



**Date:** 21 September 2021

**To:** Shire President  
All Councillors

**Copy:** Directors  
Managers  
Staff

## **ORDINARY COUNCIL MEETING NOTICE AND AGENDA**

An Ordinary Council meeting of the Shire of Waroona will be held in Council Chambers on 28 September 2021 at 4.00pm to consider and resolve the matters set out in the attached Agenda.

A handwritten signature in black ink, appearing to read "D. Unsworth", is written in a cursive style.

**DEAN UNSWORTH  
CHIEF EXECUTIVE OFFICER**

## **PUBLIC QUESTION TIME**

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

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# **AGENDA**

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

6.1 **Ordinary Council Meeting – 24 August 2021**

**RECOMMENDATION**

That the Minutes of the Ordinary Council Meeting held 24 August 2021 be confirmed as being a true and correct record of proceedings.

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

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

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

Nil.

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

11.1 **DIRECTOR INFRASTRUCTURE SERVICES**

Items to be dealt with as Confidential – Item 16.1 – 16.3.

## 11.2 DIRECTOR PLANNING & SUSTAINABILITY

<b>11.2.1 Proposed Local Planning Policy 10 – Home-Based Business</b>	
<b>File Ref:</b>	111/1
<b>Previous Items:</b>	Item 9.2.1 March 2019 (OCM19/03/017)
<b>Applicant:</b>	N/A
<b>Author and Title:</b>	Greg Delahunty – Manager Planning Services
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	11.2.1A – Draft Home Based Business Policy

### **RECOMMENDATION**

**That Council:**

- 1. Pursuant to Schedule 2, Clause 4(1) of the Planning and Development (Local Planning Schemes) Regulations 2015, resolves to prepare and publicly advertise the draft Planning Policy 10 - Home-Based Business as set out in Appendix 11.2.1A;**
- 2. Subject to no objections or modification requests being received during the required advertising period in (1) above and pursuant to Schedule 2, Clause 4(3) of the Planning and Development (Local Planning Schemes) Regulations 2015, Council resolves to proceed with the policy without modification.**

### **IN BRIEF**

- Council is requested to consider a new Local Planning Policy - Home Based Business (Policy) for the purpose of public advertising.
- Should no objections or requested changes been received during the advertising period it is requested that approval also be given.

### **BACKGROUND**

In March 2019 Council revoked Local Planning Policy 11 - Home Based Businesses as part of a comprehensive Policy Review. The former policy was procedural in nature, containing little planning requirements.

On 18 December 2020, amendments to the Planning and Development (Local Planning Schemes) Regulations 2015 (Planning Regulations) were gazetted as part of the State's planning reform agenda. These amendments came into effect on 15 February 2021 and exempt certain home-based businesses from requiring development approval.

### **REPORT DETAIL**

Given the changing nature of commerce and employment it is considered appropriate and timely to promote and facilitate home-based businesses within the Shire. The draft policy seeks to do so in a manner that will not compromise the character, amenity and environment of the local community.

The draft policy outlines the circumstances in which a home-based business does not require development approval, as well as setting the acceptable parameters where approval is

required. This will ensure that applications for home-based businesses are dealt with in a consistent and equitable manner that safeguards the amenity of the community.

The policy has been prepared to meet with the requirements of the Planning Regulations.

### **STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN**

<b>Focus Area</b>	Our Economy
<b>Aspiration</b>	To create a diverse economy base that supports opportunity and employment
<b>Objective</b>	2.2 Develop a locally supported resilient, stable and innovative business community that embraces creativity, resourcefulness and originality
<b>Strategy</b>	2.2.1 Support local businesses, Waroona Business Support Group and initiatives

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

#### **Planning & Development (Local Planning Schemes) Regulations 2015**

The Deemed Provisions set out in Schedule 2 of the Planning Regulations provide for the preparation of a local planning policy.

### **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>	Reputation - Public perception, poor customer service, sub standard work, corruption
<i>Description</i>	Being seen to fetter private business
<i>Consequence</i>	1 - Insignificant
<i>Likelihood</i>	3 - Possible
<i>Rating</i>	Low (1-3)
<i>Controls / Review</i>	Work with all parties to reach a suitable outcome
<i>Review Frequency</i>	Annually
<i>Risk Owner</i>	Operational manager
<i>Acceptance</i>	Accept - Risk acceptable with adequate controls

## **CONSULTATION**

### **Public Consultation**

Clause 4(1) of Schedule 2 to the Planning Regulations requires that a draft planning policy be advertised on the Shire's website and in a local newspaper, allowing a minimum of 21 days for submissions. If submissions are received, Council must consider the submissions and subsequently decide to proceed with the policy, with or without modification, or not proceed with the policy.

## **RESOURCE IMPLICATIONS**

### *Financial*

The only direct cost associated with the draft Policy is the newspaper notice. The cost of the notice can be accommodated within the current adopted operational budget.

### *Workforce*

Preparation of the Policy can be accommodated within existing staff resource levels

## **OPTIONS**

Council has the following options:

1. Resolve to prepare and advertise the draft Policy, either in the recommended form or an alternate form that meets with the requirements of the Planning Regulations
2. Not proceed with the Policy.

## **CONCLUSION**

The Shire is committed to supporting local business as well as maintaining a contemporary and dynamic planning policy framework. The proposed Policy will assist the Shire in achieving these aims.



