



Date: 17 June 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 23 June 2026 to consider and resolve the matters set out in the attached Agenda.

**ASHLEIGH NUTTALL
ACTING 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 – 26 May 2026**OFFICER RECOMMENDATION**

That the Minutes of the Ordinary Council Meeting held 26 May 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 Bushfire Advisory Committee Meeting – 3 June 2026**OFFICER RECOMMENDATION**

That Council receives and notes the Unconfirmed Minutes of the Bushfire Advisory Committee meeting held 3 June 2026 (as per Appendix 10.1), including the following recommendations:

1. **to appoint John Michael Scott Walmsley as both the Council representative and the Chairperson of the Bush Fire Advisory Committee until 30 June 2028;**
2. **that staff procure enough 3M respirators for each brigade member so that the personal protective equipment requirements of the Department of Fire and**



Emergency Services Safe Operating Procedure 3.2.1 are met for bushfire fighting;

- 3a. endorses option 3 as per the 'Report Detail' section of 5.3 of the Unconfirmed Minutes, subject to the following amendments:**
 - i) one new Bush Fire Control Officer (BFCO) is appointed;**
 - ii) the VFES Captain be appointed as the BFCO;**
 - iii) the responsibility of the new BFCO be limited to incident control; and**
 - iv) the responsibility of the new BFCO to exclude voting rights in the Bush Fire Advisory Committee and issuing permits to burn;**
- 3b. requests the Chief Executive Officer to make any necessary changes to the draft map at Appendix 3;**
- 3c. authorises the CEO to endorse the map once the changes have been made;**
- 4a. keeps the Shire of Waroona Firebreak Notice, the Camp and Cooking Fires Notice, and the Burning of Garden Waste and Rubbish Notice the same as the 2025/2026 notices;**
- 4b. keeps the restricted and prohibited burning times the same as the 2025/2026 times;**
- 4c. notes on the pamphlet that is issued with the Rates Notice that Brian Beales is the primary contact for issuing permits in the Waroona and Hamel areas;**
- 5a. appoints Sam Hull as Bush Fire Control Officer and Captain for Waroona West Volunteer Bush Fire Brigade for the remainder of the term; and**
- 5b. appoints Brad Lewis as a Bush Fire Control Officer (Permit Issuing Only).**



11. REPORTS OF THE CHIEF EXECUTIVE OFFICER AND OFFICERS

11.1 INFRASTRUCTURE SERVICES

11.1.1 Lake Clifton Road and Forrest Highway Intersection	
File Ref:	RO.8 – Roads – Maintenance – Rural; GR.16 – Government Relations – State Liaisons – Department of Main Roads
Previous Items:	Nil
Applicant:	Nil
Author and Responsible Officer:	Executive Manager Infrastructure Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	Nil

OFFICER RECOMMENDATION

That Council;

1. endorses the Shire's Freedom of Information application to Main Roads Western Australia to obtain a full unredacted copy of the Road Safety Audit completed for the Lake Clifton Road, Forrest Highway and Dorsett Road intersection; and
2. endorses the Shire's application to Main Roads Western Australia for a speed reduction on Forrest Highway within the immediate vicinity of the Lake Clifton Road intersections pending the outcome of ongoing investigations and any future intersection upgrade works.

IN BRIEF

This report seeks Council endorsement to submit a Freedom of Information (FOI) application to obtain the Main Roads Western Australia Road Safety Audit relating to the complex intersection of Lake Clifton Road, Forest Highway and Dorsett Road, Forest Highway.

The report also seeks Council endorsement to submit an Application for Speed Zone Review to Main Roads Western Australia for consideration, with the aim of assessing the appropriateness of the current speed environment and identifying potential opportunities to improve road safety at the intersection.

BACKGROUND

The Lake Clifton Herron Residents Association (LCHRA) has raised concerns regarding the safety of the intersection on numerous occasions with the Shire of Waroona, Main Roads Western Australia (MRWA) and the RAC.

In November 2024, the RAC Manager of External Operations advised that the RAC had been engaging with MRWA and the LCHRA regarding concerns associated with the intersection. In a Perth Now article, the RAC representative stated:

"The Forrest Highway intersection with Lake Clifton Road and Dorsett Road is a complex intersection with multiple entry and exit points, heavy vehicle use, and visibility issues. Any upgrades to roads and intersections should be informed by a detailed and formal review of the area, which considers both crash risk and crash history."



In March 2025, MRWA engaged a consultant to undertake a Road Safety Audit (RSA) of the intersection. The Shire was invited to participate in the audit process, and a representative attended the daytime component of the assessment.

Following completion of the audit, the Shire was provided with recommendations relevant to its responsibilities. These actions have since been completed and included:

- Vegetation management;
- Signage repairs; and
- Minor pavement repairs.

The Shire has not been provided with a copy of the complete RSA report and is therefore unable to fully understand the findings and recommendations relating to the broader intersection. Despite requesting a copy of the report, MRWA has not made the document available to the Shire.

REPORT DETAIL

Following recent correspondence and a site inspection with representatives of the Lake Clifton Herron Residents Association (LCHRA), it was identified that the primary concerns relate to the complexity of the intersection, high volumes of heavy vehicle traffic, visibility constraints and the associated risk to road users and the local community.

A review of MRWA crash data for the period 2021 to 2025 identified four reported crashes within the intersection area, including rear-end, right-turn and right-angle crashes resulting in property damage and injury.

The available crash data only extends to 2025 and does not include more recent incidents that may have occurred within the area.

