



MINUTES

ORDINARY COUNCIL MEETING

TUESDAY 25 JUNE 2013

(Held at the Shire of Waroona Council Chambers)

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1. DECLARATION OF OPENING/ANNOUNCEMENTS

The Shire President declared the meeting open at 4.25 pm and welcomed Councillors and Staff present.

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

Cr Noel Dew	Shire President
Cr Larry Scott	Deputy Shire President
Cr Christine Germain	Councillor
Cr Trish Witney	Councillor
Cr Craig Wright	Councillor
Cr Lina Look	Councillor
Cr John Mason	Councillor
Cr John Salerian	Councillor
Mr Ian Curley	Chief Executive Officer
Mr Laurie Tilbrook	Deputy Chief Executive Officer
Mr Louis Fouché	Director Planning Services
Mr Steve Cleaver	Director Community Services
Mr Andrew Bruce	Director Technical Services
Mr Jason Robertson	Manager Environmental Health & Building Services
Mrs Annette Mason	A/Executive Support Officer

APOLOGIES

There were no members of the public present at the commencement of the meeting.

LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil.

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil.

4.1 PUBLIC QUESTION TIME

Nil.

4.2 PUBLIC STATEMENTS

Nil.

5. APPLICATIONS FOR LEAVE OF ABSENCE**COUNCIL RESOLUTION**

OCM13/06/038

MOVED: Cr Mason

SECONDED: Cr Germain

That Leave of Absence be granted to Cr Scott and Cr Witney for the July 2013 Ordinary Council meeting.

CARRIED 8/0



6. DISCLOSURES OF MEMBERS' & OFFICERS' INTERESTS

Cr Salerian declared an interest affecting impartiality in item 9.2.1 as he is a member of the Waroona Agricultural Society.

Cr Wright and Cr Mason declared an interest affecting impartiality in Item 9.2.2 as they are members of the Waroona Football Club.

Cr Witney and Cr Look declared a financial interest in Item 9.5.1 as they are employees of the Waroona Community Health & Resource Centre.

Cr Germain declared an interest affecting impartiality in Item 9.5.1 as she is Chairperson of the Waroona Community Centre Board.

7. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

8. CONFIRMATION OF MINUTES**8.1 ORDINARY COUNCIL MEETING – 28 MAY 2013****COUNCIL RESOLUTION****OCM13/06/039****MOVED: Cr Wright****SECONDED: Cr Mason**

That the Minutes of the Ordinary Council Meeting held 23 April 2013 be confirmed as being a true and correct record of proceedings.

CARRIED 8/0**9.0 REPORTS OF OFFICERS AND COMMITTEES****9.1 DIRECTOR TECHNICAL SERVICES**

Nil



9.2 DIRECTOR COMMUNITY SERVICES

Cr Salerian declared an interest affecting impartiality of Item 9.2.1 as he is a member of the Waroona Agricultural Society.

9.2.1 AGRICULTURAL SOCIETY- OVAL HIRE CHARGE	
Reporting Officer / Officer's Interest:	Steve Cleaver, Director Community Services
Responsible Officer / Officer's Interest	Ian Curley, Chief Executive Officer
Proponent:	Waroona Agricultural Society
Landowner:	Shire of Waroona
Date of Report: 7 June 2013	File No.: 154/1
Previous Reference:	Nil
Statutory/Policy Implications:	Local Government Act 1995 s 6.16
Strategic Implications:	See below
Financial Implications:	\$2750
Asset Mgt. & LCC Implications:	N/A
Workforce Implications:	N/A
Voting Requirements	Simple majority
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>):	
<input type="checkbox"/> 1 MANAGE FUTURE GROWTH	<input type="checkbox"/> 4 CONSERVE SENSITIVE ENVIRONMENTAL ASSETS
<input type="checkbox"/> 2 PROTECT RURAL LAND USE	<input type="checkbox"/> 5 ENCOURAGE A DYNAMIC LOCAL ECONOMY
<input checked="" type="checkbox"/> 3 MAINTAIN A STRONG SENSE OF COMMUNITY	<input type="checkbox"/> 6 ACHIEVE ACTIVE CIVIC LEADERSHIP

PROPOSAL

To replace the oval hire charge for the Waroona Agricultural Society Show day from a 5% of gate takings to a flat fee of \$2750 per annum.

BACKGROUND

In the past the Shire of Waroona in accordance with section 6.16 of the Local Government Act 1995 has set oval hire charge for the Agricultural Society of 5% of the gate takings on the Show day.

Correspondence (**Appendix 9.2.1**) received from the Agricultural Society requests a flat fee calculated on the average of last three years gate takings.

FINANCIAL IMPLICATIONS

\$2750 in income.

STATUTORY IMPLICATIONS

Local Government Act 1995

STRATEGIC IMPLICATIONS

Of the 6 objectives outlined in Waroona's *Strategic Community Plan (SCP)*, this item contributes towards achieving objective number 3.



COMMUNITY CONSULTATION

Nil

OFFICER'S COMMENTS

The Agricultural Society has advised that calculation of the gate takings and visitor numbers takes some time following the Agricultural Show. Following this a calculation and payment has to be initiated in order for funds to be transferred to the Shire. This has in the past been problematic as the process relies on a communication process between Shire staff and volunteers who may finish their roles as office bearers.

In all respects the fee is a contribution to the costs of running the ovals and not a fee for service. Averaging of gate takings over previous years can be undertaken at officer level in the annual setting of fees and charges as opposed to gathering data in order to calculate the fee. In this regard it is preferable to agree to a flat fee. This would then allow Shire Officers to invoice the Agricultural Society on an annual basis.

It should be also noted that the oval hire charge relates only to the hire of the oval for the weekend of the Agricultural Show and that a peppercorn building lease is required for the use of the Agricultural Society offices which is utilised by the Agricultural Society 12 months of the year. This would then mirror similar arrangements that the Cricket Club and Football Club have with the Shire for use of the buildings and playing fields.

COUNCIL RESOLUTION**OCM13/06/040****MOVED: Cr Scott****SECONDED: Cr Mason**

- 1. That the Shire consents to amending the fees and charges in the 2012/2013 budget from 5% of gate takings to \$2750 per annum.**
- 2. That a peppercorn lease be prepared between the Agricultural Society and the Shire of Waroona for use of the Waroona Agricultural Society office building.**

CARRIED 8/0

Cr's Wright and Mason declared an interest affecting impartiality in Item 9.2.2 as they are both members of the Waroona Football Club.

9.2.2 APPLICATION OF SHIRE OF WAROONA COMMON SEAL – WAROONA FOOTBALL CLUB LEASE	
Reporting Officer / Officer's Interest:	Steve Cleaver, Director Community Services/Nil
Responsible Officer / Officer's Interest	Ian Curley, Chief Executive Officer/ Nil
Proponent:	Waroona Football Club Inc
Landowner:	Shire of Waroona
Date of Report: 10 June 2013	File No.: legal documents
Previous Reference:	Nil
Statutory/Policy Implications:	Local Government Act 1995, Policy 1.26
Strategic Implications:	In document
Financial Implications:	\$150 per annum lease
Asset Mgt. & LCC Implications:	The annual operating cost of the Waroona Showgrounds and oval is approximately \$200000.
Workforce Implications:	HR requirements will be provided by current staff.
Voting Requirements	Simple majority
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>):	
<input type="checkbox"/> 1 MANAGE FUTURE GROWTH	<input type="checkbox"/> 4 CONSERVE SENSITIVE ENVIRONMENTAL ASSETS
<input type="checkbox"/> 2 PROTECT RURAL LAND USE	<input type="checkbox"/> 5 ENCOURAGE A DYNAMIC LOCAL ECONOMY
<input checked="" type="checkbox"/> 3 MAINTAIN A STRONG SENSE OF COMMUNITY	<input type="checkbox"/> 6 ACHIEVE ACTIVE CIVIC LEADERSHIP

PROPOSAL

To authorise the Chief Executive Officer and Shire President to sign and seal a lease with the Waroona Football Club for use of the clubroom facilities.

BACKGROUND

The previous lease for the Waroona Football clubroom expired at the end of 2012 following a 20 year lease.

The Shire has in the past provided the club with a peppercorn lease for the building and imposed a separate oval user charge for the use of the playing surface for the football season.

OFFICER'S COMMENTS

The new lease provides certainty to the Waroona Football Club Inc for exclusive use of the building and allows the club to maintain and improve the building over the term of the lease. Clarification of bin levy charges and excision of the oval lighting electrical switchboard and new car park has also been incorporated into the new lease in order to reduce the clubs insurance liability.

With the term of the previous lease of 20 years it was found that uncertainty arose with the introduction of State and Federal taxes such as the emergency services levy and the goods and services tax as these were introduced in the term of the last lease. As such the term of the new lease also has come into line with similar leases for a period of ten years. In all other respects the lease is similar, requiring the



Waroona Football Club to have responsibility to maintain the premises in return for a peppercorn \$150 per annum lease over ten years. It is therefore recommended that the Shire President and Chief Executive Officer be authorised to sign a lease and apply the common seal.

COUNCIL RESOLUTION

OCM13/06/041

MOVED: Cr Scott

SECONDED: Cr Wright

- 1. That the Shire of Waroona leases the Waroona football clubrooms, being a portion of Reserve 8746, to the Waroona Football Club Inc. for a period of ten years (expiring 22 May 2023).**
- 2. That the Shire President and Chief Executive Officer sign and apply the common seal to the lease.**

CARRIED 8/0

9.2.3 RECREATION CENTRE EXTENSIONS	
Reporting Officer / Officer's Interest:	Steve Cleaver, Director Community Services
Responsible Officer / Officer's Interest	Steve Cleaver, Director Community Services
Proponent:	Shire of Waroona
Landowner:	Shire of Waroona
Date of Report: 20 June 2013	File No.: 126/2
Previous Reference:	OCM11/12/161, OCM12/3/028, OCM12/11/133
Statutory/Policy Implications:	Local Government Act 1995
Strategic Implications:	In document
Financial Implications:	In document
Asset Mgt. & LCC Implications:	The annual operating cost will be \$6000 plus CPI. The life of the asset is fifty years. It will need renewal at thirty five years. This is a new asset.
Workforce Implications:	HR requirements will be provided by the current staff.
Voting Requirements	Absolute majority
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP):	
<input checked="" type="checkbox"/> 1 MANAGE FUTURE GROWTH	<input type="checkbox"/> 4 CONSERVE SENSITIVE ENVIRONMENTAL ASSETS
<input type="checkbox"/> 2 PROTECT RURAL LAND USE	<input type="checkbox"/> 5 ENCOURAGE A DYNAMIC LOCAL ECONOMY
<input checked="" type="checkbox"/> 3 MAINTAIN A STRONG SENSE OF COMMUNITY	<input type="checkbox"/> 6 ACHIEVE ACTIVE CIVIC LEADERSHIP

PROPOSAL

To call for tenders to construct extensions to the Shire Gymnasium and commit to expenditure in the financial year 2013/14.

BACKGROUND

In 2006 Shire consultants recommended expansion of the Gymnasium at the Shire Recreation and Aquatic Centre as Shire Gymnasiums can offset losses within the business.

At the December 2011 Ordinary Council Meeting, Council resolved to allocate \$250000 of Royalties for Regions Country Local Government Fund to extensions of the Shire Recreation Centre. The Shire at the March 2012 Ordinary Council Meeting Council further resolved to apply for a Community Sport and Recreation Facility Fund (CSRFF) grant and to engage an architect.

HMA Architects from Bunbury were engaged and sketches were adopted by the Recreation Advisory Committee in May 2012. At the November 2012 Ordinary Council Meeting, Council adopted the plans and proceeded to full working drawings. At this time Council also sought an additional \$125000 from the Federal Governments Regional Development Australia Fund (RDAF).

In December 2012 the Shire was advised that we were successful in receiving \$125000 grant funding from the (CSRFF). In May 2013 the Shire was advised that it was unsuccessful in attaining RDAF funding.



FINANCIAL IMPLICATIONS

	Expenditure	Income	
<i>2012/2013</i>			
CLGF		250000	
Design fees	13020		
<i>2013/2014</i>			
CSRFF		125000	
Design fees	20080		
Building estimate	300000		
Contingency	41900		
Total project	375000	375000	

All figures are ex GST

COMMUNITY CONSULTATION

The project has been recommended by the Recreation Advisory Committee.

OFFICER'S COMMENTS

Tender documents and specifications have been prepared (**APPENDIX 9.2.3**) and it is proposed that the project will go to a state-wide public tender on 6 July 2013 and close on 31 August 2013. It is anticipated that the acceptance of the tender will take place at the special August Council Meeting in early August. Contracts can then be awarded in mid-August and with an anticipated construction of 12-16 weeks the project may be completed before January 2013.

In order for the project to proceed Council needs to commit \$361980 for the 2013/2014 budget. This is the total cost of the project less costs to date. As expenditure is matched entirely by grant funds this commitment is recommended. Council should also call for tenders.

COUNCIL RESOLUTION

OCM13/06/042

MOVED: Cr Germain

SECONDED: Cr Mason

- 1. That Council commits expenditure \$361980 (ex GST) in financial year 2013/2014 for extensions to the Waroona Recreation Centre. (A/c7104)**
- 2. That Council budgets to receive in 2013/2014 \$125000 (ex GST) from the Department of Sport and Recreation, Community Sport and Recreation Facilities Fund (A/c7093). With \$236980 of Royalties for Regions Country Local Government Fund carried over from financial year 2012/2013.**
- 3. That State-wide tenders be called from reputable builders to construct the additions in accordance with plans and specifications provided by Council Architect.**

CARRIED BY ABSOLUTE MAJORITY 8/0

9.2.4 REGIONAL DEVELOPMENT AUSTRALIA FUND, ROUND 5	
Reporting Officer / Officer's Interest:	Steve Cleaver, Director Community Services / Nil
Responsible Officer / Officer's Interest	Ian Curley, Chief Executive Officer / Nil
Proponent:	Shire of Waroona
Landowner:	N/A
Date of Report: 24 June 2013	File No.: 61/1
Previous Reference:	Nil
Statutory/Policy Implications:	Local Government Act 1995
Asset Mgt. & LCC Implications:	The annual operating cost will be \$1,720 plus CPI. The life of the asset is 15 years. It will need renewal at 15 years. This is a replacement asset.
Workforce Implications:	HR requirements will be provided by current staff, contractors.
Voting Requirements	Simple Majority
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP):	
<input type="checkbox"/> 1 MANAGE FUTURE GROWTH	<input type="checkbox"/> 4 CONSERVE SENSITIVE ENVIRONMENTAL ASSETS
<input type="checkbox"/> 2 PROTECT RURAL LAND USE	<input type="checkbox"/> 5 ENCOURAGE A DYNAMIC LOCAL ECONOMY
<input checked="" type="checkbox"/> 3 MAINTAIN A STRONG SENSE OF COMMUNITY	<input type="checkbox"/> 6 ACHIEVE ACTIVE CIVIC LEADERSHIP

PROPOSAL

To make application for funding from round five of the Regional Development Australia Fund.

