



Date: 24 July 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 28 July 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 visit
<https://www.waroona.wa.gov.au/council-meetings/>
or contact the Shire on (08) 9733 7800 / warshire@waroona.wa.gov.au



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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 – 23 June 2026

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 23 June 2026 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 **Peel Regional Leaders Forum – 18 June 2026**

OFFICER RECOMMENDATION

That Council receives and notes the Unconfirmed Minutes of the Peel Regional Leaders Forum meeting held 18 June 2026 as per Appendix 10.1.



11. REPORTS OF THE CHIEF EXECUTIVE OFFICER AND OFFICERS

11.1 INFRASTRUCTURE SERVICES

11.1.1 Tender – T2526/07 Supply and Delivery of Gravel Base Course Material	
File Ref:	CM.8 – Corporate Management – Tendering
Previous Items:	Nil
Applicant:	N/A
Author and Responsible Officer:	Executive Manager Infrastructure Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.1.1 – Confidential Tender Evaluation Scoring and Price Schedule

OFFICER RECOMMENDATION

That Council:

1. agrees to award Tender T2527/07 – Supply and Delivery of Grave Basecourse Material to Charles Hull Contracting, in accordance with Appendix 11.1.1 Confidential Tender Evaluation Scoring and Price Schedule; and
2. requests the Chief Executive Officer (CEO) to accept the offer;
 - a. subject to any minor negotiation;
 - b. with the contract term commencing upon award and concluding on 30 June 2027 with two optional twelve-month extensions to 30 June 2028 and 30 June 2029 respectively, subject to the Principal's (CEO) approval and any price adjustments in accordance with Conditions of Contract.

IN BRIEF

The purpose of this report is to present the outcome of the tender process for Tender T2526/07 – Supply and Delivery of Gravel Basecourse Material and seek Council approval to award the contract to the preferred tenderer.

BACKGROUND

Council's Draft Budget for 2026/27 includes funding for the procurement of gravel basecourse material required for the annual road construction and maintenance program.

As the anticipated expenditure exceeds \$250,000, a public tender process was undertaken in accordance with the requirements of the Local Government Act 1995 and Council's Purchasing and Procurement Policy.

A detailed specification was prepared, and the tender was publicly advertised. Tenders closed on 16 June 2026.

REPORT DETAIL

The tender sought submissions for the supply and delivery of gravel basecourse material to various locations throughout the Shire and to the Shire Depot, as required during the 2026/27 construction season.



Tenderers were also required to provide details of the methodology proposed for measuring and determining delivered volumes. The specification reserved Council's right to reject any proposed methodology and implement an alternative process if considered necessary.

The tender documentation advised that submissions would be assessed against the following weighted evaluation criteria:

Evaluation Criteria	Weighting
Tendered Price	50%
Relevant Experience	15%
Tenderer Resources	15%
Demonstrated Understanding	10%
Value Adding Opportunities	10%

The specification outlined the requirements for addressing the qualitative assessment criteria.

The evaluation process adopted a best value for money approach. While price was a significant consideration, the lowest-priced submission was not automatically deemed the preferred tender. Similarly, the highest qualitative score did not guarantee appointment. The overall assessment considered each tenderer's demonstrated capability, compliance, experience, resources, and value to Council.

The proposed contract will operate until 30 June 2027, with two one-year extension options available at Council's discretion, subject to the conditions outlined in Clauses 4.1.1 and 4.1.2 of the contract.

A comprehensive evaluation process was undertaken, incorporating qualitative assessment criteria, tendered pricing, and consideration of Council's Buy Local Policy.

Two conforming tender submissions were received and evaluated. Details of the assessment are contained within Appendix 11.X.X – Confidential Tender Evaluation Scoring and Price Schedule.

Following evaluation, Charles Hull Contracting achieved the highest overall score and is therefore recommended as the preferred tenderer.

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	4.3 Suitable housing and transport infrastructure to meet the needs of our diverse community
Strategy	4.3.2 Develop and promote an efficient, safe and connected local and regional transport network

OTHER STRATEGIC LINKS

The majority of the gravel material procured under this contract will be utilised on projects funded through the Regional Road Group Program. This program enables local governments to prioritise improvements to roads of regional significance and deliver strategic upgrades that support increasing traffic volumes and improved network performance.



STATUTORY ENVIRONMENT

The procurement process has been conducted in accordance with the relevant provisions of the Local Government Act 1995 and Council Policy FP001 – Purchasing and Procurement.

SUSTAINABILITY & RISK CONSIDERATIONS

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

The recommended tenderer is located within the Shire of Waroona. Awarding the contract locally is expected to generate positive economic benefits for both the Shire and the broader Peel Region through local expenditure and business support.

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

The gravel material supplied under this contract will be utilised primarily for road construction and maintenance projects that improve road safety, accessibility, and transport outcomes for the community.

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

The proposed material source operates under the relevant environmental approvals and licensing requirements applicable to extractive industries. Accordingly, environmental impacts are considered appropriately managed.

Policy Implications

Nil

Risk Management Implications

Context / Risk Category	Financial - Projects going over budget, legal costs, insurance claims, overpayments, misuse of resources
Risk	Inadequate funds to cover materials for capital works projects.
Consequence	2 - Minor
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	The public tender process secures pricing for the contract period and provides cost certainty for the procurement of gravel basecourse material. This assists Council in managing budget allocations and mitigating exposure to market price fluctuations during the contract term.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Nil

Aboriginal Consultation

Nil

RESOURCE IMPLICATIONS

Financial

Provision for the purchase of gravel basecourse material has been included within the proposed 2026/27 Budget.

Funding sources include:



- Roads to Recovery Program;
- Regional Road Group Program; and
- Council Municipal Funds.

Workforce

Nil

CONCLUSION

The tender evaluation identified two high-quality submissions. Following a comprehensive assessment against the advertised evaluation criteria, Charles Hull Contracting achieved the highest overall evaluation score.

The primary point of differentiation between submissions was the pricing component of the assessment. Based on the evaluation outcome and best value for money principles, it is recommended that Council award Tender T2526/07 – Supply and Delivery of Gravel Basecourse Material to Charles Hull Contracting.



11.1.2 Tender – T2526/08 Supply and Delivery of Crushed Limestone	
File Ref:	CM.8 – Corporate Management – Tendering
Previous Items:	Nil
Applicant:	N/A
Author and Responsible Officer:	Executive Manager Infrastructure Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.1.2 – Confidential Tender Evaluation Scoring and Price Schedule

OFFICER RECOMMENDATION

That Council:

1. agrees to award Tender T2526/08 – Supply and Delivery of Crushed Limestone to the preferred tenderer identified within Appendix 11.1.2 – Confidential Tender Evaluation Scoring and Price Schedule; and
2. Requests the Chief Executive Officer (CEO) to accept the offer;
 - a. subject to any minor negotiations;
 - b. with the contract term commencing upon award and concluding on 30 June 2027, with two optional twelve-month extensions to 30 June 2028 and 30 June 2029 respectively, subject to the Principal's (CEO) approval and any price adjustments in accordance with Clause 4.1.2 of the Tender Conditions.

IN BRIEF

The purpose of this report is to present the outcome of the tender process for Tender T2526/08 – Supply and Delivery of Crushed Limestone and seek Council approval to award the contract to the preferred tenderer.

BACKGROUND

Council's Draft Budget for 2026/27 includes funding for the procurement of crushed limestone required for the annual road construction and maintenance program.

As the anticipated expenditure exceeds \$250,000, a public tender process was undertaken in accordance with the requirements of the Local Government Act 1995 and Council's Purchasing and Procurement Policy.

A detailed specification was prepared, and the tender was publicly advertised. Tenders closed on 16 June 2026.

REPORT DETAIL

The tender sought submissions for the supply and delivery of crushed limestone to various locations throughout the Shire and to the Shire Depot, as required during the 2026/27 construction season.

Tenderers were also required to provide details of the methodology proposed for measuring and determining delivered volumes. The specification reserved Council's right to reject any proposed methodology and implement an alternative process where considered appropriate.



The tender documentation advised that submissions would be assessed against the following weighted evaluation criteria:

Evaluation Criteria	Weighting
Tendered Price	50%
Relevant Experience	15%
Tenderer Resources	15%
Demonstrated Understanding	10%
Value Adding Opportunities	10%

The specification outlined the requirements for addressing the qualitative assessment criteria.

