



SHIRE OF  
**HARVEY**



# Agenda Briefing Session **Agenda**

**Australind Council Chamber**

**Tuesday, 21 May 2024**

**4PM**

**Shire of Harvey**  
**Agenda Briefing Session**

Dear Councillor,

Notice is hereby given that the next meeting of the Harvey Shire Council will be held in the Australind Council Chamber, Mulgara Street, Australind, on Tuesday, 21 May 2024 commencing at 4pm.

The business to be transacted is shown in the Agenda hereunder.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Annie Riordan', with a stylized flourish at the end.

**Annie Riordan**  
**Chief Executive Officer**

17 May 2024.

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**1. Official Opening****Disclaimer**

Agenda Briefing Sessions are used to inform Councillors on the items of business to be presented and discussed at the forthcoming Ordinary Council meeting.

These meetings are open to members of the public who may request to present a deputation to Council relating to an item on the Agenda.

No decisions are made at these meetings, although Councillors can request additional information or alternative wording be provided, to allow for motions to be prepared for consideration at the forthcoming Ordinary Council meeting.

Any statement regarding any planning or development application made during an Agenda Briefing Session, is not to be taken as notice of approval. Anyone who has an application lodged with the Shire must obtain, and should only rely on, written confirmation of the outcome of the application and any conditions attached to the decision made by Council.

An audio and visual record will be made, by means of livestreaming, of these proceedings and uploaded to the Shire's YouTube page for viewing.

**Acknowledgement of Country**

The Shire of Harvey acknowledges the traditional custodians of the land and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders past, present and emerging.

**2. Record of Apologies and Leave of Absence****3. Declarations of Members' and Officers' Personal Interest****4. Deputations**

**5. Officer's Reports**

**5.1. Chief Executive Officer**

Nil.

## 5.2. Infrastructure Services

<b>Item No.:</b>	<b>5.2.1.</b>
<b>Subject:</b>	<b>Braidwood Drive, Balwyn Road and Leisure Drive proposed Traffic Safety Improvements – Further Report</b>
<b>Proponent:</b>	<b>Shire of Harvey</b>
<b>Location:</b>	<b>Braidwood Drive, Balwyn Road and Leisure Drive</b>
<b>Reporting Officer:</b>	<b>Director Infrastructure Services</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>File No.:</b>	<b>F/40/01113</b>
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Braidwood Traffic Original Plan [5.2.1.1 - 1 page]</li> <li>2. Braidwood consultation responses [5.2.1.2 - 6 pages]</li> <li>3. Braidwood Traffic Amended plan [5.2.1.3 - 1 page]</li> </ol>

### Summary

In September 2023 and October 2023 requests were received from both residents who reside along the eastern section of Braidwood Drive in Australind (Kingston Estate) and from Edenlife Management (Leisure Drive and Balwyn Road) requesting that the Shire of Harvey (the Shire) consider implementing traffic management to change driver behaviour in these streets.

At its Ordinary Meeting held on Tuesday, 28 November 2023 Council considered a report outlining a traffic management proposal, as shown in **Attachment 1** where it endorsed the proposal and requested that the community be consulted.

This report outlines the community feedback received and based on this feedback makes recommendations on a way forward.

### Background

#### Ordinary Council Meeting held on Tuesday, 28 November 2023

Following receipt of requests for the Shire to implement measures to change driver behaviour in the streets mentioned above, a traffic assessment was undertaken.

It was determined that the 85% speed (the speed that 85% of vehicles using a road travel at or less than and is often used to determine the speed environment of a road) in the section of Braidwood Drive in question, was 8kph over the posted speed which while not excessive was still higher than would normally be expected.

Of particular concern however was the maximum speed recorded of 152kph. While all roads that are assessed in 50kph zones have a small element of motorists driving at excessive speeds i.e. between 60kph and 100kph, a speed on 152kph is unusual. Hence residents' concerns regarding the incidence of speed in this street.

A report containing this information was presented to Council where the following decision was made:

*"That Council:*

1. *Endorses the proposed Traffic Management proposal Braidwood Drive, Balwyn Road and Leisure Drive, as shown in Attachment 1.*
2. *Consults with potentially affected property owners along Braidwood Drive, Balwyn Road and Leisure Drive regarding the proposal.*

3. *Receives a further report on the outcomes of recommendations 1 and 2 above.*"

### Comment

In accordance with Council's decision, on Wednesday, 10 January 2024, Shire Officers hand delivered a Consultation Pack to approximately 80 residences along Braidwood Drive, Balwyn Road and Edenlife Communities along Leisure Drive in Australind.

At the close of consultation on Thursday, 25 January 2024, 20 responses were received. The responses received together with Officer's comments are contained in **Attachment 2**. A numerical summary of the feedback is outlined below:

	Feedback	Percentage
Support Proposal	12	60%
Object to Proposal	5	25%
Other comments	3	15%
<b>Total</b>	<b>20</b>	<b>100%</b>

### Discussion

As can be seen from the above results, 60% of respondents support the proposal where there was general agreement that the number of speeding vehicles posed a serious threat to school children and other pedestrians along the surveyed routes.

Some respondents considered that the proposed speed cushions should be extended further along Braidwood Drive past the Primary School. This was not part of the consultation proposal and will be assessed should the current proposal proceed.

The 25% who did not support the proposal, included comments such as:

- Speed cushions are noisy for those living close by.
- They are inconvenient and could damage vehicles.
- They are not effective and don't stop motorcycles.
- Drivers will use other roads to avoid the speed cushions.

The other comments received related mainly to issues which were not part of the proposal i.e. a second access from Kingston Estate, construction of a footpath on Balwyn Road and implementing numerous alternative measures to change driver behaviour.

### Conclusions / Recommendations

The feedback has been considered and the proposal has been amended slightly as follows (refer **Attachment 3**):

- Reduce the number of speed cushions along Braidwood Drive by five. It is considered that the number proposed is excessive and the rationale for the reduction in the number of speed cushions is to ensure vehicles slow down before entering the roundabout to improve intersection safety without affecting the level of service of the intersection.
- The same rationale for Leisure Drive, Balwyn Road and Burwood Road is proposed with a reduction of an additional four speed cushions.

- Two additional speed cushions are proposed for Leisure Drive just west of the main entrance to Edenlife.
- The net reduction in the proposed number of speed cushions is seven.

The proposed changes, as outlined above, are in consideration of some concerns voiced by respondents relating to noise and other issues.

Any relevant comments received during consultation will be investigated.

### **Statutory/Policy Environment**

Nil.

### **Strategic Framework**

The Shire's Strategic Community Plan 2021–2031, states:

<i>Goal 2:</i>	<i>A safe, accessible and connected community where everyone has the opportunity to contribute and belong.</i>
<i>Objective 2.2</i>	<i>Create a community where people are safe.</i>
<i>Goal 5:</i>	<i>A representative leadership that is future thinking, transparent and accountable.</i>
<i>Objective 5.1</i>	<i>Effective communication and engagement with the community.</i>

### **Community Engagement**

#### **Community Participation Goal**

*Consult:* To provide the public feedback on analysis, alternatives and/or decisions.

#### **Promise to the Community**

*Consult:* We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.

### **Risk Management**

The Risk Theme Profile identified as part of this report is **Inadequate Engagement Practices**. The Consequence could be **Reputational** if the community is not supportive of the projects, however stakeholders have been consulted. The Risk Consequence is considered to be **Moderate** and the likelihood **Unlikely** resulting in a **Low** risk being present.

### **Budget Implications**

Funds totalling \$40,000 have been included in the 2023–2024 Budget for undertaking traffic management works where justified on an as need basis. The estimated cost of the whole proposal as outlined in **Attachment 1** is in the order of \$20,000.

### **Authority/Discretion**

*Executive:* The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.



### **Voting Requirements**

Simple Majority

### **Officer's Recommendation**

That Council:

1. Approves the implementation of the amended traffic management proposal for Braidwood Drive, Balwyn Road and Leisure Drive as shown in ***Attachment 3***.
2. Requests the Chief Executive Officer to advise the respondents of its decision.

<b>Item No.:</b>	<b>5.2.2.</b>
<b>Subject:</b>	<b>Lot 200 (No.235) Nicholson Road Cookernup, Proposed Road Widening and Dedication of Land</b>
<b>Proponent:</b>	<b>Shire of Harvey</b>
<b>Location:</b>	<b>Cookernup</b>
<b>Reporting Officer:</b>	<b>Director Infrastructure Services</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>File No.:</b>	<b>F/40/10254</b>
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Lot 342 - Nicholson Road Road in Private Property [<b>5.2.2.1</b> - 1 page]</li> <li>2. 7600 m<sup>2</sup> to be amalgamated - Nicholson Rd [<b>5.2.2.2</b> - 1 page]</li> </ol>

## Summary

Officers have been made aware that a 380m portion of constructed roadway is located within Lot 342 (No 235) Nicholson Road, Cookernup which comprises private property (as shown in **Attachment 1**).

The 6m wide limestone road was constructed many years ago and at the time, for reasons unknown, was constructed within Lot 342.

Officers sought advice on the best way forward and have discussed options with the property owner and a consultant specialising in land matters.

It has been determined that the best way forward, and to satisfy statutory requirements, is to leave the constructed road in its current location and proceed with the dedication and amalgamation of the portion of land for road purposes, as shown in **Attachment 2**.

## Background

Nicholson Road, Cookernup runs north south between Johnston Road to the north and Jackson Road to the south. It is approximately 6.7km in length with a 5.5m to 6m wide limestone surface.

The road is contained within a 20m wide road reserve except for a 380m section which is constructed within private property.

The owners of Lot 342 (No 235) Nicholson Road became aware that the road was constructed within their property when Harvey Water notified them of their intention to construct a water main next to the existing road. It was then discovered that the road was located within their property.

## Comment

Once it was confirmed that the road location had been formally determined, several options to resolve the matter were investigated/discussed.

- Option 1: Construct a new road within the existing road reserve.
- Option 2: Leave the road where it is and incorporate the portion of land in question into the existing road reserve.

## Option 1

Officers undertook an assessment of the site with a view of constructing a new road within the existing road reserve.

The existing road is approximately 500mm above existing ground level as the area comprises a low-lying swamp. The construction of a new road would require the importation of sand to raise the existing ground level including 150mm of compacted limestone subgrade resulting in a 6m wide formation.

The estimated cost of this work would be in the order of \$150,000. This excludes the removal of the existing road which would need to be discussed with the property owners.

## **Option 2**

Officers engaged the services of a property valuer to determine the cost of the Shire of Harvey (the Shire) purchasing a 7,600m<sup>2</sup> portion of land from Lot 342 Nicholson Road i.e. 380m by 20m.

The value of the land was determined to be \$20,000.

## **Process**

The owners of Lot 342 Nicholson Road were advised of the valuation and advised they accepted the valuation and were prepared to sell the 7,600m<sup>2</sup> to the Shire for the valuation indicated above.

