



Date: 19 February 2026

To: Shire President
All Councillors

Copy: Directors
Managers
Staff
Members of the Public

**ORDINARY COUNCIL MEETING
NOTICE AND AGENDA**

An Ordinary Council meeting of the Shire of Waroona will be held at the Shire of Waroona Council Chamber at 4.00 pm Tuesday 24 February 2026 to consider and resolve the matters set out in the attached Agenda.

**MARK GOODLET
CHIEF EXECUTIVE OFFICER**

Please note: All Council meetings are audio recorded and made public
in accordance with r.14J of the Local Government (Administration) Regulations 1996.

If you wish to ask a public question, or provide a deputation or submission, please contact the Shire
on (08) 9733 7800 or warshire@waroona.wa.gov.au



TABLE OF CONTENTS

1. **DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS3**

2. **ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE.....3**

3. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....3**

4. **PUBLIC QUESTION TIME3**

5. **PETITIONS, APPROVED DEPUTATIONS & SUBMISSIONS.....3**

6. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....3**

6.1 **Ordinary Council Meeting – 16 December 2025..... 3**

7. **ANNOUNCEMENTS BY THE PRESIDING MEMBER3**

8. **ANNOUNCEMENTS BY MEMBERS.....3**

9. **DISCLOSURES OF INTEREST3**

10. **EXTERNAL COMMITTEES, ASSOCIATIONS AND ADVISORY GROUPS3**

10.1 **Annual Electors Meeting – 17 December 2024 3**

10.2 **Local Emergency Management Committee Unconfirmed Minutes – meeting held
11 February 2026 4**

10.3 **Shire of Waroona Bushfire Risk Management Plan 2026 - 2028..... 4**

10.4 **Waroona Recreation Advisory Group – 11 February 2026..... 4**

11. **REPORTS OF THE CHIEF EXECUTIVE OFFICER AND OFFICERS.....5**

11.1 **INFRASTRUCTURE SERVICES 5**

11.1.1 **Construction Licence Between Shire of Waroona and Arc Rail Infrastructure 5**

11.2 **CUSTOMER & DEVELOPMENT SERVICES 8**

11.3 **CORPORATE & COMMUNITY SERVICES 9**

11.3.1 **Listing of Payments for the Months of December 2025 and January 2026 9**

11.3.2 **Statement of Financial Activity for the period ending 31 December 2025 12**

11.3.3 **Statement of Financial Activity for the period ending 31 January 2026 17**

11.3.4 **Corporate Business Plan – Quarterly Progress Report – October to December
2025..... 22**

11.3.5 **Shire of Waroona Fencing Local Law 2026..... 25**

11.3.6 **ELP001 & ELP003 Policy Amendments – Continuing Professional Development
during final months of Elected Member Term 33**

11.3.7 **FP003 – Purchase Orders Authority, and FP004 Corporate Purchasing & Credit
Card Policy Amendments..... 37**

11.3.8 **Budget Review for the Period 1 July 2025 to January 2026..... 40**

11.4 **CHIEF EXECUTIVE OFFICER 51**

11.4.1 **Subdivision and Development of Lot 43 Eastcott St, Waroona..... 51**

12. **BUSINESS LEFT OVER FROM A PREVIOUS MEETING.....59**

13. **ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN59**

14. **NOTICE OF MOTIONS FOR CONSIDERATION AT A FOLLOWING MEETING59**

15. **NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY
DECISION OF THE MEETING.....59**

16. **CLOSURE OF MEETING.....59**



AGENDA

1. **DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS**
2. **ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**
3. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
4. **PUBLIC QUESTION TIME**
5. **PETITIONS, APPROVED DEPUTATIONS & SUBMISSIONS**
6. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

6.1 Ordinary Council Meeting – 16 December 2025

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 16 December 2025 be confirmed as being a true and correct record of proceedings.

7. **ANNOUNCEMENTS BY THE PRESIDING MEMBER**
 8. **ANNOUNCEMENTS BY MEMBERS**
 9. **DISCLOSURES OF INTEREST**
- (Disclosure of interest MUST ALSO be made by the member or officer immediately prior to a matter, for which an interest is being disclosed, is dealt with.)
10. **EXTERNAL COMMITTEES, ASSOCIATIONS AND ADVISORY GROUPS**

10.1 Annual Electors Meeting – 17 December 2024

OFFICER RECOMMENDATION

That Council:

1. receives the unconfirmed minutes (Appendix 10.1) of the Annual Electors Meeting held 16 December 2025; and
2. notes that no decisions were made at the elector's meeting that require Council's further consideration for the purpose of section 5.33 of the Local Government Act 1995.



10.2 Local Emergency Management Committee Unconfirmed Minutes – meeting held 11 February 2026

COMMITTEE RECOMMENDATION

That Council receives and notes the Unconfirmed Minutes of the Local Emergency Management Committee meeting held 11 February 2026 (as per Appendix 10.2 A).

[Note that the Appendices to the Unconfirmed Minutes are at Appendix 10.2 B]

10.3 Shire of Waroona Bushfire Risk Management Plan 2026 - 2028

COMMITTEE RECOMMENDATION

That Council endorses the Committee’s recommendation to endorse the draft Shire of Waroona Bushfire Risk Management 2026-2028 as per Appendix 10.3, subject to the following:

- a. requests Shire staff to consult with relevant stakeholders for feedback and recommendations;**
- b. requires staff to make any necessary modifications; and**
- c. refers the plan to the Department of Fire and Emergency Services for review and final adoption.**

10.4 Waroona Recreation Advisory Group – 11 February 2026

ADVISORY GROUP RECOMMENDATION

That Council receives the unconfirmed minutes (Appendix 10.4) of the Recreation Advisory Group held 11 February 2026.

ADVISORY GROUP RECOMMENDATION

That Council supports the renovation and extension of the Football Club change rooms on the northeastern side of the club house to include female ablutions.

ADVISORY GROUP RECOMMENDATION

That Council supports the Drakesbrook Croquet Club in securing the land at the old tennis courts site to investigate building synthetic croquet courts once they have the support of the Youth Advisory Group and the Community Men’s Shed.

ADVISORY GROUP RECOMMENDATION

That Council supports the Cricket Club into investigating a project to include developing a new changeroom facility at the cricket ovals.



11. REPORTS OF THE CHIEF EXECUTIVE OFFICER AND OFFICERS

11.1 INFRASTRUCTURE SERVICES

11.1.1 Construction Licence Between Shire of Waroona and Arc Rail Infrastructure	
File Ref:	RO.19 – Roads Design and Construction – Designs and Surveys
Previous Items:	Nil
Applicant:	Nil
Author and Responsible Officer:	Manager of Works and Waste Services; Director Infrastructure Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	Nil

OFFICER RECOMMENDATION

That Council:

1. enters into the proposed construction licence with Arc Infrastructure Pty Ltd for the capital works project being the reconstruction of Mayfield Road and McNeil Road;
2. authorises the application of the Shire of Waroona Common Seal to the Construction Licence; and
3. authorises the Shire Presidents and Chief Executive Officer to sign and execute all matters relating to the Construction Licence.

IN BRIEF

A Construction Licence between the Shire of Waroona and Arc Infrastructure Pty Ltd has been prepared to facilitate the reconstruction of the Mayfield Road and McNeil Road intersection in Waroona.

BACKGROUND

The Shire has received funding from the Regional Road Group for the reconstruction of the Mayfield Road and McNeil Road intersection. Funding contributions are allocated as follows:

- Two thirds – Regional Road Group
- One third – Shire of Waroona

As the proposed works are located in close proximity to the Arc Rail Reserve, the Shire is required to enter into a Construction Licence with Arc Rail Infrastructure prior to the commencement of works.

REPORT DETAIL

The reconstruction of the Mayfield Road and McNeil Road intersection is included in the 2026/27 financial year capital works program, following assessment of the intersection condition as poor.



The intersection serves as the primary access route to the Mitchells Transport facility and was not originally designed to accommodate increased heavy vehicle movements. As a result, the existing layout is no longer suitable for current operational requirements. Shire officers have worked collaboratively with Mitchells Transport to develop an upgraded intersection design that will improve safety and reduce the likelihood of vehicle queuing near the railway crossing and South Western Highway intersection.

As the reconstruction works will occur within close proximity to the Arc Rail Reserve, a Construction Licence is required to formalise approval and ensure compliance with Arc Infrastructure Pty Ltd requirements. Authorisation to execute the licence is therefore essential to enable the project to proceed as planned.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Built Assets
Aspiration	To build and effectively manage our assets to continually improve our standard of living
Objective	4.2 Manage assets in a consistent and sustainable manner
Strategy	4.3.2 Develop and promote an efficient, safe and connected local and regional transport network

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Rail Freight System Act 2000

SUSTAINABILITY & RISK CONSIDERATIONS

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

The upgrade will utilise Shire employees and local contractors, resulting in expenditure being retained within the local economy and providing a positive economic impact for the Shire and region.

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

Mayfield Road and McNeil Road provide the primary access to the Mitchells Transport facility. The improved intersection will benefit the business and surrounding properties by improving safety, access, and traffic efficiency.

Environment – (Impact on environment’s sustainability and climate change)

Nil

Policy Implications

Nil

Risk Management Implications

Context / Risk Category	Financial - Projects going over budget, legal costs, insurance claims, overpayments, misuse of resources
Risk	Failure to authorise execution of the Construction Licence would prevent the project from proceeding, potentially resulting in the loss of Regional Road Group funding and adverse economic impact to the Shire.



Consequence	3 - Moderate
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Authorisation of the Construction Licence will mitigate this risk and enable the project to progress in accordance with the approved capital works program.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

- Chief Executive Officer
- Director Infrastructure Services
- Manager of Works and Waste Services
- Arc Infrastructure Pty Ltd
- Mitchells Transport

Aboriginal Consultation

Nil

RESOURCE IMPLICATIONS

Financial

The project is jointly funded by the Regional Road Group and the Shire of Waroona in accordance with the approved funding allocation.

Workforce

Staff and plant allocations are included within the approved project budget.

CONCLUSION

Authorisation to execute the Construction Licence will enable the Mayfield Road and McNeil Road intersection reconstruction project to proceed in accordance with the approved capital works program. The upgrade will improve road safety, accommodate heavy vehicle movements, and renew a key Shire infrastructure asset.



