the Preston Beach Volunteer Rangers and via social media platforms.

REPORT DETAIL

Currently the toilet block and barbecues each have their own separate cable supplying electricity independently to the other. While the cable supplying the toilet block is currently sufficient to power the block, the one supplying the barbecues is below capacity which led to the issues with the user feeling the electric charge. One solution would be to upgrade the power to the barbecues alone, however the Shire's contractor has suggested that it would be more effective to upgrade the toilet block line, install an additional junction box and supply the barbecues from the upgraded toilet block line. This remedies the barbecue issue and also has the benefit of future proofing the network should a redevelopment and enlargement of the toilet block occur. Costs are expected to be slightly higher as there is more work involved, however this is not expected to be excessive and would appear to be a logical outcome that removes future upgrading requirements while dealing with the matter at hand.

The works are not complex and it is anticipated that they can be completed in a short time should this matter meet with Council approval.

The costs to complete this work is expected to be in the order of \$30,000 which is unbudgeted. It is proposed to fund these works via an amendment to the 2019/20 adopted budget.

Since, at the time of writing, costs have not been confirmed, the officer recommendation includes a clause authorising the CEO to approve the estimate of costs at such time it is prepared.

SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

Theme 5	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 5.01	Plan and effect appropriate maintenance of assets

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY & RISK CONSIDERATIONS

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

The lack of electricity to the area may impact visitor numbers if visitors move on to other locations as a result.

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

Community members who use the facilities at the Preston Beach car park area may be impacted by the lack of power.

Environment – (Impact on environment's sustainability)

Nil

Policy Implications

Nil

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
Low	Now that the immediate network has been de-energised it no longer poses any risk to users whatsoever. Officers will consult with the Shire's electrical contractors with regards to inspection regimes for this area and any similar areas within the Shire.

CONSULTATION

This item was prepared with assistance from the Shire's electrical contractor.

RESOURCE IMPLICATIONS

Financial

The works subject to this issue are currently unbudgeted. It will therefore be necessary to propose a further budget amendment to the 2019/20 adopted budget which will be subsequent to other amendments as considered in item 9.3.9

For this reason it is proposed that the funds be sourced from a reduction in proposed end of year Reserve transfers rather than from an existing Reserve Account balance.

This action provides the opportunity to investigate an alternative funding source from operating accounts at a later stage in the financial year.

Workforce

Some minor officer time will be required which can be covered via the existing budget. The majority of work will be carried out by the contractor and there are no internal labour or plant cost implications.

OPTIONS

Council has the option of:

1. Supporting the officer recommendation and approve the transfer of funds that will allow the works to proceed and power to be restored to the toilet block and the barbecues at the Preston Beach carpark.
2. Not supporting the recommendation will result in the power remaining off to the toilet block and barbecues at the Preston Beach carpark. Funds to cover the required works would be included in the draft 2020/21 budget.

CONCLUSION

Officers feel that the works required to remedy this situation are completely necessary as remaining without electrical power to the area is not sustainable. WPC will not re-energise the network without the upgrades going ahead, therefore until such time as these take place, the power will remain off. Preston Beach is a popular attraction for tourists and locals alike, many of whom avail themselves of the facilities th

9.2 DIRECTOR PLANNING & ECONOMIC DEVELOPMENT

9.2.1 PROPOSED 40KW SOLAR PANELS AT THE RECREATION AND AQUATIC CENTRE	
File Ref:	44/4
Previous Items:	Nil
Applicant:	Shire of Waroona
Author and Title:	Leonard Long, Director Planning & Economic Development
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number	Nil

COUNCIL RESOLUTION**OCM20/02/010****Moved: Cr Mason****Seconded: Cr Purcell**

That Council authorise the Chief Executive Officer to engage Solargain to install a 40kW solar photovoltaic system under a lease agreement with MacQuarie bank at the Shire of Waroona Recreation & Aquatic Centre.

CARRIED 8/0**IN BRIEF**

- A 40kW solar photovoltaic system at the Recreation and Aquatic Centre will save the Shire \$13,259 on electricity costs in the first year, with savings expected to increase exponentially.
- There are two financing options:
 1. Rental (lease); or
 2. Cash purchase

BACKGROUND

The Waroona Recreation and Aquatic Centre consumes 157,807kWh of energy annually, 432kWh of energy on average daily and experiences a spike in energy consumption between the times of 8am – 1pm and 4pm - 9pm Monday to Friday.

During the period 1 Oct 2018 – 1 Oct 2019 the Shire spent \$31,876 on electricity at the Recreation and Aquatic Centre, approximately \$4,000 less than the previous year. This discrepancy is likely due to maintenance of the pool. Historically, the Shire contracted electricity with the retailer Alinta, which cost \$47,567 in 2015 prior to switching to retailer Synergy in 2016. Despite varied electricity rates between retailers, the Shire can further save on electricity costs immediately by installing a solar panel system.

REPORT DETAIL

To ensure the best return on investment and most efficient operation of the system, it is imperative the correct system size is installed. The 40kW solar panel system was identified as being the most appropriate size based on interval data analysis of the Recreation and Aquatic Centres' electricity consumption every half hour over the previous twelve-month period.

The system is proposed to be located on the southern roof of the building on both the eastern and western facing surfaces as per the below image.

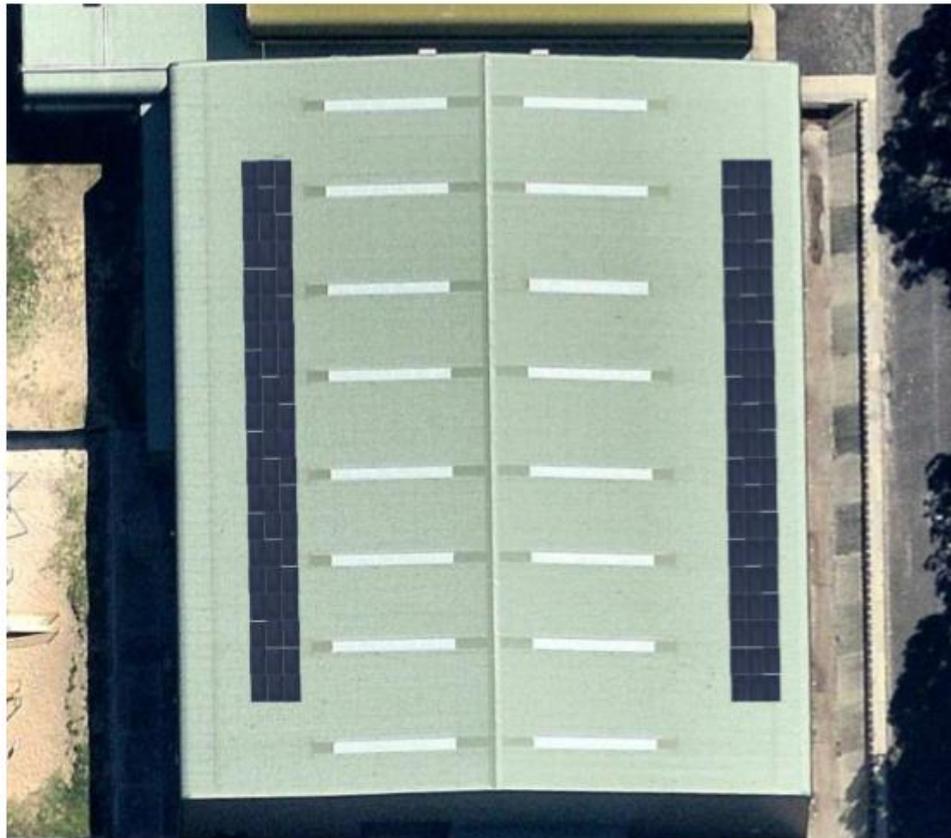


Table 1 represents a case study showing the total Shire expenditure over the next five-year period based on three different scenarios.

Two written quotes for the same system size were obtained and detailed below:

- Solargain quoted at \$31,900; and
- Infinite Energy quoted at \$40,290.

The qualitative difference in the systems is minimal; therefore, it is recommended that the system be commissioned through Solargain.

Table 1 - Total Expenditure Over 5 Years

Scenario	Initial Investment	Year 1	Year 2	Year 3	Year 4	Year 5	Total Spend
Outright purchase	\$ 31,900	\$ 18,617	\$ 19,175	\$ 19,750	\$ 20,343	\$ 20,953	\$ 130,738
5 Year Lease	\$ -	\$ 26,225	\$ 26,903	\$ 27,488	\$ 28,091	\$ 30,562	\$ 139,380
Status Quo	\$ -	\$ 31,876	\$ 32,832	\$ 33,817	\$ 34,832	\$ 35,877	\$ 169,234

- The above table assumes an increase in electricity price of 3% pa.
- The shaded cells indicate when the Shire owns the asset outright.

The five-year lease option has been calculated based on an indicative finance quote from Macquarie Bank over a loan period of five years. The annual cost of finance over a five year term is \$7,401, therefore, with the MacQuarie finance option the system would be cash flow positive in year one. This is because the Shire would have a cash outflow of \$7,401 in loan repayments and would save \$12,942 in electricity costs resulting in a positive cash flow of \$5,541.

Electricity from the grid will still need to be purchased to supplement the operation of the Recreation and Aquatic Centre, however, if you subtract the positive cash flow of \$5,541 from what the Shire currently pays for electricity, \$31,876, this results in a total expenditure of \$26,225 for year one. This means in year one, under the five-year rental lease, the Shire would pay \$5,541 less than what the Shire would pay if it maintained the status quo.

The five-year lease is recommended as the financing option because it will not cost the Shire excess expenditure and still facilitate the Shire to purchase the asset.

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 issues), and pursuit of best practice financial management and sustainability.
Strategy 5.05	Pursue items and actions which will improve the efficiencies of the organisation

OTHER STRATEGIC LINKS

Local Planning Strategy 2009 (LPS)

The subject lot is designated as “Open Space Recreation Conservation Forestry Residential” and located within the Townsite Precinct.

STATUTORY ENVIRONMENT

- *Planning and Development Act 2005*
- Shire of Waroona Local Planning Scheme No. 7 1996

Planning and Development Act 2005

The local government has the right to undertake public works under the Act. The development of solar panels is considered public works under the *Public Works Act 1902*.

Shire of Waroona Local Planning Scheme No. 7 1996.

The installation of a solar panel system on the Recreation and Aquatic Centre is considered to be incidental to the use “Recreation” and therefore, considered consistent with the purpose of the local reserve for recreation.

SUSTAINABILITY & RISK CONSIDERATIONS

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

The economic impact will be immediate if the solar panels are purchased through a five-year lease agreement, as per Table 1.

The solar panels do not require cleaning. The cost of cleaning would out way the economic and performance benefit of cleaning. The inverter has a standard warranty of five years. Solargain assumes a lifespan of 15 -20 years. The cost of a full inverter replacement should be included eleven years after the panels are installed, which is estimated to be \$4,500.

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

The Shire will be contributing to the reduction of greenhouse gases.

Environment – (Impact on environment’s sustainability)

The 40kW solar panel system is estimated to offset the equivalent of 48.3t CO²eq (CO² equivalent) per year.

Policy Implications

Council Policy FIN009 Purchasing and Procurement

Under the Policy, two written quotes were required.

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
Low	Economic risk is low because under the recommended five-year lease, the Shire will experience savings within the first year, which will increase exponentially.

The table below summarises the economic and environmental profit generated by the 40kW solar panel system.

Building	kW system proposed	Annual Cost Saving	Annual CO ² -e saving	Annual Energy Production (kWh)
Recreation Centre	40kw	\$12,942	48.3t CO ² eq	56,692kWh

CONSULTATION

Nil.

RESOURCE IMPLICATIONS

Financial

There are no initial upfront costs and under the five year lease will cost the Shire less annually than what the Shire is currently paying for electricity.

Workforce

Processing of the contract and overseeing the project forms part of the normal working duties of the Planning & Economic Development Department.

OPTIONS

Council has the option to:

1. Purchase the 40kW solar panel system under a lease agreement with MacQuarie Bank. The annual cost of finance over a 5 year term is approximately \$7,401 and therefore with the MacQuarie finance option the system would be cash flow positive in the first year; or

2. Purchase the 40kW solar panel system outright at an upfront cost of \$31,900 (includes the assignment of Small Scale Technology Certificates). At which the system will pay for its self in 2.4 years.

CONCLUSION

In conclusion, the 40kW solar panel system is an economically sustainable investment for the Shire for the following reasons:

1. It will save \$12,942 on electricity costs in the first year, with savings expected to increase exponentially; and
2. Offset the equivalent of 48.3t CO₂eq (CO₂ equivalent) per year.

9.2.2 RETROSPECTIVE APPLICATION FOR AN OUTBUILDING (GARAGE) AND OUTBUILDING (SHED – DONGA) ON LOT 514 (36) HESSE STREET, WAROONA	
File Ref:	TP2126
Previous Items:	Nil
Applicant:	Colin Reguero
Author and Title:	Michael Clare – Town Planner
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number	Appendix 9.2.2A – Plans

RECOMMENDATION

That Council approves the application for the retrospective “Outbuilding” (garage) and “Outbuilding” (shed / donga) subject to the following conditions and advice notes:

Conditions:

1. The landowner / applicant shall within a period of thirty (30) days, or such further period as approved by the Shire of Waroona provide a Certified Building Permit showing the following amendments:
 - a. The sliding door on the eastern side of the “Outbuilding” (garage) removed or made inoperable (shown in red on the approved site plan);
 - b. The “Outbuilding” (shed / donga) relocated to abut onto the southern wall of the “Outbuilding” (garage); and
 - c. The cladding of the “Outbuilding” (shed / donga) in a similar material as the cladding of the “Outbuilding” (garage).
2. The landowner / applicant shall within a period of ninety (90) days or such further period as approved by the Shire of Waroona comply with the following actions:
 - a. Relocate the “Outbuilding” (shed / donga) as indicated on the required Certified Building Permit;
 - b. Clad the “Outbuilding” (shed / donga) in a similar material as the “Outbuilding” (garage).
 - c. Paint the “Outbuilding” in a colour complementing and blending in with the amenity of the area and the existing buildings on the property.
3. All Stormwater and drainage run-off to be contained on site or connected to a council stormwater legal point of discharge to the specification of the Shire of Waroona

Advice Notes:

1. With regard to condition 2(b) the air conditioner units will be required to be removed and the spaces cladded.
2. With regard to condition 2(c), the landowner is advised to ensure that the colours are sympathetic to the surrounding properties.

COUNCIL RESOLUTION**OCM20/02/011****Moved: Cr Dew****Seconded: Cr Snell**

That Council the matter lie on the table pending further investigation, and be considered at the March 2020 Ordinary Council meeting.

CARRIED 8/0**Reason for change of Officer Recommendation:**

To further consider information provided to Council at Public Question Time.

IN BRIEF

- The proposal for the “Outbuilding” (garage) and “Outbuilding” (shed – donga) collectively would result in an unreasonable loss of amenity to the adjoining dwellings to the south and east.
- The visual intrusion and siting of the donga is not supported by Shire Officers.
- The proximity of the “Outbuilding” (shed – donga) to the southern boundary fence is not compliant and there is a risk of overlooking into the private open space of the adjoining dwelling to the south.
- The site is zoned Urban 4 – Residential, it is Shire Officers view that the proposal for both structures would impact negatively on the built form for a residential area.
- The proposal is inconsistent with the provisions of Local Planning Policy 6 – Outbuildings.
- Objections have been received through the community consultation process.

BACKGROUND

On 23 October 2019, Shire received a retrospective application for an “Outbuilding” (garage) and an “Outbuilding” (shed/donga) at Lot 514 (No. 36) Hesse Street, Waroona (**Appendix 9.2.2A**)

Although the applicant has applied for a garage and shed, the assessment has been undertaken for two “Outbuilding” for the following reason. In terms of State Planning Policy 7.3 - Residential Design Codes (R-Codes), a garage is defined as follows:

“Any roofed structure, other than a carport, designed to accommodate one or more motor vehicles and attached to the dwelling.”

The proposed garage does not comply with the above definition and is therefore considered an “Outbuilding” which in terms of the R-Codes is defined as follows:

“An enclosed non-habitable structure that is detached from any dwelling.”

The proposed “Outbuilding” (garage) does not comply with the “Deemed to Comply” provisions of the R-Codes with regard to size and height (wall height 2.4m, area 60m²).

The proposed Outbuilding – (shed / donga), does not comply with the requirements of the Local Planning Scheme clauses 7.3.1, 7.3.2 and R-Codes setback requirements (1.5m).

Notwithstanding the requirements of the R-Codes, the Shires Local Planning Policy 6 – Outbuildings, supports residential lots with an area of between 801m² and 1000m² to have an accumulative outbuilding floor area of 100m² and a ridge height of 4.2m.

As a result of the required community consultation two (2) objections to the development have been received.

REPORT DETAIL

The application has been assessed against Local Planning Policy 6 – Outbuildings (LPP 6), Local Planning Scheme and State Planning Policy 7.3 – Residential Design Codes.

LPP 6 – Outbuildings - Policy Intention:

- a) To ensure that the siting, design and scale of outbuildings are site responsive and respect the character of an area.
- b) To encourage the use of outbuilding materials and colours that compliments the landscape and amenity of the surrounding areas.
- c) To ensure there is a relationship between the scale of the dwelling and the scale of the outbuilding.
- d) To provide a process for approving outbuildings that require planning consent in terms of the provisions of the Local Planning Scheme.

Shire officers are of the view that the “Outbuilding” (garage) complies with the intention of LPP 6, with the exception of clause b), the existing colour is considered not to complement the landscape and amenity of the surrounding area. As a result, a condition is recommended requiring the “Outbuilding” (garage) to be painted in a colour that will complement the landscape and amenity of the surrounding area. Further, to mitigate any potential invasion of privacy to the property located to the east, it is recommended that the sliding door located on the eastern side of the “Outbuilding” (garage) be permanently sealed.

The “Outbuilding” (shed / donga) was assessed against the provisions of Local Planning Scheme, Local Planning Policy 6 – Outbuildings and State Planning Policy 7.3 Residential Design Codes.

Local Planning Scheme:

In terms of clause 3.7.1 Objectives of the Urban 4 – Residential Zone, *“Council’s objective is to ensure that the residential areas of Waroona Townsite develop in a manner which will provide adequately for the variety of residential needs anticipated in the reasonably foreseeable future, consistent with the best use of available land resources and a high level of urban amenity.”*

Council’s policies will therefore be to:

- Protect by appropriate zoning, land considered to be adequate and suitable for Waroona’s anticipated residential needs;
- Adopt land use control and Residential Design Codes which will permit development of a range of housing types;

- Achieve maximum economic use of the urban land resource by encouraging development of vacant subdivided lots and other serviced un-subdivided lots and serviced un-subdivided areas; and
- Require that residential development attains a satisfactory standard of urban amenity through siting, design and construction.”

In terms of clause 3.7.2 Special Applications of Residential Design Codes, Council shall:

“a. *In exercising its discretion to permit grouped housing or non-residential uses in the zone, Council will have regard to the effect of such development on existing housing, the effect of additional traffic on the street system and the amenity of the area generally.*

a. *In exercising its power to permit variation of the standards of the Residential Design Codes applicable to a development , Council will ensure that:*

- *The streetscape is not detrimentally affected;*
- *The privacy and use of adjoining dwellings is not adversely affected;*
- *Adequate car parking and private open space can be provided on the lot; and*
- *Landscaping of a suitable standard is provided.”*

Shire officers are of the view that the “Outbuilding” (shed / donga) in its current form cannot be supported because of its siting, design and construction and does not comply with the objectives of the zone with regard to urban amenity, design and construction. The site plan shows the “Outbuilding” (shed / donga) to be located 1.3m from the southern boundary. However, a site inspection indicated the setback to be 0.6m from the southern boundary.

Notwithstanding the existing siting, design and construction Shire officers are of the view the impact on the amenity could be mitigated. The “Outbuilding” (shed / donga) could be relocated hard-up against the “Outbuilding” (garage) clad and painted in the same material and colour as the “Outbuilding” (garage) and removing the air-conditioning systems.

This would result in a compliant southern boundary setback, but would retain the 0.5m setback from the eastern boundary. However, taking into consideration the natural ground level difference between the subject lot and the lot to the east Shire Officers are of the view the setback of 0.5m will not have a negative impact on the amenity or the privacy of the landowner to the east.

SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

Theme 3	Land Use
Aspiration	Responsible land use planning and protecting rural land
Strategy 3.03	All new land use development proposals are to be closely assessed for any flow on effects.

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

- Planning and Development Act 2005;
- Planning & Development (Local Planning Schemes) Regulations 2015;
- Local Planning Scheme No 7;
- State Planning Policy 7.3 – Residential Design Codes; and
- Local Planning Policy 6 – Outbuildings.



SUSTAINABILITY & RISK CONSIDERATIONS

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

The approval of the “outbuildings” in its current form could influence negatively on the economy of the Shire as it may create an un-wanted precedent of substandard developments allowed within the Shire.

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

The approval of the “outbuildings” in its current form would detract from the surrounding amenity due to its siting, materials and built form.

Environment – (Impact on environment’s sustainability)

Nil.

Policy Implications

Shire Officers are of the view the development in its current form is inconsistent with the objectives of *Urban 4 – Residential* zone, as well as the intent of Local Planning Policy 6 – Outbuildings.

However, should the development be approved subject to the recommended conditions the development will be compliant.

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
High	The approval of the “Outbuildings” will not be encouraging proper and orderly planning and may result in the creation of an unwanted precedent.

CONSULTATION

In accordance with the *Planning & Development (Local Planning Schemes) Regulations 2015*, clause 64 of the Deemed Provisions, notification letters were sent to adjoining / affected neighbours and advertised on the Shire website.

A 14-day period was allowed for comments with a further extension provided allowing submissions until 25 November 2019, resulting in two (2) objections received.

The objections have been summarised in the table below, indicating the objectors concern the applicant’s response and Shire Officer’s comment.

1.	Affected Land Owner	<ul style="list-style-type: none"> - Applicant’s non-compliance with Local Planning Policy 6 – Outbuildings in various aspects such as impacts such outbuildings are likely to cause in the future; - The development is not ‘site responsive’ nor ‘respectful’ of the character of the area, in accordance with clause (a) of the Policy Intention; - The siting and setbacks applied for are likely to affect neighbours through outlook, noise and lack of privacy; - The height of the shed will block views; - The applicant is required to justify the oversized shed; - Low noise levels cannot be guaranteed; - The “granny flat’ is too close to the boundary; - Potential noise from the old (box-style) air conditioning units;
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		<ul style="list-style-type: none"> - Design and scale are likely to adversely affect not only the amenity of the area, but also bring with them the risk of noise and lack of privacy for the closest neighbours; - The design and scale of the garage, with its 3.3m high sliding door on the back wall, makes the impact of noise more risky; - Privacy is compromised by the location of the sliding door on the back of the garage; - The design and scale of this development fails to take into account the amenity of an area; and - The dilapidated appearance of the donga and the shed, with its galvanised building materials will devalue properties.
	Applicant Response	<ul style="list-style-type: none"> - The proposed shed complies with Local Planning Policy 6 – Outbuildings (LPP 6) Design and scale is within LPP 6; - Siting and setbacks comply with LPP 6. Any noise complaints can be dealt with under the Environmental Protection (Noise) Regulations 1997. Privacy is not affected as there is no overlooking from an enclosed shed; - The height of the shed complies with LPP 6 and in any case there are no views of significance; - Justification is not required for the size of the shed as it complies with LPP 6. The shed is to be used for normal domestic activities; - Any noise complaints can be dealt with under the Environmental Protection (Noise) Regulations 1997; and - The transportable donga is for storage and is not a ‘granny flat’, The 10m length only exceeds the R-Codes by 1m and is setback 1.3m, when could potentially be setback 1m.
	Officer Comment	<ul style="list-style-type: none"> - The “Outbuilding” (garage) is in line with Local Planning Policy 6 – Outbuildings with the exception of the external appearance. In its current state Shire Officers considered the development to detract from the amenity of the surrounding properties. A condition has been recommended that the “Outbuilding” be painted in a colour that will complement the surroundings. Whilst the applicant has indicated the “Outbuilding” will be painted blue, the colour will have to be to the satisfaction of the Shire of Waroona. - In terms of the setbacks, the “Outbuilding” (garage) is compliant with the setbacks required by State Planning Policy 7.3 – Residential Design Codes. However, the “Outbuilding” (Shed / Donga) does not comply. <p>The applicant has incorrectly shown the setback on the site plan and has also erred in his response to the affected landowner by advising the setback to the southern boundary is 1.3m, Shire Officers have measured the setback to be 0.6m.</p> <p>As discussed under the heading “Report Details”, Shire Officers do not support the current of the “Outbuilding” (shed / donga), and agree with the affected landowner that the current siting, material and construction is not in line with the expected character of a residential zoned area.</p> <p>However, should the application be approved subject to the recommended conditions Shire Officers are of the view that all the concerns of the affected landowner will be addressed and the</p>

		<p>development will comply with the Local Planning Scheme No 7 objectives as well as the intent of Local Planning Policy 6 – Outbuildings.</p> <ul style="list-style-type: none"> - With regard to noise, Shire Officers agree with the applicant that any excessive noise which may emanate from the lot would be dealt with through the relevant legislation. - The concern raised by the affected landowner regarding privacy is not supported. The difference in natural ground level between the lots to the east makes it highly unlikely that any overlooking will occur. Nonetheless, Shire Officers have discussed this concern with the applicant who has agreed to seal the sliding door located on the eastern side of the “Outbuilding” (garage). - In terms of the view, the affected landowner’s property is higher lying than the applicant’s lot. Further, the applicant would in terms of State Planning Policy 7.3 – Residential Design Guidelines be allowed to construct a dwelling with a wall length and height (with a major opening) similar to that of the “Outbuilding” (garage) 1.5m from the eastern boundary without the requirement to obtain development approval. Therefore, the statement by the affected landowner regarding the negative impact on the view is not supported.
2.	Affected Land Owner	<ul style="list-style-type: none"> - This application is unusual given it is attempting to legitimise illegal activity after the event and has no argument given in support of the application; - What is the use intended for these shabby structures which is more important than maintaining the integrity of existing Shire Building Codes; - Adjacent properties will be impacted upon from a privacy and potential noise point of view and this will be an ongoing issue; and - Decreases in the value of these adjacent homes and loss of entitlement to peace and quiet.
	Applicant Response	<ul style="list-style-type: none"> - Retrospective approval are recognised and a legitimate / lawful process under the Building Act 2011 & Building Regulations 2012; - Shed and transportable donga are to be used for normal domestic activities; - Privacy is not affected, as there is no overlooking from an enclosed shed. Any noise complaints can be dealt with under the Environmental Protection (Noise) Regulations 1997; and - The shed is intended to be painted blue and valuation of properties is a subjective statement.
	Officer Comment	<ul style="list-style-type: none"> - The affected landowner is correct in that it is unusual to apply for approval after the development has been completed. However, both the building and planning legislation does provide a legal avenue for these type of developments to be considered. <p>Although the legislation does make provision for retrospective approvals, it does not mean that the development will be approved and will still be assessed as if it was not there. From a planning perspective the development is considered not to be in line with proper and orderly planning principals it could be recommended for refusal or as is the case with the subject application significant</p>

		amendments recommended to ensure the development will not have a negative impact on the adjoining owners or the streetscape.
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RESOURCE IMPLICATIONS

Financial

Nil.

Workforce

Nil.

OPTIONS

Council has the following options:

1. Approve the retrospective application for two (2) “Outbuildings” subject to conditions as recommended;
2. Approve the retrospective application for two (2) “Outbuildings” as submitted by the applicant, and provide reasons for the decision; or
3. Refuse the retrospective application for two (2) “Outbuildings”, and provide reasons for the refusal.

CONCLUSION

The development in its current form is not conducive to proper and orderly planning and does not comply with the objectives of the Local Planning Scheme No 7 or the intent of Local Planning Policy 6 – Outbuildings. However, many of the assumptions made by the affected landowners cannot be supported.

A number of changes to the siting, materials and construction of the “Outbuildings” can mitigate the elements of the development that would in the Shire Officers view have a negative impact on the adjoining properties as well as the streetscape.

It is the Shire Officers view that the approval subject to conditions would not create a precedent for developers to seek approval after completion as this could lead to refusal or as is the case significant amendments, which could have been avoided, had the application been submitted prior to commencement of the development.

In light of the above the application is recommended for approval subject to conditions.

Cr Walmsley declared a proximity interest in Item 9.2.3 as an owner of a neighbouring property. Cr Walmsley vacated the Chair and left the meeting the time being 4.25 Pm. The Deputy Shire President assumed the Chair.

9.2.3 INTENSIVE AGRICULTURE – LOT 1 (SOUTH EAST CORNER OF BULLER AND SOMERS ROAD INTERSECTION), LOT 2 AND LOT 1 BULLER ROAD WAROONA	
File Ref:	TP2135
Previous Items:	Nil
Applicant:	Fruitico Investments Pty Ltd & Alcoa of Australia
Author and Title:	Michael Clare - Town Planner
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number	Appendix 9.2.3A – Site Management Plan Appendix 9.2.3B – Dust Management Plan Appendix 9.2.3C – Chemical Management Plan

COUNCIL RESOLUTION

OCM20/02/012

Moved: Cr Scott

Seconded: Cr Vitale

That Council approves the application for Agriculture Intensive - (production of table grapes) on Lot 1 (South East Corner of Buller and Somers Road Intersection), Lot 2 and Lot 1 Buller Road Waroona subject to the following conditions:

- 1. The development / use shall be carried out in accordance with the approved plans, unless otherwise agreed in writing by the Shire of Waroona.**
- 2. All operations on the site shall be in accordance with the approved Dust Management Plan.**
- 3. All operations on the site (Irrigation and Nutrient Management) shall be in accordance with the approved Site Management Plan.**
- 4. Prior to the planting of vines the applicant shall submit and have approved by the Shire of Waroona a landscape plan prepared by a suitably qualified person detailing the size and type of vegetation to be planted as an amenity buffer along Somers Road.**
- 5. Prior to any screening along Buller Road the applicant shall submit and have approved by the Shire of Waroona a landscape plan prepared by a suitably qualified person detailing the size and type of vegetation to be planted**
- 6. The applicant / landowner shall construct and seal all vehicle crossovers to the specification and satisfaction of the Shire of Waroona.**

Advice Notes:

- 1. The Department of Water, Environment and Regulation and Primary Industries and Regional Development advices that spraying should not occur on high wind days.**

2. **The landowner / applicant is advised that the use of gas guns must comply with the Environmental Protection (Noise Regulations) 1997. (The Shire is in the process of developing a management plan for the use of gas guns.)**
3. **With regard to condition 4, the required landscaping screen is to be setback a minimum of 2m from the western boundary and 80m from the northern boundary.**
4. **With regard to condition 5, the Shire does not require screening due to the existing vegetation screen within the Buller Road reserve. This condition will only be applicable should the landowner / applicant require a windbreak.**

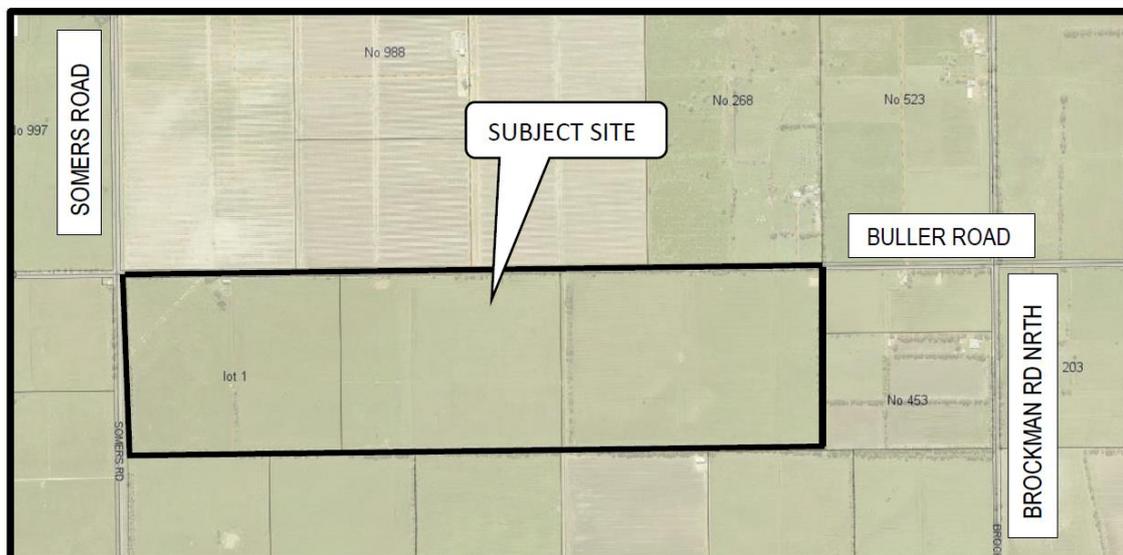
CARRIED 7/0

IN BRIEF

- The proposed application is to expand the existing “Intensive Agriculture” (production of table grapes) use adjacent to the subject site along Buller Road.
- The proposed use is located within an area identified by the Shire of Waroona Local Planning Strategy as a “Priority Agricultural” area.
- In terms of the Shire of Waroona Local Planning Scheme No.7, the lots are zoned “Rural 2 - Irrigated Agriculture”.
- The proposed use is in line with the “Policy Intention” of Local Planning Policy 4 – Intensive Agriculture.

