



Date: 18 July 2023

To: Shire President
All Councillors

Copy: Directors
Managers
Staff

**ORDINARY COUNCIL MEETING
NOTICE AND AGENDA**

An Ordinary Council meeting of the Shire of Waroona will be held at the Shire of Waroona Council Chamber at 4.00 pm Tuesday 25 July 2023 to consider and resolve the matters set out in the attached Agenda.

A handwritten signature in blue ink, consisting of stylized, cursive letters that appear to read "MG".

**MARK GOODLET
CHIEF EXECUTIVE OFFICER**

PUBLIC QUESTION TIME

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

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AGENDA

1. **DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**
2. **ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**
3. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
4. **PUBLIC QUESTION TIME**
5. **PETITIONS AND APPROVED DEPUTATIONS**
6. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
 - 6.1 **Ordinary Council Meeting – 27 June 2023**

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 27 June 2023 be confirmed as being a true and correct record of proceedings.

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

(Disclosure of interest MUST ALSO be made by the member or officer immediately prior to a matter, for which an interest is being disclosed, is dealt with.)
10. **RECEPTION OF MINUTES AND RECOMMENDATIONS OF COMMITTEES**
 - 10.1 **Bush Fire Advisory Committee Unconfirmed Minutes – Meeting held 29 June 2023**

RECOMMENDATION

That the Unconfirmed Minutes (Appendix 10.1 A) of the Bush Fire Advisory Committee meeting held 29 June 2023 be received.

[Note that the Appendices to the Unconfirmed Minutes are at Appendix 10.1 B]

10.1.1 Appointments as per Bush Fire Advisory Council Recommendation

RECOMMENDATION

That Council

1. makes the following appointments for the 2023/24 financial year:

| | |
|---|--------------------|
| Chief Bush Fire Control Officer: | Steve Thomas |
| Deputy Chief Bush Fire Control Officer: | Greg Lewis |
| Bush Fire Control Officer Lake Clifton VBFB: | Gareth Davies |
| Bush Fire Control Officer Preston Beach VBFB: | Steve Thomas |
| Bush Fire Control Officer Waroona West VBFB: | Greg Lewis |
| Bush Fire Control Officer Waroona VFES: | John Twaddle |
| Fire Weather Officer(s): | John Twaddle |
| Deputy Fire Weather Officer(s): | Steve Thomas |
| Shire Training Coordinator: | Peter Thurkle; and |

2. supports the appointment, through the Chief Executive Officer, of the following additional Bush Fire Control Officers (Permit Issuing Only):

| | |
|---|-----------------------------|
| Bush Fire Control Officer (Permit Issuing Only) | John Kowal, Manager Rangers |
| Bush Fire Control Officer (Permit Issuing Only) | Terry Lamey, Ranger |
| Bush Fire Control Officer (Permit Issuing Only) | Adrian Eppen, Ranger |
| Bush Fire Control Officer (Permit Issuing Only) | Chloe Blackwell, Ranger |
| Bush Fire Control Officer (Permit Issuing Only) | Katie Leigh, Ranger |
| Bush Fire Control Officer (Permit Issuing Only) | Garth Van Den Ende, Ranger |
| Bush Fire Control Officer (Permit Issuing Only) | Don Bebbington |
| Bush Fire Control Officer (Permit Issuing Only) | Bradley Lewis |

10.1.2 Adoption of Notices under *Bush Fires Act 1954* as per Bush Fire Advisory Committee Recommendation

RECOMMENDATION

That Council:

1. adopts the Shire of Waroona Firebreak Notice, as per the Appendix 2 of the Bush Fire Advisory Committee Meeting Unconfirmed Minutes;
2. adopts the Camp and Cooking Fires Notice, as per the Appendix 3 of the Bush Fire Advisory Committee Meeting Unconfirmed Minutes;
3. adopts the Burning of Garden Refuse Notice, as per the Appendix 4 of the Bush Fire Advisory Committee Meeting Unconfirmed Minutes; and
4. approves the publication of a pamphlet containing the Firebreak Notice, Camp and Cooking Fire Notice and Burning of Garden Refuse Notice in accordance with the provisions of the *Bush Fires Act 1954* and sends out a copy of the pamphlet with the Rates Notice in 2023.

