



MINUTES

ORDINARY COUNCIL MEETING

Tuesday 26 March 2024

Preston Beach Community Centre

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.

TABLE OF CONTENTS

1. DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS4

2. ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE.....4

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....4

4. PUBLIC QUESTION TIME4

5. PETITIONS AND APPROVED DEPUTATIONS.....5

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....5

6.1 Ordinary Council Meeting – 27 February 2024..... 5

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER5

8. ANNOUNCEMENTS BY MEMBERS.....6

9. DISCLOSURES OF INTEREST6

10. EXTERNAL COMMITTEES, ASSOCIATIONS AND ADVISORY GROUPS6

10.1 Alcoa Waroona Sustainability Committee Unconfirmed Minutes – meeting held
26 February 2024. 7

11. REPORTS OF THE CHIEF EXECUTIVE OFFICER AND OFFICERS.....8

11.1 DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES..... 8

11.1.1 Waste Operations Management Plan..... 8

11.1.2 Review of Local Planning Policies and Building Policies 12

11.1.3 Proposed Closure of Public Road Reserve..... 18

11.1.4 Separation of the Shire of Murray and Shire of Waroona Local Emergency
Management Committee..... 21

11.1.5 WALGA DWER Urban Canopy Grant – Budget Amendment 25

11.2 DIRECTOR CORPORATE & COMMUNITY SERVICES 29

11.2.1 Listing of Payments for the month of February 2024 29

11.2.2 Statement of Financial Activity for the period ending 29 February 2024 32

11.2.3 Lease Agreement for Portion of 10 Henning Street, Waroona – Waroona
Playgroup Incorporated..... 35

11.2.4 Crisp Wireless Pty Ltd Licence Agreement Renewal..... 39

11.2.5 Participation in the Festival of Small Halls Event..... 44

11.3 CHIEF EXECUTIVE OFFICER 48

11.3.1 Men’s Shed Proposed Storage Shed 48

11.4 ITEMS FOR INFORMATION 52

MEETING CLOSED TO THE PUBLIC.....52

11.4.1 Confidential Report Water Stand Charges 52

MEETING OPENED TO THE PUBLIC52

11.4.2 Report on the 2023 Interstate Local Government Finance Professionals NSW
Conference..... 53

12. BUSINESS LEFT OVER FROM A PREVIOUS MEETING.....55

13. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN55

14. NOTICE OF MOTIONS FOR CONSIDERATION AT A FOLLOWING MEETING55

15. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY
DECISION OF THE MEETING.....56

16. CLOSURE OF MEETING56

AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

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

2. ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Cr Mike Walmsley	Shire President
Cr Naomi Purcell	Deputy Shire President
Cr Charlie Clarke	Councillor
Cr John Mason	Councillor
Cr Karen Odorisio	Councillor
Cr Larry Scott	Councillor
Mark Goodlet	Chief Executive Officer
Karen Oborn	Director Infrastructure & Development Services
Kirsty Ferraro	Manager Corporate Services
Bradley Oborn	Manager Works & Waste Services
Craig Zanotti	Coordinator Regulatory & Development Services
Ben Rose	Manager Community Development
Merrin Kirk	Executive Assistant

APOLOGIES

Ashleigh Nuttall Director Corporate & Community Services

There were eleven (11) members of the public present at the commencement of the meeting.

LEAVE OF ABSENCE PREVIOUSLY APPROVED

Cr Dion Pisconeri for the period 27 February – 27 July 2024 inclusive.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

- 4.1 Jenny Arthurson – 8/115 Panorama Drive, Preston Beach
Re: Erosion - Slope between golf course and 115 Panorama Drive, Preston Beach

The following comments were provided, in writing:

Strata 8165, Lakeside Villas at 115 Panorama Drive, Preston Beach is a complex of 30 units, which consists of 15 duplexes. Ten of the units overlooking the fourth fairway {to the northwest of 115 Panorama Drive} of the golf course are separated by Council Lot no 5195.

Council Lot no 5195 is a slope continually subject to wind and rain erosion. In past years the Shire of Waroona has installed a mesh fence along the base of the slope to prevent kangaroos using this slope which has allowed plants to grow intermittently, somewhat stabilising this slope. There are, however, areas towards the top of the hill behind five units

in particular which are quite bare, due predominately it seems to strong winds resulting in wind and rain erosion.

The Owners of Strata 8165 notes that the Shire of Waroona is conducting a council meeting at Preston Beach on 26 March 2024, request the Shire of Waroona address the ongoing erosion of Council Lot no 5195 by installing a product like geotextile mesh, mulching, and planting native plants on the bare areas (or install some other form of soil protection).

The Owners of Strata 8165 at its last Annual General Meeting appointed a subcommittee to manage this issue.

Owners of Strata Plan 8165 request the Shire of Waroona consider installing Geotextile erosion control ground cover or some other soil stabilising agent, mulch and native flora planting to exposed areas of Council Lot no 5195 to prevent further wind and rain erosion.

Jenny asked the following question at the Council meeting:

Owners of Strata Plan 8165 request the Shire of Waroona consider installing Geotextile erosion control ground cover or some other soil stabilising agent, mulch and native flora planting to exposed areas of Council Lot no 5195 to prevent further wind and rain erosion.

Director of Infrastructure & Development Services provided the following answer:

The I&DS team will investigate and develop a solution and follow up with the community member who raised the matter.

5. PETITIONS AND APPROVED DEPUTATIONS

Nil

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 Ordinary Council Meeting – 27 February 2024

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM24/03/027

Moved: Cr Odorisio

Seconded: Cr Clarke

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

CARRIED 6/0

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER

The Shire President Mike Walmsley mentioned that it has been a challenging time for the Shire of Waroona in the recent days due to the Nanga Bush Fire. He acknowledged and expressed his appreciation for the hard work and support of the volunteer firefighters, Shire of Waroona staff and residents.

8. ANNOUNCEMENTS BY MEMBERS

Cr Naomi Purcell commended Crs Mike Walmlsey and Charlie Clarke for their roles as volunteer firefighters. She also acknowledged Mike's hard work in his role as Shire President, and praised the Shire of Waroona staff during this fire.

Cr Odorisio echoed Cr Purcell's sentiments.

CEO Mark Goodlet entered the meeting, the time being 4.04pm

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.)

Councillor Purcell declared an interest affecting impartiality in item 10.1 as she is an employee of Alcoa, a member of Just Cruizin Street Machiners, and coordinator of the All Australian Car Day.

Councillor Purcell declared an interest affecting impartiality in item 11.3.1 as she is coordinator of the All Australian Car Day.

Councillor Scott declared an interest affecting impartiality in item 10.1 as he is a member of the Waroona Lions Club.

Councillor Scott declared a direct financial interest and an interest affecting impartiality in item 11.4.1 as he is a customer of the applicant.

Councillor Mike Walmsley declared a direct financial interest and an interest affecting impartiality in item 10.1 as he is a business owner of Mitre 10; a member of the Waroona West Volunteer Bush Fire Brigade; a member of the Agricultural Society; and a close family member is a member of the Historical Society.

One (1) member of the public entered the meeting.

10. EXTERNAL COMMITTEES, ASSOCIATIONS AND ADVISORY GROUPS

Councillor Purcell declared an interest affecting impartiality in item 10.1 as she is an employee of Alcoa, a member of Just Cruizin Street Machiners, and coordinator of the All Australian Car Day.

Councillor Scott declared an interest affecting impartiality in item 10.1 as he is a member of the Waroona Lions Club.

Councillor Mike Walmsley declared a direct financial interest and an interest affecting impartiality in item 10.1 as he is a business owner of Mitre 10; a member of the Waroona West Volunteer Bush Fire Brigade; a member of the Agricultural Society; and a close family member is a member of the Historical Society.

10.1 Alcoa Waroona Sustainability Committee Unconfirmed Minutes – meeting held 26 February 2024.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM24/03/028

Moved: Cr Scott

Seconded: Cr Mason

That Council receives and notes the Minutes of the Alcoa Waroona Sustainability Committee meeting held 26 February 2024 (as per Appendix 10.1).

CARRIED 6/0

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM24/03/029

Moved: Cr Odorisio

Seconded: Cr Scott

That Council approves the recommendations 7.1.2, 7.1.3, 7.1.4, 7.1.5, 7.1.6, 7.1.8, 7.1.9 and 7.1.10 of the Alcoa Waroona Sustainability Committee meeting held 26 February 2024 (as per Appendix 10.1) for the grant funding recipients, amounts and stipulated conditions.

CARRIED 6/0

Cr Walmsley left the meeting, and Deputy Shire President Cr Purcell assumed the Chair, the time being 4.11pm.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM24/03/030

Moved: Cr Scott

Seconded: Cr Odorisio

That Council approves the recommendations 7.1.1 and 7.1.7 of the Alcoa Waroona Sustainability Committee meeting held 26 February 2024 (as per Appendix 10.1) for the grant funding recipients, amounts and stipulated conditions.

CARRIED 5/0

Cr Walmsley returned to the meeting and resumed his seat as Presiding Member, the time being 4.12pm.

