



APPENDICES INDEX

ORDINARY COUNCIL MEETING

23 June 2026

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Unconfirmed Minutes

Bush Fire Advisory Committee Meeting

Wednesday 3 June 2026

18:00 at Council Chamber

Bush Fire Advisory Committee Meeting – 3 June 2026
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Important Notes

It should be noted that decisions of this Committee are only recommendations to and not decisions of Council. Committee recommendations should therefore not be acted on or otherwise relied upon until Council has formally considered and decided on the Committee recommendations.

The meeting commenced at 6.00pm.

1. ATTENDANCES

Voting Members

Councillor Mike Walmsley, Chairperson
 Mark Goodlet, CEO / PCBU Officer, Shire of Waroona
 John Twaddle, Chief Bush Fire Control Officer
 Daniel Thomas, Bush Fire Control Officer, Lake Clifton VBFB
 Brian Beales, Bush Fire Control Officer, Waroona VFES

Non-Voting Members

Rhys Bloxsidge, Coordinator Development and Emergency Services, Shire of Waroona
 Luke Jones, Bushfire Risk Mitigation Coordinator, Shire of Waroona
 Michael Simpson, Waroona VFES
 Brooke Van Twist, Waroona VFES
 Sam Hull, Waroona West VBFB
 Jessamy Dainton, Lake Clifton VBFB
 Ricky Southgate, DFES
 Jayden Vitler, DBCA
 Lizzie Satchell, DBCA

2. ABSENT

Brad Lewis, Bush Fire Control Officer, Waroona West VBFB
 Steve Thomas, Bush Fire Control Officer, Preston Beach VBFB
 Steven Gunn, DBCA
 Rhys McDonald, DBCA

3. CONFIRMATION OF MINUTES OF MEETING

- 3.1 Confirmation of Minutes of the Bush Fire Advisory Committee meeting – 4 June 2025 – **Appendix 1.**

COMMITTEE RECOMMENDATION / COMMITTEE DECISION

BFAC26/001

Moved: John Twaddle

Seconded: Brian Beales

CARRIED 5/0

That the Minutes of the Bush Fire Advisory Committee meeting held on 4 June 2025 be confirmed as a true and correct record.

4. BUSINESS ARISING FROM THE PREVIOUS MEETING

Nil.

5. BUSINESS ARISING

5.1 Appointment of Bush Fire Advisory Committee Council Representative and Chairperson	
File Ref:	ES.7
Previous Items:	Nil
Applicant:	Shire of Waroona
Author and Title:	Manager Development Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number	NA

COMMITTEE RECOMMENDATION**BFAC26/002****Moved: John Twaddle****Seconded: Dan Thomas****CARRIED 5/0**

That the Bush Fire Advisory Committee recommends to Council to appoint John Michael Scott Walmsley as both the Council representative and the Chairperson of the Bush Fire Advisory Committee until 30 June 2028.

IN BRIEF

In accordance with the Bush Fires Act 1954, a member of Council must be included in the Bush Fire Advisory Committee and that person must assume the role of the Chairperson.

BACKGROUND

Councillor Mike Walmsley has been the Chairperson of the Bush Fire Advisory Committee for a number of years. Councillor Walmsley's appointment as the Council representative of the committee expires at the next Council meeting.

REPORT DETAIL

Councillor Walmsley is a part of the Waroona West Volunteer Bush Fire Brigade and has many years of experience on the fire ground.

Given Councillor Walmsley's experience on the Bush Fire Advisory Committee and the fireground, he is considered the most suitable Councillor to carry out the role.

It should be noted that the Shire of Waroona Bush Fire Brigades Local Law stipulates the appointment is for a two year term.

SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

Focus Area	Our Community
Objective	Create a connected, safe and cohesive community with a strong sense of community pride
Strategy	Ensure the safety of our community

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Bush Fires Act 1954

Shire of Waroona Bush Fire Brigades Local Law 2024

SUSTAINABILITY & RISK CONSIDERATIONS

Economic – (Financial impact to the community)

Nil

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

Nil

Environment – (Impact on environment's sustainability)

Nil

Policy Implications

Nil

Risk Management Implications

Nil

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil

CONCLUSION

It is recommended to the Bush Fire Advisory Committee to recommend to Council to appoint Councillor Walmsley as the Councillor representative and Chairperson of the committee.

5.2 Personal Protective Equipment – 3M Respirators	
File Ref:	ES.7
Previous Items:	Nil
Applicant:	Shire of Waroona
Author and Title:	Manager Development Services
Declaration of Interest:	Nil
Voting Requirements:	Simple majority
Appendix Number	2

COMMITTEE RECOMMENDATION**BFAC26/003****Moved: Brian Beales****Seconded: Dan Thomas****CARRIED 5/0**

That the Bush Fire Advisory Committee recommends to Council 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.

IN BRIEF

Use of respirators on the fire ground by bushfire brigade volunteers appears to be minimal. Respirators are protective devices that assist firefighters by filtering harmful airborne contaminants. Respirators ought to be purchased for each brigade member to make them safer on the fire ground.

BACKGROUND

Earlier in 2026, Brooke Van Twist of the Waroona VFES recommended that all brigade members should wear 3M respirators to bushfire incidents.

REPORT DETAIL

Some follow up was carried out with the Department of Fire and Emergency Services (DFES) and it was found that respirators ought to be provided to volunteers as per DFES Safe Operating Procedure 3.2.1. A copy of this procedure is at **Appendix 2**.

Consultation was carried out with the local brigades. Preston Beach VBFB responded and advised that some members already have them, however all should have them. No response was received from the other two local brigades.

Whilst the cost of purchasing the respirators will be high, expenditure will be covered by DFES under the Local Government Grant Scheme.

SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

Focus Area	Our Community
Objective	Create a connected, safe and cohesive community with a strong sense of community pride
Strategy	Ensure the safety of our community

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

DFES Safe Operating Procedure 3.2.1

SUSTAINABILITY & RISK CONSIDERATIONS

Economic – (Financial impact to the community)

Nil

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

Nil

Environment – (Impact on environment's sustainability)

Nil

Policy Implications

Nil

Risk Management Implications

Nil

CONSULTATION

Consultation was carried out with the local brigades as per the information contained in the 'Report Detail' section of this report.

RESOURCE IMPLICATIONS

Financial

Costs of the respirators is covered under the Local Government Grant Scheme.

Workforce

Nil

OPTIONS

The Bush Fire Advisory Committee has the option of recommending to Council to either purchase or not purchase the respirators.

CONCLUSION

Given the respirators form part of DFES's recommended personal protective equipment list for bushfire fighters, the committee is strongly recommended to agree with the officer recommendation.

5.3 Shire of Waroona Brigade Area Mapping	
File Ref:	ES.7
Previous Items:	Nil
Applicant:	Shire of Waroona
Author and Title:	Manager Development Services
Declaration of Interest:	Nil
Voting Requirements:	Simple majority
Appendix Number	3,4

COMMITTEE RECOMMENDATION**BFAC26/004****Moved: John Twaddle****Seconded: Brian Beales****CARRIED 5/0**

In regard to the brigade boundary mapping, the Bush Fire Advisory Committee recommends to Council to:

- 1) endorse option 3 as per the 'Report Detail' section below, subject to the following amendments;
 - a) one new Bush Fire Control Officer (BFCO) is appointed;
 - b) the VFES Captain be appointed as the BFCO;
 - c) the responsibility of the new BFCO be limited to incident control;
 - d) the responsibility of the new BFCO to exclude voting rights in the Bush Fire Advisory Committee and issuing permits to burn;
- 2) request the Chief Executive Officer (CEO) to make any necessary changes to the draft map at Appendix 3; and
- 3) authorise the CEO to endorse the map once the changes have been made.