BACKGROUND

On 21 November 2019, Shire received an application for an “Intensive Agriculture” (Table Grape Vineyard) use at Lot 1 and 2 on Plan D059238 and on Lot 1 on Plan D080508 (Buller Road), Waroona.



The proponent proposes to expand the in-ground cultivation system to grow table grape varieties similar to the existing farm across the road. The table grapes are grafted onto selected rootstock suitable to the soil types of the lot. After the initial setup, no further cultivation is required. Permanent cover crops are planted to maintain soil health throughout summer.

REPORT DETAIL

The proposed development comprises of 95Ha of land, which will be developed with table grape vines.

In support of the application, the applicant submitted a Site Management Plan (**Appendix 9.2.3A**), which includes irrigation management, nutrient management as well as a nutrient export risk assessment.

The Site Management Plan has been referred to the appropriate government departments to ascertain its acceptability with no government departments having any objection or requiring specific conditions.

With regard to potential dust the applicant has advised that the same Dust Management Plan (**Appendix 9.2.3B**) will be used as what was approved for the existing farm, this is also applicable to Chemical Management Plan (**Annexure 9.2.3C**).

The applicant has indicated the existing vegetation within the lot along Somers Road will be removed. However, this will be done near the final stages of the preparatory earthworks to assist with mitigating dust. Further, a condition is proposed requiring a landscape screen be planted along the Somers Road boundary prior to the commencement of planting vines.

SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

Theme 3	Land Use
Aspiration	Responsible land use planning, and protecting rural land
Strategy 3.06	Encourage the establishment of new industries, which complement the rural feel of the Shire.

OTHER STRATEGIC LINKS

Local Planning Strategy 2009 (LPS)

The subject lot is designated as Priority Agriculture and located within the Agricultural Precinct.

The objective of the Priority Agriculture Area is to protect it from lifestyle subdivision and other non-compatible development in an area which has, or is capable of having, irrigation infrastructure to allow for a range of diverse agricultural uses.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

The Act provides the statutory head of power for enforcement of Local Planning Schemes and regulations made under the Act.

Peel Regional Scheme 2003

Clause 12 (e) states that Rural – is to provide for the sustainable use of land for agriculture, assist in the conservation and wise use of natural resources including water, flora, fauna and minerals, provide a distinctive rural landscape setting for the urban areas and accommodate carefully planned rural living developments.

Shire of Waroona Local Planning Scheme No. 7 (LPS)

The subject lots are zoned Rural 2 - Irrigated Agriculture under the LPS.

Agriculture – Intensive is a P (Permitted) use in the Irrigated Agriculture zone.

Clause 3.13.1 of the LPS states that the objectives of the irrigated Agriculture is to preserve the rural character of the District's farming lands and to ensure they continue to contribute materially to the District's economy, whilst recognising changes in land use practices will affect land management and the landscape generally.

SUSTAINABILITY & RISK CONSIDERATIONS*Economic - (Impact on the Economy of the Shire and Region)*

The approval of the application would have a positive impact on the economy of the Shire and Region with the number of workers employed and the support of local businesses.

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

There is a possible impact on the community due to the use of gas guns. However, Shire Officers are preparing a management plan to mitigate any impact.

Environment – (Impact on environment's sustainability)

Nutrient export from the site is a significant factor to be considered. Referral responses from the Departments of Water and Environmental Regulation and Primary Industries and Regional Development have stated the acceptability of the onsite management practices and existing soil types in meeting the relevant nutrient export targets.

Policy Implications

The development application has been assessed against the relative state and local policies. Officers are of the opinion that should Council approve the application with the recommended conditions the application complies with the relative state and local policies.

- State Planning Policy 2.1 Peel-Harvey Coastal Plain Catchment
- State Planning Policy 2.5 Rural Planning
- Peel Region Scheme - Strategic Agricultural Resource Policy (2003)
- Local Planning Policy 4 – Intensive Agriculture

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
Moderate	Whilst the intensive agriculture industry use has an element of risk, various risk mitigation process are proposed to be implemented which Shire officers accept as adequate.

CONSULTATION

The application was referred to the following agencies, with no objections received from:

- Department of Water & Environmental Regulation
- Department of Primary Industries & Regional Development
- Department of Biodiversity, Conservation & Attraction
- Harvey Water

Further, in accordance with the provisions of Clause 64 of the Deemed Provisions, notification letters were sent to adjoining / affected neighbours and an advertisement published on the Shire website.

No objections were received, however one submission was and is summarised as follows:

- The existing vegetation along the boundaries were planted to screen the Alcoa residual ponds.
- The existing vegetation would act as a barrier against chemical drift.
- Trees along Buller Road serve as a conduit for small birds that travel from the scarp.

Officers are confident the concerns raised through the submission, has been adequately addressed by the recommended conditions.

RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil

OPTIONS

Council has the option of:

1. Approving the application as recommended.
2. Approving the application with amended condition (and provide reasons).
3. Refuse the application and provide reasons.

CONCLUSION

The Shire officers are satisfied the proposal is consistent with the zone of the land and considers the use unlikely to have an unreasonable impact on the surrounding rural land.

Further, the development and use of the site as a vineyard is consistent with its identification as a strategic agricultural resource. Potential impacts from the use including spray drift, dust, noise and nutrient export have been assessed and are considered acceptable or able to be appropriately managed.

The application is recommended for approval subject to conditions.

Cr Walmsley returned to the meeting, the time being 4.26 pm and resumed the Chair.

Cr Walmsley declared an interest affecting impartiality in Item 9.2.4 as a farmer in the Shire.
Cr Odoriso declared an interest affecting impartiality in Item 9.2.4 as a family business is a member.

Cr Snell declared an interest affecting impartiality in Item 9.2.4 as a family member of local business involved in beef cattle production in Waroona Shire.

9.2.4 COMMITMENT OF FUNDS IN THE 2020/21 AND 2021/22 FINANCIAL BUDGETS TO SUPPORT SOUTHERN DIRT ECONOMIC DEVELOPMENT WITHIN WAROONA	
File Ref:	1/7
Previous Items:	Nil
Applicant:	Southern Dirt
Author and Title:	Leonard Long, Director Planning & Economic Development
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Number	Nil

RECOMMENDATION

That Council:

1. Commits \$10,000 in both the 2020/2021 and 2021/2022 financial budgets to support the activities of Southern Dirt in the Shire of Waroona and the wider Peel Region (Economic Services - GL 7772).
2. Agrees the \$10,000 commitment in the 2020/2021 financial budget be specifically directed to the activities that Southern Dirt is undertaking as part of its recently approved Regional Economic Development (REDS) grant awarded through the Peel Development Commission (PDC).
3. Agrees the \$10,000 commitment in the 2021/2022 financial budget be made subject to an agreement between Southern Dirt and the Shire of Waroona as to the specific activities that the funding will support. Further, subject to confirmation other Local Governments and organisations in the Peel Region are also providing funding support for key activities to be carried out by Southern Dirt.

COUNCIL RESOLUTION

OCM20/02/013

Moved: Cr Scott

Seconded: Cr Vitale

That Council:

1. **Commits \$10,000 in both the 2020/2021 and 2021/2022 financial budgets to support the activities of Southern Dirt in the Shire of Waroona and the wider Peel Region (Economic Services - GL 7772).**
2. **Agrees the \$10,000 commitment in the 2020/2021 financial budget be specifically directed to the activities that Southern Dirt is undertaking as part of its recently approved Regional Economic Development (REDS) grant awarded through the Peel Development Commission (PDC).**



3. **Agrees the \$10,000 commitment in the 2021/2022 financial budget be made subject to an agreement between Southern Dirt and the Shire of Waroona as to the specific activities that the funding will support. Further, subject to confirmation that the Shire of Murray also provides funding support for key activities to be carried out by Southern Dirt.**
4. **Develop some Key Performance Indicators as part of the agreement to ensure these are met prior to providing funding in 2021/2022.**

CARRIED BY ABSOLUTE MAJORITY 8/0

Reason for Change to Officer Recommendation

To ensure adequate leverage funding from the Shire of Murray to allow an adequate budget to be developed to meet key objectives.

IN BRIEF

- Southern Dirt is working to develop an agricultural hub in the Peel Region – a network of farmers and growers, to link them into key initiatives such as the Australian Centre for Phenome Research and the Future Food Systems CRC, and to link them into the Peel Agri-Innovation Precinct - identified as one of 6 hubs across Australia where research will meet enterprise to build value and growth in the nations agri-business sector;
- As part of the process of building the Peel Hub, Southern Dirt are also undertaking three projects commencing February 2020 and completing June 2021. These three initiatives are the development of a new premium beef supply chain, delivery of a Future Food Conference in Peel, and the development of a prototype protected horticulture system;
- Funding to support Southern Dirt in building the Peel Hub has been made available by the Department of Primary Industries and Regional Development;
- The cost of delivering the three projects is \$125,000. Southern Dirt has secured a REDS grant through the Peel Development Commission of \$65,000. Southern Dirt is seeking a commitment of \$10,000 from the Shire of Waroona, with the balance secured through contributions from the Shires of Murray, Serpentine and Jarrahdale, and Boddington, The Peel Harvey Catchment Council, and Regional Development Australia (RDA) Peel. In anticipation of priority actions and projects arising from the current work, all aforementioned parties are also budgeting support for Southern Dirt in the 2021/2022 financial year – with a recommendation in this report that Council approves an amount for \$10,000 for this.

BACKGROUND

Southern Dirt is one of Western Australia's leading grower groups, encompassing some of WA's most productive land and representing some of the states' most innovative farmers. Southern Dirt's operational region extends from Boddington to Frankland, between the coast and the Wheatbelt.

Southern Dirt's operating model is the formation of agricultural hubs, bringing farmers and producers together in a network to undertake technology research, seek new markets and grow the value of agriculture. To-date Southern Dirt has facilitated the establishment of the Southwest, Kojonup, West Arthur, and Boyup Brook hubs and is now working to establish a



hub in the Peel Region. Each hub has a committee drawn from the farmers in the area, with Southern Dirt offering various support services.

Southern Dirt is also a foundation member of the Future Food Systems CRC, funded under the Commonwealth Government's Cooperative Research Centre Program.

The CRC was initiated by NSW Farmers Association, UNSW and Food Innovation Australia Ltd and was then progressed by a consortium of more than 60 founding industry, government and research participants. CRC research and capability programs will support participants in optimising the productivity of regional and peri-urban food systems, taking new products from prototype to market and implementing rapid, provenance-protected supply chains from farm to consumer. The CRC will also facilitate the graduation of 60 PhD students and will train a new generation through relevant educational programs. The CRC will initially operate in six food hubs across Australia, with the Peel's Agri-innovation Precinct in Nambeelup being one of the six.

The role of Southern Dirt in coordinating farmers and producers and exposing farmers to new technologies, opening new domestic and export markets and generating the certainty that farmers need to grow their enterprise, are all-key for the future success of agri-business in Western Australia.

REPORT DETAIL

Southern Dirt's current activities, through to June 2021, are divided into two parts:

Part one (1) is the building of the Peel Farmers Hub, this is focused on the establishment of a Committee with a formal Term of Reference, establishing a network database, consultation to build membership and to understand issues facing farmers, and development of a strategic opportunity plan. This Part supported with funding from the Department of Primary Industries and Regional Development.

Part two (2) involves delivery of three (3) signature pilot projects and delivery of events and activities to implement the Peel opportunity plan. The three (3) signature pilot projects, to be completed by June 2021, are:

- Premium Beef Supply Chain - Southern Dirt will connect Peel and South West beef producers together to develop a plan for the growth of premium value add beef industries in the region. Both hubs will work together to overcome supply chain issues such as Service Kill, Micro-branding, traceability and process facility development.

This has been identified through work already done in Part 1 as the priority problem facing beef producers. Export market growth represents a significant opportunity but in WA's south 75% is consumed fresh domestically due to supply chain issues. Consequently, beef numbers have stagnated along with farmer confidence in access to premium markets. There is value in developing a collaboration that de-risks investment in value-add infrastructure and ensures supply for value-add activities that will be run in the Peel region.

Overall objectives are to deliver a 20% increase in value to beef producers through export and value add opportunities by 2025, establish an alternative economically viable export market for beef to reduce reliance on local markets, and boost employment in the cattle industry by increasing profitability. A beef supply chain map will be delivered with identified gaps and investment opportunities.

- Future Food Conference and Exhibition that connects farmers, industry, consumers, health practitioners and researchers together to showcase future of food concepts in Australia. Discussions have already been held with the Future Food Institute, Murdoch, Meat, and Livestock Australia. Delivery of this is estimated to be February 2021. This project is important as it delivers information on what farmers should produce to meet the market needs and what industry needs to process and market for the future.
- The Peel Hub will deliver a protected horticultural cropping/container farming system pilot project (WA first). A model has been developed and partnerships are currently being sort to bring this action research project to life. It will educate the local farm community on how to use smaller plots of land to deliver high value premium food to market at lower costs, train young people for the agricultural jobs of the future as well as the NRM benefits it brings to the region. Peel Youth Services have indicated their interest along with other peri-urban Shires (Serpentine and Jarrahdale, Murray and Harvey) indicating their support. If proven this pilot will be replicated with the aim to create 100 jobs in the region within 5 years.

The total cost of the activities in Part two (2) is \$125,000, against which Southern Dirt has secured a REDS grant in an amount of \$65,000. It is proposed the Shire of Waroona commits a contribution of \$10,000 (in the 2020/2021 financial year). The balance of required funding has been secured through contributions from the Shires of Serpentine and Jarrahdale, Murray and Boddington, RDA Peel and the Peel Harvey Catchment Council.

After June 2021, it is anticipated a number of priority projects will emerge from the above work. The Shires of Serpentine and Jarrahdale, Murray and Boddington, the Peel Harvey Catchment Council and RDA Peel are all working towards a budget allocation for the financial year 2021/2022 to ensure that funding is available to maintain momentum in Southern Dirt's activities. It is proposed that the Shire of Waroona commits an amount of \$10,000 for 2021/2022.

SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

Theme 1	Local Economy
Aspiration	Managing our future growth
Strategy 1.05	Support the establishment of businesses and industries, which complement existing activities within the Shire.

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

This initiative presents important information, which will be used to inform the review of the Local Planning Strategy and the subsequent review of the Town Planning Scheme.

SUSTAINABILITY & RISK CONSIDERATIONS

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

It is critical that the agricultural sector flourishes in Waroona and adjacent local government areas. The work undertaken by Southern Dirt serves to link farmers/producers into the Transform Peel program.



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

The engagement of farmers/producers and developing links for them to the Shire's strategic programs and projects are important for social cohesion and wellbeing in the Shire of Waroona – specifically the large proportion of the Shires population who are engaged in the agricultural sector.

Environment – (Impact on environment's sustainability)

Strengthening the agricultural sector is critical in the maintenance of the natural assets of the Shire.

Policy Implications

Nil

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
Low	Peel farmers/producers do not respond, or respond slowly, to the Peel hub initiative.

CONSULTATION

Southern Dirt will be consulting extensively with the Peel regions farming community, and through their involvement with the Future Food Systems CRC, will be linking them to strategic research programs.

RESOURCE IMPLICATIONS*Financial*

The commitment from the Shire of Waroona totals \$20,000 over two (2) financial years. There is strong co-funding from the Department of Primary Industries and Regional Development, the Peel Region's other local governments, the Peel Harvey Catchment Council and Regional Development Australia Peel. This is indicative of the strategic nature of the work that Southern Dirt will be doing, and it ensures strong oversight of the various activities.

Workforce

The Shire of Waroona Planning and Economic Development Department will be working closely with Southern Dirt. However, this will be integrated into the existing work.

OPTIONS

Council has the option of:

1. Committing \$20,000 over 2020/2021 and 2021/2022 financial years.
2. Reduce the amounts or limiting its commitment to the 2020/2021 financial year.
3. Not commit any funding.

CONCLUSION

The mobilisation of farmers and producers to bring them into the strategic initiatives happening in the Peel Region is critical. Southern Dirt have developed the hub model and through this, they have started to build strong networks and relationships with farmers/producers across the whole of the south and southwest of WA. The activities that they are planning to undertake over the 18 months in the Peel region will add significant value to the Transform Peel program and will benefit the Shire of Waroona's farming community.

9.3 DEPUTY CHIEF EXECUTIVE OFFICER / DIRECTOR CORPORATE SERVICES

9.3.1 LISTING OF PAYMENTS FOR THE MONTH OF DECEMBER 2019 & JANUARY 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	9.3.1

COUNCIL RESOLUTION

OCM20/02/014

Moved: Cr Mason

Seconded: Cr Purcell

That Council:

1. receive the following payments made throughout the month of December 2019 and January 2020;

Municipal	Cheque 9337 - 9396	\$68,886.82
	EFT 31258 - 31625	\$1,330,765.47
Direct wages	01/12/19 – 31/01/20 inclusive	\$529,045.12
Direct Debit	01/12/19 – 31/01/20	\$117,353.65
Trust	Cheque 11240 - 11243	\$16,224.79
	EFT31324, 31325, 31506, 31507, 31600	
GRAND TOTAL		\$2,062,275.85

as attached at appendix 9.3.1.

CARRIED 8/0**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 December 2019 and January 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 December 2019 and January 2020.
2. Not receive the listing of payments presented for the month of December 2019 and January 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 December 2019 and January 2020. All expenditure is 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.

9.3.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2019 TO 31 DECEMBER 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
Declaration of Interest:	Nil
Appendix Number	9.3.2

COUNCIL RESOLUTION**OCM20/02/015****Moved: Cr Mason****Seconded: Cr Snell**

That Council receive the Monthly Statement of Financial Activity for the period 1 July 2019 to 31 December 2019 as presented.

CARRIED 8/0**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;

- Statement of Financial Activity by Programme
- Statement of Financial Activity by Nature and Type, and
- Statement of Financial Position
- Note 1 – Significant Accounting Policies
- Note 2 – Graphical Representation
- Note 3 – Net Current Funding Position
- Note 4 – Cash and Investments

- Note 5 – Major Variances
- Note 6 – Budget Amendments
- 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 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 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.

9.3.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2019 TO 31 JANUARY 2020	
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
Declaration of Interest:	Nil
Appendix Number	9.3.3

COUNCIL RESOLUTION**OCM20/02/016****Moved: Cr Dew****Seconded: Cr Mason**

That Council receive the Monthly Statement of Financial Activity for the period 1 July 2019 to 31 January 2020 as presented.

CARRIED 8/0**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

- Note 5 – Major Variances
- Note 6 – Budget Amendments
- 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 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 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.

Cr Vitale declared an interest affecting impartiality in Item 9.3.4 as a family member of the reporting officer.

9.3.4 SHIRE OF WAROONA MEETING PROCEDURES LOCAL LAW 2019			
File Ref:	26/6		
Previous Items:	OCM. 28 Mar 00	Item 10.5.4	(9041)
	OCM. 22 Aug 00	Item 10.5.5	(9200)
	OCM. 27 Mar 01	Item 10.5.3	(9357)
	OCM. 26 Jun 01	Item 10.5.3	(9438)
	OCM. 27 Mar 12	Item 9.3.3	(OCM12/03/037)
	OCM. 26 Jun 12	Item 9.3.3	(OCM12/06/075)
	OCM. 22 Oct 19	Item 16.4.4	(OCM19/10/123)
Applicant:	Shire of Waroona		
Author and Title:	Brad Vitale, Corporate Compliance Officer		
Declaration of Interest:	Nil		
Voting Requirements:	Absolute Majority		
Appendix Number	9.3.4		

COUNCIL RESOLUTION

OCM20/02/017

Moved: Cr Scott

Seconded: Cr Odorisio

That Council:

- 1. Adopts the Shire of Waroona Meeting Procedures Local Law 2019, as detailed at Appendix 9.3.4 in accordance with the requirements of the *Local Government Act 1995*; and**
- 2. Approves for the Chief Executive Officer to –**
 - **publish in the Government Gazette the Shire of Waroona Meeting Procedures Local Law 2019, as adopted;**
 - **forward a copy of the adopted local law to the Minister for Local Government;**
 - **give local public notice of the adoption of the local law; and**
 - **complete and submit all explanatory memorandums, statutory procedures checklists and other supporting information on the local law to the Joint Standing Committee on Delegated Legislation.**

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

Council is requested to consider the Shire of Waroona Meeting Procedures Local Law 2019 as revised following public consultation, and progress the formal making of this local law in accordance with the *Local Government Act 1995*.

BACKGROUND

At its Ordinary Council Meeting on 22 October 2019, Council resolved the following to progress the development of a new meeting procedure local law:

COUNCIL RESOLUTION

OCM19/10/123



*Moved: Cr Purcell
Seconded: Cr Scott*

That:

1. *council approves for the making of the proposed Shire of Waroona Meeting Procedures Local Law 2019, as detailed at Appendix 9.4.4 in accordance with section 3.12(3)(a) and (b) of the Local Government Act 1995; and*
2. *council approves for the Chief Executive Officer to –*
 - (a) *undertake State-wide and local advertising, and arrange for the display of public notices relating to the proposed local law that invite public submission for a minimum of 6 weeks;*
 - (b) *make copies of the proposed local law available to the general public;*
 - (c) *forward a copy of the proposed local law to the Minister for Local Government, and prepare National Competition Policy documentation after the close of the submission period; and*
 - (d) *prepare a further report on the proposed local law for Council consideration after the closing date for submissions.*

CARRIED 7/0

This resolution has been completed, and Council approval is required to continue the progression of the making of this local law.

REPORT DETAIL

The proposed Shire of Waroona Meeting Procedures Local Law 2019 was advertised state-wide in The West Australian newspaper on Wednesday, 30 October 2019 and locally in the Harvey Reporter on Tuesday, 29 October 2019. The advertisement invited public submissions for more than the statutory minimum of 6 weeks, with submissions due by Friday, 20 December 2019. Copies of the advertisement were displayed on the Shire Administration Office public notice board and on the Shire website.

A copy of the proposed draft local law and copies of the advertisements were sent to the Minister for Local Government and Department of Local Government, Sport & Cultural Industries for review.

No public submissions were received, and therefore the proposed local law has not changed from the draft endorsed at the October Ordinary Council Meeting.

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

Section 5.25 of the *Local Government Act 1995* (the Act) refers to regulations (such as a Local Law) being made for the conduct of meeting. The Act's intention is to have procedures for the proper and appropriate running of a meeting. These procedures are specified in detail through the implementation of a Local Law.

Council may make local laws in accordance with Part 3 of the Act and in so doing, all local laws are then to be reviewed within eight years of their commencement date.

The process of adopting or amending a local law is set out in section 3.12 of the Act and is summarised in Table 1 below with further information provided following the table.

Table 1 - Timeline for making local laws.

Task	LGA Section	Effective Date
Report to Council for approval to advertise proposed new Local Laws. <i>(President to give notice of the purpose and effect to the meeting of the proposed local law).</i>	3.12(2)	Tuesday, 22 October 2019
Give State-wide and local public notice and make copies available to the general public.	3.12(3)(a)	<u>The West Australian – Tuesday, 29 October 2019</u> <u>Harvey Waroona Reporter – Tuesday, 29 October 2019</u>
Closing date for submissions to be received (not less than 6 weeks).	3.12(4)	Friday, 13 December 2019 <i>(46 days)</i>
Give copy of the proposed local law and the notice to the Minister for Local Government and prepare National Competition Policy review after advertising.	3.12(3)(b)	Tuesday, 29 October 2019
Consider submissions and report back to Council to determine whether to make a Local Law (absolute majority required).	3.12(4)	Tuesday, 25 February 2020
Publish Local Laws in Government Gazette and give copy to the Minister for Local Government.	3.12(5)	Tuesday, 10 March 2020
Give State-wide and local public notice advising that the new laws have been made, the title, and make copies available to the general public.	3.12(6)	Tuesday, 17 March 2020
Prepare explanatory memorandum and submit with copy of the new Local Laws to Parliamentary Joint Standing Committee on Delegated Legislation.	3.12(6)	Tuesday, 17 March 2020

Section 3.12 of the Act deals with the procedure for making local laws –

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
 - (a) give State-wide public notice stating that —
 - (i) the local government proposes to make a local law the purpose and effect of which is summarised in the notice; and
 - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
 - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;and
 - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
 - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.

** Absolute majority required.*
- (5) After making the local law, the local government is to publish it in the *Gazette* and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the *Gazette* the local government is to give local public notice —
 - (a) stating the title of the local law; and
 - (b) summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - (c) advising that copies of the local law may be inspected or obtained from the local government's office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section —

making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

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

CORP006 – Agenda for Monthly Meeting

To detail the protocol to be used when preparing the Council monthly Ordinary meeting agenda.

CORP008 – Public Question Time and Receiving Public Statements

To provide guidance on the consideration of “Public Question Time” and “Public Statements” applicable to the conduct of Ordinary Council meetings, Special Council meetings and Council Committees.

CORP047 – Petitions and Deputations

To detail the protocol to be used for the receiving and accepting of petitions and deputations.

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
High	There is a risk of poor governance and non-compliance with legislative requirements if the local law making process is not followed.

CONSULTATION

- State-wide notice of the proposed Shire of Waroona Meeting Procedures Local Law 2019 and invitation for public submissions were advertised in The West Australian on Wednesday, 30 October 2019.
- Local notice of the proposed Shire of Waroona Meeting Procedures Local Law 2019 and invitation for public submissions were advertised in the Harvey Reporter on Tuesday, 29 October 2019.
- The proposed Shire of Waroona Meeting Procedures Local Law 2019 and invitation for public submissions were advertised online on the Shire website and copies available in hard copy at the Shire Administration Office.
- A copy of the proposed draft local law and copies of the advertisements were sent to the Minister for Local Government and Department of Local Government, Sport & Cultural Industries.
- No public submissions were received.

RESOURCE IMPLICATIONS

Financial

The cost of making the proposed local law which includes re-advertising and gazettal is approximately \$2,000. Funds are available in the 2019/2020 budget for the project cost.

Workforce



There is no workforce implications with this recommendation.

OPTIONS

Council has the option of:

1. Accepting the officer recommendation to progress the making of the proposed Shire of Waroona Meeting Procedures Local Law 2019.
2. Amending or not accepting the officer recommendation.

CONCLUSION

It is recommended that Council progresses the process under *the Local Government Act 1995* to make the proposed Shire of Waroona Meeting Procedures Local Law 2019 to provide for the orderly conduct of meetings of the Council and its Committees and effectively manage the business of meetings.

Cr Vitale declared an interest affecting impartiality in Item 9.3.5 as a family member of the reporting officer.

9.3.5 REGIONAL PRICE PREFERENCE POLICY	
File Ref:	111/1
Previous Items:	OCM. 26 Nov 19 Item 9.5.4 (OCM19/11/140)
Applicant:	Shire of Waroona
Author and Title:	Brad Vitale, Corporate Compliance Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Number	9.3.5

COUNCIL RESOLUTION

OCM20/02/018

Moved: Cr Scott

Seconded: Cr Vitale

That Council adopts the Regional Price Preference Policy as revised following public consultation in accordance with the *Local Government (Functions & General) Regulations 1996*.

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

Council is requested to consider adopting the Regional Price Preference Policy as revised following public consultation in accordance with the *Local Government (Functions & General) Regulations 1996* as per **Appendix 9.3.5**.

BACKGROUND

At its Ordinary Council Meeting on 26 November 2020, Council resolved to adopt a Regional Price Preference Policy to encourage the Shire of Waroona to purchase locally and assist in supporting the local economy, particularly in terms of tendering.

To comply with the *Local Government (Functions & General) Regulations 1996*, the Shire must:

- (a) prepare a proposed regional price preference policy (if no policy has yet been adopted for that kind of contract); and
- (b) give Statewide public notice of the intention to have a regional price preference policy and include in that notice —
 - (i) the region to which the policy is to relate; and
 - (ii) details of where a complete copy of the proposed policy may be obtained; and
 - (iii) a statement inviting submissions commenting on the proposed policy, together with a closing date of not less than 4 weeks for those submissions; and
- (c) make a copy of the proposed regional price preference policy available for public inspection in accordance with the notice.

This proposed policy must adhere to the following:

- (1) A policy cannot be adopted by a local government until at least 4 weeks after the publication of the Statewide notice of the proposed policy.



- (2) An adopted policy must state —
- (a) the region or regions within which each aspect of it is to be applied; and
 - (b) the types and nature of businesses that may be considered for each type of preference; and
 - (c) whether the policy applies to —
 - (i) different regions in respect of different parts of the contract, or the various contracts, comprising the basis of the tender;
 - (ii) different goods or services within a single contract or various contracts;
 - (iii) different price preferences in respect of the different goods or services, or the different regions, that are the subject of a tender or tenders, or to any combination of those factors.
- (3) An adopted policy cannot be applied until the local government gives Statewide notice that it has adopted that policy.
- (4) The local government is to ensure that a copy of an adopted regional price preference policy is —
- (a) included with any specifications for tenders to which the policy applies; and
 - (b) made available in accordance with regulation 29 of the *Local Government (Administration) Regulations 1996*.

These requirements have now been completed.

REPORT DETAIL

Changes to the draft policy presented at the November Ordinary Council Meeting are detailed below, with proposed deletions indicated in red and strikethrough, and proposed insertions indicated in green.

Shire of Waroona Businesses

- (a) 10% where the contract is for goods and services up to a maximum price assessment reduction of ~~\$100,000 and a flat \$10,000 between \$100,001 – \$150,000~~ **\$50,000**; and
- (b) 5% where the contract is for construction (building services) up to a maximum price assessment reduction of \$50,000.

Peel Region Businesses

- (a) 5% where the contract is for goods and services up to a maximum price assessment reduction of \$50,000 ~~and 2.5% between \$50,001 – \$150,000~~; and
- (b) 2.5% where the contract is for construction (building services) up to a maximum price assessment reduction of \$50,000.

The reason for this change is to comply with the regulation 24D of the *Local Government (Functions & General) Regulations 1996*.

SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

Theme 1	Local Economy.
Aspiration	Managing Our Future Growth.
Strategy 1.05	Support the establishment of businesses and industries which complement existing activities within the Shire.

Theme 6	Good Governance.
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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 (Functions & General) Regulations 1996

r.24D. Discounts permitted for regional price preferences

- (1) A preference may be given to a regional tenderer by assessing the tender from that regional tenderer as if the price bids were reduced by —
- (a) up to 10% — where the contract is for goods or services, up to a maximum price reduction of \$50 000; or
 - (b) up to 5% — where the contract is for construction (building) services, up to a maximum price reduction of \$50 000; or
 - (c) up to 10% — where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500 000, if the local government is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the local government.

r.24E. Regional price preference policies for local governments

- (1) Where a local government intends to give a regional price preference in relation to a process, the local government is to —
- (a) prepare a proposed regional price preference policy (if no policy has yet been adopted for that kind of contract); and
 - (b) give Statewide public notice of the intention to have a regional price preference policy and include in that notice —
 - (i) the region to which the policy is to relate; and
 - (ii) details of where a complete copy of the proposed policy may be obtained; and
 - (iii) a statement inviting submissions commenting on the proposed policy, together with a closing date of not less than 4 weeks for those submissions; and
 - (c) make a copy of the proposed regional price preference policy available for public inspection in accordance with the notice.

r.24F. Adoption and notice of regional price preference policy

- (1) A policy cannot be adopted by a local government until at least 4 weeks after the publication of the Statewide notice of the proposed policy.
- (2) An adopted policy must state —
- (a) the region or regions within which each aspect of it is to be applied; and
 - (b) the types and nature of businesses that may be considered for each type of preference; and
 - (c) whether the policy applies to —
 - (i) different regions in respect of different parts of the contract, or the various contracts, comprising the basis of the tender;
 - (ii) different goods or services within a single contract or various contracts;

- (iii) different price preferences in respect of the different goods or services, or the different regions, that are the subject of a tender or tenders, or to any combination of those factors.
- (3) An adopted policy cannot be applied until the local government gives Statewide notice that it has adopted that policy.
- (4) The local government is to ensure that a copy of an adopted regional price preference policy is —
 - (a) included with any specifications for tenders to which the policy applies; and
 - (b) made available in accordance with regulation 29 of the Local Government (Administration) Regulations 1996.

SUSTAINABILITY & RISK CONSIDERATIONS

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

There is strong evidence that both “buy local” and “purchase local” campaigns can have significant positive impacts on a local economy. “Buy local” encourages the formation of local entrepreneurs, the growth of local enterprise, job creation, building of local skills and strengthening community cohesion. “Purchase local” clearly increases the amount of money in circulation in a local economy, the speed of circulation of that money and the creation of local jobs.