Officers have been advised that there would be no application fee payable to the WA Planning Commission (WAPC) if the subdivision application was for the sole purpose of "road widening" resulting in a saving of approximately \$4,000.

The total cost to undertake the transfer and dedication of land is estimated to cost in the order of \$15,000 and would include the following:

- Landgate search fees/registration fees.
- Prepare and execute documentation.
- Licenced surveyor to establish and mark new boundary.
- WAPC application and application for new titles for lodgement at Landgate.

In addition, in discussion with the landowners, Officers indicated that the Shire would assist with renewal of 380m of existing fencing. The owners already have the new fence posts and fencing material. The Shire would be required to engage a fencing contractor to implement the works using the existing materials wherever possible. It is estimated that this could cost in the order of \$15,000.

## **Discussion**

It is considered that Option 2 would be the most advantageous for both the owners and the Shire as the total estimated cost of Option 1 will be in the order of \$150,000 and the estimated cost of Option 2 would be in the order of \$50,000.

The owners would benefit from no longer having a public road located within their private property, would receive the proceeds of the sale of land and would have a new fence erected part funded by the Shire.

The Shire would not have to construct a new road in difficult swampy terrain with a potential cost saving of \$100,000.

## Statutory/Policy Environment

### *Land Administration Act 1997*

- Section 56 – Dedication of land as road

This requires Council's support for the formal acquisition process to proceed.

## Strategic Framework

The Shire's Strategic Community Plan 2021–2031, states:

<i>Goal 4:</i>	<i>A liveable, sustainable and well-designed built environment that is accessible to all.</i>
<i>Objective 4.2</i>	<i>A connected and well maintained network of local roads, footpaths, cycle ways and trails.</i>

## Community Engagement

### Community Participation Goal

*Involve:* To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

### Promise to the Community

*Collaborate:* We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.

## Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/ Information**. The Consequence could be **Financial**, **Reputational** or **Compliance** if correct procedures are not followed for acquiring land under the *Land Administration Act (1997)*. The acquisition process will be undertaken by suitably qualified and experienced persons resulting in a **Low** risk being present

## Budget Implications

The total cost of this proposal is estimated to be \$50,000 as follows:

- Transfer and dedication of land including survey costs and agent's fees will be \$18,000.
- The land purchase cost will be \$20,000
- Fencing estimated to cost \$12,000

The land transfer and purchase costs will be funded from the Shire's Land Acquisition Budget Allocation and the fencing from the Control of Assess budget allocation.

## Authority/Discretion

*Executive:* The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That Council:

1. Endorses the acquisition of 7,600m<sup>2</sup> of land from Lot 342 (No 235) Nicholson Road, Cookernup to accommodate an existing portion of roadway into the existing Nicholson Road road reserve, at a total estimated cost of \$50,000 as shown in **Attachments 1** and **2** which includes the following:
  - Purchase cost of 7,600m<sup>2</sup> from Lot 342 (No 235) Nicholson Road, Cookernup.
  - Landgate search fees/registration fees.
  - Prepare and execute documentation.
  - Licenced surveyor to establish and mark new boundary.
  - WAPC application and application for new titles for lodgement at Landgate
  - Contribution toward the renewal of the existing fencing along the new western boundary of Lot 342 (No 235) Nicholson Road, Cookernup.
2. Authorises the Chief Executive Officer to proceed with dedication in accordance with Section 56 of the *Land Administration Act 1997*.
3. Requests the Chief Executive Officer to advise the owners of Lot 342 (No 235) Nicholson Road, Cookernup of the decision.

**5.3. Sustainable Development**

Nil.

## 5.4. Corporate Services

<b>Item No.</b>	<b>5.4.1.</b>
<b>Subject:</b>	<b>Financial Statements as at 30 April 2024</b>
<b>Proponent:</b>	<b>Shire of Harvey</b>
<b>Location:</b>	<b>Shire of Harvey</b>
<b>Reporting Officer:</b>	<b>Manager Finance</b>
<b>Authorising Officer:</b>	<b>Director Corporate Services</b>
<b>File No.:</b>	<b>FM/S/006</b>
<b>Attachments:</b>	1. Financial Statements as at 30 April 2024 [ <b>5.4.1.1</b> - 11 pages]

### Summary

The Financial Statements as of 30 April 2024 are provided at **Attachment 1**.

The following key balances are provided to assist in reporting the Shire's financial performance.

	<b>ACTUAL</b> 30 April 2024	<b>BUDGET</b> 2023–2024	<b>VARIANCE</b>
<b>Statement of Financial Performance</b>			
Ordinary Revenue	\$39,816,968	\$39,931,013	\$ 140,045
Ordinary Expenditure	\$40,601,792	\$47,439,708	\$ 6,837,916
Capital Revenue	\$ 1,933,498	\$62,348,478	\$60,414,980
Capital Expenditure	\$ 6,637,758	\$82,128,516	\$75,490,758
End of Period Surplus/(Deficit)			\$ 9,236,955
<b>Statement of Financial Position</b>			
Current Assets			\$ 44,220,303
Net Assets			\$820,950,123

It is recommended Council receive the Financial Statements (refer **Attachment 1**).

### Background

In accordance with the provisions of Section 6.4 of the *Local Government Act 1995*, and Regulation 34(1) of the Local Government (Financial Management) Regulations 1996, a Local Government is to prepare each month a Statement of Financial Activity (refer **Attachment 1**) reporting on the revenue and expenditure as set out in the Annual Budget under Regulations 22 (1)(d) for the month.

### Comment

#### Rates Revenue

Rates revenue of \$27.44 million and rubbish rates of \$11.79 million including the waste levy were raised in August 2023. The due date for rates payment was 29 September 2023. Approximately 93% of the rates were collected by 30 April 2024 compared to 95% for the previous year.

#### Cash Flow and Interest Earnings

The Shire holds by way of cash and term deposit \$12.33 million in Municipal funds and \$30.05 million in restricted Trust and Reserve funds. The average interest rate on these funds is 4.83%. New term deposits are attracting an interest rate for 90 days of approximately 4.80%.

**Operating Grants and Subsidies**

The Shire received \$4.03 million as advance payment for Financial Assistance Grants 2023–2024 in the last quarter of the 2022–2023 financial year. Three instalments of FAGS quarterly grant have been received to April 2024.

**Employee Costs**

Although these accounts reflect the first ten months of the financial year, it is anticipated employee costs will remain in line with the Workforce and Diversity Plan and Budget 2023–2024.

**Material, Contracts, Utilities and Other Expenses**

Although these accounts reflect the first ten months of the financial year, it is anticipated the Shire will operate within its means and in line with the Shire's adopted Budget for the 2023–2024 financial year.

**Capital Expenditure**

The Shire budgeted to spend \$82.13 million on capital projects throughout the Shire in 2023–2024. Major capital work projects budgeted for the financial year 2023–2024 are yet to commence. Expenditure totalling \$6,637,758 on capital works has been reported at the end of April 2024. As major projects are completed, and as the Shire is invoiced for these works the level of reported expenditure will increase.

**Attachment 1** provides the Financial Report for the reporting period which includes the following:

- Statement of Financial Performance by Directorates
- Statement of Financial Performance by Nature
- Statement of Financial Position
- Notes to the Statement of Financial Performance
- Total Municipal Revenue and Expenditure – Graph
- Statement of Cash at Bank – Loans
- Statement of Cash at Bank – Reserves
- Statement of Cash at Bank – Bonds and Deposits
- Statement of Cash at Bank – Trust
- Current Ratio – Graph
- Outstanding Rates – Graph
- Aged Debtors Summary – Graph
- Current Account Coverage – Graph
- Statement of Investments.



The Notes to the Statement of Financial Performance, include additional information reported by Nature identifying reasons for variances between budgets and actuals.

## **Statutory/Policy Environment**

*Local Government Act 1995*

- Section 6.4

*Local Government (Financial Management) Regulation 1996*

- Regulation 34

## **Strategic Framework**

The Shire's Strategic Community Plan 2021–2031, states:

*Goal 5: A representative leadership that is future thinking, transparent and accountable.*

*Objective 5.3 Accountable leadership supported by a professional and skilled administration.*

*Objective 5.4 Sound governance, including financial, asset and risk management.*

## **Community Engagement**

### **Community Participation Goal**

*Inform:* To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

### **Promise to the Community**

*Inform:* We will keep you informed.

## **Risk Management**

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequence could be **Financial, Reputation** or **Compliance** if the financial statements are not reported accurately, timely or in the required format. The risk is considered **Minor** and the Likelihood **Unlikely**. The risk is mitigated by Council receiving financial statements on a monthly basis and in a form that is in accordance with the *Local Government Act 1995* and associated Regulations, resulting in a **Low** Risk being present.

## **Budget Implications**

Review of the monthly accounts aids in ensuring works and services are undertaken and the Shire operates within its adopted Budget.

## **Authority/Discretion**

*Executive:* The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That Council receives the Financial Statements as of 30 April 2024 at ***Attachment 1***.

<b>Item No.</b>	<b>5.4.2.</b>
<b>Subject:</b>	<b>Payments April 2024</b>
<b>Proponent:</b>	<b>Shire of Harvey</b>
<b>Location:</b>	<b>Shire of Harvey</b>
<b>Reporting Officer:</b>	<b>Manager Finance</b>
<b>Authorising Officer:</b>	<b>Director Corporate Services</b>
<b>File No.:</b>	<b>FM/S/006</b>
<b>Attachments:</b>	1. Payments April 2024 [5.4.2.1 - 18 pages]

## Summary

A listing of payments for goods and services for April 2024 is provided as **Attachment 1**. It is recommended that Council notes the attached payments.

## Background

Pursuant to Section 5.42 of the *Local Government Act 1995* (Delegation of some powers and duties to the Chief Executive Officer), Council has resolved to delegate to the Chief Executive Officer (Delegation No: 2.2.1) the exercise of its powers to make payments from municipal and trust funds.

As a result of this delegation, there is a requirement under the Local Government (Financial Management) Regulations 1996, Regulation 13(3) for a list of payments to be prepared and presented to Council. With the inclusion of Clause 13A in the Local Government (Financial Management) Regulations 1996, a list of payments using the purchasing cards (fuel and store) has also been included.

## Comment

The list of accounts paid for April 2024 is presented as an **Attachment 1**, as summarised below.

