



Date: 22 August 2019

To: Shire President
All Councillors

Copy: Directors
Staff

ORDINARY COUNCIL MEETING NOTICE AND AGENDA

An Ordinary Council meeting of the Shire of Waroona will be held at the Waroona Shire Council Chambers on Tuesday 27 August 2019 commencing at 4.00 pm to consider and resolve on the matters set out in the attached Agenda.

A handwritten signature in black ink, which appears to read 'Ian Curley', is positioned above the printed name and title of the Chief Executive Officer.

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**
8. **CONFIRMATION OF MINUTES**
- 8.1 **SPECIAL COUNCIL MEETING – 13 AUGUST 2019**

OFFICER RECOMMENDATION

That the Minutes of the Special Council Meeting held 13 August 2019 be confirmed as being a true and correct record of proceedings.

9. REPORTS OF OFFICERS AND COMMITTEES

9.1 DIRECTOR TECHNICAL SERVICES

9.1.1 APPLICATION OF COMMON SEAL – CARBONE BROS. DEED OF AGREEMENT FOR ROAD UPGRADE AND ROAD MAINTENANCE	
Reporting Officer / Officer's Interest:	Patrick Steinbacher, DTS; No Interest
Responsible Officer / Officer's Interest	Patrick Steinbacher, DTS; No Interest
Proponent:	n/a
Landowner:	n/a
Date of Report: 15 August 2019	File No.: A3670
Previous Reference:	Nil
Policy Implications:	Nil
Statutory Implications:	Nil
Strategic Implications:	Nil
Financial Implications:	See heading below
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): 5 Assets, Resources, Financial Management & Sustainability	

PROPOSAL SUMMARY

A deed of agreement has been drawn up and signed by Carbone Bros. for their sand mining operations on Johnston Road. The execution of the document by the Shire of Waroona includes the application of the Shire's common seal which requires a Council resolution.

BACKGROUND/INITIAL COMMENTS

Carbone Bros. have commenced sand mining operations on Johnston Road under a mining lease rather than the usual planning approval/extractive industry licence system. This offers the Shire slightly less protection than usual as the Mining Act essentially supersedes the LG Act, however the deed of agreement that has been drawn up does reinstate to some extent the Shire's interests in this regard. The negotiations have been carried out in good faith and the relationship between the two parties is a sound one.

Carbone Bros. have signed the agreement therefore the Shire now is required to execute the document which involves signing by the CEO and Shire President and the application of the Shire's common seal.

PLANNING – STRATEGIC IMPLICATIONS

Nil

REFERRALS

Nil

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

This matter falls under area five of the SCP, i.e. "Assets, Resources, Financial Management & Sustainability".



FINANCIAL ISSUES/IMPLICATIONS

Nil

POLICY ISSUES/IMPLICATIONS

Nil

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

Nil

LEGAL ISSUES/IMPLICATIONS

The deed of agreement was prepared by McLeods lawyers and therefore is appropriate for the matter at hand.

COMMUNITY CONSULTATION

Nil.

OFFICER'S FINAL COMMENTS/CONCLUSIONS

Nil

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

Simple Majority

OFFICER RECOMMENDATION

That in relation to the *Deed of Agreement for road upgrade and maintenance contribution* between Carbone Bros. and the Shire of Waroona, for Carbone Bros. sand mining operations on Johnston Road, Council resolves to authorise:

- 1. The application of the Shire of Waroona Common Seal, and**
- 2. The execution of the required documents by the Shire President and Chief Executive Officer.**

9.1.2 TENDER – RFT 2019/04 – SUPPLY & DELIVERY OF GRAVEL BASECOURSE MATERIAL	
Reporting Officer / Officer's Interest:	Rikki Pulfer, Depot Administration Officer; No Interest
Responsible Officer / Officer's Interest	Patrick Steinbacher, Director Technical Services; No Interest
Proponent:	Shire of Waroona
Landowner:	n/a
Date of Report: 14 th August 2019	File No.: 2019/04
Previous Reference:	Nil
Policy Implications:	See heading below
Statutory Implications:	See heading below
Strategic Implications:	See heading below
Financial Implications:	See heading below
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): No. 5 "<u>Assets, Resources, Financial Management & Sustainability</u>"	

PROPOSAL SUMMARY

The purpose of this item is to present to Council for its consideration the tenders received for the tender 2019/04 – Supply and Delivery of Gravel Basecourse Material.

BACKGROUND/INITIAL COMMENTS

Council's 2019/20 budget includes an allocation for the purchase of gravel for use in the construction program. As the total cost of the gravel will exceed \$150,000, a tender process was necessary.

A specification was drawn up and the tender was advertised. The closing date of the tender 13th August 2019.

The Scope of Works contained in the specification called for the submission of prices the supply and delivery of gravel to the various road works sites subject to the 2019/20 construction season and to the Shire Depot.

Tenderers were also instructed to describe the method in which they intended to determine volumes delivered, however the specification reserved the Shire's right to reject any method and implement another.

The specification also stated that the following criteria would be used in the evaluation of the submissions:

- Tendered Price 50%
- Relevant Experience 15%
- Tenderer's Resources 15%
- Demonstrated Understanding 10%
- Value Adding Proposal 10%

The specification sets out how the tenderers were to address the last four criteria.