<b>11.2.2 Drakesbrook Weir Masterplan Stage 1 Implementation</b>			
<b>File Ref:</b>	49/1		
<b>Previous Items:</b>	Item 11.2.2	23 Jun 2020	OCM20/06/098
	Item 11.2.2	25 Aug 2020	OCM20/08/135
<b>Applicant:</b>	N/A		
<b>Author and Title:</b>	Rod Peake – Director Planning and Sustainability		
<b>Voting Requirements:</b>	Simple Majority		
<b>Appendix Number</b>	11.2.2A – Drakesbrook Weir Masterplan 11.2.2B – Opinion of Probable Costs		

### **RECOMMENDATION**

**That Council:**

- 1. Notes the \$750,000 funding for the implementation of the Drakesbrook Weir Masterplan, as part of the \$2 million 2021 State Labor Party Election Commitment for Peel Regional Trails.**
- 2. Confirms that this funding will be allocated toward the implementation of the Drakesbrook Weir Central Recreation Node, with the following priorities:**
  - a) upgrade of the existing toilet block;
  - b) installation of a drinking fountain and associated potable water supply;
  - c) BBQ's;
  - d) nature playground;
  - e) expansion of the recreation area;
  - f) grassed amphitheatre (as opposed to the more formal stepped amphitheatre shown on the masterplan);
  - g) carpark expansion;
  - h) fishing platform; and
  - i) rocky creek bed.
- 3. Notes that it is intended that works will be undertaken in the priority order set out in point 2, above until funding is exhausted.**
- 4. Proceeds to engage consultants to undertake the concept planning, detailed planning, cost planning upon receipt of the funding.**

### **IN BRIEF**

- Council has endorsed the Drakesbrook Weir Masterplan and the Shire has attracted \$750,000 toward its implementation.
- It is necessary to confirm the project priorities before embarking on detailed planning for construction.
- It is intended that works will be undertaken in the priority order until funding is exhausted.

### **BACKGROUND**

Council endorsed the Drakesbrook Weir Masterplan in August 2020, subject to a number of minor amendments arising from a consideration of the submissions received during the community consultation. The amendments were subsequently made and the final masterplan is included at **Appendix 11.2.2A**.

The consultant who prepared the Masterplan also prepared an opinion of probable costs breakdown for the masterplan, which showed the overall cost to implement the plan, excluding demolition, headworks, bore, bulk earthworks, civil/structural items, maintenance or consultation fees, would be in the order of \$2.15 million, excluding GST. A copy of the cost breakdown is attached at **Appendix 11.2.2.B**. It is noted that these costs, given the level of planning undertaken, were estimates only and also do not include escalation from the time they were prepared in 2020.

The Shire has successfully attracted \$750,000 toward the implementation of the Drakesbrook Weir Masterplan as part of the \$2 million 2021 State Labor Party Election Commitment for Peel Regional Trails. The Financial Assistance Agreement is currently being prepared by the Peel Development Commission that will set out the timing of the funding, however through discussions it has been established that the likely timing will be \$375,000 payable in 2021-22 (likely October 2021) and a further \$375,000 in 2022-23 (likely July 2022).

### **REPORT DETAIL**

It is necessary to confirm the construction priorities to enable progress toward detailed planning and construction.

To assist with prioritisation the Drakesbrook Weir Working Group met to discuss this on 17 August 2021. The Group confirmed their view that the funding should be focussed on the existing Central Recreation Node.

The most important priorities highlighted by the Group were the upgrade of the existing toilet block; the installation of a drinking fountain (which will require the provision of a potable water supply) and BBQ's. The remaining components of the Central Recreation Node were then grouped into components and prioritised in the following order:

1. Nature playground;
2. North western expansion of the recreation area;
3. Grassed amphitheatre (as opposed to the more formal stepped amphitheatre shown on the masterplan);
4. Carpark expansion;
5. Fishing platform; and
6. Rocky creek bed.

Construction of these components will include associated earthworks, civil infrastructure, pathways, landscaping, structures, park furniture and the like.

Before construction can commence it will be necessary to prepare the concept design, detailed design and specifications as well as pre-construction cost estimates based on the agreed priorities. Specialist consultants will be needed to undertake this work. The State government funding is likely to be able to be used to fund this work.

### **STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN**

<b>Focus Area</b>	Our Community
<b>Aspiration</b>	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning
<b>Objective</b>	1.2 Maximise and connect our natural assets to the community
<b>Strategy</b>	1.2.2 Upgrade the amenity of the Drakesbrook Weir

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil

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

The development of a destination recreational area will attract both local residents as well as visitors to the Shire. This will help contribute toward the economic growth of the Shire.

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

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

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

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

*Policy Implications*

Nil

*Risk Management Implications*

*(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 will require a clear scope, detailed plans, specifications and cost planning to ensure the greatest outcome from the available funding.
<i>Consequence</i>	2 - Minor
<i>Likelihood</i>	2 - Unlikely
<i>Rating</i>	Moderate (4-9)
<i>Controls / Review</i>	Confirm scope, prepare detailed plans, specifications and pre-construction costings, prepare project plan.
<i>Review Frequency</i>	Quarterly
<i>Risk Owner</i>	Operational manager
<i>Acceptance</i>	Accept - Risk acceptable with adequate controls

**CONSULTATION**

The masterplan was prepared following several workshops with the Drakesbrook Weir Working Group and was subject to public consultation and consideration of submissions prior to endorsement by the Council. The recommended priorities were determined following further consultation with the Working Group.

## **RESOURCE IMPLICATIONS**

### *Financial*

\$750,000 toward the implementation of the Drakesbrook Weir Masterplan has been provided as part of the \$2 million 2021 State Labor Party Election Commitment for Peel Regional Trails.

### *Workforce*

The pre-construction part of the project can be managed within existing staff resource levels. Project management of the construction will need to be further considered as part of the project planning.

## **OPTIONS**

Council has the following options:

1. Endorse the recommended project priorities.
2. Endorse alternative project priorities.

## **CONCLUSION**

The \$750,000 funding will be sufficient to implement only a portion of the works shown in the masterplan. It is therefore necessary to confirm the project priorities before embarking on detailed planning for construction. It is intended that works will be undertaken in the priority order until funding is exhausted.

