



**Date:** 20 November 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 26 November 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, appearing to read 'D. Unsworth', is located below the text of the notice.

**DEAN UNSWORTH**  
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**
- 2.A **OATH OR AFFIRMATION OF ALLEGIANCE AND DECLARATION OF OFFICE TO BE TAKEN BY ELECTED COUNCILLORS**

Mr John Salerian JP will conduct the Oath or Affirmation of Allegiance and Declaration of office for the elected Councillor John Mason - Four Year Term

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 **ORDINARY COUNCIL MEETING – 22 OCTOBER 2019**

<b><u>RECOMMENDATION</u></b>
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<b>That the Minutes of the Ordinary Council Meeting held 22 October 2019 be confirmed as being a true and correct record of proceedings.</b>
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9. **REPORTS OF OFFICERS AND COMMITTEES**

## 9.1 DIRECTOR TECHNICAL SERVICES

<b>9.1.1 RENEWAL OF APPROVAL TO MAINTAIN CONSTRUCTED GATE ACROSS PUBLIC THOROUGHFARE</b>	
<b>File Ref:</b>	68/1 & A3509
<b>Previous Items:</b>	OCM. 17 November 2016 Item 9.1.1 (OCM 16/11/119)
<b>Applicant:</b>	RH & MK Hawkins
<b>Author and Title:</b>	Patrick Steinbacher, Director Technical Services; NIL Interest
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	9.1.1A & B

### RECOMMENDATION

That Council renew the permit previously issued (OCM 16/11/119) to RH & MK Hawkins being the landowners of Lot 2 Prince Road, Waroona to maintain a gate structure across Prince Road, with the following conditions:

1. This approval be in place for a period of three years from the date of notification by the Shire to the landowner.
2. The applicant is to apply for a renewed permit prior to the expiry date.
3. The gate/s and associated structure/s shall be maintained in a sound condition.
4. The gate/s shall be unlocked when closed.
5. Adequate retroreflective delineation shall be erected and maintained.
6. This approval shall only apply to the current location of the gate.
7. Council shall bear no cost whatsoever.
8. This approval is also subject to the remaining provisions of the Local Government (Uniform Local Provisions) Regulations 1996 *“Permission to have gate across public thoroughfare – Sch 9.1 cl.5 (1)”*

### IN BRIEF

Renewal of the permit for a gate structure across Prince Road to RH & MK Hawkins. Approval was originally granted in 2016 (OCM 16/11/119).

### BACKGROUND

In 2016 the Shire of Waroona was approached by RH & MK Hawkins, the owners of Lot 2 Prince Road. Mr and Mrs Hawkins held concerns regarding Prince Road adjacent to their property as it drops away steeply over the edge of the scarp and presents a hazard to road users who may be unfamiliar with the area. Since the constructed section of Prince Road effectively ends adjacent to their property, Shire officers at the time suggested that the Hawkins may wish to consider a gate across Prince Road prior to the drop away, which would serve the dual purpose of stopping drivers from reaching the drop away as well as increasing security for their property.

The Hawkins subsequently applied for a gate permit, and following the proper public consultation process approval was granted for three years by Council at its November 2016 meeting.

The permit was issued under the auspices of the *Local Government (Uniform Local Provisions) Regulations 1996 “Permission to have gate across public thoroughfare – Sch 9.1 cl 5 (1).”*



## **REPORT DETAIL**

Mr and Mrs Hawkins wish to renew the approval for the gate and have requested this in writing. Given that the gate has now been in place for three years and the fact that in this time the Shire has not received any complaints or concerns regarding it, Shire officers are of the opinion that public notification and consultation of the renewal is not required. Therefore it is a simple matter of renewing the approval and officers are comfortable in recommending this.

## **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 5</b>	Assets, Resources, Financial Management & Sustainability
<b>Aspiration</b>	Responsible stewardship of assets, effective resources supervision (including staff and human resources issues), and pursuit of best practice financial management and sustainability
<b>Strategy 5.20</b>	Services – other such items which are not stated elsewhere in other parts of this document.

## **OTHER STRATEGIC LINKS**

NIL

## **STATUTORY ENVIRONMENT**

- *Local Government Act 1995*
- *Local Government (Uniform Local Provisions) Regulations 1996 "Permission to have gate across public thoroughfare – Sch 9.1 cl 5 (1)*

## **SUSTAINABILITY & RISK CONSIDERATIONS**

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

NIL

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

NIL

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

NIL

*Policy Implications*

NIL

*Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
High	Given the topography of the scarp, Prince Road without the gate poses an increased risk to road users. The gate effectively introduces a well delineated barrier to road users and separates them from the drop away.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS***Financial*

Nil, all costs are to be borne by the applicant.

*Workforce*

Nil

**OPTIONS**

Council has the option of:

1. Support the renewal of the gate permit and thereby continue what has been in place successfully for three years, or
2. Not support the renewal of the gate permit. The gate will therefore become unapproved and the applicant will be instructed to remove it.

**CONCLUSION**

As the gate has been in place for the preceding three years and no complaints or concerns have been received, and since the gate improves safety for road users as well as increases the security of the applicant, it seems logical to recommend approval for the renewal of the permit.



## 9.2 DIRECTOR PLANNING & ECONOMIC DEVELOPMENT

<b>9.2.1 REQUEST FROM THE PRESTON BEACH PROGRESS ASSOCIATION FOR THE BALANCE OF FUNDS ALLOCATED TO THE CONSTRUCTION OF THE PRESTON BEACH COMMUNITY CENTRE.</b>	
<b>File Ref:</b>	115/3
<b>Previous Items:</b>	OCM. 24 September 2019 Item 9.3.4 (OCM19/09/104)
<b>Author and Title:</b>	Leonard Long – Director Planning & Economic Development; Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Appendix Number</b>	Appendix 9.2.1 – Letter from PBPA

### RECOMMENDATION

That Council:

1. approves assisting the Preston Beach Progress Association with the purchase of an audio visual system (as proposed by the Shire IT Department) to the maximum amount of \$10,000, subject to the receipt of the Preston Beach Progress Associations contribution of \$10,000.
2. approves the following amendment to the approved 2019/20 budget:
  - a. expenditure account #171040 Waroona Recreation & Aquatic Centre Building A/R be decreased by \$10,000; and
  - b. expenditure account #124740 Public Halls & Civic Centre Building A/R be increased by \$10,000.

### IN BRIEF

- A request was received from the Preston Beach Progress Association (PBPA) for funds that was not expended during the construction of the Preston Beach Community Centre.
- The matter was presented to Council at its September Ordinary Council Meeting, at which meeting it was resolved to get system advice from the IT Department.

### BACKGROUND

A report was presented to Council at its September Ordinary Council Meeting, which led to the following resolution:

#### "COUNCIL RESOLUTION

*That Council:*

1. *Supports in principle the Preston Beach Progress Association, however advises that the 2019/20 budget does not make allowance to provide funds towards a commercial grade, audio visual system.*
2. *Encourages the Association to raise 50% of the cost of the audio system and then submit an application to the next round of the Alcoa Waroona Sustainability Fund, and that at least two current quotations be provided.*



3. *Suggests that contact be made with Lotterywest for a potential funding application to be made for the audio visual system.*
4. *That the IT department provides advice on options to meet the requirements of the audio visual system.*
5. *That staff discuss the advice provided by the IT department.*
6. *That a further report be brought back to Council.*

The Shire received grants to the amount of \$654,565 for the construction of the Preston Beach Community Centre (PBCC) of which Council approved \$95,000 of its own funds to be used to ensure the building is completed. The total cost of the construction of the PBCC was \$699,441 with the balance of the funds \$50,969 absorbed back into the municipal accounts for 2018/19.

In addition to the above funds the Lotteries Commission committed an amount of \$5,800 towards furniture and the fitout of the kitchen. The Preston Beach Progress Association (PBPA) requested the Shire to assist with additional funds of \$4,737, to enable the purchase the desired chairs, tables and install blinds, which was approved.

### **REPORT DETAIL**

Council funds that were not expended as part of the construction of the Preston Beach Community Centre (PBCC) was returned into the municipal account and formed part of the development of the 2018/19 budget.

The request from the Preston Beach Progress Association (PBPA) was not received in time to be considered as part of the 2019/20 budget and is therefore unbudgeted.

The PBPA provided the Shire with two (2) quotes which varied between \$40,000 and \$53,000, however, the Shire's IT Department has provided an indicative cost of \$20,000 for the installation of an audio visual system which is considered to be sufficient for the size of the building and the need of the PBPA.

The system was discussed with the President of the PBPA who agreed with the system and confirmed that the PBPA will contribute \$10,000 towards the installation of the system.

### **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 5</b>	Assets, Resources, Financial Management & Sustainability
<b>Aspiration</b>	Responsible stewardship of assets, effective resources supervision (including staff and human resource issues), and pursuit of best practice financial management and sustainability.
<b>Strategy 5.12</b>	Adhere to the recommended financial practices as set out in the Local Government Accounting Manual.

### **OTHER STRATEGIC LINKS**

*Nil*



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

The installation of a quality audio visual system may lead to additional use of the Preston Beach Community Centre thereby providing an additional income to the Preston Beach Progress Association, which funds are generally put back into either the building or Preston Beach Community.

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

The installation of a quality audio visual system will provide for additional social activities to be held from the PBCC, which, would have a social benefit to the community.

*Environment – (Impact on environment's sustainability)**Nil**Policy Implications**Nil**Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
Low	Nil

**CONSULTATION**

The proposal put together by the Shire's IT Department has been discussed and accepted by the President of the Preston Beach Progress Association (PBPA), however, since discussing the proposed system the PBPA President has requested that the following additional equipment be included:

- speakers installed under the verandah; and
- speaker installed in the rotunda.

Shire officers are concerned about installing speakers outside of the building firstly due to the potential vandalism or theft and secondly the lifespan of external speakers considering the harsh sea climate. Shire officers are of the opinion that depending on the cost it may be possible to include portable speakers that the PBPA could use in these locations.

**RESOURCE IMPLICATIONS***Financial*

As a result of a lower price negotiated with the contractor undertaking the work on the relining of the Waroona Recreation and Aquatic Centre pool, Shire officers have managed a sufficient saving to be able to allocate an additional \$10,000 to expenditure account #124740 Public Halls & Civic Centre Building A/R.

### *Workforce*

Should the request be approved officers will be required to obtain a second and make the necessary arrangements to have the equipment installed.

### **OPTIONS**

Council has the options:

1. Approve the budget amendment and the use of the \$10,000 (exc. GST) to assist the Preston Beach Progress Association with the purchase of the audio visual system proposed by the IT Department.
2. Advise the Preston Beach Progress Association that a contribution of \$10,000 (exc. GST) towards the purchase of an audio visual system will be considered in the preparation of the 2020/21 budget; or
3. Refuse the budget amendment.

### **CONCLUSION**

The installation of the audio visual system proposed by the IT Department is considered to be adequate for the needs of the Preston Beach Progress Association (PBPA). Further, it may enable the additional use of the Preston Beach Community Centre by other groups. This would increase the income generated by the PBPA which being a non-for-profit organisation puts the money back into either the maintenance of the building or community events.