11. REPORTS OF THE CHIEF EXECUTIVE OFFICER AND OFFICERS

11.1 DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

11.1.1 Waste Operations Management Plan	
File Ref:	WM.5 – Waste Management – Service Provision – Waste Depot/Tips – Buller Road Operations; GR.3 Government Relations State Liaison Department of Water and Environmental Regulation
Previous Items:	OCM 20/11/187
Applicant:	Shire of Waroona
Author and Responsible Officer	Senior Technical and Waste Officer; Manager of Works and Waste Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number	11.1.1 – Waste Operations Management Plan (updated)

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM24/03/031

Moved: Cr Mason

Seconded: Cr Purcell

That Council endorses the “Waste Operations Management Plan, as attached in Appendix 11.1.1, for the purpose of alignment and compliance of the Waste Operations.

CARRIED 6/0

IN BRIEF

The purpose of this item is to seek Council endorsement of the updated Waste Operations Management Plan in accordance with the requirements of *Waste Avoidance and Resource Recovery Act 2007* and section 5.56 of the *Local Government Act 1995*.

BACKGROUND

In November 2019 written notification was received from the Department of Water and Environmental Regulation, (DWER) advising the Shire to implement a waste plan outlining how waste services will be managed to achieve consistency with the Western Australian Waste Avoidance and Resource Recovery Strategy 2030 (WARR). The notification was issued to all local governments located in the Perth metropolitan and Peel regions.

The vision of the WARR Strategy 2030 is “Western Australia will become a sustainable, low-waste, circular economy in which human health and the environment are protected from the impacts of waste.” In addition, the state target is to increase material recovery by 2030 to 75%.

The final waste plan was endorsed by the Shire of Waroona at the 24 November 2020 council meeting as per OCM20/11/187. Part of the endorsed waste plan was a list of initiatives to help align the Shire with the states target as outlined in the WARR Strategy 2030.

REPORT DETAIL

The requirement to develop a Waste Operations Management Plan is outlined as an initiative in the endorsed Waste Plan. The development and endorsement of the Waste Operations Management Plan is a requirement to achieve the milestones of the Department of Water and Environmental Regulations Annual Report.

The Waste Operations Management Plan incorporates all aspects of the Shire’s waste operations including the landfill operations and residential waste collection services.

The objectives of the Management Plan are to present information about waste operations, providing an objective and summarise required funding to meet levels of service.

The development of the Management Plan also allowed the Shire an opportunity to complete a risk assessment of the waste operations, outline future improvements and the Shire’s stance on the FOGO (Food Organics and Garden Organics) and the intent to opt for Waste to Energy as previously raised in June 2023 Council Meeting (OCM23/06/73).

Officers believe the Waste Operations Management Plan will align the Shire’s policies and procedures to allow Shire personnel to have access to the current practices and future transitions in one document, which removes any misinterpretation whilst adhering the to the requirements set out in the WARR Strategy and the endorsed Waste Plan.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Environment
Aspiration	To continually care for, protect and enhance our environment for the generations to come
Objective	3.2 Proactively manage resources and practice sustainability through responsible management of water, energy, fire management and waste
Strategy	3.2.4 Improve waste management practices through diversion, re-use and recycling

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Waste Avoidance Resource Recovery Strategy 2030

Local Government Act 1995

SUSTAINABILITY & RISK CONSIDERATIONS

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

Nil

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

The Waste Management Operations Plan aligns all the Shire’s waste operations and assists in future education and performance improvements, which will assist in community wellbeing.

Environment – (Impact on environment’s sustainability)

The endorsed waste plan outlines a list of initiatives which are aimed at improving waste operations within the Shire, improve material recovery and to expose less waste to the environment.

Policy Implications

Nil

Risk Management Implications

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

Theme	Environmental - Regulatory compliance, contamination, inadequate processes
Description	The requirement to develop the Waste Operations Management Plan was outlined in the endorsed Waste Plan and is therefore a requirement of the Waste Avoidance and Resource Recovery Strategy 2030. The development and endorsement of the Waste Operations Management Plan is a reportable requirement on the Department of Water and Environmental Regulations Annual Report.
Consequence	1 - Insignificant
Likelihood	2 - Unlikely
Rating	Low (1-3)
Controls / Review	The risks are low with the document referencing and outlining all current policies and procedures. Annual Reviews on the Waste Operations Management Plan will be completed annually as part of the Department of Water and Environmental Regulations Annual Report.
Review Frequency	Annually
Risk Owner	Director
Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

- Senior Technical and Waste Officer
- Manager Works and Waste Services
- Director Infrastructure Development Services
- Chief Executive Officer

RESOURCE IMPLICATIONS

Financial

Any financial implications stemming from the report will be dealt with in the normal budget process as part of the Waste Levy.

Workforce

Some Officer time was expended on this process as part of normal duties.

CONCLUSION

The endorsement of the Waste Operations Management Plan will assist the Shire in completing one of the initiatives outlined in the endorsed waste plan which is a requirement under the Waste Avoidance and Resource Recovery Act 2007 and section 5.56 of the Local Government Act 1995. Therefore, the development and endorsement is a requirement by for the Shire to meet. The Waste Operations Management Plan will incorporate all Shire’s waste

operations and have little financial impact on the ratepayers of the Shire outside of existing fees and charges.

11.1.2 Review of Local Planning Policies and Building Policies	
File Ref:	CM.7 – Corporate Management Policy – Policy Register – Policy Reviews
Previous Items:	N/A
Applicant:	Shire of Waroona
Author and Responsible Officer	Senior Safety and Development Officer; Coordinator Regulatory & Development Services
Declaration of Interest:	N/A
Voting Requirements:	Simple Majority
Appendix Number	11.1.2 A – LPP1 Heritage (current) 11.1.2 B – LPP2 Signage (current) 11.1.2 C – LPP2 Signage (proposed) 11.1.2 D – LPP3 Ancillary accommodation (current) 11.1.2 E – LPP3 Ancillary dwellings (proposed) 11.1.2 F – LPP7 Holiday houses (current) 11.1.2 G – LPP9 Bed and Breakfast (current) 11.1.2 H – LPP7 Short-term accommodation (proposed) 11.1.2 I – LPP8 Waroona East Hills Development 11.1.2 J – LPP10 Home based business (current) 11.1.2 K – LPP10 Home based business (proposed) 11.1.2 L – LBP1 Building Permits 11.1.2 M – LBP2 Footings Design 11.1.2 N – LBP3 Retaining walls (current) 11.1.2 O – LPP1 Retaining walls (proposed)

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM24/03/032

Moved: Cr Clarke

Seconded: Cr Mason

That Council:

1. pursuant to clause 6 of the Deemed Provisions for Local Planning Schemes under the *Planning and Development (Local Planning Schemes) Regulations 2015*, revokes the following local planning policies:

- a) LPP1 – Heritage;**
- b) LPP8 – Waroona Hills East Development; and**
- c) LPP9 – Bed and Breakfast;**

contained within Appendices 11.1.2 A, I & G;

2. pursuant to clause 5(2) of the Deemed Provisions for Local Planning Schemes under the *Planning and Development (Local Planning Schemes) Regulations 2015*, adopts the following amended local planning policies without advertising;

- a) LPP3 – Ancillary Dwellings; and**
- b) LPP10 – Home based businesses;**

contained in Appendices 11.1.2 E & K;

3. pursuant to clause 5(1) of the Deemed Provisions for Local Planning Schemes under the *Planning and Development (Local Planning Schemes) Regulations 2015*, approves the advertisement of the following amended local planning policies:

- a) LPP1 – Retaining walls;
- b) LPP2 – Signage; and
- c) LPP7 – Short-term accommodation;

contained in Appendices 11.1.2 O, C & H;

4. following the close of the advertising period regarding item 3 above, the policies are referred back to Council to consider any submissions received to make a final decision on the proposed local planning policies; and

5. revokes:

- a) LBP 1 – Building permits;
- b) LBP 2 – Footings design; &
- c) LBP 3 – Retaining walls;

contained in Appendices 11.1.2 L, M & N.

CARRIED 6/0

IN BRIEF

- Officers have carried out a full review of the Shire’s suite of local planning policies and building policies.
- Some policies no longer have an effect and have been recommended for revocation.
- Some policies have been recommended to have minor modifications such as reformatting.
- Some policies have been recommended to have more significant modifications.
- Some policies are still relatively new and do not need modification.
- This review of existing local planning policies assists with alignment of the State Government policy and guidance position papers and the Shire’s new proposed local scheme and strategy.

BACKGROUND

Local planning policies and building policies should be reviewed every few years to ensure relevance and make any necessary modifications to bring policies into line with contemporary planning or building standards. The Shire currently has 17 local planning policies and three building policies.

REPORT DETAIL

Each of the local planning policies and building policies has been listed below, with comments on what modifications, if any, have been recommended.

LPP1 – Heritage

It is recommended to revoke this policy and replace with a new policy for retaining walls. The heritage policy currently has no statutory weight given that the current local planning scheme does not include a heritage list. The new local planning scheme being prepared will include a heritage list based on recommendations contained in the new Local Heritage Survey 2023.

A copy of the Heritage Local Planning Policy is at Appendix A.

LPP2 – Signage

Substantial changes are recommended to this Policy which include:

- Inclusion of images to assist in understanding the types of signage referred to;

- Inclusion of clear and updated objectives;
- Exemption criteria, revised and contemporary development standards;
- Emerging signage types that are becoming more widespread;
- Placing a cap on the maximum number of third-party signage along the Forrest Highway – no additional signage supported;
- Signs that are not permitted.

A copy of the current Signage Local Planning Policy is at Appendix 2. A copy of the proposed Signage Local Planning Policy is at Appendix 3.

