



MINUTES

SPECIAL COUNCIL MEETING

Friday 11 August 2023
(Held at the Waroona Council Chamber)

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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1. DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Shire President declared the meeting open at 3.30pm and welcomed Councillors and Staff present.

2. ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Cr Mike Walmsley	Shire President
Cr Naomi Purcell	Deputy Shire President
Cr Karen Odorisio	Councillor
Cr Dion Pisconeri	Councillor
Cr Laurie Snell	Councillor
Cr Vince Vitale	Councillor
Mark Goodlet	Chief Executive Officer
Kirsty Ferraro	Manager Corporate Services
Merrin Kirk	Executive Assistant
Craig Zanotti	Coordinator Regulatory & Development Services
Kate Pisconeri	Corporate Planning & Governance Officer

There was one member of the public present at the commencement of the meeting.

APOLOGIES

Cr John Mason	Councillor
Karen Oborn	Director Infrastructure & Development Services
Ashleigh Nuttall	Director Corporate & Community Services
Bradley Oborn	Manager Works & Waste Services

3. PUBLIC QUESTION TIME

Nil

4. PETITIONS AND APPROVED DEPUTATIONS

John Mitchell made a deputation regarding Differential Rating (which is covered in item 6.1.1 Adoption of the Shire of Waroona's Annual Budget for the 2023/2024 Financial Year) noting a request for improved consultation to obtain a fairer outcome.

John Mitchell left the meeting, the time being 3.42pm

Merrin Kirk left the meeting, the time being 3.42pm

Merrin Kirk returned to the meeting, the time being 3.42pm

5. 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.)

Cr Pisconeri declared an interest affecting impartiality in item 6.1.2 as the reporting officer is a family member.

6. REPORTS OF THE CHIEF EXECUTIVE OFFICER AND OFFICERS

6.1 DIRECTOR CORPORATE & COMMUNITY SERVICES

6.1.1 Adoption of the Shire of Waroona’s Annual Budget for the 2023/2024 Financial Year	
File Ref:	FM.6 Financial Management - Budget
Previous Items:	Previous briefing items
Applicant:	N/A
Author and Responsible Officer	Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Number	6.1.1 A – 2023-24 Budget Statements 6.1.1 B – 2023-24 Fees & Charges 6.1.1 C – Road Construction Program 23-24 6.1.1 D – Capital Projects 23-24 6.1.1 E – Plant Replacement Program 23-24 6.1.1 F – Significant Projects Funding 23-24 6.1.1 G – Rating Information 23-24 6.1.1 H – Rating Model 23-24 6.1.1 I – Past Rating Statistics 6.1.1 J – Rates Model – Sample Properties 23-24

COUNCIL RESOLUTION

SCM23/08/093

Moved: Cr Odorisio

Seconded: Cr Pisconeri

That Council:

1. Adopts the 2023/2024 Municipal Fund Budget

Adopts the 2023/24 Municipal Fund Budget as presented in this report and the following Rates & Charges be imposed:

General Rate:

- 10.4568 cents in the dollar on the Gross Rental Values
- 0.6942 cents in the dollar on Unimproved Values

Differential Rate:

- 1.3883 cents in the dollar on Unimproved Values - Industrial and Mining
- 1.0413 cents in the dollar on Unimproved Values - Intensive Agriculture

Maximum payment instalment interest: 5.5%

Maximum interest on overdue rates: 11%

Instalments to be offered in two (2) options:

- i. Payment by two (2) instalments
 - a. Instalment charge \$10 on 2nd instalment
- ii. Payment for four (4) instalments;
 - a. Instalment charge \$30 on 2nd 3rd & 4th instalment; and

2. Adoption of Refuse Removal Charges

Adopts the Refuse Removal Charges for 2023/24 financial year as presented in this report;

- i. \$160 per annum per 240L general waste and recycling service
- ii. \$160 per additional 240L general waste charge weekly
- iii. \$126 per additional 240L recycling charge fortnightly
- iv. \$228 waste service levy
- v. Refuse removal – Bulk Commercial Bins/per annum

Bulk Bin 1.5m Once/Week	\$2,969
Bulk Bin 1.5m Twice/Week	\$5,938
Bulk Bin 3.0m Once/Week	\$3,342
Bulk Bin 3.0m Twice/Week	\$6,684
Bulk Bin 4.5m Once/Week	\$3,721
Bulk Bin 4.5m Twice/Week	\$7,442
Bulk Bin 3.0m Recycling Skip/Fortnightly	\$3,479
Bulk Bin 4.5m Recycle Skip/Fortnightly	\$4,450
Bulk Bin 1.5m Recycle Skip/Fortnightly	\$2,491
Commercial – 1.5m Weekly + 1.5m Recycle F/N	\$5,205
Commercial – 3.0m Weekly + 3.0m Recycle F/N	\$6,472
Commercial – 4.5m Weekly + 4.5m Recycle F/N	\$7,828; and

3. Adoption of Fees & Charges

Adopts the Schedule of Fees & Charges for the 2023/24 financial year as presented in this report; and

4. Adoption of the Trust Fund Budget

Adopts the Trust Fund Budget for 2023/24 financial year as presented in this report; and