IN BRIEF

In 2025, Joe Commisso of Waroona West VBFB approached the Shire to have high quality maps of the local government district prepared that show the primary work areas of each volunteer brigade. Council endorsed the project and allocated funding to the project in the 25/26 budget. Mr Commisso was of the view that the maps would aid new brigade members and give them an idea of their work areas in relation to the local road network and other features.

A draft map has now been prepared and is at **Appendix 3**.

BACKGROUND

As a starting point, the Department of Fire and Emergency Services (DFES) provided the Shire with a map showing the current working areas of each brigade. A copy of this map is at **Appendix 4**. This map uncovered an issue in that a large area of land surrounding Waroona was not allocated to a brigade or the VFES.

Notwithstanding this, an initial draft map was prepared and referred to the three local VBFBs and the Waroona VES for feedback. Following feedback from the brigades, some minor changes were made to the map. The draft map designated the unallocated area of land to the Waroona VFES. The map was then referred to the Department of Fire and Emergency Services (DFES) for comment.

REPORT DETAIL

DFES noted that the draft map extends the work area of the Waroona VFES out significantly. DFES provided the Shire with three options:

1. Move the Waroona VFES brigade area;
2. Leave the area unallocated and send the Waroona VFES to the area as the first response and should a local brigade arrive then the local brigade would assume control of the incident; or
3. Consider two more fire control officers (e.g. captain and first lieutenant) within the Waroona VFES to allow them to take control of fires in the unallocated area on behalf of the Shire.

Note that option three is the DFES preference.

SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

Focus Area	Our Community
Objective	Create a connected, safe and cohesive community with a strong sense of community pride
Strategy	Ensure the safety of our community

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Bush Fires Act 1954

SUSTAINABILITY & RISK CONSIDERATIONS

Economic – (Financial impact to the community)

Nil

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

Nil

Environment – (Impact on environment's sustainability)

Nil

Policy Implications

Nil

Risk Management Implications

Nil

CONSULTATION

The three local brigades, the Waroona VFES and DFES were all consulted for feedback on the mapping.

RESOURCE IMPLICATIONS

Financial

The mapping project has been budgeted for in the 25/26 budget.

Workforce

The project has been managed internally by staff.

OPTIONS

There are three options that the Bush Fire Advisory Committee can consider. These are outlined under the 'Report Detail' section of this report.

CONCLUSION

The mapping project will have benefits for new and existing brigade members and therefore a suitable outcome is requested of the Bush Fire Advisory Committee.

5.4 2026/27 Firebreak Notice and Other <i>Bush Fire Act 1954</i> Notices	
File Ref:	ES.7
Previous Items:	Nil
Applicant:	Not Applicable
Author and Title:	Manager Development Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number	5

COMMITTEE RECOMMENDATION**BFAC26/005****Moved: John Twaddle****Seconded: Dan Thomas****CARRIED 5/0****That the Bush Fire Advisory Committee recommend to Council to:**

- 1. keep 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;**
- 2. keep the restricted and prohibited burning times the same as the 2025/2026 times; and**
- 3. 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.**

IN BRIEF

The last comprehensive review of the Shire of Waroona Firebreak Notice and other associated notices was undertaken in 2024. It is considered that no changes are required this year. A copy of last year's notice is at **Appendix 5**.

BACKGROUND

Advice in relation to the Firebreak Notice, the Camping and Cooking Fires Notice, the Burning of Garden Waste and Rubbish Notice and the prohibited and restricted burning times is provided to Council by the Bush Fires Advisory Committee.

Proposed prohibited and restricted burning times must be approved by the DFES Commissioner.

REPORT DETAIL

The Shire of Waroona Firebreak Notice, Camp and Cooking Fires Notice and Burning of Garden Refuse Notice are all made pursuant to the powers conferred in sections 24, 25 and 33 of the *Bush Fires Act 1954* (the Act).

Prohibited and restricted burning times are made pursuant to sections 17 and 18 of the Act.

SHIRE OF WAROONA STRATEGIC COMMUNITY PLAN

Focus Area	Our Community
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Objective	Create a connected, safe and cohesive community with a strong sense of community pride
Strategy	Ensure the safety of our community

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Bush Fires Act 1954

SUSTAINABILITY & RISK CONSIDERATIONS

Economic – (Financial impact to the community)

Nil

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

Nil

Environment – (Impact on environment's sustainability)

Nil

Policy Implications

Nil

Risk Management Implications

The respective notices ensure landowners are aware of their obligations regarding fires and burning, which should reduce the risk of bush fire breaking out or spreading. All landowners are sent a copy of the notices with their annual rates statements to increase awareness.

CONSULTATION

Chief Bush Fire Control Officer

RESOURCE IMPLICATIONS

Financial

Funds are provided in the Shire of Waroona Annual Budget to publish bush fire related information annually.

Workforce

Nil

OPTIONS

The Committee has the option of:

1. supporting the recommendation presented; or,
2. not supporting the recommendation presented and supporting modified forms of one or all of the notices or the burning times.

CONCLUSION

The current notices and burning times are effective and apply a reasonable set of requirements across land categories in the district to prevent the spread or outbreak of a bushfire. Prohibited and restricted burning times can also be amended if seasonal conditions warrant it.

6. BUSINESS ARISING

6.1 Waroona West Volunteer Bush Fire Brigade – Election of Bush Fire Control Officer

At the Waroona West Volunteer Brigade's Annual General Meeting held 26 May 2026, Brad Lewis advised that he was stepping down as Captain and Bush Fire Control Officer. Sam Hull was subsequently nominated to the positions of Captain and Bush Fire Control Officer. Mr Lewis was appointed by Council as Bush Fire Control Officer for the brigade on a two-year term and still had one year remaining in his term. Mr Lewis has served as the Bush Fire Control Officer of the brigade for three years and carried out his duties admirably.

COMMITTEE RECOMMENDATION

BFAC26/006

Moved: Dan Thomas

Seconded: John Twaddle

CARRIED 5/0

That the Bush Fire Advisory Committee recommends to Council to:

- 1. appoint Sam Hull as Bush Fire Control Officer and Captain for Waroona West Volunteer Bush Fire Brigade for the remainder of the term; and**
- 2. appoint Brad Lewis as a Bush Fire Control Officer (Permit Issuing Only).**

7. REPORTS OF OFFICERS

7.1 Chief Bush Fire Control Officer's Report

John Twaddle's 2025/2026 report is attached at **Appendix 6**.

7.2 DFES Representative's Report

Ricky Southgate gave thanks to the Shire from DFES for their efforts during the fire season.

Ricky advised that the training calendar is now available.

He also mentioned that there has been a spike in deliberate ignitions and to report any suspicious fires.

Ricky passed on his thanks to the Shire for allowing DFES to use Waroona West's station for training.

7.3 DBCA Representative's Report

Jayden Vitler advised that DBCA Perth Hills attended 121 fires during the 25/26 fire season. Perth Hills provided external assistance to other regions during the season, including sending a team to Exmouth at one stage.

DBCA has been experiencing staffing issues, however they have still managed to burn 50,000 hectares of forest in the district from a mitigation point of view. Unfortunately no burns have taken place in the Shire of Waroona but they are looking at burning the ground that was impacted by the 2016 fire in the near future.

Jayden advised that he would like more communication with the Shire when it is being considered to vary the prohibited burning time so DBCA can allocate resources appropriately.

7.4 Volunteer Brigade Reports

7.4.1 Lake Clifton VBFB

Dan Thomas advised that the brigade had new members who were very keen to obtain experience on the fire ground.

7.4.2 Preston Beach VBFB

No report provided.

7.4.3 Waroona West VBFB

Sam Hull advised that the brigade had turned out to 13 fires during the season, which was lower than the previous season.

7.4.4 Waroona VFES

Waroona VFES advised that this has been their busiest season on record. They have had to travel to assist other Shires. They are also doing controlled burns around the golf course.

7.5 PCBU Officer's Report

On 23 March 2026 I attended a joint annual CEO Roundtable Meeting arranged between the Department of Fire and Emergency Services and the Western Australian Local Government Association on Bushfire Management.