11.2 CUSTOMER & DEVELOPMENT SERVICES



11.3 CORPORATE & COMMUNITY SERVICES

11.3.1 Listing of Payments for the Months of December 2025 and January 2026	
File Ref:	FM.3 – Financial Management – Creditors
Previous Items:	N/A
Applicant:	N/A
Author and Responsible Officer:	Senior Finance Officer; Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number:	11.3.1 – Monthly Creditors Report – December 2025 and January 2026

OFFICER RECOMMENDATION

That Council receives the following payments made throughout the months of December 2025 and January 2026;

Municipal	Cheque	10461 – 10481	\$	50,920.62
	EFT	44189 – 44537	\$	1,466,565.64
Direct wages	01/12/2025 – 31/01/2026 inclusive		\$	539,478.74
Direct Debit	01/12/2025 – 31/01/2026 inclusive		\$	557,938.44
Trust	Cheque		\$	-
	EFT		\$	-
GRAND TOTAL			\$	2,614,903.44

as per Appendix 11.3.1.

IN BRIEF

The purpose of this report is to present the listing of payments made from the Shire's Municipal and Trust funds throughout the months of December 2025 and January 2026.

BACKGROUND

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

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

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

REPORT DETAIL

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



STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Leadership
Aspiration	To embed strong leadership through good governance, effective communication and ensuring value for money
Objective	5.1 A sustainable future through embracing change, applying technological advancement and pursuing efficiencies
Strategy	5.1.1 Establish a strong corporate governance framework to ensure high standards of integrity, ethics and accountability, and pursue professional development opportunities
Action	

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT***Local Government (Financial Management) Regulations 1996******r.13 - Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.***

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

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

Nil.



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

Nil.

Environment – (Impact on environment’s sustainability and climate change)

Nil.

Policy Implications

Nil.

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Non-compliance with the requirements stipulated by the <i>Local Government Act 1995</i>
Consequence	3 - Moderate
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Control measures are in place whereby payments are checked and verified by two authorising officers.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Nil.

Aboriginal Consultation

Nil.

RESOURCE IMPLICATIONS**Financial**

Nil.

Workforce

Nil.

CONCLUSION

The listing of payments as per the attached appendix is a true reflection of the expenditure from the Municipal and Trust Fund accounts for the months of December 2025 and January 2026. All expenditure is accordance with the 2025/26 adopted Budget and is presented as prescribed in regulation 13 of the *Local Government (Financial Management) Regulation 1996*.



11.3.2 Statement of Financial Activity for the period ending 31 December 2025	
File Ref:	FM.1 – Financial Management – Creditors
Previous Items:	N/A
Applicant:	N/A
Author and Responsible Officer:	Manager Corporate Services; Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Numbers:	11.3.2 – Statement of Financial Activity for the period ending 31 December 2025

OFFICER RECOMMENDATION

That Council receives the Statement of Financial Activity for the period ending 31 December 2025 as per Appendix 11.3.2.

IN BRIEF

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

Council is also requested to approve (if any) the budget amendments that are detailed in the Budget Amendments section of this report.

BACKGROUND

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

REPORT DETAIL

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

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

The following information is included in the report;

- Statement of Financial Activity by nature and type
- Statement of Financial Position
- Note 1: Basis of preparation and significant accounting policies
- Note 2: Statement of Financial Activity Information
- Note 3: Explanation of Material Variances
- Note 4 - Graphical Representation - Source Statement of Financial Activity



- Note 5: Cash and Financial Assets
- Note 6: Cash Backed Reserve
- Note 7: Capital Disposals and Acquisitions
- Note 8: Grants, subsidies, and contributions
- Note 9: Receivables
- Note 10: Payables
- Note 11: Rating Information
- Note 12: Information on Borrowings
- Note 13: Budget Amendments
- Note 14: Trust Fund

Please note the statements are accurate at the time of preparation but remain subject to end-of-month processes, additional checks, regulatory updates, and any end-of-year audit adjustments. At times, agenda deadlines require the report to be finalised before all end-of-month procedures are complete. Any subsequent amendments will be processed and reflected in the accumulated balances presented in the following month's statements.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Leadership
Aspiration	To embed strong leadership through good governance, effective communication and ensuring value for money
Objective	5.1 A sustainable future through embracing change, applying technological advancement and pursuing efficiencies
Strategy	5.1.1 Establish a strong corporate governance framework to ensure high standards of integrity, ethics and accountability, and pursue professional development opportunities

OTHER STRATEGIC LINKS

Shire of Waroona 2025/26 Annual Budget

STATUTORY ENVIRONMENT

Local Government Act 1995

6.4. Financial report

- (1) *A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.*

6.8. Expenditure from municipal fund not included in annual budget

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) is authorised in advance by resolution*; or*
 - (c) is authorised in advance by the mayor or president in an emergency.*
- * Absolute majority required.*

- (1a) *In subsection (1) — additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.*



Local Government (Financial Management) Regulations 1996

34. Financial activity statement required each month (Act s. 6.4)

- (1A) *In this regulation — committed assets means revenue unspent but set aside under the annual budget for a specific purpose.*
- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the relevant month) in the following detail —*
- (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
 - (b) *budget estimates to the end of the relevant month; and*
 - (c) *actual amounts of expenditure, revenue and income to the end of the relevant month; and*
 - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) *the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.*
- (1B) *The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).*
- (1C) *Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.*
- (2) *Each statement of financial activity is to be accompanied by documents containing —*
- ~~(a)~~
 - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity must be shown according to nature classification.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) *presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

35. Financial position statement required each month

- (1) *A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the previous month) and —*
- (a) *the financial position of the local government as at the last day of*



- the previous financial year; or*
- (b) *if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.*
- (2) *A statement of financial position must be —*
- (a) *presented at an ordinary meeting of the council within 2 months after the end of the previous month; and*
- (b) *recorded in the minutes of the meeting at which it is presented.*

SUSTAINABILITY & RISK CONSIDERATIONS

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

The Statement of Financial Activity provides Council with oversight of the Shire's current financial position and supports informed decision-making in relation to resource allocation. Accurate monthly reporting and timely budget amendments ensure the Shire maintains financial sustainability, meets funding obligations, and can continue delivering services and capital works that contribute positively to the local and regional economy.

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

Regular financial reporting ensures transparency and accountability to the community, providing assurance that public funds are being managed responsibly. The proposed budget amendments (if any) support community outcomes which collectively enhance the quality of life for residents and visitors.

Environment – (Impact on environment's sustainability and climate change)

There are no direct environmental sustainability or climate change impacts arising from the monthly financial statements. Proposed amendments (if any) may indirectly support improved environmental management outcomes.

Policy Implications

All financial policies from FP001 through to FP037 may have impact on the monthly financial statements.

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Failure to monitor and report the Shire's financial position accurately and in a timely manner may result in reduced organisational transparency, misinformed decision-making, budget overruns, and non-compliance with statutory reporting requirements.
Consequence	3 - Moderate
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Key controls include monthly legislative-compliant reporting, regular budget monitoring, strong internal controls, annual audits, and ongoing improvements to financial processes.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

All Shire of Waroona Officers share responsibility for sound financial management and are expected to operate in accordance with relevant regulations, policies, and procedures



relating to budget allocations. Staff are consulted regarding project timing, progress, and status updates to ensure the accuracy of financial reporting. Their input is essential to maintaining reliable and compliant monthly financial statements.

Aboriginal Consultation

Not applicable for this report. The contents relate solely to financial reporting and internal budget adjustments, with no direct impact on Aboriginal stakeholders or cultural matters.

RESOURCE IMPLICATIONS

Financial

The financial implications (if any) are detailed in the Budget Amendments section of this report. Endorsement of the amendments will ensure the Shire's 2025/26 adopted budget accurately reflects current funding allocations, operational requirements, and project commitments. There is no impact on the overall closing position.

Workforce

There are no direct workforce implications arising from the monthly financial statements. However, the preparation of monthly financial reporting continues to place increasing administrative and audit compliance demands on finance staff.

CONCLUSION

The Statement of Financial Activity provides a comprehensive summary of the Shire's financial performance and position for the reporting period, fulfilling statutory obligations under the Local Government Act 1995 and associated regulations. The recommended budget amendments (if any) ensure that the 2025/26 budget remains accurate and reflective of current activities, grant funding, and operational priorities. It is therefore recommended that Council receives the Statement of Financial Activity and endorses (if any) the proposed amendments to the adopted budget.



11.3.3 Statement of Financial Activity for the period ending 31 January 2026	
File Ref:	FM.1 – Financial Management – Creditors
Previous Items:	N/A
Applicant:	N/A
Author and Responsible Officer:	Manager Corporate Services; Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Numbers:	11.3.3 – Statement of Financial Activity for the period ending 31 January 2026

OFFICER RECOMMENDATION

That Council receives the Statement of Financial Activity for the period ending 31 January 2026 as per Appendix 11.3.3.

IN BRIEF

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

Council is also requested to approve (if any) the budget amendments that are detailed in the Budget Amendments section of this report.