5. Early Payment Incentive (FP019)

Offers a \$900 cash prize as an incentive for early payment of rates in accordance with Council Policy FP019; and

6. Material Variance Policy (FP028)

Approves, for the purpose of preparing monthly financial statements and when dealing with Shire of Waroona's Statement of Financial Activity and Statement of Financial Position, the materiality factor for highlighting variances (budget to actual) to be:

10% with a minimum of \$30,000. It is acknowledged that the use of this policy is a guide only and that materiality is a matter of professional judgement; and

7. Adopts the borrowing of new loan funds of \$100,000 for the subdivision and development of freehold land in Preston Beach as at Note 7 of the financial statements; and

8. Adopts the Elected member's remuneration as stated in Note 13. of the financial statements; and

- 9. Adopts the amendment to the Emergency Assistance Reserve purpose to “provide funds to assist in emergency situations and preparedness” (addition of preparedness).**

CARRIED 6/0

IN BRIEF

- Council is required in accordance with Section 6.2 of the Local Government Act 1995 (& Regulations) to adopt a budget on an annual basis.
- The 2023/24 Budget represents the fourth year of the Shire’s revised Community Strategic Plan and subsequent Corporate Business Plan.

BACKGROUND

Attached is a comprehensive summary of the 2023/24 draft budget representing outcomes from the budget briefing sessions held with the Elected Members throughout the months of June, July and August 2023.

The document contains statutory financial statements together with supporting information and full rating information.

The 2023/24 budget represents the fourth year of the revised strategic direction as a result of community consultation associated with the preparation and adoption of an updated Community Strategic Plan.

A brought forward surplus of \$2,866,604 has been estimated which includes an early payment of \$1,592,976 of the Shire’s 2023/24 Financial Assistance Grants (FAG’s) as well as \$450,000 loan funds restricted to the Waroona Community Precinct.

As a result of this amount being estimated, there may be a requirement for an amendment to the adopted budget at a later date.

Full details of the surplus are provided in note 3(a) of the financial statements.

The Shire’s Reserve Account balances have been forecast to decrease to an estimated 30 June 2024 balance of \$2,100,868, down from \$2,290,330 last year.

REPORT DETAIL

The following chart highlights the budgeted levels of income/expenditure over the past 5 years.

	2019/20	2020/21	2021/22	2022/23	2023/24
	\$	\$	\$	\$	\$
Operational Expenditure	10,951,731	10,818,738	11,684,534	12,409,737	12,801,121
Operational Income	7,706,153	7,564,887	9,174,516	8,350,488	8,595,120
Rate Revenue	5,017,802	\$5,023,646	5,130,352	5,389,248	5,812,751
Capital Expenditure	3,797,022	\$2,964,679	7,888,147	9,497,406	9,713,174
Loans raised	-	-	450,000	-	100,000
Transfers to Reserve	223,325	\$152,070	145,260	159,395	193,538

Transfers from Reserve	142,000	318,770	190,325	626,863	383,000
Non-Operating grants subsidies & Cont.	2,387,480	1,450,459	4,932,073	7,060,905	7,253,961
Comprehensive Income net result	(892,084)	(1,821,597)	2,459,568	3,027,789	3,047,960

The comprehensive income net result reflects a surplus of \$3,047,960. This figure shows the Shire's ability to cover its operational costs and still have funds available for capital and other funding purposes. The income statement also reflects the level of reliance on grant funding to achieve the forecast capital expenditure.

Abnormal or one-off transactions can impact the income net result as detailed below:

- Early payment of Financial Assistance Grant (FAG's) \$1,592,976.

Untied income from Alcoa (effectively an ex-gratia payment) is represented as operating income in the financial statements. This amount (est. \$253,360) equates to 4.34% of rate income based on 2023/24 rating levels.

