

SHIRE OF DENMARK

Ordinary Council Meeting

AGENDA

30 APRIL 2024

TO BE HELD IN COUNCIL CHAMBERS, 953 SOUTH COAST
HIGHWAY, DENMARK, ON TUESDAY, 30 APRIL 2024,
COMMENCING AT 4.00PM.



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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

MEMBERS:

- Cr Kingsley Gibson (Shire President)
- Cr Jan Lewis (Deputy Shire President)
- Cr Clare Campbell
- Cr Donna Carman
- Cr Nathan Devenport
- Cr Jackie Ormsby
- Cr Janine Phillips
- Cr Aaron Wiggins
- Cr Dominic Youel

STAFF:

- David King (Chief Executive Officer)
- Kellie Jenkins (Executive Manager Corporate Services)
- Claire Thompson (Governance Coordinator)
- Kristie Buss (Executive Support Officer)

ON APPROVED LEAVE(S) OF ABSENCE

ABSENT WITHOUT LEAVE

VISITORS

3. DECLARATIONS OF INTEREST

Name	Item No	Interest	Nature

4. ANNOUNCEMENTS BY THE PERSON PRESIDING

5. PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.2 PUBLIC QUESTIONS

In accordance with Section 5.24 of the Local Government Act 1995, Council conducts a public question time to enable members of the public to address Council or ask questions of Council. The procedure for public question time can be found on the wall near the entrance to the Council Chambers or can be downloaded from our website at <http://www.denmark.wa.gov.au/council-meetings>.

Questions from the public are invited and welcomed at this point of the Agenda.

In accordance with clauses 3.2 (2) & (3) of the Shire of Denmark Standing Orders Local Law, a second Public Question Time will be held, if required, and the meeting is not concluded prior, at approximately 6.00pm.

Questions from the Public

5.3 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

5.4 PRESENTATIONS, DEPUTATIONS & PETITIONS

In accordance with Section 5.24 of the Local Government Act 1995, Sections 5, 6 and 7 of the Local Government (Administration) Regulations and section 3.3 and 3.13 of the Shire of Denmark Standing Orders Local Law, the procedure for persons seeking a deputation and for the Presiding Officer of a Council Meeting dealing with Presentations, Deputations and Petitions shall be as per Council Policy P040118 which can be downloaded from the Shire's website at <http://www.denmark.wa.gov.au/council-meetings>.

In summary, however, prior approval of the Presiding Person is required, and deputations should be for no longer than 15 minutes and by a maximum of two persons addressing the Council.

Nil.

6. APPLICATIONS FOR FUTURE LEAVE OF ABSENCE

A Council may, by resolution, grant leave of absence, to a member, for future meetings.

7. CONFIRMATION OF MINUTES

7.1 ORDINARY COUNCIL MEETING – 27 FEBRUARY 2024

OFFICER RECOMMENDATION

ITEM 7.1

That the minutes of the Ordinary Meeting of Council held on the 26 March 2024 be CONFIRMED as a true and correct record of the proceedings.

8. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

9. REPORTS OF OFFICERS

9.1 DEVELOPMENT SERVICES

9.1.1 SCHEME AMENDMENT 154 – PROPOSED EXTENSION OF ADDITIONAL USE SITE NO. 12 TO LOT 1 RIVERBEND LANE, SCOTSDALE

File Ref:	TPS3/SA154
Applicant / Proponent:	Edge Planning & Property
Subject Land / Locality:	Lot 1 (#23) Riverbend Lane, Scotsdale
Disclosure of Officer Interest:	Nil
Date:	8 April 2024
Author:	Craig Pursey, Manager Development Services
Authorising Officer:	David King, Chief Executive Officer
Attachments:	9.1.1a – Extract of Scheme Amendment 154 Report as advertised. (The entire Scheme Amendment can be found on the Shire’s website or by contacting the Shire’s Planning Team) 9.1.1b – EPA Advice 9.1.1c – DPLH Decision 9.1.1d – Schedule of Submissions

IN BRIEF

- At its meeting in November 2023 Council resolved to adopt (initiate) Amendment 154 to Town Planning Scheme No.3 as a Standard amendment and to progress public advertising.
- The primary purpose of the Amendment is to extend the adjoining Additional Use Site No.12 over Lot 1 Riverbend Lane, Scotsdale to allow for the extension of the Golden Hill Steiner School into Lot 1.
- This report is presented to Council with a recommendation to support the amendment without modification.