10.1.3 In Principle Support of Important Provisions of the Draft Bush Fire Brigades Local Law as per Bush Fire Advisory Committee Recommendation

RECOMMENDATION

That Council notes the recommendations of the Bush Fire Advisory Committee in relation to the following important provisions of the draft Bush Fire Brigades Local Law:

- 1. Voting members of the Bush Fire Advisory Committee to be from the Local Government and include each Bush Fire Control Officer (permit issuing BFC officers excluded) and Captain from the Volunteer Bush Fire Brigades, with non-voting members to be organisations under the State Government, plus any expert, as determined by Council. Only one vote is permitted per Volunteer Bush Fire Brigade.**
- 2. Two-year terms for:**
 - **All volunteer bush fire brigade officer positions;**
 - **Chief Bush Fire Control Officer;**
 - **Deputy Chief Bush Fire Control Officer(s);**
 - **Bush Fire Control Officers;**
 - **Fire Weather Officer(s);**
 - **Deputy Fire Weather Officer(s); and**
 - **Shire Training Coordinator(s).**
- 3. Brigade Officers being nominated by each Volunteer Bush Fire Brigade at their Annual General Meeting, for Council to ratify.**
- 4. Volunteer Bush Fire Brigade meetings being able to be called by the Secretary, under instruction from the Captain or Bush Fire Control Officer.**
- 5. At each Volunteer Bush Fire Brigade Annual General Meeting, business without notice only being dealt with if the members vote to allow it to be dealt with as urgent business, otherwise all other business must be listed on the agenda.**

11. REPORTS OF THE CHIEF EXECUTIVE OFFICER AND OFFICERS

11.1 DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

| 11.1.1 Policy for the use of Quadbikes and Motorbikes | |
|--|--|
| File Ref: | EM.1 |
| Previous Items: | Nil |
| Applicant: | Nil |
| Author: | Director infrastructure & Development Services |
| Responsible Officer: | Director infrastructure & Development Services |
| Declaration of Interest: | Nil |
| Voting Requirements: | Simple Majority |
| Appendix Number | Nil |

RECOMMENDATION

That Council approves the policy contained in the report details, regarding the use of Quadbikes and Motor Bikes on Rural Zoned Land.

IN BRIEF

The Shire's guidelines regarding the use of Motor Bikes and Quads in rural areas, have been reviewed. As a result, the Council is being asked to approve the policy contained in the report details below, regarding the use of Quadbikes and Motor Bikes on Rural Zoned Lands. Which are felt to be fairer for community members who have purchased rural land in the Shire of Waroona to be able to engage in 'rural' activities.

BACKGROUND

Currently the EHO's enforce the Shire of Murray's guidelines with regards to Motor Bikes and Quads in rural areas. As the EHO's are a shared service provided on contract to the Shire of Waroona. After reviewing this matter, officers have developed a more accommodating policy for Council to consider. Which is believed to be fairer for those community members who have purchased rural land in the Shire of Waroona to be able to engage in 'rural' activities.

The Shire of Murray's current policy includes –

- *6. Noise from the riding of motorbikes on land where the property size is <5000m2 will be considered to unreasonably interfere.*
- *7. Noise from the riding of motorbikes on land where the property size is >5000m2 but <20000m2 will not be considered to unreasonably interfere where riding activities are limited to 2 hours once per calendar month.*
- *8. Noise from the riding of motorbikes on land zoned 'Rural' or similar intent, where the property size is >20,000m2 (2 hectares) but <200,000m2 (20 hectares) will not be considered to unreasonably interfere where riding activities are limited to 2 hours once per week.*
- *9. Noise from the riding of motorbikes on land zoned 'Rural' or similar intent, where the property size is >200,000m2 (20 hectares) will not be considered to unreasonably interfere where riding activities are limited to 2 hours once per day.*

REPORT DETAIL

The Shire's guidelines regarding the use of Motor Bikes and Quads in rural areas have been reviewed. As a result, the Council is being asked to approve the policy contained in the report details below, regarding the use of Quadbikes and Motor Bikes on Rural Zoned Lands. Which are felt to be fairer for community members who have purchased rural land in the Shire of Waroona to be able to engage in 'rural' activities.

PP0xx – the use of Quadbikes and Motor Bikes in Rural Areas

1. Intention

To provide policy guidance regarding the use of Quadbikes and Motor Bikes on Rural Zoned Lands.

2. Scope

This policy applies to the use of Quadbikes and Motor Bikes on Rural Zoned Lands, the use of Quadbikes and Motor Bikes for recreational use and the prohibition of the use of Quadbikes and Motor Bikes for recreational use in other land use zones.