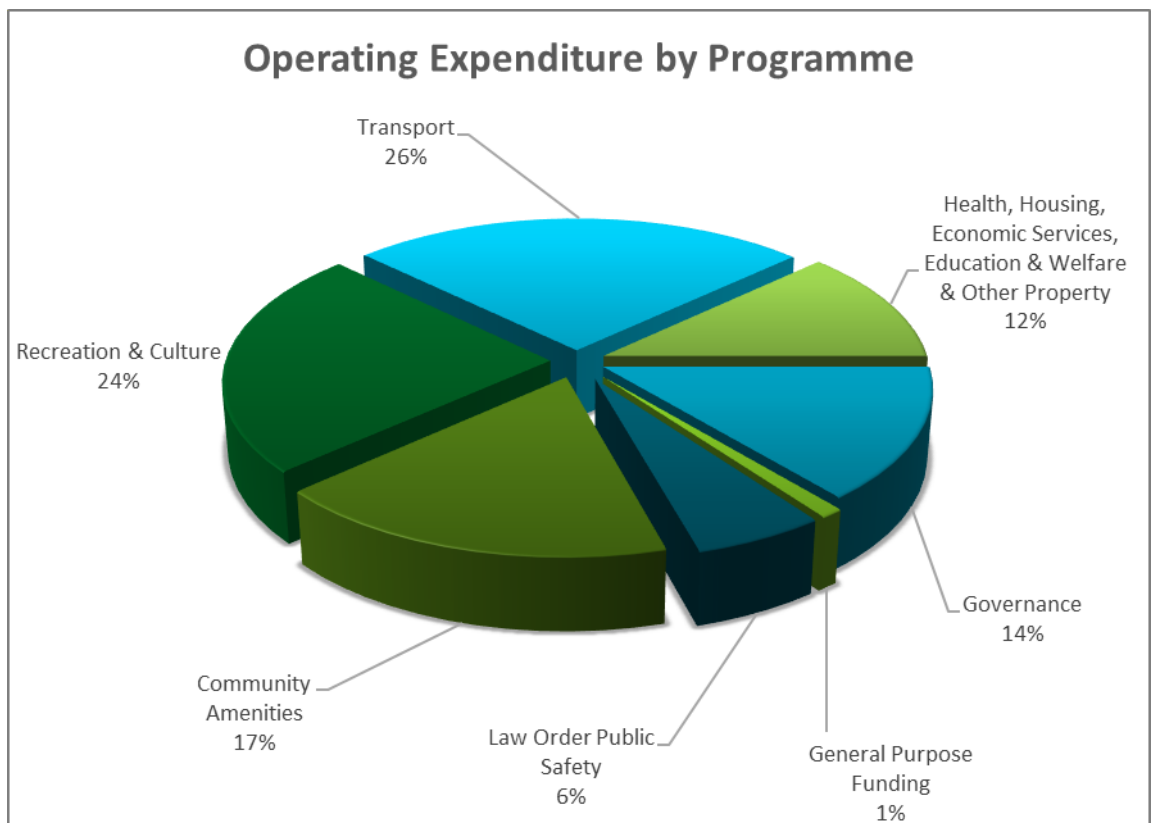
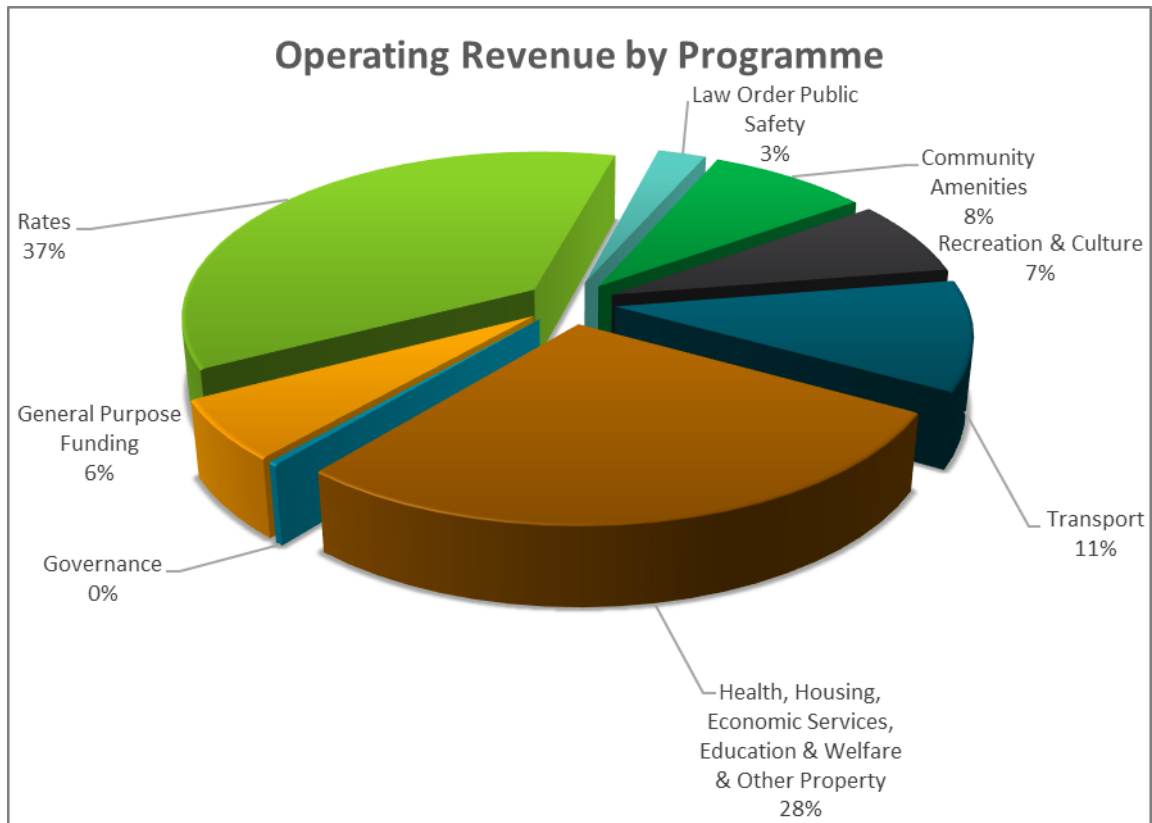
The budget contains a further document that details significant projects together with proposed funding sources. The document is for information purposes only and provides details of grants and other contributions with the balance representing general revenue.