Crash Location		Nature	Time	Road Conditions	Severity
Lake Road	Clifton	Rear End	Daylight	Dry	PDO Major
Forrest Highway		Right Turn Through	Night	Not Available	Hospital
Forrest Highway		Rear End	Daylight	Dry	PDO Major
Forrest Highway		Right Angle	Daylight	Nil	Medical

Table 1: Crash Map Data for 2021 - 2025



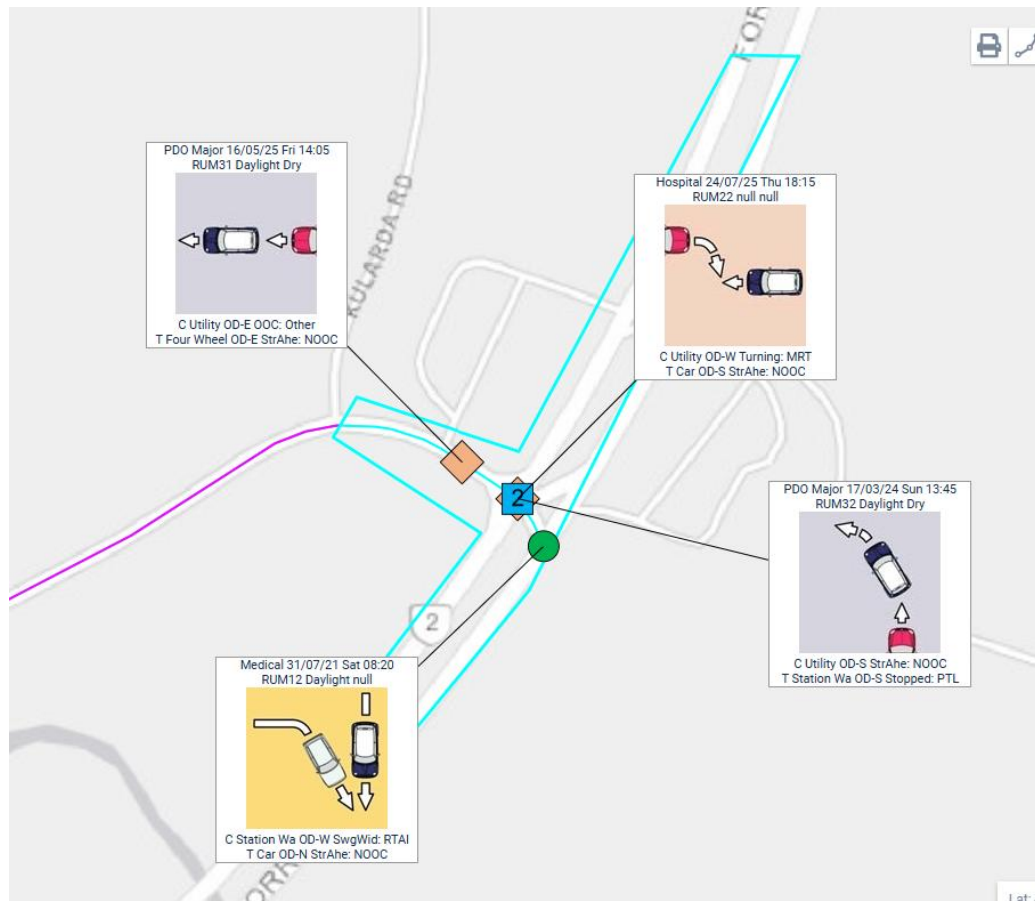


Image 1: Crash map data 2021 to 2025

The Shire's traffic count data collected in February 2024 at SLK 1.55 on Lake Clifton Road recorded an Annual Average Daily Traffic (AADT) volume of 1,103 vehicles. While this information provides a useful indication of traffic volumes along Lake Clifton Road, the count location is approximately 1.5 kilometres from the intersection and therefore does not accurately reflect vehicle movements associated with the rest area or vehicles entering and exiting the highway at the intersection.

Following recent correspondence from the LCHRA, the Shire sought an update from MRWA regarding the outcomes of the RSA. MRWA advised that investigations are currently underway into potential improvements to the Forrest Highway, Lake Clifton Road and Dorsett Road intersection. Delivery of any future upgrade works remains subject to funding availability and project prioritisation.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

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

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT



Main Roads Speed Zoning Policy and Application Guidelines
Freedom of Information Act 1982

SUSTAINABILITY & RISK CONSIDERATIONS

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

Nil

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

Obtaining the full version of the Road Safety Audit will allow the Shire to review the findings and provide clarification to the community, additionally a speed reduction will help reduce the risk to motorists and residents who are traveling along Forest Highway and accessing the Lake Clifton Road and Dorset Road intersections.

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

Nil

Policy Implications

Nil

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	By not reviewing the data and providing advocacy in regards to the complex intersection there is a reputational risk to the community.
Consequence	3 - Moderate
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	By providing advocacy and support to the change in speed zone application the Council mitigates the risk and assures the community that they are being listened to.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

- Chief Executive Officer
- Director Development and Customer Services
- Director Corporate and Compliance Services
- Manager Corporate Services
- Lake Clifton Herron Residents Association

Aboriginal Consultation - Nil

RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil



CONCLUSION

MRWA is currently investigating potential improvements to the Forrest Highway, Lake Clifton Road and Dorsett Road intersection. However, the delivery of any upgrade works remains subject to future funding allocations and project prioritisation, and no timeframe has been provided for implementation.

Given the ongoing concerns raised by the Lake Clifton Herron Residents Association, the documented crash history, the complexity of the intersection and the volume of heavy vehicle traffic, there is merit in seeking interim measures to improve road safety while investigations continue.

Obtaining a full copy of the Road Safety Audit will enable the Shire to better understand the identified risks, review the recommendations in full and provide informed feedback to the community.

Accordingly, it is recommended that Council support the lodgement of a Freedom of Information application to obtain the Road Safety Audit and endorse an application to Main Roads Western Australia requesting a reduction in the speed limit within the vicinity of the intersection pending the outcome of ongoing investigations and any future upgrade works.



11.2 CUSTOMER & DEVELOPMENT SERVICES

11.2.1 Provision of Licensing Services and Non-Road Law Functions	
File Ref:	CS.2 – Community Services – Licensing – Vehicle and Driver Licensing
Previous Items:	Nil
Applicant:	N/A
Author and Responsible Officer:	Director Customer & Development Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.2.1 A – CONFIDENTIAL – Non Road Law Agreement DRAFT 11.2.1 B – CONFIDENTIAL – Road Law Agreement DRAFT

OFFICER RECOMMENDATION

That Council:

1. pursuant to Section 11 of the Road Traffic (Administration) Act 2008, agrees to enter into Agreement No. DTMI753126 with Department of Transport and Major Infrastructure for the Provision of Licensing Services and Non-Road Law Functions for a period of five (5) years commencing 1 July 2026 and expiring 30 June 2031, subject to any minor amendments;
2. authorises the Chief Executive Officer to execute Agreement No. DTMI753126 - Provision of Licensing Services and Non-Road Law Functions; and
3. authorises the application of the Common Seal of the Shire of Waroona to Agreement No. DTMI753126 – Provision of Licensing Services and Non-Road Law Functions.