### 11.3 DIRECTOR CORPORATE SERVICES

<b>11.3.1 Listing of Payments for the Month of August 2021</b>	
<b>File Ref:</b>	1/3 - Creditors
<b>Previous Items:</b>	N/A
<b>Applicant:</b>	N/A
<b>Author and Title:</b>	Kathy Simpson, Senior Finance Officer
<b>Voting Requirements:</b>	Simple Majority
<b>Declaration of Interest:</b>	Nil
<b>Appendix Number</b>	11.3.1

#### **RECOMMENDATION**

That Council receive the following payments made throughout the month of August 2021;

<b>Municipal</b>	<b>Cheque 9765 - 9781</b>	<b>\$125,748.48</b>
	<b>EFT 34768 - 34980</b>	<b>\$328,431.93</b>
<b>Direct wages</b>	<b>01/08/21 – 31/08/21 inclusive</b>	<b>\$168,224.00</b>
<b>Direct Debit</b>	<b>01/08/21 – 31/08/21</b>	<b>\$37,043.23</b>
<b>Trust</b>	<b>Cheque – Nil</b>	<b>\$ -</b>
	<b>EFT – Nil</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>		<b>\$659,447.64</b>

as attached at Appendix 11.3.1.

#### **IN BRIEF**

The purpose of this report is to present the listing of payments made from the Shire's Municipal and Trust funds throughout the month of August 2021.

#### **BACKGROUND**

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

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

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

**REPORT DETAIL**

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

**STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN**

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

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

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

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared
  - (a) the payee's name; and
  - (b) the amount of the payment; and
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing
  - (a) for each account which requires council authorisation in that month
    - (i) the payee's name; and
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction; and
  - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub regulation (1) or (2) is to be —
  - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

**SUSTAINABILITY & RISK CONSIDERATIONS**

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

Nil

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

Nil

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

Nil

*Policy Implications*

Nil

*Risk Management Implications*

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

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

## **CONSULTATION**

Nil

## **RESOURCE IMPLICATIONS**

*Financial*

Nil

*Workforce*

Nil

## **OPTIONS**

Council has the option of:

1. Receive the listing of payments presented for the month of August 2021.
2. Not receive the listing of payments presented for the month of August 2021.

## **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 August 2021. All expenditure is accordance with the 2020/21 adopted budget and is presented as per the prescription within regulation 13 of the Local Government (Financial Management) Regulation 1996.

<b>11.3.2 Monthly Statement of Financial Activity for the Period 1 July 2021 to 31 July 2021 and 1 July 2021 to 31 August 2021</b>	
<b>File Ref:</b>	1/1 – Annual Statements
<b>Previous Items:</b>	N/A
<b>Applicant:</b>	N/A
<b>Author and Title:</b>	Kirsty Ferraro, Manager Corporate Services
<b>Voting Requirements:</b>	Simple Majority
<b>Declaration of Interest:</b>	Nil
<b>Appendix Number</b>	<u>11.3.2A &amp; B</u>

### **RECOMMENDATION**

**That Council receive the Monthly Statement of Financial Activity for the period 1 July 2021 to 31 July 2021 and 1 July 2021 to 31 August 2021 as presented.**

### **IN BRIEF**

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

### **BACKGROUND**

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

### **REPORT DETAIL**

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

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

The following information is included in the report;

- o Statement of Financial Activity by Programme
- o Statement of Financial Activity by Nature and Type, and
- o Statement of Financial Position
- o Note 1 – Significant Accounting Policies
- o Note 2 – Graphical Representation
- o Note 3 – Net Current Funding Position
- o Note 4 – Cash and Investments
- o Note 5 – Major Variances
- o Note 6 – Budget Amendments
- o Note 7 – Receivables
- o Note 8 – Grants & Contributions
- o Note 10 – Capital Disposals and Acquisitions



- Note 11 – Significant Capital Projects
- Note 12 – Trust
- Note 13 - Borrowings

**STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN**

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

**OTHER STRATEGIC LINKS**

Shire of Waroona 2020/21 Annual Budget

**STATUTORY ENVIRONMENT**

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

**SUSTAINABILITY & RISK CONSIDERATIONS**

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

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

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

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

*Risk Management Implications*  
 (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

**OPTIONS**

Council has the option of:

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

**CONCLUSION**

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

<b>11.3.3 Towards Waroona 2030 – Corporate Business Plan 2021-2025</b>	
<b>File Ref:</b>	38/1
<b>Previous Items:</b>	24 August 2021      Item 11.3.3      OCM21/08/121
<b>Applicant:</b>	Not applicable
<b>Author and Title:</b>	Brad Vitale, Corporate Compliance Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Appendix Number</b>	11.3.3 – Towards Waroona 2030

### **RECOMMENDATION**

**That Council adopts Towards Waroona 2030 – Corporate Business Plan 2021-25 as per Appendix 11.3.3.**

### **IN BRIEF**

Council is requested to consider adopting Towards Waroona 2030 – Corporate Business Plan 2021-2025 in accordance with the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*.

### **BACKGROUND**

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

The Corporate Business Plan is Council's four year planning document and one of the core components of Council's Integrated Planning and Reporting Framework. It gives effect to the first four years of the Strategic Community Plan and is pivotal in ensuring that the short and medium term commitments are both strategically aligned and affordable.

The Corporate Business Plan sits in the middle of the Council's planning hierarchy and identifies a number of prioritised services, operations and projects that the Council plans to undertake over the next four years to deliver the community's main priorities and expectations as identified in the Strategic Community Plan. It is a statutory requirement that that Corporate Business Plan is reviewed every year to ensure alignment to the short term Annual Budget and long term Strategic Community Plan.

### **REPORT DETAIL**

Towards Waroona 2030 follows the same vision, mission and values of the Strategic Community Plan. The actions and projects identified in the Corporate Business Plan align with the strategies from the five key focus areas and aspirations in the Strategic Community Plan.

#### **1. Our Community**

To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning.

**2. Our Economy**

To create a diverse economy base that supports opportunity and employment.

**3. Our Environment**

To continually care for, protect and enhance our environment for the generations to come.

**4. Our Built Assets**

To build and effectively manage our assets to continually improve our standard of living.