BACKGROUND

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

REPORT DETAIL

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

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

The following information is included in the report;

- Statement of Financial Activity by nature and type
- Statement of Financial Position
- Note 1: Basis of preparation and significant accounting policies
- Note 2: Statement of Financial Activity Information
- Note 3: Explanation of Material Variances
- Note 4 - Graphical Representation - Source Statement of Financial Activity



- Note 5: Cash and Financial Assets
- Note 6: Cash Backed Reserve
- Note 7: Capital Disposals and Acquisitions
- Note 8: Grants, subsidies, and contributions
- Note 9: Receivables
- Note 10: Payables
- Note 11: Rating Information
- Note 12: Information on Borrowings
- Note 13: Budget Amendments
- Note 14: Trust Fund

Please note the statements are accurate at the time of preparation but remain subject to end-of-month processes, additional checks, regulatory updates, and any end-of-year audit adjustments. At times, agenda deadlines require the report to be finalised before all end-of-month procedures are complete. Any subsequent amendments will be processed and reflected in the accumulated balances presented in the following month's statements.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Leadership
Aspiration	To embed strong leadership through good governance, effective communication and ensuring value for money
Objective	5.1 A sustainable future through embracing change, applying technological advancement and pursuing efficiencies
Strategy	5.1.1 Establish a strong corporate governance framework to ensure high standards of integrity, ethics and accountability, and pursue professional development opportunities

OTHER STRATEGIC LINKS

Shire of Waroona 2025/26 Annual Budget

STATUTORY ENVIRONMENT

Local Government Act 1995

6.4. Financial report

- (1) *A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.*

6.8. Expenditure from municipal fund not included in annual budget

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (d) is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (e) is authorised in advance by resolution*; or*
 - (f) is authorised in advance by the mayor or president in an emergency.*
- * Absolute majority required.*

- (1a) *In subsection (1) — additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.*



Local Government (Financial Management) Regulations 1996**34. Financial activity statement required each month (Act s. 6.4)**

- (1A) *In this regulation — committed assets means revenue unspent but set aside under the annual budget for a specific purpose.*
- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the relevant month) in the following detail —*
- (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
 - (b) *budget estimates to the end of the relevant month; and*
 - (c) *actual amounts of expenditure, revenue and income to the end of the relevant month; and*
 - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) *the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.*
- (1B) *The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).*
- (1C) *Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.*
- (2) *Each statement of financial activity is to be accompanied by documents containing —*
- [(a)deleted]*
 - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity must be shown according to nature classification.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) *presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

35. Financial position statement required each month

- (1) *A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the previous month) and —*
- (a) *the financial position of the local government as at the last day of*



- the previous financial year; or*
- (b) *if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.*
- (2) *A statement of financial position must be —*
- (a) *presented at an ordinary meeting of the council within 2 months after the end of the previous month; and*
- (b) *recorded in the minutes of the meeting at which it is presented.*

SUSTAINABILITY & RISK CONSIDERATIONS

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

The Statement of Financial Activity provides Council with oversight of the Shire's current financial position and supports informed decision-making in relation to resource allocation. Accurate monthly reporting and timely budget amendments ensure the Shire maintains financial sustainability, meets funding obligations, and can continue delivering services and capital works that contribute positively to the local and regional economy.

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

Regular financial reporting ensures transparency and accountability to the community, providing assurance that public funds are being managed responsibly. The proposed budget amendments (if any) support community outcomes which collectively enhance the quality of life for residents and visitors.

Environment – (Impact on environment's sustainability and climate change)

There are no direct environmental sustainability or climate change impacts arising from the monthly financial statements. Proposed amendments (if any) may indirectly support improved environmental management outcomes.

Policy Implications

All financial policies from FP001 through to FP037 may have impact on the monthly financial statements.

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Failure to monitor and report the Shire's financial position accurately and in a timely manner may result in reduced organisational transparency, misinformed decision-making, budget overruns, and non-compliance with statutory reporting requirements.
Consequence	3 - Moderate
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Key controls include monthly legislative-compliant reporting, regular budget monitoring, strong internal controls, annual audits, and ongoing improvements to financial processes.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

All Shire of Waroona Officers share responsibility for sound financial management and are expected to operate in accordance with relevant regulations, policies, and procedures



relating to budget allocations. Staff are consulted regarding project timing, progress, and status updates to ensure the accuracy of financial reporting. Their input is essential to maintaining reliable and compliant monthly financial statements.

Aboriginal Consultation

Not applicable for this report. The contents relate solely to financial reporting and internal budget adjustments, with no direct impact on Aboriginal stakeholders or cultural matters.

RESOURCE IMPLICATIONS

Financial

The financial implications (if any) are detailed in the Budget Amendments section of this report. Endorsement of the amendments will ensure the Shire's 2025/26 adopted budget accurately reflects current funding allocations, operational requirements, and project commitments. There is no impact on the overall closing position.

Workforce

There are no direct workforce implications arising from the monthly financial statements. However, the preparation of monthly financial reporting continues to place increasing administrative and audit compliance demands on finance staff.

CONCLUSION

The Statement of Financial Activity provides a comprehensive summary of the Shire's financial performance and position for the reporting period, fulfilling statutory obligations under the Local Government Act 1995 and associated regulations. The recommended budget amendments (if any) ensure that the 2025/26 budget remains accurate and reflective of current activities, grant funding, and operational priorities. It is therefore recommended that Council receives the Statement of Financial Activity and endorses (if any) the proposed amendments to the adopted budget.



11.3.4 Corporate Business Plan – Quarterly Progress Report – October to December 2025	
File Ref:	CM.4 – Corporate Management Planning – Business Plans – Principal Activity Plan
Previous Items:	Nil
Applicant:	Not applicable
Author and Responsible Officer:	Senior Governance Officer; Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.3.4 – 2025-2029 Corporate Business Plan – Quarterly Progress Report OCT to DEC 2025

OFFICER RECOMMENDATION

That Council receives the Corporate Business Plan – Quarterly Progress Report October to December 2025 as per Appendix 11.3.4.

IN BRIEF

Updates have been provided by responsible officers against Towards Waroona 2034 - Corporate Business Plan 2025 - 2029 projects and actions for the period covering 1 October 2025 to 31 December 2025. Council is requested to review and receive the Corporate Business Plan – Quarterly Progress Report – October to December 2025.

BACKGROUND

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

The Corporate Business Plan is the Shire of Waroona's four-year planning document and one of the core components of the Shire's Integrated Planning and Reporting Framework. It gives effect to a four-year period of the Strategic Community Plan and is pivotal in ensuring that the short and medium-term commitments are both strategically aligned and affordable.

A Corporate Business Plan quarterly progress report has been prepared for Council to deliver a brief update against all agreed projects and actions, and to demonstrate that work towards planned objectives is progressing.

REPORT DETAIL

The Progress Report structure reflects that set out in the Towards Waroona 2034 – Corporate Business Plan 2025 - 2029. Actions and projects are grouped under objectives, which align with the strategies from the five key focus areas and aspirations in the Strategic Community Plan: Our Community, Our Economy, Our Environment, Our Built Assets, and Our Leadership.

A quarterly progress comment has been provided against most projects and actions by the responsible officer and lead department.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN



Focus Area	Our Leadership
Aspiration	To embed strong leadership through good governance, effective communication and ensuring value for money
Objective	5.1 A sustainable future through embracing change, applying technological advancement and pursuing efficiencies
Strategy	5.1.1 Establish a strong corporate governance framework to ensure high standards of integrity, ethics and accountability, and pursue professional development opportunities

OTHER STRATEGIC LINKS

Towards Waroona 2034 – Corporate Business Plan 2025 - 2029

STATUTORY ENVIRONMENT

Not Applicable

SUSTAINABILITY & RISK CONSIDERATIONS

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

The Progress Report details current activities and progress against agreed Corporate Business Plan economic objectives.

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

The progress report details current activities and progress against agreed Corporate Business Plan community objectives.

Environment – (Impact on environment’s sustainability and climate change)

The progress report details current activities and progress against agreed Corporate Business Plan environmental objectives.

Policy Implications

Nil.

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	A councillor may subsequently be uninformed in the event they receive an enquiry from a member of the community regarding current Shire projects, as they have not received regular updates against planned corporate business objectives.
Consequence	2 - Minor
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Council’s endorsement of the recommendation of this report will mitigate the likelihood of this risk coming into effect.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION



Progress information has been provided by assigned responsible officers across all Shire departments.

Aboriginal Consultation

Nil

RESOURCE IMPLICATIONS

Financial

Nil.

Workforce

Nil.

CONCLUSION

A Corporate Business Plan progress report has been prepared for council to deliver a brief update against all agreed projects and actions, and to demonstrate that work towards planned objectives is progressing. Council is requested to review and receive the Corporate Business Plan – Quarterly Progress Report October to December 2025.



11.3.5 Shire of Waroona Fencing Local Law 2026	
File Ref:	LE.6 – Laws and Enforcement – Local Laws – Fences
Previous Items:	Nil
Applicant:	N/A
Author and Responsible Officer:	Senior Governance Officer; Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Numbers:	11.3.5 A – Shire of Waroona Fencing Local Law 2026 – with tracked changes 11.3.5 B – Proposed Shire of Waroona Fencing Local Law 2026

OFFICER RECOMMENDATION

That Council:

1. **adopts the *Shire of Waroona Fencing Local Law 2026*, as presented at Appendix 11.3.5 B, in accordance with section 3.12 of the *Local Government Act 1995*;**
2. **authorises the application of the Shire of Waroona Common Seal to the *Shire of Waroona Fencing Local Law 2026*;**
3. **authorises the Shire President and Chief Executive Officer to sign and execute all matters relating to the *Shire of Waroona Fencing Local Law 2026*; and**
4. **approves for the Chief Executive Officer to –**
 - a. **publish in the Government Gazette the *Shire of Waroona Fencing Local Law 2026*, as adopted;**
 - b. **forward a copy of the adopted local law to the Departmental CEO – Director General of the Department of Local Government, Industry Regulation and Safety;**
 - c. **give local public notice of the adoption of the local law; and**
 - d. **complete and submit an explanatory memorandum, statutory procedures checklists and other supporting information on the local law to the Joint Standing Committee on Delegated Legislation.**

IN BRIEF

- On 27 August 2024, Council resolved for the Chief Executive Officer to commence the process to make a Shire of Waroona Fencing Local Law 2026.
- The proposed local law prescribes a sufficient fence and standards for the construction of fences throughout the district.
- The intended effect is to establish the minimum requirements for fencing within the district.
- Several amendments were made to the draft local law and Council suspended the local law-making process for further discussion in November 2024.



- On 25 February 2025, Council resolved to re-commence the local law-making process and a copy of the draft local law was sent to Department of Local Government, Industry Regulation and Safety (Department) for review.
- Comments received by the Department in January 2026 resulted in minor findings only.
- Council's adoption of the proposed Shire of Waroona Fencing Local Law 2026 is recommended.

BACKGROUND

The current Shire of Waroona Fencing Local Law 2014 (Fencing Local Law) was adopted by Council in November 2014.

At its ordinary meeting on 27 August 2024, Council resolved to commence the Shire of Waroona Fencing Local Law review process and approved for the Chief Executive Officer (CEO) to undertake local advertising that invites public submissions in relation to the draft local law.

Following Council's resolution but prior to local advertising, officers decided to amend the draft and present to Council again in November 2024. As the proposed amendments to the Fencing Local Law were considered significant, re-commencement of the local law-making process was necessary, in accordance with section 3.12 of the *Local Government Act 1995*.

At its November 2024 ordinary council meeting, Council resolved to suspend the process to further discuss the draft at a Council briefing session. Significant amendments were made to the content and new clauses were added. Council resolved to re-commence the local law-making process in February 2025. A copy of the draft local law was provided to the Department as a result for review and comment.