The evaluation process adopted a best value for money approach. While price was a significant consideration, the lowest-priced submission was not automatically deemed the preferred tender. Similarly, the highest qualitative score did not guarantee appointment. The overall assessment considered each tenderer's demonstrated capability, compliance, experience, resources, and value to Council.

The proposed contract will operate until 30 June 2027, with two one-year extension options available at Council's discretion, subject to the conditions outlined in Clauses 4.1.1 and 4.1.2 of the contract.

A comprehensive evaluation process was undertaken, incorporating qualitative assessment criteria, tendered pricing, and consideration of Council's Buy Local Policy.

One conforming tender submission was received and evaluated. Details of the assessment are contained within Appendix 11.1.2 – Confidential Tender Evaluation Scoring and Price Schedule.

Following evaluation, the submission was assessed as meeting Council's requirements and represents value for money based on the advertised evaluation criteria.

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	4.3 Suitable housing and transport infrastructure to meet the needs of our diverse community
Strategy	4.3.2 Develop and promote an efficient, safe and connected local and regional transport network

OTHER STRATEGIC LINKS

The majority of the crushed limestone procured under this contract will be utilised on projects funded through the Regional Road Group Program. This program enables local governments to prioritise improvements to roads of regional significance and deliver strategic upgrades that support increasing traffic volumes and improved network performance.

STATUTORY ENVIRONMENT

The procurement process has been conducted in accordance with the relevant provisions of the Local Government Act 1995 and Council Policy FP001 – Purchasing and Procurement.



SUSTAINABILITY & RISK CONSIDERATIONS

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

The recommended tenderer is located within the Shire of Waroona. Awarding the contract locally is expected to generate positive economic benefits for both the Shire and the broader Peel Region through local expenditure and business support.

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

The crushed limestone supplied under this contract will be utilised primarily for road construction and maintenance projects that improve road safety, accessibility, and transport outcomes for the community.

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

The proposed material source operates under the relevant environmental approvals and licensing requirements applicable to extractive industries. Accordingly, environmental impacts are considered appropriately managed.

Policy Implications

Nil

Risk Management Implications

Context / Risk Category	Financial - Projects going over budget, legal costs, insurance claims, overpayments, misuse of resources
Risk	Inadequate funds to cover materials for capital works projects.
Consequence	2 - Minor
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	The public tender process secures pricing for the contract period and provides cost certainty for the procurement of crushed limestone. This assists Council in managing budget allocations and mitigating exposure to market price fluctuations during the contract term.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Nil

Aboriginal Consultation - Nil

RESOURCE IMPLICATIONS

Financial

Provision for the purchase of crushed limestone has been included within the proposed 2026/27 Budget.

Funding sources include:

- Roads to Recovery Program;
- Regional Road Group Program; and
- Council Municipal Funds.

Workforce

Nil



CONCLUSION

Although only one tender submission was received, the submission was of a high standard and demonstrated the capacity, experience, and resources required to deliver the contract.

The tenderer has previously supplied crushed limestone to the Shire and has established a satisfactory performance history. Officers are therefore confident in both the quality of the material and the tenderer's ability to meet Council's operational requirements.

Based on the evaluation undertaken and the value for money assessment, it is recommended that Council award Tender T2526/08 – Supply and Delivery of Crushed Limestone to the preferred tenderer identified in the confidential evaluation report.



11.1.3 Tender – T2526/05 Buller Road Refuse Disposal Site Management	
File Ref:	CM.8 – Corporate Management – Tendering WM.5 – Waste Management
Previous Items:	N/A
Applicant:	N/A
Author and Responsible Officer:	Executive Manager Infrastructure Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.1.3 – Confidential Tender Evaluation Scoring and Price Schedule

OFFICER RECOMMENDATION

That Council:

1. agrees to award Tender T2526/05 Buller Road Refuse Disposal Site to AM Pisconeri in accordance with Appendix 11.1.3 – Confidential Tender Evaluation Scoring and Price Schedule; and
2. requests the Chief Executive Officer (CEO) to accept the offer;
 - a. subject to any minor negotiations; and
 - b. with the contract term to commence on 1 July 2026 and conclude on 30 June 2027, with two optional twelve-month extensions available, subject to the Principal's (CEO) approval, satisfactory contractor performance and any price adjustments in accordance with the Conditions of Contract.

IN BRIEF

The purpose of this report is to present the outcome of the tender process for Tender T2526/05 – Buller Road Refuse Disposal Site Management and seek Council approval to award the contract to the preferred tenderer.

BACKGROUND

The Shire operates the Buller Road Refuse Disposal Site under Licence L6756/1996/11. Site management services are currently delivered under a contracted arrangement, with the existing contract due to expire on 30 June 2026.

Council's Draft Budget for 2026/27 includes provision for the continued management and operation of the facility. As the anticipated expenditure over the contract term exceeds \$250,000, a public tender process was required in accordance with the Local Government Act 1995 and Council's procurement requirements.

A detailed specification was prepared, and the tender was publicly advertised. Tenders closed on 16 June 2026.

REPORT DETAIL

The scope of works required tenderers to submit pricing for routine operational tasks associated with the management of the Buller Road Refuse Disposal Site, together with hourly rates for additional works that may be required from time to time.



The tender documentation advised that submissions would be assessed against the following weighted evaluation criteria:

Evaluation Criteria	Weighting
Tendered Price	50%
Demonstrated Capacity to Undertake the Works	25%
Relevant Experience	15%
References from Similar Clients	10%

The evaluation process adopted a best value for money approach. While price was a significant consideration, the lowest-priced submission was not automatically deemed the preferred tender. Similarly, the highest qualitative score did not guarantee appointment. The overall assessment considered each tenderer's demonstrated capability, experience, references, compliance, and overall value to Council.

The resulting contract will operate for an initial term of three years, concluding on 30 June 2029, with three optional one-year extensions available, subject to satisfactory performance and mutual agreement between the parties.

A comprehensive evaluation process was undertaken using a weighted scoring methodology that assessed both qualitative criteria and pricing. The assessment also incorporated consideration of Council's Buy Local Policy.

Two conforming tender submissions were received and evaluated. Details of the assessment are contained within Appendix 11.1.3 – Confidential Tender Evaluation Scoring and Price Schedule.

Following evaluation, AM Pisconeri achieved the highest overall evaluation score and is therefore recommended as the preferred tenderer.

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	4.1.1 Plan community facilities for current and future generations

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

The procurement process has been conducted in accordance with:

- Local Government Act 1995;
- Local Government (Functions and General) Regulations 1996; and
- Council procurement requirements and policies.

SUSTAINABILITY & RISK CONSIDERATIONS

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



The contract provides certainty regarding the ongoing management and operation of the Shire's waste facility and enables Council to effectively plan future budgets and resource allocations.

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

The revised specification, together with the demonstrated capability of the recommended tenderer, is expected to improve operational standards at the facility. This will enhance the experience of residents and visitors who utilise the site and contribute positively to community satisfaction.

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

The contract maintains and reinforces the contractor's obligations regarding environmental management, regulatory compliance, and operational practices required under the facility licence and relevant environmental legislation.

Policy Implications

FP001- Purchasing and Procurement

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Failure to secure an external contractor for site management, resulting in the operational functions of the waste facility needing to be undertaken internally, potentially leading to increased operational costs and resource demands.
Consequence	3 - Moderate
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	The public tender process secures an appropriately qualified contractor, establishes pricing certainty for the contract period, and enables Council to effectively plan future budgets while minimising financial impacts on ratepayers.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Nil

Aboriginal Consultation - Nil

RESOURCE IMPLICATIONS

Financial

The preferred tender submission includes provision for annual price adjustments broadly aligned with Consumer Price Index (CPI) increases throughout the contract term.

Funding for the contract has been incorporated within Council's long-term financial planning and the proposed 2026/27 Budget.

Workforce

Nil



CONCLUSION

The tender evaluation identified two high-quality submissions. Following a comprehensive assessment against the advertised evaluation criteria, AM Pisconeri achieved the highest overall evaluation score.

While both submissions demonstrated a strong capacity to deliver the required services, the primary point of differentiation was the pricing component of the evaluation.

Based on the outcome of the evaluation process and the principles of best value for money, it is recommended that Council award Tender T2526/05 – Buller Road Refuse Disposal Site Management to AM Pisconeri.