<u>Voucher</u>	<u>Amount</u>
Schedule of Accounts	
Municipal	
EFT 71013– EFT 71415	\$ 2,728,617.61
117594 – 117602	\$ 11,892.91
DD26873.1 – DD26932.27	\$ 184,032.03
CBA Credit Cards	\$ 8,695.66
Electronic Funds Submitted	\$ 1,013,102.23
<b>Total</b>	<b><u>\$ 3,946,340.44</u></b>

## Prepaid Cards Payments included in the Municipal payments above

AMPOL Fuel Card	\$ 1,258.41
BP Fuel Card	\$ 7,042.82
Puma Fuel Card	\$ 2,418.02
Coles Card	\$ 3,161.88
<b>Total</b>	<b><u>\$ 13,881.13</u></b>

## Statutory/Policy Environment

*Local Government Act 1995*

- Section 5.42

## Local Government (Financial Management) Regulation 1996

- Regulation 13
- Regulation 13A

## Strategic Framework

The Shire's Strategic Community Plan 2021–2031, states:

- Goal 5: A representative leadership that is future thinking, transparent and accountable.*  
*Objective 5.3 Accountable leadership supported by a professional and skilled administration.*  
*Objective 5.4 Sound governance, including financial, asset and risk management.*

## Community Engagement

### Community Participation Goal

*Inform:* To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

### Promise to the Community

*Inform:* We will keep you informed.

## Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. There is no Consequence associated as Council is receiving financial information only with no recommendation on action or intervention.

## Budget Implications

The payments listed above have been budgeted for in the Shire's 2023–2024 Budget.

## Authority/Discretion

*Executive:* The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

## Voting Requirements

Simple Majority

## Officer's Recommendation

That Council notes the list of accounts paid at **Attachment 1** for the period of April 2024 totalling \$3,946,340.44.

<b>Item No.</b>	<b>5.4.3.</b>
<b>Subject:</b>	<b>Forward Capital Works Plan 2024–2029</b>
<b>Proponent:</b>	<b>Shire of Harvey</b>
<b>Location:</b>	<b>Shire of Harvey</b>
<b>Reporting Officer:</b>	<b>Accountant</b>
<b>Authorising Officer:</b>	<b>Director Corporate Services</b>
<b>File No.:</b>	<b>FMB001</b>
<b>Attachments:</b>	1. FCWP 2024-2029 [5.4.3.1 - 34 pages]

## Summary

This report presents the Forward Capital Works Plan (FCWP) 2024–2029. The FCWP defines and details the proposed investment in capital infrastructure for the next five years and is linked to the Shire of Harvey's (the Shire's) Strategic Community Plan.

Following a workshop of the FCWP held with Council on Tuesday, 7 May 2024, Officers now present for consideration and adoption, the Forward Capital Works Plan 2024–2029; which includes all alterations or amendments identified at the workshop.

It is recommended that the Forward Capital Works Plan 2024–2029 be adopted (refer **Attachment 1**).

## Background

At a workshop held on Tuesday, 7 May 2024, Council reviewed the FCWP. Alterations and amendments made at that workshop have been included in the FCWP.

Following its adoption by Council, the FCWP will inform the capital works within the Corporate Business Plan and draft 2024–2025 Budget.

## Comment

The FCWP is a five-year rolling plan that informs the Corporate Business Plan in the activation of the Strategic Community Plan priorities.

The Shire's objective in preparing the FCWP is to identify:

- Key infrastructure projects that will benefit its community.
- Cost of the projects in today's dollars and affordability.
- Potential sources of revenue available to the Shire to fund the infrastructure projects.

The FCWP was prepared based on the following principles:

- Planning for new assets aligns with the needs of the community and the Shire's capacity to maintain them into the future.
- The social, environmental and economic impacts of creating any new assets in the Shire have been carefully considered.
- The Shire has considered the renewal of assets and will ensure that they are maintained in good condition into the future.
- The amount of funding the Shire allocates to capital works is based on what the Shire can afford and is sustainable into the future.

- The Shire's future revenue base from rates and other sources is likely to grow along with the community expectations for infrastructure and services.

## **Statutory/Policy Environment**

### *Local Government Act 1995*

- Section 5.56 – deals with planning for the future.

### *Local Government (Financial Management) Regulations 1996*

- Regulation 5(2)(a) – The Chief Executive Officer is to ensure that the resources of the local government are effectively and efficiently managed.

## **Strategic Framework**

The Shire's Strategic Community Plan 2021–2031, states:

- Goal 5: A representative leadership that is future thinking, transparent and accountable.*  
*Objective 5.3 Accountable leadership supported by a professional and skilled administration.*  
*Objective 5.4 Sound governance, including financial, asset and risk management.*

## **Community Engagement**

### **Community Participation Goal**

*Inform:* To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

### **Promise to the Community**

*Inform:* We will keep you informed.

## **Risk Management**

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequence could be **Financial** and **Reputational** should inappropriate or unrealistic assumptions be used in the Forward Capital Works Plan. The risk is considered **Moderate** and the likelihood **Unlikely**, therefore it is considered that there is a **Low** risk present.

## **Budget Implications**

The Forward Capital Works Plan 2024–2029 informs the Corporate Business Plan which forms the predominant basis for the development of the draft 2024–2025 Budget. The draft 2024–2025 Budget will be presented to Council for consideration in July 2024.

## **Authority/Discretion**

*Executive:* The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

## **Voting Requirements**

Simple Majority

**Officer's Recommendation**

That Council adopts the Forward Capital Works Plan 2024–2029 as per ***Attachment 1***.

<b>Item No.</b>	<b>5.4.4.</b>
<b>Subject:</b>	<b>Proposed Fees and Charges 2024–2025</b>
<b>Proponent:</b>	<b>Shire of Harvey</b>
<b>Location:</b>	<b>Shire of Harvey</b>
<b>Reporting Officer:</b>	<b>Accountant</b>
<b>Authorising Officer:</b>	<b>Director Corporate Services</b>
<b>File No.:</b>	<b>FMH001</b>
<b>Attachments:</b>	1. Budget 24-25 Proposed Fees and Charges V 10 [5.4.4.1 - 13 pages]

## Summary

The Schedule of Fees and Charges, as workshopped by Council on 7 May 2024 is attached for Council's consideration for the 2024–2025 financial year.

The average increase applied to Shire fees and charges is approximately 4–5%. This increase in fees and charges is utilised to cover costs incurred in the provision of Shire of Harvey (the Shire) services.

It is recommended Council adopts the Schedule of Fees and Charges (refer **Attachment 1**) and advertise them for public comment.

## Background

The Shire adopts the Schedule of Fees and Charges on an annual basis in accordance with Section 6.16 of the *Local Government Act 1995*. In terms of this section, the Shire may impose and recover a fee or charge for any goods or services it provides or proposes to provide, other than a service for which a service charge is imposed.

The Shire has approximately 650 different fees and charges. Section 6.16(3) of the *Local Government Act 1995* states that these fees and charges are to be imposed when adopting the annual budget but may be imposed during a financial year by Absolute Majority and with the requirement to advertise them. This item is presented to Council to allow the early introduction of the fees and charges prior to the adoption of the 2024–2025 Budget. This allows for the new fees and charges to apply from 1 July, following the statutory advertising period.

The Schedule of Fees and Charges will also be included as part of the draft 2024–2025 Budget.

## Comment

The most predominant fee or charge listed in the Schedule of Fees and Charges is the Waste Service charge. This charge applies to the majority of properties in the Shire and as such are listed separately as follows:

- **Residential Waste Service Charge**

\$425 per annum for the weekly removal of one 240L mobile 'FOGO' garbage bin, fortnightly removal of one 240L mobile 'General Waste' garbage bin and fortnightly removal of one 240L mobile 'Recycling' garbage bin plus one tip pass (includes four standard tip entries).

- **Additional Waste Service Charge**

\$145 per annum for the additional fortnightly removal of one 240L mobile 'General Waste' garbage bin.

\$145 per annum for the additional fortnightly removal of one 240L mobile 'Recycling' garbage bin.



\$145 per annum for the additional weekly removal of one 240L mobile 'FOGO' garbage bin.

- **Commercial or Non-Residential Waste Service Charge**

\$240 per annum for the weekly removal of one 240L mobile 'General Waste' garbage bin.

\$145 per annum for the fortnightly removal of one 240L mobile 'Recycling' garbage bin.

\$145 per annum for the weekly removal of one 240L mobile 'FOGO' garbage bin.

- **Rural Waste Service Charge**

\$180 per annum on those rural properties which do not have a mobile garbage bin service – this provides one tip pass which allows 26 standard tip entries.

Listed below is a comparison of the past two years of Waste Service charges compared to the proposed 2024–2025 charges.

	2022–2023	2023–2024	2024–2025
Residential Waste Charge Service	\$370	\$390	\$425
Commercial Waste Charge Service	\$215	\$225	\$240
Additional Waste Charge Service on General and 'FOGO' bins	\$130	\$135	\$145
Additional Waste Charge Service on 'Recycling' bins	\$120	\$135	\$145
Rural Waste Charge Service	\$120	\$150	\$180

The increase in these charges for the 2024–2025 financial year is mainly due to significant increases in the disposal cost of waste, recycling collection costs and recycling processing costs.

The Schedule of Fees and Charges includes fees and charges under a head of authority which allows the Shire to amend or adopt as well as fees and charges over which the Shire have no control over the setting of their amount. The fees and charges over which the Shire has authority to set have on average increased by approximately 4–5%.

Of the other changes to fees and charges, there are some new fees and charges proposed in the Building Business Unit, Environmental Health, Corporate Services and Ranger Services as highlighted in the attached Schedule of Fees and Charges (refer **Attachment 1**) all of which were workshopped with Council on Tuesday, 7 May 2024.

Council usually adopted the annual Budget towards the end of either July or August. Part of the Budget adoption is the inclusion of the Schedule of Fees and Charges. The purpose of adopting the Schedule of Fees and Charges prior to the annual Budget is to allow for the amended fees and charges to be imposed from 1 July.

Section 6.19 of the *Local Government Act 1995* states that where a local government wishes to impose any fees or charges outside of the annual budget adoption, it is to give local public notice of its intention to do so along with the date the fee or charge is to be imposed from.

## **Statutory/Policy Environment**

### *Local Government Act 1995*

- Section 6.16 – allows for the imposition of fees and charges by Council by Absolute Majority.

- Section 6.17 – gives guidance in determining the level of fees or charges (i.e. taking into account the cost to the local government in providing that service or good).

#### *Waste Avoidance and Resources Recovery Act 2007*

- Provides authority for the Shire to collect refuse waste and to recoup the cost of same.

### **Strategic Framework**

The Shire's Strategic Community Plan 2021–2031, states:

*Goal 5: A representative leadership that is future thinking, transparent and accountable.*

*Objective 5.3 Accountable leadership supported by a professional and skilled administration.*

*Objective 5.4 Sound governance, including financial, asset and risk management.*

### **Community Engagement**

#### **Community Participation Goal**

*Inform:* To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

#### **Promise to the Community**

*Inform:* We will keep you informed.

### **Risk Management**

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/information**. The Consequence could be **Financial**, **Reputational** or **Compliance** should an inappropriate or unrealistic fee be adopted by Council. The Risk consequence is considered to be **Moderate** and the likelihood **Unlikely** resulting in a **Low** risk being present.