The principal has adopted a best value for money approach to this tender evaluation. This means that, although price is considered, the tender containing the lowest price will not necessarily be accepted, nor will the tender ranked the highest on the qualitative criteria.



The extent to which a tenderer demonstrates greater satisfaction of each of these will result in a greater score.

A scoring system was used for the assessment of the qualitative criteria and the tendered price which included allowance for the buy local policy.

PLANNING – STRATEGIC IMPLICATIONS

Nil

REFERRALS

Nil

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

This issue comes under the SCP No 5 “Assets, Resources, Financial Management & Sustainability” and fits within the SCP [5] sub-item 5.03 “Timely Renewal or Replacement of Assets”; 5.03.04 “Roads and Bridges – Maintenance”

FINANCIAL ISSUES/IMPLICATIONS

The purchase of the gravel is allowed for in the 2019/20 budget. Funding sources include Roads to Recovery, Regional Road Group Black Spot and Council’s own funds.

POLICY ISSUES/IMPLICATIONS

Nil

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

The tender process has been conducted as per the relevant sections of the Local Government Act 1995 and Council policy FIN009 ‘Purchasing and Procurement Policy’.

LEGAL ISSUES/IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

OFFICER’S FINAL COMMENTS/CONCLUSIONS

One submission was received from Charles Hull Contracting. The tender submission was evaluated in accordance with the specification set out in the tender document. The submission received an aggregate score of 490.

The submission from Charles Hull Contracting was of a high standard and given that Charles Hull Contracting have been the Shire’s contractors in this regard for several years and have supplied high quality material, officers are confident in recommending them as the successful tenderers.

Appendices Attached:	No	Appendices Numbers:
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VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council award Tender RFT 2019/04 Supply and Delivery of Gravel to Charles Hull Contracting based on the schedule of rates below.

Supply, Load and Deliver	Distance from Quarry (Waroona) to Shire Work Site (km)	Per Cubic Metre	
	Coronation Road	\$35.00	
	Peppermint Grove Road	\$35.00	
	Johnson Road	\$35.00	
	Waroona town site	\$35.00	
	Waroona Shire Depot	\$35.00	
	Other Locations Cost = Price of Gravel at pit + \$/km rate	Gravel Cost	\$/km
	\$24	\$11.50	

9.1.3 TENDER – RFT 2019/05 – SUPPLY & DELIVERY OF CRUSHED LIMESTONE	
Reporting Officer / Officer's Interest:	Rikki Pulfer, Depot Administration Officer; No Interest
Responsible Officer / Officer's Interest	Patrick Steinbacher, Director Technical Services; No Interest
Proponent:	Shire of Waroona
Landowner:	n/a
Date of Report: 14 th August 2019	File No.: 2019/05
Previous Reference:	Nil
Policy Implications:	See heading below
Statutory Implications:	See heading below
Strategic Implications:	See heading below
Financial Implications:	See heading below
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): No. 5 "<u>Assets, Resources, Financial Management & Sustainability</u>"	

PROPOSAL SUMMARY

The purpose of this item is to present to Council for its consideration the tenders received for the tender 2019/05 – Supply and Delivery of Crushed Limestone.

BACKGROUND/INITIAL COMMENTS

Council's 2019/20 budget includes an allocation for the purchase of limestone for use in the construction program. As the total cost of the material will exceed \$150,000, a tender process was necessary.

A specification was drawn up and the tender was advertised. The closing date of the tender 13th August 2019.

The Scope of Works contained in the specification called for the submission of prices the supply and delivery of limestone to the various road works sites subject to the 2019/20 construction season and to the Shire Depot.

Tenderers were also instructed to describe the method in which they intended to determine volumes delivered, however the specification reserved the shire's right to reject any method and implement another.

The specification also stated that the following criteria would be used in the evaluation of the submissions:

- Tendered Price 50%
- Relevant Experience 15%
- Tenderer's Resources 15%
- Demonstrated Understanding 10%
- Value Adding 10%

The specification sets out how the tenderers were to address the second and third criteria.

The principal has adopted a best value for money approach to this tender evaluation. This means that, although price is considered, the tender containing the lowest price will not necessarily be accepted, nor will the tender ranked the highest on the qualitative criteria.



The extent to which a tenderer demonstrates greater satisfaction of each of these will result in a greater score.

A scoring system was used for the assessment of the qualitative criteria and the tendered price which included allowance for the buy local policy.

PLANNING – STRATEGIC IMPLICATIONS

Nil

REFERRALS

Nil

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

This issue comes under the SCP No 5 “Assets, Resources, Financial Management & Sustainability” and fits within the SCP [5] sub-item 5.03 “Timely Renewal or Replacement of Assets”; 5.03.04 “Roads and Bridges – Maintenance”

FINANCIAL ISSUES/IMPLICATIONS

The purchase of the material is allowed for in the 2019/20 budget. Funding sources include Roads to Recovery, Regional Road Group, Black Spot and Council’s own funds.

POLICY ISSUES/IMPLICATIONS

Nil

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

The tender process has been conducted as per the relevant sections of the Local Government Act 1995 and Council policy FIN009 ‘Purchasing and Procurement Policy’.

LEGAL ISSUES/IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

OFFICER’S FINAL COMMENTS/CONCLUSIONS

One submission was received from Charles Hull Contracting. The tender submission was evaluated in accordance with the specification set out in the tender document. The submission received an aggregate score of 490.