Research undertaken by the Michigan State University in the City of Grand Rapids (2010) shows that for every \$100 spent in locally owned business, \$73 remains in the local economy. Conversely for every \$100 spent in non-locally owned business, \$43 remains in the local economy. Recent analysis by REMPLAN (2018) in Geraldton shows that for every \$100 spent in a local small business, \$66 stays in the local economy. Conversely, for every \$100 spent online, only \$4 stays in the local community.

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

With a stronger business community, naturally comes a stronger quality of life. The flow-on effects of a strong local economy results in more local jobs, more money going to other local businesses, and the local business owners then having more funds to direct back into the community by way of sports sponsorships, prizes and other similar contributions.

Environment – (Impact on environment’s sustainability)

Nil.

Policy Implications

If the recommendation is supported, a new policy will be adopted titled FIN010 – Regional Price Preference Policy.

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
High	There is significant reputational risk if Shire officers ignore local businesses when purchasing and/or quoting. There is some reputational risk by adopting this policy from residents that do not own businesses, as it could be argued that Shire rates are being used to support local purchases, even if they are slightly higher. There is also a 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

- State-wide notice of the intention to have a regional price preference policy was provided in The West Australian newspaper on Wednesday, 11 December 2020.
- The proposed Regional Price Preference Policy was available online on the Shire website and in hard copy at the Shire Administration Office.
- No public submissions were received.

RESOURCE IMPLICATIONS

Financial

It is difficult to quantify the direct financial impact, however the overall effect is negligible as most tenders called are above \$150,000 and very few tenders are called annually.

Workforce

There is no workforce implications with this recommendation.

OPTIONS

Council has the option of:

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

CONCLUSION

If Council support the officer recommendation, the decision would signal to the business community that it is, equally, the most supportive local government towards local business in Western Australia.

While some items purchased will potentially be at a higher cost, the benefits of supporting local business is obvious. Local businesses pay rates, employ local workers and the money injected into the local economy has a value-add component through local re-spend by those businesses and workers.

The strategy also is consistent with the new focus on place-making where the Shire is placing a heavy focus on bringing the local community, business sector and the Shire together to create community driven and community centric places. This decision will enhance the Council's standing in the community and demonstrate its commitment to the local business and local community.

Most purchases made by officers are at the lower price range, so there is not expected to be a significant impact on Councils finances. Also, it must be noted that purchases, particularly the ones that relates to services are not made on price alone as quality is also a factor in the decision making. However, the Policy provides a guide to staff and ensures that local businesses have every opportunity to gain business from the Shire of Waroona, particularly when products are like-for-like.

9.3.6 POLICY FIN028 – CORPORATE CREDIT CARD	
File Ref:	17/1
Previous Items:	OCM 17 Dec 2020 9.4.4 OCM19/12/163
Applicant:	Shire of Waroona
Author and Title:	Ashleigh Nuttall, Manager Corporate Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Number	9.3.6

COUNCIL RESOLUTION

OCM20/02/019

Moved: Cr Mason

Seconded: Cr Purcell

That Council endorse the amended Policy FIN028 – Corporate Credit Card as per Appendix 9.3.6.

CARRIED BY ABSOLUTE MAJORITY 8/0**IN BRIEF**

To seek Council's endorsement to amend the current Corporate Credit Card policy to include an additional card holder. The additional card will be provided to the Place & Community Development Coordinator with a credit limit of \$1,000 (minimum card limit required by NAB). The credit card will be predominately used for purchasing requirements when conducting community functions.

BACKGROUND

The current policy states:

The Council approves the issue of a Business Credit Card facility to the value of \$30,000 per month for ease of on-line purchases and other incidental purchases where other payment methods are not practicable. Individual card holders are as follows:

- Chief Executive Officer with a limit of \$15,000
- Deputy Chief Executive Officer / Director Corporate Services with a limit of \$5,000
- Director Planning & Economic Development with a limit of \$5,000
- Manager Corporate Services with a limit of \$5,000

Conditions of use shall be as follows:

- Expenditure to be for official Council purposes only. Personal use and recoup of expenditure is not permitted.
- No cash withdrawals are to occur.
- Inadvertent personal transactions in error to be reimbursed within 30 days of Bank Statement issue date.
- Receipts to be kept (orders where appropriate) and presented to Accounts staff.
- Access to card is restricted when not in use including adequate security.
- Statement to be reconciled monthly with supporting documents and a signed endorsement provided by the Chief Executive Officer & Deputy Chief Executive Officer/Director Corporate Services.
- Authority form "Corporate Credit Cardholder Agreement" signed by card recipient.

- Use of card by other officers requires signed authority in the form of a Council Purchase Order.
- Purchase to be accordance with Shire of Waroona Purchasing Policy where relevant.

REPORT DETAIL

It has been identified that following a significant increase in the Shire of Waroona's collaboration with community groups through community events, there is a need to issue the Place and Community Development Coordinator with a Corporate Credit Card.

Currently the Community Development team, through Council's purchasing policy, use the purchase order/invoicing system for any significant purchases. However, incidental purchases, after office hours, result in employees having to self-fund purchases for later reimbursement using petty cash.

Supplying the Place and Community Development Coordinator with a Corporate Credit Card with a limit of \$1,000 will allow the Place and Community Development Coordinator the ability to make small incidental purchases where required in addition to the following benefits:

- Reduced time for accounts employees entering invoices and processing payment for small incidental items.
- Provides a useful resource after hours if required during community events.
- Reduces the need for the employees to carry cash while attending events; and
- Provides an effective audit trail of expenditures.

The existing conditions of use, as identified in the existing policy will continue to apply to any additional users.

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 stability.
Strategy 5.13	High level of accountability and meeting of audit requirements.
Strategy 5.14	Financial conformity with the relevant Council policies.

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

The following provisions of the Local Government Act 1995 (the Act) and associated regulations impact on the use and control of corporate credit cards;

- Section 2.7(2)(a) and (b) of the Act requires the council to oversee the allocation of the local government's finances and resources and to determine the policies of the local government.
- Section 6.5(a) of the Act requires the Chief Executive Officer (CEO) to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.

- Local Government (Financial Management) Regulation 11(1)(a) requires local governments to develop procedures for the authorisation and payment of accounts to ensure that there is effective security and appropriate authorisations in place for the use of credit cards.

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

Details on the policy have been included in this amendment. See the “Report Detail” for information on the proposed policy amendment.

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
High	Not reviewing and correctly amending Council policy results in poor governance, non-compliance with legislative requirements and unclear direction to staff on Council’s direction.

CONSULTATION

No direct public consultation is required during the preparation of documentation, however, all policies will be placed on Council’s website.

RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil

OPTIONS

Council has the option of:

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

CONCLUSION

Although the Policies Documentation is formally reviewed and adopted en bloc once a year (December 2019), the requirement to address this individual policy outside of the normal policy review process will result in the amendment to the policy being able to take immediate effect.

9.3.7 LOCAL GOVERNMENT COMPLIANCE AUDIT RETURN – 1ST JANUARY 2019 TO 31ST DECEMBER 2019	
File Ref:	193/1
Previous Items:	Finance & Audit Committee Meeting February 2019
Applicant:	
Author and Title:	Ashleigh Nuttall – Manager Corporate Service
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number	9.3.6

COUNCIL RESOLUTION

OCM20/02/020

Moved: Cr Dew

Seconded: Cr Scott

That Council adopt the Compliance Audit Return for the period 1 January 2019 to 31 December 2019.

CARRIED 8/0**IN BRIEF**

- Council is requested to adopt the Compliance Audit return for the twelve month period 1st January 2019 to 31st December 2019.

BACKGROUND

The Compliance Audit is a self-assessment tool that allows Council to monitor how the organisation is functioning in relation to meeting a range of its statutory obligations under the Local Government Act 1995 and its regulations.

As per recent advice this return is completed online through the Department of Local Government, Sport and Cultural Industries Smart Hub portal.

The Department assesses these returns to examine each Local Governments compliance and identify any areas of improvement with relation to regulatory compliance.

REPORT DETAIL

Each year officers complete the annual compliance return which is then submitted to the Finance and Audit committee for endorsement. Once endorsed by the Finance and Audit Committee the return is tabled for Council consideration. Where there are any areas of non-compliance officer will make a recommendation on improvements to mitigate these non-compliance issues.

At present there are no areas of non-compliance and therefore Council will be submitted a clean compliance return to the Department of Local Government, Sport and Cultural Industries once adopted by Council.

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

Local Government Act 1995 Section 7.13 (i)
 Local Government (Audit) Regulations 1996 Section 13
 Local Government (Audit) Regulations 1996 Section 14
 Local Government (Audit) Regulations 1996 Section 15

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>
Moderate	The completion of the annual compliance return is a statutory requirement. If Council were to not complete and submit the return by the closing date Council would be in breach of the Act and the Regulations.

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil

OPTIONS

Council has the option of:

1. Adopt the Compliance Return for the period 1 January 2019 to 31st December 2019.
2. Not adopt the Compliance Return for the period 1 January 2019 to 31st December 2019.

CONCLUSION

In conclusion it is the officers recommendation that the 2019 compliance audit return be adopted by Council and submitted to the Department of Local Government, Sport and Cultural Industries.

9.3.8 FINANCIAL MANAGEMENT SYSTEMS REVIEW	
File Ref:	15/1 – Auditors, Compliance & Finance
Previous Items:	Previous Review OCM16/07/070
Applicant:	
Author and Title:	Ashleigh Nuttall – Manager Corporate Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number	9.3.8

COUNCIL RESOLUTION

OCM20/02/021

Moved: Cr Odorisio

Seconded: Cr Snell

That Council accept the report on the review of the appropriate and effectiveness of the Financial Management Systems and Procedures of the Shire of Waroona in accordance with Section 5(2)(c) of the Local Government (Financial Management) Regulation 1996.

CARRIED 8/0**IN BRIEF**

- The CEO is to regularly undertake a review of the appropriate and effectiveness of Council Financial Management systems and procedures and report to the Local Government the results of that review.
- Council are requested to accept the report prepared by AMD Chartered accountants reviewing the appropriateness and effectiveness of Council Financial Management systems and procedures.

BACKGROUND

Following receipt of the report on the review of the Financial Management Systems and Procedures of the Shire of Waroona the Chief Executive Officer is required to present the results to Council. The review was carried out by Council's Auditor AMD Charter Accountants. A copy of the Scope of the review and auditors findings are attached within the appendices (**Appendix 9.3.8**).

REPORT DETAIL

In accordance with Part 2, Section 5 (2)(c) of the Local Government Financial Management Regulations, the Chief Executive Office is to undertake a review (not less than every four (4) years) of the appropriateness and effectiveness of the Financial Management systems and procedures of the Local Government.

As of the 26th June 2018 the Local Government (Financial Management) Regulation 1996 Part 2, Section 5(2)(c) was amended requiring this review to be conducted every 3 year. AMD Chartered accountants completed this review in July 2019. The last review was presented to Council in July 2016 (OCM16/07/070).

As per the attached report a number of recommendation have already been implemented including the two significant findings, with others schedule to be implemented over the 2019/20 financial year.



SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

Theme 6	Good Governance
Aspiration	Active civic leadership and excellence in management
Strategy 6.06	Maintain high levels of internal controls, including continuous reviews.

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulation 1996 – Part 2 Section 5 (2)(c)

(2) The CEO is to —

- (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

[Regulation 5 amended: Gazette 31 Mar 2005 p. 1047 and 1053; 26 Jun 2018 p. 2388.]

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>
Moderate	The completion of the review of the appropriateness and effectiveness of Councils Financial Management Systems and Procedures is a statutory requirement. If Council were to not complete and submit the review to Council it would be in breach of the Local Government Regulations.

CONSULTATION

AMD Chartered Accountants were contracted to complete this review.

RESOURCE IMPLICATIONS

Financial
Nil

Workforce
Nil

OPTIONS

Council has the option of:

1. Accepting the report prepared by AMD Chartered Accountants on the appropriateness and effectiveness of Council Financial Management Systems and Procedures.
2. Not accepting the report prepared by AMD Chartered Accountants on the appropriateness and effectiveness of Council Financial Management Systems and Procedures.

CONCLUSION

The Officer recommends that this report be accepted by Council and that the findings detailed in the report are assessed and implemented where appropriate.

9.3.9 BUDGET REVIEW FOR THE PERIOD 1ST JULY 2019 TO 31ST JANUARY 2020	
File Ref:	1/7
Previous Items:	2019/20 Adopted Budget
Applicant:	N/A
Author and Title:	Laurie Tilbrook – Deputy CEO/Director Corporate Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Number	9.3.9

COUNCIL RESOLUTION

OCM20/02/022

Moved: Cr Odorisio

Seconded: Cr Snell

That it be recommendation to the Council:

1. The statement of budget review appended at Appendix 9.3.9 be adopted and amendments to the 2019/20 adopted budget be made accordingly.
2. The 2019/20 adopted budget review for the period 1 July 2019 to 31 January 2020 be received.

CARRIED BY ABSOLUTE MAJORITY 8/0**BACKGROUND**

Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year. The review is to be submitted to Council within 30 days of determination.

The review of an annual budget for a financial year must –

1. Consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year;
2. Consider the local government's financial position as at the date of the review; and
3. Review the outcomes for the end of that financial year that are forecast in the budget.

Within 30 days after a council has made a determination, a copy of the review and council's determination is to be submitted to the Department.

Included with the agenda at **APPENDIX 9.3.9** is a detailed financial report (including predicted financial position as at 30th June 2020) pertaining to the 2019/20 budget. The report covers the 7 months period to 31st January 2020 by which this review is based.

REPORT DETAIL**1. Operating Income**General Purpose Funding

Interim rating income has declined slightly with rate income at 31st January being \$1,893 less than rates raised.



The drop in rate income is as a result of an increase in the number of non-rateable properties due to Government ownership.

The Council has received 80.1% of rate income as at 31st January with a balance of \$998,443 outstanding. A final rates instalment is due 30th March 2020.

Federal Government Grants – The Council has been advised of a decrease in its General Purpose grant as a result of final adjustments which were made subsequent to budget adoption from the remaining 50% allocation.

Details are:

	Budget	Actual	Difference
General Purpose Grants	\$442,000	\$430,362	(-11,638)
General Road Grants	\$182,000	\$183,238	+1,238

Governance

The Council has received a rebate of \$17,312 as a result of its participation in the Local Government Insurance Scheme (LGIS). The amount includes a good driver rebate from vehicle insurance.

Normal practice would be to allocate these funds to the “Insurance and Risk” Reserve which is used for the purpose of offsetting future unforeseen insurance expenses (claims) etc.

It is proposed however that these funds be allocated to the “Information Technology” reserve to offset the expected significant expenditure on IT infrastructure during the period 2020/21 – 2022/23.

Staff Leave Reserve Transfer

The 2019/20 adopted budget proposed an amount of \$73,000 to be transferred from the staff leave reserve which represented a contribution to pending staff retirements.

Subsequent to budget and resulting from restructuring additional staff leave negotiations were finalised. It is further recommended a portion of these costs (\$56,530) be also transferred from the leave reserve.

Sanitation – Household Refuse

Income estimate for dumping fees at the Buller Road Refuse Site are slightly below budget at period end. This estimate is difficult to calculate and can vary substantially across the financial year. For this reason a budget amendment is not proposed however, will be reconsidered at a subsequent review following conclusion of the busy summer period.

Sewerage

The Council’s Manager Works & Services has advised that budget income estimates may not be achieved in 2019/20 due to lower usage than anticipated during winter months.

Recreation & Aquatic Centre

Overall income is consistent with budget at review date however accounts (both income & expenditure) have been impacted by the recent temporary closure. There are no budget amendments proposed with this review however the accounts will be reassessed at 30th April.

Sundry Debtor Control

No doubtful debts likely to impact the end of year position have been identified. 81.12% of rates were collected at 31st January 2020 compared with 81.66% in January 2019 and 82.48% in January 2018.

2. Operating ExpenditureGovernance

Amendments to the 2019/20 budget have been necessary as a result of Resource Sharing initiatives with the Shire of Murray.

Accounting changes as a result of contract payments for the CEO are yet to be finalised. This will result in a decrease in employee costs and an increase in contracted payments. An annual expense payment of \$119,200 has been adjusted on a pro-rata basis (from 12/09/2019) as follows:

The following expenditure allocation will be necessary for 2019/20

Account 0252	Member Expenses	\$14,156
Account 0472	Government Expenses	\$47,183
Account 7722	Economic Development	\$18,875
Account 5372	Community & Place	\$17,880
	Total	<u>\$94,370</u>

With the implementation of the shared CEO arrangement which started on 12 September, the following savings have been generated, based on the current arrangement:

2019/20	2020/21
\$87,616 (pro-rata)	\$123,000

Member Expenses

Additional costs have been incurred as a result of the Council decision to bring forward (from 20/21) the preparation of a redeveloped Community Strategic Plan.

A budget amendment is not being proposed as there are other budget savings (e.g. employee costs) likely to offset this additional expenditure and the Council has previously approved amendments relating to development of the plan. This matter will be reconsidered following the finalising of April 30 accounts.

Emergency Management – The Shires of Murray and Waroona have completed an agreement to engage the services of a Community Emergency Services Coordinator (CESC). Based on an agreed shared principal of 10% these costs are expected to be \$7,000 pa.

This amount is less than that proposed at budget adoption therefore a budget amendment of \$13,000 can be considered.

Community Development

Accounts associated with Community Development have been reconstructed to accommodate the creation of “Community and Place”.

This represents an additional operating expense area within the budget, however these costs are offset with other restructure proposals. No budget amendment is proposed.

Recreation & Aquatic Centre

Overall expenditure is within budget at period end. This is despite several staff changes and the impact of a winter closure.

Further substantial asset preservation works are scheduled for the subsequent financial year including pool concourse replacement and upgrade to stadium ablutions.

Economic Development

Accounts associated with Economic Development have been restructured to accommodate changes associated with outcomes from Resource Sharing Initiatives.

A budget amendment to accommodate joint CEO expenses is proposed separately however all other operational expenses are offset within the accounts by actual/budget variations.

Transfer from Reserve Accounts

All adopted budget transfers to Reserve Accounts will be carried out as an end of year function. Proposals to transfer funds outside of budget estimates (if any) will be considered in a separate report as the need arises.

Employee Costs

A detailed analysis and forward prediction for the Councils employee costs has been conducted.

This has been necessary due to the commencement of the joint CEO Resource Sharing contract which commenced shortly after adoption of the 2019/20 budget.

Calculations were necessary to:

- Summarise impact of each existing staff position and any offsets from that position. E.g. Retirements, income from resource sharing
- Determine if there is a need for an additional transfer required from the “Staff Leave Reserve”

As a result of this information, it is predicted (subject to any unforeseen circumstances) that there is likely to be over budget gross expenditure of approximately \$75,000 in total employee costs for 2019/20.

This amount however is offset by income from the Shire of Murray (\$23,100 – services provided by Director Technical Services) and a Reserve Account income transfer of \$56,530 to offset costs with retirement of Director Development Services.

3. Capital

Land and Buildings

- Waroona West Fire Station - Construction of this facility has recently commenced however the project is well behind timelines from original estimates. Construction will overlap financial years and will require work to be assessed at 30th June 2020 to determine 20/21 timelines.
- Income from ESL funding will also require deferment to the new financial year, however the potential for a part payment covering construction to date may have to be explored.
- Waroona Visitor Centre - Floor replacement works and construction of additional storage is scheduled to commence in March.

Plant & Equipment

Expenditure associated with plant is a timing issue and all proposals are expected to be completed within budget and by year end.

As a result of lower price negotiations with the contractors undertaking the work on the relining of the Waroona Recreation and Aquatic Centre pool, Shire officers have managed a sufficient saving to be able to allocate \$6,000 to plant and equipment expenditure account. This funding will go towards replacement of the second air compressor for the Hooker roof which has failed and needs replacement urgently.

Infrastructure Other

- Centennial Park Playground Upgrade – Funds have been allocated to the drafting of an overall concept plan however any subsequent construction is unlikely to occur in 2019/20. This project (and associated grant funds) will require re-submission to 2020/21 financial year.
- Recreation Centre Carpark – Project deferred due to reallocation of funds by previous Council resolution. This project will require re-submission in 2020/21 financial year.

Infrastructure Roads

Progress with implementation of the 2019/20 Road Construction Program is on time and within budget.

An overview of the works program as at 31st January 2020 is as follows:

Job No	Project	Budget	Actual	Comments
RR18	Hair Street	\$ 9,000	\$ 7,981.20	Completed
RR19	Hesse Street	\$ 75,000	\$ 62,951.21	70% completed
RR20	Hill Street	\$ 26,324	\$ -	Schedule March
RR27	Brockman Road/Storey Road	\$ 37,689	\$ 7,750.00	Schedule March
RR28	Bristol Road	\$ 50,000	\$ 421.16	Schedule March
RR29	Haub Road	\$ 30,000	\$ 23,089.18	Completed
RR30	McDowell Street	\$ 24,518	\$ -	Job cancelled
RC11	Coronation Road	\$ 510,000	\$ 21,451.28	Completed May
RC12	Johnston Road	\$ 360,000	\$ 278,963.11	Completed May
RC04	Peppermint Grove Road	\$ 629,500	\$ 346,788.18	Schedule March
RC06	Newnham Road	\$ 26,000	\$ 24,840.00	Completed
RC07	Southern Estuary Road	\$ 11,000	\$ 11,602.00	Complete
RC08	Burney Road	\$ 21,101	\$ 15,506.00	Completed
RC09	Fouracre Street - Train Station Entrance	\$ 38,000	\$ 39,090.84	Complete
US01	Waroona & Preston Beach Townsites Kerbing	\$ 10,000	\$ -	Completed May
		\$ 1,858,132	\$ 840,434.16	

Furniture & Equipment

A proposal to commence stage 1 (of 4 years) to ensure an upgrade to the Councils Corporate Management System has been deferred pending outcomes from the Councils Resource Sharing contract with Shire of Murray

Funds allocated to the project (\$45,000) will be recommended for reallocation to economic development to assist progress with economic development initiatives, Harvest Highway and Town Centre Strategy (A/c 7772).

The following table indicates the status of all capital works as at 31st January 2020.

COA	Details	Asset Type	Budget	Actual	Comments
0544	Admin Building - Kitchen Refurbishment	Buildings	35,000	\$ -	Budget reduced to \$5000 & reallocated towards the Strategic Community Plan
0544	Admin Building - Replace Air Conditioner in Planning Dept	Buildings	9,000	\$ 7,164.99	Complete
0544	Admin Building - Ablution Refurbishment Phase 1 (Design)	Buildings	2,500	\$ 850.00	In Progress
0544	Admin Building - Complete LED Light Conversion	Buildings	3,500	\$ -	Scheduled for May
0774	Construct Waroona West Fire Station	Buildings	596,000	\$ 39,132.70	In Progress
2394	Centennial Park - Replace Plumbing	Buildings	9,500	\$ -	In Progress - Outstanding Order
7104	Rec Centre - Kids Pool Area Barrier	Buildings	13,000	\$ 11,000.00	Complete
7104	Rec Centre - Emergency Escape Door	Buildings	12,500	\$ 5,254.55	In Progress
7104	Rec Centre - Replace Pool Lining	Buildings	71,500	\$ 68,297.09	Complete
7104	Rec Centre - Hocker Roof Repairs	Buildings	50,000	\$ 30,022.00	Complete
	Depot Grounds - Office Extensions (Deferred)	Buildings	0	\$ -	Deferred
1824	Landcare Centre - Building Refurbishment	Buildings	5,700	\$ -	In Progress
1824	Landcare Centre - Restumping of Building	Buildings	8,600	\$ 6,528.00	Complete
3904	Visitor Centre - Floor Refurbishment	Buildings	9,000	\$ -	Scheduled for March
3904	Visitor Centre - Building Refurbishment	Buildings	80,000	\$ -	Scheduled for March
TOTAL BUILDINGS			\$905,800	\$ 168,249.33	
0554	Corporate Management System Upgrade - Stage 1	Furniture & Equipment	45,000	\$ -	Progressing - Possible Reserve Transfer
7114	Rec Centre - Replace Pool Blanket	Furniture & Equipment	8,250	\$ 7,399.93	Complete
3574	Visitor Centre - Alarm System	Furniture & Equipment	3,000	\$ -	Scheduled for March
TOTAL FURNITURE & EQUIPMENT			\$56,250	\$ 7,399.93	
1534	Refuse Site - IT Equipment & Software Data Collection	Infrastructure - Other	13,500	\$ 903.64	In Progress - Outstanding Order
1544	Transfer Station Construction	Infrastructure - Other	62,500	\$ 1,318.50	In Progress - Outstanding Order
2014	Townsite Drainage - Replace Various Kerbing - Waroona & Preston Beach Townsites	Infrastructure - Other	10,000	\$ -	Scheduled for March
3614	Youth Precinct Design & Concept Plan	Infrastructure - Other	13,300	\$ -	In Progress - Outstanding Order
3644	Memorial Park Upgrade Design & Concept Plan (Deferred)	Infrastructure - Other	0	\$ -	Deferred
3634	Centennial Park - Playground Upgrade	Infrastructure - Other	77,000	\$ -	Master Plan & Fencing 19/20 - Resubmit 21/22
3634	Waroona Golf Club Improvements - Reline & Pipe Section of Creek & Prune Fairway	Infrastructure - Other	10,000	\$ 10,210.10	Complete
3634	Preston Beach Golf Club Improvements - Construct New Green	Infrastructure - Other	5,000	\$ -	Scheduled for May
3634	Preston Beach Carpark - Replace Park Shelter (Deferred)	Infrastructure - Other	0	\$ -	Deferred
3634	Playground Equipment - Various Refurbishment	Infrastructure - Other	3,000	\$ -	Scheduled for May
3634	Lake Clifton Community Centre - Fence Gate Signage	Infrastructure - Other	8,000	\$ 7,093.05	Complete
3724	Hill St Oval/Rec Centre - Second Coat Seal - Road & Carpark	Infrastructure - Other	41,000	\$ -	On Hold - Budget Amendment
3724	Rec Centre - Install Limestone Retaining Wall (Deferred)	Infrastructure - Other	0	\$ -	Deferred
3724	Reburish Sporting Ovals Reticulation System	Infrastructure - Other	40,000	\$ 35,610.18	In Progress
3274	South West Hwy Footpath - Millar St to McDowell St - Pram Ramps	Infrastructure - Other	20,000	\$ -	Scheduled for March
3274	South West Hwy Footpath - Correct Pedestrian Access (Newsagents)	Infrastructure - Other	25,000	\$ -	Outstanding Order - \$1490
3274	Millar Street Footpath - Remove Slabs & Install Paving (Postoffice) (Deferred)	Infrastructure - Other	0	\$ -	Deferred
3274	Millar Street - Construct New Path - Quambie Park to Hesse Street (Deferred)	Infrastructure - Other	0	\$ -	Deferred
3274	Visitor Centre - Building Sign	Infrastructure - Other	1,500	\$ -	In Progress
3284	Visitor Centre - Seal & Kerb Carpark	Infrastructure - Other	35,000	\$ 4,152.50	In Progress
3944	Visitor Centre - Refurbish Info Bay Sign	Infrastructure - Other	7,840	\$ 1,950.00	In Progress
TOTAL INFRASTRUCTURE - OTHER			\$372,640	\$ 61,237.97	
3184	Roads to Recovery	Infrastructure - Roads	252,531	\$ 102,192.75	In Progress
3204	Road Works Total Construction	Infrastructure - Roads	1,595,601	\$ 738,242.21	In Progress
TOTAL INFRASTRUCTURE - ROADS			\$1,848,132	\$ 840,434.96	
0574	Changeover CEO Vehicle (gross)	Plant & Equipment	50,000	\$ 32,826.65	Complete
0574	Changeover DCEO Vehicle (gross)	Plant & Equipment	42,000	\$ 44,160.73	Complete
0574	Changeover MCS Vehicle (gross)	Plant & Equipment	28,500	\$ -	Scheduled for May
0924	Replace Ranger Vehicle 102WR - Includes Canopy	Plant & Equipment	49,000	\$ -	Scheduled for March
0924	Volunteer Ranger Vehicle P0201	Plant & Equipment	19,000	\$ 19,995.45	Complete
1524	CAT Loader Upgrade	Plant & Equipment	72,000	\$ 32,420.00	In Progress
2254	Changeover DSD Vehicle (gross)	Plant & Equipment	37,000	\$ -	Scheduled for February
3534	Changeover MWS Vehicle (gross)	Plant & Equipment	31,500	\$ -	Scheduled for February
3534	Changeover DTS Vehicle (gross)	Plant & Equipment	37,500	\$ 37,458.82	Complete
3554	Replace Holden Colorado WR7655 (P051)	Plant & Equipment	35,000	\$ -	In Progress - Outstanding Order
3554	Replace Ford Tray Back WR552 (P0101)	Plant & Equipment	31,500	\$ -	In Progress - Outstanding Order
3554	Replace New Holland Ride on Front Deck Mower (P37)	Plant & Equipment	31,000	\$ 32,020.91	Complete
3554	Replace Gianni Ferrari 730D Mower (P0105)	Plant & Equipment	47,000	\$ 42,960.00	Complete
3554	Replace Peruzzo Mower Catcher	Plant & Equipment	25,000	\$ 23,200.00	Complete
3554	Replace Super Spreader	Plant & Equipment	10,000	\$ 8,450.00	Complete
3554	Purchase Howard Slasher	Plant & Equipment	30,000	\$ 32,300.00	Complete
3354	Minor Plant Replacement	Plant & Equipment	10,000	\$ 4,767.10	In Progress
4164	Changeover EMPB Vehicle (gross)	Plant & Equipment	28,200	\$ 32,332.93	Complete
TOTAL PLANT & EQUIPMENT			\$614,200	\$ 342,892.59	
GRAND TOTAL			\$3,797,022	\$1,420,215	

CAPITAL ACCOUNTS - ADOPTED BUDGET AMENDMENTS

COA	PROJECT	ASSET TYPE	BUDGET AMENDMENT	ACTUAL 31.01.20	COMMENTS
0544	Admin Building - Kitchen Refurbishment	Buildings	-\$30,000.00		
7104	Waroona Rec Centre Building A/R	Buildings	-\$10,000.00		
2474	Public Halls - PB CC Audio Visual	Buildings	\$10,000.00		
Sub Total			-\$30,000.00		
3614	Youth Precinct Design & Concept Plan	Infrastructure - Other	\$14,000.00		
3944	Area Promotion Infrastructure	Infrastructure - Other	\$11,000.00		
3724	Hill St Oval/Rec Centre - Second Coat Seal - Road & Carpark	Infrastructure - Other	-\$41,000.00		On Hold - Budget Amendment
Sub Total			-\$16,000.00		
7154	NEU Blower for Aquatic Centre Roof	Plant & Equipment	\$0.00	\$4,600.00	
Sub Total			\$0.00	\$4,600.00	
Sub Total			-\$46,000.00	\$4,600.00	
TOTAL			\$3,751,022.00	\$1,424,814.78	



4. Cash Position

Cash position as at 31st January 2020

- Municipal Funds \$2,416,638 (of which \$1,800,000 is invested)
- Reserve Accounts \$2,423,780 (fully invested)

Note – Interest on Reserve Accounts is yet to be brought to account.

Municipal Account Balance for corresponding period previous year - \$3,253,914.

5. Summary

Included in the attachment is a summary of proposed amendments to the 2019/20 adopted budget. These amendments seek to provide funds for important economic development initiatives and at the same time ensure a balanced budget.

As Councillors would be aware substantial changes have occurred to the 2019/20 adopted budget since the CEO Resource Sharing Initiative commenced in September 2019.

This report contains information and recommendations to amend the budget where the structure of accounts is impacted and/or funds have been reallocated between operational and capital accounts.

Many changes which have occurred with some operational accounts are not specified within this report but maybe the subject of a restructure in the upcoming 2020/21 budget based on the principal of “Activity Based Costing”.

The new budget will therefore be restructured to accommodate:

- Resource Sharing initiatives that have been identified (or already in place)
- Outcomes from the Development of a new Community Strategic Plan and subsequent Corporate Business Plan.

The above proposals will have a short term impact in the use of “comparisons” between 19/20 and 20/21 budgets.