VOTING REQUIREMENTS

1. Simple majority.

OFFICER RECOMMENDATION

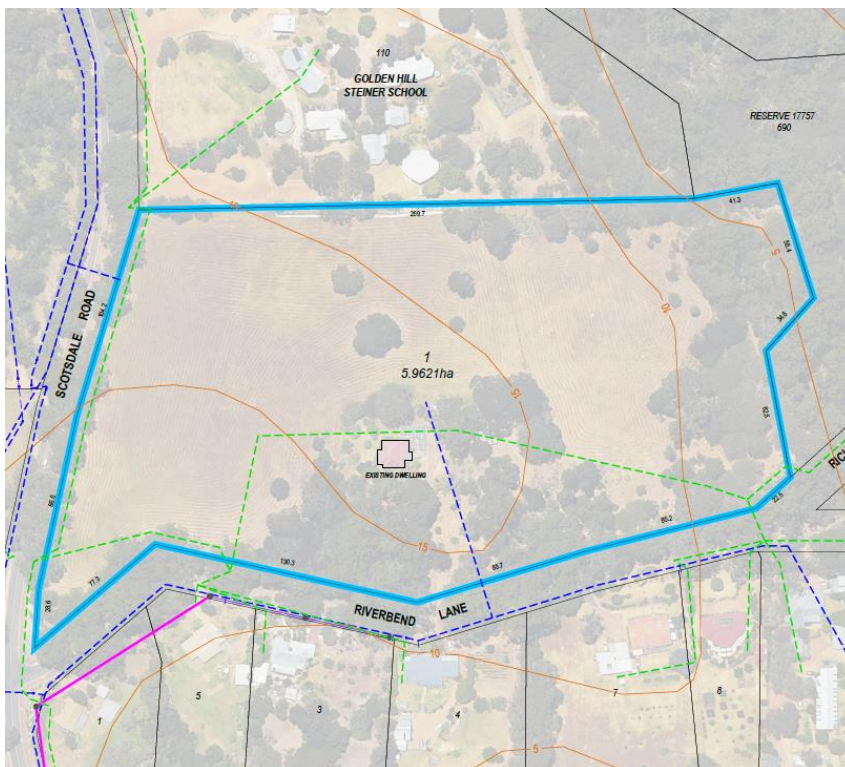
ITEM 9.1.1

That Council:

1. In accordance with Regulation 50 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:
 - a) NOTES the submissions received in respect to Amendment No. 154 to the Shire of Denmark Town Planning Scheme No.3; and
 - b) ENDORSES the response to the submissions as contained at Attachment 9.1.1d of this report.
2. In accordance with Regulation 50 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, SUPPORTS the adoption of Amendment No. 154 to the Shire of Denmark Town Planning Scheme No.3 without modification.
3. AUTHORISES the Shire President and the Chief Executive Officer, in accordance with Section 9.49a of the *Local Government Act 1995*, to execute under Common Seal Amendment No.154 to the Shire of Denmark Town Planning Scheme No.3.
4. ADVISES those who provided a submission of the Council’s resolution.

LOCATION

2. Lot 1 (#23) Riverbend Lane, Scotsdale (Lot 1) is owned freehold by the Shire of Denmark, is 5.96ha in area and developed with a single house.
3. Lot 1 is approximately 1.75km from the Denmark town centre, located on the corner of Scotsdale Road and Riverbend Lane and immediately adjacent to the Golden Hill Steiner School.



Site Plan extract from Scheme Amendment 154 documentation (Edge Property & Planning)

BACKGROUND

4. Amendment 154 seeks to extend the adjoining Additional Use Site No.12 over Lot 1 Riverbend Lane, Scotsdale to allow for the extension of the Golden Hill Steiner School into a portion of Lot 1.
5. At its meeting on 21st November 2023, Council resolved to adopt (initiate) Amendment 154 (Res 071123).
6. Following Council's decision to initiate Amendment 154, the Amendment was referred to the Environmental Protection Authority (EPA) for assessment. The EPA determined that the Amendment was not required to be formally assessed under part IV of the EP Act as it was viewed that any impacts could be managed through the proposed Scheme provisions. The EPA's advice covered on-site effluent disposal, foreshore management and recommended adding scheme provisions requiring Landscape Management Plan and a Bushfire Management Plan. This advice is reviewed in detail in the Schedule of Submissions at Attachment 9.1.1.d of this report.
7. No modifications are proposed as a result of the EPA recommendations, current Scheme controls and the Deemed Provisions allow Council to require bushfire, foreshore and landscaping management plans as part of the development application process.
8. Amendment 154 was then forwarded to the Department for Planning, Lands and Heritage (DPLH) (acting under delegation from the Minister for Planning) requesting permission to advertise. This was granted by the DPLH subject to modifications requiring the removal of condition 1 of the Additional Use site provisions. This modification deletes a requirement to prepare a 'development plan' to guide the future educational establishment.
9. Condition 1 was removed at the requirement of the DPLH, and advertising was commenced on the 8th February 2024.

DISCUSSION / OFFICER COMMENTS

10. This report is presented to Council for consideration of submissions received on the amendment and to pass a resolution to either support the amendment with or without modifications; or not to support the amendment. The final decision on whether to proceed with the Amendment rests with the Minister for Planning having regard to the recommendation and advice of the Western Australian Planning Commission (WAPC).
11. The only issue of note raised during the advertising period is the DPLH requirement to remove the scheme provision requiring a 'Development Plan' to guide the future development of the school. When the Amendment was initiated, it was assumed that the 'Development Plan' would:
 - Provide a 'master plan' with some statutory effect to allow the coordinated expansion of the school over time; and
 - Be used to prevent the development of educational establishments on the Special Rural lots fronting Riverbend Lane.

The removal of this requirement indicates that the DPLH sees the preparation of a 'development plan' as a superfluous step and that the expansion of the school can be adequately controlled through the development assessment process.

If the Special Rural lots are subdivided fronting Riverbend Lane, a future landowner could apply to develop an educational establishment. However, the size of the lots and the residential setting make this unlikely to be supported at the development application stage.