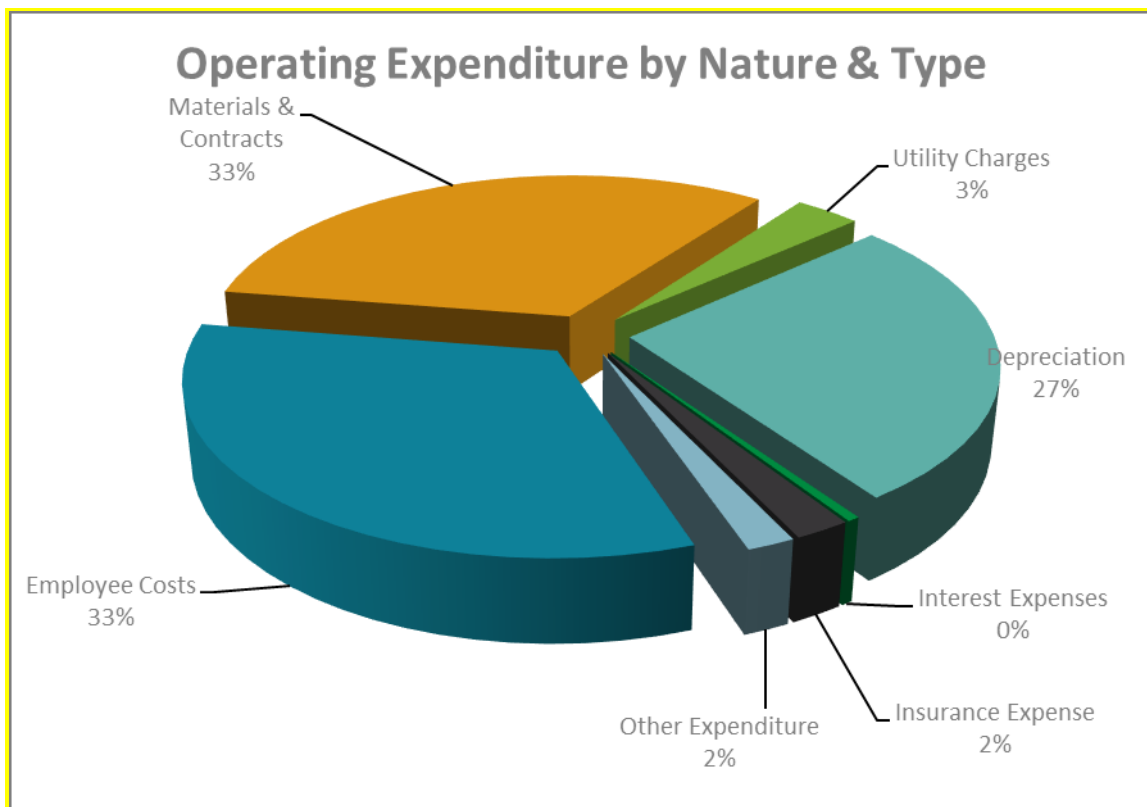
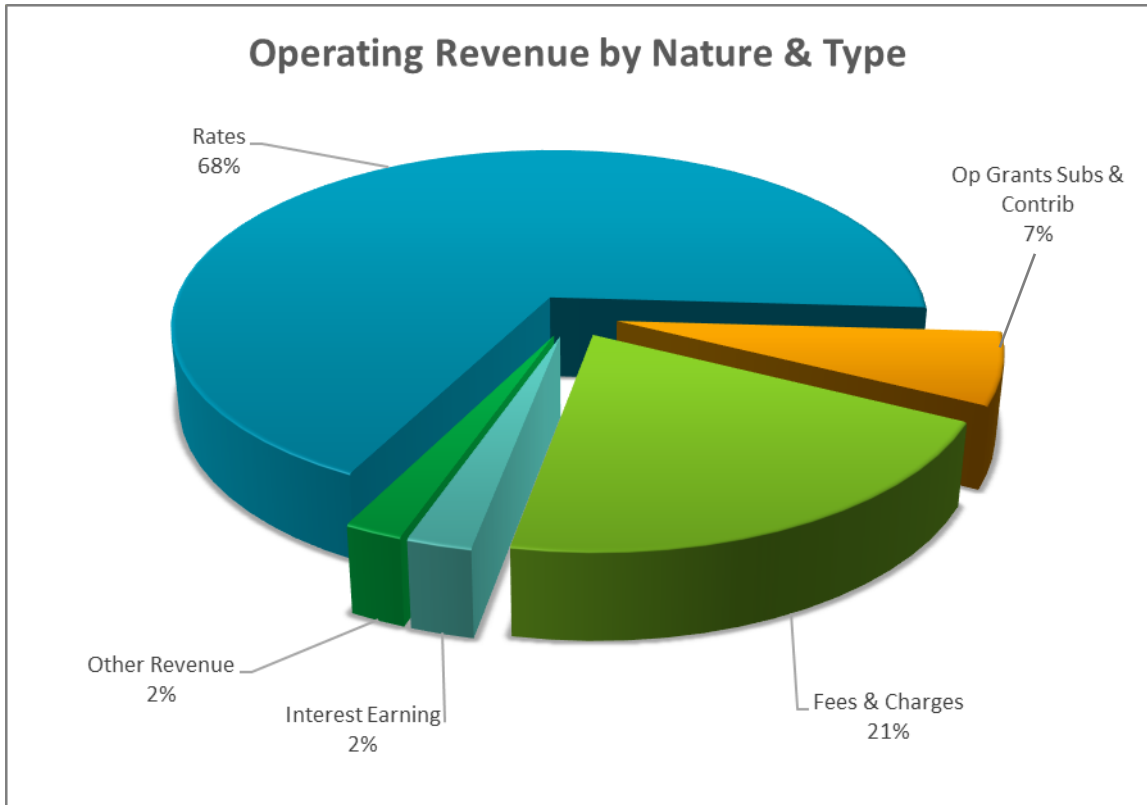
Non-Discretionary Expenditure – Fixed Cost

All expenditure of a "fixed" nature has been included within the budget estimates with a summary of the expenses being included within the statutory financial statements.