BACKGROUND

The Minister for Regional Development has announced that he has released \$150 million for Regional and Local Community Infrastructure Projects through the Regional Development Australia Fund (RDAF). Funding is provided on the same proportion as the Federal Assistance Grants and has been assessed as \$86,591.

Applications opened on 21 June 2013 and must be received by 22 July 2013. Projects must be approved, have evidence of co-contributions, be planned and costed. Projects must commence within 12 months of a signed agreement and be completed by 31 December 2016.

FINANCIAL IMPLICATIONS

	Income (\$)	Expenditure (\$)
RDAF	86,591	
Shire of Waroona co-contribution	10,000	
Community Public Buildings Project (Library air-conditioning \$40000 and Town Hall kitchen/lesser hall - \$56591)		96,591
Total	96,591	96,591

All figures are ex GST



OFFICER'S COMMENTS

It is proposed that the Shire utilise this funding to upgrade community buildings in particular

- Town Hall Kitchen/ Lesser Hall
- Library air-conditioning system.

Both of these buildings have had upgrades delayed for several years and are shovel ready with quotes already obtained for the air-conditioning system and preliminary quotes for the town hall kitchen and lesser hall ceiling.

It is also recommended that Council delegates to the Chief Executive Officer to amend or vary the application by replacing the projects should the proposed projects be deemed ineligible. This may be required if elements of the project are deemed plant and as such are ineligible requiring other infrastructure projects to be inserted.

COUNCIL RESOLUTION**OCM13/06/043****MOVED: Cr Wright****SECONDED: Cr Look**

1. That an application of \$86,591 be made to the Regional Development Australia Fund to upgrade Community Public Buildings, being the Shire Library and Town Hall.
2. That a \$10,000 co-contribution towards the project be made by the Shire of Waroona.
3. That the 2013/2014 budget pre commits \$96591 expenditure with a matching \$86,591 income for this project.
4. That the Chief Executive Officer be authorised to amend or vary the projects as required.

CARRIED 8/0

9.3 DIRECTOR PLANNING SERVICES

9.3.1 LOT 500 BURNEY ROAD, HAMEL – PROPOSED DEMOLITION AND SITE WORKS	
Reporting Officer / Officer's Interest:	Greg Delahunty – Town Planner / Nil
Responsible Officer / Officer's Interest	Louis Fouché – Director Planning Services / Nil
Proponent:	National Trust of Australia (WA)
Landowner:	Department of Environment and Conservation
Date of Report: 17 June 2013	File No.: TP1554
Previous Reference:	Nil
Statutory/Policy Implications:	Planning and Development Act 2005 Heritage of Western Australia Act 1990 Peel Region Scheme 2009 Building Act 2011 Health Act 1911 Health (Asbestos) Regulations 1992 Shire of Waroona Town Planning Scheme 7 1996 State Planning Policy 3.5 Historic Heritage Conservation Local Planning Strategy 2009 Local Planning Policy 1 – Community Consultation (LPP1) Local Planning Policy 4 – Heritage (LPP4)
Strategic Implications:	Shire of Waroona Community Strategic Plan 2012
Financial Implications:	Nil
Asset Mgt. & LCC Implications:	N/A
Workforce Implications:	HR requirements provided by current staff.
Voting Requirements	Simple Majority
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP):	
<input type="checkbox"/> 1 MANAGE FUTURE GROWTH	<input type="checkbox"/> 4 CONSERVE SENSITIVE ENVIRONMENTAL ASSETS
<input type="checkbox"/> 2 PROTECT RURAL LAND USE	<input type="checkbox"/> 5 ENCOURAGE A DYNAMIC LOCAL ECONOMY
<input checked="" type="checkbox"/> 3 MAINTAIN A STRONG SENSE OF COMMUNITY	<input type="checkbox"/> 6 ACHIEVE ACTIVE CIVIC LEADERSHIP

PROPOSAL

An application has been received for the stage 1 works on Lot 500 Burney Road, Hamel. Location and site plans are at **APPENDIX 9.3.1A and 9.3.1B**.

The stage 1 site works involves the following:

- Demolition and removal of derelict buildings and structures dating from the 1960's.
- Adaptation of the northern bridge over the Samson Brook for pedestrian access.
- Reconstruction of driveway and car park (compacted gravel), boundary fence and gates along Burney Road.
- Picnic area and interpretive walks including signage.



In support of the application a Hamel Eco-Park Conservation Works and Interpretative Design Strategy, a Heritage Impact Statement and an Asbestos Survey and register of Hamel Nursery Buildings was submitted.

BACKGROUND

The site works are focussed on a 6 ha site to the North of the 16 Ha lot 500 Burney Road. The 6 ha site contains the arboretum, early nursery buildings, shad house and shade frames dating to 1917, early timber bridge over the brook and a tank stand. Further to this a range of more recent structures including a house, nursery buildings and sheds, railway carriage, shade frames, raised nursery beds, pump houses, fences, tanks and irrigation equipment. With the exception of two sheds, all of the recent structures are in poor and vandalised condition.

An asbestos survey carried out on the site finds that the house, dilapidated nursery buildings, pump houses and some fences all contain various quantities of asbestos.

The National Trust has been funded by the Peel Development Commission to identify, conserve and interpret heritage values at the site of the Hamel Nursery and to prepare it for community access and a range of as yet community uses.

STATUTORY IMPLICATIONS

Heritage of Western Australia Act 1990

Section 45 of the act requires local governments to compile and maintain an inventory of buildings within its district which in its opinion are, or may become, of cultural heritage significance.

Planning and Development Act (2005)

The proposed works constitute development under the Planning and Development Act.

Peel Region Scheme 2009

The lot is reserved as State Forest under the Peel Region Scheme.

Shire of Waroona Town Planning Scheme No. 7 (TPS)

The subject lot is reserved as State Forest under the PRS and therefore the TPS.

The proposed works, while not considered as a land use, constitute development under the Planning and Development Act as well as the TPS.

Clause 6.1.1 of the TPS states that subject to Clause 6.1.2, a person shall not commence or carry out development on any land zoned or reserved by the Scheme without first having applied for and obtained the Planning Consent of the Council in accordance with the provision of the Scheme.

Clause 6.1.2 (d) states that the demolition of any building or structure included on the Heritage List under clause 7.1 of the Scheme requires Planning Consent from Council.

Clause 3.2.1 states that where an application for Planning Consent is made with respect to land within a Scheme Reserve or any other Crown Reserve, the Council shall have regard to the ultimate purpose intended for the Reserve and the Council shall, in the case of land reserved for the purposes of a Public Authority, confer with that Authority before granting its consent.

Part VII of the Town Planning Scheme No.7 deals with Special Controls. Clause 7.1 deals specifically with Heritage – Precincts and Places of Cultural Significance.

Clause 7.1.1.1 states that the purpose and intent of the heritage provisions are:

- a) To facilitate the conservation of places of heritage value;
- b) To ensure as far as possible that development occurs with due regard to heritage values.

Clause 7.1.2.2 states that the Heritage List means the Municipal Inventory, as amended from time to time, prepared by the Council pursuant to Section 45 of the Heritage of Western Australian Act 1990 (as amended), or such parts thereof as described in the Heritage List as adopted by Council. (Hamel Nursery is included on the Shire's Municipal Heritage Inventory).

Clause 7.1.4.1 states that in dealing with matters which may affect an entry on the Heritage List, including any applications for Planning Consent, Council shall have regard to any Heritage policy of the Council.

Clause 7.1.4.2 states that in dealing with an application that may affect a Heritage Listed property, Council may solicit the views of the Heritage Council and take those views into account when determining the application.

Building Act 2011

A person must not undertake demolition without first getting a demolition Permit issued under the Building Act 2011.

Health (Asbestos) Regulations 1992

These regulations, a subsidiary of the Health Act 1911, regulate the sale, usage and disposal of material containing asbestos.

STRATEGIC IMPLICATIONS

Of the 6 objectives outlined in Waroona's *Strategic Community Plan (SCP)*, this item contributes towards achieving the following objective:

3. *Maintain a strong sense of community.*



STRATEGIC PLANNING IMPLICATIONS

State Planning Policy 3.5 Historic Heritage Conservation

The objectives of this policy are:

- To conserve places and areas of historic heritage significance;
- To ensure that development does not adversely affect the significance of heritage places and areas;
- To ensure that heritage significance at both the State and local levels is given due weight in planning decision-making; and
- To provide improved certainty to landowners and the community about the planning processes for heritage identification, conservation and protection.

Clause 6.6 of the State Planning Policy deals with development controls.

Demolition of a heritage place (including a place within a heritage area).

- Demolition of a State heritage place is rarely appropriate and should require the strongest justification. Demolition of a local heritage place should be avoided wherever possible, although there will be circumstances where demolition is justified. The onus rests with the applicant to provide a clear justification for it.
- Demolition approval should not be expected simply because redevelopment is a more attractive economic proposition, or because a building has been neglected.
- Consideration of a demolition proposal should be based upon the significance of the building or place; the feasibility of restoring or adapting it, or incorporating it into new development; the extent to which the community would benefit from the proposed redevelopment; and any local planning policies relating to the demolition of heritage places.

Local Planning Strategy (LPS)

The subject lot is identified as State Forest under the LPS.

Section 11.1 of the LPS outlines the Community and Recreation Considerations.

A key point of this strategy outlines that the State Forest play an important role in the biodiversity of the environment and recreational opportunities for the community and visitors.

Section 11.2 outlines the Community and recreation Strategy. A key point of this strategy is to reflect the State Forest indicated in the Peel Region Scheme in the Strategy and encourage its management by the relevant authority to balance the objectives of the conservation and recreation.

Section 12 outlines Tourism consideration of the Strategy.

Hamel has a rich and interesting history that will provide some tourism opportunities. The area contains the first State Nursery, established in 1897. A nursery and pine plantation have operated in the settlement continuously since that time. There are a wide variety of trees from around Australia and the world on display in the State Forest on either side of the railway line.



Section 11.2 outlines the Tourism Strategy. A key point of this strategy is to maintain the State Forest zoning surrounding the Hamel townsite to protect the historic and ecological character of the area and also to implement walk trails and interpretation of the area.

Local Planning Policy 1 – Community Consultation

The objective of this policy is to ensure that an appropriate level of community notification is undertaken to keep any potentially affected ratepayer aware of a development proposal and to allow them ample opportunity to make a submission to allow their concerns to be considered by Council prior to making a decision on the subject proposal.

This policy does not deal with land reserved under the TPS.

Notation 3 of this policy deals with defining ‘Local, Regional and Commercial impact’ of development applications.

Local Planning Policy 4 – Heritage (LPP4)

The objectives of this Policy are:

1. Provide appropriate planning protection for a range of places identified as having heritage significance; and
2. Provide for the preservation and enhancement of the context of heritage places, such that development that would degrade

Legal status/considerations

This Policy sets out the Shire Heritage List adopted pursuant to clause 7.1.2 of the TPS.

Hamel Nursery is listed as no. 2 on Council’s Heritage list.

COMMUNITY CONSULTATION

The development will have no impact outside the boundaries of Lot 500, therefore community consultation was not required in terms of LPP1.

INTERNAL REFERRAL

Upon referral to the Shire’s Building Department, the Shire’s Manager of Environmental Health and Building Services (MEHBS) stated that a Demolition Permit is required under the Building Act 2011. He also noted that any future building works will require a building permit.

Upon referral to the Shire’s Community Services directorate, the Director Community Services (DCS) stated that the Demolition Permit will detail conditions relating to asbestos removal from the site.

Upon referral to the Shires Technical Services directorate the Shire’s consulting Engineer offered the following advice:



Asbestos removal:

- Shire should advise the applicant if waste disposal site has the capacity to dispose of asbestos waste, and the process that they are required to follow prior to any delivery of the material.

Restoration of existing bridge structure, and construction of new bridge structure for public access across Samson Brook:

- Particularly for the restoration bridge, structural assessment should be required to be undertaken to determine if strengthening works, or if any load limits are required to be imposed.
- There is low risk of new bridges creating issues during periods of flood, recommend applicant should be required to obtain relevant approvals for new bridge structures.

Entrance off Burney Road:

- Applicant should be required to undertake clearing at all crossover intersection with Burney and McFarlane Roads to improve sight lines
- Recommend consideration be given to sealing all crossover intersections to Burney and McFarlane Roads, particularly if it is to be open to the public and is providing camping facilities; to ensure access is maintained in a good state during all conditions.
- Shire should note in future if site becomes a popular tourist destination, demand to widen the existing pavement on Burney Road may arise.

Internal roads and paths:

- Generic condition should be applied requiring the roads car parks and paths to be upgraded and maintained in accordance with the development approval to the satisfaction of the Shire of Waroona.

EXTENAL REFERRAL

The proposal was referred to the following organisations / individuals or comment

- State Heritage Office (SHO)
- Department of Water (DoW)
- Department of Fire and Emergency Services
- Department of Environment and Conservation
- Regional Heritage Advisor (RHA)

See officer's comments and schedule of submission at APPENDIX C.