11.1.4 Tender – T2526-06 Provision of Traffic Management	
File Ref:	CM.8 – Corporate Management – Tendering
Previous Items:	N/A
Applicant:	N/A
Author and Responsible Officer:	Executive Manager Infrastructure Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.1.4 – Confidential Tender Evaluation Scoring and Price Schedule

OFFICER RECOMMENDATION

That Council:

1. **agrees to award Tender T2526/06 – Provisions of Traffic Management Services to SJ Traffic as outlined within Appendix 11.1.4 – Confidential Tender Evaluation Scoring and Price Schedule; and**
2. **requests the Chief Executive Officer (CEO) to accept the offer;**
 - a. **subject to any minor negotiations; and**
 - b. **with the contract term to commence on 1 July 2026 and conclude on 30 June 2027, with two optional twelve-month extensions available, subject to the Principal's (CEO) approval, satisfactory contractor performance and any price adjustments in accordance with the Conditions of Contract.**

IN BRIEF

The purpose of this report is to present the outcome of the tender process for Tender T2526/06 – Provisions of Traffic Management Services and seek Council approval to award the contract to the preferred tenderer.

BACKGROUND

The Shire regularly engages external traffic management contractors to provide traffic control services associated with road construction, road maintenance, infrastructure projects, emergency works, and other operational activities undertaken throughout the Shire.

Council's annual works programs require access to suitably qualified traffic management providers capable of preparing traffic management plans, supplying accredited personnel, and maintaining safe traffic operations in accordance with relevant legislative and Main Roads Western Australia requirements.

As the anticipated expenditure over the contract term exceeds the prescribed public tender threshold, a public tender process was undertaken in accordance with the Local Government Act 1995 and Council's Purchasing and Procurement Policy.

A detailed specification was prepared, and the tender was publicly advertised with a closing date of 16 June 2026.

REPORT DETAIL

The tender sought submissions from suitably qualified contractors to provide traffic management services for construction and maintenance works throughout the Shire of



Waroona, including after-hours works where required. The Principal anticipates utilising approximately 1,200 hours of traffic management services annually, although actual requirements may vary.

The scope of works includes:

- Preparation of Traffic Management Plans and Traffic Control Diagrams;
- Provision of accredited traffic controllers and traffic management personnel;
- Traffic management for local roads and Main Roads WA controlled roads;
- Provision and maintenance of traffic control devices and associated equipment;
- After-hours and emergency traffic management services; and
- Compliance auditing and record keeping associated with traffic management operations.

The tender documentation advised that submissions would be assessed against the following weighted evaluation criteria:

Evaluation Criteria	Weighting
Tendered Price	50%
Relevant Experience	15%
Key Personnel	10%
Resources	10%
Demonstrated Understanding	10%
Value Adding	5%

The evaluation process adopted a best value for money approach. While price was a significant consideration, the lowest-priced submission was not automatically deemed the preferred tender. The overall assessment considered each tenderer's demonstrated capability, experience, personnel, resources, understanding of Council's requirements, and overall value to the Shire.

A weighted scoring methodology was utilised to assess both qualitative criteria and pricing submissions. The assessment also incorporated consideration of Council's Buy Local Policy.

A total of ten tender submissions were received. Following a compliance assessment, seven submissions were determined to be conforming and were subsequently evaluated against the weighted evaluation criteria contained within the Request for Tender documentation.

Following evaluation, SJ Traffic achieved the highest overall evaluation score and ranked first against the advertised evaluation criteria. The submission demonstrated strong capability, competitive pricing, and the resources necessary to meet the Shire's operational requirements.

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	4.3 Suitable housing and transport infrastructure to meet the needs of our diverse community
Strategy	4.3.2 Develop and promote an efficient, safe and connected local and regional transport network



OTHER STRATEGIC LINKS

Traffic management services are critical to the successful delivery of Council's capital works, maintenance programs, road safety initiatives, and externally funded infrastructure projects. Effective traffic management assists Council in maintaining safe work sites while minimising disruption to residents, visitors, and road users.

STATUTORY ENVIRONMENT

The procurement process has been conducted in accordance with:

- Local Government Act 1995;
- Local Government (Functions and General) Regulations 1996;
- Work Health and Safety Act 2020; and
- Council Policy FP001 – Purchasing and Procurement.

SUSTAINABILITY & RISK CONSIDERATIONS

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

The establishment of a contract for traffic management services provides pricing certainty and ensures Council has access to specialist resources required to efficiently deliver road and infrastructure projects.

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

Traffic management services play a critical role in protecting the safety of workers, contractors, pedestrians, cyclists, and motorists during Council works and events. The contract contributes directly to community safety outcomes and the efficient management of public infrastructure.

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

The contract has minimal direct environmental impacts. Effective traffic management can assist in reducing congestion, improving worksite efficiency, and minimising disruptions associated with infrastructure and maintenance activities.

Policy Implications

FP001 – Purchasing and Procurement Policy.

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Failure to secure a suitably qualified traffic management contractor may result in delays to construction and maintenance projects, increased project costs, reduced operational efficiency, and increased safety risks to workers and road users.
Consequence	3 - Moderate
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	The public tender process ensures suitably qualified contractors are assessed against predetermined evaluation criteria and provides Council with access to experienced traffic management providers throughout the contract term. Contract pricing and service standards are established at the



	commencement of the agreement, providing certainty for project planning and budgeting.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Nil

Aboriginal Consultation

Nil

RESOURCE IMPLICATIONS

Financial

Traffic management services are funded through operational and capital works budgets as required. Establishing a contract provides certainty regarding pricing and service availability for future projects and maintenance activities.

Workforce

The contract provides access to specialist traffic management personnel and equipment, reducing the need for Council to maintain these resources internally.

CONCLUSION

A total of ten tender submissions were received in response to Tender T2526/06 – Provision of Traffic Management Services. Following a detailed compliance assessment, seven submissions were determined to be conforming and were subsequently evaluated against the advertised weighted evaluation criteria.

The evaluation process considered both qualitative and pricing components to determine overall value for money. SJ Traffic achieved the highest overall evaluation score and demonstrated the experience, personnel, resources, and operational capability required to deliver traffic management services to the Shire.

The establishment of this contract will provide Council with access to suitably qualified traffic management services, supporting the safe and efficient delivery of road construction, maintenance, infrastructure, and operational works throughout the contract term.

Based on the outcome of the evaluation process and the principles of best value for money, it is recommended that Council award Tender T2526/06 – Provision of Traffic Management Services to SJ Traffic.



11.2 CUSTOMER & DEVELOPMENT SERVICES

11.2.1 Application for Development Approval for Waroona Football Club Extension (Female Changeroom) – Waroona Agricultural Showgrounds	
File Ref:	TP2857
Previous Items:	Nil
Applicant:	Shire of Waroona
Author and Responsible Officer:	Kirsty Ferraro, Acting Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple majority
Appendix Numbers:	11.2.1 – Waroona Football Club Extension - Plans

OFFICER RECOMMENDATION

That Council approves the application for Development Approval for an extension to the existing Waroona Football Club building for the purpose of providing dedicated female changeroom facilities at the Waroona Agricultural Showgrounds (Reserve No. 8746) subject to the following conditions:

1. The development shall be carried out in accordance with the stamp-approved plans listed below, except where modified by the conditions of this approval:
 - a. Site plan ;
 - b. Elevation Plan; and
 - c. Floor Plan.
2. Any damage to the local government's infrastructure (including vehicular areas) resulting from construction works shall be repaired to the specification and satisfaction of the local government.
3. Prior to the issuing of a Building Permit, a Stormwater Management Plan shall be submitted to and approved by the local government. The approved Stormwater Management Plan shall be implemented prior to occupation of the extension.
4. Colours and materials of the extension shall match those of the existing building to the satisfaction of the local government.

Advice to Applicant

1. The site is located within a mapped Aboriginal Cultural Heritage area. Separate approvals may be required under the relevant *Aboriginal Heritage Act 1972* prior the commencement of any ground disturbing works. The applicant is responsible for ensuring all statutory obligations are met before construction commences.
2. Prior to the commencement of construction, a Building Permit is required under the *Building Act 2011*.
3. This is a Development Approval only and does not obviate the responsibility of the applicant to obtain necessary approvals under other legislation.

IN BRIEF

- A Development Application has been submitted for an extension to the existing Waroona Football Club building at the Waroona Agricultural Showgrounds.