At this meeting I raised the following matters -

- a. Work Health and Safety topic of **“fitness for work assessments”** for the Volunteer Bushfire Brigade Members. This is a matter that I’ve raised with the Waroona Brigades over the past year. With respect to WH&S and the three material matters – trained, competent and fit for work – training is well catered for and competency is dealt with through records of experience in the field. Fitness for work remains the component that needs to be standardised across local government as doctrine.

In researching this Kalamunda has an annual test which they ask volunteers to perform, based on what activity they are doing (e.g. carrying a hose to a fire front). DFES has some paid firefighter standards but was vague on routine testing for volunteers.

The aim for this is to arrive at standard fitness level testing across Western Australian volunteer brigades aligned to different roles in the VBFB.

DFES and WALGA will be taking the matter up.

- b. A better system for funding of VBFBs**, not as “grant” based, but as non-discretionary needs based funding.

This was based on my observations of funding distribution as well as a report from the Auditor General’s Office –

Grants Scheme funding has doubled since the scheme began in 2003-04 and provides predictable and recurrent funding to LG entities for their local volunteer services. However, DFES has not fully documented its Grants Scheme funding decisions and procedures for allocations for the BFS brigades and SES units. DFES also lacks some critical information from LG entities that it needs to more clearly link funding allocations to current and emerging risks to the community. This reflects a 2017 recommendation by the Economic Regulation Authority, outstanding at the time of the audit, to apply robust analytical techniques for allocating funding.

The three LG entities we audited had neither a full understanding of their own costs to support the volunteer services nor fit for purpose strategic asset plans on which to base their Grants Scheme requests. As a result, DFES may not have sufficient information from LG entities to comprehensively assess their Grants Scheme funding requests.

[https://audit.wa.gov.au/reports-and-publications/reports/funding-of-volunteer-emergency-and-fire-services/#:~:text=DFES%20must%20fund%20emergency%20and,of%20\\$16.7%20million%20a%20year.](https://audit.wa.gov.au/reports-and-publications/reports/funding-of-volunteer-emergency-and-fire-services/#:~:text=DFES%20must%20fund%20emergency%20and,of%20$16.7%20million%20a%20year.)

In response DFES indicated that it was in early stages of considering how this could be achieved and what risk metrics should be applied to determine need. They said –

DFES continues to engage with the Western Australia Local Government Association (WALGA) in establishing and implementing Recommendation 2. In addition, DFES is continuing its development of a new Financial Management Information System (FMIS) which is designed to include an Enterprise Grants Management System (EGMA) and Asset Management System (AMS). The delivery of these modules will greatly enhance the administration of the LGGS in future years.

https://cdn.prod.website-files.com/61de5d84c5a92d75c52a9ca6/6785e6b3b9b651aee4e518ee_LGGS%20Manual%20for%20Capital%20and%20Operating%20Grants%202025-26%20with%20Facility%20Footprints.pdf#:~:text=The%20report%20provided%20two%20recommendations%2C,to%20volunteer%20services%20to%20better

My view is that as a key stakeholder in this matter, it is important that local government has a seat at the table, so that a fair and equitable system can be developed for the VBFBs. This may be a conversation with WALGA too in terms of consultation with its sector.

- c. Training –**

- Prior skills recognition for current competencies has been raised by the Shire’s VBFBs. I was advised that this is available, though how this is being implemented is unknown.
- Course availability remains an issue for the members.
- Attracting and developing young volunteers so that we bring succession planning into the brigades is a priority.

8. MOTIONS WITHOUT NOTICE FOR DISCUSSION AT THE NEXT MEETING

Brian Beales requested the two electronic fire danger signs be switched off outside of the fire season. The Shire will consider this.

9. NEXT MEETING

The next meeting will be held in June 2027.

10. CLOSE

As there was no further business chairperson Mike Walmsley declared the meeting closed at 7:06pm.

Local Planning Policy 18 – Expenditure of cash-in-lieu for clearing offsets



1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations). This Policy may be cited as Local Planning Policy 18 *Expenditure of cash-in-lieu for clearing offsets*.

2. Purpose

The purpose of this Policy is to guide the requirements for the use of Cash-In-Lieu (CIL) funds for clearing of vegetation, collected under *Local Planning Policy 17 Vegetation* (LPP17). It encourages the use of funds for the provision and betterment of vegetation.

3. Objectives

The objectives of this Policy are to improve:

- Ecological linkages;
- Tree canopy in urban areas;
- Habitat for threatened ecological communities; and
- Endemic native vegetation condition and extent.

4. Policy application

This Policy applies to the use, expenditure, allocation, granting or transfer of CIL funds collected under *LPP17 Vegetation*.

5. Policy provisions

Funds collected are currently held in Municipal Bonds Account T432. They shall be held for the purposes outlined in the Objectives of this Policy, consistent with *LPP17 Vegetation*.

5.1 What can CIL funds be spent on

Funds may be used in the following manner:

- In urban areas, for the installation of trees to improve canopy coverage. Other incidental expenses may be covered, including but not limited to: tree protection, mulch, soil conditioner, water, labour, equipment/plant hire or purchase.

- In rural areas, for the installation of endemic native vegetation (trees, shrubs and ground covers). Other incidental expenses may be covered, including but not limited to: plant protection, mulch, soil conditioner, watering, labour, equipment/plant hire or purchase.
- Rehabilitation and/or restoration of endemic native vegetation, natural areas or a threatened ecological community.
- For the purchase of land for rehabilitation and/or restoration projects to occur, including any associated costs and for repaying loans raised by the local government for the purchase of such land.
- Flora and Fauna surveys, ecological assessments, and environmental monitoring programs, where:
 - The study directly supports the objectives of this policy; and
 - The outcomes are used to inform, implement, or evaluate vegetation planting, rehabilitation, or restoration projects; and
 - The study contributes to establishing baseline ecological data, identifying priority areas for offset delivery, or measuring the success of offset outcomes over time.

This may include (but is not limited to):

 - Baseline flora fauna surveys of proposed offset sites;
 - Monitoring of revegetation or rehabilitation projects (e.g. species richness, vegetation condition, habitat usage);
 - Identification of threatened species, ecological communities, or habitat corridors;
 - Development of site-specific management plans informed by ecological data.
- Cash-in-lieu contributions may be pooled and applied to strategic shire-wide ecological studies or environmental projects where this is considered to provide a greater environmental benefit than site-specific works.

In all instances, there must be a planting component to access and use any funds. In all instances, expenditure must contribute to planting, rehabilitation, restoration, or ecological outcomes, which may include supporting studies and monitoring where directly linked to those outcomes.

5.2 Where can CIL funds be spent

Funds shall only be used within the Shire of Waroona local government area and where there is a high degree of certainty in achieving the following:

- The objectives and provisions of this Policy will be met;
- The greatest chance of success and longevity in a project; and
- The project will be maintained and protected in perpetuity.

5.3 Who can use and access CIL funds

Shire of Waroona

The Shire may use the funds collected, however these shall not be used as a substitute to capital works or operational expenditure.

Others

Where more effective or efficient use of funds may occur, or where they may support or compliment an existing project, they may be used by one or more of the following persons or entities:

- Community groups or organisations;
- Natural Resource Management groups or organisations;
- State or Federal Government, where the Government spends an equivalent or greater amount; or
- Individuals (e.g. plant giveaway, verge planting, rehabilitation/restoration of remnant bushland, connection or extension of ecological corridors).

To access funding, any one of the persons or entities listed above must make an application to the Shire, detailing:

- Objectives and purpose of the project;
- Value of funds sought;
- Itemised breakdown of funds;
- Quantifiable completion targets;
- Monitoring and reporting; and
- Any other information the Shire requires.