LPP3 – Ancillary accommodation/dwellings

This policy has been predominantly reformatted to be consistent with new local planning policies recently adopted. The provisions have also been simplified, with unnecessary provisions removed. The general objective of the local planning policy remains unchanged.

A copy of the current Ancillary accommodation Local Planning Policy is at Appendix 4. A copy of the amended Ancillary dwelling Local Planning Policy is at Appendix 5.

LPP4 – Intensive Agriculture

The review of this local planning policy has been placed on hold until the Department of Water and Environmental Regulation release a template policy for intensive agriculture later in the year.

LPP7 – Short-term accommodation

Currently the Shire has two separate policies dealing with short-term accommodation. It is considered appropriate to consolidate both the Holiday Houses Local Planning Policy and the Bed and Breakfast Local Planning Policy into one succinct policy that encompasses all forms of short-term holiday accommodation that are typically carried out from dwellings. This will include the type of accommodation seen on popular websites like Airbnb and Stayz. The provisions of the policy are consistent with the types of conditions of approval that have been applied to recent approvals for short-term accommodation. Importantly, there is a requirement for a detailed holiday house management plan to ensure the land use does not impact neighbours and the amenity of the area. Further, there are provisions relating to bushfire risk management to ensure guests are made aware of their surroundings and can leave the area safely and early.

A copy of the current Holiday houses Local Planning Policy is at Appendix 6. A copy of the current Bed and Breakfast Local Planning Policy is at Appendix 7. A copy of the proposed Short-term accommodation Local Planning Policy is at Appendix 8.

LPP8 – Waroona East Hills Development

It is recommended to revoke this policy. The primary purpose of this policy is to ensure development and subdivision on the Darling Scarp does not adversely impact the visual amenity afforded to the natural landscape. It is considered that clause 67(2) of the Deemed Provisions for Local Planning Schemes under the *Planning and Development (Local Planning Schemes) Regulations 2015* contains the appropriate tools to enable Shire officers to ensure development on the Scarp is carried out in an appropriate manner. There are several provisions under clause 67(2) that require development to be compatible with the desired character on an area. Given clause 67(2) holds much more weight than this policy, there is no reason to have the policy in place.

A copy of the Waroona East Hills Development Local Planning Policy is at Appendix 9.

LPP9 – Bed and Breakfast

It is recommended to revoke this policy. Provisions for bed and breakfast proposals have been incorporated into an all-encompassing draft policy that addresses short-term accommodation (see section on LPP7 – Short-term accommodation).

A copy of the current policy is contained within Appendix 7.

LPP10 – Home based businesses

This policy has been predominantly reformatted to be consistent with new local planning policies recently adopted. Some minor changes to wording in the policy has been carried out, however the intent and provisions of the policy remain largely the same.

A copy of the current Home based businesses Local Planning Policy is at Appendix 10. A copy of the proposed Home based businesses Local Planning Policy is at Appendix 11.

Local Planning Policies not subject to proposed changes

Council adopted a suite of new and revised Local Planning Policies in 2022 and 2023 including:

- LPP5 – Sea/Shipping Containers and Transportable Buildings;
- LPP6 – Variations to the R-Codes;
- LPP11 – Building Envelopes;
- LPP12 – Domestic Outbuildings in Rural Lifestyle Areas;
- LPP13 – Waroona Town Centre Development Requirements;
- LPP14 – Workforce Accommodation;
- LPP15 – Social Impact Assessment;
- LPP16 – Renewable Energy Facilities; and
- LPP17 – Vegetation.

These respond to current and emerging trends and are contributing to the proper and orderly planning process in the Shire. These are functioning well and do not require any changes.

LBP1 – Building Permits

This policy sets out circumstances in which refunds should be given for building projects that are abandoned after the building permit has been lodged. It is recommended to revoke this policy. It has no statutory effect and refunds should not be given in these circumstances as officer time spent on such applications may already be significant. In any case, an applicant may write to the Chief Executive Officer to request a refund and it may be considered on its merits.

A copy of the Building Permits Local Building Policy is at Appendix 12.

LBP2 – Footings Design

This policy requires a structural engineer to certify that building permit applications entailing footings are certified by an engineer. It is recommended to revoke this policy. This requirement is covered by building legislation.

A copy of the Local Building Policy is at Appendix 13.

LBP003 – Retaining Walls

This building policy requires any person wishing to build a retaining wall at obtain Council approval and details that need to be provided. This policy is proposed to be revoked and relocated to fall under the jurisdiction of the local planning framework, as a Local Planning Policy. This will give greater effect to objectives and provisions. It is also proposed to be significantly amended to clearly outline designed provisions, consistent with State Government standards.

A copy of the current Local Building Policy is at Appendix 14. A copy of the proposed Local Planning Policy is at Appendix 15.

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	1.3 A planning framework that is visionary, supports connectivity and enables participation that ensures quality, diverse and innovative planning outcomes that meets community aspirations
Strategy	1.3.1 Ensure our Town Planning Scheme and Local Planning Strategy facilitates quality and diverse planning outcomes

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Planning and Development (Local Planning Schemes) Regulations 2015 – outlines the provisions and process for revoking, amending, and introducing new local planning policies.

SUSTAINABILITY & RISK CONSIDERATIONS

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

Nil.

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

The modified local planning policies should provide fair and reasonable protection to the amenity of landowners in the vicinity of any proposals subject to the policies.

Environment – (Impact on environment’s sustainability)

The modified local planning policies should provide fair and reasonable protection to the natural environment in the vicinity of any proposals subject to the policies.

Policy Implications

Local planning policies and building policies should be reviewed regularly to ensure they meet contemporary practice.

Risk Management Implications

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

<i>Theme</i>	Environmental - Regulatory compliance, contamination, inadequate processes
<i>Description</i>	Outdated local planning policies and building policies can lead to poor planning outcomes.
<i>Consequence</i>	2 - Minor
<i>Likelihood</i>	3 - Possible
<i>Rating</i>	Moderate (4-9)
<i>Controls / Review</i>	Review local planning policies and building policies on a regular basis.
<i>Review Frequency</i>	Annually

<i>Risk Owner</i>	Chief executive officer
<i>Acceptance</i>	Accept - Risk acceptable with adequate controls

CONSULTATION

Public consultation of those proposed local planning policies that require advertising will occur in accordance with clause 5(1) of the Deemed Provisions for Local Planning Schemes under the *Planning and Development (Local Planning Schemes) Regulations 2015*.

RESOURCE IMPLICATIONS

Financial

These will be advertised in the Shire's Sea to Scarp part of the local newspaper and will be free of cost.

Workforce

The review of the suite of policies has been undertaken by Infrastructure and Development Services as part of their general duties.

CONCLUSION

The review and subsequent recommendations will ensure the Shire's local planning and building framework continues to operate on best practice, addressing modern and emerging trends. The proposed modifications have been made on established planning principles for a proper planning purpose.

11.1.3 Proposed Closure of Public Road Reserve	
File Ref:	TP2529
Previous Items:	N/A
Applicant:	Frontier Energy Ltd
Author and Responsible Officer	Development Administration Officer; Coordinator Regulatory & Development Services
Declaration of Interest:	N/A
Voting Requirements:	Simple Majority
Appendix Number	11.1.3 A – Location plan 11.1.3 B – Applicant cover letter

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM24/03/033

Moved: Cr Scott

Seconded: Cr Purcell

That Council resolves, in accordance with section 58(1) of the *Land Administration Act 1997*, to request the responsible Minister to approve the closure of a portion of the public road reserve, identified as Land ID Numbers: 3629759 & 3629760.

CARRIED 6/0

IN BRIEF

Frontier Energy has requested the Shire of Waroona to support the application for road closure of an unconstructed road reserve that transects Lot 25 (981) Buller Road, Waroona. Frontier has requested Council progress this application with the Department of Planning, Lands and Heritage (DPLH), as per section 58 of the *Land Administration Act 1997* (LAA) and regulation 9 of the *Land Administration Regulations 1998*.

BACKGROUND

The purpose of the closure of a portion of this unconstructed public road reserve is to enable the development of the Waroona Solar Farm. This matter has not previously been considered by Council.

REPORT DETAIL

The unconstructed road reserve subject of the proposed road closure is identified as Land ID Numbers: 3629759 & 3629760 and can be found in Attachment 1 – Location plan.

The closure of the public road reserve is to enable the development of the Waroona Solar Farm as per the Development Assessment Panel Determination, TP2115 - see Appendix 11.1.3 B – Applicant cover letter.

The Shire has no strategic need for this portion of the road reserve, and it is not anticipated that there will be a need for it in the future.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Environment
Aspiration	To continually care for, protect and enhance our environment for the generations to come

Objective	3.2 Proactively manage resources and practice sustainability through responsible management of water, energy, fire management and waste
Strategy	3.2.2 Secure energy resources to ensure energy sustainability for community needs

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

- Land Administration Act 1997
- Land Administration Regulations 1998

The Act and Regulations outline the roles, responsibilities and procedure that must be followed for the closure of a road reserve.

SUSTAINABILITY & RISK CONSIDERATIONS

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

The closure of the road reserve will provide additional land for the solar farm to operate on.

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

Nil.

Environment – (Impact on environment’s sustainability)

The additional solar panels that can be developed as a result of the road closure will generate green energy and help offset emissions.