- The extension will provide dedicated female changeroom facilities to support the continued growth of female participation in local football.
- The proposal also includes associated works including retaining walls, footpaths and stormwater infrastructure.
- The extension is proposed on the eastern side of the existing football club building.
- The project has been fully funded by the State government (approximately \$800,000).
- The Shire of Waroona is the applicant and project owner, with delivery being undertaken by an independently appointed Project Manager.

BACKGROUND

The Waroona Football Club currently operates from the existing clubrooms located within the Waroona Agricultural Showgrounds.

The proposed extension has been designed to provide dedicated female changeroom facilities, improving accessibility and functionality for players, officials and visitors while supporting the continued growth of women's football within the community.

The extension is a single-storey brick addition with a sheet metal roof and measures approximately 9 metres by 18 metres. It incorporates:

- Open changeroom facilities;
- Toilets;
- Showers;
- Medical room;
- Umpires room; and
- Associated external works including retaining walls and pathways.

The location & submitted plans are at Appendix 11.2.1.

REPORT DETAIL

The subject land is zoned 'Urban 2 – Community and Civic' under the Shire of Waroona Local Planning Scheme No. 7 (the Scheme).

The objectives of the zone are to encourage the establishment of civic and community facilities while ensuring development contributes positively to the character and amenity of the area.

The existing football club is classified as 'club premises' under the Zoning Table of the Scheme and is a permitted land use within the zone.

The proposed extension is considered to be an appropriate addition to the existing facility. The development is modest in scale, adopts a built form that is complementary to the existing building and will not adversely impact adjoining land uses or the ongoing operations of the Waroona Agricultural Showgrounds.

The proposal has been assessed against the requirements of Local Planning Scheme No. 7 and the Planning and Development (Local Planning Schemes) Regulations 2015 and is considered to comply with the relevant planning provisions.

Standard planning conditions relating to stormwater management, visual amenity and use of the extension have been recommended to ensure the development integrates appropriately with the existing facility.



The site is currently identified within a mapped Aboriginal Cultural Heritage area. While discussions continue between the Shire, the Department and Gnaala Karla Booja Aboriginal Corporation regarding the status of the mapped Aboriginal Cultural Heritage areas across the Waroona townsite, the current mapping remains applicable.

Accordingly, an advice note has been included reminding the applicant that separate approvals may be required prior to undertaking any ground disturbing works.

Overall, the proposal is considered to represent an appropriate expansion of an established community facility and will provide improved amenities that support equitable access to sporting infrastructure for current and future users.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Community
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning
Objective	4.1 Public spaces and infrastructure that are accessible and appropriate for our community, and meet the purpose and needs of multiple users
Strategy	4.1.1 Plan community facilities for current and future generations

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

- *Shire of Waroona Local Planning Scheme No. 7.*
- *Planning and Development (Local Planning Schemes) Regulations 2015.*
- *Building Act 2001.*
- *Aboriginal Heritage Act 1972.*

SUSTAINABILITY & RISK CONSIDERATIONS

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

The project represents a significant investment in community sporting infrastructure through State Government funding and will improve facilities available for local sporting organisations and the wider community.

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

The proposal will improve accessibility, inclusiveness and participant wellbeing by providing dedicated female changeroom facilities that meet contemporary sporting standards. The extension will enhance the functionality of the Waroona Football Club and support the continued growth of female participation in community sport.

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

No significant environmental impacts have been identified through the planning assessment.

Policy Implications

Nil.

Risk Management Implications



Context / Risk Category	Financial - Projects going over budget, legal costs, insurance claims, overpayments, misuse of resources
Risk	There is a risk that some of the recommended conditions will cause an increase in cost of the project for the Shire of Waroona, however this has been factored into the budget for the project.
Consequence	3 - Moderate
Likelihood	4 - Likely
Risk Rating, prior to treatment	High (10-19)
Key Controls / Treatment	Development approval conditions and advice notes require compliance with relevant statutory requirements prior to construction and occupation.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

Nil

Aboriginal Consultation

An advice note has been recommended to be included that notifies the applicant that the extension is in a mapped Aboriginal Cultural Heritage area and that approval may be required for the shed under the requirements of the *Aboriginal Heritage Act 1972*.

The Shire continues to engage with the Department and Gnaala Karla Booja Aboriginal Corporation regarding the mapped Aboriginal Cultural Heritage areas affecting the Waroona townsite.

RESOURCE IMPLICATIONS

Financial

The project has received approximately \$800,000 in State Government funding. Assessment of the Development Application has been undertaken as part of the Shire's normal statutory planning functions. The applicant has paid the applicable development application fee.

Workforce

Administration and assessment of the Development Application has been undertaken by Customer and Development Services using existing staff resources.

CONCLUSION

The proposed extension represents an appropriate expansion of an established community facility and will provide modern, dedicated female changeroom facilities that improve the functionality and inclusiveness of the Waroona Football Club.

The proposal is consistent with the objectives of the Urban 2 – Community and Civic zone and complies with the relevant provisions of Local Planning Scheme No. 7 and the Planning and Development (Local Planning Schemes) Regulations 2015.

The development will deliver a significant community benefit through improved sporting infrastructure while having no material adverse planning impacts. Subject to the recommended conditions, the proposal is considered suitable for approval.



11.2.2 Application for Development Approval for Shed – Waroona Agricultural Showgrounds	
File Ref:	TP2857
Previous Items:	Nil
Applicant:	Waroona Agricultural Society
Author and Responsible Officer:	Manager Development Services
Declaration of Interest:	Nil
Voting Requirements:	Simple majority
Appendix Numbers:	11.2.2 – Waroona Agricultural Society – New Shed - Location & Site Plan

OFFICER RECOMMENDATION

That Council approves the application for Development Approval for the construction of a shed and associated works at the Waroona Agricultural Showgrounds (Reserve No. 8746), subject to the following conditions:

1. The development shall be carried out in accordance with the stamp-approved plans noted below, except where modified by the conditions of this approval:
 - d. Location Plan;
 - e. Site Plan;
 - f. Elevation Plan; and
 - g. Floor Plan.
2. The shed is to be set back a minimum of six (6) metres from the Parnell Street road reserve boundary, with exception to the patio as required by condition three (3) below.
3. The front elevation of the shed facing Parnell Street is to be provided with:
 - a. a combination of at least two complementary external cladding materials that cover at least two thirds of the entirety of the elevation;
 - b. glazing with a minimum aggregate surface area of six (6) square metres; and
 - c. a front patio that extends across the entirety of the frontage with a depth of 2.4 metres and a minimum height of 2.4m.

A plan of the elevation is to be approved by the local government prior to a building permit being lodged, and the approved plan is to be implemented as part of construction works.

4. The external colour(s) and finishes of the external surfaces of the sheet metal and roller doors of the shed shall be submitted and approved by the local government prior to a building permit being lodged.
5. The approved shed shall be used for storage and ancillary community purposes only and shall not be used for industrial purposes without the prior written approval of the local government.
6. Prior to the commencement of development, engineering drawings for the proposed car park extension shall be submitted to and approved by the local government. The approved works shall be completed to the specification and satisfaction of the local government.



7. **Any damage to local government infrastructure, including roads, kerbing, footpaths and other public assets, arising from construction activities shall be repaired at the applicant's cost to the specification and satisfaction of the local government.**
8. **Prior to the issue of a Building Permit, a Stormwater Management Plan shall be submitted to and approved by the local government. The approved Stormwater Management Plan shall be implemented prior to occupation or use of the shed.**

Advice to Applicant

1. **The site of the shed is within an Aboriginal Cultural Heritage Area. Separate approval may be required under the Aboriginal Heritage Act 1972. It is recommended to contact the Department of Planning, Lands and Heritage to ascertain if approvals are required prior to commencing ground disturbing works.**
2. **Prior to commencement of construction, a Building Permit is required to be obtained for the shed and retaining walls in accordance with the Building Act 2011.**
3. **This is a Development Approval only and does not obviate the responsibility of the applicant to obtain necessary approvals under other legislation.**

IN BRIEF

- The Waroona Agricultural Society has applied for development approval to construct a storage shed and associated works at the Waroona Agricultural Showgrounds.
- The proposal includes a new storage shed, retaining walls, a concrete hardstand and modifications to the existing car parking area.
- The shed is proposed adjacent to the Waroona Bowling Club's westernmost green.
- The purpose of the shed is primarily for storage and to provide a covered and more user-friendly ticket stand for the annual show.