IN BRIEF

- The current Department of Transport Licensing Services and Non-Road Law Functions agreement is due to expire on 30th June 2026.
- The Department of Transport and Major Infrastructure has invited the Shire of Waroona to enter into a new five (5) year Agreement commencing 1 July 2026.
- The new Agreement continues the Shire's role as an authorised provider of Licensing Services and Non-Road Law Functions on behalf of the State Government.
- The Department has reviewed and modernised the Agreement to reflect contemporary operational, audit, compliance, cyber security and service delivery requirements.
- Commission rates payable under the new Agreement will increase by 4.6% from 1 July 2026 following the Department's review in accordance with Consumer Price Index adjustments.
- The Shire has delivered Licensing Services since 2000 and remains committed to retaining this important community service.
- Revenue generated through the Licensing Service continues to adequately offset the costs associated with the service delivery.
- The continued provision of Licensing Services supports community access to essential government services and reinforces Waroona's role as an important regional service centre.



BACKGROUND

The Shire of Waroona has provided Licensing Services on behalf of the State Government since 2000 and has established itself as an important regional service provider.

Historically, Licensing Services were provided from the Waroona Police Station pursuant to an operational arrangement between the Shire of Waroona and Western Australia Police. Under this arrangement, Shire employees administered Department of Transport licensing transactions in addition to providing administrative assistance to Police when licensing duties were not being undertaken. In 2013, Western Australia Police advised that the arrangement would cease, resulting in the relocation of Licensing Services to the Shire Main Administration Office soon after. The relocation enabled the Shire to retain this service locally.

Since that time, the Shire has continued to invest in maintaining and improving Licensing Service delivery. The refurbishment of the Shire Administration Office included significant consideration of Department of Transport requirements, including accessibility standards, customer service functionality, testing room requirements and compliance with Department audit standards.

The current Licensing Services Agreement expires on 30 June 2026. Given the importance of the availability of Licensing Services to the Waroona community and the Shire's ongoing commitment to retaining the service locally, the Shire formally advised the Department of Transport and Major Infrastructure of its preference to renew the Agreement by correspondence dated 21 April 2026. The Department subsequently responded on 22 May 2026 with an invitation for the Shire to enter into a new Agreement for the Provision of Licensing Services and Non-Road Law Functions for a further five (5) year term commencing 1 July 2026.

REPORT DETAIL

The Department of Transport and Major Infrastructure has offered the Shire a new Agreement for the continued provision of Licensing Services and Non-Road Law Functions for the period 1 July 2026 to 30 June 2031.

The Agreement has been comprehensively reviewed by the Department and updated to reflect current operational requirements and industry expectations. While the overall service delivery framework remains substantially unchanged, the revised Agreement introduces a number of enhancements relating to:

- Cyber security and information management requirements;
- Data breach and security incident reporting obligations;
- Protection and management of Department owned equipment and systems;
- Confidentiality and personal undertakings;
- Updated audit and compliance performance measures;
- Enhanced provisions relating to suspension, reduction or termination of services;
- Updated commission schedules and transaction categories; and
- Modernised administrative and operational powers.

The revised Agreement reflects the increasing importance of information security, customer privacy and system integrity in the delivery of government services.

The Department has also undertaken a review of commission rates and has advised that commissions payable to local governments will increase by 4.6% from 1 July 2026. This increase has been calculated in accordance with changes in the Consumer Price Index and will assist local governments to continue delivering these services on behalf of the State.



The Shire has consistently demonstrated its commitment to retaining Licensing Services within Waroona. This service remains highly valued by the community, providing local access to vehicle and driver licensing transactions, practical driving assessments, Hazard Perception Tests and personalised assistance for customers who may not be comfortable accessing services online.

As government transactions continue to transition toward digital platforms, regional service centres face increasing pressure to demonstrate their ongoing value and relevance. Despite this trend, face to face services remain critical for many community members, particularly older residents, people requiring assistance with complex transactions and those not comfortable with digital transactions.

Council has recognised the strategic importance of Licensing Services through investment in modern customer service facilities and ongoing advocacy for the retention of the service in Waroona. The Administration Office redevelopment was undertaken with specific consideration of the Department of Transport audit requirements and accessibility standards, ensuring the Shire remains well positioned to continue delivering Licensing Services into the future.

The Shire will continue to work proactively with the Department of Transport and Major Infrastructure to strengthen service delivery, maintain high compliance standards, and position Waroona as a key regional licensing centre.

Licensing Services Operational Financial Performance

FINANCIAL YEAR	INCOME COMMISSION	EXPENDITURE	SURPLUS/DEFICIT
2020/21	\$74,252.12	\$64,520.27	\$9,731.85
2021/22	\$81,953.18	\$68,047.01	\$13,906.17
2022/23	\$85,056.72	\$68,880.08	\$16,176.64
2023/24	\$94,515.17	\$96,757.38	-\$2,242.21
2024/25	\$100,069.47	\$87,003.27	\$13,066.20

The above table demonstrates that commission revenue generated through the service has historically covered all operational costs associated with staffing, training, facilities and administration. In addition, the service has generated an average surplus of approximately \$10,000 per annum over the past five financial years. While the financial return is modest, it confirms that Licensing Services are financially sustainable and continue to provide significant community benefit through the local delivery of essential State Government services.