### **Budget Implications**

The proposed Schedule of Fees and Charges has allotted income streams included as part of the draft 2024–2025 Budget.

#### **Waste Service Charge**

The application of a waste service charge is to provide sufficient funds to deliver that service. The intent of this charge is not to provide additional surplus or subsidy to the Shire's general rates.

### **Authority/Discretion**

*Executive:* The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

### **Voting Requirements**

Absolute Majority

**Officer's Recommendation**

That Council:

1. Adopts the attached Schedule of Fees and Charges for the 2024–2025 financial year (refer **Attachment 1**), along with the following rubbish charges:
  - a) Residential Waste Service Charge

\$425 per annum for the weekly removal of one 240L mobile 'FOGO' garbage bin, fortnightly removal of one 240L mobile 'General Waste' garbage bin and fortnightly removal of one 240L mobile 'Recycling' garbage bin plus one tip pass (includes four standard tip entries).
  - b) Commercial Waste Service Charge

\$240 per annum for the weekly removal of one 240L mobile 'General Waste' garbage bin.

\$145 per annum for the fortnightly removal of one 240L mobile 'Recycling' garbage bin.

\$145 per annum for the weekly removal of one 240L mobile 'FOGO' garbage bin.
  - c) Additional Waste Service Charge

\$145 per annum for the additional fortnightly removal of one 240L mobile 'General' garbage bin.

\$145 per annum for the additional removal of one 240L mobile 'FOGO' garbage bin.

\$145 per annum for the additional fortnightly removal of one 240L mobile 'Recycling' garbage bin.
  - d) Rural Waste Service Charge

\$180 per annum on those rural properties which do not have a mobile garbage bin service – this provides one tip pass which allows 26 standard tip entries.
2. Requests the Chief Executive Officer provide local public notice of Council's intention to impose the fees and charges along with the date they will be applied being 1 July 2024.

**BY ABSOLUTE MAJORITY**

<b>Item No.:</b>	<b>5.4.5.</b>
<b>Subject:</b>	<b>Proposed Revenue and Rating Plan 2024–2025</b>
<b>Proponent:</b>	<b>Shire of Harvey</b>
<b>Location:</b>	<b>Shire of Harvey</b>
<b>Reporting Officer:</b>	<b>Director Corporate Services</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>File No.:</b>	<b>FM/R/0906</b>
<b>Attachments:</b>	1. Revenue and Rating Plan 2024 [5.4.5.1 - 14 pages]

## Summary

A local government in order to make up the budget shortfall, when adopting an annual budget, a local government in order to make up the budget shortfall, is to impose a general rate on rateable land within its district. In doing so the local government should consider the following principles:

- Objectivity
- Fairness and equity
- Consistency
- Transparency
- Administrative efficiency.

After reviewing the Shire of Harvey's (the Shire) draft 2024–2029 Forward Capital Works Plan and draft 2024–2025 Fees and Charges and in line with the above rating principles, Council workshopped the proposed 2024–2025 Revenue and Rating Plan (the Plan) on Tuesday, 7 May 2024.

Following the inclusion of Council's amendments and comments resulting from the workshop, it is recommended that Council adopts the proposed 2024–2025 Revenue and Rating Plan (refer **Attachment 1**) and advertises the Plan along with the Objectives and Reasons for the Differential General Rates for public comment.

## Background

In accordance with Section 6.32 of the *Local Government Act 1995*, local governments impose rates on properties within the district to raise revenue to fund the services and facilities provided to residents and visitors. The rate can be either imposed uniformly or differentially.

When considering the imposition of a differential general rate (as opposed to a uniform general rate), the local government can impose the rate according to the zoning of the land, the purpose for which the land is used or whether or not the land is vacant. When imposing a differential general rate, the local government must have a reason for the distinction.

A local government can also impose a specified area rate for the purpose of meeting the cost of specific works or services, where the local government considers the ratepayers or residents subject to the specified area rate receive a benefit from the works or services.

In each of the above, the quantum of rates payable is determined by three factors:

1. Method of valuation of the land
2. Valuation of the land and improvements

### 3. Rate in the dollar applied to that valuation by the local government.

Under the *Local Government Act 1995* the Minister for Local Government is responsible for determining which method of valuation is to be used. This is based on the predominant use of land.

Land is valued according to its unimproved value (UV) for land used predominantly for rural purposes or gross rental value (GRV) for land used predominantly for non-rural purposes. The Valuer-General values the land in accordance with the provisions of the *Valuation of Land Act 1978*.

The Valuer-General periodically reviews the value of land to ensure it is closely reflective of market values. UV land within the Shire is typically revalued annually. GRV land within the Shire was revalued in 2022 for use in the 2022–2023 financial year and is proposed to be next reviewed in 2024–2025.

Local governments set a rate in the dollar which is applied to this valuation to give the rates liability for each property.

To ensure the Shire considered all elements surrounding the levying of rates, the Shire undertook a rating review with the aid of consultant R J Back & Associates in 2021–2022. This review included an analysis of the Shire's strategic objectives, a review of the general principles above, two workshops with Council, a review of the Shire's existing rates, and a review of other Western Australian local governments' rates.

In June 2023 the Shire built on that review with the adoption of its 2023–2024 Revenue and Rating Plan. This Plan introduced the imposition of differential general rates for commercial and industrial lots as well as transient workforce accommodation lots as a more adequate and fair method of rates distribution. This review also resulted in the inclusion of a Waste Facilities Maintenance Rate to ensure the Shire was able to sustainably maintain waste services into the future.

On Tuesday, 7 May 2024 a workshop was held with Council which reviewed the Shire's draft 2024–2029 Forward Capital Works Plan and draft 2024–2025 Fees and Charges. Following the review of these plans and in line with the above rating principles, Council workshopped the proposed 2024–2025 Revenue and Rating Plan to ensure it provided the revenue mechanism for the maintaining and renewal of Shire assets as well as provision of services and facilities.

## **Comment**

The Shire's Strategic Community Plan is the predominant plan which guides the development of the Shire and the services it offers. The Corporate Business Plan assists in the realisation of our community's vision in the medium term; it details the actions, services, operations and projects the Shire will deliver within a four-year period. Other critical informing financial strategies are the Long-Term Financial Plan, the Asset Management Plan and the Workforce Plan.

## **Financial Strategies and Principles**

Underpinning the Shire's financial strategies are the following principles:

- Continuous improvement in the financial capacity and sustainability of the Shire through:
  - Strengthening results to ensure long term financial sustainability
  - Prudent use of debt
  - Accumulating funds to meet cash flow demands
- Maintenance of a fair and equitable rating structure

- Maintaining or improving service level standards
- Maintenance of cash reserves for future commitments
- Maintaining/increasing funding for asset maintenance and renewal
- Shire's response arising from economic conditions
- Specified area rates to fund specific operating costs
- Fees, charges and rates are determined upon an equitable basis.

A key element of the proposed Revenue and Rating Plan is to minimise the financial burden placed on ratepayers whilst also maintaining tight control of costs to achieve a zero operating deficit year on year.

### **Economic Climate and Long-Term Financial Planning**

The Shire's adopted 2022–2032 Long Term Financial Plan (LTFP) identified the need to increase rates by 3% above CPI for the 2023–2024 and 2024–2025 financial years. Council with the adoption of the LTFP recognised this increase is needed as a catch-up from prior years whereas a result of COVID-induced hardship, the Shire did not increase rates in line with service level requirements.

The Perth CPI for the 2021–2022 financial year was 7.6%, 2022–2023 was 5.8% and 2023–2024 was 3.4% (March to March). The dilemma facing the Shire is balancing the increase in costs to the Shire resulting in the need for rate increases versus the financial hardship still facing many of the Shire's ratepayers.

Due to this financial pressure placed on residents, the Plan focuses closer on the use of differential general rates relating to commercial and industrial properties.

### **Fees and Charges**

Fees and Charges generate around 20% of the Shire's operating revenue and form the second highest revenue stream of the Shire following that of Rates.

Fees and Charges have been reviewed and workshopped with Council and will be dealt with as a separate item to Council.

### **Rates**

Rates revenue makes up approximately 68% of the Shire's operating revenue and is a necessity for the Shire's provision of service delivery and asset management.

To fund the shortfall of the Shire's Budget, the Plan identifies the use of:

- Differential general rates
- Specified area rates
- Waste Facilities Maintenance rate.

## Differential General Rates

The Plan proposes the imposition of the following differential general rates:

Rate Category	No. of Properties	Rate in the \$	Minimum Payment
<b><u>Gross Rental Value</u></b>			
GRV – Residential Rate	11,141	0.098908	\$1,386
GRV – Commercial/Industrial Rate	292	0.104564	\$1,463
GRV – Transient Workforce / Workforce Accommodation	0	0.120229	\$1,679
<b><u>Unimproved Value</u></b>			
UV – Rural Rate	1,735	0.004732	\$1,386
UV – Commercial Rate	33	0.005003	\$1,463
<b>Total</b>	<b>13,201</b>		

The increase to GRV – Residential Rates and UV – Rural Rates rate represents a 7% increase on the 2023–2024 rates rate in the dollar (following UV revaluation equalisation) and a 7% increase in minimum rates.

The differential between the GRV – Commercial/Industrial Rate and the GRV – Residential Rate is 5.7%. A consideration in making this proposal is that GRV commercial and industrial properties benefit from economic and tourism efforts of the Shire. It is also noteworthy that generally commercial and industrial ratepayers can apply a tax deduction to local government rates.

The differential between the GRV – Transient Workforce / Workforce Accommodation Rate and the GRV – Residential Rate is 21.6%. A consideration in making this proposal is that GRV transient workforce / workforce accommodation properties result in a higher use of Shire facilities through a denser populated property. It is also noteworthy that generally these ratepayers can apply a tax deduction to local government rates.

The differential between the UV – Commercial Rate and the UV – Rural Rate is 5.7%. A consideration in making this proposal is that UV commercial properties benefit from economic and tourism efforts of the Shire. It is also noteworthy that generally rural commercial ratepayers can apply a tax deduction to local government rates.

## Objects and Reasons for Differential Rates

The overall object of the Shire's differential rates is to raise rate revenue in a manner that is simple, efficient and equitable to all ratepayers within the district. The objects and reasons for each differential rating category are as follows:

- **GRV – Residential Rate**

The object of this category is to apply a differential general rate or minimum payment to land used or held or zoned for residential purposes. The GRV Residential Rate will also act as the Shire's benchmark differential rate and minimum payment by which all other GRV rated properties are assessed.

The reason for this rate is to ensure that all ratepayers make a reasonable contribution towards the ongoing maintenance and provision of works, services and facilities throughout the Shire.