These costs are largely calculated within sub-budgets. Examples include Salaries & Wages, utility costs, insurance, computer support etc.

The following graphs are provided to assist in understanding the budget operational income and expenditure.





Rating

The 2023/24 draft budget is prepared on a general rate income increase of 3.95%, together with the introduction of two proposed UV Differential rates, to provide an additional \$419,254 in general-purpose income. The general rate increase proposed in the Shire’s long-term financial plan was estimated to be 3.25%. The proposed rate increase is considered to be

reasonable and fair to the community based on raising costs and inflation rates that are calculated well above this increase.

Due to ongoing minimal growth patterns, no allowance has been made in 2023/24 for interim rate income.

UV properties are revalued by the Valuer Generals Office every year. After a significant period of minor increases, UV valuations continue to rise following an 8% increase in 2022/23 and 15.42% in 2023/24 (comparison of closing 22/23 valuations to new values supplied by the Valuer General's Office).

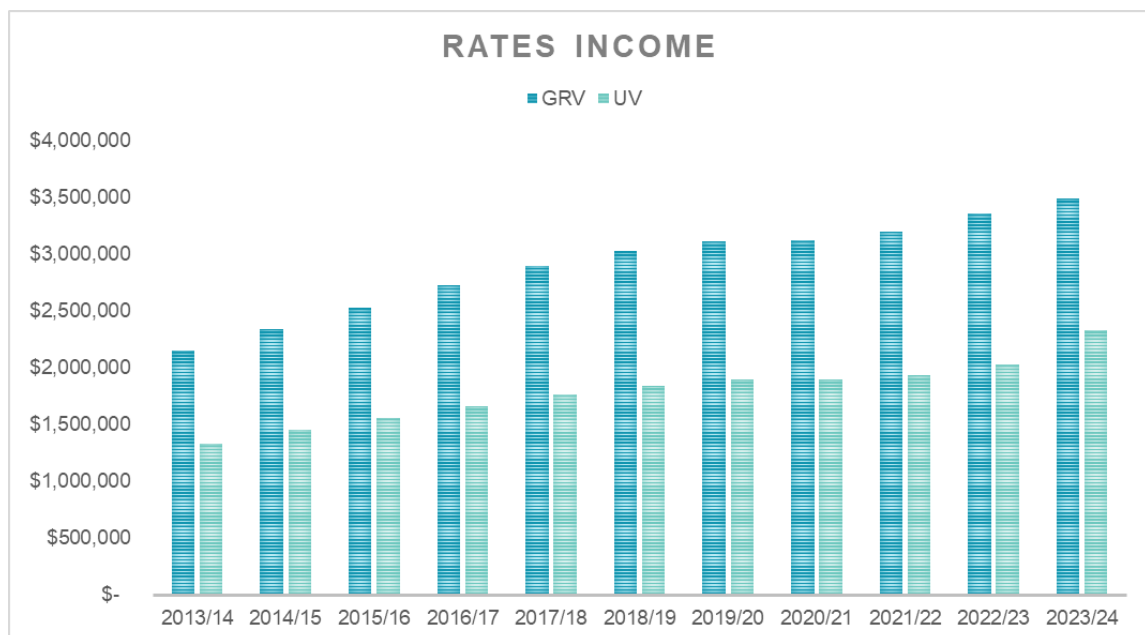
To ensure that rates objectivity and fairness is achieved across the shire as a whole, and to achieve an equitable level of rating between commercial properties within both the UV and GRV rating categories, Council has introduced two new UV differential rating categories for properties located outside of the townsite that are held for light or heavy industry, mining, exploration, extractive industry, renewable energy facility or intensive agricultural use. Additional funds raised from a differential rating category of this nature will provide funding for the maintenance of infrastructure as a result of heavy road use.

GRV revaluations are performed every 5 years. 2021/22 was the most recent GRV revaluation year with an overall increase of approximately 9%.

An application made to the Minister for Local Government in 2021/22 for a change in rating method for properties within the Shire located from McDowell St to the North of town, and subdivisions in Lake Clifton and Leavy Road has now been approved.

Full details of rating methodology is provided as an attachment to the budget document.

Council's rating formula over the past 10 years is demonstrated in the following graphs.



Loan Liability

Total loan liability as of 30 June 2024 is forecast at \$1,628,127 compared with an actual of \$1,661,833 at 30 June 2023.

A new loan of \$100,000 is proposed in 2023/24 for funding to subdivide and develop a freehold block in Preston Beach.