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	5.1.4 Promote cooperations and collaboration with other organisations to improve efficiencies and regional identity

OTHER STRATEGIC LINKS



Shire of Waroona - Enabling Waroona – Access and Inclusion Plan 2023-2028

STATUTORY ENVIRONMENT

Section 11 of the *Road Traffic (Administration) Act 2008*:

11. *Agreements for performance of functions*

- (1) *The CEO may enter into an agreement providing for the CEO's functions under a road law that are described in the agreement to be performed on behalf of the CEO.*
- (2) *The agreement may be with the Commissioner of Police, a local government, or any other person, whether or not the person or body has itself functions of a public nature.*
- (3) *A function described in the agreement may be performed –*
 - (a) *in accordance with the agreement; and*
 - (b) *on and subject to terms and conditions in the agreement.*
- (4) *If the performance of a function is dependent upon the opinion, belief, or state of mind of the CEO it may be performed under the agreement is made or another person provided for in the agreement.*
- (5A) *The CEO may disclose the following to the body or person with whom the agreement is made if the CEO considers that the disclosure is required for the purposes of performing a function under the agreement –*
 - (a) *driver's licence information;*
 - (b) *permit information;*
 - (c) *vehicle licence information;*
 - (da) *optional plates information;*
 - (db) *information obtained by the CEO under the Road Traffic Act 1974 Part 6A;*
 - (d) *demerit points information;*
 - (e) *instructor information;*
 - (f) *photographs and signatures provided to the CEO under the Road Traffic Act (Authorisation to Drive) Act 2008 Part 2.*
- (5) *For the purposes of this Act or any other written law, an act or thing done by, to, by reference to, or in relation to, a body or person in connection with the performance by that body or person under the agreement of a function of the CEO is as effectual as if it had been done by, to, by reference to or in relation to, the CEO.*

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

Licensing Services support Waroona's role as a regional service centre by providing local access to essential government services. The service is financially sustainable, covering its operating costs and generating a modest annual surplus.

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

The service provides convenient local access to Department of Transport transactions, particularly benefiting older residents, people with disabilities and those requiring face to face assistance. Retaining the service improves accessibility and community wellbeing.

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

The Agreement has no significant environmental impacts. Local service delivery may reduce travel to larger centres, resulting in a minor reduction in vehicle emissions.

Policy Implications

Nil.

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Failure to enter into the Agreement could result in the cessation of Licensing Services within the Shire, negatively impacting community access to essential Department of Transport services and potentially damaging Council's reputation as a responsive service provider
Consequence	3 - Moderate
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Execution of Agreement No. DTMI753126 to ensure continuation of Licensing Services within the Shire of Waroona.
Risk Acceptance	Monitor - Risk acceptable with adequate control

CONSULTATION

N/A

Aboriginal Consultation

N/A

RESOURCE IMPLICATIONS

Financial

Licensing Services are funded through commission payments received from the Department of Transport and Major Infrastructure. Historical financial performance demonstrates that the service covers its operating costs and generates a modest annual surplus. The Department has advised that commission rates will increase by 4.6% from 1 July 2026

Workforce

The service is delivered by two employees engaged in a job-share arrangement specifically for the provision of Licensing Services. The costs associated with these positions are fully offset by commission payments received from the Department of Transport and Major Infrastructure. Staff will continue to undertake the required Department training and compliance activities to maintain accreditation and service standards.

CONCLUSION

The proposed Agreement will enable the Shire to continue providing Licensing Services and Non-Road Law Functions on behalf of the Department of Transport and Major Infrastructure for a further five-year period commencing 1 July 2026. The service remains highly valued by the community, is financially sustainable, and supports Waroona's role as an important regional service centre. Execution of the Agreement will ensure the continued local delivery of essential State Government services while allowing the Shire to build on its longstanding partnership with the Department and continue advocating for the retention and enhancement of Licensing Services within the district.



11.2.2 Adoption of Amendment to Local Planning Policy 18 – Expenditure of Cash-In-Lieu for Clearing Offsets	
File Ref:	LP.11 – Land Use & Planning
Previous Items:	OCM 26/04/041 – Amendment to Local Planning Policy 18
Applicant:	Shire of Waroona
Author and Responsible Officer:	Director Customer & Development Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.2.2 – LPP018 – Expenditure of Cash-In-Lieu for Clearing Offsets – Reviewed

OFFICER RECOMMENDATION

That Council:

1. notes that the proposed amendment to Local Planning Policy 18 ‘Expenditure of Cash in Lieu for Clearing Offsets’ was advertised in accordance with Clause 4 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015;
2. notes that no submissions were received during the advertising period; and
3. adopts the amended Local Planning Policy 18 ‘Expenditure of Cash-in-Lieu for Clearing Offsets’ as contained in Appendix 11.2.2.

IN BRIEF

- Council previously resolved to initiate an amendment to Local Planning Policy 18 and undertake public advertising.
- The amendment expands the scope of eligible expenditure to include flora and fauna studies, ecological assessments and environmental monitoring.
- The amended Policy was advertised for public comment in accordance with statutory requirements.
- No submissions were received during the advertising period.
- It is recommended that Council adopt the amended Policy.

BACKGROUND

At its Ordinary Council Meeting held on 28th April 2026, Council resolved to initiate an amendment to Local Planning Policy 18 ‘Expenditure of Cash-In-Lieu for Clearing Offsets’ and undertake public consultation in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015.

The amendment was proposed to strengthen the Policy by expanding the range of eligible expenditure to include ecological studies and environmental monitoring activities that directly support offset outcomes.

The Policy was subsequently advertised for a period as per the statutory requirements.

REPORT DETAIL



The purpose of the amendment is to ensure Cash-In-Lieu (CIL) funds collected under Local Planning Policy 17 'Vegetation' can be used more effectively to support evidence based environmental management and improve long-term environmental outcomes.

The amendment expands the eligible use of CIL funds to include:

- Flora and fauna surveys;
- Baseline ecological assessments;
- Environmental monitoring of revegetation and rehabilitation projects; and
- Strategic environmental studies that inform offset delivery and long-term land management.

The amendment maintains the original intent of the Policy by ensuring expenditure remains focused on achieving tangible environmental outcomes through vegetation protection, rehabilitation and restoration initiatives.

Additional provisions within the amended Policy:

- Require ecological information collected through funded studies to be retained by the Shire to inform future planning and environmental management activities;
- Allow funds to be pooled for strategic environmental studies where broader environmental benefits can be achieved; and
- Ensure expenditure remains directly linked to the objectives of the Policy.

The proposed amendment was advertised for public comment in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015.

No submissions were received during the advertising period.

As no issues or concerns were raised through the consultation process, it is recommended that Council proceed to adopt the amended Policy as advertised.