**5. Our Leadership**

To embed strong leadership through good governance, effective communication and ensuring value for money.

Towards Waroona 2030 will activate the objectives of the Strategic Community Plan and informs the annual budget process to ensure the priorities of the community are strategically aligned and affordable. The actions and projects identified in the Corporate Business Plan will be reported on quarterly and summarised in the Annual Report.

**STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN**

<b>Focus Area</b>	Our Leadership
<b>Aspiration</b>	To embed strong leadership through good governance, effective communication and ensuring value for money
<b>Objective</b>	5.1 A sustainable future through embracing change, applying technological advancement and pursuing efficiencies
<b>Strategy</b>	5.1.1 Establish a strong corporate governance framework to ensure high standards of integrity, ethics and accountability, and pursue professional development opportunities
<b>Action</b>	5.1.1.4 Review the Corporate Business Plan

**OTHER STRATEGIC LINKS**

- Resourcing Waroona 2030 – Long Term Financial Plan 2021-2031.
- Annual Budget 2021/22.

**STATUTORY ENVIRONMENT****Local Government Act 1995****s.5.56 Planning for the future**

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

**Local Government (Administration) Regulations 1996****r.19DA Corporate business plans, requirements for (Act s.5.56)**

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
  - (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
  - (3) A corporate business plan for a district is to —
    - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
    - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
    - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
  - (4) A local government is to review the current corporate business plan for its district every year.
  - (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
  - (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.
- \*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

## **SUSTAINABILITY & RISK CONSIDERATIONS**

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

The Corporate Business Plan is the key driver for the Long Term Financial Plan and Annual Budget. This linkage ensures that community priorities and projects are adequately funded, and that appropriate and endorsed rating strategies are in place to allow any financial impact on the community to be carefully considered. There are a number of economic initiatives within the Plan, which reflect the high priority Council has given to the growth of the Waroona economy.

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

The actions outline multiple projects that will increase alignment with the community needs and aspirations around the provision of services, and thereby contribute to quality of life.

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

The Plan details the level of focus provided to environmental outcomes and projects.

### *Policy Implications*

Nil.

### *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>	Failing to endorse the review of the Corporate Business Plan would result in non-compliance with legislation and potential consequences from the relevant State Government department.
<i>Consequence</i>	2 - Minor
<i>Likelihood</i>	2 - Unlikely
<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>	Chief executive officer
<i>Acceptance</i>	Accept - Risk acceptable with adequate controls

## **CONSULTATION**

- Actions have been based on the strategies outlined in the Strategic Community Plan, following significant community and key stakeholder engagement.
- Workshop with staff to review, develop and prioritise actions.
- Public consultation not required.

## **RESOURCE IMPLICATIONS**

### *Financial*

Costs associated with implementing the actions are included in this Plan and incorporated within the Long Term Financial Plan 2021-2031 and Annual Budget 2021/22.

### *Workforce*

The strategies outlined within the Corporate Business Plan align with minor amendments to workforce across the four years of the Plan.

## **OPTIONS**

Council has the option of:

1. Accepting the officer recommendation.
2. Amending or rejecting the officer recommendation.

## **CONCLUSION**

The Corporate Business Plan is used to drive the development of the Shire's Annual Budget and provides a link to existing service delivery that supports achieving the aspirations and outcomes set out in the Strategic Community Plan. It also aligns with financial and other resources outlined in the supporting plans.

The review of the Corporate Business Plan allows an assessment of all the existing Shire's strategies, including the Local Community Plans. The linkages contained within the Plan ignite the relationships that exist between these strategies, as well as the workforce,

infrastructure and financial plans that underpin them. This integrated approach will allow Council to achieve the community aspirations within a sustainable framework.

**11.4 DIRECTOR PLACE, COMMUNITY & ECONOMIC DEVELOPMENT**

<b>11.4.1 Community Sport and Recreation Facilities Fund Application 2022/23 Round</b>	
<b>File Ref:</b>	36/1
<b>Previous Items:</b>	OCM 20/09/164 – 22 September 2020 OCM 20/10/173 and 20/10/183 – 27 October 2020 OCM 21/02/011 – 21 February 2021
<b>Applicant:</b>	Shire of Waroona
<b>Author and Title:</b>	Liz Storr, Director Place, Community Economic Dev.
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	11.4.1A – Skate Park & Pump Track Area 11.4.2B – Preliminary Opinion of Probable Cost 11.4.1C – Business Case 11.4.1D – CSRFF Application 11.4.1E – Cost Plan 11.4.1F – Action Plan 11.4.1G – Asset Management Strategy

**RECOMMENDATION**

**That Council:**

- 1. Endorse the construction of the Waroona Skate Park and Pump Track components of the Waroona Community Precinct for a project cost of \$745,709 ex GST and approve funding as detailed below:**

<b>Youth – confirmed fundraising</b>	<b>\$50,000</b>
<b>Local Roads &amp; Community Infrastructure Fund – confirmed grant</b>	<b>\$87,139</b>
<b>Lotterywest – confirmed grant</b>	<b>\$120,000</b>
<b>Shire of Waroona – confirmed loan funds</b>	<b>\$120,000</b>
<b>Alcoa Waroona Sustainability Fund – confirmed grant</b>	<b>\$120,000</b>
<b>Community Sport and Recreation Facilities Fund - proposed</b>	<b>\$248,570</b>
<b>TOTAL</b>	<b>\$745,709</b>

- 2. Endorse the application to the Department of Local Government Sport and Cultural Industries ‘Community Sporting and Recreation Facilities Fund – Forward Planning Grant’ 2022/23, for \$248,570 ex GST for the construction of the Waroona Skate Park and Pump Track and rank the project 1 from 1.**

**IN BRIEF**

- The Department of Local Government Sport and Cultural Industries (DLGSC) ‘Community Sporting and Recreation Facilities Fund – Forward Planning Grant’ 2022/23 (CSRFF) program provides financial assistance to community groups and local government to develop basic infrastructure for sport and recreation with an emphasis on sustainable, good quality, well-designed and well-utilised facilities.