Taking the above into consideration Shire officers recommend approval of the request from the PBPA to contribute to the installation of an audio visual system.

<b>9.2.2 PROPOSED HOLIDAY HOUSE (STANDARD) – LOT 61 (NO. 14) SOUTHERN ROAD, PRESTON BEACH</b>	
<b>File Ref:</b>	TP2119
<b>Previous Items:</b>	Nil.
<b>Applicant:</b>	Zachary James Alach & Johanna Frances Hopfmueller
<b>Author and Title:</b>	Sarah Park, Environmental Officer
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	9.2.2A-D

### **RECOMMENDATION**

**That Council:**

**A. approves the application for the proposed Holiday House (Standard) for maximum of six (6) people at Lot 61 (No. 14) Southern Road, Preston Beach for the following reasons:**

- 1. Prior to the commencement of the use the applicant / landowner shall submit and have approved a change of classification of the building from a class 1a to 1b.**
- 2. The Holiday House (Standard) hereby approved shall occur in accordance with the plans and specification approved with the applicant and these shall not be altered or modified without the prior approval of Council.**
- 3. No more than six (6) guests shall be accommodated in the Holiday House (Standard) at any given time.**

**B. amends Section 5 of *Local Planning Policy 7 – Holiday Houses* as below:**

***(5) A Property Management Plan shall be prepared to the satisfaction of Council and shall be required to be submitted as part of the planning application. The Property Management Plan shall detail the following:***

- Details of an agreement with a manager / caretaker or Management Company which lists their responsibility and shall include but not limited to, matters such as maintenance and cleaning. The manager or Management Company shall be accessible twenty four hours a day, seven days a week and located within 150km of the property.***

**C. subject to no objections being received through the community consultation process required to amend a policy, the amendment to the policy in B. above be adopted (the adoption date to be the date of the first Ordinary Council Meeting following the closure of the advertising date).**

### **IN BRIEF**

- Planning consent from the local government is required for the legal operation of a “Holiday House” (large) within the Shire of Waroona.**
- Council is required to give due regard to the provisions and objectives of the *Local Planning Policy 7 – Holiday Houses*, adopted by Council on 28 May 2019 (resolution OCM19/03/0172019).**



- Council is required to ensure compliance with *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* and Shire of Waroona Health Local Law.

### **BACKGROUND**

On 17 September 2019 the Shire received an application for a “Holiday House” (large) at Lot 61 (No. 14) Southern Road, Preston Beach.

In terms of the relevant health legislation the size of the house is unable to accommodate 10 people. The applicant has been advised of this and has requested that the application be amended from 10 people to 6 [Holiday House (Standard)].

In addition to the above, the existing septic system is not large enough to cope with six (6) people as such a condition has been recommended to address this issue prior to the commencement of the use.

The current *Local Planning Policy 7 – Holiday Houses* requires that the caretaker / Management Company is not located more than one (1) hour from the property. The owners have nominated a caretaker that is located approximately 110km from the property, as such is not in line with the policy.

On 27 September 2019 the application was advertised to surrounding neighbours and on the Shire website for a period of two weeks. No objections were received.

### **REPORT DETAIL**

The Holiday House is proposed to be located at an existing single house. The applicant originally proposed a maximum of 10 guests (Holiday House – large), but has since requested due to the health legislation restriction on the size of the building that the maximum be reduced down to a maximum of six (6) guests. A location plan is at **APPENDIX 9.2.2A**, a site plan is at **APPENDIX 9.2.2B**, parking plan at **APPENDIX 9.2.2C** and the Property Management Plan is at **APPENDIX 9.2.2D**.

With regard to the *Local Planning Policy 7 – Holiday Houses* which, requires that the caretaker / Management Company is not located more than one (1) hour from the property. This is considered to be overly onerous, as the travelling time of one (1) hour could be dependent on the traffic. It is considered more appropriate to amend this to 150km rather than a time limit.

### **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 3</b>	Land Use
<b>Aspiration</b>	Responsible land use planning and protecting rural land
<b>Strategy 3.03</b>	All new land use development proposals are to be closely assessed for any flow on effects.

### **OTHER STRATEGIC LINKS**

#### Local Planning Strategy 2009 (LPS)

The subject lot is designated as Residential within and located within the Coastal Precinct. Council’s objective is to provide for the enhancement of the Preston Beach Townsite.



Primary Uses of the designated area include: Single House, Grouped Dwelling, Home Occupation, and Home Office.

### **STATUTORY ENVIRONMENT**

- Planning and Development Act 2005
- Planning & Development (Local Planning Schemes) Regulations 2015
- Shire of Waroona Local Planning Scheme No. 7 1996
- Local Planning Policy 7 – Holiday Houses

#### **Shire of Waroona Local Planning Scheme No. 7 1996.**

The development and use of land for a Holiday House is consistent with the objective of the Preston Beach zone including, ensuring that the Townsite develops for residential and holiday accommodation.

#### **Local Planning Policy 7 – Holiday Houses**

The application is required to be considered in accordance with the provisions of Local Planning Policy 7 – Holiday Homes. An assessment of the application against the matters to be considered in the Policy is as follows:

A minimum of three parking bays are required for the proposed Holiday House. The dimensions of a parking bay under AS2890.1 2004 are 5.4m long, 2.4m wide. The existing 20m long driveway provides adequate space for three off-street parking bays. However, subsequent of the parking design, two cars will be parked in.

Waste services contracted by the Shire and provided by Cleanaway extend to the Preston Beach locality. Details of the septic system are included in the application. The system is required to be upgraded to two nine metre leach drains in order to accommodate six people and comply with *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*. The applicant has been informed of the required upgrade.

A Property Management Plan was submitted with the application. The Management Plan is consistent with the provisions of the Policy including:

- a) Duties of the property manager include maintenance and cleanliness.
- b) The Code of conduct within the Management Plan includes various noise restrictions.
- c) A fire and emergency plan was submitted as part of the Property Management Plan.

However, the property management plan is inconsistent with section 5 of the Policy. The property manager is located 113km from the holiday house and as such is more than one (1) hour travel time away. As discussed under “Report Detail” this requirement is considered overly onerous.

### **SUSTAINABILITY & RISK CONSIDERATIONS**

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

The proposal increases the amount of holiday home accommodation available in Preston Beach, subsequently providing more opportunity for tourists to stay in Preston Beach. The flow-on effect in the local economy for increased tourist accommodation is theoretically evident by increased spending at the Preston Beach General Store and other establishments located on the journey to Preston Beach, outside the Shire.



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

Holiday houses have been controversial in Preston Beach in the past, however, no objections to this application were received. The lack of objections is likely the result of vacant landowners. The usual concerns of holiday houses is disturbances to neighbouring residences. Disturbance/noise/complaints management is addressed in the Management Plan.

Environment – (Impact on environment’s sustainability)

Nil

Policy Implications

The application is inconsistent with the requirements of *Local Planning Policy 7 – Holiday Houses*. The applicant proposes to exceed the one hour response time as required in Section 5 of *Local Planning Policy 7 – Holiday Houses*.

As part of the recommendation it is proposed to amend the policy by deleting the one (1) hour response time, to the caretaker / management company not being located more that 150km from the property.

*Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
Moderate	<p>The reasoning behind the minimum travel time between the holiday house and management company is to ensure that should there be a complaint regarding the use i.e noise, parking etc that the matter could be addressed within an hour.</p> <p>Should complaints be received and cannot be addressed within a suitable time (one (1) hour, may lead to complaints to the Shire and possibly the police resulting in resource issues.</p>

## **CONSULTATION**

In accordance with the provisions of Clause 64 of the Deemed Provisions, notification letters were sent to adjoining / affected neighbours and an advertisement published on the Shire website.

A 14 day period was provided for comments relating to the application between 27 September 2019 and 11 October 2019.

No objections were received.

Following further consultation with the applicant, the applicant has acknowledged that they would be willing to reduce the amount of people from ten (10) to six (6), this will still require modification to the existing septic system which could be conditioned should Council resolve to approve the application.

## **RESOURCE IMPLICATIONS**

*Financial*

All costs associated with the application for planning consent are to be borne by the applicant.





### *Workforce*

Processing of request forms part of the normal working duties of the planning section.

### **OPTIONS**

Council has the following options:

1. Approve the application for planning consent for six in lieu of ten persons with the appropriate conditions and approve an amendment to *Local Planning Policy 7 – Holiday Houses*.
2. Refuse the application for planning consent because the application is inconsistent with section 5 of *Local Planning Policy 7 – Holiday Houses*.

### **CONCLUSION**

In conclusion, although the proposed holiday house does not comply with *Local Planning Policy 7 – Holiday Houses*, *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* and *Shire of Waroona Health Local Law* this can be conditioned to ensure compliance prior to the commencement of the use.

Furthermore, as discussed in the report the application is inconsistent with the one (1) hour response time although this is considered overly onerous and could be amended.

A holiday house for a maximum of six persons in lieu of ten would comply with the health legislation, provided the effluent disposal system was upgrade as required.

Local Planning Policies do not bind Council in respect of any application for planning approval and should be amended. As such the application is recommended for approval subject to conditions.

### 9.3 EXECUTIVE MANAGER PROJECT DEVELOPMENT

<b>9.3.1 BUDGET AMENDMENT - WAROONA YOUTH PRECINCT</b>	
<b>File Ref:</b>	File No.: 47/1; 126/1; 126/8
<b>Previous Items:</b>	OCM 19/05/045 RAC 8/10/19 OCM19/10/118
<b>Applicant:</b>	Shire of Waroona
<b>Author and Title:</b>	Louis Fouché, Executive Manager Project Development; No interest.
<b>Voting Requirements:</b>	Absolute Majority
<b>Appendix Number</b>	N/A

#### **RECOMMENDATION**

That in relation to the Waroona Youth Precinct budget, Council resolves to:

1. Increase A/C#1463 Contributions income by \$14,000 (from \$10,000.00 to \$24,000).
2. Increase A/C#3614 Youth Precinct expenditure by \$14,000 (from \$13,300.00 to \$27,300).
3. Allocate the require funds in 1 from the funding received from the Waroona Alcoa Sustainability Fund Trust Fund A/C#T65.

#### **IN BRIEF**

- Council is requested to consider increasing the Youth Precinct Budget by \$14,000 (from \$13,300.00 to \$27,000) in the 2019/2020 Budget; and
- Allocate the require funds from the funding received from the Waroona Alcoa Sustainability Fund.

#### **BACKGROUND**

In April of 2018, the Shire commenced an investigation to develop a concept plan for the creation of a public open space accessible to the community and visitors. This space would provide equipment, facilities and infrastructure for people of all ages to connect and play – creating a youth precinct, family and recreational hub for the community in Waroona.

This concept plan is then to be used to develop a budget and source funding for project implementation.

In October of 2018, CONVIC were commissioned to deliver a concept design for the Waroona Youth Precinct. As part of these works, a site selection assessment was undertaken.

At its meeting on 22 October 2019, Council resolved as follows:

*That Council:*

1. Supports the development of the Waroona Youth Precinct at site 1 (Lot 91 Hill Street Waroona - Waroona Recreation and Aquatic Centre grounds).