BACKGROUND

- The proposed shed is constructed of sheet metal.
- It measures 12m x 30m and has a wall height and ridge height of 3.6m and 4.8m respectively.
- It is set back 3m from the Parnell Street road reserve.
- The shed has 6 bays, of which some may be leased to other community groups that use the showgrounds.
- The football club car park is proposed to be modified to facilitate access to the shed.
- A location plan, the submitted site plan and elevation plans are at 11.2.2.

REPORT DETAIL

The Waroona Agricultural Showgrounds are zoned 'Urban 2 – Community and Civic' under the Shire of Waroona Local Planning Scheme No. 7 (the Scheme). The objective of the zone is to encourage the establishment of civic and community use facilities in the area and ensure that amenity and streetscapes of the zone are satisfactorily enhanced.

The use of the shed is classified as 'community purpose' under the Zoning Table of the Scheme. This is a permitted use in the zone.

Whilst the shed is a use that can be permitted in the zone, there are two points of contention with the proposal that can be addressed by conditions of approval.



The first is the street setback. The Scheme stipulates that a 6m street frontage setback is to be provided in the zone. The shed is proposed to be set back 3m from the Parnell Street road reserve boundary. Due to the size and scale of the shed, it is considered appropriate to require the shed to be set back from Parnell Street in accordance with the Scheme. This will reduce the impact of the visual massing of the shed on the occupants of the dwellings on the opposite side of Parnell Street.

The second point of contention is the design and appearance of the elevation of the shed facing Parnell Street, especially when taking into account the width and height of the elevation. The elevation is typical of an industrial style shed, comprising a large expanse of sheet metal with a roller door in the middle. As proposed, it is considered the shed would have an adverse impact on the streetscape and on the visual amenity of residents on the opposite side of Parnell Street. To improve the visual appearance of the shed, a condition has been recommended that the elevation is provided with cladding, windows and a patio. This will break up the massing of the sheet metal and ensure the visual amenity of the streetscape is enhanced.

The proposed shed is otherwise compliant with the relevant planning requirements of the Scheme and the *Planning and Development (Local Planning Schemes) Regulations 2015*. Standard conditions regarding stormwater drainage management, colour of the shed, landscaping and others have been recommended. It should be noted the shed is located within a mapped Aboriginal Cultural Heritage area and separate approvals may be required under the *Aboriginal Heritage Act 1972*. The Shire has been in discussions with the Department of Planning, Lands and Heritage about the two Aboriginal Cultural Heritage areas covering the Waroona townsite and there is a possibility that these two areas may be declassified following a cultural investigation by Gnaala Kala Boodja Aboriginal Corporation. Notwithstanding, if the Waroona Agricultural Society wish to construct the shed prior to the declassification occurring (or should the classification not occur at all), it is likely they will need to apply for approvals under the *Aboriginal Heritage Act 1972*.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Community
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning
Objective	4.1 Public spaces and infrastructure that are accessible and appropriate for our community, and meet the purpose and needs of multiple users
Strategy	4.1.1 Plan community facilities for current and future generations

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

- *Shire of Waroona Local Planning Scheme No. 7*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- *Building Act 2011*
- *Aboriginal Heritage Act 1972*

SUSTAINABILITY & RISK CONSIDERATIONS



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

The proposal will improve operational infrastructure at the Waroona Agricultural Showgrounds by providing additional storage capacity and enhanced facilities for the Waroona Agricultural Society and other community organisations. While the proposal is not expected to generate significant direct economic benefits, it will support the continued operation of one of the Shire's major annual community events and contribute to the ongoing functionality of an important community asset.

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

The proposed development will improve the functionality and usability of the Showgrounds for a range of community organisations. Subject to the recommended conditions requiring improved setbacks and enhanced building presentation, the development is not expected to adversely impact neighbouring landowners and will contribute positively to the long-term use and presentation of the reserve.

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

Construction of the development will require the removal of a limited number of established trees and introduce additional impervious surfaces. These impacts are considered minor and can be appropriately managed through implementation of a Stormwater Management Plan and the recommended development conditions.

Policy Implications

Nil.

Risk Management Implications

Context / Risk Category	Financial - Projects going over budget, legal costs, insurance claims, overpayments, misuse of resources
Risk	There is a risk that some of the recommended conditions will cause an increase in cost of the project for the Waroona Agricultural Society.
Consequence	3 - Moderate
Likelihood	4 - Likely
Risk Rating, prior to treatment	High (10-19)
Key Controls / Treatment	The conditions are considered necessary to ensure the shed complies with the requirements of the Shire of Waroona Local Planning Scheme No. 7.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

Due to the scale and siting of the shed, the plans were referred to a number of landowners on the southern side of Parnell Street and to the Waroona Bowling Club. During the consultation period, one submission was received from a landowner of a property on Parnell Street.

The landowner has expressed concern with the proposed 3m setback of the shed from the street and the visual impact the shed will have on the area. The landowner recommended a 5m setback be imposed and that the shed should be more visually compatible with the existing streetscape. The comments are agreed with by the reporting officer.

Aboriginal Consultation

An advice note has been recommended to be included that notifies the applicant that the shed is in a mapped Aboriginal Cultural Heritage area and that approval may be required for the shed under the requirements of the Aboriginal Heritage Act 1972.

As noted under the 'Report Detail' section of this report, the Shire has been consulting with the Department of Planning, Lands and Heritage regarding the two large Aboriginal Cultural Heritage areas mapped over the Waroona townsite.

RESOURCE IMPLICATIONS

Financial

The applicant has paid the applicable development application fee.

Workforce

Administration and assessment of the development application has been undertaken wholly by Customer and Development Services.

CONCLUSION

The proposed development represents an appropriate community facility within the Urban 2 – Community and Civic zone and will provide valuable storage and operational infrastructure for the Waroona Agricultural Society and other community organisations using the Waroona Agricultural Showgrounds.

The assessment has identified two matters requiring modification, being the reduced street setback and the presentation of the building to Parnell Street. These matters can be satisfactorily addressed through appropriately worded conditions of approval requiring amended plans prior to the issue of a Building Permit.

Subject to the recommended conditions, the proposal is considered to be consistent with the objectives of Local Planning Scheme No. 7, satisfies the relevant considerations of the Planning and Development (Local Planning Schemes) Regulations 2015, and will not result in unacceptable impacts on the surrounding locality. Accordingly, the application is recommended for approval.



11.2.3 Council Policy EP003 – Use of Shire Land for Environmental Offset Planting	
File Ref:	EM.10 – Environmental Management – Planning
Previous Items:	OCM25/05/073
Applicant:	N/A
Author and Responsible Officer:	Director Customer & Development Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.2.3 - EP003 – Use of Shire Land for Environmental Offset Planting

OFFICER RECOMMENDATION

That Council:

1. adopts Council policy EP003 – Use of Shire Land for Environmental Offset Planting, as per appendix 11.2.3;
2. authorises the Chief Executive Officer to administer the Policy in accordance with its provisions; and
3. notes that the Schedule of Fees and Charges adopted by Council will continue to apply, with fees for the use of Shire-managed land for environmental offset planting to be negotiated on a case-by-case basis in accordance with the Policy.

IN BRIEF

- Council is requested to adopt a new Council Policy to provide a consistent framework for assessing and negotiating proposals for the use of Shire-managed land for environmental offset planting.
- In May 2025 (OCM25/05/073), Council adopted a negotiated fee structure for environmental offset planting on Shire-managed land.
- Since that time, there has been increasing interest and discussion from private developers and government agencies seeking to secure environmental offset sites within the Shire.
- While Council has established the applicable fee structure through its Schedule of Fees and Charges, no formal Council Policy currently exists to guide the assessment, negotiation and approval of these proposals.
- The proposed Policy establishes clear principles for the use of Shire-managed land, ensuring transparency, consistency and sound governance while recognising the environmental and financial value of these arrangements.

BACKGROUND

At its Ordinary Council Meeting held on 27 May 2025, Council considered the agenda item “Amendment to Fees and Charges – Use of Shire Land”.

Following consideration of the report, Council resolved to amend the Schedule of Fees and Charges to introduce a new negotiated fee for the use of Shire-managed land for environmental offset planting (OCM25/05/073). Council further resolved that the fee be determined through negotiation, having regard to factors including the size of the land, market trends, land availability, demand and relevant environmental characteristics.



The introduction of this fee recognises the increasing demand from developers and government agencies seeking suitable land to satisfy environmental offset requirements associated with State and Commonwealth environmental approvals.