The submission from Charles Hull Contracting was of a high standard and given that Charles Hull Contracting have been the Shire’s contractors in this regard for several years and have supplied high quality material, officers are confident in recommending them as the successful tenderers.

Appendices Attached:	No	Appendices Numbers:
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VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council award Tender RFT 2019/05 Supply and Delivery of Crushed Limestone to Charles Hull Contracting based on the schedule of rates below.

Supply, Load and Deliver	Distance from Quarry (Waroona) to Shire Work Site (km)	Per Cubic Metre	
	Coronation Road	\$23.00	
	Peppermint Grove Road	\$23.00	
	Johnston Road	\$23.00	
	Waroona Town Site	\$23.00	
	Waroona Shire Depot Thatcher Street	\$23.00	
	Other Locations Cost = Price of Limestone at pit plus \$/km rate	Limestone	\$/km
	\$12.00	\$11.50	

9.2 DIRECTOR STRATEGIC DEVELOPMENT

Nil

9.3 EXECUTIVE MANAGER PLANNING & BUILDING SERVICES

9.3.1 LOT 224 - SOUTH WESTERN HIGHWAY, WAROONA – APPLICATION FOR PLANNING CONSENT FOR MOBILE FOOD VENDING BUSINESS	
Reporting Officer / Officer's Interest:	Sarah Park, Environmental Officer; Nil
Responsible Officer / Officer's Interest	Leonard Long, Executive Manager Planning and Building; Nil
Proponent:	Nadia & Derek Burgess (Na'Dees Cuisine)
Landowner:	Water Authority of W.A.
Date of Report: 19/07/2019	File No.: TP2104
Previous Reference:	NA
Policy Implications:	NA
Statutory Implications:	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015 Peel Region Scheme 2003; Local Planning Scheme No. 7 (1996)
Strategic Implications:	Local Planning Strategy 2009
Financial Implications:	See section
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): <i>No.3 Land Use: Responsible Land Use Planning, and Protecting Rural Land</i>	

PROPOSAL SUMMARY

Council is requested to consider an application for a mobile food vending business on Lot 224 (No. 35) South Western Highway, Waroona. See site plan and location plan at **APPENDIX 9.3.1A & B**.

It's recommended that Council approve the proposed mobile food vending business subject to conditions.

BACKGROUND / INITIAL COMMENTS

Lot 224 (No. 35) is owned by the Water Corporation. The applicant has received written landowners consent from the Water Corporation to operate a mobile food vending business from the lot.

The mobile food vending business (Na'Dees Cuisine) proposes to sell curries, salads, pickles, breads and soft drinks. See **APPENDIX 9.3.1C** for a copy of the menu. Na'Dees Cuisine is operated from a mobile trailer. The trailer is white in colour, 5.4m long, 2.4m wide and 2.4m high. A photo of the trailer can be seen at **APPENDIX 9.3.1D**. Na'Dees Cuisine proposes to operate Monday-Friday between the hours of 10am and 4pm.

The applicant has noted that the proposed mobile food vending business has approval from the Shire of Murray to operate in the Shire of Murray industrial areas and the Ravenswood Boat Ramp carpark.

Planning consent (TP1634) for a Mobile Seafood Van was issued for the subject lot at the Ordinary Council Meeting of 22 April 2014. This business is approved to operate 8am and



6pm on Saturdays and Sundays, Thursday's and public holidays between 6am and 6pm. See **APPENDIX 9.3.1E** for the approved site plan.

PLANNING – STRATEGIC IMPLICATIONS

Local Planning Strategy 2009 (LPS)

The subject lot is designated as Mixed Use and located within the Townsite Precinct. Council's objective is to provide for a mix of residential and compatible service industries, including opportunities for live/work lots.

REFERRALS

Main Roads WA

Main Roads WA commented stating concern that the proposed mobile food van will generate increased traffic demands which could result in parking on the highway road verge which would create potential for traffic conflicts and detract from the function and safety of the highway. The existing sea food van has Council approval to operate on Thursdays, weekends and public holidays, which would overlap with the proposed food van on Thursdays and public holidays.

It is recommended that the Shire ensure that adequate on site car parking is available for the proposed use.

If the use is approved, it is recommended that the mobile food van be approved for a temporary period of 6 months to enable assessment of any potential traffic impacts / requirements

INTERNAL REFERRALS

The Director of Technical services supports MRWA comments of engaging in a six month approval to assess the impact the proposal may have on traffic and parking provisions.

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

Shire of Waroona Strategic Community Plan 2017/18-2026/27

This item relates to Theme 3: Land Use – Responsible Land Use Planning and Protecting Rural Land.

FINANCIAL ISSUES/IMPLICATIONS

The required application fee for the mobile food vending business has been received.

POLICY ISSUES/IMPLICATIONS

NA

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

The proposal has been assessed against the following, and where appropriate conditions have been included in the Officers Recommendation:

- Planning and Development Act 2005;



- Planning & Development (Local Planning Schemes) Regulations 2015;
- Peel Region Scheme 2003;
- Shire of Waroona Local Planning Scheme No. 7 1996.

LEGAL ISSUES/IMPLICATIONS

See statutory issues.

Should Council not act in accordance with the advice provided by Main Roads the Peel Region Scheme requires that an application under the Region Scheme be forwarded to the Department of Planning, Land and Heritage for assessment and determination.