- The fund aims to maintain or increase participation in sport and recreation with an emphasis on physical activity.
- Local governments are required to assess and rank any applications from organisations within their local government area prior to submission to DLGSC.
- The Waroona Skate Park and Pump Track is the only application to be submitted from the Shire of Waroona for the 2022/23 Forward Planning Grant.

## **BACKGROUND**

The Waroona Community Precinct (WCP), including the Waroona Skate Park and Pump Track, has been identified as the highest priority project in the Waroona Town Centre Revitalisation Strategy and through extensive community consultation over the past two years.

The WCP will be the centrepiece of the town centre revitalisation and aims to provide a wide range of passive and active recreation spaces, event areas, playgrounds, amenities and points of interest for the local, regional and visiting community.

The Waroona Skate Park and Pump Track form key components of the Precinct and have been planned in response to very strong community demand for facilities for all ages, but especially young people.

## **REPORT DETAIL**

In 2020, the Shire of Waroona acquired three land parcels in the town centre between South Western Highway and Fouracre Street to combined with two existing Shire-owned reserves for the purposes of developing a community precinct.

A Preliminary Concept Plan was completed by CONVIC in early 2021 and utilised to prepare the Business Case and economic impact assessment, and to leverage funding for Stage 1 of the project from the following sources:

<b>WCP confirmed funding as at 31 August 2021</b>	
Shire of Waroona – loan funds	\$450,000
Alcoa Waroona Sustainability Fund	\$450,000
Lotterywest	\$450,000
Local Roads and Community Infrastructure grant (Fed. government)	\$303,600
Waroona Lions Club	\$70,000
Waroona Youth Fundraising	\$55,000
WA Government election commitment	\$1,300,000
<b>TOTAL</b>	<b>\$3,078,600</b>

Following further community consultation, EPCAD Landscape Architects were appointed to refine the concept plan, undertake the design development, prepare construction drawings and costings, and develop tender documentation for construction of the WCP.

This design work is being undertaken in two parts –

Area A: Skate park and pump track area (as per Appendix 11.4.1A); and  
Area B: All other areas of the Precinct.

The first phase of this work (Area A) has resulted in the detailed design of the Skate Park and Pump Track components of the WCP to enable preparation of the CSRFF application to request funding from the Forward Planning Grants program.

The WCP will have an overall project budget of \$3,327,170 based on confirmed funding of \$3,078,600 (see table above) and the CSRFF application for \$248,570. The cost of Area A, including the Skate Park and Pump Track, as determined by Rawlinson’s Quantity Surveyors, is \$1,319,695 (ex GST) including –

- Soil works and preliminaries
- Landscaping, planting and mulch
- Paving, paths and surfacing
- Walls and rockwork
- Furniture (seating, bins, drink fountain, bike racks, signage etc.)
- Pump track
- Skate park
- Irrigation system
- Lighting
- Contingency

The CSRFF grants will fund up to one-third of eligible items to a maximum of \$250,000. Eligible items in this project include the skate park and pump track components of Area A which total \$745,709 (ex GST) including a provision for contingency specific to eligible items.

Hence an application to the CSRFF scheme for \$248,570 is proposed, with the balance of \$497,139 to be allocated to the Skate Park and Pump Track components from the confirmed funding for the WCP project budget.

Local governments are required to assess and rank any applications from organisations within their local government area prior to submission to DLGSC. The Waroona Skate Park and Pump Track is the only application to be submitted from the Shire of Waroona for the 2022/23 Forward Planning Grant, and therefore should given the priority ranking of 1.

Appendices to this item include:

- 11.4.1A – Skate Park & Pump Track Area
- 11.4.2B – Preliminary Opinion of Probable Cost
- 11.4.1C – Waroona Skate Park and Pump Track - Business Case
- 11.4.1D – CSRFF Forward Planning Grant – application
- 11.4.1E – Waroona Skate Park and Pump Track – Cost Plan
- 11.4.1F – Waroona Skate Park and Pump Track – Action Plan
- 11.4.1G – Waroona Skate Park and Pump Track – Asset Management Strategy

**STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN**

<b>Focus Area</b>	Our Community
<b>Aspiration</b>	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning
<b>Objective</b>	1.4 Encourage an active and healthy community with an improved quality of life
<b>Strategy</b>	1.4.1 Promote a mentally and physically health lifestyle

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

**OTHER STRATEGIC LINKS**

- Waroona Town Centre Revitalisation Strategy – September 2021
- Shire of Waroona Strategic Community Plan 2020-2030
- Shire of Waroona Corporate Business Plan 2020-2024
- Peel Regional Investment Blueprint 2050

**STATUTORY ENVIRONMENT**

The land upon which the Waroona Skate Park and Pump Track will be located is Shire-owned and managed.

**SUSTAINABILITY & RISK CONSIDERATIONS**

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

Improved community and visitor facilities will increase town centre activity and generate economic return during and post construction. An Economic Impact Assessment conducted by FAR Lane Consulting anticipated that the WCP will result in the following economic benefits:

	<b>Construction</b>	<b>Additional impacts, based on 20% of visitors to Waroona visiting the Precinct</b>
<b>Output</b>	direct \$3,029,000, indirect \$1,632,000 and induced \$26,000	direct \$843,000, indirect \$93,000 and induced \$1,000
<b>Jobs</b>	direct 6.74 FTE, indirect 4.27 FTE and induced 0.11 FTE	direct 4.56 FTE and indirect 0.26 FTE
<b>GVA</b>	direct \$1,055,000, indirect \$658,000 and induced \$13,000	direct \$371,000 and indirect \$49,000

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

Community parks such as the WCP provide the obvious benefit of a place for physical activity and health promotion but also have many social and psychological advantages. The WCP will provide a location for people to connect with each other and nature and give children a place to explore nature and learn. It will also give visitors and locals a sense of place and cultural identity. The WCP will enable the social cohesion and capital to grow, therefore, building a healthy Waroona community.

