



Date: 18 April 2019

**To: Shire President
All Councillors**

Copy: Directors
Executive Manager
Managers
Staff

ORDINARY COUNCIL MEETING NOTICE AND AGENDA

An Ordinary Council meeting of the Shire of Waroona will be held at the Waroona Shire Offices on 23 April 2019 at 4.00pm to consider and resolve the matters set out in the attached Agenda.

A handwritten signature in black ink, which appears to read 'Ian Curley', is placed on a light-colored rectangular background.

**IAN CURLEY
CHIEF EXECUTIVE OFFICER**

PUBLIC QUESTION TIME

AND

PUBLIC STATEMENT TIME

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

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AGENDA

1. **DECLARATION OF OPENING/ANNOUNCEMENTS**
2. **RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED**
3. **RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**
- 4.1 **PUBLIC QUESTION TIME**
- 4.2 **PUBLIC STATEMENTS**
5. **APPLICATIONS FOR LEAVE OF ABSENCE**
6. **DISCLOSURES OF MEMBERS’ & OFFICERS’ INTERESTS**

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

7. **PETITIONS/DEPUTATIONS/PRESENTATIONS**

Mr B Worthington has advised of his intention to submit to Council a petition regarding the construction of Prince Road, Waroona.

In accordance with the Shire of Waroona Standing Orders Local Law clause 21.2 (3) the only question which shall be considered by the Council on the presentation of any petition shall be –

- (a) *That the petition shall be accepted; or*
- (b) *That the petition not be accepted; or*
- (c) *That the petition be accepted and referred to a committee for consideration and report; or*
- (d) *That the petition be accepted and be dealt with by the full Council.*

8. **CONFIRMATION OF MINUTES**

8.1 **ORDINARY COUNCIL MEETING – 26 March 2019**

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 26 March 2019 be confirmed as being a true and correct record of proceedings.

9.0 **REPORTS OF OFFICERS AND COMMITTEES**



9.1 DIRECTOR TECHNICAL SERVICES

9.1.1 WAROONA GOLF CLUB – REQUEST FOR ASSISTANCE	
Reporting Officer / Officer's Interest:	Patrick Steinbacher, DTS; No Interest
Responsible Officer / Officer's Interest	Patrick Steinbacher, DTS; No Interest
Proponent:	Waroona Golf Club
Landowner:	Shire of Waroona
Date of Report: 11 April 2019	File No.: 66/1
Previous Reference:	Nil
Policy Implications:	Nil
Statutory Implications:	Nil
Strategic Implications:	See heading below
Financial Implications:	See heading below
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): No. 4: <i>Society & Community Wellbeing</i>	

PROPOSAL SUMMARY

The Waroona Golf Club has approached the Shire of Waroona with a request for assistance to carry out various works within its grounds. This report recommends approval for an in kind contribution to be included in the 2019/20 budget.

BACKGROUND/INITIAL COMMENTS

The Waroona Golf Club has requested assistance from the Shire to complete two works items, being

- Realignment of the creek on # 14 fairway
- Trimming of overhanging limbs on various fairways – up to one day's work

Officers have determined that the first item would cost in the order of \$10,000 and the second approximately \$3,400 which is the daily cost of the Shire's tree maintenance contractor.

The Waroona Golf Club added that improvements to the course will improve their chances of hosting events such as the State Sand Green Championships.

Since Council recently resolved to include in kind works to the value of \$5,000 for the Preston Beach Golf Club it seems logical and equitable to do the same in this instance.

PLANNING – STRATEGIC IMPLICATIONS

Nil

REFERRALS

Nil

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

This matter falls under area four of the SCP, i.e. "Society and Community Wellbeing".



FINANCIAL ISSUES/IMPLICATIONS

Officers feel that in kind work up to the value of \$5,000 would be appropriate in this instance. Should this proposal meet with Council approval, this cost would be included in the 2019/20 annual budget.

POLICY ISSUES/IMPLICATIONS

Nil

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

The lease between the Golf Club and the Shire states that minor maintenance is the responsibility of the Golf Club however these works represent relatively major works and therefore beyond the limitations of the lease.

LEGAL ISSUES/IMPLICATIONS

Nil

COMMUNITY CONSULTATION

This matter has been discussed with the Waroona Golf Club.

OFFICER'S FINAL COMMENTS/CONCLUSIONS

Officers appreciate the impact the improvements will make to the Waroona Golf Club and the flow on effects from this, therefore are comfortable to recommend that in kind works to the amount of \$5,000 are included in the 2019/20 budget.

Appendices Attached:	Yes	Appendices Numbers:	9.1.1
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VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council support the Waroona Golf Club in its efforts to improve the golf course and approve the inclusion of in kind works to the value of \$5,000 in the 2019/20 budget.



9.2 DIRECTOR STRATEGIC DEVELOPMENT

9.2.1 2019 SHIRE OF WAROONA COMMUNITY DEVELOPMENT GRANTS	
Reporting Officer / Officer's Interest:	Brad Vitale, Community Development Officer; Interest affecting impartiality
Responsible Officer / Officer's Interest	Louis Fouche, Director Strategic Development; Nil
Proponent:	Shire of Waroona
Landowner:	Not Applicable
Date of Report: 15/04/19	File No.: 98/1
Previous Reference:	Not Applicable
Policy Implications:	COM004 – Donations COM005 – Community Development Grants
Statutory Implications:	Local Government Act 1995
Strategic Implications:	Shire of Waroona Strategic Community Plan 2018/19 – 2027/28
Financial Implications:	See heading below
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan</i>):	
<i>No.4 Society/Community Wellbeing: A strong sense of community, addressing social issues, and effective community wellbeing</i>	
<i>No. 6 Good Governance: Active & responsible civic leadership, & excellence in management</i>	

PROPOSAL SUMMARY

Council is requested to consider the recommendations by the Small Grants and Awards Committee for the 2019 Shire of Waroona Community Development Grants as well as the consequential amendment to Policy COM004 – Donations.