12. It is undesirable to remove the Additional Use zone from the future lots fronting Riverbend Lane as part of the current Amendment as the exact size and dimensions of these lots is presently unknown. This minor anomaly would be reviewed with the new Scheme.
13. The remainder of the submissions either fully supported the proposed Amendment or raised issues that can be addressed through the development application stage. No modifications to Amendment 154 are proposed in response to the submissions raised; a full assessment of each submission is found at the Schedule of Submissions at Attachment 9.1.1d of this report.

CONSULTATION AND EXTERNAL ADVICE

14. The Amendment was subject to public advertising for a period of 42 days from 8 February 2024 to 22 March 2024. The advertising has included:
 - A notice in the Denmark Bulletin
 - Referral of the Amendment documentation to various government agencies
 - Referral to nearby landowners
 - Signs on site
 - The Amendment documents being available for viewing at the Shire Administration Office and on the Shire's website.
15. At the close of the advertising period a total 11 public submissions were received, together with 7 submissions from public agencies with no substantive objections received. (refer Attachment 9.1.1d).

STATUTORY / LEGAL IMPLICATIONS

16. Planning and Development Act 2005 – Town Planning Scheme No.3 is an operative Local Planning Scheme under the Act;
17. Planning and Development (Local Planning Schemes) Regulations 2015 provide for complex, standard and basic amendments. Having regard to Regulation 35, Amendment No.154 is a standard amendment given the amendment:
 - Would have minimal impact on land in the scheme area that is not the subject of the amendment.
 - Does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.
 - Is consistent with the draft Local Planning Strategy 2022.

STRATEGIC / POLICY IMPLICATIONS

18. The following policies have been given due consideration in relation to this proposal:

- State Planning Strategy 2050
- State Planning Policy No. 2: Environment and Natural Resources Policy
- State Planning Policy No. 3: Urban Growth and Settlement
- State Planning Policy 3.7: Planning in Bushfire Prone Areas
- Government Sewerage Policy 2019

Strategic Community Plan 'Denmark 2033'

19. The proposed policy is consistent with the following objectives of the Strategic Community Plan 'Denmark 2033':

Services and Facilities for Youth – we want youth to have easy access to quality support services.

The expansion of a local primary school to offer secondary education will offer youth other options in town and assist to retain and attract younger families to town.

Local Planning Strategy

20. The 2011 Local Planning Strategy identifies Lot 1 Riverbend Lane as a Rural Residential site. It also sets Lot 1 in the context of being needed to facilitate a second bridge over the Denmark River. This is no longer being pursued and the draft 2022 Local Planning Strategy has the following relevant information:

"The Golden Hill Steiner School is located at Lot 110 Scotsdale Road, a site zoned Special Rural (15) in TPS3 with Additional Use (12) providing for 'Educational Establishment' as a permitted land use. Golden Hill Steiner School has made a submission to the Shire regarding the potential to offer secondary education by expanding their campus into the adjoining Lot 1 (#23) Riverbend Lane, which is also zoned Special Rural but does not currently have additional use rights.

Should the School be able to acquire Lot 1 (or portion) the Strategy supports the use of this site for an Educational Establishment. Access and other relevant planning issues may be resolved at the development application stage."

FINANCIAL IMPLICATIONS

21. The Shire of Denmark has a contract to dispose (sell) the property to Cultura Incorporated for \$900,000 (ex GST) subject to the satisfactory progress of a scheme amendment.

OTHER IMPLICATIONS

Environmental

22. Lot 1 is within reasonable proximity to the Scotsdale Brook and Denmark River, is located within a sewerage sensitive area and has a substantial area of good quality vegetation near to the Brook.

23. Adequate foreshore reserves are in place and effluent disposal and protection of vegetation will be addressed in subsequent planning stages.

Economic

24. Although not quantified, additional jobs will be created in both the construction of the new school and additional employment in the school's operations.

Social

25. Having a range of schooling options will improve educational outcomes for the community and the social benefits that accompany it.

RISK MANAGEMENT

26. A risk assessment has been undertaken per the Shire's Risk Management Governance Framework, and no risks have been identified in relation to the officer recommendation or the report.

9.2 CORPORATE SERVICES

9.2.1 FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2024

File Ref:	FIN.1
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	16 April 2024
Author:	Scott Sewell, Financial Accountant
Authorising Officer:	Kellie Jenkins, Executive Manager Corporate Services
Attachments:	9.2.1 – March 2024 Monthly Financial Report

IN BRIEF

- Under the Local Government Financial Management Regulations, a local government is to prepare, on a monthly basis, a statement of financial activity that reports on the Shire’s financial performance in relation to its adopted budget.
- The Shire of Denmark’s Statement of Financial Activity for the period ending 31 March 2024 has been prepared and is attached.
- In addition, the Shire provides Council with a monthly investment register to ensure the investment portfolio complies with the Shire’s Investment Policy.

VOTING REQUIREMENTS

1. Simple Majority

OFFICER RECOMMENDATION	ITEM 9.2.1
That Council RECEIVE the Financial Statements for the period ending 31 March 2024, incorporating the Statement of Financial Activity and other supporting documentation, as per Attachment 9.2.1.	

LOCATION

2. Nil

BACKGROUND

1. To meet statutory reporting obligations, the Monthly Financial Report provides a snapshot of the Shire’s year-to-date financial performance. The report provides:
 - Statement of Financial Activity by Nature or Type;
 - Statement of Financial Activity by Program;
 - Explanation of Material Variances;
 - Net Current Funding Position;
 - Receivables;
 - Capital Acquisitions;
 - Cash Backed Reserve Balances;
 - Loan Schedule;
 - Investment Register;
 - Cash and Investments Summary.