OFFICER'S COMMENTS

Given that the application involves the demolition of buildings included on the Shire's Heritage List, planning consent is required. In accordance with the TPS provisions, a Heritage Impact statement was submitted in support of the application. Although, according to the statement, the site has significant cultural value as the



oldest surviving nursery in Western Australia, the cultural heritage value of the buildings proposed to be demolished does not warrant their preservation given their current condition. The loss of the buildings will be ameliorated with the undertaking of an archival record of the structures. This conclusion has been echoed by both the State Heritage Office as well as the Shire's Regional Heritage Advisor.

The proposed works will enhance the heritage values of the place by reducing unsightly and hazardous buildings that are of low heritage significance. The statement of significance in the State Heritage listing for the site states that the 'existing buildings associated with the current nursery and dating from the 1960s have low significance'. Their removal will facilitate safe community access, protecting elements of high heritage significance and enhancing the community's ability to enjoy and understand the rich historic, natural and indigenous significance of the place.

Internal Referral

The MEHBS, DCS and consulting Engineer's comments have been applied as conditions and advice notes as relevant.

External Referral

Department of Water (DoW)

The DoW offered a range of advice relating specifically to water quality protection, management of stormwater, groundwater abstraction and effluent disposal.

State Heritage Office (SHO)

The SHO supports the proposal subject to a photographic archival record of the demolished buildings being prepared and further information being supplied about the nursery beds, and the new pedestrian deck to the Samson Brook bridge, prior to construction.

Department of Fire and Emergency Services (DFES)

DFES advised that the subject lot was in an area of bush fire risk which warranted the preparation of a Fire Management Plan. Once the plan had been submitted, DFES raised no objection to the proposal subject to the proponent implementing the endorsed Fire Management Plan.

Department of Environment and Conservation (DEC)

Supports the proposal.

Regional Heritage Advisor (RHA)

Buildings on site, proposed for demolition, do not have cultural heritage value to justify protection in their current condition. Proposal is supported subject to archival record of demolished buildings being undertaken.

Arising from the external referral conditions and/or advice notes have been applied as relevant.

Stormwater

Stormwater disposal is also a relevant consideration. A condition has been added to ensure all water runoff from the proposed development is disposed of on site or connected to a Council stormwater legal point of discharge in accordance with Statement of Planning Policy 2.1.

Conclusion

When taking into consideration the (lesser) heritage significance of the buildings in relation to that of the place itself and the feasibility of restoring or adapting them, it is considered that the extent to which the community would benefit from the proposed redevelopment is greater than the loss from the demolition of the buildings. The resounding advice, received from the SHO and the RHA, is that the heritage and cultural values of the site will be increased by the proposed works and a subsequent suitable land use. For this reason approval is recommended.

COUNCIL RESOLUTION**OCM13/06/044****MOVED: Cr Germain****SECONDED: Cr Witney**

That, in relation to the proposed demolition of the house, nursery building, greenhouse, railway carriage, three small sheds, pump house and fences and site works including reconstruction of the existing driveway, car park, and pedestrian bridge, construction of a picnic area, interpretative walks and boundary fencing at Lot 500 Burney Road, Hamel, Council resolves to approve the application and submitted plans subject to the following conditions and advice notes:

1. The development shall occur in accordance with the approved plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Director Planning Services.
2. A photographic archival record of the demolished structures is to be prepared according to the *Guide to Preparing Archival Records* and submitted to the Shire prior to works commencing to the satisfaction of the Director Planning Services.
3. All stormwater and drainage run-off to be contained on site or connected to a Council stormwater legal point of discharge to the specification and satisfaction of the Director Technical Services.
4. The applicant is required to seal all crossover intersections to Burney and McFarlane Roads to the satisfaction of the Director Technical Services (See advice note j).
5. The applicant is required to undertake clearing of vegetation at all crossover intersections with Burney Road and McFarlane Road to the satisfaction of the Director Technical Services.
6. The internal access road and car park on the attached approved site plan shall:
 - a) be installed to the approval of the Shire of Waroona prior to the commencement of the approved use;
 - b) be constructed and drained to a compacted gravel standard, and thereafter maintained to the approval of the Shire of Waroona.
 - c) be made available for such use at all times and not used for any other purpose unless otherwise approved in writing by the Shire of Waroona; and
 - d) be properly formed to such levels that it can be used in accordance with the approved plan(s) and use.

- 7. The endorsed Fire Management Plan, dated June 2013, is to be implemented to the satisfaction of the Director Planning Services and the Department of Fire and Emergency Services.**
- 8. The development approved is to be substantially commenced within two (2) years the date of this determination. The approval lapses if the development has not substantially commenced before the expiry of that period.**

ADVICE TO APPLICANT:

- a. With regard to bridges over Samson Brook. It is recommended that the proponent refers to the Department of Water's Water Quality Protection Note 44: Roads near sensitive water resources and building creek crossings for advice on location, design and construction of bridges near sensitive water resources. Any new or repaired structures shall ensure that there is no flood risk to upstream, adjacent or downstream properties.**
- b. With regard to the management of stormwater generated on impermeable surfaces the proponent should refer to the Department of Water's Stormwater Management Manual for Western Australia and Water Sensitive Urban Design brochures series for onsite best practice storm water management.**
- c. The subject property is located within the Murray Groundwater Area as proclaimed under the Rights in Water Act 1914. Any groundwater abstraction in this proclaimed area for purposes other than domestic and/or stock watering taken from the superficial aquifer is subject to licensing by the Department of Water. The issuing of a groundwater licence is not guaranteed but if issued will contain a number of conditions that are binding upon the licensee.**
- d. The proponent is advised that the proposal is located within the Peel-Harvey Catchment and the provisions of the Environmental Protection (Peel Inlet – Harvey Estuary) Policy 1992 and the Statement of Planning Policy No. 2.1 – the Peel-Harvey Coastal Plain Catchment (SPP 2.1) shall apply.**

- e. In accordance with SPP 2.1, the use of conventional on-site effluent disposal systems will only be supported where it can be demonstrated that there is at least a 2 metre vertical separation between the base of the leach drain and the highest known groundwater level and a 100 metre horizontal separation between the disposal system and the nearest water body. Please refer to the Department of Water's Water Quality Protection Note 70: Wastewater treatment and disposal – domestic systems for further guidance on wastewater management near sensitive water resources
- f. The applicant is advised that a Building Permit, issued by the Shire of Waroona, is required prior to the commencement of construction. This planning approval does not grant consent to commence building works. Furthermore, the proposed development is to comply with the National Construction Code 2012.
- g. The applicant is advised that, under the Building Act 2011, a Demolition Permit is required prior to the demolition of any building on site.
- h. The applicant is advised that further information is to be provided regarding the construction of the new pedestrian deck to the Samson Brook bridge prior to works commencing.
- i. The applicant is advised that the nursery beds have significant aesthetic value for the site and further information to be provided regarding the nursery beds when a proposed future use is decided. A development application may be required for any works which would impact on their fabric.
- j. In relation to condition 4 the applicant is required to construct vehicle crossover(s) in accordance with Council's Standard specifications to the satisfaction of the Director Technical Services. The applicant is advised to contact the Technical Services Directorate in this regard.
- k. The applicant is advised that any interpretation at the Nursery should consider the cultural heritage of the Hamel district as a whole.
- l. Material containing Asbestos must be removed from site in accordance with the Health (Asbestos) Regulations 1992.

CARRIED 8/0



9.4 DEPUTY CEO/DIRECTOR CORPORATE SERVICES

9.4.1 ACCOUNTS FOR PAYMENT	
Reporting Officer / Officer's Interest:	Joe Dineley – Senior Finance Officer / Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook – Deputy CEO/Director Corporate Services / Nil
Proponent:	N/A
Landowner:	N/A
Date of Report: 04/06/2013	File No.: 1/3
Previous Reference:	N/A
Statutory/Policy Implications:	N/A
Strategic Implications:	N/A
Financial Implications:	N/A
Asset Mgt. & LCC Implications:	N/A
Workforce Implications:	N/A
Voting Requirements	Simple Majority
LINKED TO STRATEGIC OBJECTIVE NUMBER (SCP):	
<input type="checkbox"/> 1 MANAGE FUTURE GROWTH	<input type="checkbox"/> 4 CONSERVE SENSITIVE ENVIRONMENTAL ASSETS
<input type="checkbox"/> 2 PROTECT RURAL LAND USE	<input type="checkbox"/> 5 ENCOURAGE A DYNAMIC LOCAL ECONOMY
<input type="checkbox"/> 3 MAINTAIN A STRONG SENSE OF COMMUNITY	<input type="checkbox"/> 6 ACHIEVE ACTIVE CIVIC LEADERSHIP

APPENDIX 9.4.1

<u>COUNCIL RESOLUTION</u>		
OCM13/06/045		
MOVED: Cr Witney		
SECONDED: Cr Look		
That Vouchers numbered:		
<u>ACCOUNT</u>	<u>CHEQUE NOS.</u>	<u>TOTAL \$</u>
Municipal	Cheques 7274 - 7353	\$45,220.53
Trust (Cheque/EFTs) 16346 & 16351 Chq's 11013, 11014 & 11015	EFT 16136, 16199, 16294, 16295	\$14,505.37
Electronic Transfers Municipal Fund	EFT 16137 - 16427	\$873,839.59
Direct Wages	01/04/2013 – 31/05/2013 inclusive	\$414,459.80
GRAND TOTAL:		<u>\$1,348,025.29</u>
and attached at Appendix 9.4.1 be endorsed.		
CARRIED 8/0		



9.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2012 TO 30 APRIL 2013 & 1 JULY 2012 TO 31 MAY 2013	
Reporting Officer / Officer's Interest:	Ashleigh Nuttall – Manager Financial Services / Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook - Deputy CEO/Director Corporate Services / Nil
Proponent:	N/A
Landowner:	N/A
Date of Report: 20/05/2013	File No.: 1/1
Previous Reference:	N/A
Statutory/Policy Implications:	N/A
Strategic Implications:	N/A
Financial Implications:	N/A
Asset Mgt. & LCC Implications:	N/A
Workforce Implications:	N/A
Voting Requirements	Simple Majority
LINKED TO STRATEGIC OBJECTIVE NUMBER (SCP):	
<input type="checkbox"/> 1 MANAGE FUTURE GROWTH	<input type="checkbox"/> 4 CONSERVE SENSITIVE ENVIRONMENTAL ASSETS
<input type="checkbox"/> 2 PROTECT RURAL LAND USE	<input type="checkbox"/> 5 ENCOURAGE A DYNAMIC LOCAL ECONOMY
<input type="checkbox"/> 3 MAINTAIN A STRONG SENSE OF COMMUNITY	<input type="checkbox"/> 6 ACHIEVE ACTIVE CIVIC LEADERSHIP

APPENDIX 9.4.2**COUNCIL RESOLUTION****OCM13/06/046****MOVED: Cr Witney****SECONDED: Cr Mason**

That the Monthly Statements of Financial Activity for the period 1 July 2012 to 30 April 2013 and 1 July 2012 to 31 May 2013 at Appendix 9.4.2 be received and noted.

CARRIED 8/0

9.4.3 PROPOSED CHANGES TO EXISTING POLICIES	
Reporting Officer / Officer's Interest:	Laurie Tilbrook, Deputy Chief Executive Officer/Director Corporate Services / Nil
Responsible Officer / Officer's Interest	Ian Curley, Chief Executive Officer / Nil
Proponent:	NA
Landowner:	NA
Date of Report:	20 May 2013
File No.:	38/1 & 111/1
Previous Reference:	Changes & Updating of Existing Policies
Statutory/Policy Implications:	Bringing current Policies into line with current practices or changed circumstances
Strategic Implications:	Very Little Strategic Significance.
Financial Implications:	Very Little Financial Significance.
Asset Mgt. & LCC Implications:	The proposed changes will ensure compliance with new Asset Management practices
Workforce Implications:	NA
Voting Requirements	Absolute Majority
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP):	
<input type="checkbox"/> 1 MANAGE FUTURE GROWTH	<input type="checkbox"/> 4 CONSERVE SENSITIVE ENVIRONMENTAL ASSETS
<input type="checkbox"/> 2 PROTECT RURAL LAND USE	<input type="checkbox"/> 5 ENCOURAGE A DYNAMIC LOCAL ECONOMY
<input type="checkbox"/> 3 MAINTAIN A STRONG SENSE OF COMMUNITY	<input checked="" type="checkbox"/> 6 ACHIEVE ACTIVE CIVIC LEADERSHIP

PROPOSAL

It has come to light that a few of the existing policies should be changed, so as to better reflect how things should apply. Also, it is recommended that the LSL Reserve be renamed as the "Staff Leave" Reserve.

BACKGROUND

With changes in staff duties, it has come to light that the Depreciation rates on certain Assets need to change, as well as clarifying a few other operational matters. Most of these matters are related to Depreciation and have arisen from further detailed work on Asset Management, and other Integrated Planning & Reporting Framework [IP & RF] matters.

FINANCIAL IMPLICATIONS

The proposed changes to the Policies will have little impact on Council's finances beyond bringing the Depreciation into line with the rates which are applicable to other Councils in the South West region of WA, and the other financial implication could possibly involve a slight change to the amount held in the Staff Leave Reserve.

STATUTORY IMPLICATIONS

The proposed changes to the Policies will have little impact, beyond clarifications.

STRATEGIC IMPLICATIONS

The proposed changes to the Policies will have little impact.



COMMUNITY CONSULTATION

No community consultations are seen as being needed on the proposed Changes to the current Policies.

COUNCIL RESOLUTION

OCM13/06/047

MOVED: Cr Germain

SECONDED: Cr Witney

That the Draft Policy Changes, as per Attachments 9.4.3A – 9.4.3E, being:

Policy 3.1.4 – Depreciation of Non-Current Assets

Policy 3.1.3 – Infrastructure Assets

Policy 3.1.2 – Valuation of Non-Current Assets

Policy 3.1.6 – Employee Entitlements

Policy 2.28 – Salary Sacrifice

be adopted.