COMMUNITY CONSULTATION

The application has been advertised in accordance with Clause 64, Schedule 2, of the *Planning and Development (Local Planning Schemes) Regulations 2015*. The application was advertised to surrounding land owners and on the Shire website for comment between 21st June and 5th July 2019. One objection was received. A schedule of submissions is at **APPENDIX 9.3.1F**.

Issues raised during the consultation period include the detrimental impact of mobile vendors on existing food service businesses and their comparatively small contribution to the local economy.

From a planning perspective it is difficult to ascertain what impact (if any) a mobile business as proposed would have on the economy of existing businesses. Neither is this a consideration included in the scheme or any council policies.

Should the application be approved as recommended it would provide Council with an opportunity to reconsider the application and any potential impact not just on the parking and traffic concerns raised by MRWA, but would also provide adjoining business owners the opportunity to comment on any impact on their business.

OFFICER'S FINAL COMMENTS/CONCLUSIONS

As stated in Clause 3.6.1 of the Local Planning Scheme, the objective of the Urban 3 – Service Commercial zone is to provide areas additional to those in the town centre and service industry uses which might not be appropriate located in the town centre.

A mobile food vending business is a “Use Not Listed” within the Scheme. It is the objective of the Service Commercial zone to provide areas additional to those in the Town Centre for commercial and service industry uses which might not be appropriately located in the Town Centre Zone for reasons of the type of use or spatial requirements.

Council’s Policies will therefore be to:

- ensure that development is functionally and visually appropriate to the location adjoining the Town Centre and abutting the South Western Highway;
- minimise access to the Highway from establishments by requiring, wherever possible, controlled access points;
- ensure adequate on-site car parking provision and setbacks from the road frontages;



- require appropriate landscaping in the setback area abutting the Highway.

the use of the land for the sale of food is considered to be consistent with the objectives of the Service Commercial zone.

The mobile food vending business can be accessed through land owned by the Shire, Lot 384 South Western Hwy (the rest area next to the visitor centre). The use of the existing access to the lot is consistent with the requirements of the Scheme, which are to not create an additional crossover on the South Western Highway.

The existing planning consent (TP1634) for a Mobile Seafood Van on the same lot permits operation between 8am and 6pm on Saturdays and Sundays as well as Thursday's and public holidays between 6am and 6pm. The applicant proposes to operate Monday-Friday between the hours of 10am and 4pm. Therefore, overlap will occur on Thursdays and public holidays when both food vans will be operating from the lot at the same time. **APPENDIX 9.3.1E** shows two available locations on the lot for the operation of the existing Seafood Van, providing an alternative location of operation should any overlap in operating hours occur. It is anticipated that even during those periods where the two mobile food vans do overlap that there should not be any parking or traffic flow issues.

Should Council resolve to approve the application as recommended and there are negative impacts due to the overlap these could be addressed after the six month period.

However, the approval of the mobile food van should be considered a business incubator where the operator can gauge the demand and viability of the business. Should the business prove to be viable it provides the operator with the confidence to possibly commit to operating from a permanent location in the central business district.

The applicant expects 15-20 customers per day; over the six hour period the business is proposed to operate. This equates to an average of 3 customers per hour, which is not expected to significantly increase traffic to the area. However, it is recommended that the approval be issued for six months in order to assess the impact the proposal may have on traffic and parking provisions in the area.

The subject lot has existing parking for five vehicles in addition to the operating areas for the mobile vendors. The expected number of customers are able to be accommodated within the existing parking available on the lot.

Appendices Attached:	Yes	Appendices Numbers: 9.3.1A-F
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VOTING REQUIREMENTS

Simple Majority



OFFICER RECOMMENDATION

That in relation to the application for planning consent for Mobile Food Vending Business at Lot 224 South Western Hwy, Waroona, Council resolves to approve the application for planning consent for Mobile Food Vending Business, subject to the following conditions:

- 1. The development shall occur in accordance with the approved plans and specifications and these shall not be altered or modified without the prior written approval of the Shire of Waroona.**
- 2. Times of operation for the mobile food van shall be limited to Mondays to Fridays between the hours of 10:00 am and 4:00 pm.**
- 3. This planning consent shall expire at the end of six (6) months from the notice of approval.**

9.3.2 REQUEST TO TERMINATE LEASE BETWEEN THE SHIRE OF WAROONA AND PINJARRA COMMUNITY FINANCIAL SERVICES LTD	
Reporting Officer / Officer's Interest:	Leonard Long – Executive Manager Planning and Building Services / Nil
Responsible Officer / Officer's Interest:	Leonard Long – Executive Manager Planning and Building Services / Nil
Proponent:	Not Applicable
Landowner:	Shire of Waroona.
Date of Report: 19 August 2019	File No.: 191/1
Previous Reference:	OCM17/11/117
Policy Implications:	Policy COM014 – Control & Management of Council Property Policy Corp023 – Renewal of Council Leases Policy Corp 021- Risk Management
Statutory Implications:	N/A
Strategic Implications:	N/A
Financial Implications:	<i>See heading below</i>
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): Theme 5: "Assets, Resources, Financial Management & Sustainability"	

PROPOSAL SUMMARY

Council is required to consider a request from Pinjarra Community Financial Service Ltd to terminate their current lease with the Shire.

Officers recommend the request to terminate the lease be approved.