A workshop was held with the Recreation Advisory Committee on 11 November 2019 to review the content of a proposed concept design / Master Plan for the Youth Precinct.

### **REPORT DETAIL**

The development of the Youth Precinct is a significant project in terms of the provision of community infrastructure in Waroona.

Stage 1 (Engagement and consultation) of the project primarily involved pre-design activities and community consultation. This stage has now been completed and Stage 2 (Sub-Consultants i.e. Geotechnical and Surveying consultants) and Stage 3 (Concept Design) are the next steps in the project.

Whilst it is possible to progress from Stage 2 to Stage 3 without a Master Plan, it is considered that a more extensive design process associated with community consultation will produce a more inclusive result from a community perspective. It will also assist in terms of grant funding, particularly with cost estimates available.

The variation of \$14,000 to the Convic consultation fee is considered to be reasonable as this will include:

- A precinct Master Plan
- A community workshop
- A workshop with the Recreation Advisory Committee
- An online survey of the Master Plan design
- Cost estimates

Funding for the proposed consultancy fee variation and subsequent budget amendment is available from a \$50,000 grant received for the development of the Youth Precinct from the Waroona Alcoa Sustainability Fund.

### **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 4</b>	Society/Community wellbeing
<b>Aspiration</b>	Maintain a strong sense of community and effective community wellbeing.
<b>Strategy 4.01</b>	Pursue a social environment that is accessible and inclusive for all ages and abilities.
<b>Strategy 4.04</b>	Plan for future uses of facilities by different groups in various parts of the Shire.
<b>Strategy 4.05</b>	Attempt to provide a variety of quality, safe, attractive user friendly facilities for recreation, health and social purposes, where financially possible.

## **OTHER STRATEGIC LINKS**

### **Waroona Town Centre Strategy and Masterplan 2003**

The Implementation section (5.2) of the Masterplan proposes to:

“6. Introduce youth focused precinct adjacent to football oval with upgrade of existing amenities and recreational facilities”

## **STATUTORY ENVIRONMENT**

Nil

## **SUSTAINABILITY & RISK CONSIDERATIONS**

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

The development of a quality youth precinct could attract visitors to the town thereby potentially boosting the amount of spending in town.

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

The development has the ability to improve the quality of life of the existing community, and is unlikely to have an impact on any adjoining landowners.

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

The development is unlikely to have an impact on the environment regardless of its location.

## **POLICY IMPLICATIONS**

### *Policy Fin008 – Budget Preparation*

The policy provides the parameters for setting the annual financial budget.

### *Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
Low	The proposed budget amendment will allow for a more extensive design process with community consultation, which is considered unlikely to attract negative response from members of the community.

## **CONSULTATION**

Initial community consultation regarding the features of the Youth Precinct was completed during Youth Week in April 2019. In addition, a Community consultation strategy was developed and implemented.

The amendment of the budget to accommodate the Master Plan does not require further consultation although this was discussed with the Recreation Advisory Committee at a project workshop on 11 November 2019.

## **RESOURCE IMPLICATIONS**

### *Financial*

Council allocated \$20,950 in the 2018/19 Adopted Budget for the concept development of the Waroona Youth Precinct. \$7650.00 was spent on community consultation and site



selection matrix. The remaining \$13,300.00 was carried forward into 2019/20 budget, to be spent on:

- Stage 2 – Geotechnical surveys
- Stage 3 - Concept design.

The development of a Master Plan with associated community consultation will increase the initial design cost of the project by \$14,000.

\$50,000.00 has been received through the Waroona Alcoa Sustainability Fund.

*Workforce:*

Consultants will need to be engaged to undertake the required stage 2 Geotechnical Survey as well as Stage 3 Master Plan / Concept Design. The management of the overall project is to be accommodated within existing staff resources.

### **OPTIONS**

Council has the option of:

1. Approving the amendment of the budget, allowing for the expansion of the project scope (including a Master Plan and associated community consultation).
2. Not approving the amendment of the budget and limiting the project to the previously adopted project scope (excluding a Master Plan and associated community consultation).

### **CONCLUSION**

The Master Plan will allow for a more extensive design process associated with further community consultation. The proposed project budget increase is not considered to be significant and funding for the project budget is available from funding already allocated to the Shire for the Youth Precinct.

## 9.4 DEPUTY CHIEF EXECUTIVE OFFICER / DIRECTOR CORPORATE SERVICES

<b>9.4.1 LISTING OF PAYMENTS FOR THE MONTH OF OCTOBER 2019</b>	
<b>File Ref:</b>	1/3 - Creditors
<b>Previous Items:</b>	N/A
<b>Applicant:</b>	N/A
<b>Author and Title:</b>	Ashleigh Nuttall, Manager Corporate Services
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	9.4.1

### **RECOMMENDATION**

That Council:

1. receive the following payments made throughout the month of October 2019;

<b>Municipal</b>	<b>Cheque 9293 - 9314 EFT 30889 - 31053</b>	<b>\$14,925.46 \$615,978.30</b>
<b>Direct wages</b>	<b>01/10/19 – 31/10/19 inclusive</b>	<b>\$179,616.38</b>
<b>Direct Debit</b>	<b>01/10/19 – 31/10/19</b>	<b>\$37,837.11</b>
<b>Trust</b>	<b>Cheque 11232 - 11236 EFT30888</b>	<b>\$919.83</b>
<b>GRAND TOTAL</b>		<b>\$849,277.08</b>

as attached at appendix 16.4.1.

### **IN BRIEF**

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

### **BACKGROUND**

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

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

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



## **REPORT DETAIL**

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

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.

## **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 6</b>	Good Governance
<b>Aspiration</b>	Active civic leadership and excellence in management
<b>Strategy 6.05</b>	High legislative compliance

## **OTHER STRATEGIC LINKS**

Nil

## **STATUTORY ENVIRONMENT**

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

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

## **SUSTAINABILITY & RISK CONSIDERATIONS**

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

Nil



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

Nil

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

Nil

*Policy Implications*

Nil

*Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
Low	If the required information is not presented to Council in accordance with the Local Government (Financial Management) Regulation 1996 it may result in a qualified audit report and an unclean compliance return submitted to the Department of Local Government, Sport & Cultural Industries.

### **CONSULTATION**

Nil

### **RESOURCE IMPLICATIONS**

*Financial*

Nil

*Workforce*

Nil

### **OPTIONS**

Council has the option of:

1. Receive the listing of payments presented for the month of September 2019.
2. Not receive the listing of payments presented for the month of September 2019.

### **CONCLUSION**

The listing of payments as per the attached appendix is a true reflection of the expenditure from the Municipal and Trust Fund accounts for the month of September 2019. All expenditure is accordance with the 2019/20 adopted budget and is presented as per the prescription within regulation 13 of the Local Government (Financial Management) Regulation 1996.



<b>9.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2019 TO 31 OCTOBER 2019</b>	
<b>File Ref:</b>	1/1 – Annual Statements
<b>Previous Items:</b>	OCM. 22 October 2019 Item 16.4.2
<b>Applicant:</b>	
<b>Author and Title:</b>	Ashleigh Nuttall, Manager Corporate Services
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	9.4.2

### **RECOMMENDATION**

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

### **IN BRIEF**

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

### **BACKGROUND**

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

### **REPORT DETAIL**

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

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

The following information is included in the report;

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



- Note 10 – Capital Disposals and Acquisitions
- Note 11 – Significant Capital Projects
- Note 12 – Trust
- Note 13 - Borrowings

### **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 6</b>	Good Governance
<b>Aspiration</b>	Active civic leadership and excellence in management
<b>Strategy 6.05</b>	High legislative compliance

### **OTHER STRATEGIC LINKS**

Shire of Waroona 2019/20 Annual Budget

### **STATUTORY ENVIRONMENT**

Local Government Act 1995 – Section 6.4

Local Government (Financial Management) Regulations 1996 – Section 34

### **SUSTAINABILITY & RISK CONSIDERATIONS**

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

Nil

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

Nil

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

Nil

*Policy Implications*

All financial policies from Policy FIN002 through to Policy FIN035

*Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
Moderate	Inadequate financial performance monitoring could lead to over/under budget expenditure which could affect council's financial position and/or financial ratios.
Low	If the required information is not presented to Council in accordance with the Local Government (Financial Management) Regulation 1996 it may result in a qualified audit report and an unclear compliance return submitted to the Department of Local Government, Sport & Cultural Industries.

### **CONSULTATION**

Nil

### **RESOURCE IMPLICATIONS**

*Financial*

Nil



*Workforce*

Nil

### **OPTIONS**

Council has the option of:

1. Receiving the monthly financial statement of financial activity for the period of 1 July 2019 to 30 September 2019.
2. Not receiving the monthly financial statement of financial activity for the period of 1 July 2019 to 30 September 2019.

### **CONCLUSION**

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

<b>9.4.3 ORDINARY COUNCIL MEETING DATES 2020</b>	
<b>File Ref:</b>	4/1
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Shire of Waroona
<b>Author and Title:</b>	Brad Vitale, Corporate Compliance Officer
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	Nil

### **RECOMMENDATION**

1. That Council adopts and advertises the dates and locations for the 2020 Ordinary Council Meetings as follows, commencing at 4pm:

February Centre	Tuesday 25 February	Preston Beach Community
March	Tuesday 24 March	Council Chambers
April	Tuesday 28 April	Council Chambers
May	Tuesday 26 May	Council Chambers
June	Tuesday 23 June	Council Chambers
July	Tuesday 28 July	Council Chambers
August	Tuesday 25 August	Lake Clifton Community Centre
September	Tuesday 22 September	Council Chambers
October	Tuesday 27 October	Council Chambers
November	Tuesday 24 November	Council Chambers
December	Tuesday 15 December	Council Chambers

2. That Council sets aside one afternoon every month on the second Tuesday of every month at 4pm for strategic purposes to be used as a Strategy Session/Briefing Session.

### **IN BRIEF**

Council is requested to consider the proposed time, dates and locations for the 2020 Ordinary Council Meetings.

### **BACKGROUND**

In accordance with the *Local Government (Administration) Regulations 1996*, local governments, at least once each year, are required to give local public notice of the dates on which and the time and place at which the Ordinary Council Meetings are to be held in the next 12 months.

### **REPORT DETAIL**

Ordinary Council Meeting dates are currently scheduled for the fourth Tuesday of each month, with the exception of January where no meeting is held, and December where the meeting date is brought forward by one week due to Christmas and New Year holidays.

The proposed Ordinary Council Meeting dates for 2020 do not coincide with any scheduled public holidays.



## **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 6</b>	Good Governance
<b>Aspiration</b>	Active Civic Leadership and Excellence in Management
<b>Strategy 6.05</b>	High legislative compliance

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

#### Local Government Act 1995

##### *s.5.3. Ordinary and special council meetings*

- (1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.
- (3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.

#### Local Government (Administration) Regulations 1996

##### *r.12. Meetings, public notice of (Act s. 5.25(1)(g))*

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
  - (a) the ordinary council meetings; and
  - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).
- (3) Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.
- (4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.

### **SUSTAINABILITY & RISK CONSIDERATIONS**

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

Not applicable.



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

Not applicable.