BACKGROUND / INITIAL COMMENTS

The Shire of Waroona Community Development Grants scheme was developed in 2004 to assist the community with projects and activities that enhance the community in line with community development principles and the Shire of Waroona Strategic Community Plan. The scheme provides up to \$800 for each proposal and has assisted a number of community groups and organisations since its inception.

PLANNING – STRATEGIC IMPLICATIONS

Nil.

REFERRALS

Recommendation from Small Grants and Awards Committee meeting held 8 April 2019.

STRATEGIC COMMUNITY PLAN ISSUES / IMPLICATIONS

The relevant Strategic Community Plan key focus areas are:

Number 4 – Society / Community Wellbeing “Maintain strong sense of community; effective community wellbeing”; and



Number 6 – Good Governance “Active and responsible civic leadership, and excellence in management.

POLICY IMPLICATIONS

COM004 – Donations

POLICY INTENTION:

To provide guidance on the allocation of donations.

*Note: A copy of the proposed amendment is at **Appendix 9.2.1D***

COM005 – Community Development Grants

POLICY INTENTION:

To provide financial assistance for eligible community organisations to assist with projects and activities that benefit the community.

POLICY:

1. The Shire of Waroona will invite applications for the Grants through the local media and from local community organisations and clubs.
2. Organisations may submit applications in accordance with the Shire’s Grants Guidelines using the relevant application form.*
3. The Grants will be conducted on a shire basis, and not an individual town/locality basis.
4. Applications will be considered by the Small Grants & Awards Committee for recommendation to Council.
5. The number and value of grants to be allocated each year will be determined by Council on a case by case basis.
6. To be eligible for any financial support from the Shire, community organisations must engage in at least one (1) Shire supported club development initiative within the financial year that the support is requested.

Note: A copy of the Shire of Waroona Community Development Grants 2019 Guidelines is at **Appendix 9.2.1C.*

FINANCIAL ISSUES / IMPLICATIONS

A total of \$7,500 is available from the 2018/19 Budget for the 2019 Shire of Waroona Community Development Grants. Applications for funding total \$12,138.00. As a result, the program is oversubscribed with requests for funds exceeding the total budget allocated amount by \$4,638.00.

Advertising and administration costs are separately budgeted.

STATUTORY ISSUES / ENVIRONMENT / IMPLICATIONS



Local Government Act 1995

Part 6, Division 2, s.6.2 “Local government to prepare annual budget”

LEGAL ISSUES/IMPLICATIONS

Nil.

COMMUNITY CONSULTATION

The 2019 Shire of Waroona Community Development Grants were advertised in the Drakesbrook Despatch, Harvey-Waroona Reporter and on Council’s website and Facebook page. Application forms and guidelines were also distributed to all community organisations on the Shire’s database via email. Hard copies of these documents were available from the Shire Office upon request.

Consultation as well as assistance where required by applicants, was made available through the Shire of Waroona Community Development Officer.

OFFICER’S COMMENTS / CONCLUSIONS

This year has seen 16 applications submitted. (One less than last year’s round).

Applications include three first time applicants being Greener Pastures Sanctuary, Preston Beach Volunteer Bushfire Brigade and Seniors Recreation Council of WA – Peel Branch.

The following table outlines the applicant organisations and the respective requested amounts:

ORGANISATION	AMOUNT REQUESTED
Family Support Service	\$800.00
Greener Pastures Sanctuary	\$800.00
Lions Club of Waroona	\$800.00
Preston Beach Volunteer Bushfire Brigade	\$500.00
Seniors Recreation Council of WA – Peel Branch	\$600.00
St Joseph’s Primary School P&F Association	\$758.00
Waroona Agricultural Society	\$800.00
Waroona Bowling & Social Club	\$800.00
Waroona Community Men’s Shed	\$800.00
Waroona Community Resource Centre	\$800.00
Waroona Football & Netball Club	\$800.00
Waroona Hamel RSL	\$800.00
Waroona Junior Netball Association	\$800.00
Waroona Karate Club	\$680.00
Waroona Playgroup Inc.	\$800.00
Waroona Wagerup Yarloop Meals on Wheels	\$800.00
TOTAL	\$12,138.00

See **Appendix 9.2.1A** for a comprehensive summary of applications. Previous recipients from 2012-2018 are listed at **Appendix 9.2.1.B**.

Appendices Attached:	Yes	Appendices Numbers:
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	9.2.1A Summary of 2019 Applications 9.2.1B Previous Recipients 2012-2018 9.2.1C 2019 Guidelines 9.2.1D Policy COM004 – Donations
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VOTING REQUIREMENTS

Simple Majority. (Absolute Majority for budget commitment and policy amendment*).

SMALL GRANTS AND AWARDS COMMITTEE RECOMMENDATION

That Council awards the following grants in the 2018/19 Community Development program:

- 1. Family Support Service receives \$800 to assist with the provision of school holiday activities;**
- 2. Greener Pastures Sanctuary receives \$400 to assist with the installation of picnic benches;**
- 3. Lions Club of Waroona receives \$500 to assist with the hosting of the 2019 Community Christmas Gala;**
- 4. Preston Beach Volunteer Bushfire Brigade receives \$500 to assist with the establishment of a community bushfire ready program;**
- 5. Seniors' Recreation Council of Western Australia – Peel Branch receives \$600 to assist with hosting the 2019 Livelighter Peel Aged Care Games in Waroona;**
- 6. St Joseph's Primary School P&F Association application for \$758 be unsuccessful;**
- 7. Waroona Agricultural Society receives \$800 to assist with the development of the 'Farm Shed' feature at the 2019 Waroona Agricultural Show;**
- 8. Waroona Bowling and Social Club receives \$450 to assist with the purchase of new umpiring equipment for the second green;**
- 9. Waroona Community Men's Shed application for \$800 be unsuccessful;**
- 10. Waroona Community Resource Centre receives \$600 to assist with the provision of monthly practical cooking classes;**
- 11. Waroona Football and Netball Club receives \$450 to assist with the purchase of additional sporting equipment;**
- 12. Waroona Hamel RSL receives \$500 to assist with the costs of updating honour boards;**
- 13. Waroona Junior Netball Association receives \$600 to assist with the purchase of new netball uniforms;**
- 14. Waroona Karate Club receives \$500 to assist with the costs of replacing karate mats;**
- 15. Waroona Playgroup application for \$800 be unsuccessful; and**
- 16. Waroona / Wagerup / Yarloop Meals on Wheels receives \$800 to assist with the purchase of consumables.**