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	Risk implications are minimal as the land in question is supplementary to Shire needs as road infrastructure. In addition, following the public notification/advertising period and notification of adjoining landowners, no objections to the proposed closure were received by the Shire.
Consequence	1 - Insignificant
Likelihood	1 - Rare
Rating	Low (1-3)
Controls / Review	
Review Frequency	Annually
Risk Owner	Chief executive officer
Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

The Shire placed an advertisement in the Harvey-Waroona Reporter on Tuesday 30 January 2024, giving the public notice of the proposed road closure. This invited any submissions to be made in writing by 4 March 2024.

In addition, the Shire gave written notice to the owners of the surrounding properties as well as relevant government agencies, utility providers and the Manager Works & Waste Services.

At the expiry of the public comment/objection period, four submissions were received, with no objections and technical advice.

RESOURCE IMPLICATIONS

Financial

Frontier Energy will cover all costs included in the assessment and closure of the road. The land is crown reserve and therefore no payment will be made to the shire for transferring the land to Frontier Energy. The State Government as the crown agent may be compensated for the value of the land by Frontier Energy.

Workforce

Administration, advertising, and consultation is undertaken by Infrastructure and Development Services.

CONCLUSION

The closure of the unconstructed public road reserve is to enable the development of the Waroona Solar Farm as per the Development Assessment Panel Determination. The Shire has no strategic or practical need for this portion of the road reserve, and it is not anticipated that there will be a need for it in the future. The proposal to close this section is considered appropriate.

11.1.4 Separation of the Shire of Murray and Shire of Waroona Local Emergency Management Committee	
File Ref:	ES.2 Emergency Services – Meetings – Local Emergency Management Committee (LEMC)
Previous Items:	OCM 22 September 2020
Applicant:	N/A
Author and Responsible Officer:	Senior Safety and Development Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number	11.1.4 – Analysis of Ability to Comply with Provisions of the EM Act

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM24/03/034

Moved: Cr Purcell

Seconded: Cr Odorisio

That Council:

- 1. notes the intention of the Shire of Murray to separate from the joint Shire of Murray and Waroona Local Emergency Management Committee;**
- 2. notes the Analysis of the Shire of Waroona’s Ability to Comply with the Provisions of the *Emergency Management Act 2005* at Appendix 11.1.4;**
- 3. determines to establish a Local Emergency Management Committee for the district of the Shire of Waroona;**
- 4. forwards the Analysis of the Shire of Waroona’s Ability to Comply with the Provisions of the *Emergency Management Act 2005* at Appendix 11.1.4, along with the Council determination detailed in item 3 above, to the State Emergency Management Committee; and**
- 5. requests the Chief Executive Officer to commence administrative processes to arrange for a Shire of Waroona Local Emergency Management Committee.**

CARRIED 6/0

IN BRIEF

- The Shire of Murray and Shire of Waroona Local Emergency Management Committee (LEMC) was established in 2020.
- It is the Shire of Murray’s intention to disband the joint LEMC at the end of June 2024.
- The Shire of Waroona will need to establish a new LEMC as soon as practicable to provide this regulated service.

BACKGROUND

At the Local Emergency Management Committee held 14 February 2024 the Shire of Murray advised that it was its intention to leave the joint Local Emergency Management Committee and undertake its local emergency management responsibilities as a single local government, at the end of June 2024. This means that the Shire of Waroona will need to take on its responsibilities as a single local government as well. There are no other local governments that are part of the joint LEMC. The recommendation in this report responds

to the statutory processes applicable to the Shire’s establishment of a Local Emergency Management Committee.

REPORT DETAIL

The State Emergency Management Committee (SEMC) sets out the procedure for the separation of combined local governments for the purpose of emergency management under the State Emergency Management Procedure.

The procedure states that where a local government has decided to separate from a joint LEMC, each local government part of that LEMC must conduct an analysis of its ability to comply with the provisions of the *Emergency Management Act 2005*. The Shire of Waroona’s analysis is at Appendix 11.1.4. In summing up the analysis, the Shire of Waroona has concerns that it will not be deal with emergency management matters as efficiently and effectively as it could under a joint LEMC arrangement, however the Shire has no alternative option at this stage.

Interestingly, in simultaneous reports to both the Murray and Waroona Councils in 2020 regarding the formation of the LEMC, the reporting officer stated that the advantages of setting up a joint LEMC would be:

- Significant improvement in emergency management planning
- Reduction in the number of meetings required to be attended by agency and stakeholder representatives; and
- Ability for additional local government resources to be utilised should an emergency occur within either district.

It is not understood whether the Shire of Murray are of the view that the above-mentioned points are not considered to be occurring within the current joint LEMC arrangements. The procedure requires the Shire of Murray to develop a rationale for their decision and this may be provided at the next LEMC meeting in May.

Given the intention to disband the joint LEMC at the end of June 2024, the course the Shire of Waroona will need to establish its own LEMC, including:

- Membership of the LEMC
- Appointment of a Committee Chair
- Provision of secretariat support
- Local emergency management arrangements
- Recovery arrangements
- A community communication and marketing strategy.

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	1.1 Create a connected, safe and cohesive community with a strong sense of community pride
Strategy	1.1.6 Ensure the safety of our community

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Emergency Management Act 2005

SUSTAINABILITY & RISK CONSIDERATIONS

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

The economy of the Shire and region is not expected to be affected by the separation.

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

Whilst it is undesirable for the joint LEMC to be separated, it is considered that Shire staff can uphold its emergency management obligations under the EM Act to ensure the quality of life of the community is not adversely affected.

Environment – (*Impact on environment’s sustainability*)

The environment’s sustainability will not be affected by the separation.

Policy Implications

Shire Policy CP018 *Emergency Management* requires that the Shire has a functioning LEMC to assist in minimising the impact of disruptive and disaster events through prevention, preparedness, response, and recovery.

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>	That emergency management will not be as effective and efficient under a single local government
<i>Consequence</i>	3 - Moderate
<i>Likelihood</i>	3 - Possible
<i>Rating</i>	Moderate (4-9)
<i>Controls / Review</i>	Once Council resolves to establish its own LEMC, staff will commence work on the requirements of the SEMC procedure to set the LEMC up.
<i>Review Frequency</i>	Quarterly
<i>Risk Owner</i>	Chief executive officer
<i>Acceptance</i>	Accept - Risk acceptable with adequate controls

CONSULTATION

LEMC members were invited to comment on the separation. In total, 6 responses were received at the time of writing this report. The responses are attached to the Analysis of the Shire of Waroona’s Ability to Comply with the Provisions of the *Emergency Management Act 2005* at Appendix 11.1.4.

RESOURCE IMPLICATIONS

Financial

At this stage of the LEMC separation there are no financial implications imposed on the Shire.

Workforce

At this stage any administrative tasks to handle the LEMC separation will be wholly undertaken by Shire emergency services officers.

CONCLUSION

Whilst it is considered undesirable for the LEMC to separate, the Shire of Waroona has no power to determine the continuance of a joint LEMC. Should Council endorse the officer recommendation, Shire officers will commence work on the next phase of the separation, which will primarily entail the setting up of a new committee and reviewing the Local Emergency Management Arrangements.

11.1.5 WALGA DWER Urban Canopy Grant – Budget Amendment	
File Ref:	PR.7 – Parks And Reserves – Maintenance – Street Trees / Verges
Previous Items:	N/A
Applicant:	Shire of Waroona
Author and Responsible Officer:	Director Infrastructure & Development Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number	Nil

OFFICER RECOMMENDATION / COUNCIL RESOLUTION**OCM24/03/035****Moved: Cr Mason****Seconded: Cr Purcell**

That Council recognises the receipt of the ‘Urban Greening Program Grant’ and approves amendment of the 2023/24 adopted budget including:

- a. Increasing revenue account 121130 (Grants – Protection of Environment) by \$53,200 to recognise grant income; and**
- b. Increasing expenditure account 120320 (Protection of Environment Grant Exp) by \$53,200 to recognise grant expenditure.**

CARRIED 6/0**IN BRIEF**

In late January 2024 the Shire of Waroona applied for the Urban Greening Grant Program - round 1. The Shire of Waroona has been successful in securing the funding to purchase mature trees equalling \$53,200.00. The project will be to plant native trees starting in the Waroona townsite, targeting of the canopy gaps in the urban streetscape.

BACKGROUND

The Urban Greening Grant Program was created to expand tree canopy and vegetative cover in high urban heat risk areas in 33 Local Governments within the Boorloo (Perth) and Bindjareb (Peel) regions. Funded by the Department of Water and Environmental Regulation (DWER) and delivered collaboratively with WALGA, the program provides a total of \$3.75 million (ex GST) to support additional winter planting in 2024 and 2025.

The Urban Greening Grant Program (the Grant Program) contributes to the achievement of the State Government’s Climate Adaptation Strategy (2023) and Native Vegetation Policy for WA (2022). The Grant Program recognises Local Governments lead role in protecting and enhancing urban canopy and builds upon the 2021/22 Local Government Urban Canopy Grant Program. The objectives of the Grant Program are to support urban greening projects that:

- Accelerate the establishment of tree canopy and vegetative cover in the Boorloo and Bindjareb regions;
- Reduce the impacts of the urban heat island effect;
- Provide positive outcomes for urban biodiversity;
- Improve human health and well-being;
- Improve urban hydrological functions; and

- Improve social and visual amenity of neighbourhoods.

REPORT DETAIL

In late January 2024 the Shire of Waroona applied for the Urban Greening Grant Program - round 1. The Shire of Waroona has been successful in securing the funding to purchase mature trees. Although it was intended to get 100L trees, the condition of the offer is 35L trees and smaller, and to acquire a greater number of plants. The shire of Waroona will be sourcing 35L trees from local and regional suppliers outside of the Polyphagous shot-hole borer Quarantine Area.