Whilst the adopted fee structure provides a mechanism for recovering an appropriate commercial return for the use of Shire-managed land, Council has not previously adopted a policy outlining how such proposals should be assessed or the principles that should guide negotiations.

The proposed Policy has therefore been prepared to complement the existing Fees and Charges by establishing a clear governance framework for the assessment and management of environmental offset proposals.

REPORT DETAIL

The Shire manages a significant and diverse portfolio of reserves and freehold land that contains a range of vegetation, habitat types and environmental values. As suitable offset land becomes increasingly scarce across Western Australia, the Shire continues to receive enquiries from private developers and government agencies seeking to utilise Shire-managed land to satisfy environmental offset obligations.

Environmental offset projects generally require long-term commitments to revegetation, weed management, pest animal control, fencing, monitoring and ongoing maintenance. These arrangements can remain in place for many years and often involve perpetual protection of environmental values.

Given the long-term implications of these agreements, it is appropriate that Council establishes a formal policy framework to guide decision-making beyond the application of a negotiated fee.

The proposed Policy provides:

- a clear statement regarding the purpose and application of environmental offset arrangements;
- guiding principles for assessing proposals;
- a consistent framework for negotiating appropriate commercial outcomes;
- consideration of environmental, strategic and financial factors when assessing proposals;
- governance arrangements regarding the negotiation and approval of agreements; and
- alignment with the Shire's Strategic Community Plan and Corporate Business Plan.

Importantly, the Policy does not create any automatic entitlement to use Shire-managed land for environmental offsets. Each proposal will continue to be assessed on its individual merits, having regard to the environmental characteristics of the land, future strategic land requirements, financial implications, community benefit and any legislative obligations.

The Policy also complements Council's existing Schedule of Fees and Charges by providing transparency regarding how environmental offset proposals will be assessed while ensuring negotiations remain flexible to reflect changing market conditions and environmental values.

The adoption of the Policy will provide greater certainty for proponents, improve consistency in decision making and strengthen governance over the long-term management of Shire-managed land.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN



Focus Area	Our Environment
Aspiration	To continually care for, protect and enhance our environment for the generations to come
Objective	3.1 Protect and enhance our natural assets, waterways, bushland and biodiversity
Strategy	3.1.2 Develop future plans and strategies to protect and enhance Preston Beach and the Yalgorup National Park

OTHER STRATEGIC LINKS

Shire of Waroona Strategic Community Plan

STATUTORY ENVIRONMENT

Local Government Act 1995 – Part 2 Division 2 s. 2.7

2.7 Role of Council

(1) The Council –

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

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

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

SUSTAINABILITY & RISK CONSIDERATIONS

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

The proposed Policy supports sound financial management by providing a consistent framework for negotiating the use of Shire-managed land for environmental offset planting, ensuring an appropriate commercial return while facilitating responsible investment within the region.

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

The proposed Policy promotes transparent and consistent decision-making regarding the use of public land, providing greater certainty for the community while ensuring proposals are assessed having regard to community interests and long-term land use outcomes.

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

The proposed Policy supports the protection and enhancement of biodiversity by providing a framework for assessing environmental offset proposals that contribute to the long-term conservation and management of Shire-managed land.

Policy Implications

The adoption of the proposed Council Policy EP003– Use of Shire Land for Environmental Offset Planting will establish a formal governance framework for the assessment and negotiation of environmental offset proposals involving Shire-managed land, complementing the existing Schedule of Fees and Charges adopted by Council.



Risk Management Implications

Context / Risk Category	Environmental - Regulatory compliance, contamination, inadequate processes
Risk	Inconsistent assessment or inadequate governance of environmental offset planting proposals may result in inappropriate use of Shire-managed land, non-compliance with environmental approval requirements, or adverse environmental outcomes.
Consequence	3 - Moderate
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Adoption of the Policy establishes a consistent governance framework for assessing proposals, ensuring environmental, strategic and legislative considerations are addressed prior to approval.
Risk Acceptance	Monitor - Risk acceptable with adequate control

CONSULTATION

No consultation was undertaken in the preparation of this Policy, as it establishes an internal governance framework for the assessment and administration of environmental offset planting proposals. Consultation will be undertaken on individual proposals where required by legislation, Council policy or where considered appropriate by the Chief Executive Officer.

Aboriginal Consultation

Aboriginal consultation was not required in the preparation of this Policy. Consultation with relevant Aboriginal stakeholders will be undertaken for individual environmental offset planting proposals where required by legislation, approval conditions, or where the proposal has the potential to impact Aboriginal heritage or cultural values.

RESOURCE IMPLICATIONS

Financial

The adoption of the Policy is not expected to result in any additional expenditure. The Policy provides a governance framework for the administration of existing negotiated fees and may support the continued generation of revenue through the appropriate commercial use of Shire-managed land for environmental offset planting

Workforce

The Policy will be administered using existing staff resources and is not expected to have any impact on workforce levels or operational resourcing.

CONCLUSION

The proposed Council Policy EP003 – Use of Shire Land for Environmental Offset Planting formalises Council's existing position regarding the use of Shire-managed land for environmental offset planting following the adoption of the negotiated fee structure in May 2025. While the Schedule of Fees and Charges establish the mechanism for determining an appropriate fee, the Policy provides a clear governance framework to guide the consistent assessment, negotiation and administration of future proposals. Adoption of the Policy will improve transparency, strengthen decision-making and ensure the ongoing management of environmental offset arrangements is undertaken in a fair, consistent and strategically aligned manner.



11.3 CORPORATE & COMMUNITY SERVICES

11.3.1 Listing of Payments for the Month of June 2026	
File Ref:	FM.3 – Financial Management – Creditors
Previous Items:	Nil
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 – June 2026

OFFICER RECOMMENDATION

That Council receives the following payments made throughout the month of June 2026:

Municipal	Cheque	10507 – 10513	\$	17,206.26
	EFT	45301 – 45530	\$	1,468,013.47
Direct wages	01/06/2026 – 30/06/2026 inclusive		\$	265,875.41
Direct Debit	01/06/2026 – 30/06/2026 inclusive		\$	365,330.95
Trust	Cheque	11275	\$	22,500
	EFT	45501	\$	5,500
GRAND TOTAL			\$	2,144,426.09

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 month of June 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 month of June 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 30 June 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:	11.3.2 – Statement of Financial Activity for the period ending 30 June 2026

OFFICER RECOMMENDATION

That Council receives the Statement of Financial Activity for the period ending 30 June 2026 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;

- 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;
- Budget estimates to the end of the month to which the statement relates;
- Actual amounts of expenditure, revenue, and income to the end of the month to which the statements relate;
- The material variance between the comparable amounts referred to in paragraphs (b) and (c); and
- 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

BUDGET AMENDMENTS

There is no budget amendments proposed for this month.

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 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:	11.3.3 A – FP003 – Purchase Orders Authority with tracked changes 11.3.3 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 11.3.3 A and 11.3.3 B respectively.

IN BRIEF

- FP003 – Purchase Orders Authority policy was last reviewed and adopted by Council in June 2026.
- FP004 – Corporate Purchasing & Credit Cards was last reviewed in and adopted in June 2026.
- Amend Policy FP003 – Purchase Orders Authority to reflect current employee position titles.
- Amend Policy FP004 – Corporate Purchasing and Credit Cards policy to remove the Building Maintenance Coordinator position.

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
Amend to reflect employee current title positions:
<i>Building Maintenance Coordinator to Coordinator Facilities</i> - Authority to issue orders of an operational or capital nature with relation to building maintenance up to \$2,000 <i>Parks and Gardens Coordinator to Parks and Gardens Supervisor</i> - Authority to issue orders of an operational nature with relation to parks & gardens maintenance up to \$2,000 Remove – Asset Services Officer

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

Recommendation
Amend list of individual card holders:
Remove – Building Maintenance Coordinator
Business Credit Card Facility
Decrease value to \$68,000

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 to reflect the current employee position titles.



11.3.4 Amendments to Register of Delegations	
File Ref:	GO.4 – Governance – Authorisations – Delegations and Authorisations
Previous Items:	18.3.4 – Amendments to Register of Delegations - OCM25/10/140
Applicant:	Nil
Author and Responsible Officer:	Senior Governance Officer; Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Numbers:	11.3.4 – Register of Delegations - reviewed July 2026 - with tracked changes

OFFICER RECOMMENDATION

That Council:

1. amends delegation 2.13.6, contained within the Register of Delegations – Council to Committees and Chief Executive Officer, for the Fencing Local Law 2026 which includes express powers or duties of the Local Government, for delegation to the Chief Executive Officer; and
2. endorses the revised and amended Register of Delegations as per Appendix 11.3.4.