In January 2026, the Department provided comments suggesting minor amendments which have now been applied. The details of these suggested amendments are outlined in the report detail.

REPORT DETAIL

Following comments received from the Department in January 2026, several minor amendments have been made to the draft Shire of Waroona Fencing Local Law 2026 since its presentation to Council on 25 February 2025. These include:

- Whole document -
 - (a) Title change from "...Local Law 2025" to *Local Law 2026*.
 - (b) Minor amendments to clause references and headings throughout document.
- Definitions and Interpretations -
 - (a) On advice from the Department, **AS/NZS** has been changed to **AS 3700:2018 Masonry Structures**, correcting the definition of the standard, and including the availability of the standard, from the Shire, at no cost.
 - (b) Removed the definition of '**Building Code**,' as the local law no longer refers to it.
 - (c) On advice from the Department, deleted all boxed notes containing direct definition excerpts from legislation. These references may potentially become misleading if the applicable legislation is changed in the future.
- Schedule 1 & 2 -
 - (a) Corrected reference to Masonry Structures standard.



Following council adoption, the Shire of Waroona Fencing Local Law 2026 will be forwarded to the State Law Publisher for gazettal, advertised via local public notice and sent to WA Parliament's Joint Standing Committee on Delegated Legislation accompanied by an Explanatory Memorandum.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Leadership
Aspiration	To embed strong leadership through good governance, effective communication and ensuring value for money
Objective	5.1 A sustainable future through embracing change, applying technological advancement and pursuing efficiencies
Strategy	5.1.1 Establish a strong corporate governance framework to ensure high standards of integrity, ethics and accountability, and pursue professional development opportunities

OTHER STRATEGIC LINKS

N/A

STATUTORY ENVIRONMENT

Procedure for Making Local Laws

Section 3.12 of the *Local Government Act 1995* (the Act) refers to the procedure for making local laws.

Council may make local laws in accordance with Part 3 of the Act and in so doing, all local laws are then to be reviewed within fifteen years of their commencement date, in accordance with s.3.16 of the Act.

The process of adopting or amending a local law is set out in section 3.12 of the Act and is summarised in Table 1 below with further information provided following the table.

Table 1 - Timeline for making local law.

Task	LGA Section	Effective Date
Report to Council for approval to advertise proposed new Local Law. <i>(President to give notice of the purpose and effect to the meeting of the proposed local law).</i>	3.12(2)	Tuesday, 25 February 2025 complete
Give local public notice and make copies available to the general public.	3.12(3)(a)	<u>Harvey Waroona Reporter</u> – Tuesday, 11 March 2025 complete
Give copy of the proposed local law and the notice to the Department CEO – Director General of the Department of Local Government, Industry Regulation and Safety.	3.12(4)	Friday, 21 March 2025 complete



Task	LGA Section	Effective Date
Closing date for submissions to be received (not less than 6 weeks).	3.12(4)	Friday, 2 May 2025 (52 days) complete
Consider submissions and report back to Council to determine* whether to make a Local Law. <i>* absolute majority required.</i>	3.12(3)(b)	Tuesday, 25 February 2026
Publish Local Law in Government Gazette and give copy to the Departmental CEO	3.12(5)	Tuesday, 10 March 2026
Give local public notice advising that the new law has been made, the title, and make copies available to the general public.	3.12(6)	Tuesday, 17 March 2026
Prepare explanatory memorandum and submit with copy of the new Local Law to Parliamentary Joint Standing Committee on Delegated Legislation.	3.12(6)	Friday 20 March 2026

Local Government Act 1995

s.3.16 Periodic review of local laws

- i. Within a period of 15 years after the day on which a local law commenced or a determination in respect of the local law was last made under subsection (4), as the case requires, a local government must carry out a review of the local law to determine whether it considers that the local law should be repealed, be amended or remain unchanged.
- ii. The local government is to give local public notice stating that —
 1. the local government proposes to review the local law; and
 2. a copy of the local law may be inspected or obtained at any place specified in the notice; and
 3. submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.
- iii. After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.
- iv. After the report has been submitted to its council, the local government must determine* whether it considers that the local law should be repealed, be amended or remain unchanged.

** Absolute majority required.*
- v. If no determination is made under subsection (4) within the applicable 15-year period under subsection (1), the local law is repealed at the end of that period.
- vi. If a local law is repealed by subsection (5), the local government must, not later than 14 days after the end of the applicable 15-year period —



- (a) give notice of the repeal to —
 - (i) the Departmental CEO; and
 - (ii) if a department of the Public Service other than the Department assists in the administration of an Act under which the local law was made — the chief executive officer of that other department;

and

- (b) publish notice of the repeal in the *Gazette*; and
- (c) give local public notice of the repeal.

vii. If different provisions of a local law commenced on different days, the local law is taken, for the purposes of this section, to have commenced on the earliest of those days.

viii. This section does not apply to a local law if all it does is amend the text of, or repeal, a local law.

3.12. Procedure for making local laws

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) Subject to subsection (3A), the local government is to —
 - 1. give local public notice stating that —
 - (i) the local government proposes to make a local law the purpose and effect of which is summarised in the notice; and
 - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
 - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;

and

- 2. as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to —
 - (i) the Departmental CEO; and
 - (ii) if a department of the Public Service other than the Department assists in the administration of an Act under which the local law is proposed to be made — the chief executive officer of that other department;

and



3. provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
 - (3A) The local government may, at the council meeting referred to in subsection (2), determine to proceed under subsection (3C) instead of subsection (3) if all the proposed local law would do is adopt, wholly and without modification —
 - (a) a model local law; or
 - (b) a model local law except certain provisions that the local government determines, at the council meeting referred to in subsection (2), are not relevant to the local government and the district.
 - (3B) In subsection (3A)(a) and (b), references to a model local law include an amendment of a model local law.
 - (3C) If the local government determines to proceed under this subsection, the local government must —
 - (a) publish a notice on the local government’s official website stating that —
 - (i) the local government proposes to make a local law the purpose and effect of which is summarised in the notice; and
 - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
 - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 3 weeks after the notice is published;

and

 - (b) as soon as the notice is published, give a copy of the notice to —
 - (i) the Departmental CEO; and
 - (ii) if a department of the Public Service other than the Department assists in the administration of an Act under which the local law is proposed to be made — the chief executive officer of that other department;
 - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (4) After the last day for submissions under subsection (3) or (3C) (as the case requires), the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.
* *Absolute majority required.*
- (5) After making a local law, the local government must —
 - (a) publish the local law in the Gazette; and
 - (b) give a copy of the local law to —
 - (i) the Departmental CEO; and
 - (ii) if a department of the Public Service other than the Department assists in the administration of an Act under which the local law is made — the chief executive officer of that other department.
- (6) After the local law has been published in the Gazette the local government is to give notice in the required way —



- (a) stating the title of the local law; and
 - (b) summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - (c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.
- (6A) For the purposes of subsection (6), the required way for giving a notice is as follows —
- (a) if the local government proceeded under subsection (3) — by local public notice;
 - (b) if the local government proceeded under subsection (3C) — by notice published on the local government's official website.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section —
making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

SUSTAINABILITY & RISK CONSIDERATIONS

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

Nil.

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

Nil.

Environment – (Impact on environment's sustainability and climate change)

The Fencing Local Law will continue to promote the protection of native flora and fauna by setting out construction specifications, preventing damage to nature reserves by containing livestock and domestic animals, reducing spread of diseases by limiting access to natural bushland, and encouraging sustainable land use.

Policy Implications

N/A

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Non-compliance with the local law review requirements stipulated by the <i>Local Government Act 1995</i> .
Consequence	3 - Moderate
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Scheduled review of all local laws within the 8 years statutory requirement.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION



- Local advertising and display of public notices relating to the proposed local law that invited public submission for a minimum of 6 weeks.
- Departmental CEO (Director General) and officers of the Department of Local Government, Sport & Cultural Industries.

Aboriginal Consultation

Nil

RESOURCE IMPLICATIONS***Financial***

The cost of making the proposed local law which includes advertising and gazettal is approximately \$3,000. Funds are available in the 2025/2026 budget for the project cost.

Workforce

Nil.

CONCLUSION

It is recommended that Council completes the process under the *Local Government Act 1995* to make the proposed Shire of Waroona Fencing Local Law 2026, following the procedure outlined in section 3.12 of the Act. The Fencing Local Law intends to prescribe a sufficient fence, standards, and minimum requirements for the construction of fences throughout the district.



11.3.6 ELP001 & ELP003 Policy Amendments – Continuing Professional Development during final months of Elected Member Term	
File Ref:	CM.7 – Corporate Management – Policy – Policy Register – Policy Reviews
Previous Items:	Nil
Applicant:	Not applicable
Author and Responsible Officer:	Corporate Planning & Governance Officer; Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Numbers:	11.3.6 A – ELP001 – Elected Members Fees, Allowances and Reimbursements, with tracked changes 11.3.6 B – ELP003 – Elected Member Continuing Professional Development, with tracked changes

OFFICER RECOMMENDATION

That Council approves amendments to elected member policy (ELP) 001 - Elected Members Fees, Allowances and Reimbursements, and ELP003 – Elected Member Continuing Professional Development, as per Appendices 11.3.6 A and 11.3.6 B respectively.

IN BRIEF

- ELP001 – Elected Member Fees, Allowances and Reimbursements was last reviewed by Council in May 2025.
- ELP003 - Elected Member Continuing Professional Development was last reviewed by Council in July 2024.
- Regulation 37 of the *Local Government (Administration) Regulations 1996* was introduced in October 2023, regulating reimbursements paid to Councillors for participation in professional development activities during the last three months of their term.
- Amendments have been made to ELP001 and ELP003 to apply the new statutory provisions of Admin Reg 37.

BACKGROUND

The objectives of Council's policies are:

- To provide Council with a formal written record of policy decisions.
- To provide staff with clear direction to respond to issues and act in accordance with the Council's direction.
- To enable councillors (elected members) to adequately handle general enquiries relating to the role of Council.
- To enable the Council to maintain a process to continually review policy decisions and to ensure they are in keeping with the community expectations, current legislative trends, and circumstances.
- To enable residents to obtain immediate advice on matters of Council Policy.