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

Not applicable.

*Policy Implications*

#### CORP006 – Agenda for Monthly Meeting

To detail the protocol to be used when preparing the Council monthly Ordinary meeting agenda.

This policy states that “*The Ordinary Monthly meeting of the Council shall be held on the fourth Tuesday of every month commencing at 4.00pm except for the month of January.*”

*Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
Moderate	The main risks are non-compliance with the <i>Local Government (Administration) Regulations 1996</i> , and absence of a clear schedule of meeting dates for 2020 available to Councillors, staff and the public.

### **CONSULTATION**

The Shire has considered local events and national public holidays when proposing these dates, times and locations.

### **RESOURCE IMPLICATIONS**

*Financial*

The cost of advertising the 2020 Ordinary Council Meeting dates is minimal and there is funding available in the 2019/2020 budget for the advertising cost.

*Workforce*

Nil.

### **OPTIONS**

Council has the option of:

1. Accepting the officer recommendation.
2. Amending or not accepting the officer recommendation.

### **CONCLUSION**

In accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996*, Council is required to give local public notice of the dates on which and the time and place at which the Ordinary Council Meetings are to be held in the next 12 months.



To promote the function of Council meetings, and to assist with the accessibility of community members from outside of the Waroona townsite, Council may consider holding one meeting a year in each Lake Clifton and Preston Beach at the respective community centres/halls.

Council has previously held its February Ordinary Council Meeting at the Preston Beach Community Centre in 2002, 2003 and 2004.

CEO additional recommendation:

It is also recommended that Councillors set aside up to 2 hours each month, on every 2<sup>nd</sup> Tuesday of every month for the purpose of Strategic Planning & Briefings. With the development of the Strategic Community Plan being undertaken between now and mid 2020 and the projects that are in the planning stages, it would be very beneficial to have a regular strategic session to ensure the planning receives the necessary input from Council. Further, it is an opportunity to add to the development of various master plans and get regular briefings from staff on certain projects, issues and opportunities.

<b>9.4.4 2018/19 ANNUAL REPORT</b>	
<b>File Ref:</b>	8/1; 166/1
<b>Previous Items:</b>	OCM. 27 Nov 18 Item 9.4.3 (OCM18/11/110)
<b>Applicant:</b>	Shire of Waroona
<b>Author and Title:</b>	Brad Vitale, Corporate Compliance Officer
<b>Voting Requirements:</b>	Absolute Majority
<b>Appendix Number</b>	9.4.4

### **RECOMMENDATION**

**That Council:**

- 1. Accepts the Shire of Waroona Annual Report for the financial year commencing 1 July 2018 and concluding 30 June 2019; and**
- 2. Gives public notice of the availability of the Annual Report in (1), in accordance with Sections 5.55 and 5.55A of the *Local Government Act 1995*.**

### **IN BRIEF**

Council is requested to consider the Shire of Waroona Annual Report for the 2018/19 financial year.

### **BACKGROUND**

In accordance with the *Local Government Act 1995*, local governments are required to accept the annual report by absolute majority no later than 31 December after the relevant financial year. The annual report must be accepted no earlier than 56 days prior to the Annual Elector's Meeting, which will be held on 17 December 2019.

### **REPORT DETAIL**

In accordance with the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*, Council is required to prepare an annual report for each financial year. This report is to contain:

- A report from the Shire President;
- A report from the Chief Executive Officer;
- An overview of the Strategic Community Plan, including major initiatives that are proposed to commence or to continue in the next financial year;
- The financial report for the financial year;
- The auditor's report for the financial year;
- The number of employees entitled to an annual salary of \$100,000 or more;
- Any significant modifications to the Strategic Community Plan or Corporate Business Plan during the financial year;
- Details on the Shire's Complaints Register; and
- Any other matters which are required under various other legislation.



## **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 5</b>	Assets, Resources, Financial Management & Sustainability.
<b>Aspiration</b>	Responsible stewardship of assets, effective resources supervision (including staff and human resources issues), and pursuit of best practice financial management and sustainability.
<b>Strategy 5.13</b>	High level of accountability and meeting of audit requirements.

<b>Theme 5</b>	Assets, Resources, Financial Management & Sustainability.
<b>Aspiration</b>	Responsible stewardship of assets, effective resources supervision (including staff and human resources issues), and pursuit of best practice financial management and sustainability.
<b>Strategy 5.16</b>	Maintain an adequate Integrated Strategic and Financial Planning system.

<b>Theme 6</b>	Good Governance.
<b>Aspiration</b>	Active Civic Leadership and Excellence in Management.
<b>Strategy 6.03</b>	Excellence in reporting.

### **OTHER STRATEGIC LINKS**

Nil.

### **STATUTORY ENVIRONMENT**

#### Local Government Act 1995

*s.5.53 – Annual reports*

*s.5.54 – Acceptance of annual reports*

*s.5.55 – Notice of annual reports*

*s.5.55A – Publication of annual reports*

#### Local Government (Administration) Regulations 1996

*r. 19B – Information about numbers of certain employees to be included*

*r. 19CA – Information about modification to certain plans to be included*

### **SUSTAINABILITY & RISK CONSIDERATIONS**

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

The Annual Report demonstrates to the community sound management of the Shire's finances during the 2018/19 financial year.

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

The Annual Report outlines achievement that demonstrate the Shire's commitment to improving the quality of life in the community.

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



The Annual Report includes details of projects and planning initiatives that consider and address environmental sustainability.

*Policy Implications*

Nil.

*Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
High	The main risk is non-compliance with the <i>Local Government Act 1995</i> and <i>Local Government (Administration) Regulations 1996</i> . There is also a reputational risk by not providing an annual report as this is a mechanism of communicating with the community and key stakeholders in a transparent and accountable way.

**CONSULTATION**

- Community consultation is not required when preparing the annual report.
- Shire officers across the organisation are invited to provide submissions for inclusion in the annual report where appropriate or required.
- The Shire is required to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.
- The Chief Executive Officer is required to publish the annual report on the local government's official website within 14 days after the report has been accepted.

**RESOURCE IMPLICATIONS**

*Financial*

The cost of preparing the 2018/19 Annual Report is minimal and was allocated in the preparation of the Annual Budget.

*Workforce*

Nil.

**OPTIONS**

Council has the option of:

1. Accepting the officer recommendation; or
2. Amending or not accepting the officer recommendation.

**CONCLUSION**

The Annual Report is the final component of the Shire's Integrated Planning & Reporting Framework, and is a mechanism of communicating with the community and key stakeholders in a transparent and accountable way.

The acceptance of the Annual Report will allow the report to be published on the Shire's website in advance of the Annual Elector's Meeting.



<b>9.4.5 ANNUAL FINANCIAL STATEMENTS AUDIT 2018/2019</b>	
<b>File Ref:</b>	15/1 - Auditors
<b>Previous Items:</b>	OCM 27 Nov 2019 - 9.4.4 - OCM18/11/111
<b>Applicant:</b>	N/A
<b>Author and Title:</b>	Ashleigh Nuttall, Manager Corporate Services; Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	9.4.5

### **RECOMMENDATION**

**That Council:**

- 1. Receive the annual financial statements for the Shire of Waroona for the financial year ended 30 June 2019.**
- 2. Receive the audit report relating to the annual financial statements for the financial year ended 30 June 2019.**
- 3. Continues to investigate strategies to improve the Asset Sustainability Ratio and Operating Surplus Ratio, and ensure continual improvement in the Long Term Financial Plan towards meeting benchmarks.**
- 4. That Council records its appreciation to the finance staff on the excellent presentation of the Shires annual financial accounts.**

### **IN BRIEF**

This report is presented to Council to consider the receipt of the audited annual financial statements for the year ended 30 June 2019

### **BACKGROUND**

Council is required to prepare and submit to its Auditors their annual financial statements by September 30 each year. This is followed by formal acceptance of the Audit report and subsequent incorporation of the audit report into the Annual Report which is to be presented to the Electors.

### **REPORT DETAIL**

Council's annual audit for 2018/19 has now been finalised by the Council's auditor Mr Tim Partridge from AMD Chartered Accountants in Bunbury.

The auditor has advised that the accounts have been presented to a very high standard with no areas of concern in relation to statutory compliance. Details of management issues, suggestions etc. are contained within a separate management report and are addressed on an ongoing basis. Staff are pleased to advise that no issues requiring Council's attention were identified during the audit. A copy of the 2018/19 Annual Financial Statements together with the audit report can be found at the back of the Annual Report and at APPENDIX 9.4.5.

Following adoption of the official audit report the document and Annual Financial Statements will be presented to the Electors at the annual electors meeting held on



Tuesday 17th December 2019 at 6.00pm. It is also a requirement that a copy of the audit report and Financial Statements be forwarded to the Dept. of Local Government.

The Council's Finance and Audit Committee are also required to meet with the Auditor on an annual basis. This is expected to take place immediately prior to the December Ordinary Council meeting.

Councillors are reminded that State Government legislation (Local Government Amendment Auditing Act 2017) has passed the passage of Parliament. This Legislation provides for the Office of the Auditor General to carry out future Local Government Audits. Although there will be transition phase it is expected that all Local Governments will be audited by the Auditor General by the financial year 2020/21 regardless of existing contracts. The Council's existing audit contract with Mr Tim Partridge (AMD Chartered Accountants) expires on 30th June 2021. It is possible that Mr Partridge could be contracted by the Auditor General however it is unclear if he would perform Shire of Waroona audits.

As per the Local Government (Audit) Regulations 1996, the WA Auditor General requires reporting of benchmarks not reached with relation to financial ratios to be addressed in the Auditors Report. Even though Council has not come under the Auditor General (AG) for end of year financial audit as yet, AMD Charter Accounts are reporting alike for all client directly under the AG's office as well as those with an existing agreement with AMD.

The Council is required to calculate 7 financial ratios and report the outcomes in its financial statements. These ratios measure trends in the Council's financial performance by a series of benchmarks.

Council's Auditor has advised that 2 of the 7 benchmark ratios have not been achieved –

- Asset sustainability ratio – which measures the extent to which assets managed by the Council are being replaced as these assets reach the end of their useful lives. This ratio does not account for assets that might last longer than expected or that would not ordinarily be replaced at end of life.
- Operating surplus ratio – measures the Council's ability to cover its operational costs and have revenues available for capital funding or other purposes. This ratio does not include any operating grants or contributions in its calculation.

This ratio may be effected by a large grant and/or the early payment (ie previous financial year) of the Council's Financial Assistance Grant.

The Council's Long Term Financial Plan aims to achieve improvements in these ratios over the longer period which is normal practice for the majority of Councils.

### **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 6</b>	Good Governance.
<b>Aspiration</b>	Active Civic Leadership and Excellence in Management.
<b>Strategy 6.05</b>	High Legislative Compliance

### **OTHER STRATEGIC LINKS**

Nil



## **STATUTORY ENVIRONMENT**

In accordance with section 6.4 of the Local Government Act 1995 Council is required by the 30th September each year to submit its accounts to the auditor.