Council Policy (FP012) provides guidance to financial decision making in relation to borrowings and will be considered in conjunction with the preparation of future budgets.

Total loan repayments (i.e. principal and interest) as a percentage of rate income is provided as follows:

Year	Actual/Forecast	Repayment as a % of Rates
2013/14	Actual	2.04%
2014/15	Actual	2.00%
2015/16	Actual	1.73%
2016/17	Actual	1.46%
2017/18	Actual	1.14%
2018/19	Actual	1.54%
2019/20	Actual	1.47%
2020/21	Actual	1.91%
2021/22	Actual	2.24%
2022/23	Actual	3.56%
2023/24	Forecast	3.33%

Further details of Shire’s loan liability by individual loans are contained in note 7(a) of the financial statements.

Road Construction

Details of the 2023/24 Road Construction Program are contained within the “Supporting Information” pages of the budget document. Road grants equate to 72% of the total construction program compared to 76% in 2022/23.

Recreation & Aquatic Centre

The operational deficit for the Waroona Recreation & Aquatic Centre is forecast at \$660,559 inclusive of depreciation (\$201,542). This figure has reduced from previous years due to operational efficiencies being made by the upgrade of plant items, as well as the increased usage and activation of the Centre.

Asset preservation for the facility continues to be an ongoing topic of planning for Officer, however, with significant renovations occurring over the past 2 years and with several capital works planned for 2023/24, progress has been made towards addressing this issue.

Maintenance and capital works included in the 2023/24 budget include:

Ceiling Repairs	\$5,000
Water leak repairs	\$10,000
Court resurfacing - Basketball	\$10,000
Court resurfacing – Group Fitness	\$3,000
Court resurfacing – Squash	\$2,500
Various servicing, repairs & audits	\$22,750 (includes royal life saving audit)

Direct Salaries & Wages (Including Superannuation)

F/Y	Budget	Actual
2018/19	\$ 3,588,510	\$ 3,482,692
2019/20	\$ 3,636,897	\$ 3,551,146
2020/21	\$ 3,433,226	\$ 3,222,469
2021/22	\$ 3,533,146	\$ 3,595,098
2022/23	\$ 4,308,388	\$ 4,099,589
2023/24	\$ 4,470,643	

Statement of Comprehensive Income

This statement is now presented in one prescribed format, that being by nature and type. Additional information by program can be found within the budget document at note 11.

The statement represents the “operating surplus” which is the availability of funds from operations which can be used for asset renewal (capital works) and is a key component of financial performance.

The forecast result for 30th June 2024 of \$ 3,047,960 is an increase from the previous year’s budgeted result of \$ 3,027,798. This balance can also be distorted by abnormal items such as the early receipt of the Financial Assistance Grant (FAG’s) and contributions and/or donations towards operations and projects.

This early payment of financial assistance grants is also reflected in the Shire’s end-of-year surplus/deficit for 30 June 2023.

General Purpose Grants

	2019/20	2020/21	2021/22	2022/23	BUDGET 2023/24
GENERAL PURPOSE	\$888,874.00	\$894,954.00	\$935,720.00	\$1,037,445.00	\$1,103,335.00
ROADS	\$403,627.00	\$407,028.00	\$430,927.00	\$458,754.00	\$489,641.00
TOTAL	\$1,292,501.00	\$1,301,982.00	\$1,366,647.00	\$1,496,199.00	\$1,592,976.00

Please note that due to early payment of the above-estimated contribution of \$1,592,976, there has been no additional allocation budgeted to be received during 2023/24. The actual allocation will be confirmed at a later date and may be subject to a budget amendment.

Refuse Site Management

The domestic waste fee has been amended to be split between a kerbside collection fee of \$160 (for those who are eligible) and a waste management fee of \$228 for all assessments. Previously this was a combined fee of \$374 for those who received kerbside collection. Assessments not within the kerbside collection designated area will have the waste management fee added as of 23/24 to assist with the costs and expenditures associated with the management of the Buller Road refuse site.

Funds of \$20,000 have been allocated to the next phase of the Transfer Station Construction as well as capital expenditure on the CAT compactor totalling \$200,000 which is to be transferred in from the Waste Reserve.

A reserve allocation to the Waste Reserve has been calculated at \$138,206. Maintaining sufficient funds within this Reserve is important to ensure that the Shire can meet its long-term obligations at the tip including eventual closure costs.

The Waste Reserve account balance as 30 June 2022 is \$1,099,481.

Reserve Accounts

The following are the Reserve Account balances as at 30 June 2023.

RESERVE ACCOUNT	BALANCE
Sporting Reserve	\$74,849
Council Building Maintenance Reserve	\$102,203
Rec Centre Building Maintenance Reserve	\$72,895
Preston Beach Volunteer Ranger Reserve	\$69,789
Emergency Assistance Reserve	\$110,387
Works Depot Redevelopment Reserve	\$83,618
Council Building Construction Reserve	\$172,137
Information Technology Reserve	\$100,887
Footpath Construction Reserve	\$33,190
Plant Replacement Reserve	\$238,681
Staff Leave Reserve	\$15,408
Strategic Planning Reserve	\$20,795
Waste Management Reserve	\$1,099,481
History Book Reprint Reserve	\$10,848
Risk and Insurance Reserve	\$9,601
Drakesbrook Cemetery Reserve	\$75,561
TOTAL	\$2,290,330

Forecast movements to/from Reserve accounts are a key component of preparing and managing the annual budget and can represent a component of funding for future infrastructure projects.