Council policy ELP001 - Elected Members Fees, Allowances and Reimbursements (ELP001) has been adopted under section 5.129 of the *Local Government Act 1995* (LGA), which provides that if elected members are required to complete training or continue professional development, the local government can choose to pay or reimburse the associated costs.



Additionally, ELP001 sets the parameters for the payment of such fees, allowances, and reimbursement of expenses.

Policy ELP003 - Elected Member Continuing Professional Development (ELP003) exists as a legislative requirement under section 5.128 of the LGA to ensure elected members meet and comply with the prescribed professional development requirements under the LGA and to further encourage elected member-related development opportunities.

Regulation 37 of the *Local Government (Administration) Regulations 1996* (Admin Reg 37) came into effect on 19 October 2023. This regulation provides that a 'Training Fees and Expenses Policy,' adopted under section 5.129 of the LGA, must not allow for the payment of a fee or reimbursement of an expense in relation to elected member participation in professional development:

- in the final three months of their term;
- after they have given notice of resignation; or
- while they are suspended.

The adoption of a policy under section 5.129 (Fees and Expenses) of the LGA is optional. As the Shire of Waroona have adopted an elected members fees, allowances and reimbursements policy (ELP001), Admin Reg 37 applies; It also applies to ELP003 which establishes Council's position on Continuing Professional Development.

ELP001 and ELP003 now require amendment to include the requirements outlined in Admin Reg 37, which prevent fees and reimbursements being paid directly to elected members for continuing professional development under the described circumstances.

REPORT DETAIL

ELP001 and ELP003 have been amended to comply with Admin Reg 37, which provides that local governments are unable to pay a fee or reimburse an expense in relation to continuing professional development during the final three months of an elected member's term, following resignation, or whilst suspended. However, the Department of Local Government, Industry Regulation and Safety have advised that local governments are not prevented from *paying providers directly*, for elected member training or conference attendance.

In response to this advice, and to allow elected members to continue to attend the annual Western Australian Local Government Association (WALGA) Local Government Convention in their final year of term, it is recommended that Council approve the following amendments to ELP001 and ELP003.

ELP001 - Elected Members Fees, Allowances and Reimbursements

3.6 – Reimbursement of expenses

Clause amended to state that reimbursement of travel costs, meals, and accommodation specifically associated with attendance at (WALGA) events shall not be made during the caretaker period for elected members whose term will end at the end of the caretaker period, for whom the Shire of Waroona will pay direct to suppliers for the costs associated with conference attendance.

3.7 – Professional Development Participation Exceptions

Clause added to reflect Admin Reg 37 requirements regarding the exclusion of payments or reimbursement of fees relating to elected member participation in continuing professional development:



- in the final three months of the elected member's term;
- after the member has given notice of resignation; or
- while they are suspended.

ELP003 - Elected Member Continuing Professional Development

3.5 – Professional Development Participation Exceptions

Clause added as per ELP001 amendments, above.

ELP001 and ELP003, showing tracked changes, are presented as **Appendix 11.3.6 A and 11.3.6 B** respectively.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Leadership
Aspiration	To embed strong leadership through good governance, effective communication and ensuring value for money
Objective	5.1 A sustainable future through embracing change, applying technological advancement and pursuing efficiencies
Strategy	5.1.1 Establish a strong corporate governance framework to ensure high standards of integrity, ethics and accountability, and pursue professional development opportunities

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

The *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* provide the broad framework within which ELP001 and ELP003 operate.

SUSTAINABILITY & RISK CONSIDERATIONS

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

Changes to the way annual WALGA Local Government Convention is paid by the Shire for elected members during the final three months of their active terms. However, such changes will have no effect on budgeted funds and spending associated with their attendance.

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

Nil

Environment – (Impact on environment's sustainability and climate change)

Nil

Policy Implications

ELP001 and ELP003 will be amended following Council's resolution to adopt the proposed policy changes.

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
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Risk	Failing to regularly review legislated elected member policies may indicate poor governance, and result in non-compliance with legislative requirements and unclear direction to elected members.
Consequence	3 - Moderate
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Council's endorsement of the recommendation of this report will mitigate the likelihood of this risk coming into effect.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Nil

Aboriginal Consultation

Nil

RESOURCE IMPLICATIONS

Financial

Nil.

Workforce

Not applicable.

CONCLUSION

Council is advised to approve amendments to Council policies ELP001 - Elected Members Fees, Allowances and Reimbursements, and ELP003 – Elected Member Continuing Professional Development. The proposed amendments will ensure that ELP001 and ELP003 comply with regulation 37 of the *Local Government (Administration) Regulations 1996*, removing the Shire's ability to pay a fee or reimbursement to an elected member for continuing professional development during the final three months of their term, following notice of resignation, or whilst suspended.



11.3.7 FP003 – Purchase Orders Authority, and FP004 Corporate Purchasing & Credit Card Policy Amendments	
File Ref:	CM.7 – Corporate Management – Policy – Policy Register – Policy Reviews
Previous Items:	Nil
Applicant:	Not Applicable
Author and Responsible Officer:	Manager Corporate Services; Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.3.7 A – FP003 – Purchase Orders Authority with tracked changes 11.3.7 B – FP004 – Corporate Purchasing & Credit Cards with tracked changes

OFFICER RECOMMENDATION

That Council approves amendments to Council Policy FP003 – Purchase Orders Authority and FP004 Corporate Purchasing & Credit Cards, as per Appendices 11.3.7 A and 11.3.7 B respectively.

IN BRIEF

- FP003 – Purchase Orders Authority policy was last reviewed and adopted by Council in July 2025.
- FP004 – Corporate Purchasing & Credit Cards was last reviewed in and adopted in July 2025.
- Amendments to policies FP003 and FP004 are required to include credit card and purchasing limits for the Manager Works and Waste Services and remove the Senior Waste and Environmental Officer position.
- Additionally, there is a title change for the Manager Community Development to the Manager Community & Economic Development.

BACKGROUND

The objectives of the Council's Policies are:

- To provide Council with a formal written record of policy decisions.
- To provide Council staff with clear direction to respond to issues and act in accordance with the Council's direction.
- To enable Councillors to adequately handle general enquiries relating to the role of Council.
- To enable the Council to maintain a process to continually review policy decisions and to ensure they are keeping with the community expectations, current legislation trends, and circumstances.
- To enable residents to obtain immediate advice on matters of Council Policy.

Council policies 'FP003 – Purchase Orders Authority' and 'FP004 Corporate Purchasing & Credit Cards' are essential and used daily. These policies ensure strict compliance with accounting regulations and internal controls.

REPORT DETAIL

It is recommended that Council approve the following amendments to FP003 – Purchase Orders Authority:



Recommendation
Add new position and purchasing authority:
Manager Works and Waste Services
<ul style="list-style-type: none"> - Specific authority to issue orders of an operational and capital nature within the Directorate to the value of \$24,999. - General Authority (outside of Directorate) to purchase up to \$7,500.
Senior Waste and Environmental Officer
Delete position.
Amend Manager Community Development to Manager Community & Economic Development

It is recommended that Council approve the following amendments to FP004 – Corporate Purchasing and Credit Cards:

Recommendation
Amend list of individual card holders:
Add – Manager Works and Waste Services with a limit of \$5,000.
Amend – Manager Community Development to Manager Community & Economic Development
Business Credit Card facility
Increase value to \$77,000

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Leadership
Aspiration	To embed strong leadership through good governance, effective communication and ensuring value for money
Objective	5.1 A sustainable future through embracing change, applying technological advancement and pursuing efficiencies
Strategy	5.1.1 Establish a strong corporate governance framework to ensure high standards of integrity, ethics and accountability, and pursue professional development opportunities

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which FP004 operate.

SUSTAINABILITY & RISK CONSIDERATIONS

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

Changes to purchase order authorities and credit card spending limits will have no effect on budgeted funds and spending.



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

Nil

Environment – (Impact on environment’s sustainability and climate change)

Nil

Policy Implications

FP003 and FP004 are due to be reviewed again in March 2028 or earlier as required.

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Failing to regularly review policies may indicate poor governance, and result in non-compliance with legislative requirements and unclear direction to employees.
Consequence	3 - Moderate
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Council’s endorsement of the recommendation of this report will mitigate the likelihood of this risk coming into effect.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

Nil

Aboriginal Consultation

Nil

RESOURCE IMPLICATIONS**Financial**

Nil

Workforce

Not applicable.

CONCLUSION

Council is advised to approve amendments to FP003 – Purchase Orders Authority, and FP004 - Corporate Purchasing & Credit Cards with additional credit card and purchase authority to be issued to the Manager Works and Waste Services and a title amendment to the Manager Community & Economic Development.



11.3.8 Budget Review for the Period 1 July 2025 to January 2026	
File Ref:	FM.6 – Financial Management – Budgeting
Previous Items:	SCM25/08/109 - Adoption of the Shire of Waroona 2025/2026 Annual Budget OCM25/09/134 - Proposed Budget Amendment 25/26 Budget – CAT 120H Grader Repairs (P25) OCM25/10/166 - Regional Road Group Funding – RC82 Preston Beach Road – Proposed Loan #125 OCM25/11/185 – Various Budget Amendments OCM25/12/201 – Various Budget Amendments
Applicant:	Nil
Author and Responsible Officer:	Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Numbers:	11.3.8 - Budget Review Financial Statements

OFFICER RECOMMENDATION

That Council:

- 1. receives the 2025/2026 budget review as per Appendix 11.3.8 for the period 1 July 2025 to 31 January 2026; and**
- 2. adopts the amendments proposed in Appendix 11.3.8 Note 4 to the 2025/2026 budget.**

IN BRIEF

Council is required to conduct a review of the adopted annual budget between 1 January and 28 February each financial year and submit the review to Council by 31 March.

The review must assess the Shire's financial performance for the period 1 July to at least 31 December, consider the current financial position as at the date of review, and evaluate the projected year-end position against the adopted budget. It also includes updated estimates, actual income and expenditure to date, and revised forecast end-of-year amounts for each budget line item.

Following Council's determination (absolute majority), a copy of the adopted review and resolution must be submitted to the Department of Local Government, Industry Regulation and Safety within 14 days.

The attached report (Appendix 11.3.8) provides a detailed analysis of the Shire's financial position as of 31 January 2026, together with proposed budget amendments to ensure the 2025/26 Annual Budget remains aligned with projected year-end outcomes and maintains a balanced position.