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	3.1.1 Collaborate with local environmental community organisations and volunteers

OTHER STRATEGIC LINKS

- Native Vegetation Policy for Western Australia (DWER);
- State Planning Policy 1 – State Planning Framework (WAPC);
- State Planning Policy 2.0 Environment and Natural Resources Policy (WAPC);
- State Planning Policy 2.1 The Peel-Harvey Coastal Plain Catchment (WAPC);
- State Planning Policy 2.5 Rural Planning (WAPC);
- State Planning Policy 2.9 Planning for Water (WAPC);
- State Planning Policy 3.7 Planning in Bushfire Prone Areas (WAPC);
- Guidance Statement No. 33 Environmental Guidance for Planning and Development (EPA);
- Guidance for Planning and Development: Protection of Naturally Vegetated Areas in Urban and Peri-Urban Areas (EPA); and



- Guideline for the Determination of Wetland Buffer Requirements (WAPC).

STATUTORY ENVIRONMENT

- Planning and Development Act 2005;
- Planning and Development (Local Planning Scheme) Regulations 2015; and
- Shire of Waroona Local Planning Scheme No. 7.

SUSTAINABILITY & RISK CONSIDERATIONS

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

Supports efficient and strategic use of funds, ensuring greater long-term value through informed environmental project delivery.

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

Promotes transparency and accountability in the management of offset contributions, strengthening community confidence.

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

Enhances environmental outcomes through improved planning, monitoring, evaluation and adaptive management of offset projects.

Policy Implications

The amendment broadens eligible expenditure under Local Planning Policy 18 while maintaining alignment with the Policy's original intent and objectives.

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Perception that funds may be diverted away from on-ground environmental works.
Consequence	2 - Minor
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Clear policy provisions linking studies to environmental outcomes; transparent reporting; retention of requirements for measurable environmental benefit.
Risk Acceptance	Monitor - Risk acceptable with adequate control

CONSULTATION

The proposed amendment was advertised in accordance with Clause 4 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

The advertising period concluded with no submissions received from the community, government agencies or other stakeholders.

Aboriginal Consultation

N/A.



RESOURCE IMPLICATIONS

Financial

No direct financial implications arise from adoption of the amended Policy. Future expenditure of Cash-In-Lieu funds will continue to be subject to Council budget processes and the requirements of the Policy.

Workforce

Implementation and administration of the Policy can be accommodated within existing staff resources.

CONCLUSION

The proposed amendment to Local Planning Policy 18 strengthens the Shire's ability to achieve effective and measurable environmental outcomes through the strategic use of Cash-In-Lieu funds. The amendment allows funds to be used not only for on-ground works, but also for the ecological studies, monitoring and planning activities necessary to support successful offset delivery and long-term environmental management.

The amendment was advertised in accordance with statutory requirements and no submissions were received. Accordingly, it is recommended that Council adopt the amended Local Planning Policy 18 as presented.



11.3 CORPORATE & COMMUNITY SERVICES

11.3.1 Listing of Payments for the Month of May 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 – May 2026

OFFICER RECOMMENDATION

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

Municipal	Cheque	10500 – 10506	\$	44,402.90
	EFT	45046 - 45300	\$	1,398,824.41
Direct wages	01/05/2026 – 31/05/2026 inclusive		\$	278,200.02
Direct Debit	01/05/2026 – 31/05/2026 inclusive		\$	275,706.67
Trust	Cheque		\$	-
	EFT	45183	\$	8,001.24
GRAND TOTAL			\$	2,005,135.24

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 May 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 May 2026. All expenditure is accordance with the 2025/26 adopted Budget and is presented as prescribed in regulation 13 of the *Local Government (Financial Management) Regulation 1996*.



11.3.2 Statement of Financial Activity for the period ending 31 May 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 31 May 2026

OFFICER RECOMMENDATION

That Council:

1. receives the Statement of Financial Activity for the period ending 31 May 2026 as per Appendix 11.3.2.
2. amends the 2025/26 adopted budget as per below;
 - a. GL account 2254 Plant Expenditure be increased by \$45,468
 - b. GL account 2243 Reimbursement be increased by \$32,338
 - c. GL account 2212 Planning Salaries be decreased by \$13,130
 - d. GL account 7662 Environmental Centre Building Maintenance be increased by \$10,600
 - e. GL account 3292 Design & Consultancy be decrease by \$10,600
 - f. GL account 1403 Reimbursements to be increased by \$8,581
 - g. GL account 1044 Buildings increased by \$8,581
 - h. GL account 3624 (OV98) Centennial Park Carpark decreased by \$22,800
 - i. GL account 3382 (Z990) road maintenance increased by \$22,800
 - j. GL account 4814 History Book Reserve increased by \$427
 - k. GL account 7573 Sale of History Books increased by \$427
 - l. GL account 4714 Recreation Centre Building Maintenance Reserve increased by \$15,000
 - m. GL account 7162 (AQ02) Recreation Centre Building Maintenance decreased by \$15,000

IN BRIEF

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

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

BACKGROUND

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

REPORT DETAIL



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

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

The following information is included in the report;

- Statement of Financial Activity by nature and type
- Statement of Financial Position
- Note 1: Basis of preparation and significant accounting policies
- Note 2: Statement of Financial Activity Information
- Note 3: Explanation of Material Variances
- Note 4 - Graphical Representation - Source Statement of Financial Activity
- Note 5: Cash and Financial Assets
- Note 6: Cash Backed Reserve
- Note 7: Capital Disposals and Acquisitions
- Note 8: Grants, subsidies, and contributions
- Note 9: Receivables
- Note 10: Payables
- Note 11: Rating Information
- Note 12: Information on Borrowings
- Note 13: Budget Amendments
- Note 14: Trust Fund

BUDGET AMENDMENTS

The following items require the 2025/26 adopted budget to be amended.

GL Account	Amount (\$)	Details
2254	45,468	Increase capital expenditure account (2254) for the purchase of the Manager Development Services vehicle following an insurance claim write off.
2243	32,338	Increase income for insurance claim received for the Manager Development Services vehicle insurance write off.
2212	13,130	Move funds from expenditure account (2212) to capital expenditure account (2243) for purchase of the Manager Development Services vehicle following an insurance claim write off.
7662	10,600	Increase expenditure for Enviro Centre building maintenance works.
3292	10,600	Move funds from expenditure account (3292) to Enviro Centre building maintenance account for completion of works.