- **GRV – Commercial/Industrial Rate**

The object of this category is to apply a differential rate or minimum payment to land wholly or partly used or held or zoned for Commercial or Industrial purposes.

The reason for this rate is to assist with the funding of Tourism, Marketing, Events and Economic Development related projects, activities and services throughout the district.

- **GRV – Transient Workforce / Workforce Accommodation Rate**

The object of this category is to apply a differential rate or minimum payment to land wholly or partly used or held or zoned for Transient Workforce/Workforce Accommodation (TWA) purposes.

The reason for this rate is to assist with the funding of Tourism, Marketing, Events and Economic Development related projects, activities and services throughout the district. TWA properties have the potential to have a greater impact on Shire's services/assets than other properties due to their number of occupants in a relatively small land parcel (i.e. concentrated coach/vehicle movements on local roads). In order to appropriately maintain and manage Shire assets and infrastructure in the longer term, a higher differential rate is proposed for this category to reflect the greater potential and actual intensity of the use of Shire services and infrastructure.

- **UV – Rural Rate**

The object of this category is to apply a differential general rate or minimum payment to land used or held or zoned for bona-fide rural purposes and is to act as the Shire's benchmark differential rate by which all other UV rated properties are assessed.

The reason for this rate is to ensure that all ratepayers make a reasonable contribution towards the ongoing maintenance and provision of works, services and facilities throughout the Shire.

- **UV – Commercial Rate**

The object of this category is to apply a differential rate or minimum payment to land with an Unimproved Value that is wholly or partly used or held or zoned for commercial purposes.

The reason for this rate is to assist with the funding of Tourism, Marketing, Events and Economic Development related projects, activities and services throughout the district, and to achieve a fair and equitable level of rating between commercial properties within both the UV and GRV differential rating categories.

## **Specified Area Rates**

It is proposed for the 2024–2025 financial year that the following rate in the dollar apply for the specified areas listed below.

- **Kingston Landscaping – all subdivided lots within Kingston**

Rate in dollar      –      0.009370 which represents a 4.0% increase from 2023–2024.



Objects and Reason for Specified Area Rate:

To maintain the landscape of the common areas of Kingston to a higher standard of presentation.

- **Galway Green Landscaping – all subdivided lots within Galway Green**

Rate in dollar – 0.009766 which represents a 4.0% increase from 2023–2024.

Objects and Reason for Specified Area Rate:

To maintain the landscape of the common areas of Galway Green to a higher standard of presentation.

- **Lakewood Shores Landscaping – all subdivided lots within Lakewood Shores**

Rate in dollar – 0.010473 which represents a 4.0% increase from 2023–2024.

Objects and Reason for Specified Area Rate:

To maintain the landscape of the common areas of Lakewood Shores to a higher standard of presentation.

- **Treendale Landscaping – all subdivided lots within Treendale**

Rate in dollar – 0.012646 which represents a 4.0% increase from 2023–2024.

Objects and Reason for Specified Area Rate:

To maintain the landscape of the common areas of Treendale to a higher standard of presentation.

- **Treendale District Centre – all subdivided lots within Treendale District Centre**

Rate in dollar – 0.008121 which represents a 7.0% increase from 2023–2024.

Objects and Reason for Specified Area Rate

To maintain the common areas of the Treendale District Centre to a high standard of presentation.

### **Rates Early Payment Incentive**

Council will consider an early payment incentive for rates as part of its 2024–2025 Budget deliberations.

### **Waste Facilities Maintenance Rate**

To provide funding for the management of the Shire's waste facilities including but not limited to the rehabilitation of refuse disposal sites, it is proposed the Shire levy a Waste Facilities Maintenance Rate on rateable land within the Shire.

This rate would be levied in accordance with section 66(1) and section 66(3) of the *Waste Avoidance and Resource Recovery Act 2007* along with the minimum payment provisions of section 6.35 of the *Local Government Act 1995*.

Revenue from this rate will be available to provide for the proper performance of all or any of the waste facility services of the Shire. This rate is separate from the differential rates to be adopted by Council and will be included in the draft 2024–2025 Budget – Note: Schedule of Fees and Charges.

The proposed rate in the dollar and minimum rate for the Waste Facilities Maintenance Rate is shown in the following table:

Rate Category	No. of Properties	Rate in the \$	Minimum Payment	Rates Raised
<b><u>Gross Rental Value</u></b>				
GRV – Residential Rate	11,141	0.000001	\$70	\$779,870
GRV – Commercial/Industrial Rate	292	0.000001	\$70	\$20,440
GRV – Transient Workforce / Workforce Accommodation	0	0.000001	\$70	\$0
<b><u>Unimproved Value</u></b>				
UV – Rural Rate	1,735	0.000001	\$70	\$121,450
UV – Commercial Rate	33	0.000001	\$70	\$2,310
<b>Total</b>	<b>13,201</b>			<b>\$924,070</b>

The purpose of the rate is to fund waste management services including improvements to the Stanley Road and the Richardson Road Refuse facilities, so they comply with legislative and environmental requirements and to ensure the life of these approved landfill sites is maximised. The intention is to direct any excess funds raised from this rate to the Shire's Refuse Management Reserve for future years' expenditure and to provide for investment in future waste improvements.

### **Statutory/Policy Environment**

*Local Government Act 1995:*

- Division 6 – deals with Rates and Service Charges.
  - Section 6.32 – deals with the adoption of rates.
  - Section 6.33 – deals with differential general rates.
  - Section 6.35 – deals with minimum rates.
  - Section 6.36 – deals with giving notice of certain rates.
  - Section 6.37 – deals with the imposition of specified area rates

### **Strategic Framework**

The Shire's Strategic Community Plan 2021–2031, states:

- Goal 2: A safe, accessible and connected community where everyone has the opportunity to contribute and belong.*
- Objective 2.5 Equity for all people.*

Goal 5:	<i>A representative leadership that is future thinking, transparent and accountable.</i>
Objective 5.3	<i>Accountable leadership supported by a professional and skilled administration.</i>
Objective 5.4	<i>Sound governance, including financial, asset and risk management.</i>
Objective 5.5	<i>Integrated strategic planning and reporting to drive continuous improvement.</i>

## Community Engagement

### Community Participation Goal

*Inform:* To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

### Promise to the Community

*Inform:* We will keep you informed.

## Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The consequence could be **Financial** or **Compliance**. The risk is considered **Minor** and the likelihood **Unlikely**, given that the report has been thoroughly researched and the proposed Revenue and Rating Plan has been produced by qualified local government officers and peer reviewed. This results in a **Low** risk being present.

## Budget Implications

The proposed 2024–2025 Revenue and Rating Plan forms the basis for the development of rates revenue in the draft 2024–2025 Budget. Following adoption of the Plan by Council it will be advertised for public comment. Following the advertising period, Council will consider any public comments as part of its deliberations of the draft 2024–2025 Budget.

## Authority/Discretion

*Executive:* The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

## Voting Requirements

Simple Majority

## Officer's Recommendation

That Council:

1. Adopts the proposed Revenue and Rating Plan 2024–2025 (refer **Attachment 1**).
2. Requests the Chief Executive Officer to:
  - a) Advertise the proposed Revenue and Rating Plan 2024–2025 and Objectives and Reasons for the Differential General Rates for public comment.
  - b) Provide a report to Council of any public comments received during the advertised period for Council to consider as part of its draft 2024–2025 Budget deliberations.

## 5.5. Community and Lifestyle

<b>Item No.:</b>	<b>5.5.1.</b>
<b>Subject:</b>	<b>2024 Shire of Harvey Community Awards</b>
<b>Proponent:</b>	<b>Shire of Harvey</b>
<b>Location:</b>	<b>Shire of Harvey</b>
<b>Reporting Officer:</b>	<b>Community Development Officer</b>
<b>Authorising Officer:</b>	<b>Co-Director Community and Lifestyle</b>
<b>File No.:</b>	<b>C455/00001</b>
<b>Attachments:</b>	<b>Confidential Attachment 1</b>

### Summary

This report seeks consideration of the nominations for the 2024 Shire of Harvey (the Shire) Community Awards, which are to be presented during the Community Award ceremony on Wednesday, 5 June 2024. These accolades are bestowed annually to recognise the exceptional contributions to community made by residents and community groups within the Shire.

### Background

The Shire has coordinated Community awards since circa 1990. The awards comprise four categories:

- Meritorious Service Award:
  - This award is presented to a Shire resident who has shown exemplary conduct and made an exceptional contribution to community. As a guide, Meritorious Service Awards may be considered for persons who have made an outstanding contribution to one or more community organisations for a minimum period of 10 years.
- Appreciation Award:
  - Appreciation awards may be awarded to Shire residents who have made a significant contribution to their local community for a minimum period of three years.
- Youth Award:
  - The Youth award is for young people between 12 and 25 years of age who live in the Shire and have provided outstanding service to their local community over a number of years.
- Community Group Award:
  - The Community Group award may be awarded to a community group or organisation that is based in the Shire of Harvey and has provided a significant contribution to the local community for a minimum of five years.

The Shire will also, on occasion bestow the title of “Freeman of the Shire” upon a deserving individual. This Honour is to recognise and acknowledge the exceptional contributions made by the individual to the community as a representative of Local Government and/or longstanding involvement in the community and/or community service organisations.

Nominations for the 2024 Shire of Harvey Awards opened Thursday, 1 February 2024 and closed Tuesday, 2 April 2024. The Shire’s Awards, Honours and Prizes Advisory Group (the Group) met on Tuesday, 16 April 2024 to consider the nominations and recommend award recipients.

The Group also considered nominations for Freeman of the Shire that had been received and recommends this honour be bestowed as per the Minutes provided as **Confidential Attachment 1**.

### **Comment**

Promotion of the awards and nomination process have been advertised in local newspapers, the Shire website, social media accounts and stakeholders were invited to nominate through the Shire's Advisory Groups and networks.

Nominations for award categories received by the closing date of Tuesday, 2 April 2024, and corresponding scoring and recommendations presented by the Awards, Honours and Prizes Advisory Group are tabled as per **Confidential Attachment 1**.

### **Statutory/Policy Environment**

Shire of Harvey Policy 3.1.1 – Honours and Awards

### **Strategic Framework**

The Shire's Strategic Community Plan 2021–2031, states:

*Goal 2: A safe, accessible and connected community where everyone has the opportunity to contribute and belong.*  
*Objective 2.3 Active and resilient community groups and volunteers.*

### **Community Engagement**

#### **Community Participation Goal**

*Inform:* To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

#### **Promise to the Community**

*Inform:* We will keep you informed.

### **Risk Management**

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The consequence could be **Reputational** if the awards are not presented to worthy recipients. This risk is mitigated through the scoring and review process of the Awards, Honours and Prizes Advisory Group. The risk consequence is assessed to be **Moderate** and the likelihood **Unlikely** resulting in a **Moderate** risk being present.