This project aligns with the Shire of Waroona’s Strategic Community Objective:

- a. SCP Objective 3.1: Protect and Enhance our existing Natural Assets, Waterways, Bushland, and Biodiversity.

and

The Environmental Management Strategy theme - **Community Environmental Management and Sustainability; part B: Climate Change Mitigation.**

The submission was:

“Located in the Bindjareb region, the Shire of Waroona Urban Canopy Infill Project (part 1 - 23/24), aims to establish native trees in cleared areas, to infill the urban canopy's larger gaps. Starting in the Waroona townsite, the targeting of the canopy gaps in the urban streetscape, will improve the social and visual amenity in the newer subdivision areas, as well as established streetscapes. By providing a continuous urban shade canopy and cooling, along pedestrian routes and road verges. Which improves human health and wellbeing, by encouraging residents to engage with socially with others outside, as well as partake in walking activities. Whilst improving protection from harmful levels UV. The denser canopy also enhances precinct cooling, reducing urban heating and the need for artificial air-conditioning. Again, also improving wellbeing by improving internal and external residential conditions. In addition, the establishment of a continuous urban shade canopy and cooling, increases hydrology in urban soils and creek lines, retaining more water in the overall system. The selection of a mix of native trees, including Eucalypts, Xylomelum’s, Banksias, Macadamias and Quandongs, also increases the biodiversity of the urban canopy, as well as provides foraging and habitat opportunities, for all three species of endangered black cockatoo's, which are found in the townsite area. In addition, some areas of established canopy will need to be replaced. As non-native species were planted under powerlines. Which have grown to the extent that by lopping them, in order to keep them clear of the power lines, has resulted in just trunks with sparse branches remaining, and nearly no canopy cover”.

To support additional planting in winter 2024 the project team will now:

1. Develop a communication plan;
2. Proactively consult with adjoining households about the project;
3. Finalise the street mapping and locations in consideration of space, amenity, recreational needs, access, verge parking, solar panels, and other related matters; and
4. Finalise the species list to support the objective as well as develop street themes to minimise watering and maintenance schedules. Whilst creating amenity and canopy.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Environment
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Aspiration	To continually care for, protect and enhance our environment for the generations to come
Objective	1.2 Maximise and connect our natural assets to the community
Strategy	1.2.1 Connect natural assets, waterways, parks and reserves to the community

OTHER STRATEGIC LINKS

- Strategic Community Plan.
- Shire of Waroona’s Integrated Planning and Reporting (IP&R) Framework.
- Shire of Waroona’s Statutory Planning Framework and Local Laws
- Shire of Waroona’s Environmental Management Strategy.

STATUTORY ENVIRONMENT

- Department of Local Government, Sport and Cultural Industries Integrated Planning and Reporting (IP&R) Framework regulations.
- Federal and State Government Environmental Legislative Frameworks.

SUSTAINABILITY & RISK CONSIDERATIONS

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

The Shire of Waroona will receive \$53,200 in grant funding for the purchase of trees.

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

The project will enhance social and visual amenity around the townsite of Waroona.

Environment – (Impact on environment’s sustainability)

The project will reduce the impacts of the urban heat island effect; Provide positive outcomes for urban biodiversity and improve urban hydrological functions.

Policy Implications

The project aligns with the Environmental Management Strategy and the Shire of Waroona’s Integrated Planning and Reporting (IP&R) Framework and work programs.

Risk Management Implications

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

<i>Theme</i>	Project - Delays to start or completion, variations to scope or budget, insufficient funds
<i>Description</i>	The project activity could exceed grant revenue.
<i>Consequence</i>	3 - Moderate
<i>Likelihood</i>	2 - Unlikely
<i>Rating</i>	Moderate (4-9)
<i>Controls / Review</i>	The project activity will be funded by grant revenue and all activities will be costs and quotes sought prior to any tasks being undertaken.
<i>Review Frequency</i>	Monthly
<i>Risk Owner</i>	Director
<i>Acceptance</i>	Monitor - Risk acceptable with adequate control

CONSULTATION

- Mark Goodlet, Chief Executive Officer
- Executive Team
- Infrastructure & Development Team
- Professor Kingsley Dixon

RESOURCE IMPLICATIONS

Financial

The purchase of the plants is completely covered by the grant funding.

Workforce

The planting tasks will be incorporated into the parks and gardens schedules.

CONCLUSION

The Grant funded project will enhance urban canopy and accelerated establishment of tree canopy and vegetative cover in the Bindjareb regions, reduce the impacts of the urban heat island effect, provide positive outcomes for urban biodiversity, contribute to improved human health and well-being, improve urban hydrological functions, and improve social and visual amenity around the townsite of Waroona. It is envisaged future funding will be sought to undertake similar projects at Hamel and Preston Beach.

11.2 DIRECTOR CORPORATE & COMMUNITY SERVICES

11.2.1 Listing of Payments for the month of February 2024	
File Ref:	FM.3 – Financial Management – Creditors
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 Creditors Report - Feb 24

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM24/03/036

Moved: Cr Scott

Seconded: Cr Clarke

That Council receives the following payments made throughout the month of February 2024;

Municipal	Cheque	10212 – 10229	\$	41,946.03
	EFT	40131 - 40379	\$	1,687,072.35
Direct wages		01/02/2024 – 29/02/2024 inclusive	\$	237,319.93
Direct Debit		01/02/2024 – 29/02/2024	\$	224,384.13
Trust	Cheque	11271	\$	40,000.00
	EFT		\$	-
GRAND TOTAL			\$	2,230,722.44

as per Appendix 11.2.1.

CARRIED 6/0

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 February 2024.

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

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 February 2024. 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 Statement of Financial Activity for the period ending 29 February 2024	
File Ref:	FM.1 – Financial Management – Creditors
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 23-24 February

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM24/03/037

Moved: Cr Mason

Seconded: Cr Odoriso

That Council receives the Statement of Financial Activity for the period ending 29 February 2024 as per Appendix 11.2.2.

CARRIED 6/0

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

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 2023/24 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)

<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>	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

CONCLUSION

That Council receives the monthly financial statements prepared in accordance with the *Local Government Act 1995*, section 6.4, and *Local Government (Financial Management) Regulations 1996*, section 34.

11.2.3 Lease Agreement for Portion of 10 Henning Street, Waroona – Waroona Playgroup Incorporated	
File Ref:	LD19 - Waroona Playgroup Committee - Lease Agreement Part Lot 42 (10) Henning Street, Waroona & Amendment to Lease
Previous Items:	Nil
Applicant:	Waroona Playgroup Incorporated
Author and Responsible Officer	Corporate Planning & Governance Officer; Director Corporate & Community Services
Declaration of Interest:	Nil.
Voting Requirements:	Absolute Majority
Appendix Number	11.2.3 – Proposed Waroona Playgroup Incorporated Lease Agreement

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM24/03/038

Moved: Cr Mason

Seconded: Cr Scott

That Council:

- 1. agrees to enter into the proposed lease agreement with Waroona Playgroup Incorporated, for the lease of the identified premises on portion of 10 Henning Street, Waroona, as per Appendix 11.2.3;**
- 2. authorises the application of the Shire of Waroona Common Seal to the Lease Agreement; and**
- 3. authorises the Shire President and Chief Executive Officer to sign and execute all matters relating to the Lease Agreement.**

CARRIED 6/0

IN BRIEF

Council is requested to consider entering the proposed Lease Agreement with Waroona Playgroup Incorporated, for the lease of the identified premises, as per Appendix 11.2.3.

BACKGROUND

Waroona Playgroup is an incorporated Association registered with the Department of Mines, Industry Regulation and Safety as of 29 September 1989 (Reference A0824652W) under the *Incorporated Associations Act 2015*.

The current lease expires on 31 March 2024.

All Shire-managed lease agreements will progressively be transferred to the new lease agreement template as they expire as per Waroona Playgroup Incorporated's new lease template, appendix 11.2.3. The transition to the new lease template ensures that conditions are consistent and fair across all leased facilities and that all facilities are used and managed effectively.

REPORT DETAIL

The proposed Lease Agreement between Shire of Waroona and Waroona Playgroup Incorporated has the following key components:

- The whole of the Premises as identified, together with all buildings, structures, alterations, additions, and improvements completed during the Term, is identified and outlined in red in **Annexure 1** of the Lease Agreement.
- Lease is for five years commencing on 1 April 2024 and expiring on 31 March 2029.
- Rent is currently \$110 including GST per year (subject to CPI increases) payable annually in advance.

It is recommended that rent of one hundred and ten dollars (\$110) including GST is charged for the Waroona Playgroup Incorporated. The Waroona playgroup committee continues to manage and operate the facility as a not-for-profit playgroup, enabling parents and their younger children (aged 0 – 5 years) to enjoy and benefit from regular social interaction within their local community. The playgroup committee relies on fundraising opportunities and grants as a source of income.

This rent amount aligns with the current rent of comparative not-for-profit organisations being the Lake Clifton Heron Residents Association, Preston Beach Progress Association, and Lions Club of Waroona.

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	1.4.5 Support and enhance health services in Waroona
Action	Nil

Focus Area	Our Built Assets
Aspiration	To build and effectively manage our assets to continually improve our standard of living
Objective	4.1 Public spaces and infrastructure that are accessible and appropriate for our community, and meet the purpose and needs of multiple users
Strategy	4.1.1 Plan community facilities for current and future generations
Action	Nil

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	Nil

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Nil.