SMALL GRANTS AND AWARDS COMMITTEE RECOMMENDATION*

1. That Council allocates an annual contribution of \$1,000 for ongoing support of Waroona / Yarloop / Wagerup Meals on Wheels, to commence in the 2019/20 budget.
2. That Council amends Policy COM004 – Donations to include the annual contribution of \$1000 for ongoing support of Waroona / Wagerup / Yarloop Meals on Wheels, as per Appendix 9.2.1D

9.2.2 PRESTON BEACH GOLF CLUB PROJECT PROPOSAL	
Reporting Officer / Officer's Interest:	Brad Vitale, Community Development Officer; Nil
Responsible Officer / Officer's Interest	Louis Fouche, Director Strategic Development; Nil
Proponent:	Preston Beach Golf Club
Landowner:	Shire of Waroona
Date of Report: 15/04/19	File No.: 66/2
Previous Reference:	Not Applicable
Policy Implications:	COM013 – Development of Recreational Facilities COM014 – Control and Management of Council Property CORP017 – Asset Management Policy CORP049 – Improvements to Council Properties by External Groups
Statutory Implications:	Preston Beach Golf Club Lease Town Planning Scheme No.7, 1996
Strategic Implications:	Shire of Waroona Strategic Community Plan 2018/19 – 2027/28 Local Planning Strategy 2009
Financial Implications:	See heading below
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan</i>):	
<i>No.4 Society/Community Wellbeing: A strong sense of community, addressing social issues, and effective community wellbeing</i>	
<i>No. 5 Assets, Resources, Financial Management and Sustainability "Responsible stewardship of assets, effective resources supervision (including staff and human resources issues), and pursuit of best practice financial management and sustainability"</i>	

PROPOSAL SUMMARY

Council is requested to consider the recommendations by the Recreation Advisory Committee regarding the request to approve the project proposal by Preston Beach Golf Club (**attached as Appendix 9.2.2**).

BACKGROUND / INITIAL COMMENTS

Preston Beach Golf Club, in collaboration with the Shire of Waroona and the local community, has been completing minor upgrades and improvements to the Preston Beach Golf Course for several years. The Golf Club believes that the course is now at a stage where a major project is required to maintain its functionality for residents and visitors. This project will include a reticulation programme, fencing along the eastern border of the course, and renewing some of the synthetic grass greens (which have been operating for 12 years).

Advice has been sought from a local reticulation and irrigation contractor regarding the viability of the reticulation programmes, and permission to sink bores has been requested from Department of Water. Preston Beach Golf Club are awaiting Council approval of the project before the project progresses to seeking quotations for the reticulation, bore construction and installation of power.

The fencing element of the project would involve dismantling the fences used as a trial by the South West Lands Council for revegetation and re-erecting the fence from the number



five fairway tee through to the number seven green. The purpose of this is to separate the golf course from the National Park to reduce the number of kangaroos on the course and therefore minimise the significant damage currently occurring.

Preston Beach Golf Club has identified opportunities to source funding including the Alcoa Waroona Sustainability Fund and Department of Local Government, Sport and Cultural Industries Community Sporting and Recreation Facility Fund and are awaiting feedback from the Shire before the project will progress.

PLANNING – STRATEGIC IMPLICATIONS

The Preston Beach Golf Course is located in the Coastal Precinct of the Local Planning Strategy with Fig 16a indicating that the land is to be used for Open Space and Recreation.

REFERRALS

The project proposal was referred to the Director Technical Services who has clarified the relevance of a previous Council resolution OCM19/02/002.

At the February 2019 Ordinary Council Meeting, Council passed the following resolution:

*OCM19/02/002
MOVED: CR SCOTT
SECONDED: CR DEW*

That Council support the Preston Beach Golf Club in its efforts to alleviate issues associated with the location of the number three green and approve the inclusion of in-kind works to the value of \$5,000 in the 2019/20 budget to assist in the relocation of the green.

CARRIED BY ABSOLUTE MAJORITY 8/0

The green relocation project and future budget allocation is separate to the proposal in this report.

The project proposal was also referred to the Recreation Advisory Committee meeting held 10 April 2019, with a recommendation provided at the end of this report.

STRATEGIC COMMUNITY PLAN ISSUES / IMPLICATIONS

The relevant Strategic Community Plan key focus areas are:

Number 4 – Society / Community Wellbeing “Maintain strong sense of community; effective community wellbeing”; and

Number 5 – Assets, Resources, Financial Management and Sustainability “Responsible stewardship of assets, effective resources supervision (including staff and human resources issues), and pursuit of best practice financial management and sustainability”.

POLICY IMPLICATIONS

COM013 – Development of Recreational Facilities

To provide a permanent record of the Council’s long-term strategy that would encourage the provision of community facilities that are multipurpose.



COM014 – Control and Management of Council Property

To provide general direction in the control of Council property by community groups and organisations. This policy should be considered in conjunction with formal leasing arrangements that may exist.

CORP017 – Asset Management Policy

The key objective of this policy is to ensure that services delivered by the Shire of Waroona continue to be sustainably delivered. This will be achieved by ensuring that the Infrastructure Assets used to support the service delivery continue to function to the level of service determined by Council. It will also provide clear direction as to how Council, as custodians of community assets, will manage those assets within an Asset Management Framework.