6. Budget Amendments 2019/20

The following amendments to the 2019/20 budget have been approved by the Council to date

- Decrease expenditure for Council Building Assets \$30,000 (0554)
Decrease expenditure for intranet upgrade \$10,000 (Sub-Budget 714)
Increase Strategic Planning expenditure account \$40,000 (0092)
OCM 19/10/124
- Decrease Waroona Rec Centre Building A/R \$10,000 (7104)
Increase Public Halls Building A/R for Audio Visual System \$10,000 (2474)
OCM 19/11/128
- Increase Contribution & Donations Income \$14,000 (1463)
Increase Youth Precinct Infrastructure Project A/R \$14,000 (3614)
OCM 19/11/130
- Decrease Member Salary expenditure account \$11,000 (0052)

Increase area promotion infrastructure A/R be increased \$11,000 (3944)
OCM 19/11/138

- Increase Grants & Contributions income \$1,650 (5213)
Increase Grant expenditure account \$1,650 (5332)
Increase Grants & Contribution income \$1,100 (1463)
Increase Youth Activities expenditure account \$1,100 (1482)
OCM 19/11/141
- Reduce expenditure on Rec Centre Carpark \$41,000 (OV90)
Increase cash income to account for transfer from Trust account \$29,000 (3355)
Increase in expenditure due to payment of Main Roads Bridge invoice (3462)
\$70,000
OCM 19/12/157
- Decrease Council Building Construction Reserve account \$75,000 (5650) and transferred to Municipal income account (5405)
Increase Municipal income account \$192,231 (0765)
Increase expenditure account Waroona West Fire Shed – Buildings A/R
\$267,231 (0774)
SCM 20/02/001
- Increase expenditure account Business Case Initiatives \$37,220 (7772)
Decrease expenditure account Peel Chamber & Trails Contribution \$12,407 (2562)
Increase income account - Funding received from both Peel Development Commission and Fruitico Pty Ltd \$24,814 (7733)
SCM 20/02/004

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 Corporate Business Plan

STATUTORY ENVIRONMENT

Clause 33A of the Local Government (Financial Management) Regulations 1996 states:

Review of Budget

1. Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.
2. Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to Council.
3. A Council is to consider a review submitted to it and is to determine whether or not to adopt the review, any parts of the review or any recommendations made in the review.
*Absolute majority required.
4. Within 30 days after a Council has made a determination, a copy of the review and determination is to be provided to the Department Local Government.



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>
Moderate	Failure to manage the Councils ongoing expenditure and income against budget estimates would increase the risk of a negative impact on the end of year financial position.
Low	Compliance with Legislation is essential to ensure an unqualified audit

CONSULTATION

This review has largely been conducted by Finance staff with reference to other officers where necessary.

RESOURCE IMPLICATIONS

Financial

Budget reviews assist in maintaining financial sustainability by ensuring that any budget to actual variances are documented and assessed for any potential end of year impact.

Notwithstanding the above, all amendments proposed for endorsement result in the budget remaining “balanced” as detailed.

Workforce

Although there have been significant changes to the overall workforce structure these changes are largely “offset” within the budget therefore no further amendments are proposed. The 2020/21 budget will then contain accurate estimates to enable comparisons with the current financial year with savings where appropriate, clearly identified.

OPTIONS

Council has the option of:

1. Adopting the budget review in full as presented.
2. Amending the budget review as presented.
3. Not adopting or part adopting the review which would require the report contents to be reconsidered.

CONCLUSION

When considering this review staff are not aware of any circumstances at this time which would likely create an adverse financial position at year end.

There have however been substantial changes to operating accounts, particularly emanating from Resource Sharing Initiatives which have already been the subject of separate reports to Council.

As with most budget reviews the timing of capital expenditure and the progress of large projects can impact not only the end of year position but also the subsequent financial year Corporate Business Plan and Budget.

In addition to the recommendations within this report a further review will be carried out at 30th April 2020.

9.4 CHIEF EXECUTIVE OFFICER

9.4.1 REVIVING THE HARVEST HIGHWAY CONCEPT	
File Ref:	143/1
Previous Items:	Nil
Applicant:	N/A
Author and Title:	Dean Unsworth, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Number	Nil

COUNCIL RESOLUTION**OCM20/02/023****Moved: Cr Purcell****Seconded: Cr Snell****That Council:**

1. approves that the Shire of Waroona joins with the Shires of Murray, Harvey and Serpentine Jarrahdale, and the Peel and Southwest Development Commissions to investigate the feasibility of reviving the Harvest Highway concept;
2. approves that a sum of \$10k be allocated towards the Harvest Highway initiative, funded from savings from the 2019/20 budget review; and
3. notes that the initiative may expand to include other partners.

CARRIED BY ABSOLUTE MAJORITY 8/0**IN BRIEF**

- Discussions with the Shires of Serpentine Jarrahdale, Murray and Harvey, and the Peel and South West Development Commissions has indicated a willingness to explore the potential and implications of reviving the Harvest highway concept.
- All parties to this joint initiative are currently seeking approval from their respective Councils and Boards, to commit \$10k each to a fund to be held by the Shire of Murray. This fund will then be utilised to undertake at least the following:
 - ✓ Assessment of the current status of various tourist drives/Harvest highway related initiatives, including the program in the Warren Blackwood area, the Bunbury Geographe Partnership, and the Perth Hills Alliance;
 - ✓ Assessment of the level of support for reviving the Harvest Highway or similar tourist drive with government departments and agencies;
 - ✓ Assessment of the level of support for reviving the Harvest Highway with private sector enterprise (particularly but not limited to tourism, food and entertainment) and with tourism bodies in the area;
 - ✓ Determination of what a future initiative would set out to do, resources required and the feasibility of continuing;
 - ✓ Recommendations on the nature and location of support infrastructure, and;
 - ✓ Recommendations on a governance structure for the initiative.

BACKGROUND

The "Harvest Highway" project was an initiative formulated by the Bunbury Wellington Economic Alliance in 2001 to market the South Western Highway using the produce, tourist attractions, unique communities and rural lifestyle as its focus.

The original geographical area of the "Harvest Highway" concept was from Byford in the North to Manjimup on the South and encompassed communities both on the highway (Byford, Mundijong, Pinjarra, Waroona, Harvey, Dardanup, Donnybrook, Balingup, Greenbushes, Bridgetown and Manjimup) as well as communities off but close to the highway, such as Jarrahdale, Collie, Boyup Brook, Dwellingup and Nannup. This original area encompassed twelve shires (Serpentine-Jarrahdale, Murray, Waroona, Harvey, Collie, Dardanup, Capel, Donnybrook/Balingup, Bridgetown/Greenbushes, Boyup Brook, Nannup and Manjimup) and approximately twenty-two communities of varying sizes and a number of localities.

The project was funded in its first year of operation (and subsequently for a second year), by the Australian Department of Transport and Regional Services through its Dairy RAP program, and run and managed by the Bunbury Wellington Economic Alliance, the Warren Blackwood Economic Alliance and the WA Department of Training.

The Vision of the original Harvest Highway was "Local Communities working together to develop and market the South West Highway as an alternative inland visitor route, showcasing local produce."

The Mission of the original Harvest Highway was for it to be "the catalyst for the development of an alternative visitor route through the inland areas of the Peel and South West regions. Creating opportunities in the business, marketing and training arenas, the project will facilitate local communities in their endeavours to develop visitor experiences and increase employment in a collaborative environment".

The Harvest Highway initiative developed membership amongst tourism, food and other enterprise, marketed the Harvest Highway, undertook training for business, and ran and marketed a schedule of major events and activities. The initiative developed a dedicated website and produced a monthly printed newsletter

When funding ceased at the end of 2005, the initiative scaled back, but has recently been revived in the Warren Blackwood Alliance area, encompassing the communities of Donnybrook, Balingup, Greenbushes, Bridgetown, Manjimup and Nannup

REPORT DETAIL

A draft Scope of Works has been drawn up and is being used by all the local governments to seek approval from their respective Councils. Minor amendments to the scope might be made as the project progresses:

1. *Assessment of the current status of various Tourist Drives/Harvest Highway related initiatives in the Peel and South West regions, including the program being pursued by the Warren Blackwood Alliance, the Taste Blackwood Alliance, the Bunbury Geographe Partnership and the Perth Hills Alliance.*
 - Meet with the above organisations (and others as may be identified) to determine for each at least the following:
 - Partners/members;
 - Key activities;
 - Management structure and system of the initiative;

- Funding of activities, and management and operations;
 - Lessons learnt from previous experience.
2. *Assessing the level of support for an initiative to revive the Harvest Highway (or a similar tourist drive by another name) in the Peel and adjacent region, from Government Departments and agencies;*
 - Meet with the Peel and Southwest Development Commissions, and other Government Departments/agencies identified, and determine the level of support for such an initiative, and the potential level and type of support that might be offered.
 - Reviewing the reasons why the Harvest Highway project was not sustainable and what lessons can be learnt and implemented if this project was to be re-established.
 - Discuss and assess if an alternative name/branding is required/desirable.
 3. *Assessment of the level of support for such an initiative from private enterprise, particularly (but not limited to) tourism, food and entertainment enterprise*
 - Meet with Tourism WA and the Tourism Council, local Peel and Southwest Chambers of Commerce, local tourism structures and other local business groups to determine the level of support for such an initiative, and the potential type of support that might be offered
 - Discuss and assess if an alternative name/branding is required/desirable.
 4. *Determine at a high level what such an initiative would set out to do and achieve, including the resources required for it to be operational and sustainable, and assess the feasibility of proceeding with the initiative*
 - At a high level, and from discussions held with the different government and private sector stakeholders, put forward the most likely activities of a revived Harvest Highway, how these might be managed and funded. Finally determine an overall level of feasibility to continue with the initiative
 5. *Provide recommendation on the requirements and location support infrastructure required at a local level.*
 - This would include requirements including but not limited to the following:
 - Commencements/finishing points (particularly in the Shire of Serpentine Jarrahdale)
 - Visitors centres/information centres.
 - Signage
 - RV rest areas and dump points
 6. *Governance Structure*
 - Provide recommendation on governance structure required should the project be implemented.

SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

Theme 1	Local Economy
Aspiration	Managing Future Growth
Strategy 1.03	Pursue tourism initiatives to entice people to visit the area

OTHER STRATEGIC LINKS

This initiative presents the opportunity to establish and grow cooperation and relationships across a number of adjacent local governments. The initiative is also highly connected to maintaining, culture and heritage as well as protecting the regions natural assets – a key priority for the communities in these local governments.

STATUTORY ENVIRONMENT

Not Applicable

SUSTAINABILITY & RISK CONSIDERATIONS*Economic*

The study will determine the economic opportunities, outcomes and resource implications – for consideration before committing to a revived Harvest Highway initiative.

Social

The potential is that the Harvest Highway support both existing enterprise and new sustainable enterprise. This will offer new employment opportunities to Murray, the Peel and the wider region - providing an increasing standard of living and quality of life for the communities.

Environment – (Impact on environment's sustainability)

It is essential that sustainable solutions be found for the future development of the communities along the darling escarpment. The Harvest highway concept will encourage the retention of cultural and heritage, as well as the protection of the natural environment

Policy Implications

Not Applicable

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
Low	Other local governments, the Peel and Southwest Development Commissions and State Government departments and agencies are not supportive of continuing with the revival of the Harvest Highway.
Low	Private enterprise does not support the revival of the Harvest Highway concept.
Low	The study shows that the benefits of costs of proceeding with the Harvest Highway concept do not address enterprise needs and expectations.
Moderate	The study shows the need for a financial and human capital contribution to support the revival of the Harvest Highway.

CONSULTATION

The study will undertake substantial consultation with major stakeholders.

RESOURCE IMPLICATIONS

Financial

In the event of the Shire of Waroona and all other indicated parties agreeing to proceed with the initiative, this will require the Council to consider a cash contribution of \$10,000 towards funding the study.

Workforce

It is anticipated that a working group will be formed across the participating local governments and Development Commissions.

OPTIONS

Council has the option of:

1. Approving the Shire of Waroona's participation in the initiative to investigate the feasibility to revive the Harvest Highway jointly with other local governments and Development Commissions.
2. Further, committing to a contribution of \$10k towards the costs of undertaking a feasibility study around the revival of the Harvest Highway concept – subject to a majority of the other parties making the same contribution.
3. Deciding not to be part of the initiative investigating the feasibility of reviving the Harvest Highway initiative.

CONCLUSION

The Harvest Highway concept is an attractive initiative to build and grow existing and new tourism, food and related enterprise.

10. CONFIDENTIAL REPORTS**COUNCIL RESOLUTION****OCM/20/02/024****Moved: Cr Vitale****Seconded: Cr Purcell**

That the meeting be closed to members of the public in accordance with Section 5.23(2)(d) of the Local Government Act 1995, to consider recommendations from the CEO Resource Sharing Committee, the time being 4.40 pm.

CARRIED 8/0

Mr Dean Unsworth declared a financial interest in Item 10.1 as the item related to his employment contact, and left the meeting the time being 4.40 pm.

10.1 DRAFT LONG-TERM RESOURCE SHARING AGREEMENT AND DRAFT LONG-TERM CEO CONTRACTS	
File Ref:	Personal File
Previous Items:	
Applicant:	
Author and Title:	Dean Unsworth, Chief Executive Officer
Declaration of Interest:	Dean Unsworth - Financial Interest
Voting Requirements:	Absolute Majority
Appendix Number	Appendix 10.1A, B, C

COUNCIL RESOLUTION**OCM/20/02/025****Moved: Cr Mason****Seconded: Cr Odorisio**

- 1. That Council endorses the CEO Resource Sharing Agreement between the Shires of Waroona and Murray) as provided under confidential cover) for a period of 5 years, concluding 27 February 2025.**
- 2. That Council endorses the employment contract between the Shire of Waroona and Mr Dean Unsworth (as provided under confidential cover) for a period of 5 years, concluding 27 February 2025.**

CARRIED BY ABSOLUTE MAJORITY 8/0

Mr Unsworth returned to the meeting, the time being 4.57 PM.

10.2 LONG-TERM APPOINTMENT OF JOINT MANAGER CEO STRATEGIC LIAISON	
File Ref:	Personal File
Previous Items:	Nil
Applicant:	N/A
Author and Title:	Dean Unsworth, Chief Executive Officer
Declaration of Interest:	Finance Interest – Nicole Wilson, Manager CEO Strategic Liaison
Voting Requirements:	Simple Majority
Appendix Number	10.2

COUNCIL RESOLUTION

OCM/20/02/026

Moved: Cr Snell

Seconded: Cr Odoriso

That the CEO Resource Sharing Committee:

- 1. Supports the sharing of the Manager CEO Strategic Liaison for a period of 5 years from 28 February 2020 to 27 February 2025; or until the end of the Resource Sharing Agreement life.**
- 2. Reviews the cost allocation in 12 months time to ensure that the cost structure of 75/25 is fair and reasonable.**
- 3. Further reviews the cost allocation following a review of the first twelve months of operation.**
- 4. Supports that the vehicle provided to the Manager CEO Strategic Liaison will be maintained within the Shire of Waroona fleet.**

CARRIED 8/0

COUNCIL RESOLUTION

OCM/20/02/027

Moved: Cr Purcell

Seconded: Cr Mason

That the meeting resume in public, the time being 5.00 pm.

CARRIED 8/0

- 11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN, OR FOR CONSIDERATION AT NEXT MEETING**

Nil

- 12. NEW BUSINESS OF AN URGENT NATURE/REPORTS & INFORMATION**

- 12.1 ELECTED MEMBERS**

Nil

12.2 OFFICERS

Nil

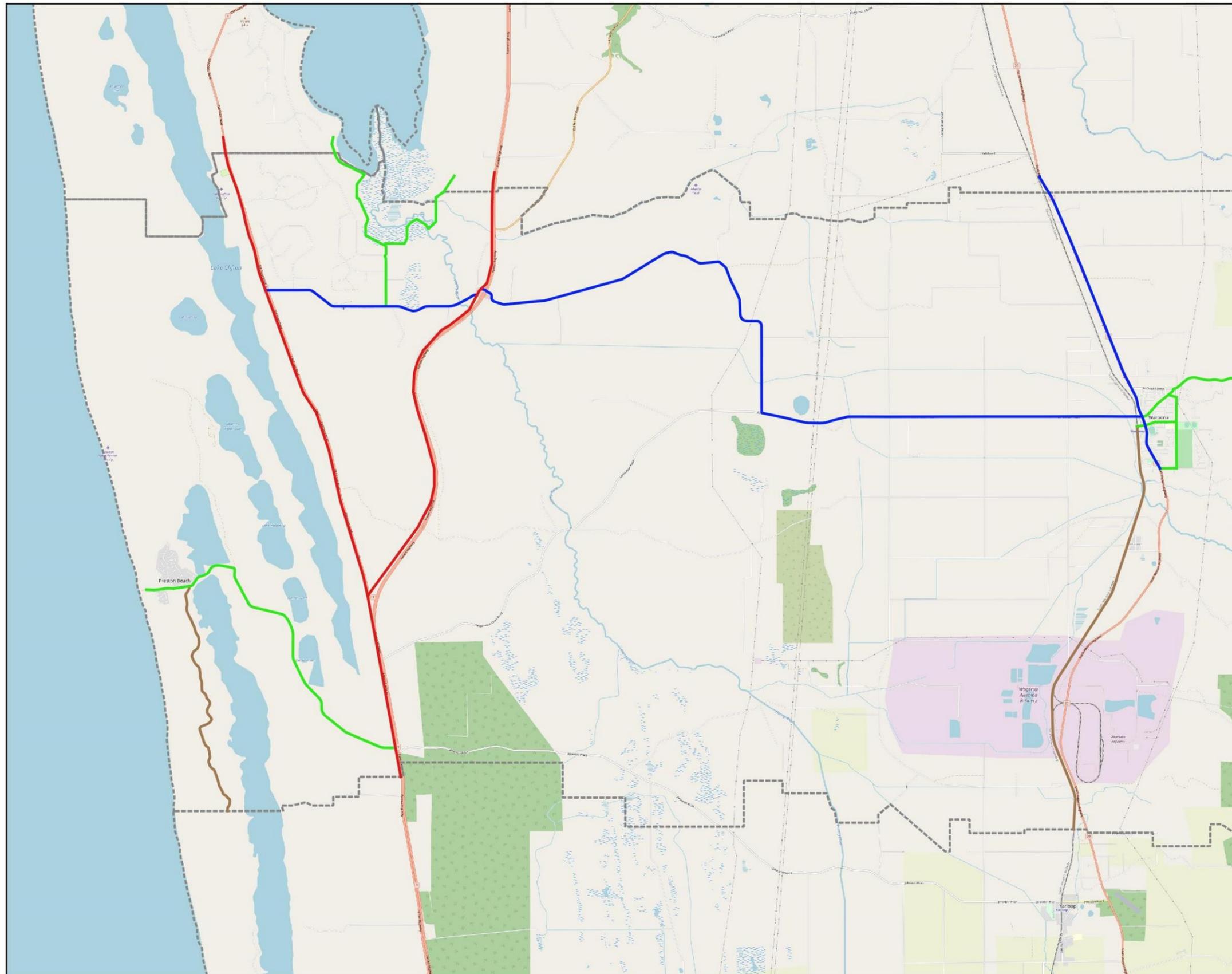
13. CLOSURE OF MEETING

There being no further business the Chairperson closed the meeting the time being 5.00 pm.

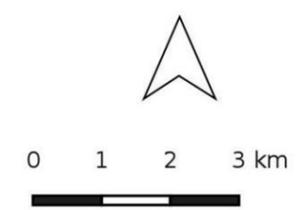
I CERTIFY THAT THESE MINUTES WERE CONFIRMED AT THE ORDINARY COUNCIL MEETING HELD 24 MARCH 2020 AS BEING A TRUE AND CORRECT RECORD OF PROCEEDINGS.

.....
PRESIDING MEMBER

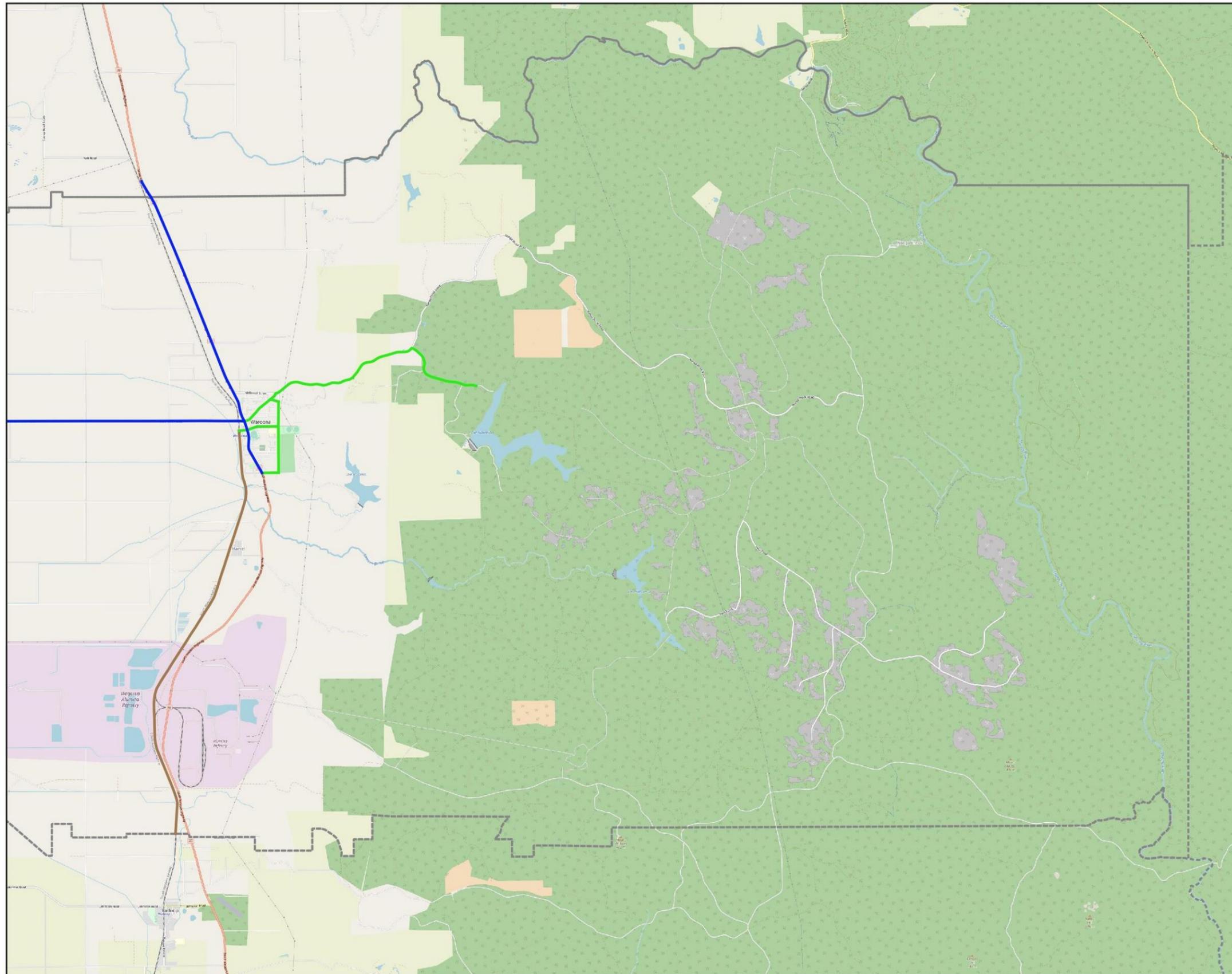
.....
DATE



- Legend**
- Primary Route
 - Secondary Route
 - Local Route
 - Tourist Trail



DISCLAIMER:
This plan has been produced by the Local Government Authority displayed in the top left hand corner. This plan is confidential and has been produced for discussion purposes only between the Local Government Authority and Department of Transport. This plan does not necessarily represent the view of the Local Government Authority or the Department of Transport.



Legend

- Primary Route
- Secondary Route
- Local Route
- Tourist Trail



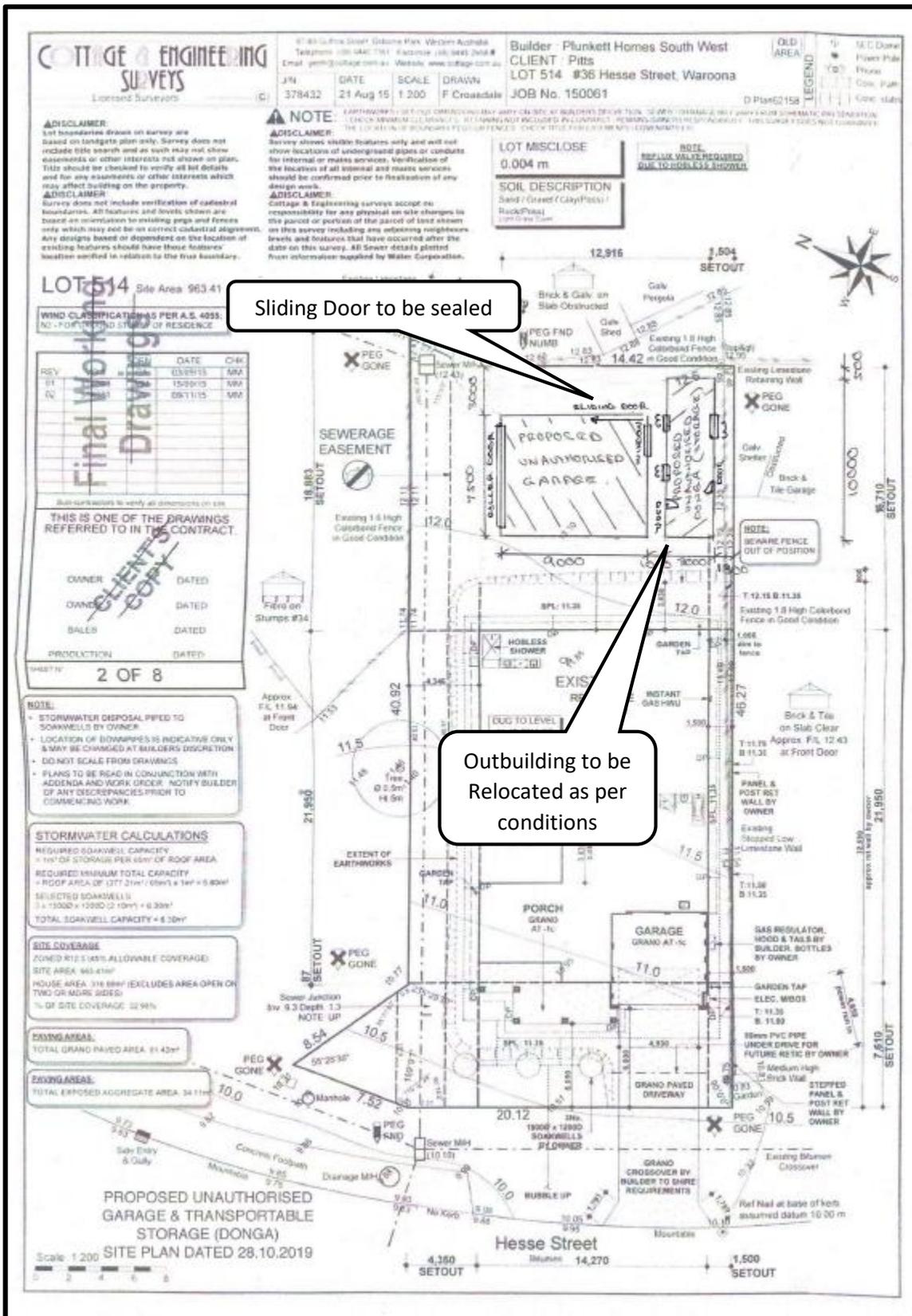
0 1 2 3 km



DISCLAIMER:

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APPENDIX 10.2.1A – SITE PLAN (36) HESSE STREET



APPENDIX 10.2.1A – PHOTO OUTBUILDING (SHED / DONGA) (36) HESSE STREET



APPENDIX 10.2.1A – PHOTO OUTBUILDING (GARAGE) (36) HESSE STREET



**SHIRE OF WAROONA
PLANNING SERVICES PRE LODGEMENT
APPLICATION CHECKLIST**



Date Received: <u>7/2/20</u>	Checking Officer: _____
	Required Fee: _____
As per Zoning Table 1 – Land use	P <input type="checkbox"/> I <input type="checkbox"/> D <input type="checkbox"/> A <input type="checkbox"/> X <input checked="" type="checkbox"/>
	Yes No
Does the Application require Planning Consent	<input checked="" type="checkbox"/> <input type="checkbox"/>
Does the Application require DAP Consent	<input type="checkbox"/> <input checked="" type="checkbox"/>
Does the Application require PRS Consent	<input type="checkbox"/> <input checked="" type="checkbox"/>

Property details:

Lot No. 63 House/Street No.: 19
 Street name: Ocean View Rd
 Suburb: Preston Beach

Description of proposal (as defined in Scheme): Holiday Home (large)

Requirement for Planning Consent: SHORT STAY ACCOMODATION

Determination Required: Council Approval Delegated Approval

Information to be provided with application:

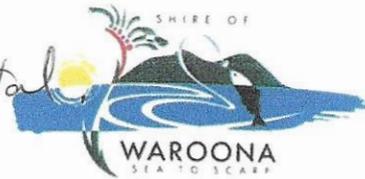
- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| • Completed Application Form (must be signed by landowner) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Fees (refer to Fee Schedule) ? <i>Will you send me a Bill when approved?</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3 sets of clear, concise, well presented, accurately scaled and dimensioned plans, consisting of: | | |
| • Site plan | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Floor plan | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Four elevations | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Any other required information (staff numbers, operating hours etc.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • BAL | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
- Details in email 7/2/20 to Michael Clare.*

Officer assessing application: _____

** Refer to Holiday House Policy for guidance, found on Shire website.*

Short Stay
Accommodation

**APPLICATION FOR DEVELOPMENT
APPROVAL (Form P1)**



Owner(s) Details:

Full Name(s): HEIDI + MALCOLM OBST
 Address: 7 STURT Close, GOSNELLS Post Code: 6110
 Work Ph: _____ Home Ph: 93986870 Mobile: 0410566730 (HEIDI)
 Signature: [Signature] Date: 7.2.20 Email: obst514@outlook.com
 Signature: [Signature] Date: _____ Email: _____

If the property is owned by multiple owners, ALL signatures are required. If the property is owned in a company, a company resolution authorising the signatory is required. The application will NOT be processed without ALL signatures and company resolution (if required)

Applicant Details (if not the same as above):

Full Name(s): _____
 Address: _____ Post Code: _____
 Work Ph: _____ Home Ph: _____ Mobile: _____
 Signature: _____ Date: _____ Email: _____

Property Details:

Lot No: 63 House / Street No: 19 Street Name: Ocean View Rd
 Suburb: Preston Beach Post Code: 6215

Description of proposed development/ land use:

Nature of Development / Use:
HOLIDAY HOME (LARGE)

Description of all existing building(s) and / or land use:

House 5 x 2

Approximate cost of development: N/A Estimated completion date: N/A

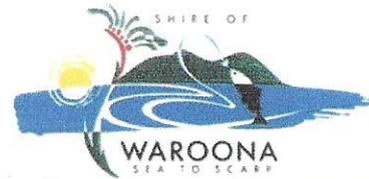
Has the development and / or land use commenced: Yes No N/A
 APPLYING FOR SHORT STAY ACCOMMODATION APPROVAL
Plans and documents required to accompany the application (Further information may be requested):

Note if any of the plans and documents listed are not provided at the time of submitting the application, the application will NOT be accepted. If the application is received via the post without the required plans and documents the application WILL be returned.

All plans and details must be in ink, legible, drawn to scale and include the Lot and Street address and Owners details.

	Required	Provided
1.	Detailed description of the proposed development / use.	<u>RENTAL</u>
2.	Detailed justification for any application that proposes any variation to the development requirements (why do you need the variation).	<u>N/A</u>
3.	Bushfire Attack Level (BAL)(if applicable)	<u>N/A</u>

APPLICATION FOR DEVELOPMENT APPROVAL (Form P1)



	Required	Provided
4.	Three copies of the following plans and elevation: Note if any of the plans and associated information (i.e. Scale and north point) is not clearly shown or plans are drawn freehand the application WILL NOT be accepted.	
	Site Plan:	
	- Scale of Plan to be no less than 1:200	
	- Street name, number and lot number	✓
	- Scale bar and north point	
	- Site dimensions and area	
	- Existing building(s) and structure(s) (marked as existing)	
	- Proposed building(s) and structure(s) (marked as proposed)	
	- Details of existing and proposed walls, fences and retaining walls	
	- Details of any building(s) and / or structure(s) and / or vegetation to be removed	
	- Distances of all proposed building(s) and / or structure(s) from all boundaries and existing building(s) and structure(s)	
	- Existing and proposed building envelope (if applicable)	
	Floor Plan:	
	- Scale of Plan to be no less than 1:200	
	- Finished floor levels	
	- Proposed building(s) and / or structure(s)	
	Elevations:	
	Note sectional elevation WILL NOT be accepted.	
	- Scale of Plan to be no less than 1:100	
	- Elevations for each side (North, South, East and West) indicating wall type, colour and signage (if applicable)	
	- Natural ground level, finished floor and / or ground level	
	- Wall height and roof / ridge height	

As discussed w/ Michael Clare. Documents that we have are attached. Place been in Preston for decades one of the 1st places. Inside Renovated.