1403	8,581	Increase income for insurance claim received for damages to Arts and Craft Centre kitchen cabinetry and flooring.
1044	8,581	Increase capital expenditure for insurance claim received for damages to Arts and Craft Centre kitchen cabinetry and flooring
3624 (OV98)	22,800	Move funds from capital expenditure (OV98) to the road maintenance account (Z990) for storm cleanup expenses.
3382 (Z990)	22,800	Move funds from capital expenditure (OV98) to the road maintenance account (Z990) for storm cleanup.
4814	427	Increase the transfer to reserve account 4814, History Book Reserve for the actual income received.
7573	427	Increase income account (7573) for Sale of History Books for the actual income received.
4714	15,000	Transfer to the Rec Centre Building Maintenance Reserve account the unspent building maintenance funds.
7162 (AQ02)	15,000	Transfer to the Rec Centre Building Maintenance Reserve account the unspent building maintenance funds.

Following an assessment of the 2025/26 budgeted reserve transfer at year end, the following proposed budget amendments are recommended:

1. History Book Reserve

The actual amount on income received for the sale of history books is \$727. As a result, it is recommended that the transfer to the History Book Reserve be amended from \$300 to \$727.

2. Rec Centre Building Maintenance Reserve

The Rec Centre Building Maintenance expenditure account has unspent funds at year end. It is recommended that these funds be transferred to the Rec Centre Building Maintenance Reserve.

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)deleted]



- (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity must be shown according to nature classification.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
 - (a) *presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

35. Financial position statement required each month

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

SUSTAINABILITY & RISK CONSIDERATIONS

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

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

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

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

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

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

Policy Implications



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

Risk Management Implications

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

CONSULTATION

All Shire of Waroona Officers share responsibility for sound financial management and are expected to operate in accordance with relevant regulations, policies, and procedures relating to budget allocations. Staff are consulted regarding project timing, progress, and status updates to ensure the accuracy of financial reporting. Their input is essential to maintaining reliable and compliant monthly financial statements.

Aboriginal Consultation

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

RESOURCE IMPLICATIONS

Financial

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

Workforce

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

CONCLUSION

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



11.3.3 2026 Annual Policy Review – Part 2	
File Ref:	CM.7 – Corporate Management – Policy – Policy Register – Policy Reviews
Previous Items:	11.3.3 - 2026 Annual Policy Review Part 1 – OCM26/05/062
Applicant:	Not applicable
Author and Responsible Officer:	Senior Governance Officer; Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.3.3 – Reviewed policies with tracked changes

OFFICER RECOMMENDATION

That Council approves all amendments made to the revised policies as collated and presented in Appendix 11.3.3.

IN BRIEF

- Five council policies have been revised and amended as part of the 2026 annual policy review.
- Council's approval is required to publish and make the reviewed policies publicly available.

BACKGROUND

The objectives of Council policies are to:

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

Thirty-four policies are scheduled for review in 2026. In this second part, five policies have been reviewed and amended where required, as detailed in the report detail. Council's approval is now requested to update those policy documents, as presented at **Appendix 11.3.3**.

REPORT DETAIL

The following policies have been recently reviewed by officers and approved by Directors to ensure that information relating to current practices and legislative requirements remains accurate. All of the following policies contain minor suggested amendments which may or may not alter the intent of each policy.

It is recommended that Council approve five policies with / without amendment, as listed below.



Corporate & Governance (CG) Policies	
CGP008 - Complaints about Decisions, Employees and Services	Added processes to deal with complaints about CEO and employees
Community (C) Policies	
CP005 - Donations, Waivers and Sponsorships	Added Sub-delegation to Directors
Finance (F) Policies	
FP003 – Purchase Orders Authority	Amended to reflect employee current title positions. Remove Manager Works and Waste Services
FP004 – Corporate Purchasing & Credit Cards	Updated Director Infrastructure Services position title to Executive Manager Infrastructure Services. Remove Manager Works and Waste Services
Health (LH) Policies	
LHP001 - Mobile Food Vendors	Reviewed with minor amendments to, and rewording of text. <i>To be transferred to new format following approval</i>

All current policies, showing tracked changes, are presented as **Appendix 11.3.3**.

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

Policies which are required under statutory legislation, contain a statement providing reference to the relevant legislation.

SUSTAINABILITY & RISK CONSIDERATIONS

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



Depending on the context, some policies may have an impact on financial and economic processes and decisions.

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

Nil

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

Depending on the context, some policies may have an impact on environmental processes and decisions.

Policy Implications

Several policies have been included in this review. See 'Report Detail' for information on policies which are proposed to be amended and/or approved.

Risk Management Implications

(Please refer to the Shire of Waroona Risk Framework when reviewing this section)

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 with adequate controls

CONSULTATION

Policies were reviewed by relevant officers within the functions to which they relate.

Aboriginal Consultation

Nil.

RESOURCE IMPLICATIONS

Financial

Nil.

Workforce

Not applicable.

CONCLUSION

Council policies are live documents that may be amended and take immediate effect at any time throughout the year. They are introduced to provide Council with a formal written record of policy (Council) decisions and provide employees with clear direction to respond to issues and act accordingly.

Five of thirty-four council policies have been revised and amended as part of the 2026 annual policy review process. Council's approval is required to publish and make publicly available; the amended policy documents.



11.3.4 Licence Agreement for 120 South Western Highway, Waroona – Enviro Centre	
File Ref:	LD273 – Enviro Centre Licence Agreement
Previous Items:	Nil
Applicant:	Various
Author & Responsible Officer:	Senior Governance Officer; Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number	11.3.4 – Proposed Licence Agreement – Enviro Centre

OFFICER RECOMMENDATION

That Council:

- 1. approves the Enviro Centre Licence Agreement in principle, subject to operational variations by the Chief Executive Officer; and**
- 2. authorises the Chief Executive Officer to sign and execute all matters relating to the Licence Agreement.**

IN BRIEF

Council is requested to approve the Licence Agreement between the Shire of Waroona, Harvey River Restoration Taskforce Incorporated (HRRT), Peel Harvey Biosecurity Group Incorporated (PHBG), Peel Harvey Catchment Council Incorporated (PHCC), and Waroona and Torres Strait Islander Corporation (WAATSIC) for the occupation of various allocated offices and sheds at the Enviro Centre, 120 South Western Highway, Waroona, as presented at Appendix 11.3.4.

BACKGROUND

Vesting

Prior to September 2023, Reserve 46872, located at 120 South Western Highway, Waroona was vested in the Department of Primary Industries and Regional Development (DPIRD). Following an expression of interest in leasing the land, DPIRD confirmed that it no longer required the vesting and were supportive of allowing the Management Order to be transferred to the Shire of Waroona.