Section 7.12A(4)& (5) of the Local Government Act 1995 requires local governments to report on matters identified as significant by the auditor and indicate what action(s) the local government has taken or intends to take in respect of the matters

Local Government (Audit) Regulations 1996

## **SUSTAINABILITY & RISK CONSIDERATIONS**

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

Nil

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

Nil

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

Nil

*Policy Implications*

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.

*Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
Low	If the required information is not presented to Council in accordance with the Local Government (Financial Management) Regulation 1996 it may result in a qualified audit report and an unclear compliance return submitted to the Department of Local Government, Sport & Cultural Industries.

## **CONSULTATION**

There is no legislative requirement to consult on the preparation of the annual financial statement.

## **RESOURCE IMPLICATIONS**

*Financial*

Nil

*Workforce*

Nil



**OPTIONS**

Council has the option of:

1. Receive the annual financial report and audit report supplied by AMD Charter Accountants.
2. Not receive the annual financial report and audit report supplied by AMD Charter Accountants.

**CONCLUSION**

It is recommended that Council receive the audited annual financial statements as presented and that a copy of the statements will be included within the Annual Report which is to be presented to Electors at the Annual meeting of Electors proposed to be held on Tuesday 17 December 2019.

<b>9.4.6 PRIVATE WORKS POLICY AND FEES AND CHARGES AMENDMENT</b>	
<b>File Ref:</b>	1/7; 111/1
<b>Previous Items:</b>	SCM. 13 Aug 19 Item 9.1.3 (OCM19/08/082)
<b>Applicant:</b>	Shire of Waroona
<b>Author and Title:</b>	Brad Vitale, Corporate Compliance Officer
<b>Voting Requirements:</b>	Absolute Majority
<b>Appendix Number</b>	9.4.6

### **RECOMMENDATION**

**That Council:**

- 1. Adopts the proposed Policy WKS019 – Private Works as per Appendix 9.4.6; and**
- 2. Amends the 2019/20 Fees and Charges to include a new fee for resource shared private works at the price of cost (inclusive of labour, material, plant and on costs) plus 30%.**
- 3. Supports resource sharing with the Shire of Murray, where any works done between Murray and Waroona is at full cost recovery, on the condition that the Shire of Murray also formally adopts this policy.**

### **IN BRIEF**

Council is requested to consider adopting the proposed Policy WKS019 – Private Works and resultantly amending the fees and charges to include a new fee for resource shared private works at the price of cost (inclusive of labour, material, plant and on costs) plus 30%.

### **BACKGROUND**

In accordance with the *Local Government Act 1995*, Councils are required to determine the local government's policies. The Act also enables local governments, each year, to impose and recover a fee or charge for any goods or service it provides. These fees and charges are to be imposed when adopting the annual budget, but may be imposed during the financial year and amended from time to time during the financial year.

The creation, amendment or deletion of policies requires absolute majority by Council. As Council adopted the 2019/20 Annual Budget including fees and charges in August 2019, absolute majority is required to approve the proposed amendment to the fees and charges.

### **REPORT DETAIL**

As a result of the Murray Waroona Strategic Alliance Strategy Day held earlier in the month, a number of resource sharing initiatives have been identified. One of these initiatives which can be actioned immediately is the sharing of plant and equipment, and completion of private works between the Shires of Waroona and Murray.

In order to facilitate cooperation and progress this resource sharing initiatives with the Shire of Murray, it is necessary to create a new policy regarding private works, and amend the previously adopted fees and charges to include a private works cost specifically for resource sharing arrangements. This amount is to be cost (inclusive of labour, material, plant and on costs) plus 30%.



## **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 6</b>	Good Governance.
<b>Aspiration</b>	Active Civic Leadership and Excellence in Management.
<b>Strategy 6.05</b>	High legislative compliance.
<b>Strategy 6.08</b>	Sharing resources with other Councils

### **OTHER STRATEGIC LINKS**

Nil.

### **STATUTORY ENVIRONMENT**

#### Local Government Act 1995

##### *s.2.7 Role of Council*

(1) The council —

- (a) governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to —

- (a) oversee the allocation of the local government's finances and resources; and
- (b) determine the local government's policies.

##### *s.6.16 Imposition of fees and charges*

(4) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

*\* Absolute majority required*

(5) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- (b) supplying a service or carrying out work at the request of a person;
- (c) subject to section 5.94, providing information from local government records;
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
- (e) supplying goods;
- (f) such other service as may be prescribed.

(6) Fees and charges are to be imposed when adopting the annual budget but may be —

- (a) imposed\* during a financial year; and
- (b) amended\* from time to time during a financial year.

*\* Absolute majority required*





*s.6.17 Setting level of fees and charges*

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —
  - (a) the cost to the local government of providing the service or goods; and
  - (b) the importance of the service or goods to the community; and
  - (c) the price at which the service or goods could be provided by an alternative provider.
- (2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —
  - (a) under section 5.96; or
  - (b) under section 6.16(2)(d); or
  - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.
- (4) Regulations may —
  - (a) prohibit the imposition of a fee or charge in prescribed circumstances; or
  - (b) limit the amount of a fee or charge in prescribed circumstances.

**SUSTAINABILITY & RISK CONSIDERATIONS**

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

This initiative will enable the Shire to receive income for the use of its plant and provision of private works.

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

Not applicable.

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

Not applicable.

*Policy Implications*

A new policy is required, therefore Policy WKS019 – Private Works as per Appendix 9.4.6 is proposed.

*Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
High	<p>The main risk of not adopting the proposed policy and amending the previously adopted fees and charges is non-compliance with the <i>Local Government Act 1995</i>.</p> <p>The main risk of not supporting the resource sharing initiative is the loss of an opportunity for the Shire to receive income through a new avenue.</p>

**CONSULTATION**

- This resource sharing initiative was the result of a forum involving the Shires of Waroona and Murray, including the staff impacted by the initiative;
- Community consultation is not required for the adoption of a new policy, nor the amendment of fees and charges.

**RESOURCE IMPLICATIONS***Financial*

The sharing of plant equipment and provision of private works within the wider community will result in net income as the fee is proposed to be cost plus 30%. In a resource sharing sense, it will encourage efficiencies and scope to better mobilise staff and equipment, particularly near the Shire border or maximise the works crew in slower periods of the year to produce income.

*Workforce*

The sharing of plant equipment and provision of private works will not impact the current workforce as existing resources are sufficient. Should this initiative expand, an increase in the workforce may be required.

**OPTIONS**

Council has the option of:

1. Accepting the officer recommendation.
2. Amending or not accepting the officer recommendation.

**CONCLUSION**

The sharing of plant and equipment, and completion of private works between the Shires of Waroona and Murray, is the first of many initiatives that were developed at the Murray Waroona Strategic Alliance Strategy Day. This initiative in particular is feasible as it can be completed with minimal costs through utilising existing resources, and generate income for the Shire which has not previously been received.

In accordance with the *Local Government Act 1995*, an absolute majority is required should Council wish to adopt the proposed policy and amendments to the fees and charges.



## 9.5 CHIEF EXECUTIVE OFFICER

<b>9.5.1 FACT FINDING TOUR</b>	
<b>File Ref:</b>	35/1
<b>Previous Items:</b>	N/A
<b>Applicant:</b>	N/A
<b>Author and Title:</b>	Dean Unsworth, Chief Executive Officer
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	N/A

### **RECOMMENDATION**

#### **That Council**

- a. **supports a 1 day fact-finding tour to be undertaken in early 2020 to visit Collie, Capel and Donnybrook to understand issues such as main street reinvigoration, tourism, youth and recreation developments;**
- b. **supports a further fact finding tour to Busselton and Manjimup; and**
- c. **invites relevant staff, the Recreation Advisory Committee, and representatives from the Shire of Murray.**

### **IN BRIEF**

- Fact finding tours provide benefits through inspection and discussion with other local governments.
- This report requests consideration to be given for this initiative and a proposed itinerary.

### **BACKGROUND**

As part of the focus of Council to reinvigorate the towns within the Shire of Waroona, it is suggested that a full-day fact finding tour be undertaken. Alternatively it could be held on 2 separate days and could include an overnight stay.

This fact-finding tour would be an opportunity for Councillors, staff, and potentially the Recreation Advisory Committee members to meet with other local governments and get a first-hand view of developments in areas such as economic development, main street rejuvenation, and recreation and youth precincts.

### **REPORT DETAIL**

This report is presented to get an understanding of the districts it wishes, if supported, to visit.

It is suggested that the following towns be visited:

- Collie - tourism, main street development, youth and recreation precincts, trails development etc
- Capel - youth precinct, main street development, etc;
- Donnybrook- youth precinct, main street upgrade, foreshore development.
- Busselton - tourism, main street development, foreshore development, youth and recreation precincts, visitor servicing.



- Manjimup - tourism, main street development, youth and recreation precincts.

### **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 1</b>	Places for People
<b>Aspiration</b>	Managing Our Future Growth
<b>Strategy 1.01</b>	Encourage community and business initiatives to refresh the appearances of CBD areas.
<b>Strategy 1.02</b>	Continue town centre upgrades.
<b>Strategy 1.03</b>	Pursue tourism initiatives to entice people to visit the area.

<b>Theme 4</b>	Society/Community Wellbeing
<b>Aspiration</b>	Maintain strong sense of community and effective community wellbeing.
<b>Strategy 4.01</b>	Pursue a social environment that is accessible and inclusive for all ages and abilities.
<b>Strategy 4.06</b>	Develop and maintain active passive facilities.

### **OTHER STRATEGIC LINKS**

Many of the initiatives that are viewed are potential opportunities for the new Waroona 2030 Strategic Community Plan.

### **STATUTORY ENVIRONMENT**

Nil.

### **SUSTAINABILITY & RISK CONSIDERATIONS**

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

Many initiatives that will be inspected could have significant economic benefit to the Shire.

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

Many initiatives that will be inspected could have significant economic benefit to the Shire.

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

Nil.

*Policy Implications*

There are no policy implications.

*Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
Low	There is low reputational risk with this proposal.

### **CONSULTATION**

Nil.



## **RESOURCE IMPLICATIONS**

### *Financial*

There will be a minimal cost for bus hire. This could be shared with the Shire of Murray, on a per head basis. An overnight stay would increase costs, however these costs could be built into the 2019/20 Budget Review in February 2020.

### *Workforce*

Staff who attend would undertake this as part of their normal work duties.

## **OPTIONS**

Council has the option of:

1. Supporting the proposed fact-finding tour in early 2020.
2. Amending a proposed itinerary for the proposed fact finding tour in early 2020.
3. Supporting a larger fact-finding tour with an overnight stay. This could then allow a visit to Manjimup, particularly to see the aged care project. However, this could be a separate trip which would alleviate the cost of accommodation.
4. Not supporting the proposed fact-finding tour.

## **CONCLUSION**

There is always significant benefit meeting with other local governments and understanding what projects have provided benefit to their districts.

A joint tour would see an economy of scale for the cost of bus hire, and other costs.