BACKGROUND

Between 1 January and the last day of February of each year, a local government is to review its annual budget for that year. The review is to be submitted to Council on or before the 31 March of that financial year.

The review of the annual budget for the financial year must –



- 1) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
- 2) consider the local government’s financial position as at the date of the review; and
- 3) review the outcomes for the end of that financial year that are forecast in the budget; and
- 4) include the following —
 - (i) the annual budget adopted by the local government;
 - (ii) an update of each of the estimates included in the annual budget;
 - (iii) the actual amounts of expenditure, revenue, and income as at the date of the review;
 - (iv) adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end-of-year amount for the item.

Within 14 days after a council has made a determination, a copy of the review is to be submitted to the Department of Local Government, Industry Regulation and Safety (LGIRS).

Included with the agenda in Appendix 11.3.8 is a detailed financial report (including predicted financial position as of 30 June 2026) pertaining to the 2025/2026 budget. The report covers the 7-month period to 31 January 2026 by which this review is based.

REPORT DETAIL

Since the adoption of the 2025/26 Annual Budget, several budget amendments have previously been presented to and approved by Council. These amendments have already been incorporated into the current financial position and forecasts reflected in this review.

The following resolutions relate to amendments adopted during the 2025/26 financial year to date:

- OCM25/09/134 – Proposed Budget Amendment 25/26 Budget – CAT 120H Grader Repairs (P25)
- OCM25/10/166 – Regional Road Group Funding – RC82 Preston Beach Road – Proposed Loan #125
- OCM25/11/185 – Various Budget Amendments
- OCM25/12/201 – Various Budget Amendments

These approved amendments form part of the revised budget baseline against which actual income and expenditure to 31 January 2026 has been assessed.

The following sections outline the Shire’s operating and capital performance to date, together with proposed additional amendments required to align the 2025/26 Annual Budget with projected year-end outcomes.

OPERATING REVENUE

Rates

Rates income is currently marginally above the adopted budget. At this stage, Officers are not proposing a budget amendment and recommend retaining this amount to account for potential amalgamations, valuation decreases or new group rating assessments that may arise during the remainder of the financial year and result in a reduction in income received.



Grants, Subsidies and Contributions

Contribution income is higher than budgeted in several areas due to the receipt of workers' compensation insurance reimbursements. This income offsets salary expenditure paid to employees who have been absent due to workplace incidents.

There is a nil net impact on the salaries and wages budget at this stage, and no additional staff are yet to be employed to cover the extended leave periods. Management are actively progressing arrangements to engage temporary or casual staff to support service delivery until affected employees return to full capacity.

Fees and Charges

Animal control fees and charges are currently tracking below budget. This will continue to be monitored for the remainder of the financial year, and if the trend continues, adjustments will be considered as part of the 2026/27 budget process. The reduced income may reflect improved community compliance with local laws. The overall financial impact at this stage is immaterial.

Firebreak infringement income is lower than the previous year, which appears to be a positive reflection of increased resident compliance with annual firebreak notice requirements.

Health fees and charges are performing strongly, with the majority of income derived from licences and application fees.

Sanitation income is tracking in line with expectations and may partially offset reduced income from infringements in other areas if current trends continue.

Recreation fees are performing well and are forecast to exceed adopted budget estimates. This position will be reassessed at year's end, and any required amendments will be presented to Council if necessary.

Interest Revenue

Interest income from both municipal and reserve investments is tracking favourably against budget estimates. This position will be reassessed later in the financial year to ensure cash flow continues to be managed efficiently, and investment returns are optimised within the Shire's adopted investment policy framework.

CAPITAL INCOME

All budgeted capital grant contributions and subsidies are expected to be received and expended by 30 June 2026 in accordance with funding agreements.

OPERATING EXPENDITURE

Employee Costs

The overall salaries and wages budget is tracking well for the 2025/26 financial year, with total expenditure currently forecast to be approximately 94% of the adopted allocation by year's end.

Underspending in several areas has occurred due to vacancies between resignation and recruitment, internal team restructures, and circumstances where full-time positions have been temporarily filled by part-time officers. In addition, employees on workers' compensation leave have contributed to short-term variances.



A number of proposed budget amendments are included within this review to reallocate funds across service areas. These reallocations are intended to support delivery of strategic objectives, action plan commitments, adopted priorities and CEO KPIs. Overall, the projected year-end position for employee costs remains within the approved budget level.

Materials & Contracts

Expenditure relating to copying, equipment leases, printing, stationery, and postage is tracking in line with adopted budget estimates.

Advertising expenditure is currently below budget. This is primarily due to the delay in gazettal of local law updates, which is expected to occur before the end of the financial year, and deferred destination marketing expenditure, while new brochures were trialled prior to committing to further professional printing. These funds are anticipated to be expended by 30 June 2026.

ICT expenses are also tracking well against budget allocations. This position will be reviewed again at year's end. Should there be any underspend, Officers may propose a transfer to reserve to build capacity for future replacement of the Shire's corporate management system when it reaches the end of life and requires an upgrade.

Utility Charges

Street lighting and electricity expenses at the Recreation and Aquatic Centre are currently tracking above budget for the 2025/26 financial year. However, overall electricity expenditure across the organisation remains under budget, which is expected to offset the increased costs in these areas.

These trends will be considered during the preparation of the 2026/27 Annual Budget to ensure improved forecasting and allocation accuracy.

Water expenditure is currently tracking below budget and is forecast to remain under allocation by year's end. This position will be reassessed prior to 30 June, with trends and actual expenditure informing next year's estimates. Water costs are typically calculated using a three-year average; however, this can be influenced by rainfall, seasonal conditions, and operational demands.

Telephone and internet expenses are tracking in line with adopted budget estimates.

Depreciation

Depreciation expenses are tracking in line with the adopted budget estimates. It is noted that depreciation is a non-cash accounting adjustment reflecting the consumption of the Shire's assets over time and does not impact the Shire's cash flow position.

Insurance

Expenditure relating to the Shire's insurance portfolio has been finalised for the 2025/26 financial year, with all annual premiums and associated costs now processed.

Total expenditure is in line with adopted budget estimates, and no further material insurance expenses are anticipated for the remainder of the financial year.

Other Expenditure



CAPITAL EXPENDITURE

Below is a summary of all capital projects for the 2025/26 financial year, outlining the adopted budget allocation, actual expenditure to 31 January 2026, and current progress status.

The capital program is generally progressing in accordance with planned timeframes, with expenditure patterns reflecting the staged nature of project delivery. Variations between actual and budgeted expenditure at this point in the financial year largely relate to timing differences, procurement processes, and project scheduling rather than material cost overruns.

The detailed table below provides an overview of each capital project, including commentary on project status and any relevant considerations impacting delivery. There are a number of proposed amendments to some projects, which are further outlined in the Proposed Budget Amendment section of this report.

Details	Amount	Actual 31/01/26	Comments
Admin Building - Disability Access & Front Counter Renovations	16,600	13,959	In progress
Repair Records Donga Floor	4,000	-	Proposed Amendment
Admin Building - Paint Hallways and Toilets	12,000	-	In progress
Asbestos Removal Program	10,000	-	In progress
Changeover MCS Vehicle	39,500	-	In progress - ETA April
Evacuation Centre Upgrades (FC03)	54,794	1,200	In progress
Waroona Playgroup - Removal of Asbestos on Eaves	10,000	11,130	Complete
Waroona Community Centre - Repair and Paint Wall & Doorway	9,200	-	In progress
Refuse Site - Loader Bucket Modifications	25,000	21,553	Complete
Waroona Townsite - Replace Various Kerbing (US01)	25,000	15,911	In progress
Preston Beach Townsite - Replace Various Kerbing (US04)	15,000	1,155	In progress
Preston Beach Drainage Upgrade (US15)	95,000	5,614	Pending Water Corporation approval - ETA May
Waroona Townsite - Stormwater Pickup (US16)	20,000	-	In progress
Preston Beach Toilets - Install Dump Point	10,000	-	In progress
Preston Beach Community Hall - Remove Internal Wall	6,000	-	Proposed Amendment
Lake Clifton Community Centre - Paint External Timbers on Building	8,000	-	In progress
Waroona Football Club - Repair Stormwater Drainage	5,000	-	In progress
Waroona Golf Club - Removal of Asbestos	30,000	-	In progress
Waroona Cricket Club - Replace Cisterns in Toilet Block & Upgrade Plumbing	8,000	2,677	Complete - Proposed Amendment



Centennial Park - Bitumen Carpark, Install Fence (OV98)	22,800	-	On hold
Playground Equipment - Various Refurbishment	3,600	342	In progress
Jim's Kitchen - Install / Remove Gutters	4,000	-	In Progress - Proposed Amendment
Recreation & Aquatic Centre - Install Patio and Outdoor BBQ	30,000	-	In progress
Recreation & Aquatic Centre - Repair Roof Leaks	11,200	1,447	In progress
Recreation & Aquatic Centre - Investigate Gym Extension	5,000	-	In progress
Recreation & Aquatic Centre - Wall Seal Painting	1,500	-	Not commenced
Recreation & Aquatic Centre - Replacement of Pool Barrier	8,000	-	Not commenced
Recreation & Aquatic Centre - Upgrade Pool Concourse	25,000	-	In progress - ETA April
Recreation & Aquatic Centre - Replace Poolside Furniture	2,500	-	In progress
Recreation & Aquatic Centre - Replace Lane Ropes and Rope Wheel	11,400	11,726	Complete
Recreation & Aquatic Centre - Replace Various Equipment	2,340	1,889	Complete
Recreation & Aquatic Centre - Plant Upgrades	6,600	-	In progress - ETA February
Changeover MRS Vehicle	32,500	-	In progress
Roads to Recovery	449,251	180,698	In progress
Road Works Total Construction	1,749,003	408,051	In progress
McDowell Street / Shannon Avenue - Path Upgrade Stage 2 (R100)	181,763	226,272	In progress
Henning Street - Repair Pathway (R101)	20,000	-	In progress
Henning Street - Safe Footpath at Toy Library / Playgroup (R102)	20,000	15,545	Complete
Fouracre Street - Install New Footpath (R103)	15,000	15,481	Complete
Eastcott Street/Sutton Street - Repair Path / Pram Ramp (R104)	15,000	16,260	Complete
Depot - Replace Workshop Roller Door with Motorised Doors	14,000	14,545	Complete
Replace Minor Plant	22,000	-	In Progress - Proposed Amendment
Changeover Toro PLH800 Mower (P73)	49,000	36,525	In progress
Changeover Toro 3280 Mower (P71)	62,000	-	In progress
Town Entry Signage (SG02)	57,500	-	On hold
Peel Regional Trails (TR01)	1,203,240	6,019	In progress