Applications may be made at any time and will be assessed on a case-by-case basis. The Chief Executive Officer is authorised to approve eligible applications for funding (with the exception of major land transactions and major undertakings) as determined by the approved budget. Eligible applications that have not been approved as part of the annual budget are to be referred to Council for determination. In addition to the open application process, the Shire may offer special funding rounds for targeted projects, themes, or locations, subject to available funds and Council priorities.

All ecological data and reports generated through the use of cash-in-lieu funds shall be provided to the Shire of Waroona and may be used to inform future strategic planning, environmental management, and offset delivery.

6. Document Control

Division	Planning		
Policy Number	LPP 18		
Contact Officer	Coordinator Regulatory & Development Services		
Related Legislation	Planning and Development (Local Planning Schemes) Regulations 2015		
Related Shire Documents	LPP17 - Vegetation		
File Number			
Risk Rating	Low	Review Frequency	Triennially
Next Review	July 28	Date Adopted	22/07/2025
OCM Number	OCM25/07/100	Previous Policy No.	Nil

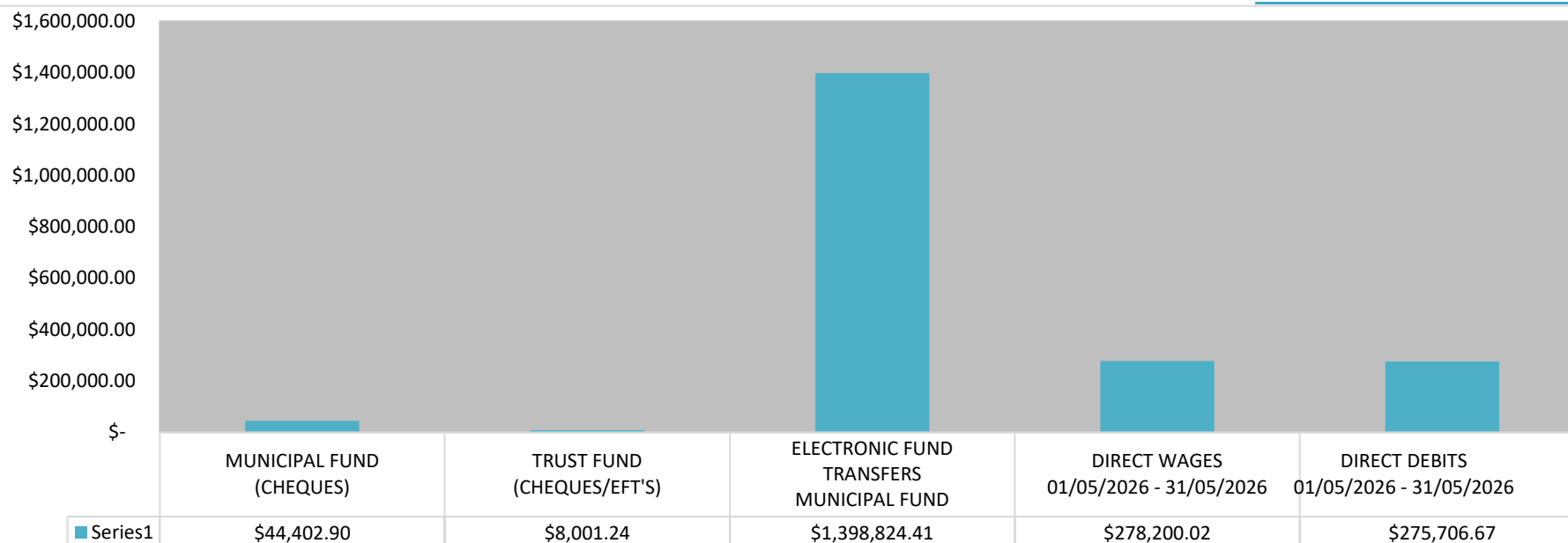


SUMMARY OF PAYMENTS FOR THE PERIOD

01/05/2026 TO 31/05/2026

ACCOUNT	CHEQUE NO'S	TOTAL
MUNICIPAL FUND (CHEQUES)	10500 - 10506	\$ 44,402.90
TRUST FUND (CHEQUES/EFT'S)	45183	\$ 8,001.24
ELECTRONIC FUND TRANSFERS MUNICIPAL FUND	45046 - 45300	\$ 1,398,824.41
DIRECT WAGES 01/05/2026 - 31/05/2026	N/A	\$ 278,200.02
DIRECT DEBITS 01/05/2026 - 31/05/2026	N/A	\$ 275,706.67

GRAND TOTAL: \$ 2,005,135.24



List of Accounts Due & Submitted to Committee June 2026				
Municipal Funds Cheques May 2026				
Chq/EFT	Date	Name		Amount
10500	1/05/2026	SYNERGY		-12042.70
10501	8/05/2026	SYNERGY		-3594.44
10502	25/05/2026	SYNERGY		-405.76
10503	25/05/2026	WATER CORPORATION		-16612.33
10504	26/05/2026	SHIRE OF WAROONA		-225.00
10505	29/05/2026	SYNERGY		-11404.44
10506	29/05/2026	SHIRE OF WAROONA		-118.23
				-\$ 44,402.90
Trust Fund Cheques/EFTs				
Chq/EFT	Date	Name		Amount
EFT45183	15/05/2026	WAROONA LIGHTS COMMITTEE		-8001.24
				-\$ 8,001.24
Direct Debit Payments				
Direct Debit	Date	Name		Amount
DD25655.1	2/05/2026	GOGO MEDIA		-75.90
DD25657.1	1/05/2026	DEPARTMENT OF TRANSPORT		-68032.75
DD25659.1	4/05/2026	DEPARTMENT OF TRANSPORT		-4432.40
DD25665.1	5/05/2026	DEPARTMENT OF TRANSPORT		-2580.95
DD25677.1	6/05/2026	DEPARTMENT OF TRANSPORT		-5615.65
DD25679.1	6/05/2026	WA TREASURY CORPORATION		-19339.76
DD25681.1	8/05/2026	FLEET CARE PTY LTD		-2169.92
DD25684.1	7/05/2026	DEPARTMENT OF TRANSPORT		-5726.35
DD25686.1	8/05/2026	DEPARTMENT OF TRANSPORT		-18125.70
DD25688.1	11/05/2026	DEPARTMENT OF TRANSPORT		-1746.05
DD25692.1	12/05/2026	DEPARTMENT OF TRANSPORT		-12741.80
DD25696.1	13/05/2026	DEPARTMENT OF TRANSPORT		-2984.35
DD25698.1	13/05/2026	BEAM SUPERANNUATION FUND		-27156.06

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DD25709.1	14/05/2026	DEPARTMENT OF TRANSPORT			-2574.55
DD25713.1	25/05/2026	FLEET PARTNERS PTY LIMITED			-2309.02
DD25715.1	16/05/2026	TELAIR PTY LTD			-2572.45
DD25717.1	15/05/2026	DEPARTMENT OF TRANSPORT			-19115.15
DD25719.1	18/05/2026	DEPARTMENT OF TRANSPORT			-2715.80
DD25723.1	19/05/2026	DEPARTMENT OF TRANSPORT			-2635.10
DD25730.1	20/05/2026	DEPARTMENT OF TRANSPORT			-6405.85
DD25732.1	22/05/2026	WEX AUSTRALIA PTY LTD (CALTEX STAR CARD)			-5.00
		Preston Beach Bushfire Brigade			
	30/04/2026	Fuel Card Fee - Ref: 5476	\$	2.50	
			Total \$	2.50	
		Waroona West Bushfire Brigade			
	30/04/2026	Fuel Card Fee - Ref: 1369	\$	2.50	
			Total \$	2.50	
DD25734.1	22/05/2026	AMPOL CARD			-240.98
		Lake Clifton Bushfire Brigade			
	16/04/2026	Fuel - Ref: 1CVF316	\$	240.98	
			Total \$	240.98	
DD25736.1	21/05/2026	DEPARTMENT OF TRANSPORT			-7912.50
DD25740.1	23/05/2026	IINET TECHNOLOGIES			-89.99
DD25748.1	26/05/2026	DEPARTMENT OF TRANSPORT			-7020.45
DD25751.1	27/05/2026	DEPARTMENT OF TRANSPORT			-9145.10
DD25754.1	27/05/2026	BEAM SUPERANNUATION FUND			-26210.69
DD25762.1	28/05/2026	DEPARTMENT OF TRANSPORT			-8405.00
DD25764.1	29/05/2026	DEPARTMENT OF TRANSPORT			-7621.40
				-\$	275,706.67
Municipal Electronic Funds Transfers					
Chq/EFT	Date	Name			Amount
EFT45046	1/05/2026	KLEEN WEST DISTRIBUTORS			-339.63
EFT45047	1/05/2026	FULTON HOGAN INDUSTRIES			-7659.23
EFT45048	1/05/2026	PETES TREEWORX			-3376.14