3. Each year a local government is required to adopt a percentage or value to be used in the Statement of Financial Activity for reporting material variances. Under Resolution 030823, Council adopted the monthly reporting variance for the 2023/2024 financial year of 10% or greater for each program area in the budget as a level that requires an explanation or report, with a minimum dollar variance of \$10,000.

4. Pursuant to the Shire’s Investment Policy, an investment report and investment register are to be provided to Council monthly, detailing the investment portfolio in terms of performance and counterparty percentage exposure of total portfolio.

DISCUSSION / OFFICER COMMENTS

5. The Statement of Financial Activity for March 2024 shows a closing funding surplus of \$3,169,499. The adopted annual budget for the year ended 30 June 2024 (as amended) is premised on a zero year end closing funding position. Operating income is \$221,626 higher than the year-to-date budget amount. The main factor relating to this variance is additional revenue from fees & charges including Recreation Centre activities and lime sales. Operating expenditure is \$243,280 lower than the year-to-date budget. The main factor relating to this variance is savings in employee costs due to employee vacancies during recruitment. There have also been changes in the expected timing for undertaking capital works. (Refer to Note 4 within the attachment).

6. A summary of the financial position for March 2024 is detailed in the table below:

	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
	\$	\$	\$	\$	%
Opening Funding Surplus / (Deficit)	1,883,689	1,883,689	1,883,689	0	0%

Revenue					
Operating revenue	14,407,234	13,726,118	13,947,744	221,626	2%
Capital revenue, grants and contributions	7,970,853	1,476,063	1,488,848	12,785	1%
	22,378,087	15,202,181	15,436,592	234,411	
Expenditure					
Operating Expenditure	- 18,854,691	-13,817,641	-13,574,361	243,280	2%
Capital Expenditure	- 10,820,504	-6,106,523	-4,631,917	1,474,606	24%
	- 29,675,195	- 19,924,164	-18,206,279	1,717,885	
Funding balance adjustments	5,413,419	4,082,747	4,055,497	-27,250	-1%
Closing Funding Surplus / (Deficit)	0	1,244,453	3,169,499	1,925,047	155%

OTHER INFORMATION

7. Nil

INVESTMENT REPORT

8. Pursuant to the Shire’s Investment Policy, an investment report and investment register are to be provided to Council on a monthly basis, detailing the investment portfolio in terms of performance and counterparty percentage exposure of total portfolio. The Investment Register is also to provide details of investment income earned against budget, whilst confirming compliance of the portfolio with legislative and policy limits.

9. At 31 March 2024, total cash funds held (including trust funds) totals \$8,203,413

10. (Summary – Investment Register).

- Municipal Funds total \$3,847,898.
- Shire Trust Funds total \$850.
- Reserve Funds (restricted) invested, total \$4,354,665.
- Municipal Funds (unrestricted) invested, total \$2,344,701.

11. The official Reserve Bank of Australia’s (RBA) cash rate currently sits at 4.35% which was set at the Reserve Bank Board meeting held on 7 November 2023. No further adjustments to the official cash rate have occurred at the time of writing this report.

CONSULTATION AND EXTERNAL ADVICE

12. The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council’s Community Engagement Policy P040123 and the associated Framework and believes that no additional external/internal engagement or consultation is required.

STATUTORY / LEGAL IMPLICATIONS**Local Government (Financial Management) Regulations 1996**

13. Regulation 34 (1-5) of the Local Government (Financial Management) Regulations 1996, details the form and manner in which a local government is to prepare financial activity statements.

The Local Government Act 1995

14. Section 6.14.

The Trustees Act 1962

15. Part III Investments.

The Local Government (Financial Management) Regulations 1996

16. Reg. 19, 28 and 49; and the Australian Accounting Standards, sets out the statutory conditions under which Council funds may be invested.

STRATEGIC / POLICY IMPLICATIONS

17. Nil

FINANCIAL IMPLICATIONS

18. The Shire's 2023/2024 Annual Budget provides a set of parameters that guides the Shire's financial practices.
19. Any financial implications or trends are detailed within the context of this report.

OTHER IMPLICATIONS**Environmental**

20. There are no known significant environmental implications relating to the report or officer recommendation.

Economic

21. There are no known significant economic implications relating to the report or officer recommendation.

Social

22. There are no known significant social considerations relating to the report or officer recommendation.

RISK MANAGEMENT

23. A risk assessment has been undertaken per the Shire's Risk Management Governance Framework, and no risks have been identified in relation to the officer recommendation or the report.

9.2.2 PAYMENT OF ACCOUNTS FOR THE PERIOD ENDING 31 MARCH 2024

File Ref:	FIN.1
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	16 April 2024
Author:	Kelly Schroeter, Senior Finance Officer
Authorising Officer:	Kellie Jenkins, Executive Manager Corporate Services
Attachments:	9.2.2 – Payment of Accounts - March 2024

IN BRIEF

- To advise Council of payments made for the period 1 March to 31 March 2024.

VOTING REQUIREMENTS

1. Simple majority.

OFFICER RECOMMENDATION	ITEM 9.2.2
That Council RECEIVE the payment of accounts totalling \$2,162,938.82 for the month of March 2024, as per Attachment 9.2.2.	