The balance of the Reserve Accounts as of 30th June 2024 is expected to decrease to \$2,100,868.

Cash Surplus Brought Forward

The surplus carried forward to 2023/24 is \$2,866,604 with an additional \$707,822 of contract liability (carried forwards grants) which are committed to specific projects.

Note: Final end-of-year position is subject to adjustment, audit outcomes etc and may result in a budget amendment at a later date.

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

OTHER STRATEGIC LINKS

Shire of Waroona Strategic Community Plan 2020-2030
 Shire of Waroona Corporate Business Plan 2023-2027 (to be adopted)
 Shire of Waroona Workforce Plan 2022-2026

STATUTORY ENVIRONMENT

Section 6.2 of the Local Government Act 1995 requires that not later than 31 August in each financial year, each Local Government is to prepare and adopt (by Absolute Majority) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of the Local Government Act 1995 refer to the setting of budgets and raising of rates and charges. The Local Government (Financial Management) Regulations 1996, details the form and content of the budget.

SUSTAINABILITY & RISK CONSIDERATIONS

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

This draft budget has been developed based on sound financial management and accountability principles and is considered to support activities that drive a sustainable economic outcome for the community.

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

The draft budget contains financial resourcing for a wide range of programs that deliver important community services to the Shire of Waroona residents. It is based on the principle of maintaining all services that are presently available to the community with an increased focus on efficiency.

Environment – (Impact on environment’s sustainability)

The proposed budget recognises the leadership role Council and the Shire has within the community to actively address the impacts of environmental sustainability and to facilitate other levels of government and the community to act in a similar manner.

Policy Implications

The adoption of an annual budget assists in the sound planning for the prudent allocation of Shire resources and is required to meet legislative requirements.

Risk Management Implications

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

Theme	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Description	Non-compliance with the requirements stipulated by the Local Government Act 1995 and associated regulations.
Consequence	4 - Major
Likelihood	2 - Unlikely

Rating	Moderate (4-9)
Controls / Review	Reviewed at annual budget review
Review Frequency	Semi-annually
Risk Owner	Director
Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Community consultation is an ongoing process that culminates in the adoption of the annual budget each financial year.

This is achieved by strategies and projects contained within the Community Strategic Plan and Corporate Business Plan together with various supporting documents. The annual budget is essentially a representation of the fourth year of the Strategic Community Plan.

Elected members and staff have been instrumental in the formation of the annual budget.

RESOURCE IMPLICATIONS

Financial

The draft 2023/24 budget aligns with the Integrated Planning and Reporting Framework established by Council including the Corporate Business Plan and Long-Term Financial Plan. The document lists all matters both of an operational and capital nature, together with income sources and supporting information.

Workforce

The Chief Executive Officer has established the Shire of Waroona workforce at the levels required to continue its statutory obligations whilst maintaining service levels and focusing on increased efficiencies. Objectives stated within the Strategic Community Plan and subsequent Corporate Business Plan are achieved where possible within these levels.

OPTIONS

Council has the option of:

1. adopting the budget as presented; or
2. amending the budget, noting that if there are amendments, the formal adoption of the budget will be delayed, which will likely affect cash flows and the implementation of some proposed services and initiatives.

CONCLUSION

The proposed budget forms an integral part of the Shire of Waroona's overall strategic planning framework and endeavours to resource the direction that has been established in the Strategic Community Plan and the Corporate Business Plan.

The 2023/24 budget presented for adoption is seen as responsible given the impacts of COVID19 as well as raising inflation and increased costs of wages, utilities, insurance, materials, contracts and other expenses. The document must also recognise the requirement to ensure the long-term sustainability of the Shire.

Cr Pisconeri declared an interest affecting impartiality in item 6.1.2 as the reporting officer is a family member.

6.1.2 Towards Waroona 2030 – Corporate Business Plan 2023-27	
File Ref:	CM.4 – Corporate Management – Planning – Business Plans – Principal Activity Plan
Previous Items:	Nil
Applicant:	Not applicable
Author	Corporate Planning & Governance Officer
Responsible Officer	Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Number:	6.1.2 A – Towards Waroona 2030 – Corporate Business Plan 2023-27 - Proposed 6.1.2 B – Towards Waroona 2030 – Corporate Business Plan 2023-27 – With Tracked Changes

COUNCIL RESOLUTION

SCM23/08/094

Moved: Cr Vitale

Seconded: Cr Snell

That Council adopts Towards Waroona 2030 Corporate Business Plan 2023-27 as per Appendix 6.1.2 A.