CORP049 – Improvements to Council Properties by External Groups

To ensure that the Council is aware of and is able to account for additions and/or improvements to buildings on Council owned land. This is to ensure that the cost of these improvements is correctly brought to account in the Council's financial statement.

FINANCIAL ISSUES / IMPLICATIONS

As this is a project proposal seeking approval to proceed, financial implications to the Shire have not been provided. The proposal mentions that quotations have been sought and suggests that Preston Beach Golf Club in partnership with the Shire, seek funding from organisations such as Alcoa, Department of Local Government, Sport and Cultural Industries and Tourism WA, should the project obtain approval to proceed. Any matters that arise from the project, including but not limited to, maintenance and water consumption, shall be dealt with in accordance with the lease between the Shire of Waroona and Preston Beach Golf Club.

There are no financial implications as Preston Beach Golf Club are seeking landowner consent only to complete this project.

STATUTORY ISSUES / ENVIRONMENT / IMPLICATIONS**Shire of Waroona Town Planning Scheme No.7, 1996**

The golf course is zoned Urban 9 – Preston Beach. Recreation – Private is an AA use in the zone. (a use not permitted without Local Government approval).

Given that the golf course use is already established, the proposed irrigation and internal fencing is not considered to require additional development approval.

LEGAL ISSUES/IMPLICATIONS**Preston Beach Golf Club Lease**

A lease exists between the Shire of Waroona (lessors) and Preston Beach Golf Club (lessees) for a term of 20 years from and including 1 July 2005 to 30 June 2025. Sections of this lease relevant to the project proposal include:

(The Lessee hereby covenants with the Lessor as follows:)



- 2.3 Not to alter the character or interfere with the present state of the demised premises further than may be necessary for laying out and maintaining the same as a proper golf links and club house without the written consent of the Lessor.
- 2.6 To provide at its own expense all sprinklers and hoses, connections and other requisites necessary for watering the said golf links.
- 2.19 The right at all times during the term or any extension thereof to enter upon the Leased Premises by itself or its servants, agents and employees or by its agents and with and without any employees, workmen, contractors, surveyors, engineers and appliances to do and carry out all such works, acts and things as the Lessor in its absolute discretion shall deem necessary and/or convenient including but not limited to the realignment of any fairways, relocation of putting greens or putting areas, the building of roads or ways, the laying of reticulation and all watering systems, drainage and/or sewerage pipes, the construction of drainage ditches, the construction and erection of all and any building or other improvements to the Leased Premises.

The proposal is consistent with the lease, subject to landowner approval from the Shire.

COMMUNITY CONSULTATION

As this is a project proposal seeking approval to proceed, community consultation has not been completed. Preston Beach Golf Club has contacted Bickley Irrigation and Reticulation for advice, stating that the contractor deems the project to be viable and inexpensive relative to the potential benefits of completing the work. The Club is awaiting a response from Department of Water regarding a request for permission to sink bores around the golf course.

OFFICER'S COMMENTS / CONCLUSIONS

Preston Beach Golf Club project relies on Council approval, as the landowners and lessors of the property, to complete works on the golf course and relocate fencing, and Department of Water permission to create bores. The quotation from the contractor to complete the works will also impact the viability of the project. At this stage, Preston Beach Golf Club is only seeking Council approval of the project in principle, and not seeking Council funding.

The Preston Beach Golf Club Project Proposal is included as **Appendix 9.2.2**

Appendices Attached:	Yes	Appendices Numbers: 9.2.2 Project Proposal
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VOTING REQUIREMENTS

Simple Majority.

RECREATION ADVISORY COMMITTEE RECOMMENDATION

That Council supports the request to grant landowner's consent for the Preston Beach Golf Club project proposal, subject to the Preston Beach Golf Club obtaining all approvals required for the project and that Council is not liable for any costs incurred as a result of the project.



9.2.3 WAROONA COMMUNITY SUPPORT HUB	
Reporting Officer / Officer's Interest:	Brad Vitale, Community Development Officer; Nil
Responsible Officer / Officer's Interest	Louis Fouche, Director Strategic Development; Nil
Proponent:	GP Down South
Landowner:	Not Applicable
Date of Report: 15/04/19	File No.: 77/9
Previous Reference:	Not Applicable
Policy Implications:	COM014 – Control and Management of Council Property FIN007 – Fees and Charges
Statutory Implications:	Local Government Act 1995 National Competition Policy 2017
Strategic Implications:	Shire of Waroona Strategic Community Plan 2018/19 – 2027/28
Financial Implications:	See heading below
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan</i>): <i>No.4 Society/Community Wellbeing: A strong sense of community, addressing social issues, and effective community wellbeing</i>	

PROPOSAL SUMMARY

Council is requested to consider the recommendations by the Recreation Advisory Committee regarding the request to develop a Waroona Community Support Hub at Waroona Recreation and Aquatic Centre and absorb the cost of hire fees.

BACKGROUND / INITIAL COMMENTS

In January this year, following the opening of the Peel Health Hub, GP Down South Assertive Outreach Team commenced the development of 2 satellite hubs to provide outreach services from the Peel Health Hub to the Waroona and Murray communities. The Murray Community Support Hub is in its third month of existence, and GP Down South would like to replicate this model in Waroona.

Murray Community Support Hub has been active since January 2019, with a 2-hour session held each fortnight during the day. The objective of the Hub is to provide a less stigmatised and low threshold opportunity for residents to make initial contact with a range of health and community support services at a venue that is easily accessible and comfortable. A number of service providers create pop-up outreach stalls that local community members can access in a non-sterile and non-clerical environment. These service providers include GP Down South, Bridging the Gap, Palmerston, Peel Jobs and Skills Centre, Family Support Service, Australian Taxation Office and revolving visitor services from the Waroona Interagency Group. The services provided include counselling, drug and alcohol support, job search providers, budgeting advice, family support, skills development and training, volunteer support and grant funding information.