CARRIED BY ABSOLUTE MAJORITY 8/0

9.4.4 PROPOSED NEW POLICIES	
Reporting Officer / Officer's Interest:	Laurie Tilbrook, Deputy Chief Executive Officer/Director Corporate Services / Nil
Responsible Officer / Officer's Interest	Ian Curley, Chief Executive Officer / Nil
Proponent:	NA
Landowner:	NA
Date of Report: 20 May 2013	File No.: 38/1 & 111/1
Previous Reference:	Prior
Statutory/Policy Implications:	New Financial Management Policies need to be adopted
Strategic Implications:	Very Significant; Policies need to be in place before consideration on the Long Term Financial Plan, as well as the 4 Year Corporate Business Plan
Financial Implications:	Aiming to attain higher Cash Positions; more systemic approaches to attaining Asset Sustainability/Replacements
Asset Mgt. & LCC Implications:	The proposed new Policies will not add directly to any annual operating costs
Workforce Implications:	NA
Voting Requirements	Absolute Majority
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP):	
<input type="checkbox"/> 1 MANAGE FUTURE GROWTH	<input type="checkbox"/> 4 CONSERVE SENSITIVE ENVIRONMENTAL ASSETS
<input type="checkbox"/> 2 PROTECT RURAL LAND USE	<input type="checkbox"/> 5 ENCOURAGE A DYNAMIC LOCAL ECONOMY
<input type="checkbox"/> 3 MAINTAIN A STRONG SENSE OF COMMUNITY	<input checked="" type="checkbox"/> 6 ACHIEVE ACTIVE CIVIC LEADERSHIP

PROPOSAL

For Council to adopt new Financial Management Policies with regard to new Ratios which must be included in the new 10 year Long Term Financial Plan [LTFP], and the 4 year Corporate Business Plan [CBP].

BACKGROUND

All State Governments of Australia have introduced new requirements for Local Councils which have included the need for the adoption of new Financial Management Policies, which relate to the new requirements for Councils to produce new 10 year Strategic Community Plans, to review them, to produce new supporting 10 year Long Term Financial Plans, Asset Management Plans, and Work Force Plans, as well as more specific 4 year Corporate Business Plans. The latter Plan should provide directions for the Annual Budget.

The Department of Local Government (DLG) in WA has regulated that all Integrated Planning & Reporting Frameworks (IP&RF) be compliant with the standards outlined in the DLG's IP&RF 'Advisory Standards' and "all activities / services" delivered by Council connect to the "community's vision aspirations and objectives" (p.4). Of the 6 objectives outlined in Waroona's *Strategic Community Plan (SCP)*, this item contributes towards achieving specific objectives.



FINANCIAL IMPLICATIONS

The WA State Government have introduced new requirements, which will impact on a Council's finances, including Depreciation, Asset Valuations, & possibly its Rating strategies, as well as its levying of various Fees and Charges.

STATUTORY IMPLICATIONS

The proposed New Policies are a requirement to support the new statutory reporting requirements of the 10 year LTFP and the 4 year CBP.

STRATEGIC IMPLICATIONS

This policy will form part of the Councils Integrated Planning & Reporting Framework and provide some directions for developing the final financial projections to be contained in the 10 year Long Term Financial Plan, and the 4 year Corporate Business Plan.

COMMUNITY CONSULTATION

No community consultations are seen as being needed on these proposed Policies, at this time.

OFFICER'S COMMENTS

Further advice on these matters will be verbally advised at the Council meeting.

COUNCIL RESOLUTION

OCM13/06/048

MOVED: Cr Scott

SECONDED: Cr Look

That, in relation to draft Council Policies 9.4.4A to 9.4.4G, the officer's recommendations be accepted without modification and proposed Policies be adopted en bloc.

CARRIED BY ABSOLUTE MAJORITY 8/0

9.4.4(A) NEW POLICY PROPOSAL – OPERATING SURPLUS RATIO	
Reporting Officer / Officer's Interest:	John Crothers, Coordinator Corporate Planning / Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook, Director Corporate Services / Nil
Proponent:	n/a
Landowner:	n/a
Date of Report: 20 May 2013	File No.: 38/1 & 111/1
Previous Reference:	Nil
Statutory/Policy Implications:	New policy
Strategic Implications:	This policy is a DLG requirement and forms part of the IP&RF; These need to be in place before the adoption of the new longer term Financial Plans
Financial Implications:	Nil
Voting Requirements	Absolute Majority

PROPOSAL

For Council to adopt the draft policy, as stated below, which will form part of the Integrated Planning & Reporting Framework in accordance with the Department of Local Government [DLG] standards outlined for the IP&RF.

The DLG will expect Councils to attain a 0% to 5+% cash position within a short period of time [possibly over 4-10 years], or possibly 15% in the longer term.

Policy Proposal - For each of the next 6 years [2013/14 to 2018/19 years] the Council will, each year, attempt to reduce its deficit position with relation to the Standard Net "Operating Surplus Ratio" position, with a view to attaining a surplus position. The level of change should be shown at the bottom of the "Standard Operating Summary – By Nature & Type" included in the 2 main financial documents, being the 10 year Long Term Financial Plan, and the 4 year Corporate Business Plan. This policy will be reviewed by no later than June 2019.

BACKGROUND

The Department of Local Government in WA has regulated that all Local Government authorities will develop and implement an Integrated Planning & Reporting Framework (IP&RF) compliant with the standards set out in the 'Integrated Planning and Reporting Advisory Standards'. The standards require Council to have adopted a number of 'Financial Management Policies', & for details of these to be included in the narrative section of the 10 year Long Term Financial Plan, & references to such Policies are expected to be made in the 4 year Corporate Business Plan.

This Ratio is calculated by dividing the Standard Net Operating Surplus by the 'Own Source' Operating Revenue, being principally Rates, & Fees & Charges. The use of the word "Standard" refers to "Day to Day Operations", and therefore all non-recurrent Incomes and Expenses have been excluded from the calculations.

FINANCIAL IMPLICATIONS

Council will need to consider at what levels it will undertake various Capital Works over the next 4 years, as well as what possibly could occur for the following 6 years.

Council will also need to consider its Rating strategies as well as its raising of additional monies via its Fees & Charges across the 2 Financial Plans.

STATUTORY IMPLICATIONS

The Department of Local Government in WA has regulated that all Local Government authorities will develop and implement an Integrated Planning & Reporting Framework, which includes relevant Financial Management Policies, including this proposed policy.

New Financial Management Policies need to be adopted before the consideration of the 10 year Long Term Financial Plan, and the 4 year Corporate Business Plan.

STRATEGIC IMPLICATIONS

This policy will form part of the Councils Integrated Planning & Reporting Framework and provide some direction for developing the final financial projections to be contained in the 10 year Long Term Financial Plan, and the 4 year Corporate Business Plan.

COMMUNITY CONSULTATION

No direct community consultation was carried out when compiling this policy.

OFFICER'S COMMENTS

The Department of Local Government in WA has regulated that all Local Government authorities will develop and implement an Integrated Planning & Reporting Framework (IP&RF) and has developed the '*Integrated Planning and Reporting Advisory Standards*', that sets out the Department's expectations regarding compliance with the IPRF.

The expectation is that "The Standard is not met if the Operating Surplus is 0% (or below). The Basic Standard is met if the Operating Surplus is between 0% and 15%... The Advanced standard is met if the Operating Surplus is greater than 15%." (IP&RAS, 2011, p6) (NOTE: There is no mention of any "Intermediate standard")

OFFICER RECOMMENDATION

That (i) The Shire of Waroona attempt to achieve the Basic standard of an Operating Surplus position of between 0% to 5% by no later than 30 June 2023;

(ii) This Policy is adopted in order for the Shire of Waroona to comply with the standards required by the Department of Local Government in WA with regard to the IP&RF.



9.4.4(B) NEW POLICY PROPOSAL – CURRENT RATIO	
Reporting Officer / Officer's Interest:	John Crothers, Coordinator Corporate Planning / Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook, Director Corporate Services / Nil
Proponent:	n/a
Landowner:	n/a
Date of Report: 20 May 2013	File No.: 38/1 & 111/1
Previous Reference:	Nil
Statutory/Policy Implications:	New policy
Strategic Implications:	This policy is a DLG requirement and forms part of the IP&RF; These need to be in place before the adoption of the new longer term Financial Plans
Financial Implications:	Nil
Voting Requirements	Absolute Majority

PROPOSAL

For Council to adopt the draft policy, as stated below, which will form part of the Integrated Planning & Reporting Framework in accordance with the Department of Local Government standards outlined for the IP&RF.

Policy Proposal – That Council will ensure that it always has sufficient working capital/liquidity, so that it has a safeguard position, being that it has the ability to meet its short-term financial obligations out of unrestricted current assets. Generally this means that the Council has sufficient funds in its Bank Account, or 'At Call' and Term Deposit Investments, to pay its Creditors, and other Current Liabilities, as they fall due.

The minimum level now adopted is for this ratio to be greater than 1 each year. Council's current Ratio already exceeds this level.

BACKGROUND

The Department of Local Government in WA has regulated that all Local Government authorities will develop and implement an Integrated Planning & Reporting Framework (IP&RF) compliant with the standards set out in the 'Integrated Planning and Reporting Advisory Standards'. The standards require Council to have adopted a number of 'Financial Management Policies', & for details of these to be included in the narrative section of the 10 year Long Term Financial Plan, & references to such Policies are expected to be made in the 4 year Corporate Business Plan.

This Ratio is calculated by dividing the total of the Current Assets, less Restricted Assets [generally Tied Grants received, and Reserves], less Self-Supporting Loans Owing, by the total of Current Liabilities less the Current Liabilities of Loan Repayments due during each 12 month period.

FINANCIAL IMPLICATIONS

No financial implications are expected from the adoption of this Ratio, as Council already exceeds the minimum level.



STATUTORY IMPLICATIONS

The Department of Local Government in WA has regulated that all Local Government authorities will develop and implement an Integrated Planning & Reporting Framework, which includes relevant Financial Management Policies, including this proposed policy.

New Financial Management Policies need to be adopted before the consideration of the 10 year Long Term Financial Plan, and the 4 year Corporate Business Plan.

STRATEGIC IMPLICATIONS

This policy will form part of the Councils Integrated Planning & Reporting Framework and provide some direction for developing the final financial projections to be contained in the 10 year Long Term Financial Plan, and the 4 year Corporate Business Plan.

COMMUNITY CONSULTATION

No direct community consultation was carried out when compiling this policy, as the minimum level is already exceeded, and therefore no new action is required.

OFFICER'S COMMENTS

The Department of Local Government in WA has regulated that all Local Government authorities will develop and implement an Integrated Planning & Reporting Framework (IP&RF) and has developed the '*Integrated Planning and Reporting Advisory Standards*', that sets out the Department's expectations regarding compliance with the IPRF.

The expectation is that "The Standard is not met if this ratio is any value lower than 1 as to 1. Basic Standard is met if the ratio is equal to an expression 1:1 or greater". (IP&RAS, 2011, p6) (NOTE: There is no mention of any "Intermediate standard" or Advanced standard)

OFFICER RECOMMENDATION

That (i) A minimum Current Ratio of at least a factor of 1 should occur each year, so that Council will always have sufficient working capital/liquidity to meet its short-term financial obligations out of unrestricted current assets; and

(ii) This Policy is adopted in order for the Shire of Waroona to comply with the standards required by the Department of Local Government in WA with regard to the IP&RF.

9.4.4(C) NEW POLICY PROPOSAL – DEBT SERVICE COVERAGE RATIO	
Reporting Officer / Officer's Interest:	John Crothers, Coordinator Corporate Planning / Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook, Director Corporate Services / Nil
Proponent:	n/a
Landowner:	n/a
Date of Report: 20 May 2013	File No.: 38/1 & 111/1
Previous Reference:	Nil
Statutory/Policy Implications:	New policy
Strategic Implications:	This policy is a DLG requirement and forms part of the IP&RF; These need to be in place before the adoption of the new longer term Financial Plans
Financial Implications:	Nil
Voting Requirements	Absolute Majority

PROPOSAL

For Council to adopt the draft policy, as stated below, which will form part of the Integrated Planning & Reporting Framework in accordance with the Department of Local Government standards outlined for the IP&RF.

Policy Proposal That the Council's Debt Service Coverage Ratio should be such that it exceeds a factor of 2, with Non-Operating [Capital] Grants, Subsidises & Contributions & any tied operating grants excluded. This is to keep Council's annual Loan Repayments commitments at manageable levels.

Council's Ratio is currently 16, well in excess of 2, & Debt Servicing is not expected to be a problem unless numerous new large borrowings are undertaken.

BACKGROUND

The Department of Local Government in WA has regulated that all Local Government authorities will develop and implement an Integrated Planning & Reporting Framework (IP&RF) compliant with the standards set out in the 'Integrated Planning and Reporting Advisory Standards'. The standards require Council to have adopted a number of 'Financial Management Policies', & for details of these to be included in the narrative section of the 10 year Long Term Financial Plan, & references to such Policies are expected to be made in the 4 year Corporate Business Plan.

This Ratio is calculated by dividing the Net Surplus [with Interest Expenses & Depreciation Expenses not taken into account], by the total of Loan Repayments [both Principal & Interest] for the year

FINANCIAL IMPLICATIONS

No financial implications are expected from the adoption of this Ratio, as Council already exceeds the minimum level.

STATUTORY IMPLICATIONS

The Department of Local Government in WA has regulated that all Local Government authorities will develop and implement an Integrated Planning & Reporting Framework, which includes relevant Financial Management Policies, including this proposed policy.

New Financial Management Policies need to be adopted before the consideration of the 10 year Long Term Financial Plan, and the 4 year Corporate Business Plan.

STRATEGIC IMPLICATIONS

This policy will form part of the Councils Integrated Planning & Reporting Framework and provide some direction for developing the final financial projections to be contained in the 10 year Long Term Financial Plan, and the 4 year Corporate Business Plan.

COMMUNITY CONSULTATION

No direct community consultation was carried out when compiling this policy, as the minimum level is already exceeded, and therefore no new action is required.

OFFICER'S COMMENTS

The Department of Local Government in WA has regulated that all Local Government authorities will develop and implement an Integrated Planning & Reporting Framework (IP&RF) and has developed the '*Integrated Planning and Reporting Advisory Standards*', that sets out the Department's expectations regarding compliance with the IPRF.