BACKGROUND / INITIAL COMMENTS

At the Ordinary Council Meeting of 28 November 2017, item OCM17/11/117, Council resolved as follows:

*"MOVED: CR SCOTT
SECONDED: CR SNELL*

That in relation to the rental of the offices located within the Waroona Health & Community Resource Centre, Council resolves that:

- 1. A rental fee of \$500 per office per month be approved, which is to be adjusted annually through the budget process.*
- 2. The 2017/18 fees and charges be amended to include the rental fee imposed in 1 above.*
- 3. The Chief Executive Officer is delegated authority to enter into lease / rental agreements with prospective tenants at the Waroona Health & Community Resource Centre.*

CARRIED BY ABSOLUTE MAJORITY 6/0"

Following the above resolution a lease agreement was entered into between the Shire of Waroona and Pinjarra Community Financial Services Ltd, with the current lease due to expire on 15 January 2020.



On 14 August 2019, the tenant submitted a request to terminate the lease.

PLANNING – STRATEGIC IMPLICATIONS

Nil

REFERRALS

Nil

STRATEGIC COMMUNITY PLAN ISSUES / IMPLICATIONS

- Theme 5 “Assets, Resources, Financial Management and Sustainability”.

FINANCIAL ISSUES / IMPLICATIONS

Should Council resolve to approve the request from Pinjarra Community Financial Services LTD to terminate their lease, the loss in income has been calculated to be \$2000 in the 2019/20 adopted budget. This relatively insignificant amount will be accounted for during the November budget review, and is not expected to have any impact on the overall budget.

POLICY ISSUES / IMPLICATIONS

The following policies have been considered:

- Policy COM014 – Control & Management of Council Property
- Policy Corp023 – Renewal of Council Leases
- Policy Corp 021- Risk Management

STATUTORY ISSUES

Nil.

LEGAL ISSUES / IMPLICATIONS

Nil.

COMMUNITY CONSULTATION

Nil.

OFFICER'S FINAL COMMENTS / CONCLUSIONS

Considering the impact on the adopted budget is insignificant it is recommended that the request to terminate the lease between the Shire of Waroona and Pinjarra Community Financial Services Ltd be approved, and that the vacant offices be advertised.

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

Absolute Majority



OFFICER RECOMMENDATION

That in relation to the request from Pinjarra Community Financial Services Ltd to terminate their current lease with the Shire of Waroona proposed Waroona which expires on 15 January 2020, Council resolves as follows:

- 1. Approve the request to terminate the lease between the Shire of Waroona and Pinjarra Community Financial Services Ltd.**
- 2. Authorise the Chief Executive Officer or his delegate to advertise the vacant offices, with a rental fee of \$500 per office per month, to be adjusted annually through the budget process.**

9.4 DEPUTY CHIEF EXECUTIVE OFFICER / DIRECTOR CORPORATE SERVICES

9.4.1 PAYMENT LISTING FOR THE MONTH OF JULY 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: 19/8/19	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 (<i>Strategic Community Plan-SCP</i>): 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 July 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

OFFICER RECOMMENDATION

That Vouchers numbered:

<u>ACCOUNT</u>	<u>CHEQUE NOS.</u>	<u>TOTAL \$</u>
Municipal	Cheques 9229 - 9249	\$37,304.23
Trust (Cheque/EFTs)	Chq: 11224-11225	\$125,514.64
Electronic Transfers Municipal Fund	EFT 30426 to 30546	\$462,144.24
Direct Wages	01/07/19 – 31/07/19 inclusive	\$175,800.40
Direct Debits	01/07/19 – 31/07/19	\$55,961.88
GRAND TOTAL:		<u>\$856,725.39</u>

and attached at Appendix 9.4.1 be endorsed.



9.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2019 TO 31 JULY 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: 16/8/2019	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;

- Statement of Financial Activity by Programme
- Statement of Financial Activity by Nature and Type, and
- Statement of Financial Position
- Note 1 – Significant Accounting Policies
- Note 2 – Graphical Representation
- Note 3 – Net Current Funding Position
- Note 4 – Cash and Investments
- Note 5 – Major Variances
- Note 6 – Budget Amendments
- Note 7 – Receivables
- Note 8 – Grants & Contributions
- Note 10 – Capital Disposals and Acquisitions
- Note 11 – Significant Capital Projects
- Note 12 – Trust

- Note 13 - Borrowings

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 2019 to 31 July 2019 as presented.

9.4.3 INCIDENT MANAGEMENT & BUSINESS CONTINUITY RESPONSE PLAN	
Reporting Officer / Officer's Interest:	Brad Vitale, Corporate Compliance Officer; No interest Ashleigh Nuttall, Manager Corporate Services; No interest
Responsible Officer / Officer's Interest	Laurie Tilbrook, Deputy CEO/Director Corporate Services; No interest
Proponent:	Shire of Waroona
Landowner:	Not Applicable
Date of Report: 13/08/19	File No.: 38/1
Previous Reference:	Not Applicable
Policy Implications:	CORP020 – Risk Management Policy CORP021 – Risk Management CORP022 – Legislative Compliance
Statutory Implications:	Local Government Act 1995 Local Government (Audit) Regulations 1996
Strategic Implications:	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 "Maintain strong sense of community and effective community wellbeing"</i> <i>No. 6 Good Governance "Active civic leadership and excellence in management"</i>	

PROPOSAL SUMMARY

Council is requested to adopt the Incident Management and Business Continuity Response Plan, and accompanying Incident Management and Business Continuity Procedures Manual as attached as **Appendix 9.4.3A** and **Appendix 9.4.3B** respectively.