LOCATION

2. Not applicable.

BACKGROUND

3. Nil.

DISCUSSION / OFFICER COMMENTS

4. Nil.

CONSULTATION AND EXTERNAL ADVICE

5. The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy P040123 and the associated Framework and believes that no additional external/internal engagement or consultation is required.

STATUTORY / LEGAL IMPLICATIONS

Local Government (Financial Management) Regulations 1996

6. Regulation 13

STRATEGIC / POLICY IMPLICATIONS

7. Nil

FINANCIAL IMPLICATIONS

8. Nil.

OTHER IMPLICATIONS

Environmental

9. There are no known significant environmental implications relating to the report or officer recommendation.

Economic

10. There are no known significant economic implications relating to the report or officer recommendation.

Social

11. There are no known significant social considerations relating to the report or officer recommendation.

RISK MANAGEMENT

12. A risk assessment has been undertaken per the Shire's Risk Management Governance Framework, and no risks have been identified in relation to the officer recommendation or the report.

9.3 GOVERNANCE

9.3.1 LONG TERM FINANCIAL PLANNING

File Ref:	ADMIN. 13
Applicant / Proponent:	Not Applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	17 April 2024
Author:	Angela Simpson, Corporate Planning and Policy Officer Kellie Jenkins, Executive Manager Corporate Services Robert Westerberg, Director Infrastructure and Assets
Authorising Officer:	David King, Chief Executive Officer
Attachments:	9.3.1a – Long Term Financial Plan 2024-2033 9.3.1b – Strategic Asset Management Plan 2024-2033 9.3.1c – Draft Asset Management Policy

IN BRIEF

- This report is for the Council to endorse the 2024-2033 Long-Term Financial Plan (LTFP), Strategic Asset Management Plan (SAMP) and ADOPT a revised Asset Management Policy.

VOTING REQUIREMENTS

1. Simple majority.

OFFICER RECOMMENDATION	ITEM 9.3.1
<p>That Council:</p> <ol style="list-style-type: none"> 1. ENDORSE the Strategic Asset Management Plan as per attachment 9.3.1a; 2. ENDORSE the Long Term Financial Plan as per attachment 9.3.1b; and 3. ADOPT the Asset Management Policy as per 9.3.1c. 	

LOCATION

2. Not applicable

BACKGROUND

3. The Local Government Act 1995 and the Local Government (Administration) Regulations 1996 require each Local Government to adopt a Strategic Community Plan and Corporate Business Plan as part of a ‘Plan for the Future’. The ‘Plan for the Future’ legislative requirements are underpinned by the Department of Local Government, Sport and Cultural Industries’ Advisory Standards and Guidelines, titled the Integrated Planning and Reporting (IPR) Framework.



4. The IPR framework identifies three ‘informing strategies’, namely a Workforce Plan, a SAMP, and a LTFP, which Local Governments are required to complete. The SAMP and LTFP calculate financial and asset sustainability, which informs the local government of its capacity to deliver the services and assets required by the community.
5. The LTFP and SAMP of the Shire are inherently interconnected, requiring communication and collaboration between the two strategies. Financial planning informs asset

management by providing crucial insights into budget allocations, revenue projections, and expenditure forecasts, directly impacting asset acquisition, maintenance, and disposal. Conversely, asset management influences financial planning by identifying asset lifecycle needs, renewal requirements, and strategic priorities that must be reflected in budgetary decisions. Both processes must be informed by a comprehensive understanding of state and national economic trends and policies obtained through data sources such as the Reserve Bank and the Western Australian Local Government Association (WALGA).

6. Management recommended that the 2021 LTFP and the 2019 SAMP undergo a comprehensive review and update ahead of the budget process for 2024/25. Several factors drove the decision to conduct this review:
 - The impact of global supply shortages, COVID-19 stimulus packages, and inflation on the Shire's operations, revenue, and financial forecasting over the past two years and the calculation of the expected escalation costs for both revenue and expenditure categories.
 - Responding to data from WALGA on ongoing challenges in the labour market and anticipated pressure on wages.
 - Accounting for changes in outcomes and timelines for major project funding.
 - Accounting for revised depreciation values for transport, parks, and reserves assets and the impact on asset renewal funding.
 - Feedback and recommendations from the asset valuation process conducted across all asset classes in 2022 and 2023 and the necessity to reassess capital works projects to address emerging challenges in asset renewal.
 - Feedback from the community consultation undertaken as part of the 2022/23 Strategic Community Plan and Community Scorecard Survey.

DISCUSSION / OFFICER COMMENTS

Long Term Financial Planning

7. The Shire's LTFP comprises long-term financial forecasting over a ten-year period. This consists of projecting revenue and expenditure over the ten years.
8. The LTFP does this by using assumptions about the economy, future spending, funding sources and other variables. The LTFP then aligns the Shire's financial capacity with the community's strategic priorities to ensure the local government remains financially sustainable while planning for new or improved services.

Strategic Asset Management Planning

9. Asset management planning plays a vital role in the Shire's operations, aiming to effectively manage and optimise the lifecycle of assets to meet community needs. Various information sources and processes are utilised to develop and update asset management strategies. This includes integrating priorities identified during the Strategic Community Plan, utilising the local government asset register for costing information, conducting asset condition assessments to gauge maintenance needs, and considering lifecycle costs and the Capital Works Schedule.