On 1 October 2021, Council (Lessee) entered into a five-year lease agreement with “Western Australian Agriculture Authority” (DPIRD, the Lessor) whilst the Management Order transfer process was investigated. The lease agreement included permission for the Shire to sub-lease the premises to local natural resource management (NRM) groups.

A Management Order for Reserve 46872 was granted to the Shire of Waroona on 4 September 2023 and includes the following conditions:

- “To be used for the designated purpose of ‘Community and Civic Purposes’ only”;
and*
- “Power to lease (sub-lease or licence) for the designated purpose is granted for the whole or any portion thereof for any term not exceeding twenty-one (21) years.”*

Shed User Agreement



On 26 April 2023, Council resolved to enter into a Shed User Agreement with HRRT, PHBG, and PHCC, for their use of the external sheds on the property, whilst plans and designs were established for a refurbishment of the main office building. This user agreement remains active between the Shire, HRRT and PHBG, and will be superseded by the proposed Licence Agreement.

Enviro Centre Refurbishment

The Enviro Centre has been refurbished through Shire and grant funding to establish a shared environmental and agricultural hub in the centre of Waroona. The building will be occupied under licence agreements that provide non-exclusive, 'Allocated Areas' for local environmental and conservation groups. It will provide office, meeting, training, and storage facilities to support group expansion and operations. The project aligns with the Town Centre Revitalisation Strategy and supports the longer-term repurposing of the Irrigation House site as part of a broader community precinct.

REPORT DETAIL

The proposed Licence Agreement for occupation of the Enviro Centre has been established as a non-exclusive 'Licence to Occupy'. This licence grants HRRT, PHBG, PHCC and WAATSIC permission to use 'Allocated Areas' within the site, including designated rooms within the main building and allocated external sheds, for agreed community and environmental purposes.

A licence arrangement has been adopted in preference to a lease to reflect the shared-use nature of the Enviro Centre, the Shire's ongoing control over and maintenance of the site, and the need to accommodate multiple user groups within a coordinated operational framework. The licence does not grant exclusive possession of any part of the premises to any group, and the Shire retains full management control and discretion over site, access and the allocation of office and shed areas.

Key Features of the Licence

The proposed Licence Agreement has the following key components:

- The Shire maintains full responsibility for maintenance of the premises.
- The Shire retains the right to enter the premises at any time for inspection, maintenance, cleaning or other reasonable purposes, but will ensure that the Licensee's use and enjoyment of the 'Allocated Area' is not unjustifiably interrupted or disturbed during the Term;
- Licence provisions allow the Shire to vary, reallocate, or reasonably reconfigure spaces where necessary for operational requirements, subject to written notice.
- Defined 'Allocated Areas' for occupation by each licensee, including access to specified internal offices and/or external storage sheds and bays.
- Free use of and access to common areas such as building amenities and access ways by the Licensee and Shire.
- Shared Spaces such as meeting rooms and hubs which can be temporarily reserved by occupants for meetings and activities.
- An initial licence term of six months to allow for any logistical licence adjustments before entering into longer-term arrangements.
- A Licence Fee of \$110 including GST paid annually, aligned with Council's adopted rent of \$110 for all leased Shire buildings.
- A Bond of \$1,000, payable by each licensee at the commencement of the licence.
- Licensees are responsible for a portion of the total outgoings, as set out in **clause 4.3** of the Licence Agreement (see Appendix 11.3.4), payable in the manner detailed below.



Outgoings and Cost Recovery

Each licensee will be responsible for a proportionate contribution toward outgoings associated with the operation and maintenance of the Enviro Centre. These outgoings include:

- **Cleaning and general maintenance:** weekly cleaning, window cleaning, floor deep cleaning, garden maintenance;
- **Utilities and consumables:** electricity, water (including excess charges), bathroom/cleaning supplies, sanitary bins and servicing;
- **Building systems and safety compliance:** HVAC servicing, electrical testing and tagging, emergency shower and eyewash servicing, first aid kit servicing; and
- **Pest control and waste systems:** pest inspections and extermination, and septic tank pump-outs.

Each licensee's share of outgoings will be calculated based on the proportion of the total occupiable area of the Premises allocated to that licensee. Outgoings will be invoiced quarterly.

The Licence to Occupy sets a flexible, multi-user occupancy arrangement that enables environmental groups to operate from the Enviro Centre without conferring tenancy rights or exclusive possession. It ensures the Shire retains operational control of the site while allowing structured, accountable access for community-based environmental activities. The arrangement supports Council's preference for shared use of facilities, transparent cost recovery for outgoings, and adaptable space management as the needs of user groups evolve over time.

It is recommended that Council approve the Enviro Centre Licence Agreement, in principle, as presented at Appendix 11.3.4, and authorise the Chief Executive Officer to vary the agreement to suit evolving operational requirements as required and execute all matters relating to the Licence.

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	1.4 Encourage an active and healthy community with an improved quality of life
Strategy	1.4.5 Support and enhance health services in Waroona

Focus Area	Our Built Assets
Aspiration	To build and effectively manage our assets to continually improve our standard of living
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

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

Nil.

SUSTAINABILITY & RISK CONSIDERATIONS

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

The Enviro Centre's licensing arrangement will provide income of \$440 per year including GST. Consistent with a standard Shire lease arrangement, all operational costs and outgoings associated with the use of the facility will be recovered from licence holders. With all occupiable areas allocated under licence, the Shire will achieve full cost recovery of operational outgoings in a similar manner to a typical lease arrangement.

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

The Enviro Centre will provide a dedicated shared space for local environmental and conservation groups, including WAATSIC, supporting their ability to collaborate, coordinate volunteer activities, and facilitate community education sessions.

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

The co-location of environmental and natural resource management groups supports coordinated environmental outcomes across the region. The reuse and refurbishment of an existing building also reduces the need to construct additional Shire-owned facilities, supporting sustainable land use.

Policy Implications

Following the initial six to twelve-month introductory licence period, Council Policy CGP031 – Community Leases may be reviewed and updated to incorporate a formal licensing framework and associated conditions.