<b>9.5.2 REVIEW OF RECREATIONAL VEHICLES SHORT-STAYS</b>	
<b>File Ref:</b>	27/1
<b>Previous Items:</b>	OCM. 23 Oct 18 Item 9.2.2(OCM18/10/097)
<b>Applicant:</b>	N/A
<b>Author and Title:</b>	Dean Unsworth, Chief Executive Officer
<b>Voting Requirements:</b>	Absolute Majority
<b>Appendix Number</b>	9.5.2

### **RECOMMENDATION**

That Council:

1. Formally supports a new Recreational Vehicle (RV) location for the town of Waroona, being on the recreation reserve, on Fouracre Street between Millar Street and Palmerston Street, replacing the locations of the Drakesbrook Weir and the Showgrounds.
2. That the RV location on Fouracre Street allow stays for RV vehicles for up to 72 hours at any one time.
3. Requests formal approval from Department of Lands & Heritage to use this site for the purpose of RV vehicle stays.
3. Allocates \$11,000 from the CEO Salary savings (A/C# 0052) towards the installation of a dump point at the site and signage on and leading to the site (Expenditure A/C# 3944 \$11,000).
4. Continues to support the current arrangement for RV vehicles at the Preston Beach car park between May 1 and 31 October annually.

### **IN BRIEF**

- Council supported a trial of RV vehicles at the Waroona Showgrounds and Drakesbrook Weir at the October 2018 Council meeting.
- With the trial now complete, a report is presented to Council to consider a long-term approach to RV tourism.

### **BACKGROUND**

At the 23 October 2018 Council meeting, Council considered whether it would support 24-hour Recreational Vehicle (RV) free stay locations in Waroona and Preston Beach.

In the report, it was stated that a 24-hour RV free stay area was trialled at the Preston Beach carpark between May 1 and October 31, 2018. There were no negative responses to this trial, and there were minimal regulation required by Shire Rangers.

Due to this success, the Economic Development Committee recommended that two new trial sites be implemented in Waroona, being:

- Waroona Showgrounds; and
- Drakesbrook Weir.

At the 23 October 2018 Council meeting, it was resolved:



*“That in relation to the 24 Hour Recreational Vehicle Free Stay Area, the Committee recommends to Council that the Shire of Waroona:*

- 1. Replicates the initiative at Waroona Showgrounds, allocating bays adjacent to the Waroona Junior Football Club canteen for the period May 1 – October 31 in 2019 as a trial, in accordance with restrictions and limitations of the Preston Beach site;*
- 2. Replicates the initiative at Drakesbrook Weir, allocating bays in the car park adjacent to the ablutions for the period May 1 – October 2019 as a trial, in accordance with the restrictions and limitations of the Preston Beach site;*
- 3. Approve the Preston Beach trial site to be established as a permanent 24 Hour Recreational Vehicle Free Stay Area for the period of May 1 – October 31 each year, in accordance with the current restrictions and limitations currently in place; and*
- 4. The CEO be authorised to extend or reduce the season of the Free Stay Areas based on seasonal and other factors that may impact the suitability of providing such a service.*

The trial has now been completed. Unfortunately, there is no record of number of stays at both sites. However, feedback from Shire Rangers was that there were regular RV users at both sites.

This report is presented to Council to review the RV strategy.

### **REPORT DETAIL**

A desktop analysis shows the positives and negatives of the Showground and Weir sites.

Showgrounds Site	
<b>Benefits</b> <ul style="list-style-type: none"> <li>• It is close to the Waroona townsite which then generates increased economic development to the local businesses.</li> <li>• There is a dump-point at the site.</li> </ul>	<b>Negatives</b> <ul style="list-style-type: none"> <li>• The RV site is unavailable during football matches and during the annual Agricultural Show.</li> </ul>
<b>CEO Comment:</b> With the ad-hoc availability of the Showgrounds, it is difficult to be in a position to promote RV stays in Waroona as there are times the site is unavailable. It is impractical to promote days available and not available, as promotion needs to be more general and always available.	

Drakesbrook Weir Site	
<b>Benefits</b> <ul style="list-style-type: none"> <li>• With such an iconic view, there would be few RV locations as attractive for tourists.</li> <li>• Rangers advise that the RV tourists act as a passive surveillance of the area.</li> </ul>	<b>Negatives</b> <ul style="list-style-type: none"> <li>• There is no dumpsite.</li> <li>• The car park can get full of RV's and detract from the ambience of the site and also take up bays that would be used by visitors.</li> <li>• It is detached from the townsite, thus potentially harming the chances of economic activity in the townsite by the RV tourists.</li> <li>• It has very little surveillance.</li> </ul>
<b>CEO Comment:</b> There can be conflict of use between locals and tourists, and RV tourists given that the car park is a reasonably small area.	

It is recommended that a third site be considered as a location for RV tourists.



In making this recommendation, the economic opportunities from RV tourists should be maximised. As can be seen in the report “The Self-Contained RV Tourist – Who They Are and How Will They Benefit Your Local Community” (APPENDIX 9.5.2),



Given the economic benefit, there are now 46 towns that are promoting themselves as ‘RV Friendly Towns’ in Western Australia, and this number continues to grow.



<b>Local Government</b>	<b>Period</b>	<b>Local Government</b>	<b>Period</b>
Beverley	48 hours plus long term availability	Merredin	24 hours
Boddington	48 hours	Moora	24 hours
Boyup Brook	72 hours	Morowa	24 hours
Bruce Rock	unlimited	Mount Barker	24 hours
Coolgardie	24 hours	Mukinbudin	24 hour
Cranbrook	72 hours	Narrogin	72 hours
Dongara	24 hours	Norseman	48 hours
Dowerin	48 hours	Nungarin	unknown
Dumbleyung	72 hours	Perenjori	24 hours
Goomalling	long-term	Pingelly	unknown
Hopetoun	24 hours (new since last report)	Pinjarra	24 hours
Jarrahdale	72 hours (new since last report)	Quaraiding	96 hours
Kalgoorlie/Boulder	24 hours	Ravensthorpe	24 hours (new since last report)
Kambalda	24 hours	Southern Cross	24 hours
Katanning	24 hours	Three Springs	long-term
Kojonup	72 hours	Trayning	long-term
Kondinnin	24 hours	Wagin	72 hours
Koorda	long-term	Waroona	24 hours
Kulin	72 hours	Westonia	10 days
Lake Grace	unlimited	Wickepin	72 hours
Leonora	72 hours	Wogan Hills	96 hours
Meckering	24 hours	Woodanilling	48 hours
Meekatharra	24 hours	York	24 hours

A survey was done with 82 RV users recently at the Pinjarra to get a better understanding of the activities, spend and usage of this market.

Camping Questionnaire Respondent Answers				
Total Number of Respondents		82		
Question	Caravan	5 Wheeler	Mobile Home	Unknown
1 Type of RV	51	1	28	1
2 Whilst in Pinjarra have you made any purchases from any of the following?	Petrol Station 46	Supermarket 67	Local Café 36	Doctors 4
	Edenvale 3	Local Shops 37	Tyrepower 3	Fast Food 20
	Mechanic 6	Chemist 22	Hotel/Restaurant 30	Other 17
3 Would you stay in Pinjarra if free camping was not available?	Yes 17	No 62	Undecided 2	
4 Would you pay for a caravan park if free camping was not available in this Shire?	Yes 27	No 47	Undecided 7	
	0-24%	25-49%	50-100%	
5 What percentage of your travels do you use free camping sites?	24 hrs 12	48 hours 4	72 hours 67	No answer 1
6 What time frame would you prefer to see our free camping site available?	24 hrs 7	48 hours 41	Unsure 33	No answer 1
7 Would you extend your stay if a longer free camping time was available?	Yes 70	No 1	Unsure 12	

The above information illustrates that if an opportunity for a longer stay was available, only 1 of 82 said they would not stay longer. Also, only 8.5% preferred the 24 hour availability.

### **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 1</b>	Places for People
<b>Aspiration</b>	Managing Our Future Growth
<b>Strategy 1.03</b>	Pursue tourism initiatives to entice people to visit the area

### **OTHER STRATEGIC LINKS**

Nil.

### **STATUTORY ENVIRONMENT**

Nil.

### **SUSTAINABILITY & RISK CONSIDERATIONS**

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

Economic benefit emanating from promoting an “RV Friendly Town” is included earlier in this report.

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

It is not expected that the recommended new RV friendly location will cause any social issues.

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

The installation of a dump-point will reduce any environmental risks.

#### *Policy Implications*

Nil.

#### *Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
High	There is reputational risk if Council are not seen promoting economic opportunities that will benefit the Waroona town’s business community and vibrancy of the main street.

### **CONSULTATION**

A discussion with representatives from the Waroona Agricultural Show showed support for this initiative.

### **RESOURCE IMPLICATIONS**

#### *Financial*

To be recognised as an “RV Friendly Town” and to obtain the significant amount of free promotion on numerous national webpages and tourist booklets, a dump point is required. It is estimated that a dump point would cost in the vicinity of \$10,000. Further, additional signage would be an expectation. A total of \$11,000 is requested to implement this initiative.

The shared CEO arrangement, following full payout of the previous CEO entitlements and the new arrangement has created a saving as following:

- Salary savings after previous CEO full entitlement payout      \$74,000



- CEO recruitment costs savings	<u>\$17,000</u>
- Total Savings to 2019/20 Budget	<u>\$91,000</u>

### *Workforce*

There will be minimal site-works required as the site is a passive precinct.

### **OPTIONS**

Council has the option of:

1. Supporting the officer recommendation to create a new, 365 day RV friendly site in the Waroona townsite on Fouracre Street between Millar Street and Palmerston Street.
2. That the stays could be for 24 hours or up to 1 week at a time.
2. Keeping the status quo, being Drakesbrook Weir and the Showgrounds from May to October annually.
3. Not having the RV Friendly offer to tourists for the town of Waroona.

### **CONCLUSION**

RV tourists' research shows that they will not use a Caravan Park unless it is absolutely necessary. With the growth of RV vehicles, increasing number of retirees and many RV town options, it is recommended that Council embrace this tourism opportunity by having a site located close to the Waroona townsite but is in a subtle location so as not to affect the amenity of the town. Also, a 365 day offering is seen as critical if it is to be deemed 'RV friendly'. Failure to do so will risk any future free promotion.

A dump-point is also seen as a necessary piece of infrastructure for this market.

There is benefit to allow RV's to stay for a week as there is repeat spend by those tourists.

<b>9.5.3 POLICY FIN009 – PURCHASING &amp; PROCUREMENT POLICY</b>	
<b>File Ref:</b>	111/1
<b>Previous Items:</b>	Policy Adopted – OCM 18 December 2018
<b>Applicant:</b>	N/A
<b>Author and Title:</b>	Dean Unsworth, Chief Executive Officer
<b>Voting Requirements:</b>	Absolute Majority
<b>Appendix Number</b>	9.5.3

### **RECOMMENDATION**

**That Council endorses the amended Policy FIN009 – Purchasing & Procurement as per Appendix 9.5.3.**

### **IN BRIEF**

Council is requested to review the current Purchasing Policy to increase the opportunities for local businesses to supply goods and services to the Shire.

### **BACKGROUND**

With Council's increasing focus on economic development within the district, there has been a particular focus within the organisation to support, whenever possible local business when officers are making a purchase on behalf of the Shire.

However, the current Policy could be more supportive of purchasing locally when compared to a number of other local governments within Western Australia.