SUSTAINABILITY & RISK CONSIDERATIONS

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

The lease of the identified land and premises will provide an income of \$110 including GST (subject to CPI) over the five years.

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

The lease will continue to provide a purpose-built facility for Waroona Playgroup Incorporated to continue to operate.

The Waroona playgroup offers a range of benefits for both parents/carers and younger children. For children, benefits include socialisation, and emotional, cognitive and language development and dedicated time for parent-child play and bonding. For Parents, playgroup provides a positive environment where they may find support and develop friendships and a sense of community belonging and involvement.

Environment – (Impact on environment’s sustainability)

The lease outlines the requirement of the Lessee’s maintenance of the vegetation surrounding premises.

Policy Implications

Nil.

Risk Management Implications

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

<i>Theme</i>	Reputation - Public perception, poor customer service, sub standard work, corruption
<i>Description</i>	Failing to continue a formal lease agreement may result in the collapse of the Waroona Playgroup and all associated activities if the group cannot locate a similar facility to meet, impacting the reputation of the Shire to cater for a significant community group within its community.
<i>Consequence</i>	3 - Moderate
<i>Likelihood</i>	3 - Possible
<i>Rating</i>	Moderate (4-9)
<i>Controls / Review</i>	Council’s endorsement of the recommendation of this report will mitigate the likelihood of this risk coming into effect.
<i>Review Frequency</i>	Annually
<i>Risk Owner</i>	Director
<i>Acceptance</i>	Accept - Risk acceptable with adequate controls

CONSULTATION

Lease prepared in consultation with Waroona Playgroup Incorporated as current lessees.

RESOURCE IMPLICATIONS

Financial

Nil.

Workforce

Nil.

CONCLUSION

This Lease is an opportunity for the Shire to continue to support and provide a facility for Waroona Playgroup Incorporated, a significant family-focused community group, allowing both parents and young children to enjoy the social benefits from being a part of a playgroup within their local community.

11.2.4 Crisp Wireless Pty Ltd Licence Agreement Renewal	
File Ref:	LD159 – South Western Wireless WA - Installation and Operation of Antenna Equipment Associated with the Mobile Repeater; ET.1 - Energy Supply and Telecommunications Service Providers, Telecommunications, Two Way Radios, Telephones, NBN & CCTV
Previous Items:	Nil
Applicant:	Crisp Wireless Pty Ltd
Author and Responsible Officer:	Corporate Planning & Governance Officer; Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number	11.2.4 – Licence Agreement between Shire of Waroona and Crisp Wireless Pty Ltd

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM24/03/039

Moved: Cr Purcell

Seconded: Cr Clarke

That Council:

- 1. agrees to enter into the proposed Licence Agreement for access to land, use of land for placement of repeater container, and operation of antenna equipment associated with CRISP Wireless Pty Ltd, located at the Shire Depot, 64 (Lot 22) Thatcher Street, Waroona as per Appendix 11.2.4; and**
- 2. authorises the Chief Executive Officer to sign and execute all matters relating to the Licence Agreement.**

CARRIED 6/0

IN BRIEF

- In December 2016, the Shire of Waroona entered into a licence agreement for access to and use of Shire of Waroona Shire Depot, Thatcher Street, Waroona as facilities for the installation and operation of antenna equipment associated with South Western Wireless WA.
- The former licence agreement expired on 1 January 2022 and was not renewed.
- As the proposed ‘Licensor’, Council is requested to authorise the Chief Executive Officer (CEO) to sign and execute all matters relating to a new licence agreement with Crisp Wireless Pty Ltd.

BACKGROUND

In December 2016, the Shire of Waroona entered into a licence agreement for access to and use of Shire of Waroona Depot land, located at 64 Thatcher Street, Waroona as a suitable location for the installation and operation of antenna equipment associated with South Western Wireless WA.

A storage container housing the wireless internet repeater equipment was installed in a fenced and secured compound, occupying 68m² in area, located inside the southern boundary of 64 Thatcher Street, Waroona. The compound used by South Western Wireless WA (now Crisp Wireless Pty Ltd) was secured, and accessible by Crisp Wireless via Elliott

Street without requiring access through the main Depot entrance. Refer to images 1 and 2 below.



Image 1. Storage container housing the wireless internet repeater equipment. Access from Elliott Street.



Image 2. Crisp Wireless Pty Ltd antenna infrastructure installed on south-western corner of Depot workshop, 64 Thatcher Street, Waroona.

Permission was granted to Crisp Wireless Pty Ltd in exchange for provision of communications and internet services to the Shire of Waroona, being 50Mbps synchronous unlimited commercial internet service valued at \$750.00 per month and 3 Fixed IP Addresses, at no charge.

The five-year licence agreement term expired on 1 January 2022 and was not renewed. The provided internet service has continued in the interim.

Crisp Wireless Pty Ltd has recently initiated the renewal of this licence agreement by providing a new five-year licence agreement document to be approved and signed by the CEO.

REPORT DETAIL

Given its suitably central and elevated location, a portion of land (68m²) at the southern edge of the Shire Depot premises, 64 Thatcher Street, Waroona is utilised by Crisp Wireless Pty Ltd to house its antenna equipment and storage container associated with the Crisp Wireless mobile internet service.

Crisp Wireless are seeking Shire of Waroona’s approval, through the proposed licence agreement, to continue to house their antenna and storage container to enable their continued provision of a wireless internet service to customers in Waroona and surrounding communities.

As per item 3 of Schedule 1 of the licence agreement, Crisp Wireless Pty Ltd offers rent, payable by way of providing a no-charge internet service to the Shire of Waroona – being internet connection, speed to be as close to 100/100 Mbps business enterprise-grade that the current infrastructure will support (100 Mbps download, 100 Mbps upload), and unlimited data download (excluding installation and equipment costs).

Since its installation and establishment at the 64 Thatcher Street location in 2016, the internet service provided by Crisp Wireless has been utilised by the Shire as a fail-safe (backup) internet connection, operating simultaneously with Shire of Waroona’s primary internet connection. The free use of this fail-safe service has saved the Shire up to \$6000 per annum in internet provider costs.

Special conditions included in this licence agreement are:

- The Licensee shall keep the Premises and shall ensure that the Premises are kept clean and tidy and in good order and condition, having regard to the extent of the Licensee’s occupation of the Premises under this Licence;
- That the Licensee is solely responsible for the provision and connection of services to the facilities and that all charges associated with the establishment and ongoing supply of those services are to be met by the Licensee;
- All work is to be undertaken by suitably qualified licensed tradesmen and/or technicians;
- The Licensee is required to have a current Public Liability insurance policy (valued at \$20 million) and any employees or sub-contractor employees are to be covered under a Workers Compensation insurance policy; and
- The Licensee is to contact a Shire Depot representative whenever access to the property is required.

Council’s authorisation for the CEO to sign the proposed licence agreement would allow Crisp Wireless Pty Ltd to continue to offer another internet service option to residents in Waroona and surrounding communities. In exchange for its permission granted, the Shire of Waroona benefits from the provision of a free-of-charge fail-safe internet service.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Built Assets
Aspiration	To build and effectively manage our assets to continually improve our standard of living
Objective	4.2 Manage assets in a consistent and sustainable manner
Strategy	4.2.1 Plan and effect appropriate maintenance, renewal, replacement and disposal of assets
Action	Nil

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Nil.

SUSTAINABILITY & RISK CONSIDERATIONS

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

By entering into the Crisp Wireless licence agreement, the Shire of Waroona would receive rent by way of an internet service – being internet connection, speed to be as close to 100/100 Mbps business enterprise-grade that the current infrastructure will support (100 Mbps download, 100 Mbps upload), and unlimited data download, at no cost.

This service, worth approximately \$6000* per year (*based on a similar Business enterprise plan by Crisp Wireless Pty Ltd) would continue to be utilised by the Shire as a fail-safe internet connection, operating simultaneously with Shire of Waroona’s primary internet connection.

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>	Reputation - Public perception, poor customer service, sub standard work, corruption
<i>Description</i>	Loss of an internet provider option in a regional town, where reliable and effective internet service is already limited.
<i>Consequence</i>	1 - Insignificant
<i>Likelihood</i>	2 - Unlikely
<i>Rating</i>	Low (1-3)
<i>Controls / Review</i>	Council’s endorsement of the recommendation of this report will mitigate the likelihood of this risk coming into effect.
<i>Review Frequency</i>	Annually
<i>Risk Owner</i>	Director
<i>Acceptance</i>	Accept - Risk acceptable with adequate controls

<i>Theme</i>	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
<i>Description</i>	Loss of a free of charge fail-safe internet service.
<i>Consequence</i>	2 - Minor
<i>Likelihood</i>	3 - Possible
<i>Rating</i>	Moderate (4-9)
<i>Controls / Review</i>	Council’s endorsement of the recommendation of this report will mitigate the likelihood of this risk coming into effect.
<i>Review Frequency</i>	Semi-annually
<i>Risk Owner</i>	Director
<i>Acceptance</i>	Accept - Risk acceptable with adequate controls

CONSULTATION

Crisp Wireless Pty Ltd

RESOURCE IMPLICATIONS***Financial***

Nil

Workforce

Nil

CONCLUSION

Following the expiry of a previous licence agreement 2022, Crisp Wireless Pty Ltd have requested that the Shire of Waroona enter into a new licence agreement, granting Crisp Wireless access to a small portion of Shire Depot land to house internet communications equipment, storage container and antenna.