*The expectation is that "The Standard is not met if this ratio is any value lower than 2. Basic Standard is met if the ratio is greater than or equal to 2. Advanced standard is met at a higher level if this ratio is greater than 5". (IP&RAS, 2011, p6) **(NOTE: There is no mention of any "Intermediate standard"***

OFFICER RECOMMENDATION

That (i) The Council's Debt Service Coverage Ratio should be such that it exceeds a factor of 2, so as to keep this Council's Loan Repayment commitments at manageable levels; and

(ii) This Policy is adopted in order for the Shire of Waroona to comply with the standards required by the Department of Local Government in WA with regard to the IP&RF.

9.4.4(D) NEW POLICY PROPOSAL – RATE COVERAGE RATIO	
Reporting Officer / Officer's Interest:	John Crothers, Coordinator Corporate Planning / Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook, Director Corporate Services / Nil
Proponent:	n/a
Landowner:	n/a
Date of Report: 20 May 2013	File No.: 38/1 & 111/1
Previous Reference:	Nil
Statutory/Policy Implications:	New policy
Strategic Implications:	This policy is a DLG requirement and forms part of the IP&RF; These need to be in place before the adoption of the new longer term Financial Plans
Financial Implications:	Nil
Voting Requirements	Absolute Majority

PROPOSAL

For Council to adopt the draft policy, as stated below, which will form part of the Integrated Planning & Reporting Framework in accordance with the Department of Local Government standards outlined for the IP&RF.

Policy Proposal Council will attempt to ensure that its Rates Coverage Ratio is at least 40% of its Standard Operating Revenue each year, so that the Council has a highly flexible position to help fund Capital Assets Renewals & Replacements, and to have the capacity to meet any unforeseen expenses from its own sources.

Council's Ratio is already over 40%, which is satisfactory given the need for surplus funds to help finance the planned renewals and replacements of existing Assets.

BACKGROUND

The Department of Local Government in WA has regulated that all Local Government authorities will develop and implement an Integrated Planning & Reporting Framework (IP&RF) compliant with the standards set out in the 'Integrated Planning and Reporting Advisory Standards'. The standards require Council to have adopted a number of 'Financial Management Policies', & for details of these to be included in the narrative section of the 10 year Long Term Financial Plan, & references to such Policies are expected to be made in the 4 year Corporate Business Plan.

This Ratio compares the Council's Annual Rate Yield to that of its Overall Operating Revenue for the year. The higher the level of Coverage, then there is a higher level of Self-Sufficiency.

FINANCIAL IMPLICATIONS

No financial implications are expected from the adoption of this Ratio, as Council already exceeds the minimum level.



STATUTORY IMPLICATIONS

The Department of Local Government in WA has regulated that all Local Government authorities will develop and implement an Integrated Planning & Reporting Framework, which includes relevant Financial Management Policies, including this proposed policy.

New Financial Management Policies need to be adopted before the consideration of the 10 year Long Term Financial Plan, and the 4 year Corporate Business Plan.

STRATEGIC IMPLICATIONS

This policy will form part of the Councils Integrated Planning & Reporting Framework and provide some direction for developing the final financial projections to be contained in the 10 year Long Term Financial Plan, and the 4 year Corporate Business Plan.

COMMUNITY CONSULTATION

No direct community consultation was carried out when compiling this policy, as the minimum level is already exceeded, and therefore no new action is required.

OFFICER'S COMMENTS

The Department of Local Government in WA has regulated that all Local Government authorities will develop and implement an Integrated Planning & Reporting Framework (IP&RF) and has developed the '*Integrated Planning and Reporting Advisory Standards*', that sets out the Department's expectations regarding compliance with the IPRF.

*The expectation is that "The Standard is not met if this ratio is any value lower than 2. Basic Standard is met if the ratio is greater than or equal to 2. Advanced standard is met at a higher level if this ratio is greater than 5". (IP&RAS, 2011, p6) **(NOTE: There is no mention of any "Intermediate standard"***

OFFICER RECOMMENDATION

That (i) The Council will attempt to ensure that its Rates Coverage Ratio is at least 40% of its Standard Operating Revenue each year, so that the Council has a highly flexible position to help fund Capital Assets Renewals & Replacements, and have the capacity to meet any unforeseen expenses from its own sources

(ii) This new Policy is adopted in order for the Shire of Waroona to comply with the standards required by the Department of Local Government in WA with regard to the IP&RF.



9.4.4(E) NEW POLICY PROPOSAL – ASSET SUSTAINABILITY RATIO	
Reporting Officer / Officer's Interest:	John Crothers, Coordinator Corporate Planning / Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook, Director Corporate Services / Nil
Proponent:	n/a
Landowner:	n/a
Date of Report: 20 May 2013	File No.: 38/1 & 111/1
Previous Reference:	Nil
Statutory/Policy Implications:	New policy
Strategic Implications:	This policy is a DLG requirement and forms part of the IP&RF; These need to be in place before the adoption of the new longer term Financial Plans
Financial Implications:	Nil
Voting Requirements	Absolute Majority

PROPOSAL

For Council to adopt the draft policy, as stated below, which will form part of the Integrated Planning & Reporting Framework in accordance with the Department of Local Government standards outlined for the IP&RF.

This Ratio measures the extent to which assets managed by the Council are being renewed or replaced. The level of 100% is the desired goal, however new assets normally cost more than that of prior year's capital costs, and therefore 110% should be pursued, wherever possible.

Policy Proposal Council will attempt to expend funds on renewal and replacement of assets at 90% to 110% of the total of Depreciation Expenses for each year. With very high Depreciation levels, and high Operating Expenses, it must be accepted that the Council's ability to allocate sufficient funds for Renewal and Replacements every year of the Plan are somewhat limited. Also, Council may need to provide some matching funds for the financing of a New Capital Asset.

This Council's projected position is already within the range, and for the forthcoming 2013/14 year, and it is proposed to attempt to do so for most of the subsequent 9 years.

BACKGROUND

The Department of Local Government in WA has regulated that all Local Government authorities will develop and implement an Integrated Planning & Reporting Framework (IP&RF) compliant with the standards set out in the 'Integrated Planning and Reporting Advisory Standards'. The standards require Council to have adopted a number of 'Financial Management Policies', & for details of these to be included in the narrative section of the 10 year Long Term Financial Plan, & references to such Policies are expected to be made in the 4 year Corporate Business Plan.



This Ratio is calculated by dividing the total of Capital Renewal/Replacement Expenses for the year by the total of Depreciation Expenses for the year.

FINANCIAL IMPLICATIONS

No extra financial implications are expected from the adoption of this Ratio, as Council is expected to exceed the minimum level, at least for the next 4 years.

STATUTORY IMPLICATIONS

The Department of Local Government in WA has regulated that all Local Government authorities will develop and implement an Integrated Planning & Reporting Framework, which includes relevant Financial Management Policies, including this proposed policy.

New Financial Management Policies need to be adopted before the consideration of the 10 year Long Term Financial Plan, and the 4 year Corporate Business Plan.

STRATEGIC IMPLICATIONS

This policy will form part of the Councils Integrated Planning & Reporting Framework and provide some direction for developing the final financial projections to be contained in the 10 year Long Term Financial Plan, and the 4 year Corporate Business Plan.

COMMUNITY CONSULTATION

No direct community consultation was carried out when compiling this policy, as the minimum level is expected to be already exceeded, and therefore no new action is required.

OFFICER'S COMMENTS

The Department of Local Government in WA has regulated that all Local Government authorities will develop and implement an Integrated Planning & Reporting Framework (IP&RF) and has developed the '*Integrated Planning and Reporting Advisory Standards*', that sets out the Department's expectations regarding compliance with the IPRF.

The expectation is that "The Standard is not met if this ratio data cannot be identified or ratio is less than 90%. Basic Standard is met if the ratio data can be calculated and ratio is 90% or greater. Advanced standard is met if this ratio is between 90% & 110%". (IP&RAS, 2011, p7) (NOTE: There is no mention of any "Intermediate standard")

OFFICER RECOMMENDATION

That (i) The Council will attempt to expend funds on renewal & replacement of assets of at least 90% of the total of the total of Depreciation Expenses for each year;

(ii) This new Policy is adopted in order for the Shire of Waroona to comply with the standards required by the Department of Local Government in WA with regard to the IP&RF.

9.4.4(F) NEW POLICY PROPOSAL – ASSET CONSUMPTION RATIO	
Reporting Officer / Officer's Interest:	John Crothers, Coordinator Corporate Planning / Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook, Director Corporate Services / Nil
Proponent:	n/a
Landowner:	n/a
Date of Report:	20 May 2013
	File No.: 38/1 & 111/1
Previous Reference:	Nil
Statutory/Policy Implications:	New policy
Strategic Implications:	This policy is a DLG requirement and forms part of the IP&RF; These need to be in place before the adoption of the new longer term Financial Plans
Financial Implications:	Nil
Voting Requirements	Absolute Majority

PROPOSAL

For Council to adopt the draft policy, as stated below, which will form part of the Integrated Planning & Reporting Framework in accordance with the Department of Local Government standards outlined for the IP&RF.

This Ratio shows the written down current value of Council's Depreciable Assets relative to their current estimated 'as new' values in up-to-date prices.

The financial model indicates that Council will exceed the minimum 50% level for each year of the LTFP.

Policy Proposal - That Council will attempt to attain an Asset Consumption Ratio of 50%-75%, by the 2015/16 year, after all the Revaluations are completed and the new levels of Depreciation have been calculated, for all Assets. The Council's records and reports are to indicate the Ratios for each Class of Assets, as well as the comparison of the overall total of Assets

This Council's projected position is over 100% for the forthcoming 2013/14 year, and it is proposed to attempt to do so for most of the subsequent 9 years.

BACKGROUND

The Department of Local Government in WA has regulated that all Local Government authorities will develop and implement an Integrated Planning & Reporting Framework (IP&RF) compliant with the standards set out in the 'Integrated Planning and Reporting Advisory Standards'. The standards require Council to have adopted a number of 'Financial Management Policies', & for details of these to be included in the narrative section of the 10 year Long Term Financial Plan, & references to such Policies are expected to be made in the 4 year Corporate Business Plan.

This Ratio is calculated by dividing the total of the Depreciated Assets Values (IE: the 'Written Down' Values) by the current estimated replacement costs (via valuations) of those assets.



FINANCIAL IMPLICATIONS

No extra financial implications are expected from the adoption of this Ratio, as Council is expected to exceed the minimum level, at least for the next 4 years.

STATUTORY IMPLICATIONS

The Department of Local Government in WA has regulated that all Local Government authorities will develop and implement an Integrated Planning & Reporting Framework, which includes relevant Financial Management Policies, including this proposed policy.

New Financial Management Policies need to be adopted before the consideration of the 10 year Long Term Financial Plan, and the 4 year Corporate Business Plan.

STRATEGIC IMPLICATIONS

This policy will form part of the Councils Integrated Planning & Reporting Framework and provide some direction for developing the final financial projections to be contained in the 10 year Long Term Financial Plan, and the 4 year Corporate Business Plan.

COMMUNITY CONSULTATION

No direct community consultation was carried out when compiling this policy, as the minimum level is expected to be exceeded, and therefore no new action is required.

OFFICER'S COMMENTS

The Department of Local Government in WA has regulated that all Local Government authorities will develop and implement an Integrated Planning & Reporting Framework (IP&RF) and has developed the '*Integrated Planning and Reporting Advisory Standards*', that sets out the Department's expectations regarding compliance with the IPRF.

The expectation is that "The Standard is not met if this ratio data cannot be identified or ratio is less than 50%. Basic Standard is met if the ratio data can be identified and ratio is 50% or greater. Advanced standard is met if this ratio is between 60% & 75%". (IP&RAS, 2011, p7) (NOTE: There is no mention of any "Intermediate standard")

OFFICER RECOMMENDATION

That (i) The Council will attempt to expend funds on renewal & replacement of assets and to attain an Asset Consumption Ratio of at least 50% each year;

(ii) This new Policy is adopted in order for the Shire of Waroona to comply with the standards required by the Department of Local Government in WA with regard to the IP&RF.

9.4.4(G) NEW POLICY PROPOSAL – ASSET RENEWAL FUNDING RATIO	
Reporting Officer / Officer's Interest:	John Crothers, Coordinator Corporate Planning / Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook, Director Corporate Services / Nil
Proponent:	n/a
Landowner:	n/a
Date of Report: 20 May 2013	File No.: 38/1 & 111/1
Previous Reference:	Nil
Statutory/Policy Implications:	New policy
Strategic Implications:	This policy is a DLG requirement and forms part of the IP&RF; These need to be in place before the adoption of the new longer term Financial Plans
Financial Implications:	Nil
Voting Requirements	Absolute Majority

PROPOSAL

For Council to adopt the draft policy, as stated below, which will form part of the Integrated Planning & Reporting Framework in accordance with the Department of Local Government standards outlined for the IP&RF.

This Ratio shows whether the Council has the financial capacity to fund asset renewals and replacements as and when needed, without any recourse to significant increases in operating Incomes, or large reductions in operating expenses, or an increase in loan borrowings.

Policy Proposal - Council will attempt to attain an Asset Renewal Ratio of at least 75%, by the 2015/16 year, for all Assets with the exception of Land. The Council's records and reports are to indicate the Ratios for each Class of Assets [Groups: EG – Buildings; Roads; Drainage; Plant & Equipment; etc], as well as the overall comparison. Beyond the 2016/17 year, the Council will attempt to attain a level of 95% to 110%, in line with the Asset Sustainability Ratio.

BACKGROUND

The Department of Local Government in WA has regulated that all Local Government authorities will develop and implement an Integrated Planning & Reporting Framework (IP&RF) compliant with the standards set out in the 'Integrated Planning and Reporting Advisory Standards'. The standards require Council to have adopted a number of 'Financial Management Policies', & for details of these to be included in the narrative section of the 10 year Long Term Financial Plan, & references to such Policies are expected to be made in the 4 year Corporate Business Plan.

This Ratio is calculated by dividing the 'Net Present Value' of future planned Capital Expenditures by the 'Net Present Value' of the Required Capital Expenditures for renewals. These are to also involve annual average Net Present Values over a 10 year period.