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EFT45049	1/05/2026 ESTUARY BOBCATS	-11440.00
EFT45050	1/05/2026 CITY & REGIONAL FUELS	-13974.92
EFT45051	1/05/2026 SURVEYING SOUTH	-1089.00
EFT45052	1/05/2026 RON BELLAIRS	-17182.00
EFT45053	1/05/2026 HARVEY TYREPOWER	-110.00
EFT45054	1/05/2026 NAPA AUTO PARTS	-353.14
EFT45055	1/05/2026 ALL CLASS CONCRETE	-19250.00
EFT45056	1/05/2026 FLICK ANTICIMEX PTY LTD T/A ADVANCED PEST CONTROL	-1626.63
EFT45057	1/05/2026 SEASCAPES PAINTING	-8800.00
EFT45058	1/05/2026 AMAZON WEB SERVICES AUSTRALIA PTY LTD	-543.93
EFT45059	1/05/2026 CHRONICLE RIP PTY LTD	-903.48
EFT45060	1/05/2026 EVICOM PTY LTD	-16236.00
EFT45061	1/05/2026 TRUCK CENTRE WA PTY LTD	-457.78
EFT45062	1/05/2026 SIMPLE BEN STORIES	-1441.00
EFT45063	1/05/2026 FULLY PROMOTED MANDURAH	-600.60
EFT45064	1/05/2026 FOCUS NETWORKS	-20779.01
EFT45065	1/05/2026 WAROONA ENERGY PTY LTD	-271.00
EFT45066	1/05/2026 CF BUILDING APPROVALS	-4950.00
EFT45067	1/05/2026 FVS FIRE SOLUTIONS	-2376.00
EFT45068	1/05/2026 WINC AUSTRALIA PTY LIMITED	-669.90
EFT45069	1/05/2026 CHARLES HULL CONTRACTING	-286776.54
EFT45070	1/05/2026 CARROLL AND RICHARDSON FLAGS	-187.37
EFT45071	1/05/2026 ISWEEP TOWN & COUNTRY	-1863.40
EFT45072	1/05/2026 INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA - WESTERN AUSTRALIA Inc.	-50.00
EFT45073	1/05/2026 JUST CRUIZIN STREET MACHINERS INC	-611.00
EFT45074	1/05/2026 SOUTH WEST ISUZU	-875.39
EFT45075	1/05/2026 KENNARDS HIRE	-110.00
EFT45076	1/05/2026 WA AUTOMOTIVE PTY LTD T/A LANE FORD - MANDURAH MITSUBISHI	-17784.35
EFT45077	1/05/2026 A1 LOCKSMITHS (MANDURAH LOCK & KEY)	-909.50
EFT45078	1/05/2026 MJB INDUSTRIES	-9476.72
EFT45079	1/05/2026 McLEODS LAWYERS PTY LTD	-382.80
EFT45080	1/05/2026 PRESTIGE PRODUCTS	-951.20

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EFT45081	1/05/2026 PEEL H2O SOLUTIONS	-236.65
EFT45082	1/05/2026 REPCO AUTO PARTS	-2509.19
EFT45083	1/05/2026 SOU WESTOS CLEANING SERVICE	-528.00
EFT45084	1/05/2026 BJW (WA) PTY LTD T/AS RG UPTON	-502.97
EFT45085	1/05/2026 WAROONA DEMONS FOOTBALL & NETBALL CLUB	-300.00
EFT45086	1/05/2026 WESTRAC EQUIPMENT PTY LTD	-471.24
EFT45087	1/05/2026 WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	-368.50
EFT45088	1/05/2026 MITRE 10 (DO NOT USE)	-2544.46
EFT45089	1/05/2026 SHIRE OF WAROONA - SUNDRY DEBTORS	-699.00
EFT45090	1/05/2026 CHILD SUPPORT AGENCY	-683.78
EFT45091	1/05/2026 SHIRE OF WAROONA STAFF LOTTO SYNDICATE	-162.40
EFT45092	1/05/2026 SHIRE OF WAROONA	-68.23
EFT45093	8/05/2026 BUNNINGS MANDURAH	-361.79
EFT45094	8/05/2026 SNAP PRINTING MANDURAH	-345.68
EFT45095	8/05/2026 KLEEN WEST DISTRIBUTORS	-976.36
EFT45096	8/05/2026 PETES TREEWORX	-34348.04
EFT45097	8/05/2026 DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION & SAFETY	-5257.13
EFT45098	8/05/2026 HARVEY TOWING SERVICE	-329.56
EFT45099	8/05/2026 CITY & REGIONAL FUELS	-2743.54
EFT45100	8/05/2026 DE NADA ENGINEERING SURVEYS PTY LTD	-7845.75
EFT45101	8/05/2026 SURVEYING SOUTH	-7150.00
EFT45102	8/05/2026 SJ TRAFFIC MANAGEMENT	-9972.76
EFT45103	8/05/2026 COMPLETE REFRIGERATION & AIR	-388.52
EFT45104	8/05/2026 TEAM GLOBAL EXPRESS PTY LTD	-61.99
EFT45105	8/05/2026 NATALIE WOODS	-465.00
EFT45106	8/05/2026 HARVEY PLUMBING AND GAS	-1067.01
EFT45107	8/05/2026 WILDFLORA FACTORY PTY LTD T/AS AUSTRALIAN WILDFLOWER SEEDS	-328.26
EFT45108	8/05/2026 SARA CARNA	-680.96
EFT45109	8/05/2026 SAPIO PTY LTD	-10144.60
EFT45110	8/05/2026 FLEX EVENTS	-1925.00
EFT45111	8/05/2026 THE WHEELER FAMILY TRUST ATF WAROONA ELECTRICAL SERVICES	-2798.68
EFT45112	8/05/2026 SMILE BOOTH PHOTOS	-660.00