### **Budget Implications**

Funds for the Awards presentation event have been allocated within the 2023–2024 Annual Budget.

### **Authority/Discretion**

*Executive:* the substantial direction setting and oversight role of the Council, e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

### **Voting Requirements**

Simple Majority.

### **Officer's Recommendation**

That Council:

1. Awards the 2024 Honours and Awards according to the recommendation of the Awards, Honours and Prizes Advisory Group (refer ***Confidential Attachment 1***).
2. Notes that the 2024 Honours and Awards will be presented at the Shire of Harvey WA Week Dinner to be held on Wednesday, 5 June 2024, with the announcement of the winners of each award to be embargoed until the evening of the presentations.

<b>Item No.:</b>	<b>5.5.2.</b>
<b>Subject:</b>	<b>Shire of Harvey Community Grant Program 2023–2024</b>
<b>Proponent:</b>	<b>Shire of Harvey</b>
<b>Location:</b>	<b>Shire of Harvey</b>
<b>Reporting Officer:</b>	<b>Grants Officer</b>
<b>Authorising Officer:</b>	<b>Director Community and Lifestyle</b>
<b>File No.:</b>	<b>C046/00002</b>
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Concept Forum May 2024 SOH Community Grant Applications Overview [5.5.2.1 - 525 pages]</li> <li>2. 2024- SOH Community Grant Applications- Internal Panel Assessment [5.5.2.2 - 4 pages]</li> </ol>

## Summary

The Shire of Harvey (the Shire) Community Grant Program aims to acknowledge and strengthen the valuable contribution community groups and organisations make towards the Shire, being a vibrant, inclusive, and connected community.

Council provides annual and ongoing funding to support activities, services and projects which benefit the community, build capacity and contribute to the delivery of the Strategic Community Plan goals and priorities. This program includes three separate funds which non-for-profit community organisations and groups can apply for, and which are designed to meet a particular community need.

This report includes applications for the Alcoa Harvey Sustainability Fund, Coastal Communities Fund, and the Community Grant Program. Across all three funding streams there were 31 submissions received.

This report recommends that Council considers these applications as part of the Shire's draft 2024–2025 Budget.

## Background

### Alcoa Harvey Sustainability Fund

This fund is provided by Alcoa and has been a long-term commitment by the company to contribute to the local communities in which their business operates. The fund was established in 2006 and recommendations each year are endorsed by the Alcoa Harvey Sustainability Fund Committee as per the Deed of Agreement.

There is a need for a second Committee member before the panel can meet and provide the recommendations. Advertising for the position has commenced, and nominations will close Friday, 31 May 2024.

The panel is comprised of two Alcoa Harvey Sustainability Fund Advisory Committee members, an Alcoa representative, Shire President, Shire Chief Executive Officer and Shire Director Community and Lifestyle.

A future report will be submitted to Council to consider the recommendations of this Committee.

### Coastal Communities Fund

This Fund was provided by the Water Corporation, resulting from the Southern Seawater Desalination Plan project. The fund was established in 2009 and has been set up as a long-term reserve fund, managed and operated by the Shire for the benefit of residents in and around the towns of Binningup and Mylaup.

At the Ordinary Council Meeting of Tuesday, 28 November 2023, Council endorsed that the agreement with Water Corporation and the Southern Seawater Alliance be dissolved, and the funds remaining, of \$1,015,931, in the Coastal Communities Reserve be administered as follows:

- a) 60% of the remaining funds to be retained in the Coastal Communities Reserve Account and administered as part of the annual coastal community funding process.
- b) 40% of the remaining funds to be allocated towards a significant legacy project/s.

### **Shire of Harvey Community Grant Program**

The Shire Community Grant Program supports projects that contribute to the delivery of the Strategic Community Plan in order to optimise the use of Shire funds.

There is funding available across seven categories, which correspond to the primary themes of the Shire's Strategic Community Plan. These categories are:

1. Community Support
2. Athlete Travel Subsidy
3. Placemaking
4. Arts, Culture, Heritage
5. Community Events
6. Infrastructure
7. Partnership Agreements.

Council provides a capped amount of \$451,500 annually through the program to support activities, services and projects that benefit the community, build capacity, and contribute to the delivery of the Strategic Community Plan goals and priorities. Should the full amount not be expended, any surplus funds remaining will remain in the Community Grants Reserve to be utilised across future Community Grant Programs.

The Shire Community Grant Program aims to:

- Align grant applications with the Shire's Strategic Community Plan.
- Create grant categories that will provide a structured framework to equitably award and acquit funds.
- Outline objectives for each grant category.
- Set a maximum funding allocation and total funding pool for each category.
- Outline the contributions required from the applicant which may include financial contributions, other sources of funding or in-kind support.
- Determine a clear and transparent process for the assessment of applications and funding recommendations presented to Council.
- Create a scoring matrix that weights applications for each category.



## Comment

The funding round was advertised three and half weeks prior to the round opening, from Wednesday, 14 February 2024 to Sunday, 10 March 2024. Applicants had time to plan and have their projects ready for when the grant round opened. The new funding round was advertised through various channels such as local newspapers, media release, through the Shire's social media and website platforms, emails to Councillors and Advisory Group Members and radio.

As a new initiative, community groups and organisations had the opportunity to book one on one discussions with the Grants Officer at the Harvey or Australind Shire offices, to discuss their project and ensure they were applying in the correct grant funding category. Project discussions with 43 community groups were held between Thursday, 28 February 2024 and Friday, 19 April 2024.

Applications opened on the Smarty Grants online portal on Monday, 11 March 2024 and closed on Friday, 19 April 2024. A total of 31 applications were received. Project discussions identified 12 applicants as not project ready to submit in this round (refer **Confidential Attachment 1**).

The Alcoa Harvey Sustainability Fund Committee (AHSFC) will meet to assess applications to this fund once the second Committee member has been appointed. Applications for nominations close Friday, 31 May 2024.

Each of the applications received have been reviewed and assessed by a panel of Shire Officers to determine eligibility with the criteria as outlined in the Grant Guidelines, and to assist in discussion as part of the Council workshop held on Tuesday, 14 May 2024.

Funding is available to not-for-profit community groups and organisations to deliver projects in the Shire. This includes organisations which are not located in the Shire but deliver services and activities to the local community.

A summary of the grant applications received for each grant category is outlined below, each application presented met the criteria as outlined in the guidelines and all amounts are exclusive of GST. The total amount available across the Shire of Harvey Community Grant Program is \$451,500.

## Alcoa Harvey Sustainability Fund

This grant provides funding to support a broad range of community development projects both large and small that make a positive contribution to the economic, social, recreational, or environmental sustainability of the community.

## Submissions

Organisation	Project	Request	Recommendation
Riding for the Disabled Association (RDA) Harvey Inc.	Environment Enhancement with use of Tractor	\$44,500	Pending
South West Horse Trails	Showjumping Equipment	\$32,500	Pending
Harvey Accessible Inclusive Playground	Inclusive Accessible Playground	\$150,000	Pending
Yarloop Equestrian Association	Fencing of Riding Arena	\$7,300	Pending
Harvey Golf Club Inc	Harvey Golf Club Clubhouse Extension	\$80,000	Pending
Harvey River Restoration Taskforce Inc	Harvey River Weed Management Stage 1	\$48,000	Pending
Harvey Bulls Football Club	Harvey Bulls and Arthur	\$100,000	Pending

Inc.	Marshall Changeroom Upgrade		
<b>TOTAL</b>		<b>\$462,300</b>	

The above submissions are to be assessed by the AHSFC in June 2024. Advertising for a second Committee member have commenced and nominations will close Friday, 31 May 2024.

### Coastal Grant

This grant provides funding for community development and infrastructure projects in the townsites of Myalup and Binningup.

Funding of up to \$100,000 is available for projects and events that meet the funding guidelines and at least one of the following objectives:

- The project is situated directly in Binningup or Myalup.
- Benefits the local community of Binningup and/ or Myalup - including social and environmental benefit.
- Demonstrates enduring value for the community.
- Demonstrate that funding from other bodies has or will be sought i.e. State and Federal Government grants, Lotterywest etc.

The funds will not be used for normal operational or maintenance activities of the Shire.

Prior to submission it is essential that the community group or organisation discuss the proposed project with the Shire and that any building plans are developed in consultation with relevant Shire Officers.

Funding up to \$100,000. Total funding pool is \$100,000.

### Submissions

Organisation	Project	Request	Recommendation
Binningup Bowling Club	Disabled Access Ramp Supply and Installation	\$18,200	<b>\$18,200</b>
Binningup Bowling Club	Binningup Bowling Club 'A' Green Lighting Upgrade	\$9,295	\$0 Applicant to consult further with the Shire on this project
<b>TOTAL</b>		<b>\$27,495</b>	<b>\$18,200</b>

### Community Support Grant

The purpose of this grant category is to provide funding to community groups for projects which build community resilience and support a safe, accessible, and connected community where everyone has the opportunity to contribute and belong. Submissions up to \$5,000 will be accepted with a total funding pool of \$50,000.

- **Stream 1 (not to be considered at this time):**

Funding up to \$1,000 open all year until a total funding pool of \$10,000 has been exhausted.

- **Stream 2 (to be considered at this time):**

Funding up to \$5,000. Total funding pool is \$40,000

### Submissions

Organisation	Project	Request	Recommendation
WA Youth Cattle Assoc Inc	WA Youth Cattle Camp	\$5,000	<b>\$5,000</b>
Harvey Community Play and Learning Centre	Bathroom Renovation	\$5,000	\$5,000 This project is better suited to the INFRASTRUCTURE category and should be reallocated
South West Opera Company Inc	Harvey Concert 2025	\$5,000	\$5,000 This project is better suited to the ARTS, CULTURE, HERITAGE category and should be reallocated
<b>TOTAL</b>		<b>\$15,000</b>	<b>\$5,000</b>

### Placemaking Grant

The purpose of this grant category is to support the principles of placemaking to inspire communities to collectively reimagine and reinvent public spaces as the heart of every community. This category provides funding up to \$2,000 and has a total funding pool of \$20,000.

### Submissions

Organisation	Project	Request	Recommendation
Leschenault Sporting Association	LSA Signage	\$2,000	<b>\$2,000</b> new signage to be installed by a professional
<b>TOTAL</b>		<b>\$2,000</b>	<b>\$2,000</b>

### Arts, Culture and Heritage Grant

This purpose of this grant category is to provide funding to support arts, culture and heritage projects which contribute to a vibrant, diverse, and engaged community. Submissions up to \$5,000 will be accepted with a total funding pool of \$30,000.