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Non-approval of the Licence Agreement may result in underutilisation of the Enviro Centre, reduced cost recovery, and limited capacity for local environmental groups to co-locate, collaborate, and expand their services both within the facility and in the region.
Consequence	2 - Minor
Likelihood	4 - Likely
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

- Harvey River Restoration Taskforce Incorporated (HRRT)
- Peel Harvey Biosecurity Group Incorporated (PHBG)
- Peel Harvey Catchment Council Incorporated (PHCC)
- Waroona and Torres Strait Islander Corporation (WAATSIC)

Aboriginal Consultation

Nil.

RESOURCE IMPLICATIONS

Financial

Nil.

Workforce

Nil.

CONCLUSION

The proposed Enviro Centre Licence Agreement provides a practical and accountable framework for the shared occupation and use of the refurbished Enviro Centre by local environmental, conservation and community-based groups. The licence model supports flexible allocation of spaces, transparent recovery of operational outgoings, and continued Shire oversight of the site while enabling the facility to be used for its intended environmental and community purposes.

Council's approval of the Licence Agreement, in principle, is recommended to formalise the occupation arrangements for HRRT, PHBG, PHCC and WAATSIC, support the coordinated use of the Enviro Centre, and allow the Chief Executive Officer to finalise and execute the agreement in line with operational requirements.



11.4 CHIEF EXECUTIVE OFFICER

Nil.



11.5 ITEMS FOR INFORMATION

11.5.1 Tourism Council Western Australia “Effective Marketing for Tourism Businesses” Workshop	
File Ref:	GO.3 – Governance – Reporting
Previous Items:	Nil
Applicant:	Shire of Waroona
Author and Responsible Officers:	Shire of Waroona Trainee; Executive Assistant; Tourism & Marketing Officer; Manager Community & Economic Development; Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.5.1 A – Tourism Council Western Australia “Practical AI for Social Media Marketing” booklet. 11.5.1 B – Tourism Council Western Australia “Intermedia Social Media” booklet.

OFFICER RECOMMENDATION

That Council notes the information provided in this report regarding staff participation and key learnings from the Tourism Council Western Australia “Practical AI for Social Media Marketing” workshop and “Intermediate Social Media” workshop.

IN BRIEF

On 19 May 2026, 5 staff members of the Shire of Waroona and 6 members of the community attended the Tourism Council Western Australia “Practical AI for Social Media Marketing” and “Intermediate Social Media” workshops at the Waroona Community Resource Centre.

The workshops focused on strengthening digital marketing capability through practical social media strategies, content creation techniques, and the use of emerging AI tools.

BACKGROUND

The Shire partnered with Tourism Council Western Australia to deliver targeted marketing workshops for local tourism businesses and community groups.

The sessions provided practical, contemporary guidance to improve online presence and engagement, particularly across Facebook and Instagram, supporting broader efforts to enhance regional tourism capability.

REPORT DETAIL

The “Practical AI for Social Media Marketing” workshop provided strategies on how to effectively use GenAI platforms to support tourism business promotion. The workshop included topics on:

1. **Introduction to GenAI:** how GenAI can support tourism marketing
2. **Business marketing profile**
3. **AI for Social Media Strategy and Planning:** utilising AI to generate post ideas and using it as your social media coach
4. **AI for Social Media Posts and Captions:** prompting for posts/captions from scratch
5. **GenAI for images and Videos**



The session was delivered by Amanda Kendle through the Tourism Council Western Australia. The presentation was practical, hands-on and tailored to regional tourism businesses with varying levels of technical experience.

The Intermediate Social Media workshop provided a structured approach to improving social media performance, covering five key areas:

1. **Social Media Health Check:** Auditing platforms to ensure consistent branding, accurate information, and aligned messaging.
2. **Increasing Engagement:** Strategies to improve visibility through consistent posting, interactive content, and audience engagement.
3. **Advanced Content Creation:** Use of video, stories, carousels, and user-generated content to enhance reach.
4. **Analytics and Insights:** Importance of tracking performance using platform insights and tools such as Google Analytics.
5. **Social Media Roadmap:** Developing a structured approach through regular audits, performance tracking, and ongoing strategy refinement.

Key Learnings and Outcomes

- Engagement and visibility are increased through tailored content and consistent branding.
- Interactive and video content are becoming more and more significant.
- Monitoring data is crucial for successful marketing.
- AI technologies can increase productivity, but they need human supervision and cautious prompting.
- AI can be trained to suit your own objectives.
- Authenticity is still crucial, especially when it comes to visual content.

Benefits to the Shire of Waroona

- Improved staff capability in digital marketing and social media strategy
- Enhanced understanding of how GenAI can support efficient content creation while maintaining quality control.
- More efficient and cost-effective content development

Benefits to the Waroona Community attendees

- Access to practical marketing and AI tools at no cost
- Improved ability to promote businesses and events
- Increased capability to engage audiences and attract visitors
- Support for local economic growth

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	5.2.2 Promote an organisational culture of safety, best practice and continuous improvement

This workshop aligns with Strategy 5.2.2 by strengthening staff capability, promoting best practice marketing principles and encouraging continuous improvement within both the organisation and the broader tourism sector.



OTHER STRATEGIC LINKS

ETS001 - Destination Management Strategy
ETL001 - Destination Management Action Plan 2025-2030

STATUTORY ENVIRONMENT

Nil.

SUSTAINABILITY & RISK CONSIDERATIONS***Economic***

Improved digital marketing capability supports increased visitation and economic growth.

Social

Strengthens local businesses and community engagement.

Environment

No direct environmental impact.

Policy Implications

Nil.

CONSULTATION

Survey consultation was undertaken with over 40 local tourism businesses to determine workshop subject matter and timing.

Aboriginal Consultation

Nil.

RESOURCE IMPLICATIONS***Financial***

The workshop was delivered in partnership with Tourism Council Western Australia and formed part of the Shire's existing tourism capacity-building allocation. No additional unbudgeted expenditure was incurred

Workforce

Staff attendance was within normal working hours and contributes to ongoing professional development.

CONCLUSION

The Tourism Council Western Australia "Intermediate Social Media" and "Practical AI for Social Media Marketing" workshops provided valuable, practical training for both Shire staff and community attendees. The sessions strengthened capability in contemporary digital marketing practices, including social media strategy, content creation, and the effective use of emerging AI tools.



- 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**