This report is presented to encourage local businesses to supply goods and services to the Shire and for Council to demonstrate strong support to the sector.

### **REPORT DETAIL**

Within this recommended amended Policy, there is a focus on strengthening the guidelines to ensure local businesses have every opportunity to obtain business from the Shire of Waroona. It also provides a framework for a more favourable approach to making a local purchase for officers to follow.

Support for local purchasing is reasonably common across Western Australia. Currently, the Shire of Waroona would be rated average in terms of its current formal support of local business by way of the current policy.

Council	Up to \$5000	Up to \$10,000	Up to \$30,000	Up to \$50,000	Up to \$80,000	Up to \$100,000	Up to \$150,000
Albany				10%			
Ashburton				10%			
Boddington				5%			
Bridgetown	10%	5%					2.5%
Brookton							5%
Bunbury				5%			
Busselton				10%			
Capel				5%			
Chapman				10%			



Valley							
Chittering				10%			
Collie						10%	
Cranbrook				5%			
Denmark				10%			
Greater Geraldton				10%			
Irwin		5%					
Karratha		10%					
Mandurah				10%			
Manjimup		10%					
Murray				10%	10%	10%	A flat \$10,000
Narrogin			10%				
Northam						10%	
Plantagenet				10%			
Waroona**				10%	5%	5%	5%
York	10%						

\*\* The current wording of Policy FIN009 – Purchasing & Procurement is unclear. The current Policy states:

- a. *That all purchases be made locally if possible and if the price is not more than 10% above the best price obtainable outside the Shire.*
- b. *That Council clearly record its preference to use local contractors and sub-contractors on major projects, provided that the price is not more than 5% above the best price obtainable outside the district.*
- c. *These policies are adopted as a guideline to Council and staff and acknowledge that Council has the right to accept a tender or contract for any goods or services that it deems fit and which it considers to be in the interests of Council and the ratepayers. It also acknowledges that on occasions limitations of available finance may preclude Council from strictly adhering to this policy.*

This policy review aims to clarify what is a 'major project' and to not separate a general purchase and a contractor or sub-contractor, but be based purely on the amount of the proposed purchase.

Also the proposed new policy considers:

- A flat \$10,000 on anything above \$100,000. If Council went to, say 5% for all purchases above \$100,000, there will be an inconsistency. A purchase of \$110,000 with a 5% price preference, there will only be a \$5,500 price preference, whereas a \$100,000 purchase would attract a \$10,000 price preference.
- It now makes it mandatory for officers to seek a local quote when those goods or services are available locally. It also gives direction as to how far an officer is permitted to go before the local goods or services are not value for money.
- It builds into the Policy the need to consider the Council's Code of Conduct and legislative/regulatory requirements. With the increase in probity and public scrutiny, the need to be totally transparent and ethical is critical.
- Purchasing from disability enterprises and aboriginal businesses, which is pursuant to Part 4 of the Local Government (Functions and General) Regulations 1996.
- The establishment of Panels in certain circumstances.

## **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 1</b>	Local Economy
<b>Aspiration 1</b>	Managing Our Future Growth
<b>Strategy 1.05</b>	Support the establishment of businesses and industries which complement existing activities within the Shire.

### **OTHER STRATEGIC LINKS**

Nil.

### **STATUTORY ENVIRONMENT**

Nil.

### **Sustainability & Risk Considerations**

#### *Economic - (Financial impact to the community)*

There is strong evidence that both “buy local” and “purchase local” campaigns can have significant positive impacts on a local economy. “Buy local” encourages the formation of local entrepreneurs, the growth of local enterprise, job creation, building of local skills and strengthening community cohesion. “Purchase local” clearly increases the amount of money in circulation in a local economy, the speed of circulation of that money and the creation of local jobs. Research undertaken by the Michigan State University in the City of Grand Rapids (2010) shows that for every \$100 spent in locally owned business, \$73 remains in the local economy. Conversely for every \$100 spent in non-locally owned business, \$43 remains in the local economy. Recent analysis by REMPLAN (2018) in Geraldton shows that for every \$100 spent in a local small business, \$66 stays in the local economy. Conversely, for every \$100 spent online, only \$4 stays in the local community.

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

With a stronger business community, naturally comes a stronger quality of life. The flow-on effects of a strong local economy results in more local jobs, more money going to other local businesses, and the local business owners then having more funds to direct back into the community by way of sports sponsorships, prizes and other similar contributions.

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

Nil.

#### *Policy*

Adoption of this report will result in an amendment in Policy FIN009 – Purchasing & Procurement, and incorporate existing Policy FIN010 – Local Purchases, rendering this policy redundant and resulting in its deletion.

#### *Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
High	There is significant reputational risk if Shire officers ignore local businesses when purchasing and/or quoting. There is some reputational risk by adopting this policy from residents that do not own businesses, as it could be argued that Shire rates are being used to support local purchases, even if they are slightly higher. A public relations campaign drawing residents to the benefits of keeping money local could assist in any negativity.

**CONSULTATION**

Nil.

**RESOURCE IMPLICATIONS***Financial*

It is difficult to quantify the direct financial impact as it is not possible to source each quote to use as a benchmark as there are thousands of quotations sought annually, with many of these verbal due to the low dollar value of those products.

It is not anticipated that there would be significant financial impact on the Shire. Items purchased over \$10,000 are not overly common and in quite a few instances these products required are not available locally. However, by adopting this policy, it directs officers to source a local quotation first, when possible.

*Workforce*

There is no workforce impact with this proposal

**OPTIONS**

Council has the option of:

1. Adopting this recommended Policy amendment.
2. Amending this recommended Policy amendment.
3. Not adopting this recommended Policy amendment.

**CONCLUSION**

If Council support the officer recommendation, the decision would signal to the business community that it is, equally, the most supportive local government towards local business in Western Australia.

While some items purchased will potentially be at a higher cost, the benefits of supporting local business is obvious. Local businesses pay rates, employ local workers and the money injected into the local economy has a value-add component through local re-spend by those businesses and workers.

The strategy also is consistent with the new focus on place-making where the Shire is placing a heavy focus on bringing the local community, business sector and the Shire together to create community driven and community centric places. This decision has the objective to enhance the Council's standing in the community and demonstrate its commitment to the local business and local community.

Most purchases made by officers are at the lower price range, so there is not expected to be a significant impact on Councils finances. Also, it must be noted that purchases, particularly the ones that relates to services are not made on price alone as quality is also a factor in the decision making. However, the Policy provides a guide to staff and ensures that local businesses have every opportunity to gain business from the Shire of Waroona, particularly when products are like-for-like.

The Policy also considers required inclusions to meet statutory requirements.





<b>9.5.4 POLICY FIN010 – REGIONAL PRICE PREFERENCE</b>	
<b>File Ref:</b>	111/1
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	N/A
<b>Author and Title:</b>	Dean Unsworth, Chief Executive Officer
<b>Voting Requirements:</b>	Absolute Majority
<b>Appendix Number</b>	9.5.4

### **RECOMMENDATION**

**That Council adopts Policy FIN010 – Regional Price Preference as per Appendix 9.5.4.**

### **IN BRIEF**

Council is requested to adopt a Regional Price Preference Policy to encourage the Shire to purchase locally and assist in supporting the local economy, particularly in terms of tendering. The Regional Price Preference is consistent with the proposed amended Purchasing Policy, also presented within this agenda, but deals specifically with formal tenders.

### **BACKGROUND**

Council has a Policy to guide staff in terms of purchasing (FIN009 – Purchasing & Procurement, reviewed in Item 9.5.3). With that focus on economic development and supporting local businesses, there has been a particular focus internally to support, whenever possible local business when officers are making a purchase on behalf of the Shire.

This report is presented to encourage local businesses, whenever practicable, to tender for major project opportunities.

### **REPORT DETAIL**

As can be seen within the proposed reviewed Purchasing Policy presented earlier within this agenda, there is a focus on strengthening the wording to ensure local businesses have every opportunity to obtain business from the Shire of Waroona. This recommended Policy is presented to ensure consistency with the proposed Purchasing Policy.

### **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 1</b>	Local Economy
<b>Aspiration 1</b>	Managing Our Future Growth
<b>Strategy 1.05</b>	Support the establishment of businesses and industries which complement existing activities within the Shire.

### **OTHER STRATEGIC LINKS**

Nil.

### **STATUTORY ENVIRONMENT**

Nil.



## **SUSTAINABILITY & RISK CONSIDERATIONS**

### **Sustainability & Risk Considerations**

#### *Economic - (Financial impact to the community)*

There is strong evidence that both “buy local” and “purchase local” campaigns can have significant positive impacts on a local economy. “Buy local” encourages the formation of local entrepreneurs, the growth of local enterprise, job creation, building of local skills and strengthening community cohesion. “Purchase local” clearly increases the amount of money in circulation in a local economy, the speed of circulation of that money and the creation of local jobs. Research undertaken by the Michigan State University in the City of Grand Rapids (2010) shows that for every \$100 spent in locally owned business, \$73 remains in the local economy. Conversely for every \$100 spent in non-locally owned business, \$43 remains in the local economy. Recent analysis by REMPLAN (2018) in Geraldton shows that for every \$100 spent in a local small business, \$66 stays in the local economy. Conversely, for every \$100 spent online, only \$4 stays in the local community.

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

With a stronger business community, naturally comes a stronger quality of life. The flow-on effects of a strong local economy results in more local jobs, more money going to other local businesses, and the local business owners then having more funds to direct back into the community by way of sports sponsorships, prizes and other similar contributions.

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

Nil.

#### *Policy Implications*

This Policy is consistent with Policy FIN009 – Purchasing & Procurement.

#### *Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
High	There is significant reputational risk if Shire officers ignore local businesses when purchasing and/or quoting. There is some reputational risk by adopting this policy from residents that do not own businesses, as it could be argued that Shire rates are being used to support local purchases, even if they are slightly higher. A public relations campaign drawing residents to the benefits of keeping money local could assist in any negativity.

## **CONSULTATION**

Research into other Local Government’s Regional Price Preference Policies.

## **RESOURCE IMPLICATIONS**

### **Resource Implications**

#### *Financial*

It is difficult to quantify the direct financial impact, however the overall effect is negligible as most tenders called are above \$150,000 and very few tenders are called annually.



### *Workforce*

There is no workforce impact with this proposal

### **OPTIONS**

Council has the option of:

1. Accepting the Officer Recommendation.
2. Amending the Officer Recommendation.
3. Not accepting the Officer Recommendation.

### **CONCLUSION**

If Council support the officer recommendation, the decision would signal to the business community that it is, equally, the most supportive local government towards local business in Western Australia.

While some items purchased will potentially be at a higher cost, the benefits of supporting local business is obvious. Local businesses pay rates, employ local workers and the money injected into the local economy has a value-add component through local re-spend by those businesses and workers.

The strategy also is consistent with the new focus on place-making where the Shire is placing a heavy focus on bringing the local community, business sector and the Shire together to create community driven and community centric places. This decision will enhance the Council's standing in the community and demonstrate its commitment to the local business and local community.