IN BRIEF

Amendments to the Register of Delegations – Council to Committees and Chief Executive Officer are required following repeal of the Shire of Waroona Fencing Local Law 2014 and ascension of the Shire of Waroona Fencing Local Law 2026.

BACKGROUND

The aim and purpose of delegated authority is to assist with the efficiency of local government activities by way of quicker decisions. In accordance with the *Local Government Act 1995* and other legislation, Council may delegate its functions, duties and powers to the Chief Executive Officer (CEO) to assist with efficient and timely decision making.

Included in the Register of Delegations are express powers or duties under the Shire of Waroona Fencing Local Law 2026 (Fencing Local Law) which Council has delegated to the Chief Executive Officer.

The Fencing Local Law was recently reviewed and published in the *Western Australian Government Gazette* on 6 March 2026. As a result, the list of express powers or duties delegated under delegation 2.13.6 has been revised and requires amendment.

REPORT DETAIL

Amendments to the Register of Delegations are recommended following a review of Council's express powers or duties delegated under Council's recently made Shire of Waroona Fencing Local Law 2026. To reflect the amendments recently made to the Fencing Local Law, it is recommended that Council amend the list of express powers or duties delegated, under delegation 2.13.6, in the manner set out below.

Express Power of Duty Clause	Recommended Amendment
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cl.2.1 Sufficient fences	Remove. Express duty/power no longer exists
cl.2.4 Depositing fencing material on public place	Remove. Express duty/power no longer exists
cl.2.5 Alteration of ground levels	Remove. Express duty/power no longer exists
cl.2.8 Fences across rights-of-way, public access ways or thoroughfares	Remove. Express duty/power no longer exists
(2026) cl. 2.8 Prohibited fencing materials	Amend to read: Prohibited fencing materials.
cl.2.9 General discretion of the local government	Remove. Express duty/power no longer exists
cl.2.10 Pre-used fencing materials	Remove. Express duty/power no longer exists
cl.2.11 Barbed wire fences and spiked or jagged materials	Remove. Express duty/power no longer exists
cl.2.12 Electrified and razor wire fences	Remove. Express duty/power no longer exists
cl.2.14 Tennis court fencing	Remove. Express duty/power no longer exists
cl.2.15 Estate fencing	Remove. Express duty/power no longer exists
cl.3.1 Application for approval	Remove. Express duty/power no longer exists
cl.3.2 Decision on application for approval	Remove. Express duty/power no longer exists
cl.3.4 Duration of approval	Retain clause.
cl.5.1 Notices of breach	Remove. Express duty/power no longer exists
Sch.2 Residential lot	Remove. Express duty/power no longer exists
Sch.3 Commercial lot	Remove. Express duty/power no longer exists
Sch.3A Industrial lot	Remove. Express duty/power no longer exists
Sch.4 Rural lot	Remove. Express duty/power no longer exists
Sch.5 Electrified fence licence	Remove. Express duty/power no longer exists
Sch.6 Razor wire fence licence	Remove. Express duty/power no longer exists

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

Local Government Act 1995

Part 3 - Functions of local governments

Division 2 - Legislative functions of local governments

s. 3.5. Legislative power of local governments



- (1) A local government may make local laws under this Act prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions under this Act.

Part 5 – Administration

Division 4 – Local Government Employees

s.5.42 Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
- (a) this Act other than those referred to in section 5.43; or
 - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

* *Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

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	Failing to endorse the amendments to, and update Council's Register of Delegations, would result in non-compliance with the <i>Local Government Act 1995</i> , where delegations or express powers do not reflect current practice.
Consequence	1 - Insignificant
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Low (1-3)



Key Controls / Treatment	Council's endorsement of the recommendation of this report will mitigate the likelihood of this risk coming into effect.
Risk Acceptance	Monitor - Risk acceptable with adequate control

CONSULTATION

Nil

Aboriginal Consultation

Nil

RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil

CONCLUSION

Delegation of Council duties and powers to the Chief Executive Officer, and subsequent sub-delegation to relevant Shire employees where required, is a proven effective organisational tool that enhances productivity and supports effective customer service and timely decision making.

Amendments to delegation 2.13.6 Application of Shire of Waroona Fencing Local Law 2026 within Council's Register of Delegations – Council to Committees and Chief Executive Officer are required, to align Council's express powers or duties delegated to the CEO to those contained within the updated Shire of Waroona's Fencing Local Law 2026, following repeal of the 2014 Fencing Local Law.



11.3.5 Corporate Business Plan – Annual Summary Report – July 2025 to June 2026	
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:	11.3.5 – 2025-2029 Corporate Business Plan – Annual Summary Report JUL 2025 to JUN 2026

OFFICER RECOMMENDATION

That Council receives the Corporate Business Plan – Annual Summary Report July 2025 to June 2026 as per Appendix 11.3.5.

IN BRIEF

Comments have been provided by responsible officers against Towards Waroona 2034 - Corporate Business Plan 2025 - 2029 projects and actions for the period covering 1 July 2025 to 30 June 2026. Council is requested to review and receive the Corporate Business Plan – Annual Summary Report – July 2025 to June 2026.

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 provided in the Department Local Government Industry Regulation & Safety's 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 annual summary report has been prepared for Council to summarise progress against all agreed projects and actions during the 2025/2026 period and provide an update on the implementation of the Plan's objectives and strategies.

REPORT DETAIL

The Annual Summary Report structure reflects that set out in the 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 brief summary 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 report summarises activities and progress made against agreed Corporate Business Plan economic objectives.

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

The report summarises activities and progress made against agreed Corporate Business Plan community objectives.

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

The report summarises activities and progress made 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 progress made against planned 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



Reports of annual progress made against Corporate Business Plan projects and actions have been provided by assigned responsible officers across all Shire departments.

Aboriginal Consultation

Nil.

RESOURCE IMPLICATIONS

Financial

Nil.

Workforce

Nil.

CONCLUSION

A Corporate Business Plan annual summary report has been prepared for Council to summarise progress against all agreed projects and actions during the 2025/2026 period and provide an update on the implementation of the Plan's objectives and strategies. Council is requested to review and receive the Corporate Business Plan – Annual Summary Report July 2025 to June 2026.



11.4 CHIEF EXECUTIVE OFFICER

Nil.



11.5 ITEMS FOR INFORMATION

11.5.1 WALGA – People and Culture Conference	
File Ref:	GO.3 – Governance – Reporting
Previous Items:	Nil
Applicant:	Shire of Waroona
Author and Responsible Officer:	Director Customer & Development Services; Workplace Services Officer; Local Government Administration Trainee
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.5.1 – WALGA People & Culture – Wrap Up

OFFICER RECOMMENDATION

That Council notes the report on the attendance and presentation by the Director Customer & Development Services, Workplace Services Officer and Local Government Administration Trainee at the WALGA People and Culture Seminar 2026.

IN BRIEF

The Director Customer & Development Services, Workplace Services Officer and Local Government Administration Trainee attended the WALGA People and Culture Seminar 2026 on 3 July 2026.

The seminar provided valuable insights into contemporary workforce issues affecting local government, including leadership in an increasingly AI-enabled workplace, mental health and wellbeing, workforce capability, industrial relations, governance, and succession planning. The seminar also provided an opportunity for the Shire of Waroona to contribute to the sector through participation in a panel discussion showcasing the Shire's traineeship pathway and workforce development initiatives.

The knowledge gained from the seminar will assist in the continued development of the Shire's workforce planning, leadership capability, employee wellbeing initiatives and professional development programs.

BACKGROUND

In accordance with Management Practice HRM012 – Staff Training and Professional Development, staff who attend approved professional development activities are required to prepare a report outlining the key learnings, organisational benefits and opportunities for implementation within the workplace.

Attendance at the WALGA People and Culture Seminar 2026 aligned directly with the Shire's strategic focus on developing a capable workforce, strengthening organisational culture and supporting contemporary people management practices.

The seminar was attended by the Director Customer & Development Services, Workplace Services Officer and Local Government Administration Trainee. In addition to attending the seminar, the Director Customer & Development Services and Local Government Administration Trainee were invited by WALGA to present as panellists during the session 'Building Capability, Confidence and Long-Term Careers in Local Government'. The invitation recognised the Shire's commitment to workforce development, positive organisational culture and the success of its structured traineeship pathway.