### Submissions

Organisation	Project	Request	Recommendation
Harvey & Districts Historical Society Inc	To Continue Operation and Improvement of Harvey Museum	\$4,990	<b>\$4,990</b>
Stirling Street Arts Centre	Artist in Residence Program	\$4,000	<b>\$4,000</b>
64 Productions	Rigidarm – Short Film	\$5,000	<b>\$5,000</b>
South West Opera Company Inc	Harvey Concert 2025	\$5,000	<b>\$5,000</b> This project is better suited to the ARTS, CULTURE, HERITAGE category and has been reallocated from

			Community Support up to \$5,000 category as recommended by the Assessment Panel
<b>TOTAL</b>		<b>\$13,990</b>	<b>\$18,990</b>

### Community Events Grant

The purpose of this grant category is to assist community groups and organisations located within the Shire to conduct community-based events which encourage participation, engage local businesses, and add vibrancy to the area. Submissions up to \$5,000 will be accepted with a total funding pool of \$50,000.

#### Submissions

Organisation	Project	Request	Recommendation
Lions Club of Harvey Inc	Lions Club of Harvey Seniors Christmas Dinner	\$5,000	<b>\$2,000</b>
Leschenault Progress Association Inc	Leschenault 2024 Community Day	\$2,792	<b>\$2,792</b>
Brunswick Agricultural Society	Brunswick Show	\$4,177	<b>\$4,177</b>
Harvey Mainstreet Inc	Harvey Harvest Festival	\$30,000	\$0 A separate report to be brought to Council re Partnership Agreement
Harvey Community Gala Night Committee	2024 Harvey Community Gala Night	\$5,000	<b>\$5,000</b>
Harvey Agricultural Society Inc	The Harvey Show 2025	\$5,000	<b>\$5,000</b>
<b>TOTAL</b>		<b>\$51,969</b>	<b>\$18,969</b>

### Infrastructure Grant

The purpose of this grant category is to provide funding to local not-for-profit community groups or organisations to upgrade, extend or construct well planned sport, recreation and community facilities that contribute to a vibrant, inclusive, and healthy Shire. Submissions up to \$50,000 will be accepted with a total funding pool of \$100,000.

#### Submissions

Organisation	Project	Request	Recommendation
Harvey Men's Shed Inc	Harvey Men's Shed – Planning Stage 1	\$22,000	\$0 A separate report to be brought to Council
Leschenault Men's Shed Inc	Install Rooftop Solar Power	\$9,273	<b>\$9,273</b>
Binningup Occasional Daycare Centre	Fans and Heaters for BOCCC	\$2,547	<b>\$1,698</b> Shire to provide two thirds of the amount requested but not the full cost of the project

Harvey-Benger Cricket Club	Cricket Net Synthetic Surface Replacement	\$10,000	<b>\$10,000</b>
Harvey Senior Citizen's Centre Committee Inc	Installation of Building Signage to Harvey Connect	\$2,059	<b>\$2,059</b>
Brunswick Junction Community Resource Centre	BJCRC Optimising / Creating New Workspaces	\$4,609	<b>\$4,609</b>
Harvey Senior Citizen's Centre Committee Inc.	Installation of Air-Conditioning at Harvey Senior Citizen's Centre	\$14,791	\$0 Not supported at this time. Applicant to consult further with the Shire on this project
Australind & Districts Senior Citizens Club Inc	Install Cover over Front Entry Walkway	\$5,000	\$0 Not supported at this time. Applicant to consult further with the Shire on this project
Harvey District Creative Arts Centre Inc	Replacement of Inoperable Air conditioner in Main Craft Facility	\$2,250	\$0 Application withdrawn by applicant 14 May 2024
Harvey Community Play and Learning Centre	Bathroom Renovation	\$5,000	<b>\$5,000</b> This project is better suited to the INFRASTRUCTURE category and has been reallocated from Community Support up to \$5,000 category as recommended by the Assessment Panel
<b>TOTAL</b>		<b>\$77,529</b>	<b>\$32,639</b>

### Partnership Grant

This grant category provides funding to community groups or organisations to support the operating capacity of not-for-profit community groups and organisations to deliver activities, programs, and services to the local community over a five-year agreement term.

### Current Partnership Agreements:

Council should note that the following partnerships are currently in existence.

Group or Organisation	Project	Funding
Brunswick CRC	Programming	<b>\$30,000</b>
BREC	Regional Entertainment Program	<b>\$20,000</b>
Harvey Community Radio	Operational Costs	<b>\$10,000</b>
Harvey CRC	Service Provision	<b>\$30,000</b>
Lot 208 Youth Inc.	Youth Program	<b>\$80,000</b>
Southwest Academy of Sport	Support Program	<b>\$9,000</b>
<b>TOTAL</b>		<b>\$179,000</b>

### Statutory/Policy Environment

Policy 3.1.12 – Community Funding

## Strategic Framework

The Shire's Strategic Community Plan 2021–2031, states:

- Goal 2: A safe, accessible and connected community where everyone has the opportunity to contribute and belong.*
- Objective 2.1 To support people through all stages of life.*
- Objective 2.3 Active and resilient community groups and volunteers.*
- Objective 2.5 Equity for all people.*
- Objective 2.6 The creative talent and cultural diversity of the community is recognised, supported and celebrated.*
- Objective 2.7 An active and healthy community.*
- Goal 5: A representative leadership that is future thinking, transparent and accountable.*
- Objective 5.1 Effective communication and engagement with the community.*
- Objective 5.2 Build partnerships and work collaboratively to amplify the outcomes that can be achieved.*

## Community Engagement

### Community Participation Goal

*Involve:* To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

### Promise to the Community

*Involve:* We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.

## Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The consequence could be **Reputational** and **Financial** should Council not adopt the recommendation to support the grant applications. The consequence rating is considered **Minor** and the likelihood **Unlikely**, therefore it is deemed that there is a **Low** risk present.

## Budget Implications

This report recommends the following grant funding allocations be included in the draft 2024–2025 Budget:

Coastal Grant	–	\$18,200 (funded from the Coastal Communities Reserve)
Community Support Grant	–	\$5,000
Placemaking Grant	–	\$2,000
Arts, Culture and Heritage Grant	–	\$18,990
Community Events Grant	–	\$18,969
Infrastructure Grant	–	\$32,639

**TOTAL****\$95,798**

Note:

Current Partnership Agreements – \$179,000

Alcoa Harvey Sustainability Fund – to be confirmed in June 2024

**Authority/Discretion**

*Executive:* The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That Council:

- Endorses \$18,200 from the Coastal Community Reserves fund for the following allocations and lists as per the table below for consideration in the draft 2024-2025 Budget:

Organisation	Project	Request	Recommendation
Binningup Bowling Club	Disabled Access Ramp Supply and Installation	\$18,200	<b>\$18,200</b>
Binningup Bowling Club	Binningup Bowling Club 'A' Green Lighting Upgrade	\$9,295	\$0 Applicant to consult further with the Shire on this project
<b>TOTAL</b>		<b>\$27,495</b>	<b>\$18,200</b>

- Lists for consideration of funding in the draft 2024-2025 Budget the following allocations and lists as per the table below to the Community Grant Program:

## a) Community Support Grant

Organisation	Project	Request	Recommendation
WA Youth Cattle Assoc Inc	WA Youth Cattle Camp	\$5,000	<b>\$5,000</b>
<b>TOTAL</b>		<b>\$15,000</b>	<b>\$5,000</b>

## b) Placemaking Grant

Organisation	Project	Request	Recommendation
Leschenault Sporting Association	LSA Signage	\$2,000	<b>\$2,000</b> new signage to be installed by a professional
<b>TOTAL</b>		<b>\$2,000</b>	<b>\$2,000</b>

c) Arts, Culture and Heritage Grant

Organisation	Project	Request	Recommendation
Harvey & Districts Historical Society Inc	To Continue Operation and Improvement of Harvey Museum	\$4,990	<b>\$4,990</b>
Stirling Street Arts Centre	Artist in Residence Program	\$4,000	<b>\$4,000</b>
64 Productions	Rigidarm – Short Film	\$5,000	<b>\$5,000</b>
South West Opera Company Inc	Harvey Concert 2025	\$5,000	<b>\$5,000</b>
<b>TOTAL</b>		<b>\$18,990</b>	<b>\$18,990</b>

d) Community Events Grant

Organisation	Project	Request	Recommendation
Lions Club of Harvey Inc	Lions Club of Harvey Seniors Christmas Dinner	\$5,000	<b>\$2,000</b>
Leschenault Progress Association Inc	Leschenault 2024 Community Day	\$2,792	<b>\$2,792</b>
Brunswick Agricultural Society	Brunswick Show	\$4,177	<b>\$4,177</b>
Harvey Mainstreet Inc	Harvey Harvest Festival	\$30,000	\$0 A separate report to be brought to Council re Partnership Agreement
Harvey Community Gala Night Committee	2024 Harvey Community Gala Night	\$5,000	<b>\$5,000</b>
Harvey Agricultural Society Inc	The Harvey Show 2025	\$5,000	<b>\$5,000</b>
<b>TOTAL</b>		<b>\$51,969</b>	<b>\$18,969</b>

e) Infrastructure Grant

Organisation	Project	Request	Recommendation
Harvey Men's Shed Inc	Harvey Men's Shed – Planning Stage 1	\$22,000	\$0 A separate report to be brought to Council
Leschenault Men's Shed Inc	Install Rooftop Solar Power	\$9,273	<b>\$9,273</b>
Binningup Occasional Daycare Centre	Fans and Heaters for BOCCC	\$2,547	<b>\$1,698</b> Shire to provide two thirds of the amount requested but not the full cost of the project
Harvey-Benger Cricket Club	Cricket Net Synthetic Surface Replacement	\$10,000	<b>\$10,000</b>
Harvey Senior Citizen's Centre Committee Inc	Installation of Building Signage to Harvey Connect	\$2,059	<b>\$2,059</b>



Brunswick Junction Community Resource Centre	BJCRC Optimising / Creating New Workspaces	\$4,609	<b>\$4,609</b>
Harvey Senior Citizen's Centre Committee Inc.	Installation of Air-Conditioning at Harvey Senior Citizen's Centre	\$14,791	\$0 Not supported at this time. Applicant to consult further with the Shire on this project
Australind & Districts Senior Citizens Club Inc	Install Cover over Front Entry Walkway	\$5,000	\$0 Not supported at this time. Applicant to consult further with the Shire on this project
Harvey District Creative Arts Centre Inc	Replacement of Inoperable Air conditioner in Main Craft Facility	\$2,250	\$0 Application withdrawn by applicant 14 May 2024
Harvey Community Play and Learning Centre	Bathroom Renovation	\$5,000	<b>\$5,000</b>
<b>TOTAL</b>		<b>\$77,529</b>	<b>\$32,639</b>

3. Requests the Chief Executive Officer to hold discussions with Harvey Mainstreet Inc in regard to a potential partnership agreement for the Harvey Harvest Festival.
4. Request the Chief Executive Officer to bring back a report in relation to the Harvey Men's Shed.