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EFT45113	8/05/2026 FVS FIRE SOLUTIONS	-2376.00
EFT45114	8/05/2026 ARROW BRONZE	-435.71
EFT45115	8/05/2026 BUNBURY MACHINERY	-778.23
EFT45116	8/05/2026 BCITF	-3461.11
EFT45117	8/05/2026 BULLIVANTS	-351.12
EFT45118	8/05/2026 CHARLES HULL CONTRACTING	-29638.99
EFT45119	8/05/2026 JASON SIGNMAKERS	-3594.78
EFT45120	8/05/2026 JETLINE CORPORATION PTY LTD	-56692.11
EFT45121	8/05/2026 A1 LOCKSMITHS (MANDURAH LOCK & KEY)	-800.00
EFT45122	8/05/2026 NOVUS WINDSCREEN REPAIRS	-110.00
EFT45123	8/05/2026 OFFICEWORKS	-131.95
EFT45124	8/05/2026 PINJARRA TYREPOWER	-710.00
EFT45125	8/05/2026 PFD FOOD SERVICES PTY LTD	-565.85
EFT45126	8/05/2026 PISCONERI FAMILY TRUST	-11777.40
EFT45127	8/05/2026 SHIRE OF WAROONA	-94.75
EFT45128	8/05/2026 SOUTH WEST COMPRESSORS	-848.18
EFT45129	8/05/2026 WAROONA NEWS	-12.95
EFT45130	8/05/2026 WAROONA VETERINARY CLINIC	-109.00
EFT45131	8/05/2026 WA RANGERS ASSOCIATION	-18.40
EFT45132	8/05/2026 MITRE 10 (DO NOT USE)	-576.22
EFT45133	8/05/2026 CAFE WAROONA	-166.00
EFT45134	15/05/2026 PETES TREEWORX	-6338.29
EFT45135	15/05/2026 MULTI FIX ENTERPRISES	-14485.00
EFT45136	15/05/2026 HEATLEYS SAFETY & INDUSTRIAL	-386.75
EFT45137	15/05/2026 HARVEY TOWING SERVICE	-484.35
EFT45138	15/05/2026 D & E DIESEL SERVICES	-4960.62
EFT45139	15/05/2026 SJ TRAFFIC MANAGEMENT	-47182.80
EFT45140	15/05/2026 EXAMINER NEWSPAPERS	-275.00
EFT45141	15/05/2026 SCOPE BUSINESS IMAGING	-1647.95
EFT45142	15/05/2026 BT EQUIPMENT PTY LTD T/AS BRYANT EQUIPMENT	-841.27
EFT45143	15/05/2026 TEAM GLOBAL EXPRESS PTY LTD	-40.49
EFT45144	15/05/2026 MITI TREES PRODUCTION	-3168.00

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EFT45145	15/05/2026 WORK HEALTH PROFESSIONALS	-858.00
EFT45146	15/05/2026 HARVEY PLUMBING AND GAS	-12767.98
EFT45147	15/05/2026 DA CHRISTIE PTY LTD	-188.10
EFT45148	15/05/2026 HOUSE OF SHARDAY	-591.29
EFT45149	15/05/2026 SEASCAPES PAINTING	-8030.00
EFT45150	15/05/2026 TIMBER INSIGHT PTY LTD	-748.00
EFT45151	15/05/2026 SIMPLE BEN STORIES	-704.00
EFT45152	15/05/2026 THE WHEELER FAMILY TRUST ATF WAROONA ELECTRICAL SERVICES	-578.34
EFT45153	15/05/2026 FOCUS NETWORKS	-1904.93
EFT45154	15/05/2026 BOODJA VENTURES	-150.00
EFT45155	15/05/2026 JENKINS MECHANICAL	-2578.13
EFT45156	15/05/2026 SSA DRD 4X4	-5200.00
EFT45157	15/05/2026 JUST RIGHT CONTRACTING	-2420.00
EFT45158	15/05/2026 CHARLES HULL CONTRACTING	-16017.38
EFT45159	15/05/2026 DE ROSAS HIGHWAY MOTORS	-540.50
EFT45160	15/05/2026 IT VISION SOFTWARE PTY LTD T/A READYTECH	-1650.00
EFT45161	15/05/2026 ISWEEP TOWN & COUNTRY	-1940.40
EFT45162	15/05/2026 JASON SIGNMAKERS	-2313.80
EFT45163	15/05/2026 KENNARDS HIRE	-380.00
EFT45164	15/05/2026 METRO COUNT	-627.00
EFT45165	15/05/2026 MANDURAH TOYOTA	-270.00
EFT45166	15/05/2026 PEEL DEVELOPMENT COMMISSION	-500.00
EFT45167	15/05/2026 PRESTIGE PRODUCTS	-639.34
EFT45168	15/05/2026 PINJARRA TYREPOWER	-220.00
EFT45169	15/05/2026 PLANT INVESTMENTS PTY LTD	-330.00
EFT45170	15/05/2026 SHIRE OF WAROONA - SUNDRY DEBTORS	-699.00
EFT45171	15/05/2026 CHILD SUPPORT AGENCY	-683.78
EFT45172	15/05/2026 SHIRE OF WAROONA STAFF LOTTO SYNDICATE	-157.60
EFT45173	15/05/2026 SHIRE OF WAROONA	-118.23
EFT45174	15/05/2026 SOUTHERN STAR CEILINGS	-4400.00
EFT45175	15/05/2026 ST JOHN AMBULANCE WAROONA	-623.00
EFT45176	15/05/2026 BJW (WA) PTY LTD T/AS RG UPTON	-477.90

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EFT45177	15/05/2026 WAROONA RURAL SERVICES	-7180.65
EFT45178	15/05/2026 IAN DIFFEN CITY DISCOUNT TYRES WAROONA (WAROONA TYRE MECHANICAL)	-1165.45
EFT45179	15/05/2026 WAROONA IGA	-280.57
EFT45180	15/05/2026 CAFE WAROONA	-307.00
EFT45181	15/05/2026 GEORGE STANLEY BROWN	-22410.00
EFT45182	15/05/2026 LINDA JOY WILLIAMS	-266.25
EFT45184	19/05/2026 NATIONAL AUSTRALIA BANK	-8327.96
Chief Executive Officer		
	31/03/2026 Fairfax Media - Ref: 74564726089	\$ 25.99
	7/04/2026 City of Perth - Ref: 74940526092	\$ 7.54
	13/04/2026 Wilson Parking - Ref: 74564456100	\$ 12.17
	27/04/2026 Department of Planning, Lands & Heritage - Ref: 74940526114	\$ 30.00
	28/04/2026 NAB Card Fee - Ref: 74557046118	\$ 9.00
	Total CEO	\$ 84.70
Director Corporate and Community Services		
	7/04/2026 Standards Australia - Ref: 11417529726	\$ 261.18
	13/04/2026 Waroona Roadhouse - Ref: 24109336101	\$ 128.65
	20/04/2026 Vibe Waroona - Ref: 74564456109	\$ 106.76
	28/04/2026 NAB Card Fee - Ref: 74557046118	\$ 9.00
	Total DCCS	\$ 505.59
Director Customer and Development Services		
	7/04/2026 Vibe Waroona - Ref: 74564456093	\$ 80.04
	7/04/2026 Google Australia - Ref: 74773886091	\$ 429.18
	20/04/2026 Vibe Waroona - Ref: 74564456107	\$ 89.00
	28/04/2026 NAB Card Fee - Ref: 74557046118	\$ 9.00
	Total DCDS	\$ 607.22
Manager Corporate Services		
	7/04/2026 Waroona Roadhouse - Ref: 24109336092	\$ 99.93
	10/04/2026 Johnson Digital Book - Ref: 74064146099	\$ 350.00
	21/04/2026 Shire of Waroona - Ref: 01481415068	\$ 32.00
	21/04/2026 Shire of Waroona - Ref: 00524138732	\$ 137.30
	22/04/2026 Shire of Waroona - Ref: 03530600593	\$ 19.40

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27/04/2026 Shire of Waroona - Ref: 01804682182	\$	90.90
28/04/2026 Amazing Amazon - Ref: 74201336117	\$	31.22
28/04/2026 NAB Card Fee - Ref: 74557046118	\$	9.00

Total MCS \$ 769.75

Executive Assistant

31/03/2026 Pinjarra Bakery - Ref: 74201336089	\$	123.40
7/04/2026 Vistaprint - Ref: 74773886092	\$	265.25
21/04/2026 Peel Development Commission - Ref: 00319706537	\$	50.00
28/04/2026 NAB Card Fee - Ref: 74557046118	\$	9.00

Total EA \$ 447.65

Visitor Centre Manager

13/04/2026 Shire of Waroona - Ref: 03317833971	\$	46.95
28/04/2026 NAB Card Fee - Ref: 74557046118	\$	9.00