3. Statement

When Riding Motor Bikes (& Quad Bikes): General conditions - at all times, the following conditions will apply:

- The motorised bike must have an unmodified factory fitted muffler(s) and be in a standard state of tune.
- Motocross jumps not to be used.
- The bike must not be unreasonably revved.
- The bike must not be purposely ridden up and down a particular boundary.
- Only bikes permanently retained at the property can be used.
- No racing.
- Riding is to take place between 7am-6pm Mon-Sat and 9am-5pm Sundays and public holidays.
- Riding hours are dependent on property size and distance from neighbouring properties.
- Time limits are intended to be as a singular time period rather than cumulative during the course of the day).

Please note: the hosting of informal or formal motor bike riding outings, gatherings, events or similar, requires prior written Shire Approval.

Riding Motor Bikes (& Quad Bikes) on properties under 2 hectares:

- Noise from the riding of motorbikes on land where the property size is <5000m² (1/2 Ha : 1 acre) will be considered to unreasonably interfere with neighbouring properties, therefore, is **NOT** permitted.
- Noise from the riding of motorbikes on land where the property size is >5000m² but <20000m² (2 hectares) will not be considered to unreasonably interfere where riding activities are limited to 2 hours once per week and where all general conditions are met. (Intended to be as a singular time period rather than cumulative during the course of the day). Low speed and low noise use of bikes and quads for property maintenance activities, gardening and the care and feeding of animals is permitted when required, within time frames outlined in general conditions.

Riding Motor Bikes (& Quad Bikes) on properties 2 - 10 hectares:

- Noise from the riding of motorbikes on land zoned 'Rural' or similar intent, where the property size is >20,000m² (2 hectares) but <100,000m² (10 hectares) will not be considered to unreasonably interfere where riding activities are limited to 2 hours once per day and where all general conditions are met. (Intended to be as a singular time period rather than cumulative during the course of the day). Low speed and low noise use of bikes and quads for property maintenance activities, gardening and the care and feeding of animals is permitted when required, within time frames outlined in general conditions.

Riding Motor Bikes (& Quad Bikes) on properties over 10 hectares:

- Noise from the riding of motorbikes on land zoned 'Rural' or similar intent, where the property size is >100,000m² (10 hectares) will not be considered to unreasonably interfere where all general conditions are met.

1. Legislative and Strategic Context

- The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.
- The Shire of Waroona “*Activities on Thoroughfares and Trading in Thoroughfares and Public Places*”, Local Law.
- DPLH Deemed Planning Provisions
- The Environmental Protection Act 1986 (the Act)
- The Environmental Protection (Noise) Regulations 1997 (the Regulations)

2. Review

This policy is to be reviewed every two years.

3. Associated Documents

Other documents that have an association to this policy and that may be useful reference material are:

- Local Planning Scheme
- Local Planning Strategy
- Local Planning Policy
- Local Law - Activities on Thoroughfares and trading in Thoroughfares and Public Places.

| | | | | | |
|--------------------------------|-----|--|----------|--------------------|--------------|
| Division | | Local Planning Policy | | | |
| Policy Number | | PP0xx | | | |
| Contact Officer | | Chief Executive Officer | | | |
| Related Legislation | | Local Government Act 1995 Local Government (Administration) Regulations 1996 DPLH Deemed Planning Provisions The Environmental Protection Act 1986 (the Act) The Environmental Protection (Noise) Regulations 1997 (the Regulations) | | | |
| Related Shire Documents | | Local Planning Scheme Local Planning Strategy Local Planning Policy Local Law -Activities on Thoroughfares and trading in Thoroughfares and Public Places. | | | |
| Risk Rating | Low | Review Frequency | Annually | Next Review | July 2024 |
| Date Adopted | | DRAFT | | | OCM xx xx xx |

| Amendments | | |
|-------------------|----------------------|-----------|
| Date | Details of Amendment | Reference |
| | | |
| Previous Policies | | |
| | | |

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

| | |
|-------------------|---|
| Focus Area | Our Community |
| Aspiration | To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning |
| Objective | 1.4 Encourage an active and healthy community with an improved quality of life |
| Strategy | 1.1.2 Pursue a social environment that is accessible and inclusive for all ages and abilities |

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

- The Local Government Act 1995 and the associated subsidiary legislation provide the broad framework within which this policy operates.
- The Shire of Waroona “Activities on Thoroughfares and Trading in Thoroughfares and Public Places”, Local Law.
- DPLH Deemed Planning Provisions
- The Environmental Protection Act 1986 (the Act)
- The Environmental Protection (Noise) Regulations 1997 (the Regulations)

SUSTAINABILITY & RISK CONSIDERATIONS

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

People look to purchase rural land in the Shire of Waroona to be able to engage in ‘rural’ activities.