The Shire of Murray has absorbed the hire cost for the Murray Community Support Hub to be held at the Lesser Hall and is assisting in the promotion of the Hub. GP Down South are requesting the same support from the Shire of Waroona, with the Shire absorbing the hire cost for the multipurpose room at Waroona Recreation and Aquatic Centre and assisting in the promotion of the Hub. GP Down South have investigated the use of the rooms at



Waroona Community Resource Centre, however state that this space is inadequate to facilitate the Hub.

PLANNING – STRATEGIC IMPLICATIONS

Nil.

REFERRALS

The Chief Executive Officer has discussed the proposal with the Manager of Waroona Community Resource Centre (CRC) who expressed a strong preference for the Health Hub to operate from the CRC premises.

The Executive Manager Planning and Building Services is aware of the proposal and supports the location at the CRC.

STRATEGIC COMMUNITY PLAN ISSUES / IMPLICATIONS

The relevant Strategic Community Plan key focus areas are:

Number 4 – Society / Community Wellbeing “Maintain strong sense of community; effective community wellbeing”; and

POLICY IMPLICATIONS

COM014 – Control and Management of Council Property

To provide general direction in the control of Council property by community groups and organisations. This policy should be considered in conjunction with formal leasing arrangements that may exist.

FIN007 – Fees and Charges

To ensure that the Council’s fees and charges are reviewed on an annual basis.

FINANCIAL ISSUES / IMPLICATIONS

GP Down South will be the organisation responsible for the operation and management of the proposed Waroona Community Support Hub, with no administrative costs incurred by Council.

GP Down South has requested that Council absorbs the cost of hiring the multipurpose room at Waroona Recreation and Aquatic Centre for a 6-month trial. This arrangement will be reviewed at the conclusion of the trial period, The Waroona Community Support Hub will require use of the multipurpose room for 2 hours each fortnight for a 6-month period.

The 2018/19 Adopted Budget contains a fee of \$25 plus \$29 bond per hour for the multipurpose room. Assuming that the Waroona Community Support Hub will commence immediately following the April Council meeting, the total hire cost absorbed by Council would be \$200 (4 x sessions @ \$50 per session) for the 2018/19 financial year. The cost to be absorbed for the remainder of the trial period would be dependent on the fees and charges adopted by Council for the 2019/20 Budget.



Should the Waroona Community Support Hub be located at the Waroona Community Resource Centre, and GP Down South request that Council absorbs the cost of hiring Meeting Room 1 (the largest space), the cost would be \$25 per hour.

The 2018/19 Budget has been adopted and did not allocate any funding towards the Waroona Community Support Hub. Any budget amendment would require the reallocation of funds from another project that has been included in the adopted budget.

STATUTORY ISSUES / ENVIRONMENT / IMPLICATIONS

Local Government Act 1995

Part 6, Division 2, s.6.2 “Local government to prepare annual budget”

Part 6, Division 5, s.6.16 “Imposition of fees and charges”

Part 6, Division 5, s.6.17 “Setting level of fees and charges”

National Competition Policy

The objective of competitive neutrality policy is the elimination of resource allocation distortions arising out of the public ownership of entities engaged in significant business activities: Government businesses should not enjoy any net competitive advantage simply as a result of their public sector ownership. These principles only apply to the business activities of publicly owned entities, not to the non-business, non-profit activities of these entities.

LEGAL ISSUES/IMPLICATIONS

Nil.

COMMUNITY CONSULTATION

GP Down South has consulted Waroona Community Resource Centre regarding facility hire, however have stated that the rooms are not suitable due to the size and layout. GP Down South has also consulted members of Waroona Interagency Group to gather interest in the development of the Waroona Community Support Hub, with several service providers committing to support the Hub if established.

OFFICER'S COMMENTS / CONCLUSIONS

The development of a satellite community support hub providing outreach services from service providers located at the Peel Health Hub could be valuable for community members that have limited or no access to transport to Mandurah. A collection of services from a range of areas located in one facility could also reduce the hesitation to access one of these services in isolation due to stigma – there is less awareness of which service someone is accessing at any one time.

Waroona Community Resource Centre is the most equipped and suitable facility for health and community support services, with a range of service provider already functioning out of the facility. Waroona Recreation and Aquatic Centre is more suitable to host sport and recreational services and is not equipped with the private consultation rooms that may be required by health and community support service providers.



Waroona Community Support Hub should be trialled with the space available at Waroona Community Resource Centre to determine whether a larger space is required before potentially confusing the community with which facilities should be accessed for particular services.

Council would be able to assist in the promotion of the Waroona Community Support Hub via mediums which would not incur a cash cost to Council, such as website, social media and email.

Appendices Attached:	No	Appendices Numbers:	N/A
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VOTING REQUIREMENTS

Simple Majority. (A budget commitment / amendment will require an Absolute Majority).

RECREATION ADVISORY COMMITTEE RECOMMENDATION

That Council:

- 1. Supports the development of the Waroona Community Support Hub;**
- 2. Refers GP Down South to Waroona Community Resource Centre and propose trialling the Waroona Community Support Hub at this venue for a period of 3 months to determine if the venue size is adequate;**
- 3. Does not absorb any costs relating to the Waroona Community Support Hub; and**
- 4. Assists in the promotion of the Waroona Community Support Hub.**



9.3 EXECUTIVE MANAGER PLANNING & BUILDING SERVICES

9.3.1 ILLEGAL OUTBUILDING – LOT 360 PANORAMA DRIVE, PRESTON BEACH	
Reporting Officer / Officer's Interest:	Sarah Park, Environmental Officer; Nil
Responsible Officer / Officer's Interest	Leonard Long, Executive Manager Planning & Building Services; Nil
Proponent:	Shire of Waroona
Landowner:	Shire of Waroona
Date of Report: 11/04/2019	File No.: A2178
Previous Reference:	OCM19/03/024 of 26/3/2019
Policy Implications:	Nil
Statutory Implications:	Building Act 2011
Strategic Implications:	Nil
Financial Implications:	<i>See heading below</i>
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): <i>No.3 Land Use: Responsible Land Use Planning, and Protecting Rural Land</i>	

PROPOSAL SUMMARY

At its Ordinary Council Meeting of 26 March 2019, Council resolved as follows:

“That the matter in relation to the illegal outbuilding at Lot 360 (No. 33-35) Panorama Drive, Preston Beach be deferred to enable Council officers to explore the possibility of an alternative outcome with the identified builder and the Preston Beach Golf Club.”