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

Design of the WCP including the Skate Park and Pump Track ensures the preservation of existing stands of *Corymbia callophylla* (marri trees) and some other forms of vegetation already present on the site. Garden areas will be planted using waterwise native plants and other endemic species. Materials salvaged from the demolition of existing buildings on the site will be repurposed wherever practical. Energy-efficient LED lighting will be used to enhance passive surveillance of the WCP and minimise power costs for the site.

*Policy Implications*

AP007 – Asset Management: ensuring that the infrastructure assets used to support Shire of Waroona service delivery continue to function to the level of service determined by Council.

*Risk Management Implications*

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

<i>Theme</i>	Financial - Projects going over budget, legal costs, insurance claims, overpayments, misuse of resources
<i>Description</i>	Capital or operating cost of the project exceeds available funding.
<i>Consequence</i>	3 - Moderate
<i>Likelihood</i>	2 - Unlikely
<i>Rating</i>	Moderate (4-9)
<i>Controls / Review</i>	Comprehensive planning and project budgets, full project costings by quantity surveyor, contract administration and project management controls.
<i>Review Frequency</i>	Semi-annually
<i>Risk Owner</i>	Project manager
<i>Acceptance</i>	Monitor - Risk acceptable with adequate control

<i>Theme</i>	Project - Delays to start or completion, variations to scope or budget, insufficient funds
<i>Description</i>	Should the CSRFF application be unsuccessful, a review of the project scope, design and costings will be required to scale back the project.
<i>Consequence</i>	3 - Moderate
<i>Likelihood</i>	3 - Possible
<i>Rating</i>	Moderate (4-9)
<i>Controls / Review</i>	Outcome of CSRFF application expected in January 2022, well before proposed commencement of project construction.
<i>Review Frequency</i>	Semi-annually
<i>Risk Owner</i>	Project manager
<i>Acceptance</i>	Monitor - Risk acceptable with adequate control

## **CONSULTATION**

The Waroona community has participated in extensive consultation regarding this project, commencing in 2018 with initial discussions for a new skate park. Investigation into site options and potential inclusions, combined with a proposed playground upgrade by the Waroona Lions Club and acquisition of the central land parcel by the Shire of Waroona, resulted in the Skate Park and Pump Track being key features of the new WCP.

The community's firm desire for these facilities is evidenced in the following consultation activities:

- Strategic Community Plan community workshops 2019
- Strategic Community Plan community survey 2019
- Recreation Advisory Committee workshop November 2019
- Youth survey January 2020
- Youth facilities workshop April 2020
- Youth facilities drop-in session April 2020
- Youth facilities questionnaire 2020
- Waroona Town Centre Task Force since 2020
- WCP and Town Centre Revitalisation information sessions November 2020
- WCP community survey March 2021
- WCP community workshops (revised concept plans) July 2021
- WCP community survey (revised concept plans) July 2021

## **RESOURCE IMPLICATIONS**

### *Financial*

Through its loan funds, the Shire of Waroona is contributing \$450,000 to the Waroona Community Precinct in addition to the cost of the initial land acquisition.

Construction costs for Area A - Skate Park and Pump Track components of the WCP are \$745,709 (ex GST).

### *Life Cycle Costing*

The total Life Cycle Cost of the skate park and pump track is calculated in accordance with guidelines provided by the CSRFF scheme. This formula includes the initial capital cost, annual operating and maintenance costs, and replacement/disposal/upgrade costs during the asset's life time, less any residual or salvage value.

The total Life Cycle Cost for Area A including the skate park and pump track, based on initial capital cost of \$1,319,694 (ex GST) is \$3,090,513 including annual maintenance and repairs over 30 years.

### *Workforce*

Any additional workforce requirements will be considered as part of the maintenance planning for the overall WCP, however it is estimated that the annual maintenance costs for the skate park and pump track facilities only will be approximately \$20,000 per year, excluding reticulation, water and maintenance of the parkland, lawn and garden areas.

## **OPTIONS**

Council has the option of:

1. Supporting the recommendation provided.
2. Amending or not supporting the recommendation.

## **CONCLUSION**

The Waroona Community Precinct, including the Waroona Skate Park and Pump Track, is the most significant investment into the Waroona Town Centre in many years. It will be the focal point of the town centre revitalisation which aims to activate the town centre, rebuild community cohesion and vibrancy, and leverage further private and government investment in the town.

The Skate Park and Pump track are key components of the WCP, providing passive and active recreation for young people and children in Waroona along with those who visit the town. Improving the community facilities for the town will contribute to enhancing the health and wellbeing of residents through increased physical activity.

<b>11.4.2 RDA Peel Request for Contribution – Peel Bright Minds</b>	
<b>File Ref:</b>	191/1
<b>Previous Items:</b>	OCM 25 September 2018 Item 9.2.1
<b>Applicant:</b>	Regional Development Australia
<b>Author and Title:</b>	Kelly Shipway, Manager Place & Community
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Appendix Number</b>	11.4.2

### **RECOMMENDATION**

**That Council:**

- 1. agrees to contribute \$1500 towards RDA Peel’s 2021/2022 Peel Bright Minds *Trail Blazer* initiative; and**
- 2. funds the \$1500 contribution from Account 125320 Other Donations.**

### **IN BRIEF**

- Council is requested to financially support Regional Development Australia’s (RDA) Peel Bright Minds *Trail Blazer* initiative.
- Council previously committed 3 years funding towards Peel Bright Minds commencing 2018/2019 financial year.

### **BACKGROUND**

In 2018, RDA Peel requested financial support from the five local governments in the Peel Region to continue their Peel Bright Minds initiative beyond the 2017/2018 financial year.