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

Community members who have purchased rural land in the Shire of Waroona seek to engage in ‘rural’ activities, this needs to be balanced with the needs of those who are seeking the ‘peace and quiet’ of a rural lifestyle.

Environment – (Impact on environment’s sustainability)

Nil

Policy Implications

Nil

Risk Management Implications

(Please refer to the Shire of Waroona Risk Framework when reviewing this section)

| | |
|-------------------|--|
| Theme | Reputation - Public perception, poor customer service, sub standard work, corruption |
| Description | Land Use management conflicts |
| Consequence | 2 - Minor |
| Likelihood | 4 - Likely |
| Rating | Moderate (4-9) |
| Controls / Review | Monitoring and review of Policy |
| Review Frequency | Annually |
| Risk Owner | Director |
| Acceptance | Accept - Risk acceptable with adequate controls |

CONSULTATION

- CEO
- EHO's
- Development Services

RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil

OPTIONS

Council has the option of:

1. approving the policy contained in the report details, regarding the use of Quadbikes and Motor Bikes on Rural Zoned Land;
2. amending the policy contained in the report details, regarding the use of Quadbikes and Motor Bikes on Rural Zoned Land; or
3. rejecting the policy contained in the report details, regarding the use of Quadbikes and Motor Bikes on Rural Zoned Land.

CONCLUSION

There is a need for council policy to address land use management conflicts. Many Community members have purchased rural land in the Shire of Waroona are seeking to engage in 'rural' activities, and this needs to be balanced with the needs of those who are seeking the 'peace and quiet' of a rural lifestyle. The policy contained in the report details regarding the use of Quadbikes and Motor Bikes on Rural Zoned Lands, is felt to be fairer for community members who have purchased rural land in the Shire of Waroona and want to engage in 'rural' activities. As the current guidelines are believed to be too restrictive.

11.2 DIRECTOR CORPORATE & COMMUNITY SERVICES

| 11.2.1 Listing of Payments for the months of June 2023 | |
|---|--|
| File Ref: | FM.3 |
| Previous Items: | N/A |
| Applicant: | N/A |
| Author and Responsible Officer | Senior Finance Officer; Director Corporate & Community Services |
| Voting Requirements: | Simple Majority |
| Declaration of Interest: | Nil |
| Appendices: | 11.2.1 - Monthly Creditor Reports – June 2023 |

RECOMMENDATION

That Council receives the following payments made throughout the month of June 2023;

| | | | | |
|---------------------|--|----------------------|-----------|---------------------|
| Municipal | Cheque | 10129 - 10140 | \$ | 17,563.75 |
| | EFT | 38687 – 38940 | \$ | 2,190,281.28 |
| Direct wages | 01/06/2023 – 30/06/2023 inclusive | | \$ | 213,401.20 |
| Direct Debit | 01/06/2023 – 30/06/2023 | | \$ | 264,154.92 |
| Trust | Cheque | 38764 - 38765 | \$ | 48,900.00 |
| | EFT | | \$ | - |
| GRAND TOTAL | | | \$ | 2,734,301.15 |

as per Appendix 11.2.1.

IN BRIEF

The purpose of this report is to present the listing of payments made from the Shire's Municipal and Trust funds throughout the month of June 2023.

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 prescribed information.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

| | |
|-------------------|---|
| Focus Area | Our Leadership |
| Aspiration | To embed strong leadership through good governance, effective communication and ensuring value for money |
| Objective | 5.1 A sustainable future through embracing change, applying technological advancement and pursuing efficiencies |
| Strategy | 5.1.1 Establish a strong corporate governance framework to ensure high standards of integrity, ethics and accountability, and pursue professional development opportunities |
| Action | |

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*(Please refer to the Shire of Waroona Risk Framework when reviewing this section)*

| | |
|--------------------------|--|
| <i>Theme</i> | Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge |
| <i>Description</i> | Non-compliance with the requirements stipulated by the <i>Local Government Act 1995</i> |
| <i>Consequence</i> | 3 - Moderate |
| <i>Likelihood</i> | 2 - Unlikely |
| <i>Rating</i> | Moderate (4-9) |
| <i>Controls / Review</i> | Control measures are in place whereby payments are checked and verified by two authorising officers. |
| <i>Review Frequency</i> | Monthly |
| <i>Risk Owner</i> | Operational manager |
| <i>Acceptance</i> | Accept - Risk acceptable with adequate controls |

CONSULTATION

Nil

RESOURCE IMPLICATIONS***Financial***

Nil

Workforce

Nil

OPTIONS

Council has the option of:

1. receiving the listing of payments presented for the month of June 2023; or
2. not receiving the listing of payments presented for the month of June 2023.