As per Councils above resolution officers met with the owners of 118 (46) Lakeside Terrace who confirmed that they were responsible for the unauthorised construction of the outbuilding on Lot 360 (No. 33 – 35) Panorama Drive, Preston Beach, see **APPENDIX 9.3.1A** for a location plan. The owners have verbally agreed that they will bear all costs associated with obtaining the required retrospective approvals for the outbuilding.

The Preston Beach Golf Club Inc. have confirmed that the club is willing to accept the donation of the outbuilding, see **APPENDIX 9.3.1B**.

BACKGROUND / INITIAL COMMENTS

The Shire has recently been made aware that an outbuilding has been constructed within the Preston Beach Golf Course, east of Lot 118 Lakeside Terrace, without a building permit or the approval of Council.

The structure is approximately 4m wide and 9m long and is setback 1m east from the rear lot boundary of Lot 118 Lakeside Terrace. Vehicle tracks show the outbuilding is accessed via a local footpath that connects the golf course to Lakeside Terrace. The outbuilding is constructed of Colorbond. Historical aerial photography shows that the building was constructed sometime between 2015 and 2018.

Officers have contacted the Preston Beach Golf Club Secretary to confirm the shed has not been constructed by the club or used by the club.

Photographs of the structure and an aerial photo of the subject property are included in **APPENDIX 9.3.1C**.



PLANNING – STRATEGIC IMPLICATIONS

Nil.

REFERRALS

Nil.

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

The relevant Strategic Community Plan issue area is number 3 Land Use: Responsible Land Use Planning, and Protecting Rural Land.

FINANCIAL ISSUES/IMPLICATIONS

Should Council resolve to accept the donation of the outbuilding, such acceptance should be subject to there being no cost to Council to obtain the required retrospective approvals for the outbuilding.

POLICY ISSUES/IMPLICATIONS

Nil.

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS**Building Act 2011**

All building works require approval under the Act unless specifically exempt.

LEGAL ISSUES/IMPLICATIONS

Should Council resolve not to accept the donation of the outbuilding by the owners Craig Brian Logan and Michelle Anne Logan of 118 (46) Lakeside Terrace, there may be legal implications for the Shire. The Shire may be liable for the activities of third parties on land under its control. If damage or injury did occur as a result of the presence of the structure, the Shire may be open to legal action.

The current lease agreement between the Shire and the Preston Beach Golf Club Inc. requires all buildings on the land subject to the lease to be insured to their full insurable value.

The Shire's procedure manual outlines the process for compliance actions. The process as per the manual involves written notification of the offence being provided to the offending party with a timeframe for required action to be provided. General practice for the notifications is to provide a period of 30 days for action to be taken. Should no action be taken during the 30 day period a further notice is provided requiring action within 14 days. Where compliance has not been achieved within the 14 day period a further notice providing a 7 day period is issued. Once the 7 day period has expired the matter is referred to Council for consideration of prosecution by the Shire's solicitors

COMMUNITY CONSULTATION

Nil.

OFFICER'S FINAL COMMENTS/CONCLUSIONS

The agreement of the Preston Beach Golf Club Inc. to utilise the outbuilding can be facilitated under its current lease agreement with the Shire. To enable the use of the outbuilding by the club the Shire is required to accept the donation by the owners of 118 (46) Lakeside Terrace, Preston Beach.

It is therefore recommended that Council accepts the donation of the outbuilding, subject to conditions.

Appendices Attached:	Yes	Appendices Numbers:	9.3.1A,B,C
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VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council resolves to:

- A. Accept the donation from the owners of Lot 118 (46) Lakeside Terrace, Preston Beach, of the outbuilding constructed on Lot 360 (No. 33 -35) Panorama Drive, Preston Beach subject to the following:**
- 1. The required retrospective approvals (Building and Planning) of the outbuilding shall be obtained within 3 months of the date of this resolution or within such timeframe as agreed upon by the Chief Executive Officer.**
 - 2. All costs associated with obtaining the required retrospective approvals (Building and Planning) of the outbuilding shall be borne the owners of Lot 118 (46) Lakeside Terrace, Preston Beach.**
- B. Provide landowners consent for all required retrospective approvals (Building & Planning) for the outbuilding.**
- C. Authorise the Chief Executive Officer to execute all documents required for the purposes of (A) and (B) above.**

9.3.2 REQUEST FOR PAYMENT FOR THE INSTALLATION OF THE FIRE HYDRANT REQUIRED FOR THE WAROONA MENS SHED INC. LOCATED AT LOT 316 PARNELL STREET, WAROONA (RESERVE 8746)	
Reporting Officer / Officer's Interest:	Chris Dunlop, Senior Town Planner; Nil
Responsible Officer / Officer's Interest	Leonard Long, Executive Manager Planning and Building Services; Nil
Proponent:	Waroona Mens Shed Inc.
Landowner:	Crown Land Vested to Shire of Waroona
Date of Report: 12 April 2019	File No.: 19/1
Previous Reference:	Nil
Policy Implications:	<i>See heading below</i>
Statutory Implications:	<i>See heading below</i>
Strategic Implications:	<i>See heading below</i>
Financial Implications:	<i>See heading below</i>
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): <i>No.5 Asset Management and Financial Sustainability: Provision of functional Assets to support services, involving built/acquired assets, & Infrastructure; Financial Proficiency & Sustainability</i>	

PROPOSAL SUMMARY

Council is requested to consider a request from the Waroona Men's Shed Inc. to cover the cost of the water connect and fire hydrant, required for the Men's Shed currently under construction.