I, Herdi Obst confirm that the above required information has been provided.
(Full Name of owner / applicant)

Signature

7/2/20
Date:

Office Use Only:

TP No: _____ Assessment No: _____ Amount: _____

Accepting Officer: _____

Date: _____

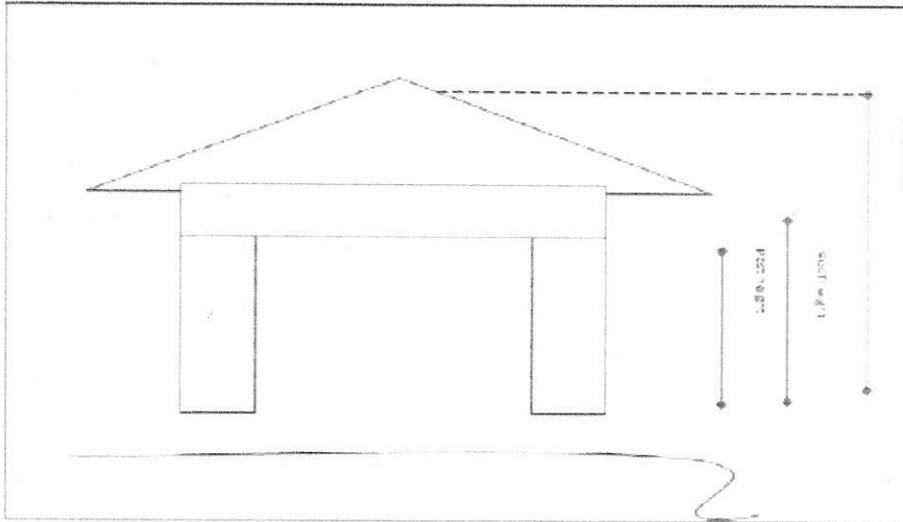
Can include pictures if Required

**APPLICATION FOR DEVELOPMENT
APPROVAL (Form R1)**

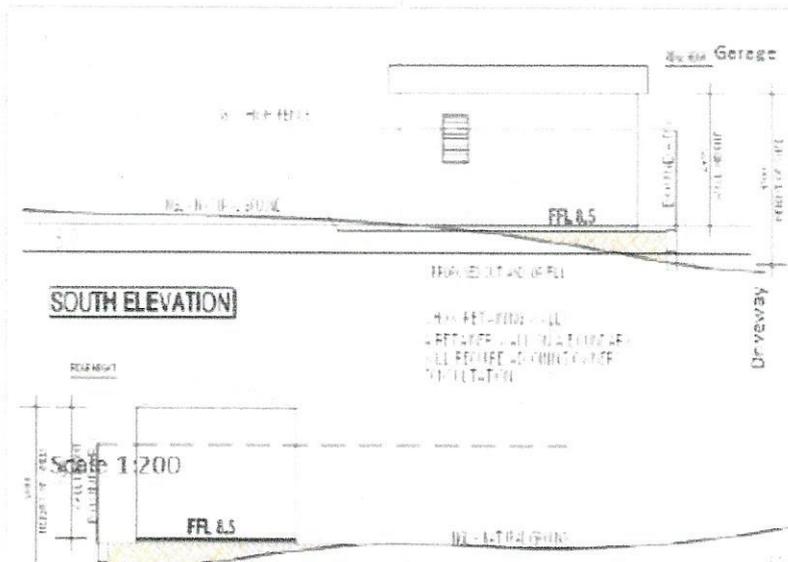


**Sample Only
Patio Elevations**

*Don't have Elevation
Plans. Place been in
Preston for
Probably
40-50 Years?*



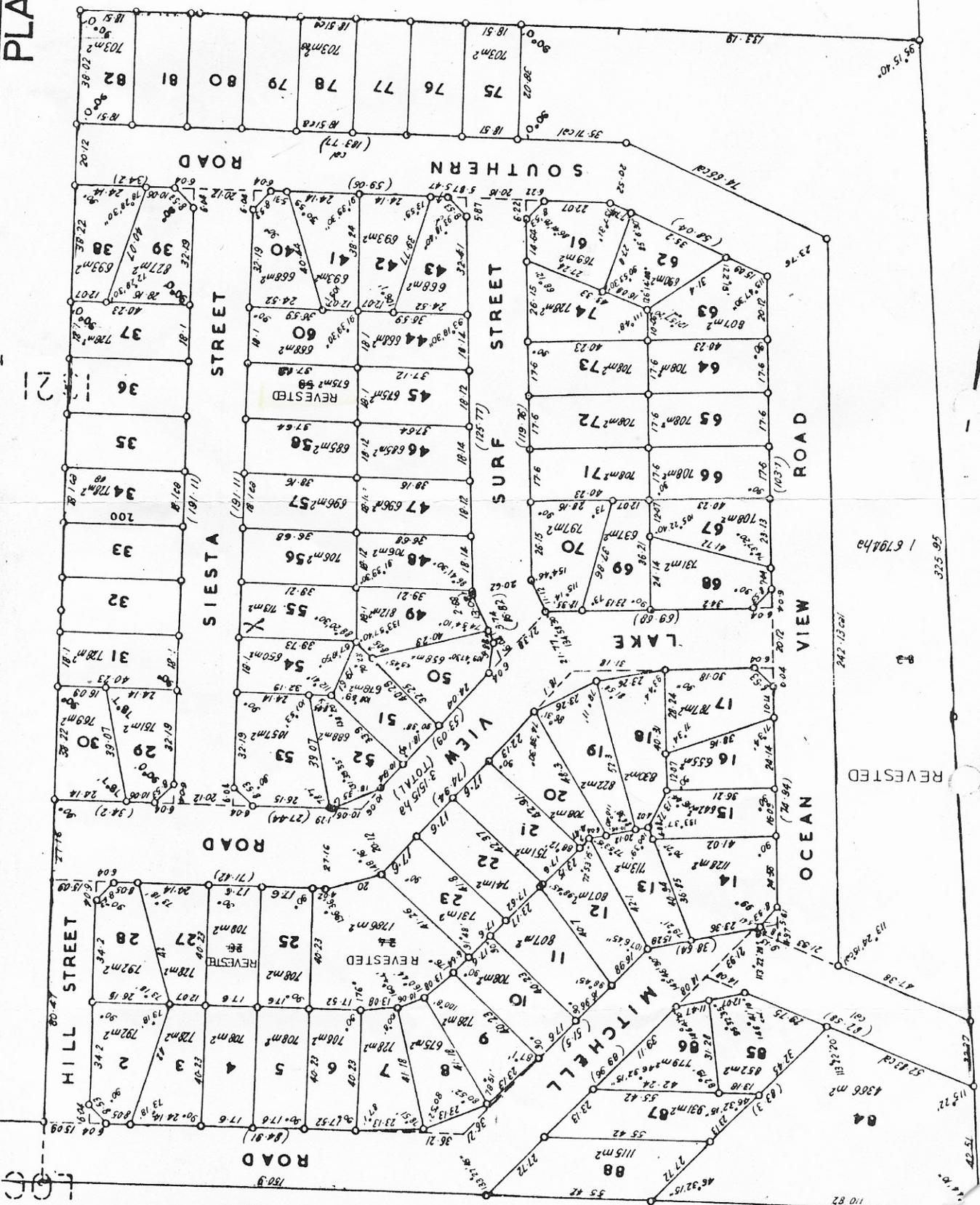
Shed Elevations



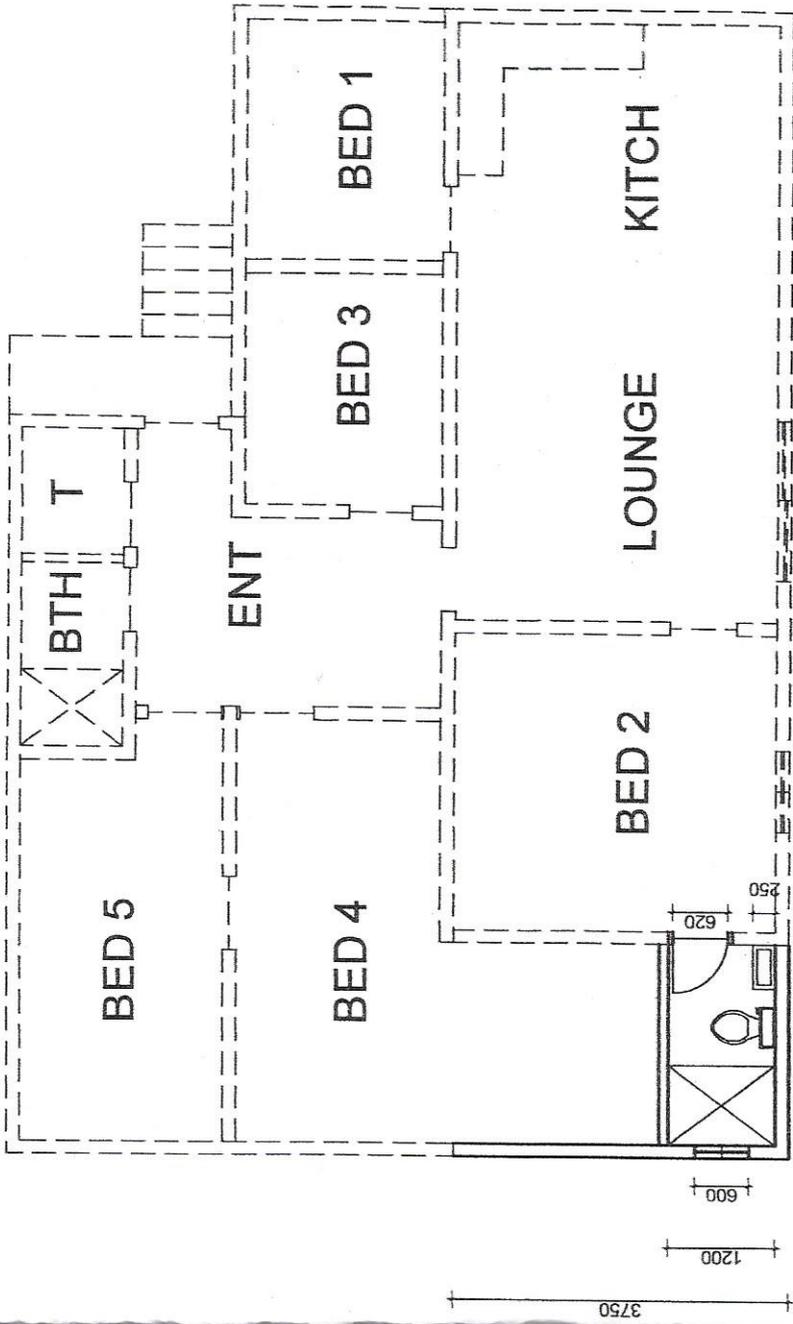
PLAN 7227



SCALE 1:2000
ALL DISTANCES ARE IN METERS
DKT DIA 20707



PLAN F.B.5 1-3676, 33678, 33682, 33683 10603







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1.0 Scope of Works

1.1 Project Background

The Shire of Waroona (the Shire) is motivated to forward-plan and prepare a comprehensive revitalisation strategy for improving and enabling vitality, well-being and economic growth of the Waroona Town Centre.

In 2003 the Waroona Town Centre Strategy and Masterplan (2003 Strategy) was prepared by Abor Vitae for the Shire. The 2003 Strategy undertook site analysis, stakeholder engagement, and preparation of concept development options, which resulted in a Masterplan, and a series of recommendations. Since 2003, there has been little change within the Town Centre as a result of the 2003 Strategy except for the creation of Drakesbrook Place, undergrounding of overhead infrastructure along South-Western Highway and new paving and road pavements partially completed.

The Shire is looking to appoint a Consultant to prepare a new Strategy in 2020 that can be implemented to guide future development, investment, growth, identity and respond to relevant challenges.

1.2 Project Area

The project area for the Revitalisation Strategy will be divided into two areas (**Attachment 1**); the core Town Centre and a frame. The core area includes the primary community and commercial areas, whilst the frame captures the periphery of residential, supporting commercial and recreational spaces along the South Western Highway spine. The Revitalisation Strategy should focus on developing strategies and recommendations in the core area and consider the influence of the broader frame.

1.3 Revitalisation Strategy

A Revitalisation Strategy is requested for the Town Centre for several reasons, including:

- A focus on economic support and regeneration, due to changing macroeconomic factors and trends;
- Renewed stakeholder engagement to understand any new information;
- To update known issues, challenges and opportunities;
- To re-visit objectives in light of updated broader policy direction;
- Tie in with the Shire of Waroona's Strategic Community Plan 2030;
- Consider place-making opportunities and infrastructure required to support them; and
- Understanding use of the Town Centre, community facilities and primary activities and any current/future gaps.

As opposed to a Master Plan, a Revitalisation Strategy focuses on renewal of the physical and intangible layers of a Town Centre. 'Revitalisation' is just one of the common terms used to describe the collective city renewal movement, where cities all over the world are re-imagining themselves in order to survive through changing global circumstances. Cities are re-inventing themselves in an era of change, to become more dynamic, resilient, and sustainable and are re-visiting their roots, and their core purpose; being a place for people.

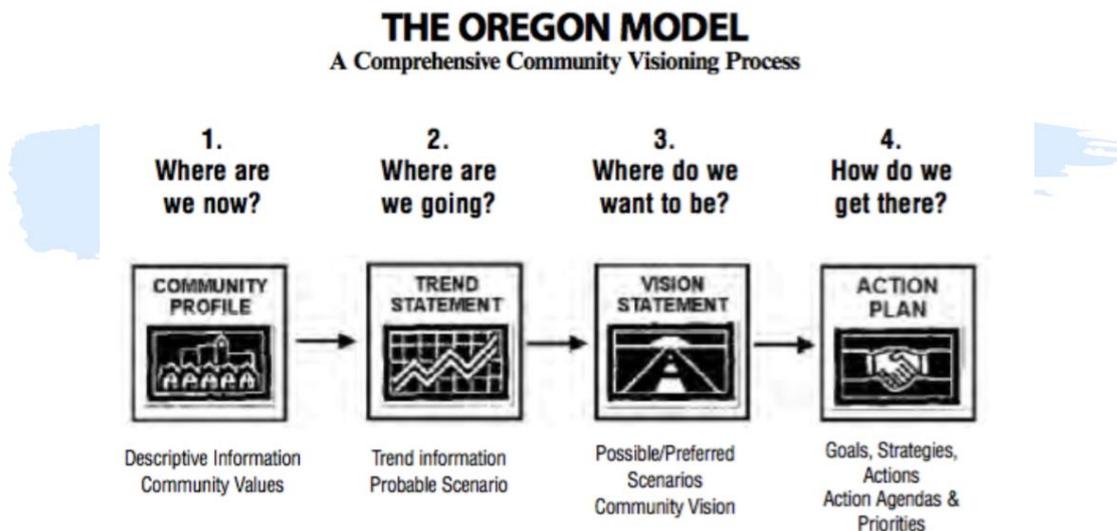
The Oregon Model

One process of Shire / Community visioning is known as 'The Oregon Model', a tool out of the Oregon Visions Project and developed by the Oregon Chapter of the American Planning Association. This process follows a four-step strategic visioning process, with each step guided by a key question and activities to achieve outcomes.

The four steps are:

1. Where are we now?
2. Where are we going?
3. Where do we want to be?
4. How do we get there?

The model is used as an overall guide allowing individual projects to selectively use each step as relevant, incorporating flexibility into the process.



The Revitalisation Strategy is to follow similar steps in that its overall aim is to deliver comprehensive strategies and an implementation framework that is developed with a broad range of stakeholders and underpinned by a uniting vision.

1.4 Project Objectives

The objectives of the Revitalisation Strategy project are to:

- Enhance the local identity of Waroona;
- Develop a hierarchy of focal points for the Town Centre;
- Strengthen the Town Centre as the focal point for the surrounding region;
- Develop an agreed set of revitalisation objectives;
- Align stakeholders around a common vision for the Town Centre; and

- Develop a set of strategies and implementation framework that can successfully deliver change in the Town Centre.

1.5 Outline of Tasks

The following tasks demonstrate the typical process for preparing a Revitalisation Strategy. The response should include similar tasks or outputs, but recommended adjustments or value adds are welcomed.

1.5.1 Inception and document review

- Inception meeting with the Shire of Waroona and Town Centre Task Force as part of the Site Visit in Task 2 below.
- Review of the Waroona Town Centre Strategy and Masterplan (2003) to identify what is still relevant to be tested as part of the Strategy.
- Review of relevant documentation (including Local and State strategies and policies).

1.5.2 Site visit and analysis

- Site visit with the Shire's project team and Town Centre Task Force to the Town Centre core and frame area.
- Detailed graphic and written analysis of the Town Centre including, but not limited to the following:
 - Entry points
 - Built form
 - Key activities and nodes
 - Connectivity and movement
 - Land uses
 - Social and cultural features
 - Environmental features
 - Community assets
 - Place quality and character
 - Key opportunities and challenges

1.5.3 Stakeholder engagement

- Provide an outline for Stakeholder Engagement opportunities as part of your submission to be later defined through a detailed Stakeholder Engagement Plan, identifying key stakeholders and proposed engagement methodology for the project.
 - Waroona Action Group;
 - Waroona District Local High School;
 - Waroona Business Support Group.

- Stakeholder engagement should occur before the formulation of the vision, and additionally after strategies are drafted.
- Undertake stakeholder engagement alongside the Shire's project team, including but not limited to:
 - Minimum of 4 x community workshops
 - Interviews with local traders, landowners (maximum 10)
 - Minimum of 2 x presentations to (one to the Town Centre Task Force and another to Council)
- The Shire will assist in securing venues for the workshops and will have two (2) staff members available to attend the workshops.

1.5.4 Town Centre vision

- Prepare a concise and meaningful vision for the Town Centre that aligns all stakeholders.
- Support the Town Centre vision with a series of revitalisation objectives or similar that reflect the findings of Stakeholder Engagement and help achieve the project objectives.

1.5.5 Strategies and implementation

- Prepare a comprehensive series of strategies to achieve the Town Centre vision.
- Prepare an implementation framework to support delivery of the strategies and vision including responsible stakeholders, timeline for delivery, and measurements of success.

1.5.6 Supporting visual graphics

- Provide supporting visual graphics that articulate the vision and strategies for the Town Centre and can be used as engagement and marketing material, such as plans, sketches, perspectives, photomontages, diagrams.

1.5.7 Final Report

- Prepare a final report for the Revitalisation Strategy including a summary of the strategy process, stakeholder engagement process and outcomes summary, site analysis, vision, strategies, implementation framework and supporting graphics.
- Detailed stakeholder engagement reporting contained in an appendix to the report.

1.5.8 Project Team Liaison

- Regular update meetings are to be held with the Shire Project team, the frequency of which will be determined in conjunction with the consultant. These meetings are likely to be in the form of teleconferences.

1.6 Timeline

Task / Milestone	Date
Quotations close	3 April 2020
Consultant selection / approval	28 April 2020
Review and Evaluation Finalised	18 May 2020
Site Analysis complete by	8 June 2020
Stakeholder Engagement (pre-vision) commenced by	15 June 2020
Presentation of Vision to Council	28 July 2020
Draft Strategies and graphics completed by	31 August 2020
Stakeholder Engagement (strategies) commenced by	14 September 2020
Presentation of strategies to Council	27 October 2020
Completion of Final Report	24 November 2020

1.7 Deliverables

At completion of the Strategy, the following deliverables will be submitted to the Shire:

- Waroona Town Centre Revitalisation Strategy (Final Report) – electronic PDF and Microsoft Word copies, 15 professionally bound colour copies; and
- A copy of all stakeholder engagement data (Microsoft Excel format preferred).

2. Evaluation Criteria

Please ensure the following Evaluation Criteria are addressed in your submission and page limits are adhered to. Offers will be evaluated on the below Criteria and respective weightings.

2.1 Fee Schedule – 30%

Respondents should provide the following fee schedules:

- i) Lump Sum Price for the Scope of Works (excluding Stakeholder Engagement);
- ii) An estimate for a Lump Sum Price for the Stakeholder Engagement component in accordance with the Respondent's outline provided and the potential activities offered;
- iii) Separate Lump Sum Prices for any 'Optional Extras' that depart from the Scope of Works above; and
- iv) Hourly rates for each personnel.

2.2 Relevant Experience – 25%

Note: 1-page limit per project example

Respondents must detail their experience in completing / supplying similar requirements to this brief. Respondents must, at a minimum, address the following information under the heading '**Relevant Experience**'.

- i) Provide a maximum of four (4) project examples detailing similar work (revitalisation and regional town centre work), addressing:

- a. Respondent's role and involvement;
- b. Project client, cost and timeline;
- c. Description of services;
- d. Outcomes and deliverables;
- e. Any issues that arose during the project and how these were managed;
and
- f. Similarity or relevance to this brief.

2.3 Project Team– 25%

Note: 1-page limit per nominated team member

Respondents must address the following information at a minimum under the heading 'Project Team'.

- i) Respondent's capacity and capability to deliver the Scope of Works within the timeframe;
- ii) Respondent's organisational structure;
- iii) Nominated personnel allocated to the project, describing their project role and capacity;
- iv) Contingency measures or resources; and
- v) A copy of Curricula Vitae for each team member as an appendix to the submission.

2.4 Demonstrated Understanding and Methodology – 20%

Respondents must detail the process they intend to use to achieve the Project Objectives and Deliverables listed in the Scope of Works above. This should be addressed under the heading 'Demonstrated Understanding and Methodology'.

- i) A project schedule / timeline for delivery of the Scope of Works and how specified timeframes in Section 1.6 will be met;
- ii) The process / approach for delivery of the Scope of Works (methodology);
and
- iii) A demonstrated understanding of the Scope of Works.

3. Special Conditions

3.1 Price

Prices quoted are to be on a schedule of rates basis and detailed in your submission. All prices for goods and / or services offered are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST).

3.2 Insurance

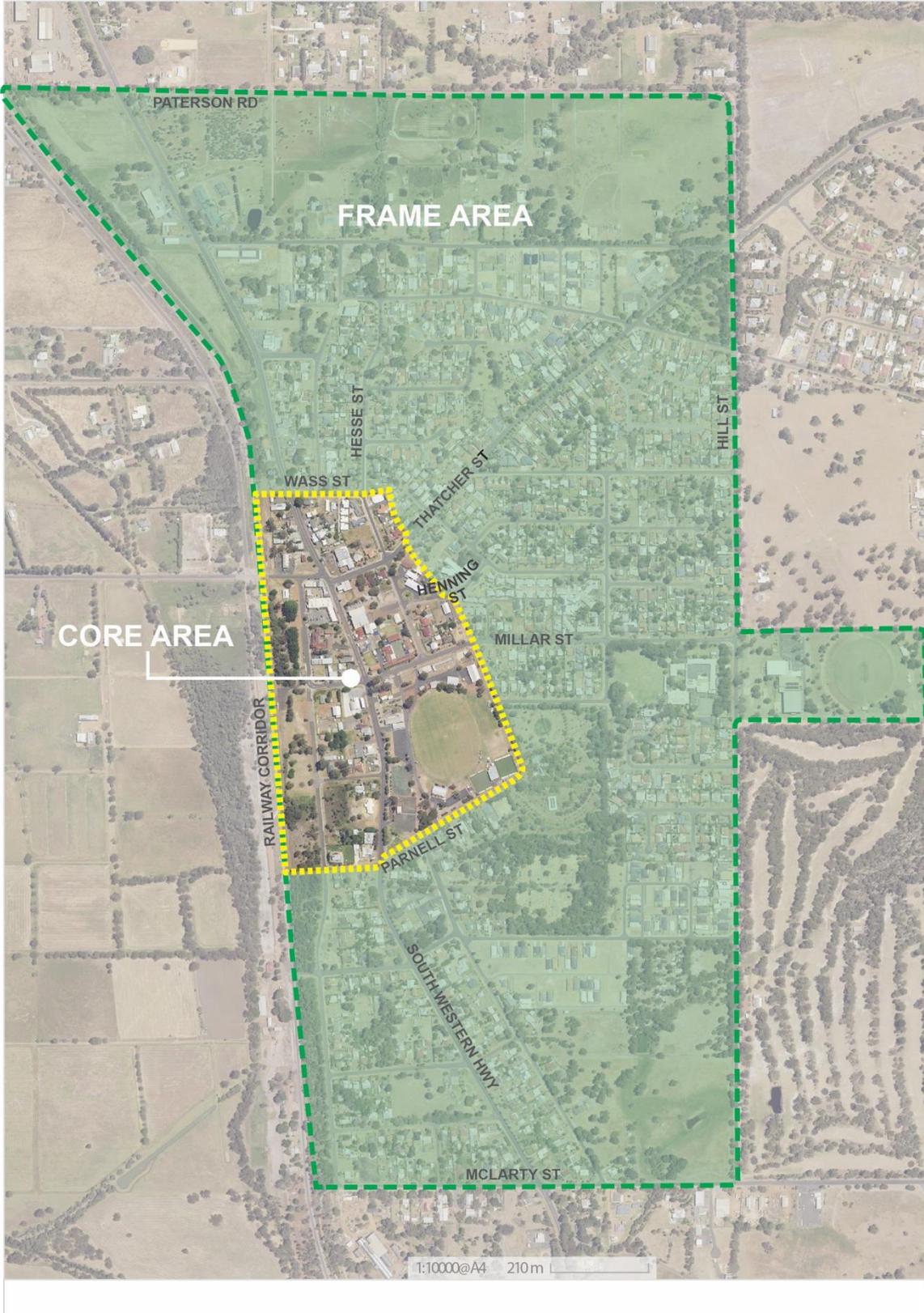
- Public Liability insurance;
- Workers compensation and / or Personal Insurance Cover.

4. Attachments

- Attachment 1 – Project Area

- Attachment 2 - Waroona Town Centre Strategy – Final Report (2003) by Arbor Vitae





ATTACHMENT 2
Full document attached
separately

waroona

town centre strategy

FINAL REPORT
december 2003

prepared for the
Shire of Waroona
Waroona Town Centre Strategy Steering Group



ARBOR VITAE 488 murray street PERTH WA 6000 t 9321 4600 f 9321 4755 e arborvitae@arbstudio.net

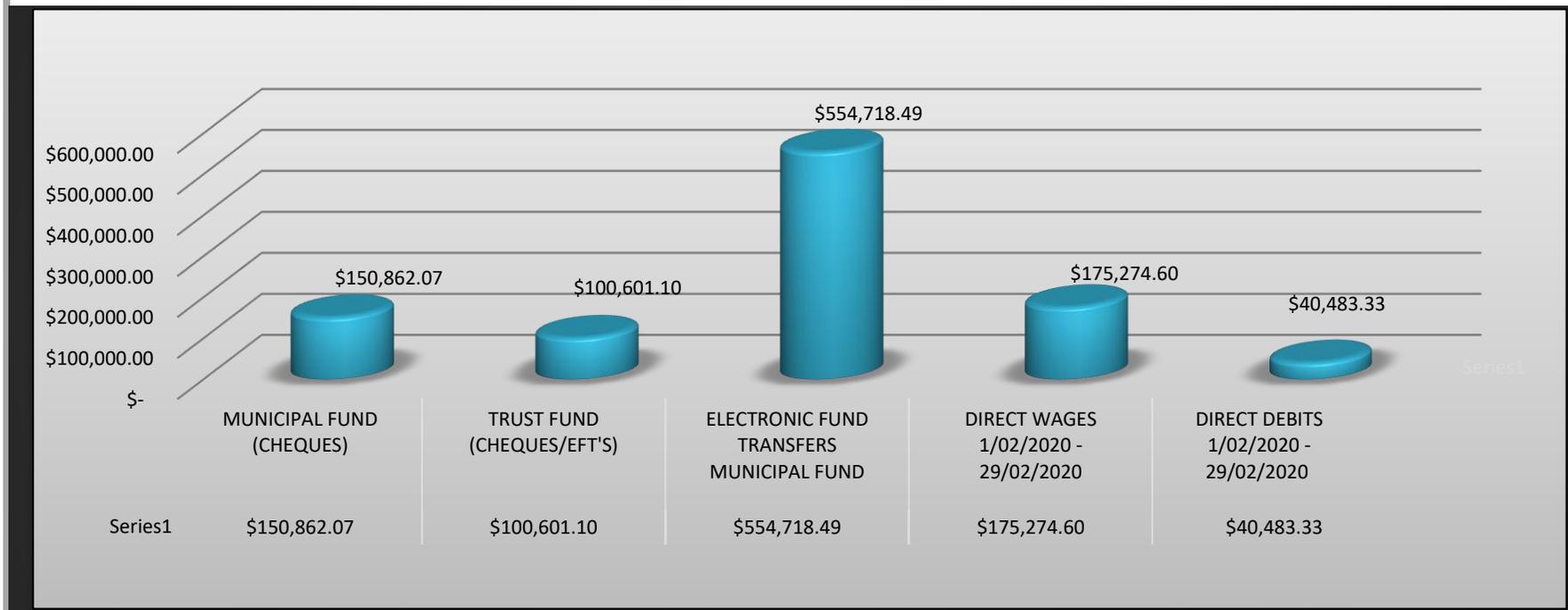


SUMMARY OF PAYMENTS FOR THE PERIOD 1/02/2020 TO 29/02/2020

APPENDIX 10.3.1

ACCOUNT	CHEQUE NO'S	TOTAL
MUNICIPAL FUND (CHEQUES)	9403 - 9423	\$ 150,862.07
TRUST FUND (CHEQUES/EFT'S)	CHQ: 11244 - 11249 EFT31675, EFT31676, EFT31726, EFT31773	\$ 100,601.10
ELECTRONIC FUND TRANSFERS MUNICIPAL FUND	31626 - 31811	\$ 554,718.49
DIRECT WAGES 1/02/2020 - 29/02/2020	N/A	\$ 175,274.60
DIRECT DEBITS 1/02/2020 - 29/02/2020	N/A	\$ 40,483.33

GRAND TOTAL: \$ 1,021,939.59



**List of Accounts Due & Submitted to Committee March 2020
Municipal Funds Cheques February 2020**

Chq/EFT	1/02/2020 TO	Name	Description	Amount
9403	07/02/2020	OPTUS BILLING SERVICES	Mobile Charges	-1191.02
9404	07/02/2020	VANESSA BLACK	Payment of Consignment Stock - Visitor Centre	-30.00
9405	07/02/2020	JAMES CAMPLIN	Payment of Consignment Stock - Visitor Centre	-26.15
9406	07/02/2020	SHIRE OF WAROONA	Street Bin Disposal	-125004.00
9407	07/02/2020	CHRISTINE HYDE	Payment of Consignment Stock - Visitor Centre	-90.45
9408	07/02/2020	JANET BURNE	Payment of Consignment Stock - Visitor Centre	-198.00
9409	14/02/2020	SOUTH WEST WANDERERS	Overpayment of Hall Booking	-20.00
9410	14/02/2020	OPTUS BILLING SERVICES	Internet Charges	-200.00
9411	14/02/2020	SHIRE OF WAROONA - SUNDRY DEBTORS	Payroll Deductions	-770.00
9412	21/02/2020	OPTUS BILLING SERVICES	Telephone Charges	-1907.19
9413	21/02/2020	PETTY CASH - please pay cash	Petty Cash Reimbursement	-454.35
9414	21/02/2020	SYNERGY	Electricity Charges	-3509.13
9415	21/02/2020	SHIRE OF WAROONA	Waiver Special Event Application Fee - Quambie Park Fete	-151.00
9416	21/02/2020	TELSTRA CORPORATION LIMITED	Telephone Charges	-46.24
9417	27/02/2020	OPTUS BILLING SERVICES	Sat Sleeve - Volunteer Rangers	-18.50
9418	27/02/2020	AUSTRALIA POST	Post Office Box Renewal	-201.00
9419	27/02/2020	PETTY CASH - please pay cash	Petty Cash Reimbursement	-99.55
9420	27/02/2020	SHIRE OF WAROONA - SUNDRY DEBTORS	Payroll Deductions	-830.00
9421	27/02/2020	SYNERGY	Electricity Charges	-14154.25
9422	27/02/2020	TELSTRA CORPORATION LIMITED	Telephone Charges	-29.00
9423	27/02/2020	WATER CORPORATION	Water Charges	-1932.24
TOTAL MUNICIPAL FUNDS CHEQUES				-\$ 150,862.07

Trust Fund Cheques/EFTs

Chq/EFT	Date	Name	Description	Amount
11244	07/02/2020	SHIRE OF WAROONA	Purchase Shire Number Plates - 321WR	-200.00
11245	10/02/2020	SHIRE OF WAROONA	BSL Commission Collected - January 2020	-45.00
11246	12/02/2020	SHIRE OF WAROONA	Purchase Shire Number Plates - 1946WR	-200.00
11247	18/02/2020	SHIRE OF WAROONA	BCITF Commission Collected - January 2020	-16.50
11248	21/02/2020	SHIRE OF WAROONA	Main Roads Bridge Works Lake Clifton Road - Bridge 4827A	-29000.00
11249	27/02/2020	SHIRE OF WAROONA	Purchase Shire Number Plates - 2665WR	-200.00
EFT31675	07/02/2020	WAROONA COMMUNITY MEN'S SHED INC.	Payment of Alcoa Sustainability Grant - Waroona Men's Shed	-20000.00
EFT31676	10/02/2020	BUILDING COMMISSION	BSL Collected - January 2020	-712.61
EFT31726	18/02/2020	BCITF	BCITF Collections - January 2020	-226.99
EFT31773	25/02/2020	WAROONA AGRICULTURAL SOCIETY	Payment of Alcoa Sustainability Grant - Waroona Ag Society	-50000.00
TOTAL TRUST CHEQUES				-\$ 100,601.10