CARRIED 6/0

IN BRIEF

Council is requested to consider adopting Towards Waroona 2030 – Corporate Business Plan 2023-2027 in accordance with the *Local Government Act 1995* and the *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 Department of Local Government, Sporting and Cultural Industries (DLGSC)'s Integrated Planning & Reporting Framework. The intent of the framework is to ensure that priorities and services provided by the 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 the Shire of Waroona's four-year planning document and one of the core components of the Shire's Integrated Planning and Reporting Framework. It addresses the objectives and strategies set out in 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 centre of the Shire's corporate planning hierarchy and identifies a number of prioritised services, operations and projects that the Shire plans to undertake over the next four years. In doing so, the community's main priorities and expectations as identified in the Strategic Community Plan can be delivered.

In accordance with regulation 19DA(4) of the *Local Government (Administration) Regulations 1996*, the Corporate Business Plan must be reviewed every year. Annual Reviews ensures

that alignment with the short-term Annual Budget and long-term Strategic Community Plan is maintained.

REPORT DETAIL

Towards Waroona 2030 follows the Shire’s vision, mission and values as set in the Strategic Community Plan. The actions and projects identified in the Corporate Business Plan align with the objectives and strategies derived 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.

Changes since last publication

Since publication of the 2022-26 Corporate Business Plan in August 2022, the following projects/actions have been completed, and therefore omitted from the 2023-27 Plan:

Project / Action	Comments
1.4.2.3 Develop and implement a Community Sponsorship Fund for community members and groups representing at a state, national and international level	Policies <i>CP005 Donations</i> and <i>CP010 Waiver of Fees and Charges</i> were consolidated to create one policy: <i>CP005 Donations, Waivers and Sponsorships</i> . This policy outlines the criteria for community members and groups representing at a state, national and international level who wish to apply for sponsorship.
3.2.4.2 Construct the transfer station at the Buller Road Refuse Site	The waste bund / push wall construction at Buller Road Refuse site was completed on...30 June 2023 and the environmental compliance report has been endorsed by DWER. This project is now considered complete.

3.2.4.3 Progress the closure of the liquid waste facility	The Liquid waste facility has now been decommissioned.
3.2.4.4 Commence the transition to reusable items (non single-use plastics)	Transition to re-usable items has been endorsed by Council, communicated to the public and is considered implemented. The transition follows state timelines.
4.1.1.1 Develop and implement a long term Community Asset Strategy	An updated Asset Management Strategy has been recently adopted by Council. Further detailed asset management plans will now be established with current data and condition ratings.
4.2.1.1 Develop a long term and funded plant replacement program	Program has been developed, is ongoing and will be reviewed annually.
5.1.4.1 Review the Murray Waroona Resource Sharing Alliance Strategy	Sharing Alliance strategy has been reviewed - shared services with Shire of Murray now include Ranger, Environmental Health and IT. Shared services with City of Nedlands are in place for building regulatory services.

Towards Waroona 2030 activates 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

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

OTHER STRATEGIC LINKS

- Annual Budget 2023/24.
- Resourcing Waroona 2030 – Long Term Financial Plan 2021-2031. The review of the Long-term Financial Plan is scheduled for late 2023 early 2024.
- Building Waroona 2030 – Asset Management Strategy 2022 – 2032.

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 connection ensures that community priorities and projects are adequately funded and that appropriate and endorsed rating strategies are in place to allow careful consideration of potential financial impacts on the community. There are a number of economic initiatives within the Corporate Business 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 and projects outlined within the Corporate Business Plan will increase alignment with the community's vision and requirements around the provision of services, and thereby contribute to quality of life.

Environment – (Impact on environment’s sustainability)

The Corporate Business Plan details the level of focus dedicated to environmental outcomes and projects.

Policy Implications

Nil.

Risk Management Implications

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

Theme	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Description	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.
Consequence	2 - Minor
Likelihood	2 - Unlikely
Rating	Moderate (4-9)
Controls / Review	Council’s endorsement of the recommendation of this report will mitigate the likelihood of this risk coming into effect.
Review Frequency	Annually
Risk Owner	Chief executive officer
Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

- Projects and actions have been derived from the strategies and objectives outlined in the Strategic Community Plan, following significant community and key stakeholder engagement in 2019.
- Consultation with staff to review, develop and prioritise actions.
- Public consultation was not required prior to this review.

RESOURCE IMPLICATIONS*Financial*

Costs associated with implementing the actions are included within the Long Term Financial Plan and Annual Budget 2023/24.

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’s recommendation; or
2. amending or rejecting the officer’s recommendation.

CONCLUSION

Towards Waroona 2030 - Corporate Business Plan 2023-27 forms part of the Shire’s overarching integrated planning and reporting framework and is used to drive the

development of the Shire’s Annual Budget, workforce plan, asset management strategy, and long-term financial plan.

The Corporate Business Plan will activate the objectives of the Strategic Community Plan to ensure that priorities and services provided by the Shire of Waroona are aligned with community needs and visions and in doing so, facilitate a shift from a short-term resource focus to long-term sustainability.

7. CLOSURE OF MEETING

Cr Walmsley thanked all staff involved in the budget process for their hard work.

There being no further business, the Presiding Member closed the meeting, the time being 3.57pm

I CERTIFY THAT THESE MINUTES WERE CONFIRMED AT THE ORDINARY COUNCIL MEETING HELD 22 August 2023 AS BEING A TRUE AND CORRECT RECORD OF PROCEEDINGS.

.....
PRESIDING MEMBER

.....
DATE