Council's authorisation for the CEO to sign the proposed licence agreement would allow Crisp Wireless Pty Ltd to continue to offer another internet service option to residents in Waroona and surrounding communities. In exchange for its permission granted, the Shire of Waroona would continue to benefit from the provision of a free-of-charge fail-safe internet service.

11.2.5 Participation in the Festival of Small Halls Event	
File Ref:	RC.2 Recreation and Cultural Services – Event Management
Previous Items:	N/A
Applicant:	N/A
Author and Responsible Officer	Manager Community Development
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Number	Nil

COUNCIL RESOLUTION

OCM24/03/040

Moved: Cr Purcell

Seconded: Cr Clarke

That Council:

- a) supports participating in the Small Halls initiative and hosting the event on 24 August 2024; and**
- b) commits to underwriting the event up to \$3,500 in the 2024/2025 budget.**

CARRIED 5/1

For the motion: Crs Walmsley, Purcell, Clarke, Mason and Odorisio.

Against the motion: Cr Scott.

Reason for different Resolution to Officer’s Recommendation: The Council wishes to reassess the distribution of tickets amongst community associations at a later date. Council also did not wish for councillors to be given free tickets.

OFFICER RECOMMENDATION

That Council:

- c) supports participating in the Small Halls initiative and hosting the event on 24 August 2024;
- d) commits to underwriting the event up to \$3,500 in the 2024/2025 budget; and
- e) approves the purchase of 50 tickets to be distributed amongst community associations.

IN BRIEF

- The Community Development team were approached by the Festival of Small Halls with an invitation for the Shire of Waroona to participate in the WA program of events.
- Officers are seeking Council agreement to participate in this event which is scheduled to occurring in August 2024.
- Committing to this event will establish an expense that needs Council approval as it will occur in the 2024/25 financial year.

BACKGROUND

The Festival of Small Halls is a touring series organised by Woodfordia Inc. in collaboration with various Australian festivals, regional partners, and supporters of folk and contemporary acoustic music. The concept involves taking folk and contemporary acoustic artists, including both Australian and international performers, from major festivals to small community halls across Australia. The chosen artists not only showcase high-quality music but also have the ability to connect with audiences through storytelling, humour, warmth, and a genuine interest in rural locations.

The Festival of Small Halls offers audiences across diverse Australian landscapes a night of original music. The event is open to all ages, providing a unique opportunity for communities to come together and enjoy a memorable musical experience.

REPORT DETAIL

In order to participate the host town needs to underwrite the cost of running the event (\$3,500). Tickets are then sold to community members at a cost of \$25 per head. It is proposed to host the event the memorial hall with seating capacity of around 180 people. If all tickets sell there would be a total revenue of \$4,500 leading to a surplus of \$1,000 that would be shared equally between small halls and the Shire of Waroona.

As it is unlikely that the event would sell out, it is proposed that 50 tickets (at a cost of \$1,250) are distributed to Elected members and to each of the community associations in the Shire. This distribution of tickets would be a thank you for their contribution to the community and a mechanism to promote the event. It is anticipated they will invite other association members, family, and friends and this would lead organic promotion of the event.

The proposed date of the event is the 24th of August. The anticipated schedule will be as follows:

- 6.30pm – Doors open
- 7.00pm – Local Support (15 mins)
- 7.30pm – Halls Act 1 (40 mins)
- 8.10pm – Interval (30 mins)
- 8.40pm – Halls Act 2 (40 mins + 10 mins encore)
- 9.30pm – Close

An expression of interest will be sent out to enable a local community association to fundraise through the sale of refreshments.

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	5.3 Actively increase the level of engagement with the community, and respond efficiently and effectively to the evolving needs of the community
Strategy	1.1.5 Develop and facilitate events of a local and regional scale

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY & RISK CONSIDERATIONS

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

The Festivals of Small Halls attract visitors and performers to the local area establishing an opportunity to showcase and promote local business and attractions.

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

The initiative enhances the cultural aspect of rural areas by providing residents with access to music and entertainment in their own backyard. Additionally, hosting such events fosters a sense of community pride and cohesion, as locals come together to participate in and support the festival, enhancing overall well-being and social connectivity.

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	Financial - Projects going over budget, legal costs, insurance claims, overpayments, misuse of resources
Description	Failing to engage enough participants to recoup the cost of hosting the event.
Consequence	2 - Minor
Likelihood	3 - Possible
Rating	Moderate (4-9)
Controls / Review	Woodfordia have extensive marketing experience and will take the lead in promoting the event and managing ticket sales. The Shire will support Woodfordia by promoting the event through its regular channels. Additionally, tickets will be distributed to community members as a mechanism to promote the event.
Review Frequency	Annually
Risk Owner	Project manager
Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Community consultation is not required; however the community have indicated that they would like access to more events, and it is the intent of the Shire to proactively attract people to the region and activate spaces

RESOURCE IMPLICATIONS

Financial

\$1,250 - \$3,500 depending on attendance levels. As the event will be in partnership with the Shire of Waroona, hall hire fees will not be applicable.

Workforce

Minimal input from Shire staff is required.

CONCLUSION

The Festival of Small Halls contributes to the cultural enrichment of the community by bringing music performances to the area. It introduces residents to an event they would otherwise have to travel outside of the Shire to participate in. The festival can have positive economic effect for local businesses, such as restaurants, cafes, accommodations, and shops, may experience increased patronage as festival attendees, performers and support staff spend money in the area.

11.3 CHIEF EXECUTIVE OFFICER

Councillor Purcell declared an interest affecting impartiality in item 11.3.1 as she is coordinator of the All Australian Car Day.

11.3.1 Men's Shed Proposed Storage Shed	
File Ref:	CP.23 – Council Properties – Maintenance – Waroona Community Men's Shed
Previous Items:	Nil
Applicant:	Men's Shed
Author and Responsible Officer	Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number	11.3.1 A - Storage Shed Site Plan 11.3.1 B – Letters of Support

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM24/03/041

Moved: Cr Scott

Seconded: Cr Mason

That Council:

- 1. approves the proposed Storage Shed by the Men's Shed as located on the site plan in Appendix 11.3.1 A, subject to the Men's Shed agreeing to update the existing lease between the Men's Shed and the Shire of Waroona to include the proposed new Shed and ancillary works; and**
- 2. authorises the Chief Executive Officer to negotiate and authorise the updated lease referred to in item 1.**

CARRIED 6/0

IN BRIEF

The Men's Shed wish to add a storage shed near their existing building and undertake ancillary works to improve the pavement between the existing shed and the proposed shed. Consultation with existing groups which use the reserve has occurred. The Men's Shed has obtained grant funding to carry out the initial design and project management tasks.

Support for this project is recommended.

BACKGROUND

In 22/23 the Men's Shed approached the Shire with a plan to add a new storage shed and resurface the bitumen area between the existing shed and the proposed one, as shown in Appendix 11.3.1 A – Storage Shed Site Plan.

The need for the extra storage is due to the current shortage and materials now located in what would be otherwise usable working or movement space or outside of the existing shed.

REPORT DETAIL

The Men’s Shed have engaged with the other users of the Reserve 8746 to seek their feedback and support for the proposal. Refer to the Consultation section of this report.

The Men’s Shed have also sought confirmation from the Shire of planning, building and project management requirements.

Financial support for this project has been found for design and initial project management stages. Refer to the Consultation section of this report.

The site is a Shire Reserve with a vesting of Recreation and agricultural Hall Site. The proposed use accords with the vesting purpose.

The land use is zoned Urban 2 – Community and Civic. The proposed use accords with the zone. The Men’s Shed have undertaken to provide landscaping and a mural for the storage shed to meet the street frontage to South Western Highway planning requirements.

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	1.4.1 Promote a mentally and physically health lifestyle

OTHER STRATEGIC LINKS

<https://mensshed.org/wp-content/uploads/2023/10/AMSA-Strategic-Plan-2022-24.pdf>

Men’s Shed Strategic Plan 2022-2024

OUR VISION

Connected communities for better male wellbeing and health.

OUR MISSION

Working shoulder to shoulder to enhance healthy lifestyles through participation in a thriving Men’s Shed movement.

OUR GOALS

- *Lead national best practice standards for the Men’s Shed movement.*
- *Promote positive wellbeing and health outcomes for older Australian men.*
- *Implement national initiatives and facilitate relevant services, activities, education and research for the benefit of Shedders.*
- *Advocate for the interests of Shedders and their communities.*

STATUTORY ENVIRONMENT

Local Government Act 1995 section 3.58 – Disposing of Property

Leasing a building on Shire reserve is disposing of property.

Regulation 30(2)(b) of the Local Government (Functions and General) Regulations 1996.

Disposal of the property via lease to the Men’s Shed is an exempt disposal on the basis that the group meets the criteria below.

- (b) *the land is disposed of to a body, whether incorporated or not —*
 - (i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*
 - (ii) *the members of which are not entitled or permitted to receive any pecuniary profit from the body’s transactions...*

SUSTAINABILITY & RISK CONSIDERATIONS

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

Nil

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

The new Shed will improve operations and safety for the Men’s Shed members.

Environment – (Impact on environment’s sustainability)

Nil.