Direct Debit Payments

Direct Debit	Date	Name	Description	Amount
DD18626.1	12/02/2020	WA SUPER	Payroll Deductions	-15540.50
DD18626.2	12/02/2020	BENDIGO SMARTSTART SUPER	Superannuation Contributions	-187.58
DD18626.3	12/02/2020	AUSTRALIAN ETHICAL RETAIL SUPERANNUATION FUND	Superannuation Contributions	-177.08
DD18626.4	12/02/2020	BT SUPER FOR LIFE	Superannuation Contributions	-48.56
DD18626.5	12/02/2020	AUSTRALIAN SUPER	Superannuation Contributions	-304.44
DD18626.6	12/02/2020	ULTIMATE SUPERANNUATION & PENSION SERVICES	Superannuation Contributions	-49.02
DD18626.7	12/02/2020	COLONIAL FIRST STATE FIRSTCHOICE WHOLESALE PERSONAL SUPER	Superannuation Contributions	-133.35
DD18626.8	12/02/2020	TELSTRA SUPER	Superannuation Contributions	-934.02
DD18626.9	12/02/2020	MIML - MACQUARIE SUPER ACCUMULATOR	Superannuation Contributions	-196.28
DD18635.1	29/02/2020	TELAIR PTY LTD	Monthly Access Fees - Virtual Fax	-19.95
DD18657.1	26/02/2020	WA SUPER	Payroll Deductions	-16022.79
DD18657.2	26/02/2020	BENDIGO SMARTSTART SUPER	Superannuation Contributions	-187.58
DD18657.3	26/02/2020	AUSTRALIAN ETHICAL RETAIL SUPERANNUATION FUND	Superannuation Contributions	-177.08
DD18657.4	26/02/2020	BT SUPER FOR LIFE	Superannuation Contributions	-48.56
DD18657.5	26/02/2020	AUSTRALIAN SUPER	Superannuation Contributions	-284.14
DD18657.6	26/02/2020	ULTIMATE SUPERANNUATION & PENSION SERVICES	Superannuation Contributions	-42.18
DD18657.7	26/02/2020	COLONIAL FIRST STATE FIRSTCHOICE WHOLESALE PERSONAL SUPER	Superannuation Contributions	-66.54
DD18657.8	26/02/2020	TELSTRA SUPER	Superannuation Contributions	-934.02
DD18657.9	26/02/2020	MIML - MACQUARIE SUPER ACCUMULATOR	Superannuation Contributions	-262.87
DD18626.10	12/02/2020	HESTA SUPERANNUATION FUND	Superannuation Contributions	-783.46
DD18626.11	12/02/2020	SUNSUPER	Superannuation Contributions	-429.65
DD18626.12	12/02/2020	CBUS SUPERANNUATION	Superannuation Contributions	-401.35
DD18626.13	12/02/2020	REST SUPER - RETAIL EMPLOYEES SUPERANNUATION FUND	Superannuation Contributions	-271.05
DD18626.14	12/02/2020	MTAA SUPER	Superannuation Contributions	-237.66
DD18657.10	26/02/2020	HESTA SUPERANNUATION FUND	Superannuation Contributions	-1430.49
DD18657.11	26/02/2020	SUNSUPER	Superannuation Contributions	-429.65
DD18657.12	26/02/2020	CBUS SUPERANNUATION	Superannuation Contributions	-401.35
DD18657.13	26/02/2020	REST SUPER - RETAIL EMPLOYEES SUPERANNUATION FUND	Superannuation Contributions	-271.05
DD18657.14	26/02/2020	MTAA SUPER	Superannuation Contributions	-211.08

TOTAL DIRECT DEBIT PAYMENT -\$ 40,483.33

Municipal Electronic Funds Transfers

Chq/EFT	Date	Name	Description	Amount
EFT31626	07/02/2020	KLEEN WEST DISTRIBUTORS	Cleaning Products	-263.64
EFT31627	07/02/2020	PETES TREEWORX	Tree Pruning	-7425.00
EFT31628	07/02/2020	CHRISTINE THEELEN	Payment of Consignment Stock - Visitor Centre	-23.25
EFT31629	07/02/2020	MAIA FINANCIAL	Purchase Desktops & Monitors	-1094.54
EFT31630	07/02/2020	SPYKER BUSINESS SOLUTIONS	Annual Maintenance Agreement - CCTV	-2634.71
EFT31631	07/02/2020	DANIEL COOLS	Reimburse Pool Party Decorations	-140.10

EFT31632	07/02/2020 BIG W (WOOLWORTHS LIMITED)	Books	-250.00
EFT31633	07/02/2020 HUCKLEBERRY'S TANK AND WATER SERVICE	Refill Tanks - Drakesbrook Weir	-400.00
EFT31634	07/02/2020 CITY & REGIONAL FUELS	Fuel	-9086.25
EFT31635	07/02/2020 SURVEYING SOUTH	Design New Carpark Layout	-2376.00
EFT31636	07/02/2020 PATONS PAINTING SERVICE	Painting - Executive Meeting Room	-300.00
EFT31637	07/02/2020 GEOFF BLACK	Payment of Consignment Stock - Visitor Centre	-48.75
EFT31638	07/02/2020 BOTANIC BLISS	Payment of Consignment Stock - Visitor Centre	-4.50
EFT31639	07/02/2020 SAVAGE ST	Payment of Consignment Stock - Visitor Centre	-89.95
EFT31640	07/02/2020 PETER FOEKEN	Payment of Consignment Stock - Visitor Centre	-26.25
EFT31641	07/02/2020 WH LOCATION SERVICES T/A ABAXA PTY LTD	Location of Underground Utilities	-2191.75
EFT31642	07/02/2020 COUGAR SAND SUPPLIES (BM & RV WATERS)	Deliver Sand	-1639.69
EFT31643	07/02/2020 ALANA RAINER	Payment of Consignment Stock - Visitor Centre	-148.50
EFT31644	07/02/2020 CONTRAFLow	Traffic Control	-6296.83
EFT31645	07/02/2020 WENDY HOLLY	Payment of Consignment Stock - Visitor Centre	-32.96
EFT31646	07/02/2020 MELVILLE SUBARU	Purchase Subaru Outback (101WR)	-11837.25
EFT31647	07/02/2020 MAXIMA TRAINING GROUP (AUST) LIMITED	Trainee Level 6 - Tremayne Indich	-2109.24
EFT31648	07/02/2020 AMPAC DEBT RECOVERY	Debt Recovery - Rates	-11480.88
EFT31649	07/02/2020 CLARKEYS CARPENTRY & MAINTENANCE	Install Cupboard	-869.00
EFT31650	07/02/2020 COTTESLOE MEDICAL CENTRE	Pre-employment Medical	-145.00
EFT31651	07/02/2020 A & L PRINTERS PTY LTD	Stationery	-248.00
EFT31652	07/02/2020 MISS PAULA BIRCH	Reimburse Pool Party Supplies	-273.60
EFT31653	07/02/2020 BELL FIRE EQUIPMENT	Automatic Fire Detection Service	-105.41
EFT31654	07/02/2020 BOC GASES	G-Plan Argoshield universal	-219.00
EFT31655	07/02/2020 CURTIS ELECTRICAL CONTRACTING PTY LTD	Electrical Works	-446.74
EFT31656	07/02/2020 JR & A HERSEY PTY LTD	Cable Ties 200, Latex Gloves, Brake Clean	-1269.95
EFT31657	07/02/2020 HOWSON TECHNICAL	Traffic Management	-522.50
EFT31658	07/02/2020 ISWEEP TOWN & COUNTRY	Street Sweeping	-5016.00
EFT31659	07/02/2020 LANDGATE	Valuation Fees	-596.79
EFT31660	07/02/2020 McLEODS	Legal Fees	-213.35
EFT31661	07/02/2020 THE WORKWEAR GROUP (PREVIOUSLY NEAT N' TRIM)	Uniforms	-508.80
EFT31662	07/02/2020 OFFICEWORKS	Stationery	-60.95
EFT31663	07/02/2020 PRESTIGE PRODUCTS	Popcorn & Oil	-106.40
EFT31664	07/02/2020 PFD FOOD SERVICES PTY LTD	Kiosk Items	-135.70
EFT31665	07/02/2020 PISCONERI, A. M.	Rubbish Tip Contract	-3182.57
EFT31666	07/02/2020 SHIRE OF MURRAY	Reimbursement Costs - Connect Call After Hours Call Service, Christmas Party	-3278.37
EFT31667	07/02/2020 WESTRAC EQUIPMENT PTY LTD	Parts	-1527.67
EFT31668	07/02/2020 IAN DIFFEN CITY DISCOUNT TYRES WAROONA (WAROONA TYRE	Puncture Repair	-115.00
EFT31669	07/02/2020 WAROONA IGA	Groceries	-63.69
EFT31670	07/02/2020 WAROONA HOME TIMBER & HARDWARE	Hardware Supplies	-543.10
EFT31671	07/02/2020 WAROONA WOOD SUPPLIES	Excavator, Mulcher for Firebreak Improvements	-8241.00
EFT31672	07/02/2020 AUDREY ISOBEL SMITH	Payment of Consignment Stock - Visitor Centre	-36.00

EFT31673	07/02/2020	GAIL DIANNE CURTIS	Payment of Consignment Stock - Visitor Centre	-77.55
EFT31674	07/02/2020	DEBBIE ARMSTRONG	Payment of Consignment Stock - Visitor Centre	-30.00
EFT31677	14/02/2020	PETES TREEWORX	Tree Pruning -	-6415.75
EFT31678	14/02/2020	PUBLIC LIBRARIES WA	PLWA Membership	-170.00
EFT31679	14/02/2020	D & E DIESEL SERVICES	Repair 950H Loader	-4554.93
EFT31680	14/02/2020	MAPTO	Mandurah & Peel Visitor Guide 2020	-440.00
EFT31681	14/02/2020	WATSON SERVICES WA	Plumbing Works	-309.10
EFT31682	14/02/2020	Founder Enterprises Pty Ltd t/as Fortus Group	Ripper Shanks	-233.60
EFT31683	14/02/2020	EMERG SOLUTIONS PTY LTD	Direct SMS Numbers	-260.00
EFT31684	14/02/2020	PRIME REFRIGERATION & AIR CONDITIONING	Annual Air Conditioning Maintenance	-3745.50
EFT31685	14/02/2020	SCOPE BUSINESS IMAGING	Photocopier Charges	-408.17
EFT31686	14/02/2020	CLAYTON SHARP CONTRACTING	Music - Australia Day 2020	-500.00
EFT31687	14/02/2020	NAPA AUTO PARTS	Parts	-183.59
EFT31688	14/02/2020	TOLL TRANSPORT PTY LTD	Freight	-31.57
EFT31689	14/02/2020	AMPAC DEBT RECOVERY	Debt Recovery - Rates	-1369.48
EFT31690	14/02/2020	VIDO'S TURF SUPPLIES	Turf Air Rating/ Coring - Town Oval	-8400.00
EFT31691	14/02/2020	CLARKEYS CARPENTRY & MAINTENANCE	Modification of CCTV Cabinet	-500.00
EFT31692	14/02/2020	ARTISTRALIA	Movies in the Park	-1320.00
EFT31693	14/02/2020	PEEL RESOURCE RECOVERY PTY LTD	Demolition of Bridge & Transport to Buller Rd Refuse	-10780.00
EFT31694	14/02/2020	ADVANCED CLEANING SOUTHWEST	Cleaning Services	-1740.86
EFT31695	14/02/2020	BREAKAWAY TOURISM PTY LTD	Seasonal Worker Accommodation Development Feasibility Study	-4094.20
EFT31696	14/02/2020	JIMS GARAGE DOORS	Waroona Roller Door - Rec Centre	-490.00
EFT31697	14/02/2020	PLACID ARK ROADHOUSE	Meal for Fire (Tallathalla Road)	-346.48
EFT31698	14/02/2020	AUSTRALIAN SERVICES UNION	Payroll Deductions	-101.60
EFT31699	14/02/2020	CARMEL HOLDINGS PTY LTD T/A ALLSTAMPS	Stamps	-204.74
EFT31700	14/02/2020	ADVANCED PEST CONTROL	Above Ground Baiting System	-550.00
EFT31701	14/02/2020	BULLIVANTS	Concrete Clutches (Quick Lifts)	-1170.40
EFT31702	14/02/2020	DOWN TO EARTH TRAINING & ASSESSING	Traffic Management & Traffic Control Course	-1680.00
EFT31703	14/02/2020	JASON SIGNMAKERS	Signs	-346.50
EFT31704	14/02/2020	LANDGATE	Land Enquiries	-52.40
EFT31705	14/02/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Finance Conference	-2860.00
EFT31706	14/02/2020	MJB INDUSTRIES	Class 4 Pipe	-11000.00
EFT31707	14/02/2020	OCCUPATIONAL RISK MANAGEMENT	Provision of OSH Services	-920.00
EFT31708	14/02/2020	PEEL H2O SOLUTIONS	Retic Parts	-91.45
EFT31709	14/02/2020	Pinjarra Bakery & Patisserie	Catering - Business After Hours Event	-150.00
EFT31710	14/02/2020	RIGGS AUTO CENTRE	Car Service - 101WR	-280.00
EFT31711	14/02/2020	CHILD SUPPORT AGENCY	Payroll Deductions	-432.05
EFT31712	14/02/2020	SHIRE OF WAROONA STAFF LOTTO SYNDICATE	Payroll Deductions	-124.00
EFT31713	14/02/2020	SYNERGY - STREETLIGHT ACCOUNT	Street Lighting	-7888.06
EFT31714	14/02/2020	STOCKMAN HOLDEN	Purchase Holden Colorado LS Single Cab	-24032.43
EFT31715	14/02/2020	SHIRE OF MURRAY	Environmental Health & IT Services	-12528.45

EFT31716	14/02/2020	WAROONA NEWS	Stationery	-996.30
EFT31717	14/02/2020	WAROONA COMMUNITY CENTRE INC. -TELECENTRE	Interagency Meeting	-32.00
EFT31718	14/02/2020	WOODBURY PLUMBING	Repair Broken Tap - Cricket Oval	-119.90
EFT31719	14/02/2020	WAROONA RURAL SERVICES	Hardware Supplies	-433.10
EFT31720	14/02/2020	WURTH AUSTRALIA PTY LTD	Workshop Consumables	-240.31
EFT31721	14/02/2020	WAROONA LICENCED POST OFFICE	Postage Charges	-281.85
EFT31722	14/02/2020	WAROONA IGA	Groceries	-69.28
EFT31723	14/02/2020	PUMA WAROONA ROADHOUSE	Fuel	-242.04
EFT31724	14/02/2020	WAROONA HOME TIMBER & HARDWARE	Hardware Supplies	-544.70
EFT31725	14/02/2020	DRAKESBROOK WINES PTY LTD	Mixed Bottles Wine - Business After Hours Forum	-264.00
EFT31727	19/02/2020	STOCKMAN HOLDEN	Purchase Holden Colorado LS Single Cab	-22496.98
EFT31728	20/02/2020	AUSTRALIAN TAXATION OFFICE	Payroll Deductions	-70795.00
EFT31729	21/02/2020	ELEC POWER TECHNOLOGIES PTY LTD	Service Level Agreement - Contract Fee - UPS	-943.80
EFT31730	21/02/2020	DEPARTMENT OF BIODIVERSITY, CONSERVATION AND	WA Naturally Publications	-37.53
EFT31731	21/02/2020	DRAKESBROOK DESPATCH	Advertising	-90.00
EFT31732	21/02/2020	ESTUARY BOBCATS	Access Way and Laydown Area for Tipping	-5153.50
EFT31733	21/02/2020	PARKS & LEISURE AUSTRALIA	Facility Managers Course	-1947.00
EFT31734	21/02/2020	T-QUIP	Parts	-495.20
EFT31735	21/02/2020	AUSSIE TELECOM PTY LTD	Deep Freeze Cloud Subscription	-503.12
EFT31736	21/02/2020	UNDERCOVER SW	Laser Tag	-1300.00
EFT31737	21/02/2020	CONTRAFLOW	Traffic Controllers	-5447.16
EFT31738	21/02/2020	SEA 2 SCARP AIR CONDITIONING & REFRIGERATION SERVICES	Degassing of Fridges and Freezers	-240.00
EFT31739	21/02/2020	WAROONA ACTION GROUP INC.	Canteen Management - Movies in the Park	-100.00
EFT31740	21/02/2020	NAPA AUTO PARTS	Parts	-238.15
EFT31741	21/02/2020	TOLL TRANSPORT PTY LTD	Freight	-43.73
EFT31742	21/02/2020	QUEST APARTMENTS KINGS PARK	Accommodation - WALGA Training	-350.00
EFT31743	21/02/2020	MAXIMA TRAINING GROUP (AUST) LIMITED	Trainee Level 6 - Tremayne Indich	-1415.42
EFT31744	21/02/2020	AMPAC DEBT RECOVERY	Debt Recovery Costs - Rates	-165.00
EFT31745	21/02/2020	BAGS O' RAGS	Bags of Rags	-57.20
EFT31746	21/02/2020	CLEANAWAY	Bin Collections	-30836.38
EFT31747	21/02/2020	BRONWYN COOKE	Reimburse Shoes	-100.00
EFT31748	21/02/2020	SUE CICOLARI	Reimburse Groceries - Community Sundowner	-291.59
EFT31749	21/02/2020	CURTIS ELECTRICAL CONTRACTING PTY LTD	Electrical Works	-1035.81
EFT31750	21/02/2020	DE ROSAS HIGHWAY MOTORS	Parts	-1143.11
EFT31751	21/02/2020	HARVEY COURIER	Freight	-52.55
EFT31752	21/02/2020	LANDGATE	Valuation Fees	-132.00
EFT31753	21/02/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Induction to Local Government Workshop	-350.00
EFT31754	21/02/2020	MCCALL BROS. ENGINEERING	Lengths of Box Steel	-902.00
EFT31755	21/02/2020	McLEODS	Legal Fees	-11137.59
EFT31756	21/02/2020	COMMISSIONER OF MAIN ROADS WA	LGA Contribution for Bridge 4827 - Lake Clifton Road	-77000.00
EFT31757	21/02/2020	PLANT INVESTMENTS PTY LTD	Clean up Road Verges	-660.00

EFT31758	21/02/2020 PFD FOOD SERVICES PTY LTD	Kiosk Items		-161.40
EFT31759	21/02/2020 PISCONERI, A. M.	Rubbish Tip Contract		-3182.57
EFT31760	21/02/2020 SUBARU MANDURAH	12,500Km Service - 103WR		-350.00
EFT31761	21/02/2020 Pinjarra Bakery & Patisserie	Catering - Book Club		-75.00
EFT31762	21/02/2020 ROYAL LIFESAVING SOC OF AUST	Lifeguard Requalification's		-2695.50
EFT31763	21/02/2020 SHIRE OF MURRAY	Reimburse 50% Costs Joint CEO Costs - McLeods		-501.60
EFT31764	21/02/2020 STATE LIBRARY OF WA	Better Beginnings Program 2019/20		-187.00
EFT31765	21/02/2020 MOORE STEPHENS	2020 Budget Workshop - MCS		-957.00
EFT31766	21/02/2020 WAROONA SMASH REPAIRS	Remove Windows & Tint		-715.00
EFT31767	21/02/2020 WOODBURY PLUMBING	Repair Toilet - Visitor Centre		-154.55
EFT31768	21/02/2020 WA LOCAL GOVERNMENT ASSOCIATION	Making Local Laws eLearning - Brad Vitale		-215.00
EFT31769	21/02/2020 WAROONA RURAL SERVICES	Hardware Supplies		-468.68
EFT31770	21/02/2020 WAROONA IGA	Groceries		-64.30
EFT31771	21/02/2020 WAROONA HOME TIMBER & HARDWARE	Hardware Supplies		-117.90
EFT31772	21/02/2020 NATIONAL AUSTRALIA BANK	HERTZ - Hire vehicle Peter Kent	\$1149.72	-3753.79
		Google Ensuite	\$157.08	
		Popcorn Machine	\$900.80	
		DVD's for Movies in the Park	\$87.80	
		Trip safe Cables	\$399.30	
		Cutting Mat	\$39.05	
		Marquee	\$349.99	
		Sympathy Flowers	\$97.00	
		Western Power Small Commercial Connections	\$497.92	
		Harvest Highway Meeting	\$22.90	
		Mail Chimp	\$14.59	
		CEO Meeting	\$14.70	
		CEO Meeting	\$4.50	
		Card Fee	\$18.44	
EFT31774	27/02/2020 PETES TREEWORX	Clearing of Table Drains		-18337.00
EFT31775	27/02/2020 ORIGIN ENERGY	LP Gas		-6117.90
EFT31776	27/02/2020 SPYKER BUSINESS SOLUTIONS	Service Existing Wireless Technology, Install Side by Side Link - Admin to Depot		-8791.76
EFT31777	27/02/2020 HUCKLEBERRY'S TANK AND WATER SERVICE	Wet Hire Water truck		-2920.50
EFT31778	27/02/2020 D & E DIESEL SERVICES	Hire 950H Loader		-11000.00
EFT31779	27/02/2020 SURVEYING SOUTH	Survey - Peppermint Grove Road		-5148.00
EFT31780	27/02/2020 PRIME REFRIGERATION & AIR CONDITIONING	Replace Air Conditioner - Landcare		-2851.12
EFT31781	27/02/2020 CONTRAFLOW	Traffic Control - Peppermint Grove Road		-5031.05
EFT31782	27/02/2020 VORGEE PTY LTD	Goggles, Clear Lens		-455.40
EFT31783	27/02/2020 WAROONA FREIGHT	Sound technician, Setup and Pack Down - Outdoor Cinema Event		-445.50
EFT31784	27/02/2020 MAXIMA TRAINING GROUP (AUST) LIMITED	Trainee Level 6 - Tremayne Indich		-943.60
EFT31785	27/02/2020 CLARKEYS CARPENTRY & MAINTENANCE	Change lock / Seal Slipping Door / Replace Ceiling Panel		-500.00
EFT31786	27/02/2020 KELLY SHIPWAY	Reimbursement - Items for Long Table Dinner		-414.66

EFT31787	27/02/2020 SOUTHERN DIRT	Peel Hub Funding 2019/20	-11000.00
EFT31788	27/02/2020 AUSTRALIAN SERVICES UNION	Payroll Deductions	-101.60
EFT31789	27/02/2020 BELL FIRE EQUIPMENT	Automatic Fire detection Service Maintenance	-288.73
EFT31790	27/02/2020 BRONWYN COOKE	Reimburse Shoes	-35.95
EFT31791	27/02/2020 CURTIS ELECTRICAL CONTRACTING PTY LTD	Electrical Works	-1617.04
EFT31792	27/02/2020 COATES HIRE	Hire Portaloo	-337.61
EFT31793	27/02/2020 DE ROSAS HIGHWAY MOTORS	Repair Tractor	-5272.53
EFT31794	27/02/2020 T.GOLDSWORTHY	Reimbursement - Visitor Centre Supplies	-465.13
EFT31795	27/02/2020 HARVEY WATER	Water Consumption	-3239.24
EFT31796	27/02/2020 JASON SIGNMAKERS	Signs	-740.30
EFT31797	27/02/2020 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Induction to Local Government Workshop	-350.00
EFT31798	27/02/2020 MCCALL BROS. ENGINEERING	Repair Side Railings on Tray	-462.00
EFT31799	27/02/2020 OFFICEWORKS	Stationery	-183.95
EFT31800	27/02/2020 PLANT INVESTMENTS PTY LTD	Remove & Replace Fence - Drakesbrook Cemetery	-2310.00
EFT31801	27/02/2020 CHILD SUPPORT AGENCY	Payroll Deductions	-432.05
EFT31802	27/02/2020 SHIRE OF WAROONA STAFF LOTTO SYNDICATE	Payroll Deductions	-124.00
EFT31803	27/02/2020 SIGMA CHEMICALS	Pool Testing Tablets	-553.85
EFT31804	27/02/2020 STOCKMAN HOLDEN	24,000Km Service - 105 WR	-816.64
EFT31805	27/02/2020 WOODBURY PLUMBING	Plumbing Works	-1593.83
EFT31806	27/02/2020 WAROONA RURAL SERVICES	Hardware Supplies	-133.15
EFT31807	27/02/2020 WAROONA IGA	Groceries	-407.24
EFT31808	27/02/2020 WA HORTICULTURAL DEVELOPMENTS PTY LTD	Garden Maintenance	-5820.83
EFT31809	27/02/2020 WAROONA HOME TIMBER & HARDWARE	Hardware Supplies	-109.75
EFT31810	27/02/2020 COUNTRY CAFE	Catering - Strategy Day/Special Council Meeting	-110.00
EFT31811	28/02/2020 IRRIGATION AUSTRALIA	Cert III in Irrigation	-4536.50

TOTAL MUNICIPAL ELECTRONIC FUNDS TRANSFER **-\$ 554,718.49**

Electronic Fund Transfer - Direct Salaries & Wages

Date	Name	Description	Amount
12/02/2020	National Australia Bank	Payroll	- 88,665.80
26/02/2020	National Australia Bank	Payroll	- 86,608.80

TOTAL DIRECT WAGES TRANSFER **-\$ 175,274.60**

Total Municipal Fund Cheques	- 150,862.07
Total Trust Fund Cheques	- 100,601.10
Total Direct Debit	- 40,483.33
Total Electronic Funds	- 554,718.49
Total Direct Wages	- 175,274.60

GRAND TOTAL ALL ACCOUNTS PAYABLE **-\$ 1,021,939.59**

SHIRE OF WAROONA
 Monthly financial report
 FOR THE PERIOD ENDED 29 FEBRUARY 2020



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LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

Statement of financial activity

by program

FOR THE PERIOD ENDED 29 FEBRUARY 2020

	Note	Original Budget	YTD Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		174,752	151,702	166,957	15,255	9%	
General Purpose Funding		776,630	518,607	537,585	18,978	4%	
Law, Order and Public Safety		688,913	76,031	100,287	24,256	24%	
Health		37,610	15,340	18,478	3,138	17%	
Education and Welfare		117,610	75,685	68,628	(7,057)	(10%)	
Housing		18,200	12,136	8,673	(3,463)	(40%)	
Community Amenities		1,103,858	922,598	1,017,770	95,172	9%	
Recreation and Culture		374,047	284,241	253,971	(30,270)	(12%)	▼
Transport		1,662,755	601,318	1,072,735	471,417	44%	▲
Economic Services		99,580	76,934	66,131	(10,803)	(16%)	
Other Property and Services		24,300	16,951	14,866	(2,085)	(14%)	
Total (Excluding Rates)		5,078,255	2,751,543	3,326,080			
Operating Expense							
Governance		(1,693,060)	(1,242,687)	(1,161,271)	81,416	7%	
General Purpose Funding		(128,390)	(80,996)	(94,783)	(13,787)	(15%)	
Law, Order and Public Safety		(578,507)	(343,712)	(357,125)	(13,413)	(4%)	
Health		(250,883)	(162,453)	(123,920)	38,533	31%	▼
Education and Welfare		(371,761)	(225,369)	(235,792)	(10,423)	(4%)	
Housing		(13,710)	(9,630)	(5,964)	3,666	61%	
Community Amenities		(1,783,501)	(1,029,758)	(1,147,514)	(117,756)	(10%)	▲
Recreation and Culture		(2,871,803)	(1,908,781)	(1,809,880)	98,901	5%	
Transport		(2,664,221)	(1,829,395)	(1,704,806)	124,589	7%	
Economic Services		(566,899)	(427,449)	(364,003)	63,447	17%	▼
Other Property and Services		(65,403)	(65,158)	(83,198)	(18,040)	(22%)	
Total		(10,988,138)	(7,325,388)	(7,088,257)			
Funding Balance Adjustment							
Add back Depreciation		3,461,850	2,307,928	1,992,476	(315,452)	(16%)	▼
Adjust (Profit)/Loss on Asset Disposal	10	33,986	34,240	13,440	(20,800)	(155%)	
Unspent Grants July B/fwd		48,926	81,256	48,681	(32,575)	66.92%	
Unspent Grants June C/fwd		0	0	0			
Adjust Provisions and Accruals		(17,928)	0	0	0		
Net Operating (Ex. Rates)		(2,383,049)	(2,150,421)	(1,707,580)	(336,252)		
Capital Revenues							
Proceeds from Disposal of Assets	10	243,800	20,317	161,764	141,447	87.44%	▲
Proceeds from New Debentures		0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0		
Low Interest Loan Repayments		8,500		0			
Interfund Transfer/Adj		0	0	(2,733)			
Transfer from Reserves	9	142,000	0	0	0		
Total		394,300	20,317	159,031	141,447		
Capital Expenses							
Land and Buildings	10	(905,800)	(72,193)	(201,422)	(129,229)	(64.16%)	▲
Plant and Equipment	10	(614,200)	(546,200)	(466,293)	79,907	17.14%	▼
Furniture and Equipment	10	(56,250)	(8,250)	(7,400)	850	11.49%	
Infrastructure Assets - Roads	10	(1,848,132)	(1,570,911)	(1,037,577)	533,334	51.40%	▼
Infrastructure Assets - Other	10	(372,640)	(184,659)	(64,052)	120,607	188.30%	▼
Repayment of Debentures		(61,483)	(30,740)	(30,428)	312	1.02%	
Transfer to Reserves	9	(223,325)	0	0	0		
Total		(4,081,830)	(2,412,953)	(1,807,172)	605,781		
Net Capital		(3,687,530)	(2,392,636)	(1,648,141)	747,228		
Total Net Operating + Capital		(6,070,579)	(4,543,057)	(3,355,721)	410,977		
Rate Revenue		5,017,802	5,017,802	5,014,917	(2,885)	(0.06%)	
Opening Funding Surplus(Deficit)		1,052,777	1,057,699	1,057,699	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	1,532,444	2,716,895	408,092		

Statement of financial activity

by nature or type

FOR THE PERIOD ENDED 29 FEBRUARY 2020

		Original Budget	YTD Budget	YTD Actual
	Note			
Operating Revenues				
Grants, Subsidies and Contributions	8	\$ 984,206	\$ 841,675	\$ 1,015,481
Profit on Asset Disposal	10	2,424	2,170	5,675
Fees and Charges		1,502,605	1,184,510	1,284,516
Service Charges		0	0	0
Interest Earnings		97,670	13,097	8,192
Other Revenue		103,870	70,574	79,042
	Total (Excluding Rates)	2,690,775	2,112,026	2,392,907
Operating Expense				
Employee Costs		(3,648,445)	(2,477,770)	(2,533,372)
Materials and Contracts		(3,095,453)	(2,031,905)	(1,979,162)
Utilities Charges		(421,630)	(293,556)	(228,301)
Depreciation (Non-Current Assets)		(3,461,850)	(2,307,928)	(1,992,476)
Interest Expenses		(14,135)	(7,067)	(5,748)
Insurance Expenses		(225,747)	(225,750)	(199,105)
Loss on Asset Disposal	10	(36,410)	(36,410)	(19,116)
Other Expenditure		(373,223)	(150,383)	(241,827)
Reallocation Code		288,752	205,381	110,850
	Total	(10,988,141)	(7,325,388)	(7,088,257)
Funding Balance Adjustment				
Add Back Depreciation		3,461,850	2,307,928	1,992,476
Adjust (Profit)/Loss on Asset Disposal	10	33,986	34,240	13,440
Unspent Grants July B/fwd		48,926	81,256	48,681
Unspent Grants June C/fwd		0	0	0
Adjust Provisions and Accruals		(17,928)	0	0
	Net Operating (Ex. Rates)	(4,770,532)	(2,789,938)	(2,640,753)
Capital Revenues				
Grants, Subsidies and Contributions	8	2,387,480	639,517	933,173
Proceeds from Disposal of Assets	10	243,800	20,317	161,764
Proceeds from Advances		0	0	0
Self-Supporting Loan Principal		8,500	0	0
Interfund Transfer Adj		0	0	(2,733)
Transfer from Reserves	9	142,000	0	0
	Total	2,781,780	659,834	1,092,203
Capital Expenses				
Land and Buildings	10	(905,800)	(72,193)	(201,422)
Plant and Equipment	10	(614,200)	(546,200)	(466,293)
Furniture and Equipment	10	(56,250)	(8,250)	(7,400)
Infrastructure Assets - Roads	10	(1,848,132)	(1,570,911)	(1,037,577)
Infrastructure Assets - Other	10	(372,640)	(184,659)	(64,052)
Repayment of Debentures		(61,483)	(30,740)	(30,428)
Payment of Low Interest Loan		0	0	0
Transfer to Reserves	9	(223,325)	0	0
	Total	(4,081,830)	(2,412,953)	(1,807,172)
	Net Capital	(1,300,050)	(1,753,119)	(714,968)
	Total Net Operating + Capital	(6,070,582)	(4,543,057)	(3,355,721)
Rate Revenue		5,017,802	5,017,802	5,014,917
Opening Funding Surplus(Deficit)		1,052,777	1,057,699	1,057,699
	Closing Funding Surplus(Deficit)	0	1,532,444	2,716,895

Statement of financial position

FOR THE PERIOD ENDED 29 FEBRUARY 2020

Current Assets			
Cash At Bank			2,036,113
Reserves			2,397,936
Trust Fund Bank			2,619,451.57
Sundry Debts - Rates			838,981
Sundry Debts - Sanitation			37,731
Sundry Debts - Other			268,248
Stock On Hand			0
Prepayments			0
Gst Expenditure Control			48,339
Emergency Services Levy			(22,587)
	Total Current Assets		<u>8,224,213</u>
Current Liabilities			
Creditors			479,339
Accrued Expense			0
Long Service Leave Accrual			553,071
Provision For Annual Leave			423,534
Trust Fund			2,616,718.46
Gst Income Control			10,591
WITHHOLDING TAX HELD			0
	Total Current Liabilities		<u>4,083,254</u>
	Net Current Assets		<u>4,140,958</u>
Non Current Assets			
Buildings			17,385,900
Land			17,926,000
Plant & Equipment			2,572,287
Furniture & Equipment			157,082
Sporting Club Loans			13,500
Self Supporting Loan			0
Tools			0
Infrastructure - Roads			75,097,194
Infrastructure - Other			16,220,418
	Total Non Current Assets		<u>129,372,381</u>
Non Current Liabilities			
Borrowings			335,003
Provision Long Service Leave			63,387.43
	Total Non Current Liabilities		<u>398,391</u>
	Net Assets		<u>133,114,948</u>
Equity			
Emergency Assistance Reserve			103,761
Sporting Organisations			62,164
Long Service Leave Reserve			253,765
Asset Revaluation			118,929,864
Waste Management Reserve			800,661
Recreation Centre Bdg Mtce Res			100,509
Admin Centre Extension Reserve			0
Hamel Hall Amenities Reserve			0
Plant Replacement Reserve			503,877
Depot Redevelopment Reserve			78,599
Building Asset Mtce Reserve			85,296
Strategic Planning Reserve			19,547
Town Centre Redevelopment Reserve			0
Industrial Land Development Res			214,039
Drakesbrook Weir Redevelopment Res			0
Preston Volunteer Rangers Res			39,641
Information Technology Reserve			88,300
Footpath Construction Reserve			31,198
Asset Management Reserve			0
History Book Reprint Reserve			7,555
Coronation Bridge Road Reserve			0
Fire Recovery Assistance Reserve			0
Risk & Insurance Reserve			9,025
Surplus/Defecit Ytd			1,252,740
	1	U.UU	(10,534,409)
	4	U.UU	0
Movement from/to reserves			0
Accumulated Surplus			10,534,409
	Total Equity		<u>133,114,948</u>

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020

Note 1: Significant Accounting Policies

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	40 to 60 years
Furniture and Equipment	3 to 20 years
Plant and Equipment	5 to 20 years
Seats and Benches	15 to 25 years
Water Supply Piping	20 to 40 years
Sealed roads and streets	
Formation	not depreciated
Construction	45 to 55 years
Bituminous Seals	15 to 25 years
Asphalt Seals	25 to 30 years
Unsealed Roads	
Formed	10 to 15 years
Gravel	12 to 15 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

(r) Program Classifications (Function/Activity)

Shire of Waroona operations as disclosed in these financial statements encompass the following service orientated activities/programs.