The contribution request was based on a per capita share of the Peel region’s population, with the Shire of Waroona requested to sponsor the program as follows:

- \$2000 in 2018/19
- \$2000 in 2019/20
- \$2000 in 2020/21

The budget allocation supported Project Manager wages, superannuation, insurances, vehicle running costs, events and awards and marketing cost for the program.

At the Ordinary Council Meeting held 25 September 2018 Council agreed to allocate \$2000 per annum in 2018/19, 2019/20 and 2020/21, on the condition that the contributed amount was allocated to activities delivered locally in the Waroona Shire.

Funding was allocated in the first two financial years with great results experienced in the initial year. Activity slowed in the second year and the final year was impacted by the Covid-19 global health crisis which saw the program was deferred, resulting in no allocation the final year of the contract.

### **REPORT DETAIL**

RDA are again requesting funding towards the Peel Bright Minds initiative in 2021/2022 to support the inaugural *Trail Blazers* residential Science, Technology, Engineering & Mathematics (STEM) camp at Fairbridge Village from 17–22 January 2022.

*Trail Blazers* is a science engagement and youth development initiative that aims to ignite and promote young people’s passion for learning in these STEM fields.

The Program focuses on developing the knowledge, skills and leadership capacity of young people aspiring to a career in STEM.

*Trail Blazers* runs for six-months, commencing with an intensive six-day camp and continues with a mentorship program that has a dual emphasis of both promoting STEM pathways and building the leadership capacity of participants.

The sponsorship request is an opportunity for the Shire of Waroona to contribute to developing the Peel regions young people for the future of work through:

- Empowering young aspiring STEM professionals with the life skills needed to thrive in a dynamic work environment;
- Connecting young people with the possibilities of STEM and the career pathways available to them;
- Removing barriers for regional young people, particularly those from marginalised or disadvantaged backgrounds, aspiring to a career in the STEM industries.

A \$1,500 to the Peel Bright Mind *Trail Blazer* will enable participation of one young person from the Shire of Waroona in to the program free from any personal cost to them.

Participants may be nominated by Local Government, through self-nomination or an open recruitment process to be implemented October and November 2021.

**STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN**

<b>Focus Area</b>	Our Community
<b>Aspiration</b>	To create a diverse economy base that supports opportunity and employment
<b>Objective</b>	5.1 A sustainable future through embracing change, applying technological advancement and pursuing efficiencies
<b>Strategy</b>	1.1.4 Become a youth engaged and supportive community

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

*Local Government Act 1995* – Part 6 Financial Management

**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 project will allow one passionate young person an opportunity to expand on their STEM knowledge.

*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>	Relationship risk with RDA if declined
<i>Consequence</i>	2 - Minor
<i>Likelihood</i>	2 - Unlikely
<i>Rating</i>	Low (1-3)
<i>Controls / Review</i>	Communicate reasons for decision made
<i>Review Frequency</i>	Annually
<i>Risk Owner</i>	Project manager
<i>Acceptance</i>	Accept - Risk acceptable with adequate controls

**CONSULTATION**

RDA sponsorship documentation refers to a recent briefing with Councillors and Staff on the Peel Bright Minds Trail Blazer initiative.

**RESOURCE IMPLICATIONS***Financial*

There will be a financial impact of \$1500 from unbudgeted expenditure to support youth.

*Workforce*

Minimal impact to staff and resources.

**OPTIONS**

Council has the option of:

1. Approving the sponsorship request for \$1500 from RDA Peel.
2. Declining the sponsorship request for \$1500 from RDA Peel.

**CONCLUSION**

The Shire of Waroona has in the past had dedicated funding to support Peel Bright Minds and Youth Leadership initiatives. This is no longer the case, with Councils only commitment towards Youth being a \$1000 allocation towards the Community Resource Centre Youth Officer position.

The Peel Bright Minds *Trail Blazer* program is a great initiative supporting young people who are considering a STEM pathway. A \$1500 funding allocation would support one local person to attend at no cost.

Given Council's budget limitations for Youth, the Officer Recommendation is to decline RDA Australia's request for sponsorship this year, with consideration given in the next financial year.



The opportunity for youth to attend the *Trail Blazer* program will remain, but at a cost to the parent or caregiver. A \$1500 allocation for youth at the Shire of Waroona could support a range of activities where multiple young people benefit, such as coding workshops at the Library or the annual Youth Week event, as opposed to supporting one person.

Councils' original allocation towards the Peel Bright Minds program supported activities delivered in the Shire of Waroona. The revised *Trail Blazer* camp will be held at Fairbridge Village near Pinjarra. The program does not meet the criteria of what was originally funded with the activity being held outside of Waroona Shire, however, the opportunity to attend the camp at no cost would support one local young person to follow their passion in STEM.

<b>11.4.3 Waroona Customer Experience Charter</b>	
<b>File Ref:</b>	57/1
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Peel Chamber of Commerce and Industry
<b>Author and Title:</b>	Kelly Shipway, Manager Place and Community
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Appendix Number</b>	11.4.3

### **RECOMMENDATION**

**That Council:**

- 1. agrees to an allocation of \$1800 (ex. GST) to support the Peel CCI – Waroona Customer Experience Charter;**
- 2. requests that the project includes major sponsorship naming rights to the initiative; and**
- 3. funds the initiative from Account 125320 Other Donations.**

### **IN BRIEF**

- The Waroona Business Support Group (WBSG) applied for \$2000 in funding through the Alcoa Waroona Sustainability Fund (AWSF) Micro Grant in August to support the Waroona Customer Experience Charter initiative.
- The group were declined due to a conflict of interest with the applicant also being the beneficiary and the project not aligning with key priorities of the fund.
- The Peel Chamber of Commerce & Industry (PCCI) were encouraged to put forward a submission to Council on behalf of the group, outside of the Micro Grant Program.

### **BACKGROUND**

Following continued reports of inconsistent customer experience across the Waroona business sector, the WBSG has developed the Waroona Customer Experience Charter.