Summary

10. The LTFP is underpinned by guiding principles endorsed by the Council when the 2021 LTFP was adopted. Councillors have also provided direction on establishing similar guiding principles for the SAMP. Regular reviews of the LTFP and SAMP allow adjustments to changing priorities, emerging risks, or unexpected events, enhancing the plans' ability to guide resource allocation efficiently. Additionally, ongoing reviews help the Shire maintain fiscal discipline, identify optimisation or cost savings opportunities, and ensure compliance with regulatory requirements. By staying proactive and adaptive through periodic evaluations, the Shire can uphold transparency, accountability, and sustainability in their financial and asset management practices, ultimately serving their community more effectively.

CONSULTATION AND EXTERNAL ADVICE

11. Officers have facilitated two informal discussions at concept forums in November, December and March to guide the development of the LTFP and SAMP.

STATUTORY / LEGAL IMPLICATIONS

12. The requirements for preparing a LTFP and SAMP are detailed within the Department of Local Government, Sport and Cultural Industries Integrated Planning and Reporting Framework and Advisory Standards.
13. There is no statutory requirement to have the LTFP or SAMP adopted by Council. However, it is considered best practice to do so for transparency and accountability.

STRATEGIC / POLICY IMPLICATIONS

14. The report and officer recommendation is consistent with the Local Government (Administration) Regulations 1996 and the Department of Local Government, Sport and Cultural Industries and Communities' Integrated Planning and Reporting Framework and Advisory Standards.
15. The proposed update to the Asset Management Policy (P040226) is motivated by the necessity to ensure alignment with the SAMP. This update seeks to clarify the role of the Council in guiding the expectations regarding the contents and objectives of the SAMP and it aims to incorporate the guiding principles established during the development of the SAMP.
16. Updating the policy in this manner ensures a cohesive and synchronised approach to asset management that supports the overarching goals and objectives of the Shire. The revised policy clarifies the roles and responsibilities of officers in relation to asset management including:
 - The requirement for officers to schedule, budget and conduct asset valuations at regular intervals.
 - Align the SAMP with LTFP by ensuring that both documents are simultaneously reviewed.

FINANCIAL IMPLICATIONS

17. The LTFP will reflect priority and provide the basis for items considered in future Corporate Business Plans and Annual Budgets.

18. The LTFP will also reflect updated asset valuations and the reprioritising of asset renewal works identified in the SAMP.
19. The LTFP has been modelled using the most current available data to understand predicted escalations in revenue and expenditure.

OTHER IMPLICATIONS

Environmental

20. There are no known significant environmental implications relating to the report or officer recommendation.

Economic

21. There are no known significant economic implications relating to the report or officer recommendation.

Social

22. There are no known significant social implications relating to the report or officer recommendation.

RISK MANAGEMENT

23. A risk assessment has been undertaken as per the Shire's Risk Management Governance Framework, and no risks have been identified in relation to the officer recommendation or the report.

9.5 COMMUNITY SERVICES

9.5.1 BUSH FIRE ADVISORY COMMITTEE- MINUTES AND RECOMMENDATION

File Ref:	COMM.BFAC
Applicant / Proponent:	Bush Fire Advisory Committee
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	14 March 2024
Author:	Renee Wiggins, Manager Community Services
Authorising Officer:	David King, Chief Executive Officer
Attachments:	9.5.1 – Bush Fire Advisory Committee Minutes

IN BRIEF

- Receive the Minutes from the Bush Fire Advisory Committee (BFAC)
- Consider the Committee's recommendations.

VOTING REQUIREMENTS

1. Simple majority.

Recommendation 1

COMMITTEE RECOMMENDATION

ITEM 9.5.1a

That Council:

1. INCLUDE funding in the 2024/2025 Draft Budget for the appointment of a grant writer to apply for grants to fund an upgrade of the existing signage; and
2. INCLUDE funding in the 2024/25 Draft Budget to cover any co-contribution requirements of the grant.

OFFICER RECOMMENDATION

ITEM 9.5.1a

That Council CONSIDER including a project in the Corporate Business Plan to fund the installation of electronic Fire Danger Rating signs.

Recommendation 2

OFFICER & COMMITTEE RECOMMENDATION

ITEM 9.5.1b

That Council DEREGISTER the Town Volunteer Bush Fire Brigade for the following reasons:

- a) The brigade has no bushfire appliance and therefore no capacity to operate in a bushfire brigade capacity. This has been the case for many years; and
- b) The operational capacity of existing bushfire brigades has been deemed sufficient for the Shire of Denmark local government area and therefore the likelihood of obtaining a bushfire appliance for Town Brigade is extremely low.

Recommendation 3

COMMITTEE RECOMMENDATION

ITEM 9.5.1c

That Council:

1. INCLUDE funding in the 2024/25 draft Budget for the appointment of a local law consultant to undertake a review of the Shire of Denmark Bush Fire Brigade Local Law, given that it has not been reviewed since 2008; and
2. REQUEST the Chief Executive Officer to prioritise:
 - a) a review of all Bush Fire Brigade Standard Operating Procedures; and
 - b) the development of any new required procedures relating to the Work Health and Safety Act 2020 (WA).