Total VCM \$ 55.95

Manager Community and Economic Development

30/03/2026 Facebook Metapay - Ref: 74313196087	\$	31.89
1/04/2026 Vistaprint - Ref: 74773886089	\$	142.98
7/04/2026 Pinjarra Roadhouse - Ref: 74564456094	\$	47.78
7/04/2026 Vibe Waroona - Ref: 74564456093	\$	118.88
8/04/2026 Pinjarra Roadhouse - Ref: 74564456097	\$	100.51
13/04/2026 Ampol Greenfields - Ref: 74940526099	\$	97.46
14/04/2026 Waroona Roadhouse - Ref: 24109336103	\$	69.22
14/04/2026 Waroona Hardware - Ref: 02474831592	\$	54.00
16/04/2026 Waroona Roadhouse - Ref: 24109336105	\$	112.98
17/04/2026 Paypal - Ref: 74998866106	\$	184.67
21/04/2026 Pinjarra Roadhouse - Ref: 74564456110	\$	94.50
27/04/2026 Vibe Waroona - Ref: 74564456115	\$	4.95
27/04/2026 Vibe Waroona - Ref: 74564456115	\$	89.92
28/04/2026 NAB Card Fee - Ref: 74557046118	\$	9.00

Total MCED \$ 1,158.74

Manager Development Services

7/04/2026 Strata Green - Ref: 74155896092	\$	3,119.85
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20/04/2026	Mandurah Towing Service - Ref: 74466026107	\$	334.30	
24/04/2026	BP Mandurah - Ref: 03781818934	\$	24.35	
28/04/2026	NAB Card Fee - Ref: 74557046118	\$	9.00	
	Total MDS	\$	3,487.50	
Manager Recreation Centre				
14/04/2026	Waroon Roadhouse - Ref: 24109336103	\$	88.24	
24/04/2026	Vibe Waroon - Ref: 74564456113	\$	80.78	
27/04/2026	Waroon Roadhouse - Ref: 24109336114	\$	67.38	
28/04/2026	NAB Card Fee - Ref: 74557046118	\$	9.00	
	Total MRC	\$	245.40	
Manager Works and Waste Services				
7/04/2026	Solwest - Ref: 74201336092	\$	864.06	
20/04/2026	Shire of Waroon - Ref: 01379724671	\$	85.90	
28/04/2026	NAB Card Fee - Ref: 74557046118	\$	9.00	
	Total MWWS	\$	958.96	
Other Charges				
30/03/2026	International Transaction Fee - Ref: 74557046089	\$	0.96	
17/04/2026	International Transaction Fee - Ref: 74557046107	\$	5.54	
	Total Other Charges	\$	6.50	
EFT45185	20/05/2026 AUSTRALIAN TAXATION OFFICE			-9226.63
EFT45186	25/05/2026 BUNNINGS MANDURAH			-200.40
EFT45187	25/05/2026 FULTON HOGAN INDUSTRIES			-212940.95
EFT45188	25/05/2026 BULK BILLING CLERK DEPARTMENT OF TRANSPORT			-5.10
EFT45189	25/05/2026 PETES TREEWORX			-2061.83
EFT45190	25/05/2026 HEATLEYS SAFETY & INDUSTRIAL			-132.86
EFT45191	25/05/2026 DE NADA ENGINEERING SURVEYS PTY LTD			-1100.00
EFT45192	25/05/2026 SJ TRAFFIC MANAGEMENT			-5072.62
EFT45193	25/05/2026 NAPA AUTO PARTS			-253.66
EFT45194	25/05/2026 TEAM GLOBAL EXPRESS PTY LTD			-463.71
EFT45195	25/05/2026 AMPAC DEBT RECOVERY			-29.70
EFT45196	25/05/2026 AUSTRALIA POST (NEW)			-970.18
EFT45197	25/05/2026 WAROONA ROADHOUSE			-461.97

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EFT45198	25/05/2026 AMAZON WEB SERVICES AUSTRALIA PTY LTD	-544.04
EFT45199	25/05/2026 JAPANESE TRUCK & BUS SPARES	-18435.65
EFT45200	25/05/2026 SUCCESSFUL PROJECTS	-508.75
EFT45201	25/05/2026 FULLY PROMOTED MANDURAH	-81.09
EFT45202	25/05/2026 FOCUS NETWORKS	-10762.40
EFT45203	25/05/2026 ARROW BRONZE	-410.59
EFT45204	25/05/2026 CLEANAWAY	-49027.73
EFT45205	25/05/2026 WINC AUSTRALIA PTY LIMITED	-242.59
EFT45206	25/05/2026 CJD EQUIPMENT PTY LTD	-385.91
EFT45207	25/05/2026 GOLDEN GLASS	-1199.00
EFT45208	25/05/2026 HARVEY COURIER	-95.55
EFT45209	25/05/2026 HARVEY WATER	-3421.77
EFT45210	25/05/2026 HOBSONS FURNITURE STORE	-4590.00
EFT45211	25/05/2026 INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA - WESTERN AUSTRALIA Inc.	-374.00
EFT45212	25/05/2026 JASON SIGNMAKERS	-141.78
EFT45213	25/05/2026 LANDGATE	-2681.00
EFT45214	25/05/2026 A1 LOCKSMITHS (MANDURAH LOCK & KEY)	-389.00
EFT45215	25/05/2026 PRESTIGE PRODUCTS	-203.88
EFT45216	25/05/2026 THE WEST AUSTRALIAN (HARVEY REPORTER)	-1590.36
EFT45217	25/05/2026 SYNERGY - STREETLIGHT ACCOUNT	-9263.96
EFT45218	25/05/2026 STEWART & HEATON CLOTHING CO PTY LTD	-1435.27
EFT45219	25/05/2026 SOU WESTOS CLEANING SERVICE	-264.00
EFT45220	25/05/2026 IAN DIFFEN CITY DISCOUNT TYRES WAROONA (WAROONA TYRE MECHANICAL)	-1661.00
EFT45221	25/05/2026 WAROONA IGA	-19.95
EFT45223	25/05/2026 DEBRA ANNE CLANCY	-804.00
EFT45224	29/05/2026 DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS	-134.59
EFT45225	29/05/2026 SHIRE OF HARVEY	-684.00
EFT45226	29/05/2026 ROSEANNE KEARING	-5.04
EFT45227	29/05/2026 KLEEN WEST DISTRIBUTORS	-983.24
EFT45228	29/05/2026 PETES TREEWORX	-576.09
EFT45229	29/05/2026 RENIER & CHRISTINE THEELEN	-99.68
EFT45230	29/05/2026 HEATLEYS SAFETY & INDUSTRIAL	-356.78

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EFT45231	29/05/2026 HARVEY TOWING SERVICE	-286.00
EFT45232	29/05/2026 NBN CO LIMITED	-92971.29
EFT45233	29/05/2026 SEEK	-522.50
EFT45234	29/05/2026 A PLUS TRAINING SOLUTIONS	-1885.40
EFT45235	29/05/2026 SHRED X PTY LTD	-173.25
EFT45236	29/05/2026 KATHLEEN NORMA KRAUTH	-49.84
EFT45237	29/05/2026 WAROONA COMMUNITY MENS SHED	-400.00
EFT45238	29/05/2026 SURVEYING SOUTH	-1375.00
EFT45239	29/05/2026 VIDA HILL	-181.25
EFT45240	29/05/2026 SAVAGE ST	-50.39
EFT45241	29/05/2026 TRICIA MICHELLE DALLING	-64.53
EFT45242	29/05/2026 PETER FOEKEN	-25.38
EFT45243	29/05/2026 RON BELLAIRS	-15096.40
EFT45244	29/05/2026 SJ TRAFFIC MANAGEMENT	-2565.20
EFT45245	29/05/2026 INTERFIRE AGENCIES PTY LTD	-813.32
EFT45246	29/05/2026 THE DISTRIBUTORS PERTH	-944.45
EFT45247	29/05/2026 DAVREY GROWERS	-143.27
EFT45248	29/05/2026 COMPLETE REFRIGERATION & AIR	-302.50
EFT45249	29/05/2026 UNDERCOVER SW	-1320.00
EFT45250	29/05/2026 KATHLEEN ELIZABETH COLE	-300.82
EFT45251	29/05/2026 ALANA RAINER	-333.75
EFT45252	29/05/2026 LITTLE FARM HONEY - MAREE ELLIS	-406.82
EFT45253	29/05/2026 LETITIA CLIFTON	-30.81
EFT45254	29/05/2026 BARBARA MILLAR	-76.15
EFT45255	29/05/2026 WILD EYED PRESS	-237.60
EFT45256	29/05/2026 LISA GAYE WALKER	-27.20
EFT45257	29/05/2026 WAROONA CARPET CARE	-831.00
EFT45258	29/05/2026 FLOWERS BY DANAE	-148.50
EFT45259	29/05/2026 METAL ARTWORK BADGES	-74.75
EFT45260	29/05/2026 LYNETTE ANNE CLARK	-15.23
EFT45261	29/05/2026 DALE TARRANT T/AS GNARLY WOODWORKS	-72.32
EFT45262	29/05/2026 SEASCAPES PAINTING	-2860.00