BACKGROUND / INITIAL COMMENTS

As a part of the Risk Management Framework which sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks, the need for an Incident Management and Business Continuity Response Plan and accompanying Procedures Manual has been identified. The Risk Management Framework document ensures the AS/NZS ISO 31000:2018 Risk Management requirements are met.

Business continuity management is the development, implementation and maintenance of strategies and programs to assist an entity manage a business disruption event, as well build entity resilience. It is the capability that assist in preventing, preparing for, responding to, managing and recovering from the impacts of a business disruption event.

The objectives of the Incident Management and Business Continuity Response Plan and accompanying Procedure Manual are to provide a mechanism that enables Council and its officers to:

- Identify business functions that are critical to Council in meeting its business objectives
- Develop resumption plans based on the criticality of business functions rather than geographic location
- Build resilience within Council's operational framework
- Identify and document roles and responsibilities for key staff positions



- Minimise the impact of function loss on stakeholders and the community.

This plan provides a framework for management and staff to enable them to implement an agreed response process.

PLANNING – STRATEGIC IMPLICATIONS

Nil.

REFERRALS

The Incident Management and Business Continuity Response Plan was referred to Local Government Insurance Service (LGIS) and all directors and managers for comment in preparation of this finalised document.

STRATEGIC COMMUNITY PLAN ISSUES / IMPLICATIONS

The relevant Strategic Community Plan key focus area are:

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

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

POLICY IMPLICATIONS

CORP020 – Risk Management Policy

The purpose of risk management is to develop cultures, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. It also is designed to reduce the potential costs of risk by reducing liability, preventing litigation and improving loss control.

Risk management is a key process in developing the strategic direction of the shire.

The key drivers for risk management are the Council’s responsibility for due diligence as good corporate governance practice and the due diligence requirements by the insurance industry which impacts on the cost of insurance.

CORP021 – Risk Management

The purpose of this policy is to provide a framework for the management of risk. It also outline Council’s commitment to organisation-wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes, as well as any new issues identified from time to time.

CORP022 – Legislative Compliance

To ensure that the Shire of Waroona complies with legislative requirements, and has appropriate processes and procedures to ensure such compliance occurs. The desired objective is to formally support the achievement of 95+% legislative compliance within the relevant timeframes.

FINANCIAL IMPLICATIONS

There are no direct financial implications from endorsing the Incident Management and Business Continuity Response Plan and accompanying Procedures Manual however there may be expenditure incurred as a result of a disruptive event.

STATUTORY IMPLICATIONS

Local Government Act 1995

Part 5, Division 5, s. 5.56 – Planning for the future

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

Local Government (Audit) Regulations 1996

Regulation 17 – CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) Risk management; and
 - (b) Internal controls; and
 - (c) Legislative compliance.
- (2) The review may relate to any or all of the matters referred to in sub-regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

LEGAL IMPLICATIONS

Nil.

COMMUNITY CONSULTATION

Community consultation is not required when compiling the Incident Management and Business Continuity Response Plan and accompanying Procedures Manual.

OFFICER'S COMMENTS / CONCLUSIONS

A comprehensive and integrated approach to the development of an Incident Management and Business Continuity Management Response Plan and accompanying Procedures Manual has been adopted. The purpose of this plan is to build organisational capabilities to support the continued achievements of critical business objectives in the face of uncertainty or disruption – this plan in isolation does not build capability; it provides the approach to establishing effective capability. Whilst the plan is important, it is an outcome of the more important planning and analysis process, and is a blueprint to kick-start the response to a business interruption event. This plan identifies the required facilities, technical infrastructure, key responsibilities, and processes that will be required to position Council to be able to respond and recover from a business interruption event.

The Plan and Procedures Manual is reviewed annually to ensure that it remains consistent with legislative requirements and best practice, aligns with the direction of the Strategic Community Plan and Corporate Business Plan, and forms the basis for continuous improvement within the Shire.

The Incident Management and Business Continuity Response Plan is included as **Appendix 9.4.3A**.

The Incident Management and Business Continuity Procedures Manual is included as **Appendix 9.4.3B**.

Appendices Attached: Yes	Appendices Numbers: 9.4.3A Incident Management and Business Continuity Response Plan 9.4.3B Incident Management and Business Continuity Procedures Manual
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VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION

That Council adopts the Incident Management and Business Continuity Response Plan and accompanying Incident Management and Business Continuity Procedures Manual as appended at 9.4.3A&B.