FINANCIAL IMPLICATIONS

Extra financial implications are expected from adoption of this Ratio, as the Council attempts to exceed the minimum level, at least for the later years, as revealed in the of the LTFFP.

STATUTORY IMPLICATIONS

The Department of Local Government in WA has regulated that all Local Government authorities will develop and implement an Integrated Planning & Reporting Framework, which includes relevant Financial Management Policies, including this proposed policy.

New Financial Management Policies need to be adopted before the consideration of the 10 year Long Term Financial Plan, and the 4 year Corporate Business Plan.

STRATEGIC IMPLICATIONS

This policy will form part of the Councils Integrated Planning & Reporting Framework and provide some direction for developing the final financial projections to be contained in the 10 year Long Term Financial Plan, and the 4 year Corporate Business Plan.

COMMUNITY CONSULTATION

No direct community consultation was carried out when compiling this policy, as the minimum level is expected to be exceeded, and therefore no new action is required.

OFFICER'S COMMENTS

The Department of Local Government in WA has regulated that all Local Government authorities will develop and implement an Integrated Planning & Reporting Framework (IP&RF) and has developed the '*Integrated Planning and Reporting Advisory Standards*', that sets out the Department's expectations regarding compliance with the IPRF.

The expectation is that "The Standard is not met if this ratio data cannot be identified or ratio is less than 75%. Basic Standard is met if the ratio data can be identified and ratio is between 75% & 95%. Advanced standard is met if this ratio is between 95% & 105% & the ASR falls within the range 90% & 110%, & ACR falls within the range of 50% to 75%". (IP&RAS, 2011, p7) (NOTE: There is no mention of any "Intermediate standard")

OFFICER RECOMMENDATION

That (i) The Council will attempt to expend funds on renewal & replacement of assets and to attain an Asset Renewal Funding Ratio of at least 75% in the first 4 years, and then 95%-110% for each of the following 6 years;

(ii) This new Policy is adopted in order for the Shire of Waroona to comply with the standards required by the Department of Local Government in WA with regard to the IP&RF.

9.4.5 ASSET CAPITALISATION THRESHOLD	
Reporting Officer / Officer's Interest:	Laurie Tilbrook – Deputy CEO/ Director Corporate Services / Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook – Deputy CEO/Director Corporate Services / Nil
Proponent:	N/A
Landowner:	N/A
Date of Report: 25/06/13	File No.: 111/1 & 11/1
Previous Reference:	
Statutory/Policy Implications:	
Strategic Implications:	
Financial Implications:	
Voting Requirements	Absolute Majority
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP):	
<input type="checkbox"/> 1 Manage Future Growth	<input type="checkbox"/> 4 Conserve Sensitive Environmental Assets
<input type="checkbox"/> 2 Protect Rural Land Use	<input type="checkbox"/> 5 Encourage a Dynamic Local Economy
<input type="checkbox"/> 3 Maintain a Strong Sense of Community	<input checked="" type="checkbox"/> 6 Achieve Active Civic Leadership

PROPOSAL

The Council is requested to consider an amendment to Council policy 3.1.5 “Asset Capitalisation Threshold”.

BACKGROUND

As Councillors would be aware recent amendments to the Local Government Financial Management Regulations require the Council to bring to account the value of its assets using “Fair Value” rather than the traditional method of historical cost.

Fair Value is described as “the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date”

Reporting assets and liabilities at fair value is considered essential to provide a more accurate measure of the value of community assets and liabilities than historical cost. The use of fair value is also essential to good asset management practices including long term financial planning ie to address the Councils long term sustainability.

STATUTORY/POLICY IMPLICATIONS

The proposal requires an amendment to Council policy 3.1.5 and is consistent with amendments to the Local Government Financial Management Regulations.

FINANCIAL IMPLICATIONS

A three year time frame has been set for the implementation of “Fair Value” asset valuations. During this staged process the Council will be required to engage external valuers for which a budget allocation must be provided.



COMMUNITY CONSULTATION

The proposed policy amendment is a legislation requirement associated with the introduction of the Integrated Planning and Reporting Framework. Separate Community Consultation is therefore not necessary.

OFFICERS COMMENT

The Councils existing policy in relation to asset thresholds is as follow:

Land	Nil
Buildings	\$1,500
Plant & Equipment	\$800
Furniture & Equipment	\$800
Infrastructure – Roads	\$5,000
Infrastructure – Footpaths	\$5,000
Infrastructure – Drainage	\$5,000
Infrastructure – Carparks	\$5,000
Infrastructure – Parks & Gardens	\$3,000
Infrastructure – Other Structures	\$3,000

The proposed amendments are detailed as follows:

Land	Nil
Buildings	\$2,000
Plant & Equipment	\$2,000
Furniture & Equipment	\$2,000
Infrastructure – Roads	\$5,000
Infrastructure – Footpaths & Cycleways	\$5,000
Infrastructure – Drainage	\$5,000
Infrastructure – Carparks	\$5,000
Infrastructure – Parks & Gardens	\$5,000
Infrastructure – Other Structures	\$5,000

Expenditure resulting in the creation of an asset less than the above respective threshold may be recorded as an operating expense and not included in the asset register.

For the information of Councillors the next steps in the mandating of fair value asset valuations are:

- The recognition of easements and land under major community facilities eg golf courses, showgrounds etc which the Council operates (even if it does not own the land on which they are situated)
- A three year timeframe which allows the Council to resource the revaluation process on the following timetable:

Financial Year	Asset Group/Resource
2012/13	Plant and equipment – using in-house resources
2013/14	Land and buildings (including specialised and non-



	specialised buildings valued at component level) – using industry cost guidelines
2014/15	Infrastructure – revalued using industry unit costs – given that infrastructure is already reported and likely to have been recently valued.
2014/15	All other assets (including intangible, historical and cultural assets, library books, art collections, etc).
Triennially – ongoing	All asset classes revalued on a 3-yearly cycle to enable plant & equipment revaluation by 30 June 2016 and again by 30 June 2019, and so on; land and buildings by 30 June 2017 and again by 30 June 2020, and so on.

Currently staff are involved in a restructure of the asset register to accommodate a review and revaluation of all asset categories “Plant and Equipment” and “Furniture and Equipment”.

This will involve in subsequent reports to the Council in relation to the “writing off” of assets which do not meet the threshold criteria.

COUNCIL RESOLUTION

OCM13/06/049

MOVED: Cr Witney

SECONDED: Cr Mason

That the Council resolves to amend financial management policy 3.1.5 “Asset Capitalisation Thresholds” as detailed below:

POLICY

The materiality threshold relates to a value above which assets will be created and capitalised.

The following materiality values for each class of asset be adopted:-

Land	Nil
Buildings	\$2,000
Plant & Equipment	\$2,000
Furniture & Equipment	\$2,000
Infrastructure – Roads	\$5,000
Infrastructure – Footpaths & Cycleways	\$5,000
Infrastructure – Drainage	\$5,000
Infrastructure – Carparks	\$5,000
Infrastructure – Parks & Gardens	\$5,000
Infrastructure – Other Structures	\$5,000

Expenditure resulting in the creation of an asset less than the above respective threshold may be recorded as an operating expense and not included in the asset register.

CARRIED BY ABSOLUTE MAJORITY 8/0



9.4.6 ADOPTION OF ASSET MANAGEMENT PLANS	
Reporting Officer / Officer's Interest:	Laurie Tilbrook, DCEO / Director Corporate Services/ Nil
Responsible Officers / Officers Interest:	Laurie Tilbrook DCEO /Director Corporate Services / Nil
Proponent:	
Date of Report: 18.06.2013	File No.: 11/1
Previous Reference:	Nil
Statutory/Policy Implications:	See below
Strategic Implications:	N/A
Financial Implications:	See below
Asset Mgt. & LCC Implications:	N/A
Workforce Implications:	N/A
Voting Requirements	Simple Majority
LINKED TO STRATEGIC OBJECTIVE NUMBER (SCP):	
<input type="checkbox"/> 1 MANAGE FUTURE GROWTH	<input type="checkbox"/> 4 CONSERVE SENSITIVE ENVIRONMENTAL ASSETS
<input type="checkbox"/> 2 PROTECT RURAL LAND USE	<input type="checkbox"/> 5 ENCOURAGE A DYNAMIC LOCAL ECONOMY
<input type="checkbox"/> 3 MAINTAIN A STRONG SENSE OF COMMUNITY	<input checked="" type="checkbox"/> 6 ACHIEVE ACTIVE CIVIC LEADERSHIP

PROPOSAL

The Council is requested to endorse Asset Management Plans for asset classes “Buildings” and “Roads & Bridges”.

BACKGROUND

The development of Asset Management Plans for all infrastructure, is a requirement pursuant to the Integrated Planning and Reporting Framework. As Councillors would be aware this framework links asset management, long term financial planning and strategic planning to ensure the long term viability of the Council by providing informing strategies culminating in the Corporate Business Plan.

Other asset management plans to be adopted in 2013/14 for infrastructure will include Drainage, Parks and other infrastructure.

Roads & Buildings are proposed for adoption in the current financial year as these infrastructure assets represent a substantial component of the Councils long term asset management obligations.

COMMUNITY CONSULTATION

N/A

FINANCIAL IMPLICATIONS

Asset Management Plans outline the financial requirements to renew infrastructure over a long term period (10 – 20 years). Estimates are included in the long term financial plan with a view to inclusion in the Corporate Business Plan (essentially a



4 year budget). In the event that a renewal requirement is unable to be funded the Council must be mindful that strategies should be in place to ensure that service levels and infrastructure provision is sustainable in the long term.

STATUTORY/POLICY IMPLICATIONS

Asset management is a core function of the Council and an essential component of the Integrated Planning & Reporting Framework as per The Local Government Act 1995 and associated regulations.

Councillors may recall that policies and strategies relating to the overall development and subsequent management of the plan have previously been adopted by the Council namely:

- Asset Management Policy – adopted 26 July 2011
- Asset Management Improvement Strategy – adopted 22 November 2011

OFFICER'S COMMENTS

The Asset Management Plans proposed for adoption are a culmination of approximately 18 months of research and data gathering. This work commenced in conjunction with the Shire of Murray, then drafted by the Council's inaugural Coordinator of Corporate Planning (CCP) and finally completed in conjunction with the Corporate Business Plan by the current CCP Mr John Crothers.

Adoption of these plans will assist in ensuring that assets are used and maintained as efficiently as possible to support the Council's Community Strategic Plan, ensure compliance with statutory regulations, assessment of future funding requirements and importantly secure the long term viability of the Council.

COUNCIL RESOLUTION

OCM13/06/050

MOVED: Cr Scott

SECONDED: Cr Germain

That the Council adopts Asset Management Plans for “Buildings” and “Roads & Bridges” as provided in APPENDIX 9.4.6 to this agenda.

CARRIED 8/0

9.4.7 SHIRE OF WAROONA WORKFORCE PLAN – REVIEW AND REVISION	
Reporting Officer / Officer's Interest:	Laurie Tilbrook, DCEO / Director Corporate Services/ Nil
Responsible Officers / Officers Interest:	Laurie Tilbrook DCEO /Director Corporate Services / Nil
Proponent:	
Date of Report: 18.06.2013	File No.: 11/1
Previous Reference:	Nil
Statutory/Policy Implications:	See below
Strategic Implications:	N/A
Financial Implications:	See below
Asset Mgt. & LCC Implications:	N/A
Workforce Implications:	N/A
Voting Requirements	Simple Majority
LINKED TO STRATEGIC OBJECTIVE NUMBER (SCP):	
<input type="checkbox"/> 1 MANAGE FUTURE GROWTH	<input type="checkbox"/> 4 CONSERVE SENSITIVE ENVIRONMENTAL ASSETS
<input type="checkbox"/> 2 PROTECT RURAL LAND USE	<input type="checkbox"/> 5 ENCOURAGE A DYNAMIC LOCAL ECONOMY
<input type="checkbox"/> 3 MAINTAIN A STRONG SENSE OF COMMUNITY	<input checked="" type="checkbox"/> 6 ACHIEVE ACTIVE CIVIC LEADERSHIP

PROPOSAL

The Council is requested to endorse the revised “Shire of Waroona Workforce Plan”, which forms part of the Integrated Planning and Reporting Framework.

BACKGROUND

Councillors will recall adoption of the original workforce plan in November 2012.

As a result of preparation of the Long Term Financial Plan and subsequent Corporate Business Plan there has been a requirement to amend the Workforce Plan.

COMMUNITY CONSULTATION

No direct community consultation was carried out when compiling this plan. The document is reflective of the community’s sentiment that the Council achieves the six objectives outlined in the Strategic Community Plan

FINANCIAL IMPLICATIONS

The Council’s annual budget reflects the staffing levels of the existing organisational structure. Increases or decreases in staffing levels are predicted to be correlated to increases in income and demand for shire services, or alternatively a decrease in service levels.



STATUTORY/POLICY IMPLICATIONS

The workforce plan forms part of the Councils Integrated Planning and Reporting Framework as an “informing strategy”.

OFFICER'S COMMENTS

The reviewed and revised plan contains a number of minor amendments to some text and statistical information, in addition to the following:

- Update of the organisational structure
- Review of predicted staffing levels (pg 13-14) noting that no new positions are proposed to be created in 2013/14 and only 1 new position (Labourer parks and gardens) in 2014/15.

The above amendments are consistent with the Corporate Business Plan.

COUNCIL RESOLUTION

OCM13/06/051

MOVED: Cr Witney

SECONDED: Cr Scott

That the Shire of Waroona reviewed and revised Workforce Plan for the period 2013/14 – 2016/17 as attached at APPENDIX 9.4.7 be adopted.