OFFICER RECOMMENDATION	ITEM 9.5.1c
<p>That Council:</p> <ol style="list-style-type: none"> 1. CONSIDER including a project in the Corporate Business Plan to fund the appointment of a consultant to undertake a review of the Shire of Denmark Bush Fire Brigade Local Law. 2. NOTE the request for the Chief Executive Officer to undertake: <ol style="list-style-type: none"> a) a review of all Bush Fire Brigade Standard Operating Procedures; and b) the development of any new required procedures relating to the Work Health and Safety Act 2020 (WA). 3. REQUEST that Chief Executive Officer to brief Council via a future Concept Forum on part (2) above. 	

Recommendation 4

COMMITTEE RECOMMENDATION	ITEM 9.5.1d
<p>That the Shire of Denmark, as owner/operator of the Denmark Airport, liaises with all stakeholders with the objective of installing a standby generator at the airport.</p>	

OFFICER RECOMMENDATION	ITEM 9.5.1d
<p>That Council REQUESTS the Chief Executive Officer to initiate discussions with stakeholders to ascertain whether a standby generator is required at the Denmark Airport.</p>	

LOCATION

2. Not applicable.

BACKGROUND

3. The BFAC met on 14th March 2024 and made a number of recommendations.

DISCUSSION

Recommendation 1

4. This Committee recommendation is not supported in its current form. Officers recommend that this request from the Committee be considered as part of the Corporate Business Plan discussions and prioritised accordingly against other expenditure and projects.

Recommendation 2

5. Officers support the Committee recommendation.

Recommendation 3

6. Part 1 of the Committee recommendation is not supported in its current form. Officers recommend that the project be considered as part of the Corporate Business Plan discussions and prioritised accordingly against other expenditure and projects.
7. Part 2 is also not supported in its current form. A request to prioritise a specific task requires a greater consideration of resources required to undertake the task and consideration of workforce planning. Officers are unable to provide advice on this consideration at this time.

Recommendation 4

8. Committee recommendation 4 is not supported in its current form. Officers suggest that investigations with stakeholders is required in the first instance. As this is not an onerous task the officers consider that this can be managed within current resource allocation.

CONSULTATION AND EXTERNAL ADVICE

9. The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy P040123 and the associated Framework and believes that no additional external/internal engagement or consultation is required.

STATUTORY / LEGAL IMPLICATIONS

10. With respect to Recommendation 3, the Local Government Act 1995 requires that local laws be reviewed every eight years. The Bush Fire Brigade Local Law was last reviewed in 2008.

STRATEGIC / POLICY IMPLICATIONS

11. Nil

FINANCIAL IMPLICATIONS

12. Nil

OTHER IMPLICATIONS**Environmental**

13. There are no known significant environmental implications relating to the report or officer recommendation.

Economic

14. There are no known significant economic implications relating to the report or officer recommendation.

Social

15. There are no known significant social considerations relating to the report or officer recommendation.

RISK MANAGEMENT

- 16. A risk assessment has been undertaken per the Shire's Risk Management Governance Framework, and no risks have been identified in relation to the officer recommendation or the report.

9.5.2 2024 CITIZEN OF THE YEAR AWARDS

File Ref:	PBR.1.B.2023/24
Applicant / Proponent:	Various
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	The Chief Executive Officer, the Manager Community Services and the Community Development Officer declare an impartiality interests on the basis that one of the nominees is an employee of the Shire of Denmark.
Date:	11 April 2024
Author:	Rosie Arnephie, Community Development Officer
Authorising Officer:	Renee Wiggins, Manager Community Services
Attachments:	9.5.2a – Nominations (Confidential) 9.5.2b – Assessment Matrix (Confidential) 9.5.2c – Nomination Guidelines 9.5.2d – Denmark Citizen of the Year Awards Policy

IN BRIEF

- Seven nominations have been received for the 2024 Citizen of the Year Awards across four categories - Community, Seniors, Youth and Group.
- Council is requested to consider the nominations and select the winner for each category.

VOTING REQUIREMENTS

- 1. Simple majority.

OFFICER RECOMMENDATION	ITEM 9.5.2
<p>That Council SELECT:</p> <ol style="list-style-type: none"> 1. _____ as the successful recipient of the 2024 Community Citizen of the Year. 2. _____ as the successful recipient of the 2024 Senior Citizen of the Year. 3. _____ as the successful recipient of the 2024 Youth Citizen of the Year; and 4. _____ as the successful recipient of the 2024 Group Citizen of the Year. 	

LOCATION

- 2. Not applicable.

BACKGROUND

3. Each year the Shire of Denmark coordinates the Citizen of the Year Awards to recognise the significant and positive contributions of individuals and groups within our community. The awards recognise individuals and organisations making notable contributions during the current year and/or those who have given outstanding service over several years.
4. The awards for the Citizen of the Year are presented at the Shire’s Volunteer Appreciation Day Celebrations to coincide with the National Volunteer Week. This year the presentation will be held on 18 May 2024.

DISCUSSION / OFFICER COMMENTS

5. Nominations for the Denmark Citizen of the Year Awards are across four categories:
 - Citizen of the Year – Community (Any age)
 - Citizen of the Year – Youth (Under 25 years of age)
 - Citizen of the Year – Seniors (Over 65 years of age)
 - Citizen of the Year – Group
6. A total of 7 nominations have been received as follows:

NOMINATIONS CATEGORY	NO. OF NOMINATIONS
Community	2
Youth	1
Seniors	1
Group	3
TOTAL NOMINATIONS	7

7. All nominations meet the award requirements and have been forwarded to Councillors under a separate confidential cover at Attachment 9.5.2a along with the assessment matrix and nomination guidelines.