Changeover BMC Vehicle	55,000	43,795	Complete
Waroona Community Precinct Project - Railside Park	450,000	354,075	In progress

PROJECT	BUDGET AMENDMENT	ACTUAL 31.01.2026	COMMENTS
Replace ducted air conditioner - Administration Office	15,000	-	In Progress
Install power, air conditioner, data and electrical to donga - Depot	15,000	-	In Progress
Replace computers - Library	7,500	7,179	Complete
Preston Beach Road - Reconstruct (RC82)	750,000	-	Please see above
Install AEL & ACL - Nanga Brook Road (RC89)	93,070	-	Proposed Amendment
Install AEL & ACL - Lake Clifton Road (RC88)	145,424	-	Proposed Amendment
Lake Clifton Bridge Works (BR03)	514,000	1,687	In Progress
Lake Clifton Bridge Works - Propping and Safety (BR03)	20,000	9,760	In Progress
Repair CAT 120H Grader	21,800	19,073	Complete
Lake Clifton Master Plan & Works (PK04)	80,000	-	In Progress
Roof fans for stadium courts - Waroona Recreation & Aquatic Centre	19,000	-	In Progress
Waroona Recreation & Aquatic Centre - New chairs	10,000	-	In Progress - ETA June
Rec Centre Plant Upgrade	18,875	-	Please see above

PROPOSED BUDGET AMENDMENTS

Outlined below is a summary table of the proposed budget amendments arising from the 2025/26 mid-year review.

It is noted that the overall net effect of the proposed amendments on the Shire's surplus/(deficit) position is nil, and the 2025/26 Annual Budget will remain balanced following adoption of these changes.

GL Account Code	Description	Increase in Cash	Decrease in Cash	Amended Budget
		\$	\$	\$
152020	Reallocate funding from Project Officer to Community and Economic development		(47,359)	(47,359)
100920	Reallocate funding from Project Officer to community and economic development	47,359		0



172820	Reallocate funding from building maintenance to Cleaners wages		(10,000)	(10,000)
105440	Reduce funding for Donga Floor repair	4,000		(6,000)
124740	Reduce funding for Preston Beach Community Hall - Remove Non-Compliance Internal Wall (Old Fire Shed)	6,000		0
144230	Increase income account to workers compensation reimbursements received from LGIS	120,000		120,000
144020	Increase PWO leave expense account to allow for substantial Workers Compensation expenditure		(120,000)	0
135640	Reallocate funding from capital P&E to non-capital P&E - Infrastructure expenses		(12,000)	(12,000)
135240	Reallocate funding from capital P&E to non-capital P&E - Infrastructure expenses	12,000		0
177720	Reduce business case funding account to reallocate funds to the Enviro Centre	30,000		30,000
138120	Reduce Noxious Plant Control expenditure	30,500		60,500
105030	Increase income received from other LG's for LSL entitlements paid out	11,700		72,200
123940	Increase funding for installation of a dump at Preston Beach		(20,000)	52,200
177620	Increase expenditure to the Environ Centre building maintenance account		(52,200)	0
128120	Decrease in Visitor Centre operation expenditure	750		750
127720	Decrease in Visitor Centre project costs	750		1,500
128720	Increase in training and conference expenses for Visitor Centre Officers		(1,500)	0
132040 RC89	Decrease expenditure to Nanga Brook Road	93,070		93,070
132040 RC88	Increase expenditure to Lake Clifton Road		(93,070)	0
105920	Increase in expenditure for Bushfire Mitigation Risk Coordinator (DFES funded)		(77,757)	(77,757)
107230	Increase income received for Bushfire Mitigation Risk Coordinator	77,757		0
128340	Reallocate project savings from Cricket Club Plumbing	5,323		5,323
137540	Increase expenditure to fix drainage surrounding Jims Kitchen		(5,323)	0

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN



Focus Area	Our Leadership
Aspiration	To embed strong leadership through good governance, effective communication and ensuring value for money
Objective	5.1 A sustainable future through embracing change, applying technological advancement and pursuing efficiencies
Strategy	5.1.1 Establish a strong corporate governance framework to ensure high standards of integrity, ethics and accountability, and pursue professional development opportunities

OTHER STRATEGIC LINKS

- Shire of Waroona Corporate Business Plan
- Shire of Waroona Long Term Financial Plan
- Shire of Waroona 2025/26 Adopted Annual Budget

STATUTORY ENVIRONMENT

33A. Review of budget

- (1) Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
- (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget; and
 - (d) include the following —
 - (i) the annual budget adopted by the local government;
 - (ii) an update of each of the estimates included in the annual budget;
 - (iii) the actual amounts of expenditure, revenue, and income as at the date of the review;
 - (iv) adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end-of-year amount for the item.
- (2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.



- (4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

SUSTAINABILITY & RISK CONSIDERATIONS

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

The half yearly budget review provides oversight of revenue and expenditure against adopted estimates, supporting informed decision-making and responsible resource allocation. This assists in maintaining financial stability and supporting sustainable economic outcomes for the Shire.

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

The review ensures funding remains aligned with community priorities and service delivery needs, supporting equitable access to services and maintaining community well-being.

Environment – (Impact on environment’s sustainability and climate change)

By monitoring expenditure and aligning resources with adopted plans and priorities, the review supports responsible environmental management and long-term sustainability within the Shire.

Policy Implications

Nil

Risk Management Implications

Context / Risk Category	Financial - Projects going over budget, legal costs, insurance claims, overpayments, misuse of resources
Risk	Failure to manage the Shire’s ongoing expenditure and income against budget estimates would increase the risk of a negative impact on the year-end position. Compliance with legislation is essential to ensure an unqualified audit.
Consequence	3 - Moderate
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Mid-year budget review is conducted in line with legislation. Further budget reviews are conducted at regular intervals following the mid-year review to ensure compliance with predicted income and expenditure levels by year-end. Additional budget amendments may need to be conducted in May/June
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

Consultation with all Shire Officers who are responsible for budget monitoring.

Aboriginal Consultation

N/A

RESOURCE IMPLICATIONS

Financial



Budget reviews assist in maintaining financial sustainability by ensuring that any budget to actual variances are documented and assessed for any potential end-of-year impact. Notwithstanding the above, all amendments proposed for endorsement result in the budget remaining “balanced” as detailed.

Workforce

The 2025/26 Budget Review for the period 1 July 2025 to 31 January 2026 was conducted internally by Shire Officers as part of normal financial management and reporting responsibilities. No additional workforce resources were required to complete this review.

CONCLUSION

When considering this review, staff are not aware of any circumstances currently which would likely create an adverse financial position at year-end. As with most budget reviews the timing of capital expenditure and the progress of large projects can impact not only the end-of-year position but also the subsequent financial year.

In addition to the recommendations within this report, a further review will be carried out at regular intervals up to the end of the financial year.



11.4 CHIEF EXECUTIVE OFFICER

11.4.1 Subdivision and Development of Lot 43 Eastcott St, Waroona	
File Ref:	A3738 – 1 (Lot 43) Eastcott Street
Previous Items:	OCM25/09/145 – CEO KPIs
Applicant:	Shire of Waroona
Author and Responsible Officer:	Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Numbers:	11.4.1 A – Lot 43 Eastcott St Waroona Feasibility Report 11.4.1 B – Lot 43 Eastcott St Waroona Business Plan

OFFICER RECOMMENDATION

That Council, in relation to No. 1 (Lot 43) Eastcott Street, Waroona:

1. authorises the Chief Executive Officer (CEO) to;
 - a. give Statewide public notice that it proposes to commence a major land transaction described in the notice;
 - b. make a copy of the business plan as per Appendices 11.4.1 A & B, available for public inspection in accordance with the notice and with further inclusion of loan borrowings impacts as they are made available from WA Treasury;
 - c. publish a copy of the business plan on the local government's official website;
 - d. provide any submissions back to Council for its consideration, after the last day for submissions.

IN BRIEF

The Shire of Waroona has freehold ownership of the property at lot 43 Eastcott St, Waroona. The property is suitable for residential subdivision for up to seven additional houses, two being freehold and five being strata. In addition there is an existing tenanted house on the property which brings the total to a potential eight lots.

An assessment of the planning, engineering, financial metrics for the property has been carried out and given housing demand, it is recommended that Council resolve to proceed with giving statewide notice and seeking submissions on the proposal.

BACKGROUND

Lot 43 Eastcott St, Waroona is owned freehold by the Shire of Waroona. As such it is not Crown land and the Shire therefore is able to do anything lawful in respect to this lot, including selling, subdividing or building on the land, subject to normal approval processes.

The land is an unusual L shape, with an area = 4,102m² and contains an existing fenced house on the lot which yields rental income to the Shire.



REPORT DETAIL

A Feasibility and Business Plan Report has been prepared for the subject property, which is provided in Appendix 11.4.1 A. The report deals with the following topics:

- Land tenure
- Planning considerations
- Approvals
- Utilities
- Real Estate Demand
- Development Scenarios
- Financial Modelling and Preferred Scenarios
- Borrowing, Debt Service Capacity and Rates Impact
- Project Budget
- Sensitivity and Risk
- Project Delivery

Seven Scenarios were assessed.

Scenario						
1	2	3	4	5	6	7
Do nothing (rent existing house)	Sell full property as is	Subdivide & sell, retain existing house	Subdivide & sell full property	Subdivide, build and sell full property	Subdivide, build and sell, retain existing property	Subdivide, build, rent full property

The analysis undertaken for the development of lot 43 Eastcott St, Waroona has taken a broad approach to assess not only the costs and benefits of development in various scenarios, but also the impact of continuing on the same path (Scenario 1). Three Scenarios show benefit to the Shire, being Scenarios 3, 4 & 7. Risk can be mitigated should there be the need to liquidate through sale of individual lots.

It is recommended that the Shire issue the business plan (Appendix 11.4.1 B) in order to obtain feedback on this proposal.