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 June 2023. All expenditure is accordance with the 2022/23 adopted budget and is presented as per the prescription within regulation 13 of the Local Government (Financial Management) Regulation 1996.

| 11.2.2 Monthly Statement of Financial Activity for the period ending 30 June 2023 | |
|--|--|
| File Ref: | FM.1 |
| Previous Items: | N/A |
| Applicant: | N/A |
| Author and Responsible Officer: | Manager Corporate Services; Director Corporate & Community Services |
| Voting Requirements: | Simple Majority |
| Declaration of Interest: | Nil |
| Appendices: | 11.2.2 – Monthly Agenda Report 22-23 June 2023 |

RECOMMENDATION

That Council receives the Monthly Statement of Financial Activity for the period ending 30 June 2023, as per Appendix 11.2.2.

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

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

| | |
|-------------------|---|
| Focus Area | Our Leadership |
| Aspiration | To embed strong leadership through good governance, effective communication and ensuring value for money |
| Objective | 5.1 A sustainable future through embracing change, applying technological advancement and pursuing efficiencies |
| Strategy | 5.1.1 Establish a strong corporate governance framework to ensure high standards of integrity, ethics and accountability, and pursue professional development opportunities |
| Action | |

OTHER STRATEGIC LINKS

Shire of Waroona 2022/23 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

(Please refer to the Shire of Waroona Risk Framework when reviewing this section)

| | |
|--------------|--|
| Theme | Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge |
|--------------|--|

| | |
|--------------------------|---|
| <i>Description</i> | Non-compliance with the requirements stipulated by the <i>Local Government Act 1995</i> |
| <i>Consequence</i> | 3 - Moderate |
| <i>Likelihood</i> | 2 - Unlikely |
| <i>Rating</i> | Moderate (4-9) |
| <i>Controls / Review</i> | Monthly scheduled review of statements. |
| <i>Review Frequency</i> | Monthly |
| <i>Risk Owner</i> | Operational manager |
| <i>Acceptance</i> | Accept - Risk acceptable with adequate controls |

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil

OPTIONS

Council has the option of:

1. receiving the monthly financial statements; or
2. not receiving the monthly financial statements.

CONCLUSION

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

| 11.2.3 CP005 Donations, Sponsorships and Waivers Policy Amendment | |
|--|--|
| File Ref: | CM.7 CORPORATE MANAGEMENT – POLICY – POLICY REGISTER – POLICY REVIEWS |
| Previous Items: | 27 June 2023 Item 11.2.3 OCM23/06/076 |
| Applicant: | Not Applicable |
| Author | Corporate Planning & Governance Officer |
| Responsible Officer | Director Corporate & Community Services |
| Declaration of Interest: | Nil |
| Voting Requirements: | Absolute Majority |
| Appendix Number | 11.2.3 – CP005 – Donations, Sponsorships and Waiver of Fees and Charges – Amended Policy |

RECOMMENDATION

That Council approves the proposed amendments to the established annual donations to Lake Clifton Herron Residents Association and Preston Beach Progress Association within policy “CP005 – Donations, Sponsorships and Waivers”.

IN BRIEF

Council approval is required to amend policy CP005 – Donations, Sponsorships and Waivers to correct an error in the version submitted to council for approval in June 2023. Policy CP005 lists the Lake Clifton Herron Residents Association and Preston Beach Progress Association as recipients of an established annual donation of \$250 towards Australia Day celebrations. This policy was approved by council. It is recommended that the donation amount for the above-mentioned event should be is \$500 for each group, as approved in previous years.

BACKGROUND

At its ordinary council meeting on 27 June 2023, council endorsed the proposed combining of policy “CP005 – Donations” and policy “CP010 – Waiver of Fees and Charges” to the updated policy “CP005 - Donations, Sponsorships and Waivers.”

The updated policy, CP005 - Donations, Sponsorships and Waiver, emphasises the need for transparency, accountability, and equitable evaluation of each application or request received. The policy also outlines specific guidelines for donations, fee waivers, and individual/group sponsorships, along with established annual donations to various community organisations.