CONSULTATION AND EXTERNAL ADVICE

8. The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy P040123 and the associated Framework and believes that no additional external/internal engagement or consultation is required.

STATUTORY / LEGAL IMPLICATIONS

9. Nil.

STRATEGIC / POLICY IMPLICATIONS

10. The report and officer recommendation supports the aspirations and objectives of:

- Shire of Denmark Strategic Community Plan – Our Future 2033
- Shire of Denmark Citizen of the Year Policy
- The National Volunteering Strategy 2023-2033

FINANCIAL IMPLICATIONS

11. The Council’s 2023/2024 Budget includes an allocation for the Community Citizen of the Year Awards as part of the Volunteer Celebration event (GL1410252, Job 14124).

OTHER IMPLICATIONS

Environmental

12. There are no known significant environmental implications relating to the report or officer recommendation.

Economic

13. There are no known significant economic implications relating to the report or officer recommendation.

Social

14. There are no known significant social considerations relating to the report or officer recommendation.

RISK MANAGEMENT

15. A risk assessment has been undertaken per the Shire's Risk Management Governance Framework, and no risks have been identified in relation to the officer recommendation or the report.

9.5.3 2024 SPORTPERSON OF THE YEAR AWARDS

File Ref:	PBR.30. 2024
Applicant / Proponent:	Various
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	The Chief Executive Officer, the Manager Community Services and the Community Development Officer declare an impartiality interests on the basis that one of the nominees is an employee of the Shire of Denmark.
Date:	12 April 2024
Author:	Rosie Arnephie, Community Development Officer
Authorising Officer:	Renee Wiggins, Manager Community Services
Attachments:	9.5.3a – Nominations (Confidential) 9.5.3b – Assessment Matrix (Confidential) 9.5.3c – Nomination Guidelines 9.5.3d – Sportsperson of the Year Policy

IN BRIEF

- 9 nominations have been received for the 2024 Sportsperson of the Year across three categories – Junior, Senior, Service to Sport.

- Council is requested to consider the nominations and select the winner for each category.

VOTING REQUIREMENTS

1. Simple majority.

<p>OFFICER RECOMMENDATION</p> <p>That Council SELECT:</p> <ol style="list-style-type: none"> 1. _____ as the successful recipient of the 2024 Senior Sportsperson of the Year. 2. _____ as the successful recipient of the 2024 Junior Sportsperson of the Year. 3. _____ as the successful recipient of the 2024 Service Sportsperson of the Year. 4. REQUEST that the names of the recipients of the awards remain confidential until the official announcement by Shire President, or delegate, at the award ceremony on the 18 May 2024. 	<p>ITEM 9.5.3</p>
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LOCATION

2. Not applicable.

BACKGROUND

3. Each year the Shire of Denmark coordinates the Sports person of the Year Awards to recognise and celebrate local individuals who have achieved sporting success or made a significant contribution to the sports and recreation culture in the Shire of Denmark.
4. The awards for the Sports person of the Year are presented at the Shire’s Volunteer Appreciation Day Celebrations to coincide with the National Volunteer Week. This year the presentation will be held on 18 May 2024.

DISCUSSION / OFFICER COMMENTS

5. Nominations for the Denmark Citizen of the Year Awards are across four categories:
 - Junior Sports person of the Year – Under 18 at 31 March 2024
 - Senior Sports person of the Year – 18 years and over at 31 March 2024
 - Service to Sports Award (All Ages)
6. All nominations meet the award requirements and have been forwarded to Councillors under a separate confidential cover at Attachment 9.5.3a. along with the assessment matrix and nomination guidelines.

CONSULTATION AND EXTERNAL ADVICE

7. The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy P040123 and the associated Framework and believes that no additional external/internal engagement or consultation is required.

STATUTORY / LEGAL IMPLICATIONS

8. Nil

STRATEGIC / POLICY IMPLICATIONS

9. The report and officer recommendation supports the aspirations and objectives of:

- Shire of Denmark Strategic Community Plan – Our Future 2033
- Shire of Denmark Sportsperson of the Year Awards Policy.
- 2024 Sportsperson of the Year Guidelines and Criteria.
- The National Volunteering Strategy 2023-2033

FINANCIAL IMPLICATIONS

10. Council’s 2023/2024 Budget includes an allocation for the Sportsperson of the Year Awards (GL1160752). Successful nominees will receive a suitable gift at a value determined annually by Council during the budget process (GL1160752), and a prize of \$100.00 will be awarded to the winner’s club or a local club nominated by the successful nominee (should the nominee not be a member of a club).

OTHER IMPLICATIONS

Environmental

11. There are no known significant environmental implications relating to the report or officer recommendation.

Economic

12. There are no known significant economic implications relating to the report or officer recommendation.

Social

13. There are no known significant social considerations relating to the report or officer recommendation.

RISK MANAGEMENT

14. A risk assessment has been undertaken per the Shire's Risk Management Governance Framework, and no risks have been identified in relation to the officer recommendation or the report.

10. MATTERS BEHIND CLOSED DOORS

Nil

11. NEW BUSINESS OF AN URGENT NATURE

Nil

12. CLOSURE OF MEETING