Most purchases made by officers are at the lower price range, so there is not expected to be a significant impact on Councils finances. Also, it must be noted that purchases, particularly the ones that relates to services are not made on price alone as quality is also a factor in the decision making. However, the Policy provides a guide to staff and ensures that local businesses have every opportunity to gain business from the Shire of Waroona, particularly when products are like-for-like.

<b>9.5.5 PROPOSED AMENDMENTS TO 2019/20 ADOPTED BUDGET</b>	
<b>File Ref:</b>	1/7
<b>Previous Items:</b>	OCM 19/08/2019 SCM 8/8/19
<b>Applicant:</b>	Shire of Waroona
<b>Author and Title:</b>	Kelly Nottle, Community Development Officer
<b>Voting Requirements:</b>	Absolute Majority
<b>Appendix Number</b>	Nil

### **RECOMMENDATION**

That Council approve to amend the 2019/20 adopted budget as follows:

1. Income account # 152130 Grants and Contributions be increased by \$1650 and correlating expenditure account 153320 Grant Expenditure be increased by \$1650.
2. Income account # 114630 Contributions and Donations be increased by \$1100 and correlating expenditure account 114820 Youth Activities be increased by \$1100.00.

### **IN BRIEF**

Council is requested to authorise an amendment to the 2019/20 adopted budget.

### **BACKGROUND**

The 2019/20 Shire of Waroona Adopted Budget was adopted at a Special General Meeting held on 13 August 2019, as per the following resolution:

Under the *Local Government Act 1995*, budget amendments are required to be authorised by an absolute majority.

### **REPORT DETAIL**

- WA Department of Communities has advised of our successful grant application for Thank a Volunteer Day of \$1100. Breakfasts will be held 7th December 2019.
- The WA Department of Communities (COTA) advised on the 18<sup>th</sup> October the Shire was successful in receiving a grant to host an event called Seniors Sea to Scarp during Seniors Week 2019 of 550.  
This event was held on the 14<sup>th</sup> November.
- Meerilinga advised of the successful Children's Week grant of \$1100.

These amounts were not accounted for at the time the 2019/20 budget was adopted. The relevant income and expenditure accounts for these grants must be amended to reflect this.



## **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 6</b>	Good Governance.
<b>Aspiration</b>	Active Civic Leadership and Excellence in Management.
<b>Strategy 6.02</b>	High legislative compliance.

### **OTHER STRATEGIC LINKS**

Nil.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

Section 6.2 – Local government to prepare annual budget states that:

During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

\* Absolute majority required.

### **SUSTAINABILITY & RISK CONSIDERATIONS**

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

Nil.

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

The events identified have a positive effect on our communities.

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

Not applicable.

*Policy Implications*

Nil.

*Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
High	Failure to authorise budget amendments will result in non-compliance with the <i>Local Government Act 1995</i> .

### **CONSULTATION**

Nil.

### **RESOURCE IMPLICATIONS**

*Financial*

Details are included within this report.

*Workforce*

Nil.



**OPTIONS**

Council has the option of:

1. Accepting the officer recommendation to authorise the proposed budget amendment.
2. Rejecting the officer recommendation to authorise the proposed budget amendment.

**CONCLUSION**

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

<b>9.5.6 PEEL DEVELOPMENT COMMISSION BOARD NOMINATIONS</b>	
<b>File Ref:</b>	117/1
<b>Previous Items:</b>	
<b>Applicant:</b>	Peel Development Commission
<b>Author and Title:</b>	Dean Unsworth, Chief Executive Officer
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	9.5.6

### **RECOMMENDATION**

**That Council endorses Cr \_\_\_\_\_'s nomination to the Peel Development Commission's Board.**

### **IN BRIEF**

- Council has been invited to support a Councillor nomination to join the Peel Development Commission Board (See Appendix 9.5.6).

### **BACKGROUND**

The Peel Development Commission is seeking nominations for one Local Government representative vacancy from the Peel Region on its Board due to one member's term expiring on 31/12/19.

All five local governments in the Peel region are invited to nominate up to two Councillors, who are willing and able to be candidates, for appointment.

Applicants should be experienced in economic development and investment attraction. Other qualities should include decision making abilities, business acumen, an ability to work cooperatively within a team environment and interests relevant to the Peel community.

The length of term is for a maximum three years.

Meetings are held approximately bi-monthly and held at various locations within the Peel region. Duration of meetings are from 3 – 7 hours. Meeting fees are \$403 for a half-day and \$622 for a full day.

There are approximately 5 meetings held per year.

### **REPORT DETAIL**

The objectives of the Commission are to:

- Maximise job creation and economic diversification within the region;
- Develop and broaden the economic base of the region;
- Identify infrastructure services to promote economic and social development within the region;
- Provide information and advice to promote business development within the region;
- Seek to ensure that the general standard of government services and access to those services in the region is comparable to that which applies in the metropolitan area; and



- Generally take steps to encourage, promote, facilitate and monitor the economic development in the region.

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

Nil

### **SUSTAINABILITY & RISK CONSIDERATIONS**

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

Nil

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

Nil

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

Nil

*Policy Implications*

Nil

### **CONSULTATION**

Peel Development Commission

### **RESOURCE IMPLICATIONS**

*Financial*

There are no financial implications to the Shire of Waroona.

*Workforce*

There are no workforce implications to the Shire of Waroona.

### **OPTIONS**

Council has the option of:

1. Endorsing a Shire of Waroona representative to join the Peel Development Board for the next three (3) years.
2. Not endorsing a nomination.

### **CONCLUSION**

As per the report.



<b>9.5.7 FUTURE PLAYGROUND PROJECT – CENTENNIAL PARK</b>	
<b>File Ref:</b>	GC 201 9062
<b>Previous Items:</b>	OCM. XX Jul 10 Item 10.1.5.6 (OCM10/160)
<b>Applicant:</b>	Shire of Waroona
<b>Author and Title:</b>	Kelly Shipway, Place and Community Coordinator
<b>Voting Requirements:</b>	Simple Majority
<b>Appendix Number</b>	9.5.7A, B & C

### **RECOMMENDATION**

**That Council:**

- 1. support land provision at Centennial Park Waroona for the expansion of the playground to expand eastward, parallel to Birch Street; and**
- 2. engages a Recreation Architect to develop a detailed master plan to ensure best practice and long term outcomes for the space.**

### **IN BRIEF**

- To provide a destination play area along South West Highway to increase tourist visitation within the Waroona town site
- To provide an accessible and safe play area targeting 0-12 year olds at Centennial Park in Waroona.
- To allow provision of funding from the Lions Club of Waroona at a rate of \$7,000 - \$10,000 per annum to expand, develop or replace infrastructure at the Centennial Park playground.

### **BACKGROUND**

The original Waroona Playground Upgrade project concept entailed the relocation of existing play equipment from Centennial Park to Hawksley Park, near the Waroona Visitor Centre.

The project envisioned play space at Centennial Park would be upgraded with multi-age play equipment suited to 0 – 12 years old. The fenced area at the park would be expanded to include the free standing swing set, providing a safe location for children to play and for families and tourists to recreate.

The project was to be delivered in partnership with the Waroona Lions Club, who committed \$30,000 to the project, the Waroona Youth Advisory Council who committed \$1,000 and a funding allocation of \$40,000 through the Sustainability Fund.

### **REPORT DETAIL**

Following a series of stakeholder meetings and understanding the cost associated with relocating the existing play equipment from Centennial Park, the Lions Club have advised they would like to leave the play equipment at its current location, opting to expand the play area eastwards to run parallel to Birch Street (Appendix 9.5.7A).

The expansion of the play space to the east will have impact on the financial and technical aspects of the project, with further consideration required for:



- BBQ placement
- Reticulation mapping
- Power / lighting
- Redirecting current shade structures
- Path network
- Fencing
- Design for future expansion

The Shire CEO and community stakeholders were in agreeance that engaging a Recreation Architect would allow for a planned approach to ensure best practice and improved outcomes.

The Centennial Park Future Playground project aims for children and young people in Waroona to have regular access and opportunity for free, inclusive, local play provision and play space, positively impacting development and wellbeing.

### **SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN**

<b>Theme 1</b>	Society/Community Wellbeing
<b>Aspiration</b>	Maintain strong sense of community and effective community wellbeing
<b>Strategy 4.01</b>	Pursue a social environment that is accessible and inclusive to all ages and abilities

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

Planning and Development Act 2005

The Act provides a head of power for regulations and schemes made under it.

### **SUSTAINABILITY & RISK CONSIDERATIONS**

Economic – the project will have a positive economic impact, increasing likelihood that passing motorists will stop at the Waroona town site. The project adds value to the promotion of Harvest Highway providing attractive rest areas for families.

Social – the proposed expansion of play space at Centennial Park positively impacts the quality of life of community members and visitors to the region. The park will provide a quality venue for community members to connect and recreate

Environment – there will be little impact to the natural environment through this project



*Policy Implications*

## Policy COM019 - Playground Projects

That future playground projects by the community be offered land at the Pisconeri Park, Recreation Centre and Centennial Park sites by the Council.

*Risk Management Implications*

<i>Risk Level</i>	<i>Comment</i>
Moderate	That the Lions Club of Waroona withdraw their annual funding commitment of \$7,000 to \$10,000 per annum. Mitigate risk through asset management practice.

**CONSULTATION**

- Shire of Waroona CEO and staff
- Lions Club of Waroona
- Waroona Sustainability Group
- Alcoa – Waroona division
- Waroona Youth Advisory Council

**RESOURCE IMPLICATIONS**

There will be resource implications through project management hours eg, grant applications, stakeholder engagement, project management asset management, maintenance and communications

*Workforce*

The project will be managed under the existing staff structure, with no additional workforce requirements

**OPTIONS**

Council has the option of:

1. Supporting the future playgrounds project at Centennial Park in line with Council Policy COM019 – Playground Projects.
2. Not supporting the allocation of land at Centennial Park to allow for the expansion of the play space.

**10. CONFIDENTIAL REPORTS**

<b>10.1 CONFIDENTIAL ITEM - DISPOSAL OF LOT 220 (27) SUNDERCOMBE LOOP WAROONA</b>	
<b>File Ref:</b>	A3489
<b>Previous Items:</b>	OCM. 16 December 2010 Item 9.2.7 (OCM10/12/193)
<b>Author and Title:</b>	Leonard Long – Director Planning & Economic Development; Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Appendix Number</b>	App 10.1 – Council Report App 10.2 – Legal Advice App 10.3 – Market Valuation

Confidential report provided under separate cover.

<b>10.2 CONFIDENTIAL ITEM – 2020 SHIRE OF WAROONA MERITORIOUS COMMUNITY SERVICE AWARDS AND AUSTRALIA DAY COUNCIL OF WA CITIZEN OF THE YEAR AWARDS</b>	
<b>File Ref:</b>	12/1; 58/1
<b>Previous Items:</b>	Committee Meeting 4/11/19
<b>Applicant:</b>	Shire of Waroona
<b>Author and Title:</b>	Kelly Nottle, Community Development Officer - No interest.
<b>Voting Requirements:</b>	Absolute/ Majority
<b>Appendix Number</b>	10.2 A,B,C

Confidential report provided under separate cover.

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**
13. **CLOSURE OF MEETING**