Recommended changes in relation to donations and fee and charge waivers were made based on previously approved donations, applications, and budget submissions. To ensure equity and reduce any administrative burden, detailed annual donations and waivers have been formalised through this policy.

REPORT DETAIL

Lake Clifton Herron Residents Association (LCHRA), and Preston Beach Progress Association (PBPA) are two of the community groups listed within policy CP005 Donations, Sponsorships and Waivers who receive annual donations from the Shire of Waroona towards Australia Day celebrations and ANZAC Day commemorations within their respective communities.

Appendix 11.2.3A to Item number 11.2.3, of the June 2023 ordinary council meeting agenda, incorrectly listed the set donation amount towards ANZAC Day celebrations as \$250, as per excerpt from Appendix 11.2.3A below.

| | | |
|---|--------|---|
| Lake Clifton Herron Residents Association | \$ 500 | \$250 towards Australia Day celebrations |
| | | \$250 towards ANZAC Day commemorations in Lake Clifton |
| Preston Beach Progress Association | \$ 500 | \$250 towards Australia Day celebrations |
| | | \$250 towards ANZAC Day commemorations in Preston Beach |

Council resolved to approve this policy as per Appendix 11.2.3A – resolution number OCM23/06/076.

Council’s approval is now requested to correct policy CP005 by increasing the set amount donated annually to both LCHRA and PBPA Australia Day celebrations to \$500. This amount aligns with donations previously made towards these events.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

| | |
|-------------------|---|
| Focus Area | Our Community |
| Aspiration | To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning |
| Objective | 1.4 Encourage an active and healthy community with an improved quality of life |
| Strategy | 1.4.2 Support local community, sporting and recreational groups and initiatives |

OTHER STRATEGIC LINKS

Corporate Business Plan Action 1.4.2.3 Develop and implement a Community Sponsorship Fund for community members and groups representing at a state, national and international level.

STATUTORY ENVIRONMENT

The proposed policy aligns with relevant legislation, regulations, and guidelines governing local government operations in the Shire of Waroona. It ensures compliance with statutory requirements and provides a framework for the council's decision-making process concerning donations, sponsorships, and fee waivers.

SUSTAINABILITY & RISK CONSIDERATIONS

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

Endorsement of this policy will assist in the economic sustainability of the not-for-profit groups with the Shire of Waroona and reflect the Council’s commitment to their operations.

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

The social benefits and quality of life improvements resulting from supporting community initiatives and projects will continue.

Environment – (Impact on environment’s sustainability)

Nil

Policy Implications

CP005 – Donations, Sponsorships and Waivers

Risk Management Implications

(Please refer to the Shire of Waroona Risk Framework when reviewing this section)

| | |
|-------------------|---|
| Theme | Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge |
| Description | The Shire of Waroona should ensure that its policies reflect its objective to support community groups to provide programs and events that improve the quality of life within the Shire. Guidance on how support is to be given should be clear and enable Officer to administer the council’s request. |
| Consequence | 2 - Minor |
| Likelihood | 2 - Unlikely |
| Rating | Moderate (4-9) |
| Controls / Review | Policy is to be reviewed in accordance with established review framework. Officers are to refer to this Policy each time and application is considered. |
| Review Frequency | Annually |
| Risk Owner | Director |
| Acceptance | Accept - Risk acceptable with adequate controls |

CONSULTATION

Director Corporate & Community Services
 Manager Community & Communications

RESOURCE IMPLICATIONS

Financial

The increase in established annual donation towards Australia Day Celebration events hosted by LCHPA and PBPA, as per policy CP005 will increase the annual budgeted spend by \$500.

Workforce

Nil

OPTIONS

Council has the option of:

1. accepting the Officer’s recommendation;
2. amending the Officer’s recommendation; or

3. declining the Officer's recommendation.

CONCLUSION

Council's approval is requested to correct policy CP005 by increasing the set amount donated annually to both the Lake Clifton Herron Progress Association and Preston Beach Progress Association Australia Day celebrations from \$250 each to \$500 each. This amount aligns with donations previously made towards these events. Supporting significant community initiatives and projects such as Australia Day celebrations within the Shire each year allows for social benefits and quality of life improvements to continue.

11.3 CHIEF EXECUTIVE OFFICER

11.4 ITEMS FOR INFORMATION

12. BUSINESS LEFT OVER FROM A PREVIOUS MEETING

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

14. NOTICE OF MOTIONS FOR CONSIDERATION AT A FOLLOWING MEETING

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

16. CLOSURE OF MEETING