Project Timeline

A project timeline is in Appendix 11.4.1 A. In summary the timeline is:

- Project initiation phase is complete with this report. Council must determine whether to proceed with the proposal at the April 2026 ordinary meeting of Council once the consultation is complete.
- Planning phase will run until February 2027.
- Subdivision construction from March 2027 until December 2027.
- House construction will run from January 2028 until May 2029.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Built Assets
Aspiration	To build and effectively manage our assets to continually improve our standard of living
Objective	2.1 Develop an economy that is focused on growth, knowledge and innovation, and infrastructure, and protects prime agricultural land



Strategy	4.2.1 Plan and effect appropriate maintenance, renewal, replacement and disposal of assets
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OTHER STRATEGIC LINKS

At the December 2025 ordinary Council meeting, Council resolved the following key performance indicators for the CEO:

Investigate rates equity and income options.

As an income option, investigate the feasibility of subdividing and developing the Council owned blocks on Eastcott Street to generate revenue for the shire. This includes necessary approvals, developing a project plan, financial details and presenting a recommendation to Council.

Feasibility/Business Case - February 2026 Council meeting with a recommendation.

Submission of subdivision application - May 2026.

STATUTORY ENVIRONMENT

Local Government Act 1995, section 6.20 Power to borrow.

A local government can borrow to undertake its functions and exercise its powers. Where that borrowing has not been included in the annual budget one month's notice must be provided and the resolution to borrow must be by absolute majority.

Local Government Act 1995, section 6.21 Restrictions on borrowing.

Credit or financial accommodation is only to be secured by giving security over the general funds of the local government. The Treasurer may give direction to a local government with respect to the exercise of its power to borrow.

Local Government Act 1995, section 3.59. Commercial enterprises by local governments

Land transaction means an agreement, or several agreements for a common purpose, under which a local government is to —

- (a) acquire or dispose of an interest in land; or
- (b) develop land;

Major land transaction means a land transaction other than an exempt land transaction if the total value of —

- (a) the consideration under the transaction; and
- (b) anything done by the local government for achieving the purpose of the transaction, is more, or is worth more, than the amount prescribed for the purposes of this definition...

(2) Before it ... enters into a major land transaction; or (c) enters into a land transaction that is preparatory to entry into a major land transaction, a local government is to prepare a business plan.

(3) The business plan is to include an overall assessment of the major trading undertaking or major land transaction and is to include details of —

- (a) its expected effect on the provision of facilities and services by the local government; and



- (b) its expected effect on other persons providing facilities and services in the district; and
- (c) its expected financial effect on the local government; and
- (d) its expected effect on matters referred to in the local government's current plan prepared under section 5.56; and
- (e) the ability of the local government to manage the undertaking or the performance of the transaction; and
- (f) any other matter prescribed for the purposes of this subsection.

Local Government (Functions and General) Regulations 1996, Regulation 8A. Amount prescribed for major land transactions; exempt land transactions prescribed

Reg 8A.(2) states that a major land transaction is the lesser of \$2,000,000 or 10% of previous year's operating expenditure (10% of \$11,886,452 = \$1,188,645).

The development of the subject properties is a "land transaction" and also a "major land transaction", as the development price is more than \$1,188,645. A business case is therefore required.

SUSTAINABILITY & RISK CONSIDERATIONS

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

Development of lot 43 Eastcott Street, Waroona will potentially bring seven new houses to the town and provide key worker accommodation.

Development of the property will value add to existing freehold land owned by the Shire on behalf of the community. In the medium term this will increase the net wealth of the Shire through generation of rental income and capital growth of land.

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

Increasing housing stock in Waroona townsite brings more people to town and amplifies social opportunities for the community.

Environment – (Impact on environment's sustainability and climate change)

The development is proposed for a site that is largely cleared and suitable for housing. It is already serviced by power, water and communications. Waroona townsite is within a "sewer sensitive area" meaning that the property can't be subdivided into less than 1,000m² lots except where the property can be connected to scheme sewer. This protects groundwater from septic leaching. Fortunately, this property is connected to scheme sewer, meaning it reduces the groundwater pollution potential, and can be subdivided into lots smaller than 1,000m².

The two freehold lots to be developed on the south end of the property contain large trees. Every effort will be made to ensure they are retained. Furthermore an area of public open space will be provided at the southern end of the lot. In reality this overlaps with no. 5 Eastcott Street, which has the arts facility. The business plan examines the option of developing one less lot due to the presence of significant trees.

At the scale of this development the impact on climate change is indeterminate.

Policy Implications

Development of the subject property will require Council to take out a loan of up to \$4,073,000 to develop the properties. In relation to debt Council has the policy Debt Service Coverage Ratio - [FP032-Debt-Service-Coverage-Ratio.pdf \(waroona.wa.gov.au\)](#)



As a baseline for Shire's ability to service loans an assessment of the Shire's Debt Service Coverage Ratio as of 2024/25 has been calculated. The Shire's Debt Service Coverage Ratio stands at 13.07, well above the benchmark score of 2.0. The Shire's Financial Health Index (FHI) score is 100/100, indicating the Shire is in a sound financial position.

Three loan scenarios are assessed below:

- Scenarios 3 & 4 (subdivision only) \$ 612,000
- Scenario 7 (subdivide, build, rent) without grant support \$ 4,073,000
- Scenario 7 with grant support \$ 2,810,370

The Shire's Loan Size, Capacity and impact on rates is modelled below for each preferred Scenario.

In addition to debt servicing an assessment of the relative impact on rates is provided, based on 1% rates being approximately \$65,000. Waroona's Debt Service Coverage Ratio remains above 2.0 in all loan options, even factoring in the more conservative approach with includes the repayment of the principal component of the loan, meaning the Shire still has solid debt service capacity.

Risk Management Implications

Context / Risk Category	Financial - Projects going over budget, legal costs, insurance claims, overpayments, misuse of resources
Risk	Adverse Impact on Financial Sustainability of the Shire of Waroona given the scale of the financial commitment.
Consequence	4 - Major
Likelihood	3 - Possible
Risk Rating, prior to treatment	High (10-19)
Key Controls / Treatment	Engagement of professionals with subdivision and house development skills and experience.
Risk Acceptance	Monitor - Risk acceptable with adequate control

A significant risk mitigation exists for the development of the property in that once subdivided, or once built, the Shire can exercise an option to sell either land only in the case of subdivision being completed, or land and house lots once constructed. This has the benefit of reducing loan burden to the Shire at any time.

It is only during the build periods with contracts let, that project delays can impose extra financial costs on the Shire.

The Appendix 11.4.1 A report provides sensitivity assessment in relation to worst and best outcomes.

The current assessment provides a like-for-like assessment of the various scenarios. WA Treasury will provide additional modelling information based on principle and interest repayments on loan borrowings. Once available this will be added to the Business Plan and Feasibility Report.

CONSULTATION



One month's public consultation is required under the Local Government Act 1995, s 3.59 should Council resolve to move forward with this proposal. The Shire's business plan is made available for this purpose.

Aboriginal Consultation

Lot 43 Eastcott St, Waroona is within Aboriginal Heritage Lodged Place 3309. The Department of Planning Lands and Heritage has led a survey project in consultation with Gnaala Karla Boodja Corporation representatives to identify the location of any Aboriginal heritage within Waroona Town and have produced a report on this matter. This report is now with the Gnaala Karla Boodja Corporation before final release.

The report will clarify whether section 16 or 18 approvals are required under the Aboriginal Heritage Act 1972. If they are required this may add approximately six to nine months to the project timeline.

RESOURCE IMPLICATIONS

Financial

Model Inputs and Analysis

Treasury WA have undertaken the modelling for this proposal using the inputs provided by the Shire (Appendix 11.4.1 A). The subdivision cost estimate, project management costs have been developed in-house with data from the various approval entities and utilities providers for their application and works costs. House build costs were derived from the Rawlinson's estimating guide, with further local knowledge on house build costs provided from a local Waroona real estate firm. They also provided house rent and sale price information. WA Treasury will also provide loan borrowings information for this proposal.

Rates Impact

A useful measure for how much the loan will cost to repay is to provide the amount by which rates would need to rise to service the loan. The rates impact for the three scenarios is:

- Scenario 3 & 4 (subdivision only) 1.13%
- Scenario 7 (subdivide, build, rent) without grant support
 - Without net rental income 6.83%
 - With net rental income 3.81%
- Scenario 7 (subdivide, build, rent) with grant support
 - Without net rental income 4.71%
 - With net rental income 1.70%

In the case of Scenario 7, particularly during the project build period the Shire will need to rationalize its operating and capital expenditure to support the higher cost of servicing the loan.

Opportunity Cost

It is noted that taking this loan reduces the Shire's capacity for other projects or delays their implementation, due to prioritizing loan funding to this project. This includes projects relating to the Town Revitalisation Strategy, the Sport and Recreation Plan, the Trails project and other new capital works. Grant funding of these projects nevertheless remains an option, though with less capacity for the Shire to contribute.

Scenario Assessments

Scenarios 1 and 2 are particularly useful as baseline information and show what happens should the Shire either maintain the status quo or yield an immediate by selling the property as it presently stands.



As shown Scenarios 3, 4 & 7 warrant consideration in the business plan as having either reasonable net present value or total net wealth.

Workforce

This project would engage the services of suitably qualified project management, design and construction professionals in accordance with the Shire's procurement policy.

CONCLUSION

The analysis undertaken for the development of lot 43 Eastcott St, Waroona has taken a broad approach to assess not only the costs and benefits of development in various scenarios, but also the impact of continuing on the same path (Scenario 1), which is to rent out the existing house on a large, underutilised residential lot.

Importantly this development provides housing potentially for key workers, which aligns with the needs of the district and the goals of the State Government.

The analysis provides positive outcomes financially for the Shire in considering the following scenarios:

- subdivide the land and sell the land only, retaining the existing house
- subdivide the land and sell the land and the existing house
- subdivide the land, build houses on the land and lease the houses.

Once subdivided or with houses built the Shire may elect to sell any of the properties under their own title, providing the Shire with the ability to mitigate financial risk.

It is recommended that the proposal be given Statewide public notice and that submission be sought.



- 12. BUSINESS LEFT OVER FROM A PREVIOUS MEETING**
- 13. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 14. NOTICE OF MOTIONS FOR CONSIDERATION AT A FOLLOWING MEETING**
- 15. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING**
- 16. CLOSURE OF MEETING**