CARRIED 8/0

9.4.8 STRATEGIC COMMUNITY PLAN – PROPOSED ADDITIONS	
Reporting Officer / Officer's Interest:	John Crothers, Coordinator Corporate Planning/Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook DCEO /Director Corporate Services / Nil
Proponent:	NA
Landowner:	NA
Date of Report: 20 May 2013	File No.: 38/1 & 111/1
Previous Reference:	Prior
Statutory/Policy Implications:	Proposed Additions to Strategic Community Plan
Strategic Implications:	Significant; Additions for Clarification of areas of emphasis – Renewal & Replacement of Assets to better represent the Long Term Financial Plan, & the 4 Year Corporate Business Plan; show where Regulatory Services fit-in [Community Wellbeing]
Financial Implications:	More clearly show the Renewal & Replacement of Assets; more systemic approaches to attaining Asset Sustainability/Replacements; More clearly show services currently provided by Council
Asset Mgt. & LCC Implications:	The proposed additions will more clearly reflect what currently occurs
Workforce Implications:	NA
Voting Requirements	Absolute Majority
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP):	
<input type="checkbox"/> 1 MANAGE FUTURE GROWTH	<input type="checkbox"/> 4 CONSERVE SENSITIVE ENVIRONMENTAL ASSETS
<input type="checkbox"/> 2 PROTECT RURAL LAND USE	<input type="checkbox"/> 5 ENCOURAGE A DYNAMIC LOCAL ECONOMY
<input type="checkbox"/> 3 STRONG SENSE OF COMMUNITY/COMMUNITY WELLBEING	<input checked="" type="checkbox"/> 6 ACTIVE CIVIC LEADERSHIP; GOOD GOVERNANCE & EXCELLENCE IN MANAGEMENT

PROPOSAL

For Council to adopt additions to item 6 of the Strategic Community Plan [SCP], which is titled “Achieve Active Civic Leadership. It is proposed that this be re-titled as “Active Civic Leadership, Good Governance, and Excellence in Management”, with a number of new sub-items to be added to those included under item 6 in the adopted SCP.

The extra sub-items related to item 6, are for to ‘Resource Management’ [EG: Workforce/Staffing issues, and Asset Management Plans, and other Governance items], and for these to then be included in the 10 year Long Term Financial Plan [LTFP], and the 4 year Corporate Business Plan [CBP]. These items are more clearly shown on the attached model.

For Council to adopt additions to item 3 of the Strategic Community Plan [SCP], which is titled “Strong Sense of Community” by adding “Community Wellbeing”. The proposed latter additions is now a term which is extensively used, Industry Wide, as it better caters for certain Services already provided by this Council [EG: Regulatory Services – Health, and Building Inspections, Ranger Services, Community Development Activities/Workers].

For item 3, under the changed title, a number of new sub-items should be added to those already in the adopted SCP. The extra sub-items proposed for section 3 relate to 'Regulatory Services', and 'Community Development Activities'.

BACKGROUND

As we are aware, all State Governments of Australia have introduced new Plans to be compiled by all Local Councils, which include new requirements for Councils to produce new 10 year Strategic Community Plans, to review them, to produce new supporting 10 year Long Term Financial Plans, Asset Management Plans, and Work Force Plans, as well as more specific 4 year Community Business Plans. The latter Plan should provide directions for the Annual Budget.

The Department of Local Government (DLG) in WA has regulated that all Integrated Planning & Reporting Frameworks (IP&RF) be compliant with the standards outlined in the DLG's IP&RF 'Advisory Standards' and "*all activities / services*" delivered by Council connect to the "*community's vision aspirations and objectives*" (p.4). Of the 6 objectives outlined in Waroona's *Strategic Community Plan (SCP)*, the proposed changes both contribute towards achieving the specific objectives, and better identify and reflect very important Services already provided by Council (also covered by such objectives).

The 6 Objectives in the adopted Strategic Community Plan do not clearly make reference to Council's need to continue to Renew and Replace existing Assets, and to the a number of existing services already provided, and it is proposed to now include these new things.

FINANCIAL IMPLICATIONS

Adoption of these proposed additions to the Strategic Community Plan [SCP] will not add any extra costs to Council, either in the short or longer term.

STATUTORY IMPLICATIONS

The proposal will enable it to be clearly seen what actual services are provided, as well as proposed Capital Acquisitions and Works to be carried out, and to make reference to each SCP item they relate to, which will provide greater clarity for the production of the new reporting requirements of the 10 year LTFP and the 4 year CBP.

A Council is expected to review its Strategic Community Plan at least every 2nd year. At this point the introduction of some additions are seen as making the SCP more closely linked to Councils actual operations, and such additions will enhance and clarify how things should occur with relation to Renewal and Replacement of Assets, as well as showing where some Services fit into the SCP.

STRATEGIC IMPLICATIONS

This proposal will not impinge on the previously adopted SCP, but will add to it, and form part of the Councils Integrated Planning & Reporting Framework and provide some directions for developing the final financial projections to be contained in the 10 year Long Term Financial Plan, and the 4 year Corporate Business Plan.



COMMUNITY CONSULTATION

As the proposals are to provide extra information, and to not take away from what has been previously be accepted at community meeting, no community consultations are seen as being needed on these proposals, at this time.

OFFICER'S COMMENTS

Further advice on these matters will be verbally advised at the Council meeting.

COUNCIL RESOLUTION

OCM13/06/052

MOVED: Cr Look

SECONDED: Cr Scott

That the proposed Draft additions to the Strategic Community Plan as appended at APPENDIX 9.4.8 be adopted.

CARRIED BY ABSOLUTE MAJORITY 8/0

9.4.9 LONG TERM FINANCIAL PLAN – 10 YEAR PLAN [BROAD PROJECTIONS]	
Reporting Officer / Officer's Interest:	John Grothers, Coordinator Corporate Planning/Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook – Deputy CEO/Director Corporate Services / Nil
Proponent:	NA
Landowner:	NA
Date of Report:	20 June 2013
	File No.: 111/1 and 11/1
Previous Reference:	
Statutory/Policy Implications:	Each Council must adopt a LTFP before 30 June 2013
Strategic Implications:	This 10 Year LTFP sets certain directions, with emphasis on meeting certain goals
Financial Implications:	The LTFP, & the associated Ratios, set broad Goals for a Council to aspire to meet.
Asset Mgt. & LCC Implications:	This Plan is a further extension of the 4 year, Corporate Business Plan. Expending minimum amounts on each Class Of Asset each year is expected
Workforce Implications:	The proposals include extra amounts for staff training.
Voting Requirements	Simple Majority
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP):	
<input type="checkbox"/> 1 MANAGE FUTURE GROWTH	<input type="checkbox"/> 4 CONSERVE SENSITIVE ENVIRONMENTAL ASSETS
<input type="checkbox"/> 2 PROTECT RURAL LAND USE	<input type="checkbox"/> 5 ENCOURAGE A DYNAMIC LOCAL ECONOMY
<input type="checkbox"/> 3 MAINTAIN A STRONG SENSE OF COMMUNITY	<input checked="" type="checkbox"/> 6 ACHIEVE ACTIVE CIVIC LEADERSHIP

PROPOSAL

To adopt a “Plan for the Future” via a number segments, including a ‘Long Term Financial Plan [LTFP], which is a broad 10 year Financial Plan.

BACKGROUND

There are many new statutory requirements, but basically they are trying to get Councils to view things in multiple year terms, and not just the previous ‘single Budget’ approach. The initial emphasis is on viewing specific Asset proposals over a 4 year period, as well as any longer term effects, which is the main objective of a LTFP.

The requirements want Councils to cater for existing Assets and for them to be given high priority before consideration of establishment of new ‘extra’ Assets [replacement of older Assets is viewed as good management], as well as contemplation of the On-Going effects of new ‘extra’ Assets [via a “Whole-Of-Life” approach] of such new Assets.

A crucial consideration is that what is proposed and adopted is affordable.

But Councils will be expected to meet minimum Ratio levels by the end of this 1st LTFP.



FINANCIAL IMPLICATIONS

The main proposals are 'Capital' related, and give directions for what could occur for the next 10 years. High expenditures on each Class of Asset are expected.

STATUTORY IMPLICATIONS

It is a new statutory requirement that a 10 year Long Term Financial Plan must be adopted before 30 June 2013.

STRATEGIC IMPLICATIONS

The Department of Local Government (DLG) in WA has regulated that all Integrated Planning & Reporting Frameworks (IP&RF) be compliant with the standards outlined in the DLG's IP&RF 'Advisory Standards' and "*all activities / services*" delivered by Council connect to the "*community's vision aspirations and objectives*" (p.4). Of the 6 objectives outlined in Waroona's *Strategic Community Plan (SCP)*, this item contributes towards achieving objective number [6], "Active Leadership, Good Governance, & Excellence in Management".

COMMUNITY CONSULTATION

No direct community consultation was carried out when compiling this plan. The document is reflective of the community sentiment that the Council achieves the six objectives outlines in the Community Strategic Plan.

OFFICER'S COMMENTS

As already stated, a crucial consideration is that what is proposed and adopted is affordable and that has been the major consideration in compiling this new Plan.

As usual, the main items needing to be done, and requiring funding, are Buildings & Roads. There are also other items needing to be done as well, being – Drainage; Parks/Recreation; Footpaths; as well as new/replacement of Equipment. Investigations have revealed that each class of Asset should be allocated minimum levels of funds, and that is the basis for the various proposals.

Copies of some brief spread sheets are supplied to more clearly explain what projects are proposed, in broad/general terms, for the next 10 years. The most important sheet is an "Affordability" Summary. A separate sheet on meeting the various Ratio levels will be supplied at the meeting.

As can be expected, Council will need to increase its Rates, as well as its various Fees and Charges, for each of the 10 years.

At this point, no new Loan Borrowing has been included in any of the calculations.

The current level of Grants has been used as the basis for various calculations, and these have been extrapolated across the various years. If such grants are not forthcoming, then that will change all the proposals.

Further explanations of various specific issues will be discussed at the meeting.



COUNCIL RESOLUTION

OCM13/06/053

MOVED: Cr Germain

SECONDED: Cr Scott

That the Shire of Waroona Ten year Long Term Financial Plan for the period 2013/14 – 2022/23 APPENDIX 9.4.9 be adopted.

CARRIED 8/0

9.4.10 CORPORATE BUSINESS PLAN – 4 YEAR FINANCIAL PLAN	
Reporting Officer / Officer's Interest:	John Crothers, Coordinator Corporate Planning/Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook – Deputy CEO/Director Corporate Services / Nil
Proponent:	NA
Landowner:	NA
Date of Report: 20 June 2013	File No.: 111/1 and 11/1
Previous Reference:	
Statutory/Policy Implications:	Each Council must adopt a Corporate Business Plan before 30 June 2013
Strategic Implications:	A 4 Year Corporate Business Plan sets certain directions
Financial Implications:	Items included in the 1 st year normally are included in the next Budget
Asset Mgt. & LCC Implications:	The annual operating cost will not increase by any of the items included for the 1 st year. However, expending minimum amounts on each Class Of Asset each year is expected
Workforce Implications:	The proposals include an extra \$10,000 to go towards staff training.
Voting Requirements	Simple Majority
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP):	
<input type="checkbox"/> 1 MANAGE FUTURE GROWTH	<input type="checkbox"/> 4 CONSERVE SENSITIVE ENVIRONMENTAL ASSETS
<input type="checkbox"/> 2 PROTECT RURAL LAND USE	<input type="checkbox"/> 5 ENCOURAGE A DYNAMIC LOCAL ECONOMY
<input type="checkbox"/> 3 MAINTAIN A STRONG SENSE OF COMMUNITY	<input checked="" type="checkbox"/> 6 ACHIEVE ACTIVE CIVIC LEADERSHIP

PROPOSAL

To adopt a “Plan for the Future” via number segments, including a ‘Corporate Business Plan’ [CBP], which is a detailed 4 year Financial Plan.

BACKGROUND

There are many new statutory requirements associated with the IP & RF regulations, but basically the legislation expects Councils to view things in multiple year terms, and not just the previous ‘single Budget’ approach. The initial emphasis is on viewing specific Asset proposals over a 4 year period, as well as any longer term effects.

The requirements expect Councils to cater for existing Assets and for them to be given high priority before consideration of establishment of new ‘extra’ Assets [replacement of older Assets is viewed as good management], as well as contemplation of the On-Going effects of new ‘extra’ Assets [via a “Whole-Of-Life” approach] of such new Assets.

A crucial consideration is that what is proposed and adopted is affordable.



FINANCIAL IMPLICATIONS

The proposals are all ‘Capital’ related, and give directions for what could occur for the next 4 years. The items included in the 1st year should be included in the next budget, for the 2013/14 year.

As usual, the main items needing to be done, and requiring funding, are “Capital” items, being Buildings & Roads. There are also other items needing to be done as well, being – Drainage; Parks/Recreation; Footpaths; as well as new/replacement of Equipment. Investigations have revealed that each class of Asset should be allocated minimum levels of funds, and that is the basis for the various proposals.

The minimum levels are stated below. It should be noted that Council will not be able to afford all items at such levels for each and every year, but moving towards such levels is a minimum goal. The capital expenditures by the 4th year are expected to be as follows:-

▪ Buildings	\$ 522,000
▪ Roads [inclusive of Grants]	\$1,790,000
▪ Footpaths	\$ 60,000
▪ Drainage	\$ 160,000
▪ Parks & Recreation	\$ 60,000

At this point, and working on certain assumptions, the above appear to be both achievable and affordable.

STATUTORY IMPLICATIONS

It is a new statutory requirement that a 4 year Corporate Business Plan must be adopted before 30 June 2013.

STRATEGIC IMPLICATIONS

The Department of Local Government (DLG) in WA has regulated that all Integrated Planning & Reporting Frameworks (IP&RF) be compliant with the standards outlined in the DLG’s IP&RF ‘Advisory Standards’ and “*all activities / services*” delivered by Council connect to the “*community’s vision aspirations and objectives*” (p.4). Of the 6 objectives outlined in Waroona’s *Strategic Community Plan (SCP)*, this item contributes towards achieving objective number [6], “Active Leadership, Good Governance, & Excellence in Management”.

COMMUNITY CONSULTATION

No direct community consultation was carried out when compiling this plan. The document is reflective of the community sentiment that the Council achieves the six objectives outlines in the Community Strategic Plan.

OFFICER'S COMMENTS

As already stated, a crucial consideration is that what is proposed and adopted is affordable and that has been the major consideration in compiling this new Plan.