9.4.4 ASSET MANAGEMENT PLAN 2019 – 2029	
Reporting Officer / Officer's Interest:	Brad Vitale, Corporate Compliance Officer; No interest
Responsible Officer / Officer's Interest	Laurie Tilbrook, Deputy CEO/Director Corporate Services; No interest
Proponent:	Shire of Waroona
Landowner:	Not Applicable
Date of Report: 19/08/19	File No.: 38/1
Previous Reference:	OCM11/11/142
Policy Implications:	CORP017 – Asset Management Policy CORP018 – Asset Management Disposal Policy CORP022 – Legislative Compliance FIN033 – Asset Sustainability Ratio FIN034 – Asset Consumption Ratio FIN035 – Asset Renewal Funding Ratio
Statutory Implications:	Local Government Act 1995
Strategic Implications:	Strategic Community Plan 2018/19 – 2027/28
Financial Implications:	See heading below
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan</i>):	
<i>No. 5 Assets, Resources, Financial Management and Sustainability “Responsible stewardship of assets, effective resources supervision, and pursuit of best practice financial management and sustainability”</i>	
<i>No. 6 Good Governance “Active civic leadership and excellence in management”</i>	

PROPOSAL SUMMARY

Council is requested to adopt the Asset Management Plan 2019 – 2029 for the period 1 July 2019 to 30 June 2029, as attached as **Appendix 9.4.4**.

BACKGROUND / INITIAL COMMENTS

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

Asset Management Plans aim to present information about assets, provides evidence of responsible asset management and compliance with regulatory requirements, and summarise information with regard to funding aimed at maintaining assets at the required levels of service. A primary goal of asset management is to provide the required level of service in the most cost effective manner through the creation, acquisition, maintenance, operation, rehabilitation and disposal of assets to provide for present and future generations.

These plans are part of an overall framework that provides for the sustainable management of current and future assets so that the Council can continue to deliver services effectively to the community now and in the future. Underneath the Asset Management Plan, Council has developed asset management strategies for all major classes of infrastructure – roads, buildings, footpaths and cycle networks, drainage, bridges, and parks and other infrastructure. The Council utilises integrated decision making to ensure that built, social,

economic and natural impacts of asset provision and maintenance are properly considered throughout the asset management lifecycle.

The Council's strategic financial planning will ensure that sufficient funds are allocated as a priority each year for the operation, maintenance and renewal of assets, and additional funds are identified and allocated where appropriate for the investment in new or upgraded assets.

The Asset Management Plan will be reviewed annually in conjunction with the budget process to ensure continued relevance and sustainability.

PLANNING – STRATEGIC IMPLICATIONS

Nil.

REFERRALS

The Asset Management Plan was referred to the Asset Management Working Group, and all directors and managers for comment in preparation of this finalised document.

STRATEGIC COMMUNITY PLAN ISSUES / IMPLICATIONS

The relevant Strategic Community Plan key focus area are:

Number 5 – Assets, Resources, Financial Management and Sustainability “Responsible stewardship of assets, effective resources supervision, and pursuit of best practice financial management and sustainability”

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

POLICY IMPLICATIONS

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 a clear direction as to how Council, as custodians of community assets, will manage those assets within an Asset Management Framework.

CORP018 – Asset Management Disposal 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 and assets not required are disposed of appropriately.

CORP022 – Legislative Compliance

To ensure that the Shire of Waroona complies with legislative requirements, and has appropriate processes and procedures to ensure such compliance occurs. The desired objective is to formally support the achievement of 95+% legislative compliance within the relevant timeframes.



FIN033 – Asset Sustainability Ratio

To meet the minimum levels for this ratio, as set by the Department of Local Government, Sport and Cultural Industries.

FIN034 – Asset Consumption Ratio

To meet the minimum levels for this ratio, as set by the Department of Local Government, Sport and Cultural Industries.

FIN035 – Asset Renewal Funding Ratio

To meet the minimum levels for this ratio, as set by the Department of Local Government, Sport and Cultural Industries.

FINANCIAL IMPLICATIONS

All proposals in the Asset Management Plan provide direction for what is expected/likely to occur for the period 1 July 2019 to 30 June 2029. Proposals for the 2019/20 financial year (year one) are reflected in the 2019/20 Annual Budget.

Staff will further develop the document during the ensuing twelve month period with the aim of the Asset Management Plan being a live working document.

STATUTORY IMPLICATIONS**Local Government Act 1995****Part 5, Division 5, s. 5.56 – Planning for the future**

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

LEGAL IMPLICATIONS

Nil.

COMMUNITY CONSULTATION

Community consultation is not required when compiling the Asset Management Plan. The document is reflective of the community objectives and aspirations outlined in the Strategic Community Plan adopted in 2018, which will be reviewed with extensive community consultation in 2020.

OFFICER'S COMMENTS / CONCLUSIONS

The effective management of assets is crucial to the sustainable delivery of local government services. Assets need to serve the needs of the community, in alignment with the Strategic Community Plan and the Corporate Business Plan. Local governments hold a large portfolio of long-lived assets, so it is critical to plan and prioritise the maintenance, renewal and replacement of existing assets and the acquisition of new assets. This requires a long-term “whole of life” view of asset management.



Furthermore, it is only through robust asset planning and costings that different options for the future can be explored with the community. For example, it is natural for communities to desire new facilities and oppose asset retirements, but with an understanding of the long term costs of the existing asset base plus potential changes, they are able to engage meaningfully with the choices.

Asset Management Plans are therefore a key part of the Integrated Planning & Reporting Framework, both as a core informing strategy and as a tool for effective implementation. There are three core asset planning outputs – asset management policy, asset management plan and asset management strategies.

The Asset Management Plan outlines how the asset portfolio of local governments will:

- Meet the service delivery needs of its communities into the future
- Enable the local government’s Asset Management Policy to be achieved
- Ensure that asset management is established as part of the local government’s plan for the future.