Policy Implications

CP008 – Leasing Council Property and Land

Intention

To set a standard lease term and fee structure for the lease of freehold land and Reserves vested in the Shire of Waroona to bodies exempt from the requirements of Section 3.58 of the Local Government Act 1995 by Regulation 30(2)(b) of the Local Government (Functions and General) Regulations 1996. To assist community groups in improving facilities and increasing capacity within the Shire of Waroona that results in community strengthening and helps to build vibrant, inclusive and healthy communities.

All improvements to Council owned property and buildings with a value greater than \$5,000 are subject to:

- *Prior approval from the Council for groups wishing to undertake such improvements;...*

Risk Management Implications

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

Theme	Environmental - Regulatory compliance, contamination, inadequate processes
Description	Regulatory compliance is at risk in a non-approved building.
Consequence	3 - Moderate
Likelihood	3 - Possible
Rating	Moderate (4-9)
Controls / Review	Seek Council approval and regulatory approvals.
Risk Owner	Chief executive officer
Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

The Men’s Shed have engaged with the following entities and gained letters of support, as per Appendix 11.3.1 B Letters of Support –

- Waroona Agricultural Society
- Waroona Bowling Club
- CRC Youth Centre
- Waroona Football & Netball Club
- Waroona Historical Society
- Waroona Lions Club
- Waroona Poultry Club
- Waroona Senior Citizens Club

The Men's Shed have actively engaged with the Shire administration to determine and progress approval requirements.

RESOURCE IMPLICATIONS

Financial

To date the Men's Shed have raised \$30,000 to undertake design, approvals, and initial project management phases of the works (Agricultural Society \$5k, Alcoa Sustainability Fund \$15k, Rio Tinto \$5k & Men's Shed \$5k).

Construction is in the order of \$100,000 and will be subject to Men's Shed seeking funding for the works.

Workforce

The Shire has provided administrative support for the project in terms of approvals advice and project management advice.

CONCLUSION

The Men's Shed proposed storage shed and ancillary pavement improvements is being requested to enhance the day-to-day operations and safety of the Men's Shed. This request is essentially a problem that has arisen due to the success of this group and its expanding need for more space. The location has room to accommodate the request. The proposal is supported by the other reserve users. The proposal meets the strategic interests of the Shire and is therefore supported.

11.4 ITEMS FOR INFORMATION

MEETING CLOSED TO THE PUBLIC

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM24/03/042

Moved: Cr Mason

Seconded: Cr Scott

That Council proceeds behind closed doors as per Section 5.2.3(2) of the Local Government Act for the purpose of considering Item 11.4.1.

CARRIED 6/0

Ben Rose and all members of the public left the meeting, the time being 4.35pm

Councillor Scott declared a direct financial interest and an interest affecting impartiality in item 11.4.1 as he is a customer of the applicant.

Councillor Scott left the meeting, the time being 4.36pm

11.4.1 Confidential Report Water Stand Charges	
File Ref:	WS.3 – Water Supply – Maintenance – Hydrants Water Standpipes
Previous Items:	Nil
Applicant:	N/A
Author:	
Responsible Officer:	Director Infrastructure & Development Services
Declaration of Interest:	Nil
Voting Requirements:	Simple majority
Appendix Number	11.4.1 – Confidential

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM24/03/043

Moved: Cr Odorisio

Seconded: Cr Mason

That Council agrees to subsidise the price of water from the standpipe down to \$0.0050 per L being \$5.00 a KL (50% of current charge) to the end of May 2024 by the way of applying a credit – from 01/03/2024 - upon receipt of proof of potable water supply to a property within the Shire of Waroona at the average charge rate to residential customers in the region being approximately \$250 for a 13,000L delivery, as detailed in this report.

CARRIED 5/0

A report was provided under confidential cover.

MEETING OPENED TO THE PUBLIC

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM24/03/044

Moved: Cr Clarke

Seconded: Cr Odorisio

That the meeting resume in public.

CARRIED 5/0

Cr Scott and ten (10) members of the public returned to the meeting, the time being 4.39pm. The Shire President read the decision of Council of item 11.4.1.

11.4.2 Report on the 2023 Interstate Local Government Finance Professionals NSW Conference	
File Ref:	GR.29 Government Relations - Local and Regional Liaison - Local Government Professionals Australia
Previous Items:	Nil
Applicant:	N/A
Author and Responsible Officer	Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Nil
Appendix Number	11.4.2 – Interstate Conference - Dec 2023 - Report

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM24/03/045

Moved: Cr Mason

Seconded: Cr Purcell

That Council notes the information in this report on the 2023 Interstate Local Government Finance Professionals NSW Conference.

CARRIED 6/0

IN BRIEF

The Director Corporate & Community Services was nominated to represent the Western Australian Local Government Professionals, Finance Network at the NSW Annual Finance Professionals Conference in December 2023.

The conference covered a range of topics including asset valuation, tax changes, year-end processes, leadership mindset, financial sustainability, attracting finance talent, and future trends in financial management.

BACKGROUND

Local Government Professionals Australia WA holds the foremost position as the representative organisation for local government professionals in Western Australia, boasting a heritage that spans back to 1936. The Association prioritise enhancing leadership, governance, and service delivery in local communities through advocacy, training, and professional development opportunities.

The Finance Professionals Network within Local Government Professionals Australia WA is dedicated to enhancing the skills and expertise of finance professionals within the local government sector. Through offering professional development, addressing finance-related challenges, upholding ethical standards, encouraging membership, and facilitating communication, the network aims to foster excellence in financial management and governance across Western Australia's local government landscape.

The Director Corporate & Community Services is currently the Chairperson for the above network and was nominated to represent our organisation and the network at the annual Finance Conference in NSW in December of 2023.

REPORT DETAIL

The conference featured a diverse array of sessions tailored for local government professionals, covering crucial topics such as asset valuation, tax changes, year-end processes, financial sustainability, and talent retention.

Notable presentations included APV Valuers' exploration of the Australian Accounting Standards Board's update to AASB13, Genesis Accounting's overview of recent tax changes, and LG Solutions' guidance on handling year-end processes. Additionally, speakers like Andrew Moore from Penrith City Council emphasised the evolving role of finance teams in providing strategic advice to General Managers (CEO's), while sessions on future trends addressed topics like ESG (Environmental, Social and Governance) considerations, AI productivity tools, and holistic well-being in the workplace, ensuring attendees gained insights into both technical and strategic aspects of financial management in local government.

Furthermore, discussions around economic challenges, reforms, and opportunities facing local councils, as well as insights into the Office of Local Government's priorities, underscored the broader context within which financial decisions are made.

The conference provided a platform for attendees to exchange views on financial performance indicators, asset management, and efficiency, with presentations from organisations like the Independent Pricing and Regulatory Tribunal (IPART) offering updates on rate pegging methodologies and insights into financial sustainability.

Overall, the conference facilitated a rich exchange of knowledge and best practices, equipping finance professionals with the tools and strategies needed to navigate the evolving landscape of local government finance effectively.

A summary of individual presentations and key takeaways can be found in Appendix 11.4.2.

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	5.2 Develop a skilled, safe and compliant organisation
Strategy	5.2.2 Promote an organisational culture of safety, best practice and continuous improvement

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY & RISK CONSIDERATIONS

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

Presentations highlighted the importance of long-term financial planning, asset management, and economic challenges facing local councils

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

Sessions emphasised the importance of transparent financial reporting to ensure accountability and trust in local government.

Environment – (*Impact on environment's sustainability*)

Nil

Policy Implications

Nil

CONSULTATION

- Chief Executive Officer
- Local Government Professionals WA
- Local Government Professionals WA - Finance Network

RESOURCE IMPLICATIONS

Financial

All expenses were covered by either LG Professionals WA or LG Professionals NSW.

Workforce

3 Day Conference attendance.

CONCLUSION

For Council noting only.

12. BUSINESS LEFT OVER FROM A PREVIOUS MEETING

Nil

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

14. NOTICE OF MOTIONS FOR CONSIDERATION AT A FOLLOWING MEETING

Cr Purcell brought the following Notice of Motion to the meeting.

Footpath Upgrade - Opportunity during Downer Group's Fibre Optic Work

Downer Group is scheduled to undertake fibre optic cabling upgrades in the town centre of Waroona, in the near future.

This presents an opportunity to address concerns regarding the condition of footpaths, particularly outside Elli Mac Salon.

1. That council engage with relevant stakeholders, including Downer Group and Elli Mac Salon to gather input and ensure potential footpath upgrades align with community needs and expectations as well as the Town Centre Master Planning.

2. That council explore the feasibility and cost of coordinating footpath upgrades concurrently with Downer Group's Fibre Optic work in the specified area.

3. A report outlining the potential scope, timeline and budget for the footpath upgrades be presented to council at the earliest opportunity.

This motion aims to make the most of an opportunity presented by Downer Group's upcoming fibre optic work to address current concerns and longstanding problems with the gradient of the walkway and the closure of a footpath on the opposite side of the road. Downer have expressed that they will have to dig a channel in this area and disturb the existing pathway due to the amount of existing essential services in that area.

By coordinating these efforts, we may have the opportunity to improve pedestrian safety, minimise disruptions and enhance town scaping continuity.

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

Nil

16. CLOSURE OF MEETING

The meeting was closed, the time being 4.46pm

I CERTIFY THAT THESE MINUTES WERE CONFIRMED AT THE ORDINARY COUNCIL MEETING HELD Tuesday 23 April 2024 AS BEING A TRUE AND CORRECT RECORD OF PROCEEDINGS.

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PRESIDING MEMBER

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DATE