BACKGROUND / INITIAL COMMENTS

It is a legislative requirement that a fire hydrant be provided for the Men's Shed at a location approved by the Department of Fire and Emergency Services. Without the provision of the fire hydrant a building permit could not have been approved and the shed not constructed.

Preliminary works for the installation have been undertaken by Water Corporation under the instruction of the Waroona Men's Shed Inc. The Waroona Men's Shed Inc. requests that Council pay \$16,066 for the installation of the hydrant based on the fire hydrant being an addition to the Waroona main water system and can be used by the Volunteer Fire Brigade.

Shire officers are of the opinion that the approved location of the hydrant shown on the attached **APPENDIX 9.3.2A** would have very little, if any, additional benefit to the Shire and would only be able to service the Men's Shed and possibly the Youth Centre. With regard to the use by the Volunteer Fire Brigade there is a stand pipe available to the brigade adjacent to the Marchetti Shed, on the showgrounds.

PLANNING – STRATEGIC IMPLICATIONS

Nil.

REFERRALS

Nil.



STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

The relevant Strategic Community Plan issue area is number 5 Asset Management and Financial Sustainability: Provision of functional Assets to support services, involving built/acquired assets, & Infrastructure; Financial Proficiency & Sustainability.

FINANCIAL ISSUES/IMPLICATIONS

During the initial stages of the project the Shire assisted the Men’s Shed in locating the required water and sewer infrastructure at a cost of \$1,000. In addition to this the Shire also covered the cost of the repair of the footpath of approximately \$1,000. The portion of footpath was removed without Shire consent to enable the Water Corporation to make the necessary connection for the fire hydrant. These costs have been absorbed into the Shires operational budget.

No budget allocation has been made in the 2018/19 budget for the installation of a fire hydrant to service the Men’s Shed. Should Council resolve to agree to the Men’s Shed request, Council would have to provide officers with direction as to which projects funds approved in the 2018/19 budget should be reallocated.

POLICY ISSUES/IMPLICATIONS

Nil.

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

Nil.

LEGAL ISSUES/IMPLICATIONS

Nil.

COMMUNITY CONSULTATION

Not required for this item.

OFFICER’S FINAL COMMENTS/CONCLUSIONS

The Men’s Shed have been successful in obtaining grants through the Building Better Regions Fund, Alcoa Sustainability Fund and the Royalties for Regions Fund totalling \$445,000 for the construction of the Men’s Shed. The construction of the shed which officers have been advised excludes the electrical installation amounts to \$322,412 (incl GST).

Should Council resolve to contribute all or part of the cost of the installation, it would require an amendment to the 2018/19 budget.

The installation of the fire hydrant is solely as a result of the construction of the Men’s Shed, as such it is recommended that the request from the Waroona Men’s Shed Inc. not be approved.

Appendices Attached:	Yes	Appendices Numbers:	9.3.2A
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VOTING REQUIREMENTS

Absolute Majority



OFFICER RECOMMENDATION

That Council, resolves to:

- 1. Refuse the request from the Waroona Men's Shed Inc. to cover the \$16,066 being the cost of the installation of the fire hydrant required for the Waroona Men's Shed located on Lot 316 Parnell Street, Waroona (Reserve 8746).**

9.4 DEPUTY CHIEF EXECUTIVE OFFICER / DIRECTOR CORPORATE SERVICES

9.4.1 PAYMENT LISTING FOR THE MONTH OF MARCH 2019	
Reporting Officer / Officer's Interest:	Kathy Simpson, Finance Officer / Nil
Responsible Officer / Officer's Interest	Ashleigh Nuttall – Manager Corporate Services / Nil
Proponent:	N/A
Landowner:	N/A
Date of Report: 15/4/19	File No.: 1/3
Previous Reference:	N/A
Policy Implications:	<i>See heading below</i>
Statutory Implications:	<i>See heading below</i>
Strategic Implications:	<i>See heading below</i>
Financial Implications:	<i>See heading below</i>
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): No. 6 "Active Civic Leadership, Good Governance, & Excellence in Management"	

PROPOSAL SUMMARY

The purpose of this report is to present the listing of payments made from the Shire's Municipal and Trust funds throughout the month of March 2019.

BACKGROUND / INITIAL COMMENTS

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

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

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

PLANNING – STRATEGIC IMPLICATIONS

Nil

REFERRALS

Nil

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

The relevant Strategic Community Plan issue area is number 6 Good Government: Active & Responsible Civic Leadership, & Excellence in Management.

FINANCIAL ISSUES/IMPLICATIONS

Nil



POLICY ISSUES/IMPLICATIONS

Nil

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

Local Government Act 1995 – Section 6.4 and Local Government (Financial Management) Regulations 1996 – Section 13

LEGAL ISSUES/IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

OFFICER'S FINAL COMMENTS/CONCLUSIONS

All payments made from Council's Municipal and Trust account were completed in accordance with the adopted budget.

That Council receive the payment listing for the period as per the appendices.