The Charter document and accompanying implementation will adopt a Shire-wide approach inviting all businesses to formulate and implement common expectations via a framework of standards and practices. The project aims to improve visitor experience in Waroona and surrounds.

The Waroona Business Support Group submitted an application for funding through the Alcoa Waroona Micro Grant Fund (Aug round) but were unsuccessful, due to a conflict of interest and the project not aligning with key funding priorities.

The PCCI were encouraged by the AWSF Committee to put forward a submission directly to Council, requesting support outside of the Micro Grant Program.

### **REPORT DETAIL**

The PCCI and WBSG are seeking \$1,800 (ex. GST) in financial support from the Shire of Waroona as a program sponsor and key partner to assist in the roll out of the Waroona Customer Experience Charter initiative.

The program has been developed in-kind by the Waroona Business Support Group in response to ongoing reports of poor customer experience across the local business sector.

The overall forecasted project budget for the Waroona Customer Experience Charter is anticipated to be \$2600 (ex. GST). The forecasted budget is detailed below:

<b>Initiative</b>	<b>Details</b>	<b>Cost</b>
Program Development	WBSG in-kind	\$0
Program Launch	<b>Shire request</b>	\$200
Workshop Facilitator	<b>Shire request</b> 8 x workshops @ \$200	\$1600
Workshop catering and expenses	Sponsored by Peel CCI @ \$100 per workshop	\$800
Project administration and financial management	Sponsored by Peel CCI	\$0
Volunteer project management	In kind WBSG	\$0
<b>Total</b>		<b>\$2600</b>

It is anticipated that as a result of Shire-wide adoption of the Waroona Customer Experience Charter, the wider business community will receive an improvement to the common brand and identity of Waroona, resulting in positive customer experience.

**STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN**

<b>Focus Area</b>	Our Economy
<b>Aspiration</b>	To create a diverse economy base that supports opportunity and employment
<b>Objective</b>	2.2 Develop a locally supported resilient, stable and innovative business community that embraces creativity, resourcefulness and originality
<b>Strategy</b>	2.2.1 Support local businesses, Waroona Business Support Group and initiatives

**OTHER STRATEGIC LINKS**

- Waroona Economic Development Strategy 2015-2025
- Shire of Waroona Sub-Regional Economic Opportunity Analysis

**STATUTORY ENVIRONMENT**

*Local Government Act 1995 – Part 6 Financial Management*

**SUSTAINABILITY & RISK CONSIDERATIONS**

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

The proposed project will positively impact the economy by upskilling local business and improving visitor experience.

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

The program will benefit the local business community, elevating morale in a non-judgemental environment.

*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>	Financial - Projects going over budget, legal costs, insurance claims, overpayments, misuse of resources
<i>Description</i>	Funds are not expended as outlined in submission
<i>Consequence</i>	2 - Minor
<i>Likelihood</i>	1 - Rare
<i>Rating</i>	Low (1-3)
<i>Controls / Review</i>	The Peel CCI will hold funds and monitor program activity
<i>Review Frequency</i>	Semi-annually
<i>Risk Owner</i>	Project manager
<i>Acceptance</i>	Accept - Risk acceptable with adequate controls

**CONSULTATION**

- Alcoa Waroona Sustainability Fund Committee
- Waroona Business Support Group
- Peel Chamber of Commerce and Industry
- Director of Place, Community and Economic Development
- Chief Executive Officer

**RESOURCE IMPLICATIONS**

*Financial*

The project will have a financial impact of up to \$1,800 (ex. GST) from unbudgeted expenditure.

*Workforce*

Minimal impact to staff and resources.

**OPTIONS**

Council has the option of:

1. Supporting the request for sponsorship.
2. Partially supporting the request for sponsorship.
3. Declining the request for sponsorship.

**CONCLUSION**

The WBSG has developed a program to educate and inform the Waroona Business Community through a series of 8 workshops, delivered at different times, dates and locations across the Shire.

The Peel Chamber of Commerce will also assist with resources and sponsorship to ensure the successful roll out of the Waroona Customer Experience Charter program.

The request for Council to support the initiative with a financial allocation of \$1800 (ex. GST) aligns with the Waroona 2030 Strategic Community Plan;

3.2.1 Support local businesses, Waroona Business Support Group and initiatives.

Although the project did not align with the AWSF Micro Grant objectives, the initiative will add value and provide support to the local business community.

The Officer recommendation is for Council to consider a full or partial allocation towards the Waroona Customer Experience Charter Project.

**11.5 CHIEF EXECUTIVE OFFICER**

Nil.

**11.6 ITEMS FOR INFORMATION**

**11.6.1 Outstanding Council Resolutions Report (35/1) – Attached at Appendix 11.6.1**

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

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

**14. NOTICE OF MOTIONS FOR CONSIDERATION AT A FOLLOWING MEETING**

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

**16. MEETING CLOSED TO THE PUBLIC**

<b>16.1 Tender – RFT 2021/22-01 Supply and Delivery of Gravel Base Course Material</b>	
<b>File Ref:</b>	2021/22-01
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	N/A
<b>Author and Title:</b>	Rikki Pulfer, Technical Officer
<b>Declaration of Interest:</b>	N/A
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	N/A

A confidential report has been provided under separate cover.

<b>16.2 Tender – RFT 2021/22-02 – Supply and Delivery of Crushed Limestone</b>	
<b>File Ref:</b>	2021/22-02
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	N/A
<b>Author and Title:</b>	Rikki Pulfer, Technical Officer
<b>Declaration of Interest:</b>	N/A
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	

A confidential report has been provided under separate cover.

<b>16.3 Tender – RFT 2021/22-03 Supply of Bitumen Seals and Asphalt</b>	
<b>File Ref:</b>	2021/22-03
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	N/A
<b>Author and Title:</b>	Rikki Pulfer, Technical Officer
<b>Declaration of Interest:</b>	N/A
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	N/A

A confidential report has been provided under separate cover.

**17. CLOSURE OF MEETING**