As part of this invitation, WALGA waived the conference registration fees for both the Director Customer & Development Services and the Local Government Administration Trainee in recognition of their contribution to the seminar.

REPORT DETAIL

The WALGA People and Culture Seminar brought together local government professionals from across Western Australia to discuss emerging workforce challenges, legislative developments and contemporary people management practices.

Functions of the Local Government Inspector

Tony Brown, Local Government Inspector, presented on the role and functions of the Local Government Inspector.

A key message from the presentation was the importance of engaging with the Inspector early when governance or organisational issues begin to emerge. Early intervention allows the Inspector to work collaboratively with local governments to provide guidance and support before issues escalate into more significant governance concerns. This reinforced the value of seeking assistance proactively rather than viewing the Inspector solely as a regulatory body.

The Human Edge – Leadership in an AI Focused World

Anne Lingafelter from Gallup presented on leadership in an increasingly AI-enabled workplace.

The presentation highlighted that while artificial intelligence has significant potential to improve efficiency, automate administrative tasks and enhance decision making through better access to information, it cannot replace the human qualities required for effective leadership. Empathy, trust, coaching, emotional intelligence and meaningful employee engagement remain critical to creating high-performing workplaces.

The session reinforced that AI should be viewed as a tool to support people rather than replace the human connection that underpins successful leadership.

Mediating Disputes – Why It Is Right for Your Workplace

Commissioner Toni Emmanuel from the WA Industrial Relations Commission discussed the benefits of workplace mediation and practical approaches to resolving conflict.

The presentation demonstrated how early, structured mediation can preserve working relationships, reduce escalation and provide more sustainable outcomes than adversarial processes. Practical guidance was provided on identifying appropriate situations for mediation and establishing an environment where all parties can participate openly and constructively.

Local Government Skills Audit

Adam Halliwell from Public Skills Australia presented findings from the Local Government Skills Audit, with a particular focus on Western Australian local governments.

The presentation identified the increasing importance of workforce planning, succession planning, leadership development and attracting younger people into the sector. The findings



reinforced many of the workforce challenges already being experienced across regional local government, including skills shortages and the importance of developing internal talent pipelines.

Mental Health at Work

Darrin Brandis from PeopleSense Psychology and Wellbeing presented on proactive approaches to mental health and wellbeing in local government workplaces.

The session focused on creating psychologically healthy workplaces through preventative strategies rather than responding only when issues arise. Topics included recognising early warning signs, supporting employee wellbeing, reducing psychosocial risks and fostering a workplace culture where employees feel safe to seek assistance.

Many of these concepts align with the Shire's ongoing commitment to employee wellbeing through initiatives such as the Employee Assistance Program and broader workforce wellbeing initiatives.

Building Capability, Confidence and Long-Term Careers in Local Government

One of the highlights of the seminar was a panel discussion facilitated by WALGA focusing on workforce development and career pathways within local government.

The Director Customer & Development Services and the Shire's Local Government Administration Trainee were invited by WALGA to participate as panellists alongside representatives from across the sector.

The Director Customer & Development Services shared her own local government career journey, commencing as a trainee approximately 30 years ago before progressing through a range of operational and leadership roles to her current position as Director. The presentation also highlighted the Shire's deliberate approach to building organisational culture, recognising that positive workplace culture does not occur by chance but requires intentional planning and investment. The Shire's Workforce Plan, including the development of structured traineeship pathways, was presented as a practical example of this approach.

The Local Government Administration Trainee spoke about her decision to commence a traineeship after completing Year 12, explaining how the opportunity to work across multiple service areas has provided valuable exposure to the breadth of careers available within local government and assisted her in exploring future career pathways.

The panel also included Dylan from the Shire of Dumbleyung, who discussed the Diploma of Local Government qualification, and Andrew Trosic, Director of Planning at the Shire of Serpentine Jarrahdale, who also lectures at Curtin University and serves as a WALGA assessor.

Participation on the panel provided an excellent opportunity to showcase the Shire of Waroona as an employer of choice and demonstrate the organisation's commitment to workforce development and supporting future local government professionals.

Managing an Ageing Workforce

Samantha Maddern from Mills Oakley concluded the seminar with a presentation on managing an ageing workforce.



The presentation emphasised the importance of ensuring discussions regarding retirement are initiated by employees rather than employers and highlighted the need for transparency, respect and appropriate support throughout the retirement planning process.

Ms Maddern recommended that retirement discussions be conducted with an independent third person present where appropriate and shared practical examples illustrating the legal and organisational risks when these conversations are handled poorly.

The presentation reinforced the importance of balancing workforce planning with respectful and legally compliant employment practices.

Organisational Benefits

Attendance at the seminar has provided valuable knowledge that will support the ongoing implementation of the Shire's Workforce Plan and People and Culture initiatives.

Key opportunities identified include:

- continuing to strengthen the Shire's traineeship and workforce development pathways;
- incorporating contemporary leadership and AI considerations into management practices;
- promoting proactive mental health and wellbeing initiatives;
- considering mediation as an effective workplace conflict resolution tool where appropriate;
- applying insights from the Local Government Skills Audit to future workforce planning and succession planning; and
- ensuring retirement planning discussions remain employee-led, respectful and consistent with best practice employment principles.

The opportunity for the Shire to participate as a panel presenter was also a significant recognition of the organisation's commitment to workforce development and provided positive exposure for the Shire within the Western Australian local government sector.

An additional benefit was the opportunity for the Workplace Services Officer and the Local Government Administration Trainee to attend a sector conference for the first time.

Attendance provided valuable exposure to the broader local government industry, enabling them to network with peers from other local governments, gain insight into sector-wide challenges and initiatives, and further develop their professional knowledge and confidence.

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	5.2 Develop a skilled, safe and compliant organisation
Strategy	5.2.1 Employ, maintain and retain a skilled workforce

OTHER STRATEGIC LINKS

Shire of Waroona Workforce Plan 2026 - 2030

STATUTORY ENVIRONMENT



There are no statutory implications associated with this report. The report has been prepared in accordance with the Shire's Management Practice HRM012 – Staff Training and Professional Development.

SUSTAINABILITY & RISK CONSIDERATIONS

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

Attendance at the seminar supports workforce capability and the delivery of efficient, contemporary local government services. The conference fee waiver provided by WALGA for the Director Customer & Development Services and Local Government Administration Trainee also reduced the cost of attendance to the Shire.

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

Improved workforce capability, leadership development and employee wellbeing contribute to a positive organisational culture and enhance the Shire's ability to deliver quality services to the community. Attendance also supported professional networking and development opportunities for emerging local government professionals, strengthening workforce capability and succession planning.

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

There are no direct environmental or climate change implications associated with this report.

Policy Implications

Nil

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Workforce capability may decline if employees are not provided with opportunities to maintain contemporary knowledge and skills, resulting in reduced organisational effectiveness and service delivery.
Consequence	2 - Minor
Likelihood	1 - Rare
Risk Rating, prior to treatment	Low (1-3)
Key Controls / Treatment	Workforce planning, professional development programs, performance development and training plans.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

N/A

Aboriginal Consultation

N/A

RESOURCE IMPLICATIONS



Financial

The cost of attendance was met from the approved 2025/26 staff training and professional development budget. As the Director Customer & Development Services and Local Government Administration Trainee were invited by WALGA to present at the seminar, their conference registration fees were waived, reducing the overall cost to the Shire.

Workforce

Attendance was managed to minimise operational impacts, with normal service delivery maintained. The knowledge and skills gained from the seminar will contribute to workforce capability, leadership development and the ongoing implementation of the Shire's Workforce Plan through the application and sharing of contemporary people management practices.

CONCLUSION

Attendance at the WALGA People and Culture Seminar 2026 provided valuable professional development opportunities for the Director Customer & Development Services, Workplace Services Officer and Local Government Administration Trainee. The seminar delivered practical insights into contemporary workforce challenges, leadership, employee wellbeing, governance and workforce planning that will support the Shire's ongoing people and culture initiatives.

The invitation for the Director Customer & Development Services and Local Government Administration Trainee to present as panellists recognised the Shire's commitment to developing a positive organisational culture and investing in future local government professionals. It also provided an opportunity to showcase the Shire of Waroona's workforce development initiatives to the broader local government sector.

The knowledge gained through attendance will be shared across the organisation where appropriate and will assist in informing future workforce planning, leadership development and people management practices.



- 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**