It prioritises and articulates the delivery of community service needs through the development of Asset Management Strategies for each major class asset.

The Plan is reviewed annually to ensure that it remains consistent with the direction of the Strategic Community Plan and Corporate Business Plan, and that it forms the basis for continuous improvement within the Shire.

The Asset Management Plan 2019 - 2029 is included as **Appendix 9.4.4**.

Appendices Attached:	Yes	Appendices Numbers: 9.4.4 Asset Management Plan 2019 – 2029
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VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION

That Council adopts the Asset Management Plan 2019 – 2029 for the period 1 July 2019 to 30 June 2029 as appended at 9.4.4.



9.4.5 WORKFORCE PLAN 2019 – 2029	
Reporting Officer / Officer's Interest:	Brad Vitale, Corporate Compliance Officer; No interest
Responsible Officer / Officer's Interest	Laurie Tilbrook, Deputy CEO/Director Corporate Services; No interest
Proponent:	Shire of Waroona
Landowner:	Not Applicable
Date of Report: 19/08/19	File No.: 38/1
Previous Reference:	OCM17/07/067
Policy Implications:	CORP022 – Legislative Compliance
Statutory Implications:	Local Government Act 1995
Strategic Implications:	Strategic Community Plan 2018/19 – 2027/28
Financial Implications:	See heading below
<p>LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan</i>): <i>No. 5 Assets, Resources, Financial Management and Sustainability "Responsible stewardship of assets, effective resources supervision, and pursuit of best practice financial management and sustainability"</i> <i>No. 6 Good Governance "Active civic leadership and excellence in management"</i></p>	

PROPOSAL SUMMARY

Council is requested to adopt the Workforce Plan 2019 – 2029 for the period 1 July 2019 to 30 June 2029, as attached as **Appendix 9.4.5**.

BACKGROUND / INITIAL COMMENTS

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

The Workforce Plan provides a framework and strategy to address the human resourcing requirements for the Council's Corporate Business Plan, and as such, has a four year horizon. The Australian National Audit Office defines workforce planning as "a continuous process of shaping the workforce to ensure that it is capable of delivering organisational objectives now and in the future."

Workforce planning:

- Is continuous, not a one-off activity
- Is a process, not a static action set of actions
- Is about shaping the workforce with a clearly identified purpose and to bring about particular changes
- Has its purpose linked with organisational objectives, and
- Applies not just to the current workforce, but anticipates future workforce requirements.

The Workforce Plan will be reviewed annually in conjunction with the budget process to ensure continued relevance and sustainability.

PLANNING – STRATEGIC IMPLICATIONS

Nil.

REFERRALS

The Workforce Plan was referred to all directors and managers for comment in preparation of this finalised document.

STRATEGIC COMMUNITY PLAN ISSUES / IMPLICATIONS

The relevant Strategic Community Plan key focus area are:

Number 5 – Assets, Resources, Financial Management and Sustainability “Responsible stewardship of assets, effective resources supervision, and pursuit of best practice financial management and sustainability”

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

POLICY IMPLICATIONS

CORP022 – Legislative Compliance

To ensure that the Shire of Waroona complies with legislative requirements, and has appropriate processes and procedures to ensure such compliance occurs. The desired objective is to formally support the achievement of 95+% legislative compliance within the relevant timeframes.

FINANCIAL IMPLICATIONS

All proposals in the Workforce Plan provide direction for what is expected/likely to occur for the period 1 July 2019 to 30 June 2029. Proposals for the 2019/20 financial year (year one) are to be reflected in the 2019/20 annual budget.

Staff will further develop the document during the ensuing twelve month period with the aim of the Workforce Plan being a live working document.

STATUTORY IMPLICATIONS

Local Government Act 1995

Part 5, Division 5, s. 5.56 – Planning for the future

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

LEGAL IMPLICATIONS

Nil.

COMMUNITY CONSULTATION

Community consultation is not required when compiling the Workforce Plan. The document is reflective of the community objectives and aspirations outlined in the Strategic Community Plan adopted in 2018, which will be reviewed with extensive community consultation in 2020.

Employees of the Shire of Waroona were provided with an opportunity to complete an employee questionnaire that was used as an informing tool for the final plan. 60% of employees completed this questionnaire.

OFFICER'S COMMENTS / CONCLUSIONS

The Workforce Plan provides a framework and strategy to address the human resourcing requirements for the Council's Corporate Business Plan, and as such, has a four year horizon. The Plan recognises that people who work at the Shire of Waroona need to bring commitments, energy and flexibility to the organisation. In return, these people need clarity in terms of how their personal goals align with organisational goals and priorities. This requires an investment in developing leaders, managers and employees with the right skills for diverse operations. It also requires clear learning pathways linked to performance development and an ongoing investment in attracting and retaining talented people, while maintaining a focus on workplace health and wellbeing.

The Plan is reviewed annually to ensure that it remains consistent with the direction of the Strategic Community Plan and Corporate Business Plan, and that it forms the basis for continuous improvement within the Shire.

The Workforce Plan 2019 - 2029 is included as **Appendix 9.4.5**.

Appendices Attached:	Yes	Appendices Numbers: 9.4.5 Workforce Plan 2019 – 2029
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VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION

That Council adopts the Workforce Plan 2019 – 2029 for the period 1 July 2019 to 30 June 2029 as appended at 9.4.5.



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