As already mentioned, the main items needing to be done, and requiring funding, are “Capital” items, being mainly Buildings & Roads, as well as other items needing



to be done, being – Drainage; Parks/Recreation; Footpaths; as well as new/replacement of Equipment. As elsewhere stated, investigations have revealed that each class of Asset should be allocated minimum levels of funds, and that is the basis for the various proposals.

Copies of the plan will be tabled and specific items discussed to more clearly explain what projects are proposed for each of the next 4 years. The 1st sheet is an “Affordability” Summary, the 2nd sheet lists the proposals for Buildings, and the 3rd gives details of the forms of Funding for Road Renewal works.

Further explanations of specific issues will be discussed at the meeting.

COUNCIL RESOLUTION

OCM13/06/054

MOVED: Cr Scott

SECONDED: Cr Look

That the Shire of Waroona four year Corporate Business Plan for the period 2013/14 – 2017/18 be adopted.

CARRIED 8/0

9.4.11 CREATION OF NEW RESERVE ACCOUNT – CORONATION ROAD BRIDGE RESERVE	
Reporting Officer / Officer's Interest:	Ashleigh Nuttall – Manager Financial Services/ Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook – Deputy CEO/Director Corporate Services/ Nil
Proponent:	NA
Landowner:	NA
Date of Report: 19/06/2013	File No.: 1/8
Previous Reference:	N/A
Statutory/Policy Implications:	N/A
Strategic Implications:	N/A
Financial Implications:	See below
Asset Mgt. & LCC Implications:	N/A
Workforce Implications:	N/A
Voting Requirements	Absolute Majority
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP):	
<input type="checkbox"/> 1 MANAGE FUTURE GROWTH	<input type="checkbox"/> 4 CONSERVE SENSITIVE ENVIRONMENTAL ASSETS
<input type="checkbox"/> 2 PROTECT RURAL LAND USE	<input type="checkbox"/> 5 ENCOURAGE A DYNAMIC LOCAL ECONOMY
<input type="checkbox"/> 3 MAINTAIN A STRONG SENSE OF COMMUNITY	<input checked="" type="checkbox"/> 6 ACHIEVE ACTIVE CIVIC LEADERSHIP

PROPOSAL

That Council consider the creation of a new reserve account for the Country Local Government Fund (Royalties for Regions) regional funding round of \$557,000 exclusive of GST. These funds have been nominated for the bridge upgrade on Coronation Road.

BACKGROUND

It is anticipated that the bridge upgrade project will not commence until half way through next financial year (2013/2014). It is the intention to place these funds into an interest bearing deposit. As these funds are for a specific purpose they can be held in the Reserve Account as restricted cash.

FINANCIAL IMPLICATIONS

In addition to an increase of interest accrued on Reserve accounts, the funds will appear in the end of year accounts as “restricted reserves” and in the subsequent 13/14 budget as income being transferred from Reserve.



COUNCIL RESOLUTION

OCM13/06/055

MOVED: Cr Germain

SECONDED: Cr Wright

That Council approve the creation of new reserve account– “Coronation Road Bridge Reserve” and the amount of \$557,000 be transferred from the Municipal Fund (Account 4744).

CARRIED BY ABSOLUTE MAJORITY 8/0

9.5 CHIEF EXECUTIVE OFFICER

Cr Witney and Cr Look declared a financial interest in Item 9.5.1 as they are employees of the Waroona Community Centre and left the meeting the time being 5.01 pm. Cr Look did not return to the meeting.

Cr Germain declared an interest affecting impartiality in Item 9.5.1 as she is the Chairperson of the Waroona Community Centre Board.

9.5.1 WAROONA COMMUNITY CENTRE – RECEPTIONIST FUNDING	
Reporting Officer / Officer's Interest:	Ian Curley, Chief Executive Officer / Nil
Proponent:	Waroona Community Centre Inc
Landowner:	Shire of Waroona
Date of Report: 15 May 2013	File No: 192/1
Previous Reference:	OCM 06/144 July 2006; OCM 07/012 January 2007; OCM09/093 June 2009 & OCM 11/08/097 Aug 2011
Statutory/Policy Implications:	N/A
Strategic Implications:	N/A
Financial Implications:	\$52,850 + CPI for 20013/14
Voting Requirements	Simple Majority
LINKED TO STRATEGIC OBJECTIVE NUMBER (SCP):	
<input type="checkbox"/> 1 MANAGE FUTURE GROWTH	<input type="checkbox"/> 4 CONSERVE SENSITIVE ENVIRONMENTAL ASSETS
<input type="checkbox"/> 2 PROTECT RURAL LAND USE	<input type="checkbox"/> 5 ENCOURAGE A DYNAMIC LOCAL ECONOMY
<input type="checkbox"/> 3 MAINTAIN A STRONG SENSE OF COMMUNITY	<input type="checkbox"/> 6 ACHIEVE ACTIVE CIVIC LEADERSHIP

PROPOSAL

To continue to provide funding to the Waroona Community Centre Inc (WCC) for the purpose of providing full-time reception service at the Waroona Health & Community Resource Centre.

BACKGROUND

The Waroona Health & Community Resource Centre opened in October 2004. Since January 2007 Council has provided on-going funding to the WCC to enable it to provide full-time receptionist services at the centre from Mondays-Fridays. Council had previously provided partially funded the position since it opened.

Since the implementation of the funding agreement with the WWC it has been providing a valuable and consistent service to residents of the shire and the WWC has consistently met its obligations under the terms of the agreement. The current funding arrangements cease as of 30 June 2013.

The WWC has written requesting Council consider a continuation of the funding arrangements. (**APPENDIX 9.5.1**).

Council's June 2011 resolution -

<p><u>COUNCIL RESOLUTION</u> OCM11/08/097 MOVED: Cr Dew SECONDED: Cr Snell</p>



That Council resolves to continue to provide on-going funding to the equivalent of funding a full-time Reception position at the Waroona Health & Community Resource Centre as per the following conditions:

- a) ***Funding to be paid directly to the Waroona Community Centre Inc.***
- b) ***The amount to be up to \$52,300 per annum (indexed with inflation), including any grants that are obtained to assist the funding of the position.***
- c) ***Funding can be utilised by the WWC to engage other employees for the Centre, providing that it agrees to provide and maintain full-time reception duties in the Centre either by paid employees, volunteers or other such means as the WWC is able to arrange.***
- d) ***The current agreement is re-signed, with or without modification.***
- e) ***This funding commitment is for 2 (two) years commencing 1 July 2011. The WWC, during this time, is to continue to make endeavours to have the Reception position self-funded.***

CARRIED 7/0

Council included the amount of \$52,850 in the 2012/2013 budget. Council's budget for the Waroona Community Health Resource Centre for this year is -

Expenditure

General maintenance	\$25,444
Utilities-water power etc (less contribution from WWC still to be calculated)	\$14,600
Insurance	\$3,688
Contribution to WWC	<u>\$52,850</u>
	\$96,582

Income

Lease charges, Doctor etc	<u>-\$41820</u>
Overall budgeted cost for the year	\$54,762

COMMUNITY CONSULTATION

Nil recommended.

OFFICER'S COMMENTS

Included in Council's agreement with the WWC the following key areas have been agreed to:

The Shire agrees to –

- Not to charge rental to the WWC for its use of the Centre;
- Provide building and contents insurance on the Centre, excluding contents that are in the ownership of the Board and others;
- Pay for the ordinary maintenance of the Centre, garden maintenance, water rates and refuse removal.



The Board agrees to -

- Provide reception duties to the Centre generally between the hours of 9am and 4pm, 5 days per week, excluding public holidays.
- To be responsible for its own occupational health & safety training and management for all staff under its control and invited guests into the building;
- To submit to the Shire, upon request, an annual report on the activities of the Centre.
- Provide the Shire with free use of available areas throughout the Centre. Any additional costs associated with the hire will be paid by the Shire;
- Engage and pay a cleaner for area under its control as defined on annexure 2;
- Pay all utility accounts in relation to the area under control – power, water, telephone etc and charge other building users for portion attributable to them,
- Take bookings and receive and retain money for casual hire of the centre. This clause excludes the area under agreement with the Department for Child Protection and long-term leases contained in the medical wing of the Centre, unless those areas are available and hired out on a casual basis;
- Provide after hours access for hirers;
- Provide contents insurance cover for equipment owned by the Board;
- Provide public liability insurance cover for activities conducted by the Board.

COUNCIL RESOLUTION

OCM13/06/056

MOVED: Cr Scott

SECONDED: Cr Mason

That Council resolves to continue to provide on-going funding to the equivalent of funding a full-time Reception position at the Waroona Health & Community Resource Centre as per the following conditions:

- a) **Funding to be paid directly to the Waroona Community Centre Inc.**
- b) **The amount to be up to \$52,850 per annum (based on 2012/13 figures and indexed with inflation), including any grants that are obtained to assist the funding of the position.**
- c) **Funding can be utilised by the WWC to engage other employees for the Centre, providing that it agrees to provide and maintain full-time reception duties in the Centre either by paid employees, volunteers or other such means as the WWC is able to arrange.**
- d) **The current agreement is re-signed, with or without modification.**
- e) **This funding commitment is for 2 (two) years commencing 1 July 2013. The WWC, during this time, is to continue to make endeavours to have the Reception position self-funded.**

CARRIED 6/0

Cr Witney returned to the meeting the time being 5.05 pm.



9.5.2 HARVEY RIVER LAND CONSERVATION DISTRICT COMMITTEE – PROPOSAL TO CEASE OPERATING	
Reporting Officer / Officer's Interest:	Ian Curley, Chief Executive Officer / Nil
Proponent:	Harvey River Land Conservation District Committee
Landowner:	N/A
Date of Report: 17 June 2013	File No: 137/1
Previous Reference:	N/A
Statutory/Policy Implications:	Council delegates are appointed at the October Council meeting following elections
Strategic Implications:	N/A
Financial Implications:	N/A
Workforce Implications:	N/A
Voting Requirements	Simple Majority
LINKED TO STRATEGIC OBJECTIVE NUMBER (SCP):	
<input type="checkbox"/> 1 MANAGE FUTURE GROWTH	<input type="checkbox"/> 4 CONSERVE SENSITIVE ENVIRONMENTAL ASSETS
<input type="checkbox"/> 2 PROTECT RURAL LAND USE	<input type="checkbox"/> 5 ENCOURAGE A DYNAMIC LOCAL ECONOMY
<input type="checkbox"/> 3 MAINTAIN A STRONG SENSE OF COMMUNITY	<input checked="" type="checkbox"/> 6 ACHIEVE ACTIVE CIVIC LEADERSHIP

PROPOSAL

To support the Harvey River Land Conservation District Committee's (HRLCDC) proposal to cease operating.

BACKGROUND

Harvey River Land Conservation District Committee has advised that it is their intention to wind-up their operations due to limited public interest and involvement over the past few years and similar activities being taken up by Catchment Councils with more resources. The HRLCDC is required to obtain support for this proposal from local governments within the district.

COMMUNITY CONSULTATION

The HRLCDC advertised their intent in the Harvey Reporter on 19 March 2013 to allow members of the public to comment on the proposal.

OFFICER'S COMMENTS

Council has not had a delegate on this committee since September 2011.

COUNCIL RESOLUTION

OCM13/06/057

MOVED: Cr Germain

SECONDED: Cr Witney

That Council advise the Harvey River Land Conservation District Committee that it has no objection to the cessation of activities of its committee.

CARRIED 7/0



10. CONFIDENTIAL REPORTS

Confidential business was conducted after item 12.2 but recorded in the order of the agenda.

COUNCIL RESOLUTION**OCM13/06/058****MOVED: Cr Germain****SECONDED: Cr Witney**

That the meeting be closed to members of the public and staff, the time being 5.28 pm.

CARRIED 7/0

No members of the public were present. All members of staff left the meeting at 5.28pm.

10.1 Chief Executive Officer's Contract Renewal**COUNCIL RESOLUTION****OCM13/06/059****MOVED: Cr Wright****SECONDED: Cr Witney**

That the current contract of the Chief Executive Officer, Ian Curley, be renewed for a further 5 year period from its expiration on 14 November 2014. The terms and conditions contained in the contract to be similar to the current contract and to include additional benefits negotiated since commencement.

CARRIED BY ABSOLUTE MAJORITY 7/0**COUNCIL RESOLUTION****OCM13/06/060****MOVED: Cr Germain****SECONDED: Cr Salerian**

That the meeting proceed in public, the time being 5.35pm.

CARRIED 7/0**11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN, OR FOR CONSIDERATION AT NEXT MEETING**

Nil.

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

Nil.



12.1 ELECTED MEMBERS

12.1.1 Proposed Community Sporting Facility

Discussion was held on a circulated concept proposing that a co-located sporting and community centre be built on the sportsground reserve. Council has agree to assist in the investigation of this concept as follows:

COUNCIL RESOLUTION

OCM13/06/061

MOVED: Cr Wright

SECONDED: Cr Salerian

That Council assist the steering group investigating the possibility of building a co-located sporting and community facility on the sportsground reserve by agreeing to pay for the cost of an informational letter drop in the catchment area.

CARRIED 7/0

12.2 OFFICERS

12.2.1 Waroona Hotel – Trees

A lessee of the Waroona Hotel has requested consideration of Council assistance to remove trees out of the park area at the rear of the hotel, adjacent to the South West Highway. Council has had an informal arrangement with successive owners of the hotel to assist in maintaining the area – limited to mowing and reticulation repairs. The area is the site of the community sofa.

COUNCIL RESOLUTION

OCM13/06/062

MOVED: Cr Scott

SECONDED: Cr Wright

That the Works and Services Committee meet with Mr David Birt from the Waroona Hotel to inspect the trees located in the hotel's park area adjacent to the South West Highway in the centre of Waroona. The Committee is delegated authority to authorise minor works to assist the proponent with tree removals if it considers it appropriate.

CARRIED BY ABSOLUTE MAJORITY 7/0



13. CLOSURE OF MEETING

There being no further business the Chairperson closed the meeting the time being 5.38 pm.

I CERTIFY THAT THESE MINUTES WERE CONFIRMED AT THE ORDINARY COUNCIL MEETING HELD 23 JULY 2013 AS BEING A TRUE AND CORRECT RECORD OF PROCEEDINGS.

.....
PRESIDING MEMBER

.....
DATE