GOVERNANCE

Objective:

To provide a decision making process for the efficient allocation of scarce resources.

Activities:

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

Objective:

To collect revenue to allow for the provision of services.

Activities:

Rates, general purpose government grants and interest revenue.

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020

LAW, ORDER, PUBLIC SAFETY

Objective:

To provide services to help ensure a safer and environmentally conscious community.

Activities:

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

HEALTH

Objective:

To provide an operational framework for environmental and community health.

Activities:

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

EDUCATION AND WELFARE

Objective:

To provide services to disadvantaged persons, the elderly, children and youth.

Activities:

Maintenance of playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.

HOUSING

Objective:

To provide and maintain elderly residents housing.

Activities:

Provision and maintenance of elderly residents housing.

COMMUNITY AMENITIES

Objective:

To provide services required by the community.

Activities:

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

RECREATION AND CULTURE

Objective:

To establish and effectively manage infrastructure and resource which will help the social well being of the community.

Activities:

Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

TRANSPORT

Objective:

To provide safe, effective and efficient transport services to the community.

Activities:

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

ECONOMIC SERVICES

Objective:

To help promote the shire and its economic wellbeing.

Activities:

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.

OTHER PROPERTY AND SERVICES

Objective:

To monitor and control City/Town/Shire overheads operating accounts.

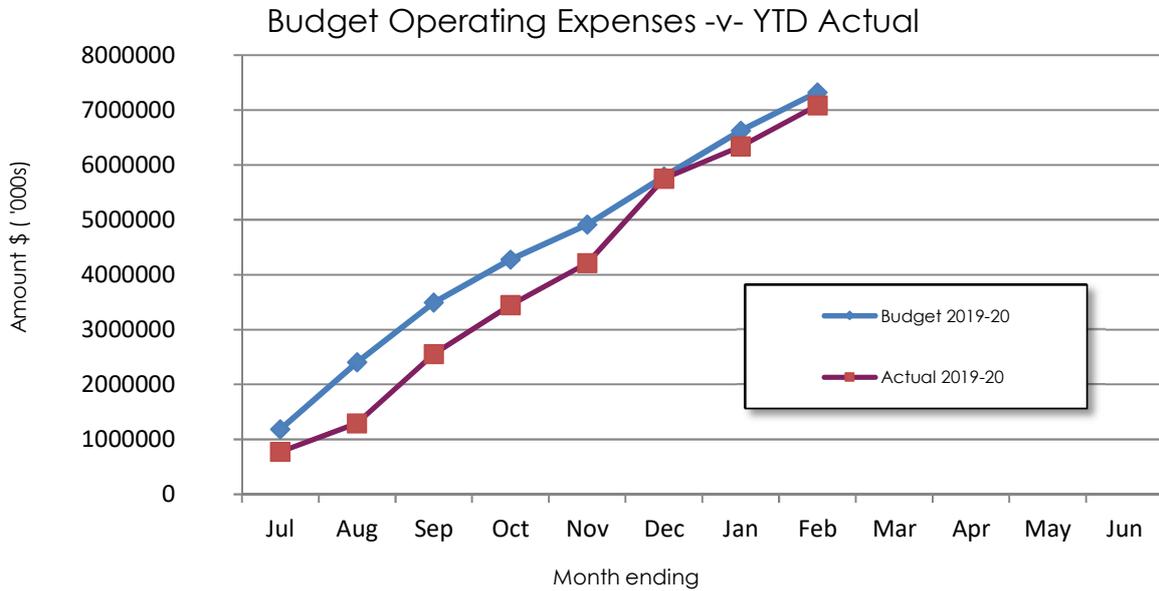
Activities:

Private works operation, plant repair and operation costs and engineering operation costs.

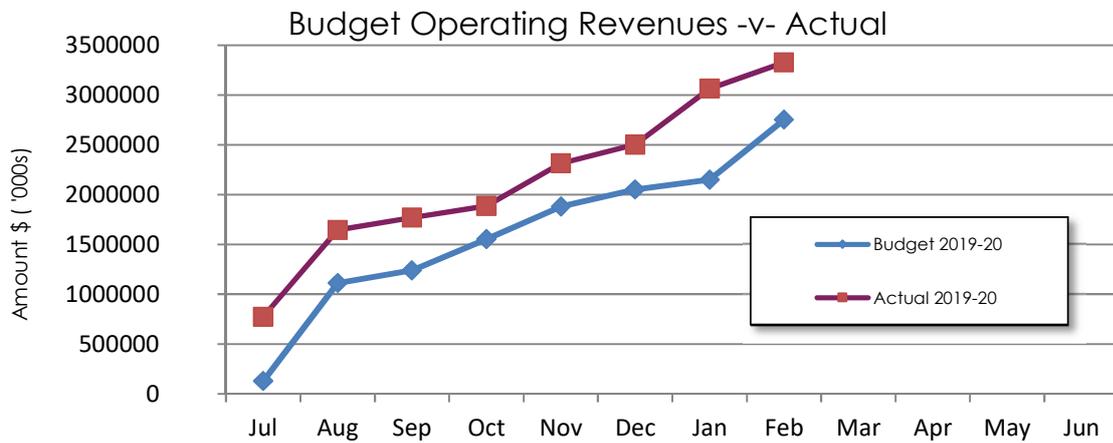
Notes to the statement of financial activity

FOR THE PERIOD ENDED 29 FEBRUARY 2020

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Operating Expenses

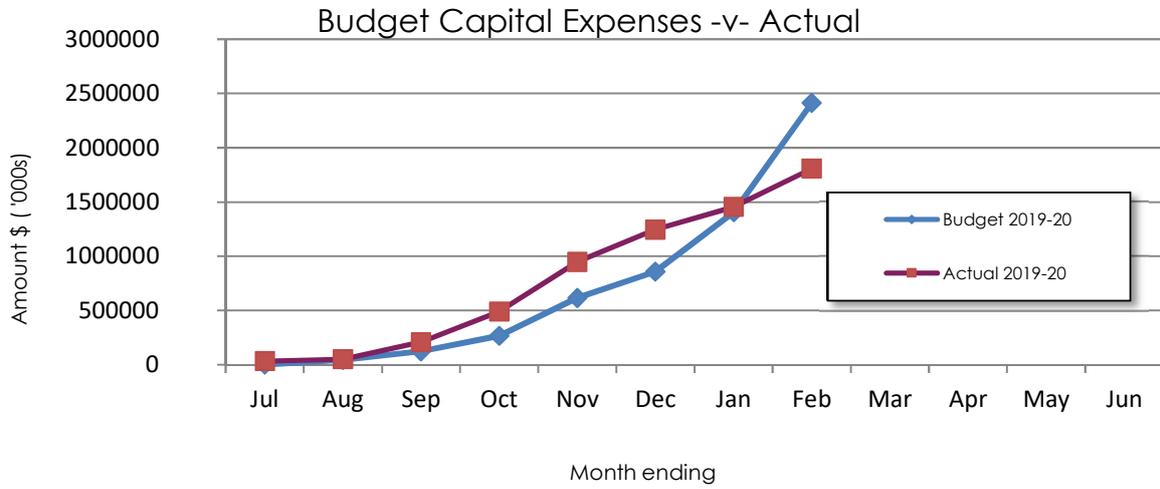


Comments/Notes - Operating Revenues

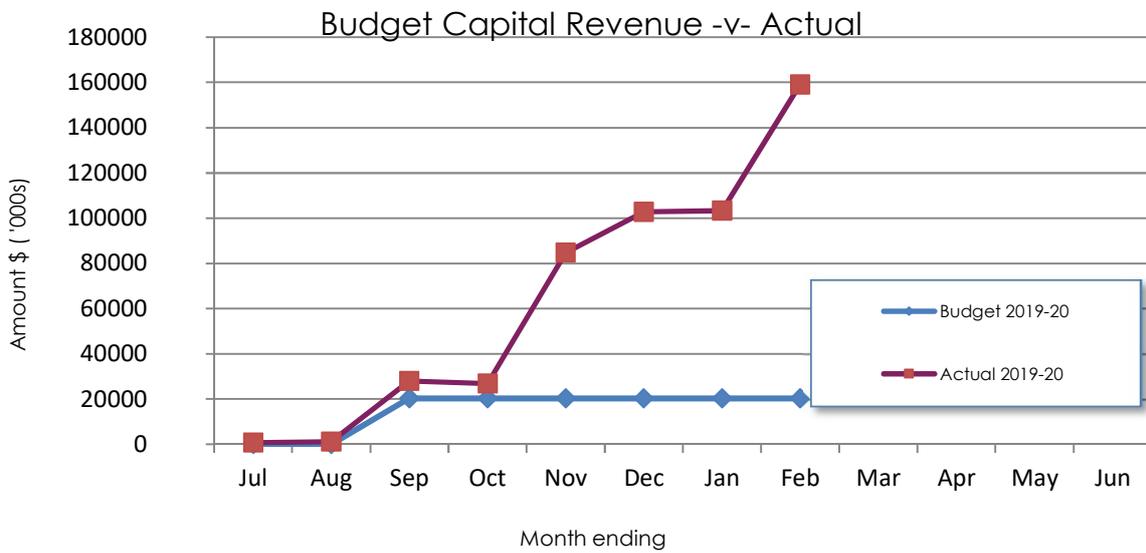
Notes to the statement of financial activity

FOR THE PERIOD ENDED 29 FEBRUARY 2020

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses



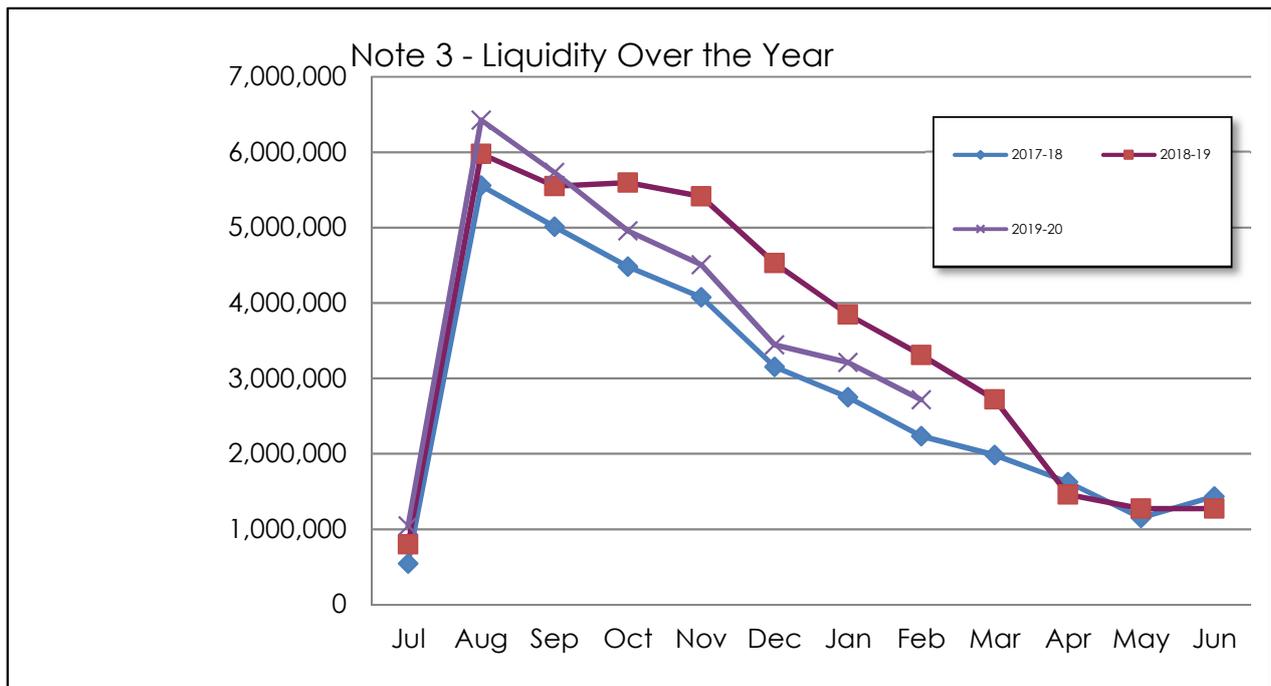
Comments/Notes - Capital Revenues

Notes to the statement of financial activity

FOR THE PERIOD ENDED 29 FEBRUARY 2020

Note 3: NET CURRENT FUNDING POSITION

	Positive=Surplus (Negative=Deficit)			
	2019-20			
	Note	This Period	Last Period	Same Period Last Year
		\$	\$	\$
Current Assets				
Cash Unrestricted		2,036,113	2,418,389	2,830,545
Cash Restricted		2,397,936	2,397,936	2,317,381
Receivables		1,170,713	1,288,013	1,219,953
Inventories		0	0	0
		5,604,761	6,104,338	6,367,879
Less: Current Liabilities		(489,931)	(518,887)	(739,733)
Payables		(489,931)	(518,887)	(739,733)
Less: Cash Restricted		(2,397,936)	(2,397,936)	(2,317,381)
		(2,397,936)	(2,397,936)	(2,317,381)
Net Current Funding Position		2,716,895	3,187,515	3,310,765



Comments - Net Current Funding Position

Notes to the statement of financial activity

FOR THE PERIOD ENDED 29 FEBRUARY 2020

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Account		671,266				671,266	NAB	
Cash Management		1,135				1,135	NAB	
Trust Account				1,124,039		1,126,384	NAB	
(b) Term Deposits								
Sporting Reserve	1.60%		62,834			62,834	NAB	29/04/2020
Building Asset Maintenance Reserve	1.68%		86,215			86,215	NAB	29/04/2020
Recreation Centre Building Maintenance Reserve	1.68%		101,592			101,592	NAB	29/04/2020
Preston Beach Volunteer Rangers Reserve	1.68%		40,069			40,069	NAB	29/04/2020
Emergency Assistance Reserve	1.68%		104,879			104,879	NAB	29/04/2020
Works Depot Redevelopment	1.68%		79,446			79,446	NAB	29/04/2020
Council Building Construction Reserve	1.68%		216,349			216,349	NAB	29/04/2020
Information Technology Reserve	1.68%		89,251			89,251	NAB	29/04/2020
Footpath Construction Reserve	1.68%		31,534			31,534	NAB	29/04/2020
Plant Reserve	1.68%		509,311			509,311	NAB	29/04/2020
Staff Leave Reserve	1.68%		256,499			256,499	NAB	29/04/2020
Strategic Planning Reserve	1.68%		19,758			19,758	NAB	29/04/2020
Waste Management Reserve	1.68%		809,286			809,286	NAB	29/04/2020
History Book Reprint Reserve	1.68%		7,636			7,636	NAB	29/04/2020
Risk & Insurance Reserve	1.68%		9,122			9,122	NAB	29/04/2020
(c) Investments								
No current investments								
Muni Cash Deposit #3	90.00%				1,002,368	1,002,368	NAB	3/03/2020
Muni Cash Deposit #4	1.22%				500,391	500,391	NAB	24/02/2020
Alcoa Waroona Sustainability - Term Deposit	1.58%				1,506,214	1,506,214	NAB	18/03/2020
Total		672,401	2,423,780	1,124,039	3,008,972	7,231,536		

Notes to the statement of financial activity

FOR THE PERIOD ENDED 29 FEBRUARY 2020

Note 5a: MAJOR VARIANCES

Comments/Reason for Variance

Council policy in relation to materiality states that for highlighting variances (budget to actual) the factor shall be 10% with a minimum of \$25,000.

5.1 OPERATING REVENUE

The following programmes were identified as having a material variance in accordance with Council Policy:

GOVERNANCE

Income is higher due to budget profiling, this will correct itself at the end of the year

COMMUNITY AMENITIES

Tipping fees are higher than budgeted and income received from grants earlier than budgeted. This may be a profile issue and will be investigated through the budget review process.

RECREATION & CULTURE

Income is higher due to budget profiles, this will be assessed at budget review

TRANSPORT

Income is higher than budgeted due to receiving grant income earlier than budgeted.

5.2 OPERATING EXPENSES

The following programmes were identified as having a material variance in accordance with Council Policy:

HEALTH

Expenditure is lower than budgeted due to contribution expenses and building maintenance expenses budget profile

COMMUNITY AMENITIES

Expenditure is lower due to internal expenditure being processed outside of the budget profile

RECREATION AND CULTURE

Expenditure is lower due to the timing of the report as well as budget profiles. Maintenance expenditure is also lower than budgeted for.

This will be assessed at budget review and corrections made.

TRANSPORT

Expenditure is lower due to report timing and deprecation calculations. Maintenance also appears to be lower than budgeted for. This will be assessed at budget review and amended if necessary.

ECONOMIC SERVICES

Expenditure is down due to allocations that wont be spent and contributions yet to be spent. Some funds will be reallocated and the budget profile for the other will be assessed during budget review.

OTHER PROPERTY AND SERVICES

5.3 CAPITAL

5.4 SUMMARY

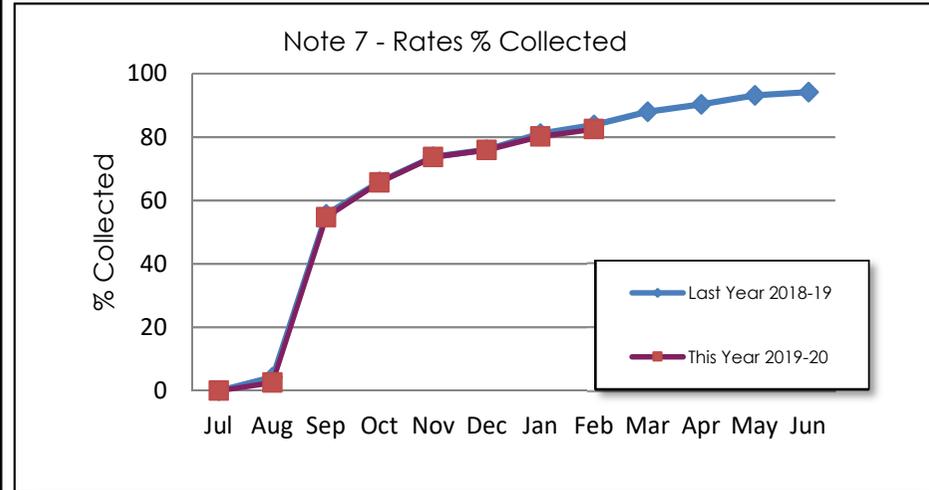
See Notes 10 and 11 for details of asset acquisition including progress expenditure.

Notes to the statement of financial activity

FOR THE PERIOD ENDED 29 FEBRUARY 2020

Note 7: RECEIVABLES

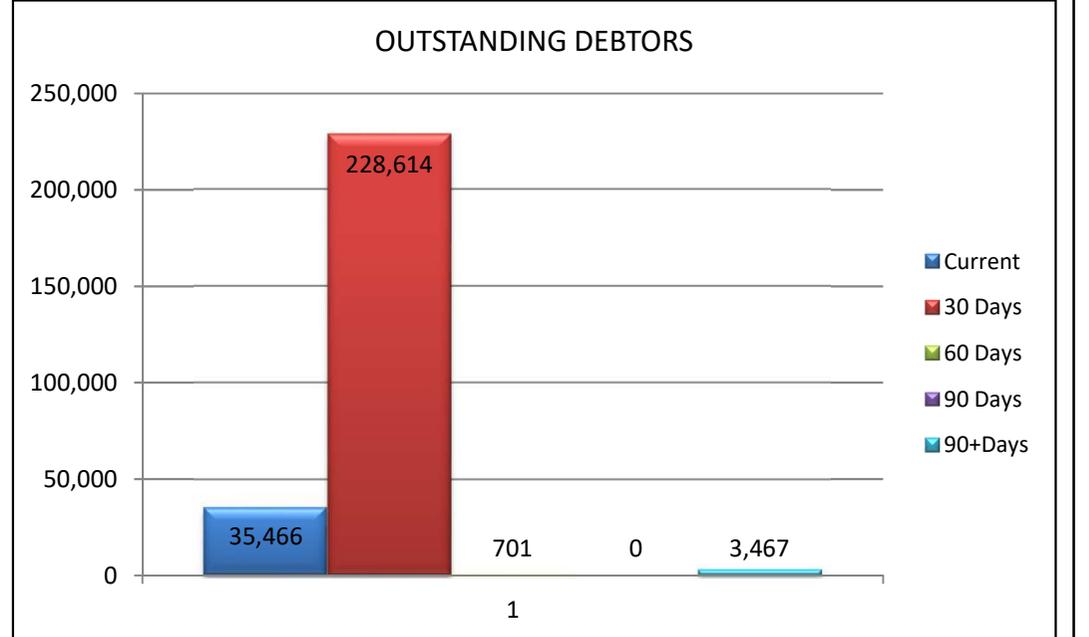
Receivables - Rates & Rubbish	Current 2019-20	Previous 2018-19
	\$	\$
Opening Arrears Previous Years	193,456	148,634
Rates & Rubbish Levied this year	5,933,740	5,750,922
<u>Less</u> Collections to date	(5,052,954)	(5,557,465)
Equals Current Outstanding	880,786	193,456
Net Rates Collectable	880,786	193,456
% Collected	82.47%	94.20%



Comments/Notes - Receivables Rates and Rubbish

Receivables - General	Current	30 Days	60 Days	90 Days	90+Days
	\$	\$	\$	\$	\$
	35,466	228,614	701	0	3,467
Total Outstanding					268,248

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

Notes to the statement of financial activity

FOR THE PERIOD ENDED 29 FEBRUARY 2020

Note 8: GRANTS AND CONTRIBUTIONS

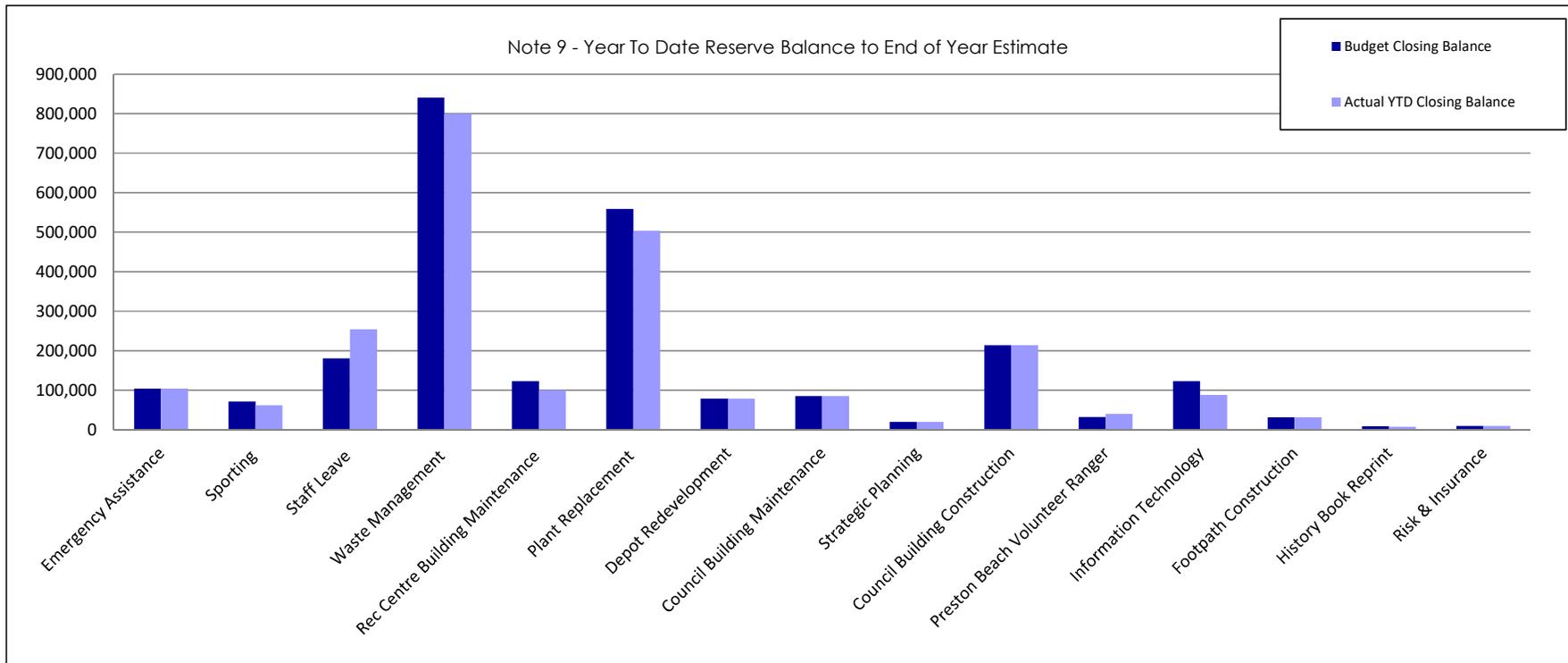
Program/Details	Provider	2019-20 Budget	Recoup Status	
			Received	Not Received
		\$	\$	\$
GENERAL PURPOSE FUNDING				
3265 FEDERAL LOCAL ROAD FUNDS	Federal Govt	182,000	\$137,428	\$ 44,572
0041 EX GRATIA RATES	Bunbury Dampier Pipeline	2,590	\$2,622	-\$ 32
0091 FEDERAL GOVT GRANTS	Federal Govt	442,000	\$322,772	\$ 119,228
0101 PENSIONER DEFERRED SUBSIDY	Federal Govt	0	\$0	\$ -
GOVERNANCE				
0113 ALCOA OPERATING CONTRIBUTION	Alcoa	104,142	\$103,734	\$ 408
LAW, ORDER, PUBLIC SAFETY				
0933 CONT TO VOLUNTEER RANGERS	Kingpoint Holdings	11,350	\$11,193	\$ 157
0765 DFES GRANT	Build Waroona West BFB	576,000	\$0	\$ 576,000
3203 ESL - TOTAL ALLOCATION	DFES	47,619	\$28,047	\$ 19,572
EDUCATION AND WELFARE				
5213 SUMMER EVENTS PROGRAM	Alcoa & Dept of Communities	7,150	\$7,000	\$ 150
1463 YOUTH WEEK PROGRAM	Alcoa & Dept Local Govt	25,100	\$1,000	\$ 24,100
5223 MENTAL HEALTH GRANT	WAPHA	100,000	\$60,000	\$ 40,000
1683 SENIOR CITZ CONTRIBUTION	Alcoa - Sustainability Fund	0	\$0	\$ -
COMMUNITY AMENITIES				
7503 GRANTS & CONTRIBUTIONS	Landcare	0	\$24,997	-\$ 24,997
2113 Protection of the Environment	Various Contributions	30,000	\$0	\$ 30,000
RECREATION AND CULTURE				
2733 KIDSPORT PROGRAM	Dept Sport Rec	0	\$0	\$ -
2455 PRESTON COMMUNITY CENTRE	Various Contributions	38,000	\$38,000	\$ -
TRANSPORT				
3255 RDS TO RECOVERY GRANT	Federal	252,529	\$55,364	\$ 197,165
3225 BLACKSPOT FUNDING	Federal	629,500	\$503,600	\$ 125,900
3275 GOVT GRANTS-REGION RD GRP	MRWA	580,000	\$328,000	\$ 252,000
3285 GOVT GRANTS - DIRECT	Federal	96,101	\$96,101	\$ -
3355 CONTRIBUTIONS & DONATIONS	State Govt & Local Residents	50,415	\$27,004	\$ 23,411
3295 SPECIAL GRANT INCOME	State Govt	0	\$0	\$ -
ECONOMIC SERVICES				
3595 Visitor Centre Grant Funds	Various funding bodies	22,000	\$0	\$ 22,000
TOTALS		3,196,496	1,746,861	1,449,635

Notes to the statement of financial activity

FOR THE PERIOD ENDED 29 FEBRUARY 2020

Note 9: Cash Backed Reserve

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$		\$	\$
Emergency Assistance	103,761							103,761	103,761
Sporting	62,164			9,175				71,339	62,164
Staff Leave	253,765					(73,000)		180,765	253,765
Waste Management	800,661			90,000		(50,000)		840,661	800,661
Rec Centre Building Maintenance	100,509			22,000				122,509	100,509
Plant Replacement	503,877			55,000				558,877	503,877
Depot Redevelopment	78,599							78,599	78,599
Council Building Maintenance	85,296							85,296	85,296
Strategic Planning	19,547							19,547	19,547
Council Building Construction	214,039							214,039	214,039
Preston Beach Volunteer Ranger	39,641			11,350		(19,000)		31,991	39,641
Information Technology	88,300			35,000				123,300	88,300
Footpath Construction	31,198							31,198	31,198
History Book Reprint	7,555			800				8,355	7,555
Risk & Insurance	9,025							9,025	9,025
	2,397,936	0	0	223,325	0	(142,000)	0	2,479,261	2,397,936