Appendices Attached:	Yes	Appendices Numbers:	9.4.1
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VOTING REQUIREMENTS

Simple Majority

<u>OFFICER RECOMMENDATION</u>		
That Vouchers numbered:		
<u>ACCOUNT</u>	<u>CHEQUE NOS.</u>	<u>TOTAL \$</u>
Municipal	Cheques 9128 - 9161	\$48,633.04
Trust (Cheque/EFTs)	Chq: 11205-11206 EFT 20605, 29686-29690	\$7,277.68
Electronic Transfers Municipal Fund	EFT 29565 to 29766	\$948,618.81
Direct Wages	01/03/19 – 31/03/19 inclusive	\$172,789.6-
Direct Debits	01/03/19 – 31/03/19	\$40,763.92
GRAND TOTAL:		<u>\$1,218,083.05</u>
and attached at Appendix 9.4.1 be endorsed.		



9.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2018 TO 31 MARCH 2019	
Reporting Officer / Officer's Interest:	Ashleigh Nuttall – Manager Corporate Services; Nil
Responsible Officer / Officer's Interest	Ashleigh Nuttall – Manager Corporate Services; Nil
Proponent:	N/A
Landowner:	N/A
Date of Report: 16/4/2019	File No.: 1/1
Previous Reference:	N/A
Policy Implications:	<i>See heading below</i>
Statutory Implications:	<i>See heading below</i>
Strategic Implications:	<i>See heading below</i>
Financial Implications:	<i>See heading below</i>
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): <i>No 6 Good Government: Active & Responsible Civic Leadership, & Excellence in Management</i>	

PROPOSAL SUMMARY

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

BACKGROUND / INITIAL COMMENTS

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

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

The following information is included in the report;

- o Statement of Financial Activity by Programme
- o Statement of Financial Activity by Nature and Type, and
- o Statement of Financial Position
- o Note 1 – Significant Accounting Policies
- o Note 2 – Graphical Representation
- o Note 3 – Net Current Funding Position
- o Note 4 – Cash and Investments
- o Note 5 – Major Variances
- o Note 6 – Budget Amendments
- o Note 7 – Receivables
- o Note 8 – Grants & Contributions
- o Note 10 – Capital Disposals and Acquisitions
- o Note 11 – Significant Capital Projects

- Note 12 – Trust
- Note 13 - Borrowings

PLANNING – STRATEGIC IMPLICATIONS

Nil

REFERRALS

Nil

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

The relevant Strategic Community Plan issue area is number 6 Good Government: Active & Responsible Civic Leadership, & Excellence in Management.

FINANCIAL ISSUES/IMPLICATIONS

Nil

POLICY ISSUES/IMPLICATIONS

Accounting policies - Policy 3.1.1 to Policy 3.1.7

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

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

LEGAL ISSUES/IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

OFFICER'S FINAL COMMENTS/CONCLUSIONS

That Council receive the monthly statement of financial activity for the period as per the appendices.

Appendices Attached:	Yes	Appendices Numbers: 9.4.2
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VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council receive the Monthly Statement of Financial Activity for the period 1 July 2018 to 31 March 2019 as presented.



9.4.3 PROPOSED AMENDMENTS TO 2018/19 ADOPTED BUDGET	
Reporting Officer / Officer's Interest:	Brad Vitale – Community Development Officer; No interest
Responsible Officer / Officer's Interest	Ashleigh Nuttall, Manager Corporate Services; No interest
Proponent:	Shire of Waroona
Landowner:	Not Applicable
Date of Report: 15/04/19	File No.: 1/7
Previous Reference:	SCM 18/08/075
Policy Implications:	Nil.
Statutory Implications:	Local Government Act 1995
Strategic Implications:	Strategic Community Plan 2018/19 – 2027/28
Financial Implications:	<i>See heading below</i>
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>):	
<i>No.5 Asset Management and Financial Sustainability: Provision of functional Assets to support services, involving built/acquired assets, & Infrastructure; Financial Proficiency & Sustainability</i>	
<i>No 6 Good Government: Active & Responsible Civic Leadership, & Excellence in Management</i>	

PROPOSAL SUMMARY

The Council is requested to authorise an amendment to the 2018/19 adopted budget.

BACKGROUND / INITIAL COMMENTS

The Department of Communities WA Youth Week Grant was received this month, however was not accounted for at the time that the 2017/18 Budget was adopted. The relevant income and expenditure accounts for these grants must be amended to reflect this.

PLANNING – STRATEGIC IMPLICATIONS

Nil.

REFERRALS

Nil.

STRATEGIC IMPLICATIONS

The relevant Strategic Community Plan key focus areas are:

Number 5 – Assets, Resources, Financial Management & Sustainability “Responsible stewardship of assets, effective resources supervision (including staff and human resources issues), and pursuit of best practice financial management and sustainability”

Number 6 – Good Governance “Active civic leadership and excellence in management”

FINANCIAL ISSUES/IMPLICATIONS

The following chart provides a summary of the changes which result in the overall budget remaining in a balanced position.

Account	Proposed Budget Amendments	Amount
114630	Increase budgeted income	\$3,000
114820	Increase budgeted expenditure	\$3,000

POLICY ISSUES/IMPLICATIONS

Nil.

STATUTORY IMPLICATIONS**Local Government Act 1995**

Part 6, Division 2, s.6.2 “Local government to prepare annual budget”

Budget amendments are required to be authorised by an absolute majority.

LEGAL IMPLICATIONS

Nil.

COMMUNITY CONSULTATION

Not required.

OFFICER'S FINAL COMMENTS/CONCLUSIONS

A budget amendment is to be considered to allow the officer to continue their duties and responsibilities whilst staying within approved budget figures.

Appendices Attached:	No	Appendices Numbers:	N/A
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VOTING REQUIREMENTS

Absolute Majority.

OFFICER RECOMMENDATION

That Council approve to amend the 2018/19 adopted budget as follows:

- 1. Income Account #114630 Contributions/Donations and correlating Expenditure Account # 114820 Youth Activities be increased by \$3,000.**



9.5 CHIEF EXECUTIVE OFFICER

Nil

10. CONFIDENTIAL REPORTS

Nil

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

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

12.1 ELECTED MEMBERS

12.2 OFFICERS

13. CLOSURE OF MEETING