<b>Item No.:</b>	<b>5.5.3.</b>
<b>Subject:</b>	<b>Policy 3.1.4 – Welcome to Country and Acknowledgement of Country</b>
<b>Proponent:</b>	<b>Shire of Harvey</b>
<b>Location:</b>	<b>Shire of Harvey</b>
<b>Reporting Officer:</b>	<b>Community Development Officer</b>
<b>Authorising Officer:</b>	<b>Director Community and Lifestyle</b>
<b>File No.:</b>	<b>CR/P/003</b>
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Policy 3.1.4 Welcome to Country and acknowledgement of Country – track changes [<b>5.5.3.1</b> - 11 pages]</li> <li>2. Policy 3.1.4 Welcome to Country and acknowledgement of Country amended [<b>5.5.3.2</b> - 4 pages]</li> </ol>

## Summary

The Shire of Harvey (the Shire) determines a Policy to be general rules or principles adopted by Council to provide clear direction to the Shire administration, ensure the community is aware of the reason behind administrative and Council decisions, and be familiar with the logic behind individual decisions.

As part of the ongoing review of Council policies and compliance functions, a review of Policy 3.1.4 Welcome to Country and Acknowledgement of Country has been conducted.

Council is requested to review the existing policy (**Attachment 1**) and adopt the amended policy (**Attachment 2**).

## Background

The Shire acknowledges the Aboriginal people as the original custodians of the land on which the Shire of Harvey is situated. The inclusion of a Welcome to Country and an Acknowledgement of Country protocol is an identified action in the Bunbury Geographe Reconciliation Action Plan. Consequently, Policy 3.1.4 Welcome to Country and Acknowledgement of Country was endorsed by Council on Tuesday, 25 June 2019 representing the Shire's proactive next step towards reconciliation.

The Policy was designed to offer guidance and assistance to Councillors and Officers when delivering an Acknowledgement of Country or when engaging a local Elder to deliver a Welcome to Country. It also defined the types of events for which a Welcome to Country or Acknowledgement of Country should be included in official proceedings. In addition, the Policy outlined the Shire's commitment to fostering respectful relationships and opportunities between Aboriginal and non-Aboriginal Australians with the Shire of Harvey.

To ensure good governance, all policies are to be reviewed on a regular basis, and a report presented to Council detailing any proposed changes.

Policies are reviewed based on the following:

- Statutory implications
- Implications for operational effectiveness and efficiency
- Potential negative impacts on operational activity, strategic objectives, environmental/economic factors, and reputation
- Complex procedures or technical information.

The existing policy with tracked changed amendments is provided as **Attachment 1** with the amended policy provided as **Attachment 2**.

The ongoing recognition of Traditional Custodians of the land within the Shire of Harvey in communication processes aligns with the Shire's commitment to reconciliation. Since endorsement, the Shire has deepened its ties with the local Traditional Custodian community, raising the Aboriginal flag on a permanent basis, organising annual Reconciliation and NAIDOC Week activities, and collaborating on cultural awareness programs and events.

On Wednesday, 5 July 2023, Shire Officers emailed all local Elders and Aboriginal organisations, seeking feedback on Policy 1.1.9 Welcome to Country and Acknowledgement of Country. Further email communications have facilitated numerous draft changes. Additionally, the Shire held a meeting with known local Elders and Aboriginal organisations on 20 July 2023, at the Harvey Recreation and Cultural Centre to discuss the Policy 1.1.9 Welcome to Country and Acknowledgement of Country and the Shire's upcoming Reconciliation Action Plan – Reflect. It is noteworthy that the identification of all local Elders will be addressed through consultation with our local Traditional Custodian population as part of the Reconciliation Action Plan – Reflect.

Following a Notice of Motion 23/247 at the November 2023 Ordinary Council Meeting, Council resolved:

*“That the Chief Executive Officer is to bring Policy 1.1.9 – Welcome to Country and Acknowledgement of Country to Council for review. The review process is to include:*

- 1. The delivery of a workshop attended by Councillors and relevant Officers.*
- 2. The undertaking of a respectful level of consultation with Elder in the Shire of Harvey.”*

As a result of discussions relating to the Notice of Motion 23/47, the Shire President and Chief Executive Officer met with Local Senior Elders to develop and agree on a way forward for enhancing the Shire's relationship with local Traditional Custodians.

## **Comment**

Following consultation with local Senior Elders, the proposed amendments to this policy include:

1. Specific guidance for when a Welcome to Country should be performed. The previous policy encouraged Officers to provide a Welcome to Country at major civic events. With no available Welcome to Country budget line or in some instances, limited Elder availability, it is recommended the requirement for Welcome to Country is made more event specific. Alongside working with internal and local Elder capacity, this restriction of events places greater importance on the Welcome to Country effectively mirroring the importance of significant events with the necessity of having the Traditional Custodians open the event in person.

The Shire now encourages all Officers to include a Welcome to Country for the following major Shire and Civic events:

- Significant regional or statewide events, hosted by the Shire whereby invitations are sent to several dignitaries, Members of Parliament, Politicians.
- Citizenship ceremonies – it is considered significant due to its role in welcoming people from diverse cultures.
- ‘Turning the Sod’ ceremonies for major development sites (Shire owned).

- The Swearing In ceremony of new Elected Members may include either an official Welcome or Acknowledgement of Country.
  - Shire of Harvey Annual Community Awards.
2. Guidance for engaging a Local Senior Elder. This guidance accurately reflects the current process approved by Senior Elders. Guidance for instances where an Elder is not available for major Shire or civic events.
  3. Guidance for Shire Officers to confirm with local Elders in attendance immediately before an event who will be delivering the Welcome to Country.
  4. Service fees for a Senior Elder to provide a Welcome to Country or an Emerging Elder to provide a Welcome to Country.

The fee for a Welcome to Country will be:

- Senior Elder: \$680 (\$748 including GST if GST registered)
  - Emerging Elder: \$500 (\$550 including GST if GST registered).
5. Guidance for when an Acknowledgement of Country should be performed. The Shire now encourages all Officers to include an Acknowledgement of Country for the following Shire and Civic events:
    - Ordinary Council meetings
    - Large meetings where significant external stakeholders are present.
  6. It is appropriate for an Acknowledgement of Country to be included within:
    - Council, Committee agendas and minutes
    - Strategic plans, strategies and studies
    - Shire of Harvey website
    - Officers and Elected Member email signatures.
  7. Guidance for the Responsible and Authorising Officer
  8. Definition of the Bindjareb peoples of the Noongar Nation.
  9. Removal of the guidance to use the word 'Wanju' and its Noongar meaning (at the request of local Senior Elders).
  10. References and links to the:
    - *Noongar (Koorah, Nitja, Boordahwan) (Past, Present, Future) Recognition Act 2016*
    - Bunbury Geographe Reconciliation Action Plan 2019
    - South-West Aboriginal Land and Sea Council Noongar Protocols.

11. Amendments to the Acknowledgement of Country to acknowledge the Bindjareb peoples of the Noongar Nation

### **Statutory/Policy Environment**

*Noongar (Koorah, Nitja, Boordahwan) (Past, Present, Future) Recognition Act 2016*

*Local Government Act 1995*

- Section 2.7(2)(b) – A role of the Council is to determine the Local Government's Policies.

### **Strategic Framework**

The Shire's Strategic Community Plan 2021–2031, states:

*Goal 2: A safe, accessible and connected community where everyone has the opportunity to contribute and belong.*

*Objective 2.4 Noongar people are at the centre of conversations.*

### **Community Engagement**

#### **Community Participation Goal**

*Consult:* To provide the public feedback on analysis, alternatives and/or decisions.

#### **Promise to the Community**

*Consult:* We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.

Officers consulted with local Senior Elders to determine and endorse proposed amendments to the policy. The policy and the proposed changes were discussed with Council at the Council Concept Forum held on Tuesday, 14 May 2024.

### **Risk Management**

The first Risk Theme Profile identified as part of this report is **Failure to Fulfill Compliance Requirements**. This would result in a high **Compliance** risk if policies are not reviewed and kept current. The resultant risk is considered **Low**, given the Policy has been thoroughly researched, peer reviewed and provided by a qualified Shire Officer.

Additionally, **Inadequate Engagement Practices** would result in a **High Reputational** risk. This has been mitigated by engagement with local Senior Elders by officers seeking feedback on the Policy and by the Shire President and Chief Executive Officer.

### **Budget Implications**

The Shire of Harvey currently has two active budget items that facilitate reconciliation activities: NAIDOC Week Celebrations (105156 - \$5,000) and Reconciliation Plan Actions (105159 – \$10,000). Reconciliation Plan Actions will fund the Shire's Reflect Reconciliation Action Plan, Reconciliation Week activities (Monday, 27 May 2024 to Monday, 3 June 2024) and other initiatives throughout the year.

There is currently no budgeted item for a Welcome to Country presentation from a local Noongar Elder.

Currently, all payments for Welcome to Country are paid from the budgets of the Shire Business Unit hosting the event. In the last three financial years the Shire has paid the following amounts to engage local Elders to perform Welcome to Country presentations to date; \$2,678 (2023–2024), \$6,330 (2022–2023) and \$6,060 (2021–2022).

**Authority/Discretion**

*Legislative:* Includes adopting local laws, town planning schemes and policies. It is also when Council reviews decisions made by Officers.

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That Council:

1. Adopts Policy 3.1.4 Welcome to Country and Acknowledgement of Country, as per **Attachment 2** to this report.
2. Notes that a budget line item for \$6,500 to fund Welcome to Country addresses from local Elders will be included in the draft 2024–2025 Budget for Council's consideration.

## 6. Notice of Motion for Following Meeting

Nil.

## 7. Matters Behind Closed Doors

### 7.1. Infrastructure Services

#### 7.1.1. Tender T032024 Pruning, Mulching and Removal of Trees and Arborist Reports – Various Locations

Reason for Confidentiality as per *Local Government Act 1995*:

s.5.23(2)(c): “a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.”

s.5.23(2)(e)(iii): “a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government.”

Item No.:	7.1.1
Subject:	Tender T032024 Pruning, Mulching and Removal of Trees and Arborist Reports – Various Locations
Proponent:	Shire of Harvey
Location:	Shire of Harvey – Various locations
Reporting Officer:	Director Infrastructure Services
Authorising Officer:	Chief Executive Officer
File No.:	T032024
Attachments:	Confidential Attachment 1

### Summary

Tender T032024 for the Pruning, Mulching and Removal of Street Trees and Arborist – Various Locations closed at 3pm on Friday, 28 April 2024 and at the close of tender, three tenders were received.

Following a detailed assessment of the tender submissions, the Evaluation Panel considered that one of the tenderers represented the best value for the Shire of Harvey’s (the Shire) operations.

This report recommends that Council awards Tender T032024 as per the Officers Recommendation.

### Voting Requirements

Simple Majority

## 8. Closure of Meeting