Notes to the statement financial activity

FOR THE PERIOD ENDED 29 FEBRUARY 2020

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Profit(Loss) of Asset Disposal				Disposals	Current Budget		
Account	WDV	Proceeds	(Loss)		Replacement		
					Budget	Actual	Variance
	\$	\$	\$		\$	\$	\$
0595	34,133	34,545	412	CEO's Vehicle	50,000	32,827	(17,173) ▼
0595	35,046	33,636	(1,410)	DEPUTY CEO's Vehicle	42,000	44,161	2,161 ▲
0595			0	MCS Vehicle	28,500		(28,500) ▼
3575			0	MWS Vehicle	31,500		(31,500) ▼
2285			0	DSD's Vehicle	37,000		(37,000) ▼
4165	23,693	22,273	(1,420)	DPED's Vehicle	28,200	32,333	4,133 ▲
0815			0	Ranger Vehicle	49,000		(49,000) ▼
3575	32,809	27,545	(5,264)	DTS's Vehicle	37,500	37,459	(41) ▼
3575	18,419	14,545	(3,874)	Holden Colorado	35,000	34,725	(275) ▼
3575	10,962	10,455	(508)	Ford Tray Back Ute	31,500	32,078	578 ▲
3575			0	Howard Slasher	30,000	32,300	2,300 ▲
3575	4,145	5,800	1,655	New Holland Mower	31,000	32,021	1,021 ▲
3575	13,241	6,600	(6,641)	Gianni Ferrari	47,000	42,960	(4,040) ▼
3575			0	Peruzzo Mower catcher	25,000		(25,000) ▼
1515			0	Cat Loader	72,000		(72,000) ▼
3575			0	Super Spreader	10,000		(10,000) ▼
0815	2,755	6,364	3,609	Volunteer Ranger	19,000	19,995	995 ▲
3575			0	General Plant	10,000		(10,000) ▼
0	175,204	161,764	(13,440)	Totals	614,200	340,858	(273,342)

Comments - Capital Disposal

Contributions Information				Summary Acquisitions	Current Budget		
Grants	Reserves	Borrowing	Total		Budget	Actual	Variance
\$	\$	\$	\$		\$	\$	\$
				Property, Plant & Equipment			
				Land and Buildings	865,800	201,422	(664,378) ▼
				Plant & Equipment	614,200	466,293	(147,907) ▼
				Furniture & Equipment	56,250	7,400	(48,850) ▼
				Infrastructure			
				Roadworks	1,848,132	1,037,577	(810,555) ▼
				Other Infrastructure	356,640	64,052	(292,588) ▼
0	0	0	0	Totals	3,741,022	1,776,743	(1,964,279)

Comments - Capital Acquisitions

Contributions				Land & Buildings	Current Budget		
Grants	Reserves	Borrowing	Total		This Year		
					Budget	Actual	Variance
\$	\$	\$	\$		\$	\$	\$
				GOVERNANCE			0
				Admin Building Various Upgrades	20,000	8,015	(11,985) ▼
				LAW & ORDER			
				Construct Waroona West BFB Shed	596,000	72,305	(523,695) ▼
				RECREATION & CULTURE			
				Centennial Park Ablutions	9,500	0	(9,500) ▼
				Various Repairs at the Rec Centre	137,000	114,574	(22,426) ▼
				ECONOMIC SERVICES			
				Landcare Building Refurbish & Restumping	14,300	6,528	(7,772) ▼
				Waroona Visitor Centre - Building Refurbish	89,000	0	(89,000) ▼
0	0	0	0	Totals	865,800	201,422	(664,378)

Notes to the statement financial activity

FOR THE PERIOD ENDED 29 FEBRUARY 2020

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions				Plant & Equipment	Current Budget		
					This Year		
Grants	Reserves	Borrowing	Total		Budget	Actual	(Under)Over
\$	\$	\$	\$		\$	\$	\$
				GOVERNANCE			
				Changeover CEO/DCEO/MFS Vehicles	120,500	76,987	(43,513) ▼
				LAW ORDER PUBLIC SAFETY			
				Changeover Ranger Vehicle	68,000	19,995	(48,005) ▼
				COMMUNITY AMENITIES			
				Changeover DDS Vehicle	37,000	0	(37,000) ▼
				Repairs to Compactor, Loader & Other	72,000	84,418	12,418 ▲
				TRANSPORT			
				Plant Replacement Program	219,500	210,501	(8,999) ▼
				Vehicle Replacement	69,000	37,459	(31,541) ▼
				ECONOMIC SERVICES			
				Changeover DCS & EMPBS Vehicles	28,200	32,333	4,133 ▲
0	0	0	0	Totals	614,200	466,293	(147,907)

Contributions				Furniture & Equipment	Current Budget		
					This Year		
Grants	Reserves	Borrowing	Total		Budget	Actual	(Under)Over
\$	\$	\$	\$		\$	\$	\$
				GOVERNANCE			
				1st Phase CMS Replacement	45,000	0	(45,000) ▼
				RECREATION & CULTURE			
				Basketball Scoreboard	8,250	7,400	(850) ▼
				ECONOMIC SERVICES			
				Alarm Installation	3,000	0	(3,000) ▼
0	0	0	0	Totals	56,250	7,400	(48,850)

Contributions				Infrastructure - Roads	Current Budget		
					This Year		
Grants	Reserves	Borrowing	Total		Budget	Actual	(Under)Over
\$	\$	\$	\$		\$	\$	\$
				Roads Construction	1,848,132	1,037,577	810,555 ▼
0	0	0	0	Totals	1,848,132	1,037,577	810,555

Contributions				Other Infrastructure	Current Budget		
					This Year		
Grants	Reserves	Borrowing	Total		Budget	Actual	(Under)Over
\$	\$	\$	\$		\$	\$	\$
				COMMUNITY AMENITIES			
				Townsite Drainage	10,000	0	(10,000) ▼
				Refuse Site Capital Upgrade	13,500	904	(12,596) ▼
				Transfer station construction	62,500	4,132	(58,368) ▼
				RECREATION AND CULTURE			
				Playground Equipment Upgrade	103,000	17,303	(85,697) ▼
				Refurbish Sporting Ovals Retic Systems	40,000	35,610	(4,390) ▼
				Youth Precinct Design & Concept	27,300	0	(27,300) ▼
				TRANSPORT			
				Footpaths & Gravel Paths	46,500	0	(46,500) ▼
				ECONOMIC SERVICES			
				Car park seal	35,000	4,153	(30,848) ▼
				Info Bay sign refurbishment	18,840	1,950	(16,890) ▼
0	0	0	0	Totals	356,640	64,052	(292,588)

Note 11. Significant Capital Projects

Project/Purchase	COA	Total Project Cost	Income								
			Federal Govt Grants	State Govt Grants	Royalties for Regions	Contributions / Sale Proceeds	Loan Funds	Council Reserves	Alcoa Sustainability	Carried Forward Funding	General Revenue
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
Total Road Construction Program	3184/3204	1,848,132	¹ 882,029	# 676,101		21,415					268,587
Admin Office - Kitchen Refurbishment	0544	35,000									35,000
Corporate Management Systems Upgrade - Stage 1	0554	45,000									45,000
Recreation Centre - Hoecker roof repairs	7104	50,000									50,000
Mental Health Program	5352	100,000		# 100,000							0
Visitor Centre - Building Refurbishment	3904	80,000							22,000		58,000
Visitor Centre - Seal Carpark	3284	35,000									35,000
Construct Waroona West Fire Station	0774	596,000		# 506,000					70,000		20,000
Youth Precinct Design & Concept Plan	3614	13,300							# 13,000		300
Centennial Park - Playground Upgrade	3634	77,000				⁶ 31,000			40,000		6,000
Sporting Ovals - Reticulation upgrade	3724	40,000									40,000
Hill Street/Rec Centre - Second Coat Seal - Road & Carpark	3724	41,000									41,000
CAT Loader Upgrade	1524	72,000						50,000			22,000
Buller Rd Refuse Site - Construct Transfer Station	1544	62,500									62,500
Replace Gianni Ferrari Mower (P0105)	3554	47,000				7,000					40,000
Purchase Howard Slasher	3554	30,000									30,000
Replace New Holland Ride on Front Deck Mower	3554	31,000				4,000					27,000
Replace Volunteer Ranger Vehicle	0924	19,000						19,000			0
Environmental Expenses	2062	55,000		30,000							25,000
Recreation Centre - Replace Pool Lining	7104	71,500									71,500
											0
		3,348,432	882,029	1,312,101	0	63,415	0	69,000	145,000	0	876,887

1. Roads to Recovery	\$	252,529
2. Blackspot	\$	629,500
Regional Road Group	\$	580,000
Direct Grant	\$	96,101
Special	\$	21,415
3. Mental Health Program	\$	100,000
4. DFES Contribution to Waroona West Bushfire Brigade Shed	\$	506,000
5. Youth Precinct Design Grant Funding - Alcoa	\$	13,300
6. Other Contributions - Lions Club & YAC	\$	31,000

Notes to the financial activity

FOR THE PERIOD ENDED 29 FEBRUARY 2020

Note 12: TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1-Jul-19	Amount Received	Amount Paid	Closing Balance 29-Feb-20
	\$	\$	\$	\$
BCITF LEVY	-	5,549	5,549	0
BUILDERS REGISTRATION BOARD	242	8,944	7,580	1,605
HALL DEPOSITS	4,560	1,170	540	5,190
LANDCARE EOY BALANCE	75,515	0	75,515	0
NOMINATION DEPOSITS	-	400	400	0
RETENTIONS	5,938	0	0	5,938
ROADWORK/FOOTPATH BONDS	7,925	0	0	7,925
SUBDIVISION BONDS	64,910	0	0	64,910
SUNDRY ITEMS	255,760	18,905	14,267	260,398
VEHICLE LICENSE PLATES	-	2,000	1,800	200
EXTRACTIVE INDUSTRIES	174,042	17,596	29,000	162,638
PUBLIC OPEN SPACE	50,022	0	0	50,022
ALCOA WAROONA SUSTAINABILITY	1,952,864	255,059	150,000	2,057,922
	2,591,776	309,623	284,651	2,616,748

Notes to the statement of financial activity

FOR THE PERIOD ENDED 29 FEBRUARY 2020

13 INFORMATION ON BORROWINGS

(a) Debenture Repayments

		Principal 1-Jul-17	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
				Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Recreation & Culture									
Basketball Stadium	117	81,888		7,048	14,328	74,840	67,560	2,653	5,078
Rec Centre Upgrade	120	109,651		10,035	20,265	99,616	89,386	2,144	4,091
Memorial Hall Upgrade	121	173,892		13,345	26,889	160,547	147,003	2,582	4,966
		365,431		30,428	61,482	335,003	303,949	7,379	14,135

(SS) Self Supporting Loan

All debenture repayments are to be financed by General Purpose Revenue

(b) New Debentures

There are no new debentures budgeted for in 2015/16

DEED OF VARIATION

LOCAL GOVERNMENT HOUSE TRUST



LAW

PERTH

11 Mounts Bay Road, Perth WA 6000

Telephone (08) 9429 2222 Facsimile: (08) 9429 2434

eylawperth@au.ey.com www.ey.com

Our Ref: 4WAL / 2004 7043

THIS DEED dated the _____ day of _____ 2019

BY

WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION of Level 1, 170 Railway Parade, West Leederville in the State of Western Australia (the 'Trustee')

RECITALS

- A. By Deed of Trust undated but stamped 12 February 1980 ('Original Trust Deed') made between CHARLES WILSON TUCKEY, LYAL GORDON RICHARDSON, GORDON LAWRENCE KILPATRICK, HARRY STICKLAND and MAXWELL RAY FINLAYSON (the 'Original Trustees') and THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA and the COUNTRY SHIRE COUNCILS ASSOCIATION (the 'Retired Trustees') the Original Trustees declared that they would hold the property therein referred to as the Headquarters and the monies therein referred to as the Trust Fund upon trust for the beneficiaries specified in the second schedule to the Original Deed upon the terms and conditions therein contained (the 'Original Trust').
- B. By Deed dated 2 October 1981 made between the Original Trustees and the Retired Trustees the Original Trustees retired and appointed the Retired Trustees as the trustees of the Original Trust in their place.
- C. By Deed dated 4 May 1994 (the 'New Deed') the Retired Trustees (in the New Deed referred to as THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA (INC) and THE COUNTRY SHIRE COUNCILS' ASSOCIATION OF WESTERN AUSTRALIA (INC)) agreed that the proceeds from the sale of the Headquarters and the Trust Fund and the income thereof should be from 17 February 1993 held upon the terms and conditions set out in the New Deed (the 'Trust').
- D. By Deed of Variation dated 5 June 2002 the Retired Trustees varied the New Deed (collectively, the 'Trust Deed') to provide for a new Clause 22 which provides that any trustee of the Trust may retire as trustee of the Trust and appoint a new trustee to act as trustee of the Trust and that notwithstanding that the original number of trustees of the Trust was five where a corporation or incorporated association is appointed as trustee of the Trust then it shall not be obligatory to appoint more than one new trustee.
- E. By Deed dated 6 June 2002 made between the Retired Trustees and the Trustee, the Retired Trustees retired and appointed the Trustee as the trustee of the Trust.
- F. Clause 21.1 of the Trust Deed provides that the Trustees may at any time and from time to time (with the consent of not less than 75% of the Beneficiaries) by deed revoke add to or vary the trusts of the Trust Deed or declare (inter alia) any new or other powers, authorities or discretions concerning the management, control or investment of the Trust Fund upon the terms contained therein.
- G. The Trustee wishes to add to and vary the Trust Deed and declare (inter alia) new or other powers, authorities and discretions concerning the management, control or investment of the Trust Fund in accordance with the terms of this Deed.
- H. More than 75% of the Beneficiaries have consented in writing to the variations to the New Deed and the records relating to this consent will be placed with the original of this Deed.

NOW THIS DEED WITNESSES**1. DEFINITIONS AND INTERPRETATION**

In this Deed, unless the context otherwise requires:

- 1.1 a word importing the singular includes the plural and vice versa, and a word of any gender includes other genders;
- 1.2 another grammatical form of a defined word or expression has a corresponding meaning;
- 1.3 a reference to a clause, paragraph, recital, schedule or annexure is to a clause, paragraph or recital of, or schedule or annexure to, this Deed, and a reference to this Deed includes any schedule or annexure;
- 1.4 a reference to a document or instrument includes the document or instrument as varied, novated, altered, supplemented or replaced from time to time;
- 1.5 a reference to a person includes a natural person, the estate of an individual, a partnership, body corporate, the trustee of a trust (in the trustee's capacity as trustee of the trust), association, governmental or local authority or agency or other entity;
- 1.6 a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- 1.7 the meaning of general words is not limited by specific examples introduced by 'including, for example' or similar expressions;
- 1.8 Recitals A to H inclusive form part of and are included in this Deed;
- 1.9 headings are for ease of reference and do not affect interpretation;
- 1.10 'Deed' means this deed;
- 1.11 unless specified otherwise, terms which are defined in the Trust Deed and used in this Deed bear the same meanings in this Deed which are ascribed to them in the Trust Deed; and
- 1.12 in the event of any inconsistency between the provisions of the Trust Deed and the provisions of this Deed, the provisions of this Deed will prevail.

2. OPERATIVE PART

The Trustee in exercise of the power given to the Trustee by clause 21.1 of the Trust Deed and with the consent of more than 75% of the Beneficiaries hereby adds to and varies the Trust Deed and declares (inter alia) the following new or other powers authorities and discretions concerning the management, control or investment of the Trust Fund as follows:

- 2.1 delete the word "The" appearing after the words "Any trustee of the Trust may retire as trustee of the Trust." in the existing clause 22.1 and replace it with the words "Subject to clause 22.3, the";

2.2 insert after clause 22.2 the following:

“22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.

22.4 The Beneficiaries may at any time by Special Resolution:

- (a) remove a Trustee from the office as trustee of the Trust; and
- (b) appoint such new or additional Trustee.

For the purposes of this clause 22.4, “Special Resolution” means a resolution passed or decision made by not less than 75% of the Beneficiaries.”

2.3 insert a new clause 13A as follows:

“13A **DELEGATION TO THE BOARD OF MANAGEMENT**

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.”

3. **SEVERABILITY**

3.1 If any provision of this Deed is found by a competent authority (including without limitation a Court) to be void or unenforceable, then such finding shall not affect the other provisions of this Deed.

3.2 If making a subsequent amendment to this Deed avoids any invalidity or unenforceability of any provision of this Deed, the parties may elect to make that amendment, which shall be deemed for all purposes to be effective immediately prior to the occurrence of that invalidity or unenforceability.

4. **FURTHER ASSURANCES**

All parties shall make, execute and do all acts, deeds, documents and things and sign all documents which may reasonably be required to give full effect to this Deed, and the Trustee shall bear the costs of observing, performing and complying with this clause.

5. **COSTS**

The Trustee shall bear and pay the costs of and incidental to the preparation, execution and stamping of this Deed.

6. **RATIFICATION AND CONFIRMATION**

In all other respects the terms of the Trust Deed are hereby ratified and confirmed.

7. **PROPER LAW**

This Deed shall be governed by the laws of the State of Western Australia and the parties submit to the jurisdiction of the Courts of the State of Western Australia.

EXECUTED as a Deed

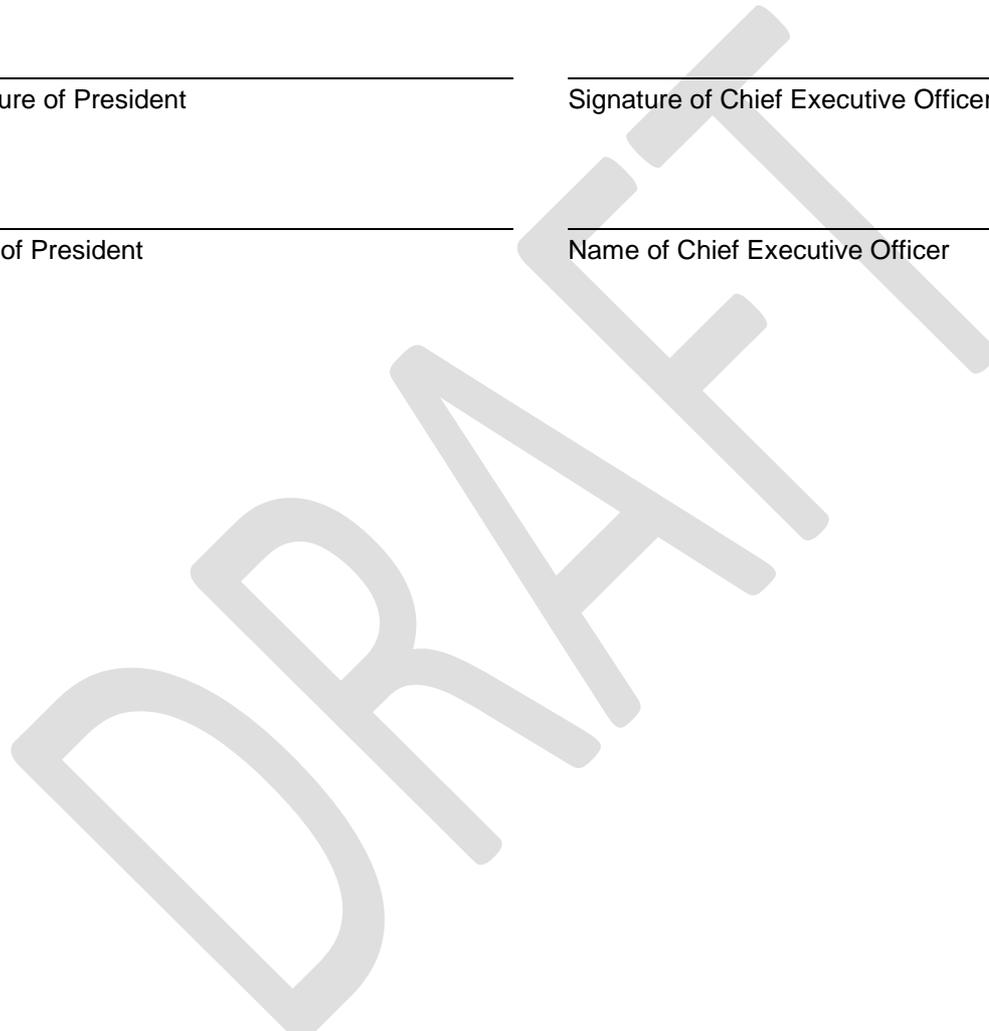
THE COMMON SEAL of **WESTERN**)
AUSTRALIAN LOCAL GOVERNMENT)
ASSOCIATION is hereunto affixed in the)
presence of:)

Signature of President

Signature of Chief Executive Officer

Name of President

Name of Chief Executive Officer



demands outgoings debts and liabilities incurred in respect of the Trust Fund.

10.2 The Trustees may subject to any law in force at the time in relation to this Deed so permitting accumulate all or any part of the income arisen or arising during an accounting period and such accumulation shall be dealt with as an accretion to the Trust Fund but so that the Trustees may at any time or times resort to all such accumulations and pay or apply the whole or any part or parts thereof as if they were income of the Trust Fund for the then current accounting period.

10.3 Subject to Clause 10.2 the Trustees may at any time at their discretion pay the whole or part of the income of the Trust Fund for any accounting period to the beneficiaries in proportion to the number of units of which they are respectively registered as holders at the last day of such accounting period.

11.0 ADVANCEMENT OF CAPITAL

The Trustees may at any time and from time to time set aside from the capital of the Trust Fund or raise therefrom any sum or sums of money and pay the same to the beneficiaries in proportion to the number of units in respect of which they are respectively registered at the date of each such payment for their own use and benefit. The payment of any such sum or sums of capital may be made in the same manner and subject to the same provisions as contained in Clause 10.3 in relation to the payment application or setting aside of any income of the Trust Fund.

12.0 POWERS OF INVESTMENT AND MANAGEMENT

The Trustees shall apply and invest the Trust Fund in any of the investments from time to time authorised by law for the investment of trust funds by trustees and in addition to and without limiting the powers authorities and discretions vested in the Trustees by law and notwithstanding the trusts hereinbefore declared shall have the following powers authorities and discretions which may be exercised by the Trustees at any time and from time to time in the

Attachment 2 Clause 12 of Trust Deed (Excerpt)

absolute and uncontrolled discretion of the Trustees in carrying out the trusts hereof:

- (a) to invest the Trust Fund and deal with manage transpose and realise the Trust Fund or any part thereof whether real or personal property with such powers in all respects as if the Trustees were the absolute owner thereof;
- (b) to purchase or otherwise acquire any investments for cash or otherwise and upon any terms and conditions and to make any such purchase or acquisition for a sum greater than the amount of the Trust Fund for the time being and to agree to pay for any such investments wholly or in part from any future moneys which may come into the Trustees' hands including dividends profits interest or other income payable in respect of any such investments;
- (c) to sell or otherwise dispose of any real or personal property or interest therein for the time being forming the whole or part of the Trust Fund by public auction tender or private treaty at such price or prices and whether for cash or on terms and generally upon any terms and conditions and to grant options for such sale or disposition as aforesaid;
- (d) (i) to borrow and raise moneys from; or
(ii) to secure by mortgage or otherwise howsoever the payment of or obligation to pay money to,

any person (including a beneficiary) upon any terms with or without security or interest;
- (e) to vary or transpose any investments and to vary the terms of or property comprised in any security;
- (f) to hold use purchase construct demolish maintain repair renovate reconstruct develop improve sell transfer convey surrender let lease exchange take and grant options or rights in alienate mortgage charge pledge reconvey release or discharge or otherwise deal with any real or personal

property PROVIDED THAT in the improvement or development of any part of the Trust Fund the Trustees shall not be bound by the limitation contained in Section 30(1)(c) of the Trustees Act and the Trustees shall not be bound to apply to any Court to exceed such limitation;

- (g) to pay out of the Trust Fund or the income thereof all costs charges and expenses of and incidental to the management of the Trust Fund or to the exercise of any power authority or discretion hereby or by law conferred on the Trustees or in carrying out or performing the trusts hereof which the Trustees may at any time incur including all taxes of whatever kind payable in respect of the Trust Fund and costs in any way connected with the preparation and execution of these presents;
- (h) to act as manager or to employ any persons (including a Trustee hereof or a unit holder) contractors managers solicitors accountants clerks workmen employees servants or agents to transact all or any business of whatever nature including the receipt and payment of money and to decide the remuneration to be allowed and paid and to pay all charges and expenses so incurred and to create or arrange any scheme or superannuation retirement benefit or pension for the benefit of any person so employed;
- (i) to partition or agree to the partition of or to subdivide or agree to the subdivision or strata title or agree to the strata-titling of any land or other property which or any interest in which may for the time being be subject to the trusts hereof and to pay any moneys by way of equality of partition;
- (j) to determine whether any real or personal property or any increase or decrease in amount number or value of any property or holdings of property or any profit loss receipt or payments from for or in connection with any real or personal property shall be treated as and credited or debited to capital or to income and generally to determine all matters as to which any doubt difficulty or question

may arise under or in relation to the execution of the trusts and powers of this Deed and every determination of the Trustees in relation to any of the matters aforesaid whether made upon a question formally or actually raised or implied in any of the acts or proceedings of the Trustees in relation to the Trust Fund shall bind all parties interested therein and shall not be objected to or questioned on any ground whatsoever;

- (k) to open accounts with any bank or building society and to operate by and in all usual ways any such accounts;
- (l) to give effectual receipts and discharges for any moneys received by or on behalf of the Trustees or otherwise relating to any of the acts matters and things provided for in these presents;
- (m) to provide and set aside out of the Trust Fund or the income thereof such sum of money as the Trustees shall consider is available or necessary for and to pay or apply the same in or towards the discharge or reduction of any encumbrance debt or other liability for the time being affecting the Trust Fund or any part thereof;
- (n) to let sub-let lease or sub-lease for any period (and including to any beneficiary) and at any rental any real or personal property comprised in the Trust Fund upon any terms conditions or covenants;
- (o) to purchase take on lease sub-lease assignment hire or otherwise acquire any estate or interest in any real or personal property for any price premium rental charge payment fee or other consideration and subject to any terms conditions and covenants;
- (p) to take such action as the Trustees shall think fit for the adequate protection of any part of the Trust Fund and to do all such other things as may be incidental to the exercise of any of the powers authorities and discretions hereby or by law conferred on the Trustees;

- (q) to take and act upon the opinion (given in writing) of a solicitor an attorney at law or counsel practising in any country where the Trust Fund or any part thereof may for the time being be or be proposed to be invested in relation to the interpretation or effect of these presents or any other document or statute or as to the administration of the trusts hereof without being liable to any of the beneficiaries in respect of any act done by the Trustees in accordance with such opinion PROVIDED THAT nothing in this provision shall prohibit or impede the Trustees from applying to any Court if it shall think fit or prohibit any unit holder from so doing;
- (r) to allow any beneficiary to occupy have custody of or use any part of the Trust Fund on any terms or conditions as to inventories repair replacement insurance outgoings or otherwise but the Trustees shall not be liable for any loss or damage which may occur to any such part of the Trust Fund during or by reason of any such occupation custody or use except insofar as such loss or damage shall be occasioned by the conscious and wilful default or neglect of the Trustees;
- (s) to permit any part of the Trust Fund to be held or registered in the name of any nominee of the Trustees and to deposit securities deeds and other documents belonging or related to the Trust Fund with any bank or solicitor;
- (t) in the event of any gift stamp or other duties fees or taxes becoming payable in any part of the world in respect of these presents or the Trust Fund or any part thereof in any circumstances to pay all or any part of such duties fees and taxes out of the Trust Fund notwithstanding that such duties fees or taxes or some part thereof are not or may not be recoverable from the Trust Fund by legal process;
- (u) to receive and accept any real or personal property by gift inter vivos or by Will or under the provisions of any other trust or otherwise from any other person as additions to the Trust Fund and to hold the same upon the trusts herein

set forth and to administer such additions under the provisions hereof;

- (v) at any time and from time to time to ascertain and fix the value of the Trust Fund in accordance with the provisions herein contained and for that purpose to engage such competent valuers or experts as the Trustees may select and the Trustees may cause the value so ascertained and fixed to be entered from time to time in a book kept for that purpose;
- (w) to appoint any date earlier than the Vesting Date to be the Vesting Date;
- (x) during an accounting period to nominate any date not more than 18 months after the date of commencement of the then current accounting period as the last day of that accounting period and thereafter the accounting period shall mean each succeeding 12 month period commencing on the day following such nominated date until the anniversary of such nominated date immediately preceding the Vesting Date and the period thereafter until the Vesting Date.

13.0 DELEGATION OF TRUSTEE POWERS

The Trustees if at any time they are more than one shall act jointly and may delegate the exercise of all or any of the powers authorities or discretions hereby or by law conferred on the Trustees:-

- (a) to the Board of Management constituted by clause 14.0 of this Deed, or
- (b) to any other person or persons,

and execute any power of attorney or other instrument necessary to effectuate such purpose.



POLICY FIN011 – PURCHASE ORDERS – AUTHORITY FOR ISSUE

Related Management Practice

No

Relevant Delegation

No

POLICY INTENTION:

The intent of this policy is to provide clear guidance to officers of their purchasing limits for goods and services and whether their authority extends to capital items in addition to operational items.

POLICY:

That the following staff authorities shall exist for the issue of purchase orders for the supply of goods and services in accordance with Councils adopted budget, policies and statutory requirements.

POSITION	PURCHASE ORDER AUTHORITY
Chief Executive Officer	General authority.
Deputy Chief Executive Officer / Director Corporate Services	General authority.
Director Technical Services	<p>Authority to purchase requirements for all aspects of the Council outside works operations including capital works purchases up to the value of One Hundred Thousand Dollars (\$100,000).</p> <p>Capital works purchases in excess of One Hundred Thousand Dollars (\$100,000) must be in consultation with the Chief Executive Officer.</p>
Director Planning & Economic Development	Authority to issue orders for approval of contracts and purchases/supplies up to the value of Fifty Thousand Dollars (\$50,000) in consultation with the Chief Executive Officer.
Manager Corporate Services	Authority to issue orders of an operational and capital nature to the value of \$20,000. During periods of absence of the Deputy CEO/Director Corporate Services general authority is extended, however is subject to ensuring the availability of funds.
Manager Works & Services	<p>Authority to purchase requirements for all aspects of the Councils outside works operation including plant and materials for roads construction and maintenance purposes and items associated with plant repairs.</p> <p>Capital purchases in excess of \$50,000 are to be authorised by the Director Technical Services.</p> <p>Authority does not extend to capital equipment purchases.</p>
Recreation Centre Manager	<p>Authority to issue orders of an operational nature associated with daily functioning of Recreation Services, operational up to \$2,000.</p> <p>Authority does not extend to capital equipment purchases.</p>
Senior Finance Officer	Authority to issue orders of an operational nature (less than \$2,000)
Place & Community Development Coordinator	Authority to issue orders of an operational nature (less than \$5,000)

POSITION	PURCHASE ORDER AUTHORITY
Plant Mechanic	Authority to purchase parts and materials necessary to ensure the safe and reliable operation of all Council plant including that of the Workshop and general Depot area. Authority does not extend to orders in excess of \$2,000 or to capital equipment purchases.
Parks & Gardens Co-ordinator	Authority to issue orders for the purchase of supplies and equipment associated with the function of the position to a maximum of \$2,000. Authority does not extend to the purchase of capital equipment or items.
Visitor Centre Manager	Authority to issue orders of an operational nature associated with the function of the Waroona Visitor Centre up to \$1,000.
Community Development Officer	Authority to issue purchase orders of an operational nature associated with the daily function of the position up to the value of \$1,000.
Works Depot Administration Officer	Authority to issue orders for the purchase of minor supplies/equipment associated with the operation of the Works Depot to a maximum of \$1,000.
Building Maintenance/Handyman	Authority to issue orders for the purchase of minor supplies/equipment associated with the position to a maximum of \$200.
Ranger – Where employed by the Shire of Waroona	Authority to issue orders for minor purchases/supplies associated with building maintenance and dog pound activities associated with ranging control to the value of \$500. Authority does not extend to capital equipment purchases.
Manager Governance (Shire of Murray)	Authority to issue orders for the purchase of supplies/equipment associated with emergency management (including expenditure to support a direct emergency) up to a maximum value of \$10,000.
Manager Ranger & Emergency Services (Shire of Murray)	Authority to issue orders for the purchase of supplies/equipment associated with emergency management and ranger services (including expenditure to support a direct emergency) up to a maximum value of \$10,000.
Community Emergency Services Co-ordinator (CESC)	Authority to issue orders for the purchase of supplies/equipment associated with emergency management including operation of the Emergency Services Levy (ESL) up to a maximum of \$5,000.
Ranger & Emergency Services Officer (Shire of Murray)	Authority to issue orders for the purchase of supplies/equipment associated with emergency management, ranger services and operation of the Emergency Services Levy (ESL) up to a maximum of \$550

<u>Policy Administration</u>		
Division:	Finance	
Contact Officer Position:	Chief Executive Officer	
Parent Legislation:	Internal	
Other Relevant Documents:	Nil	
Date Adopted:	18 December 2018	OCM18/12/126
Reviews/Amendments:	17 December 2019	OCM19/12/163
	24 March 2020	OCM