Appendix 11.3.1

EFT45263	29/05/2026 HELEN GRACE PRATT	-33.52
EFT45264	29/05/2026 JANICE GAYE BATHURST	-35.89
EFT45265	29/05/2026 SLR CONSULTING AUSTRALIA PTY LTD	-17748.50
EFT45266	29/05/2026 SUCCESSFUL PROJECTS	-2315.54
EFT45267	29/05/2026 EARTHLY RAINBOW CREATIONS	-36.26
EFT45268	29/05/2026 CLAUDIA FRANKS	-8.70
EFT45269	29/05/2026 THE WHEELER FAMILY TRUST ATF WAROONA ELECTRICAL SERVICES	-1300.83
EFT45270	29/05/2026 FOCUS NETWORKS	-7005.57
EFT45271	29/05/2026 MICHELLE O'NEILE	-34.73
EFT45272	29/05/2026 TREVOR JAMES FLOYD	-68.88
EFT45273	29/05/2026 TYRECYCLE PTY LTD	-1639.28
EFT45274	29/05/2026 CREATIONS 49	-39.88
EFT45275	29/05/2026 SSA DRD 4X4	-3630.00
EFT45276	29/05/2026 THE FUN DEPOT	-1018.26
EFT45277	29/05/2026 EXTREME AMUSEMENTS	-3850.00
EFT45278	29/05/2026 BELL FIRE EQUIPMENT	-66.00
EFT45279	29/05/2026 DOWN TO EARTH TRAINING & ASSESSING	-3700.00
EFT45280	29/05/2026 DRAKESBROOK HOTEL MOTEL	-1177.20
EFT45281	29/05/2026 GYMCARE	-877.58
EFT45282	29/05/2026 IT VISION SOFTWARE PTY LTD T/A READYTECH	-1100.00
EFT45283	29/05/2026 LANDGATE	-101.77
EFT45284	29/05/2026 LIONS CLUB OF WAROONA	-1095.00
EFT45285	29/05/2026 MJB INDUSTRIES	-22634.34
EFT45286	29/05/2026 McLEODS LAWYERS PTY LTD	-1629.68
EFT45287	29/05/2026 PRESTIGE PRODUCTS	-588.80
EFT45288	29/05/2026 SHIRE OF WAROONA - SUNDRY DEBTORS	-699.00
EFT45289	29/05/2026 CHILD SUPPORT AGENCY	-683.78
EFT45290	29/05/2026 SHIRE OF WAROONA STAFF LOTTO SYNDICATE	-152.00
EFT45291	29/05/2026 D & A ENTERPRISES (WA) PTY LTD T/AS T & V FENCING	-1969.04
EFT45292	29/05/2026 BJW (WA) PTY LTD T/AS RG UPTON	-36.00
EFT45293	29/05/2026 WAROONA IGA	-447.51
EFT45294	29/05/2026 JEANETTE AUDINO (Beadsparklez)	-219.99

Appendix 11.3.1

EFT45295	29/05/2026 GAIL DIANNE CURTIS	-22.08
EFT45296	29/05/2026 CHRISTINE HYDE	-293.27
EFT45297	29/05/2026 SANDRA HEPTON	-5.34
EFT45298	29/05/2026 VICKI MARIE LORRAWAY	-32.63
EFT45299	29/05/2026 JENNIFER IRENE STOKES	-10.88
EFT45300	29/05/2026 DEBBIE ARMSTRONG	-2.90
		-\$ 1,398,824.41
Electronic Fund Transfer - Direct Salaries & Wages		
Date	Name	Amount
12/05/2026	NATIONAL AUSTRALIA BANK	-140,101.01
12/05/2026	NATIONAL AUSTRALIA BANK	-1,072.62
26/05/2026	NATIONAL AUSTRALIA BANK	-137,026.39
		-\$ 278,200.02
Total Municipal Fund Cheques		- 44,402.90
Total Trust Fund Cheques		- 8,001.24
Total Direct Debit		- 275,706.67
Total Electronic Funds		- 1,398,824.41
Total Direct Wages		- 278,200.02
		-\$ 2,005,135.24



MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 31 MAY 2026

SHIRE OF WAROONA

MONTHLY FINANCIAL REPORT



SHIRE OF WAROONA MONTHLY FINANCIAL REPORT TABLE OF CONTENTS

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The financial statements presented for the month of May are in draft format and are subject to amendments. All reasonable care is taken to ensure these statements reflect accurate records at the time of preparation; however, they remain subject to adjustment as the month has not yet been finalised and further checks, reconciliations and end of month review processes may identify amendments. The finalised financial results, including a true and complete reflection of the Shire's financial activity and year-end position, will be provided in the audited Financial Statements.

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

SHIRE OF WAROONA
STATEMENT OF FINANCIAL ACTIVITY BY NATURE OR TYPE



FOR THE PERIOD ENDED 31 MAY 2026

Details	Note	Original Budget	YTD Budget	YTD Actual	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
		\$	\$	\$			
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	8	6,525,928	6,525,928	6,540,077	14,149	0%	
Grants, Subsidies and Contributions	8	1,127,349	1,559,657	1,405,357	(154,300)	(11%)	▼
Fees and Charges		2,066,605	2,058,722	2,220,730	162,008	7%	▲
Interest Earnings		271,400	127,329	70,940	(56,389)	(79%)	▼
Other Revenue		200,000	172,288	170,374	(1,914)	(1%)	
Profit on Asset Disposal	10	1,032	1,032	2,016	984	49%	▲
Fair value adjustments to financial assets at fair value		0	0	0	0		
		10,192,314	10,444,956	10,409,494			
Expenditure from operating activities							
Employee Costs		(5,332,214)	(4,895,599)	(4,784,202)	(111,397)	(2%)	▼
Materials and Contracts		(4,423,333)	(4,002,801)	(3,502,348)	(500,453)	(14%)	▼
Utilities Charges		(434,152)	(377,532)	(385,171)	7,639	2%	
Depreciation (Non-Current Assets)		(2,717,486)	(2,491,005)	(2,350,728)	(140,277)	(6%)	▼
Finance Costs		(52,365)	(29,890)	(28,898)	(992)	(3%)	
Insurance Expenses		(313,786)	(313,784)	(273,597)	(40,187)	(15%)	▼
Other Expenditure		(256,707)	(208,916)	(156,349)	(52,567)	(34%)	▼
Loss on Asset Disposal	10	(31,526)	(31,526)	(10,673)	(20,853)	(195%)	▼
		(13,561,569)	(12,351,053)	(11,491,966)	859,087		
Non-cash amounts excluded from operating activities		2,871,360	0	2,359,385	2,359,385		
Amount attributable to operating activities		(497,895)	(1,906,097)	1,276,913	3,183,010		
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		3,315,271	4,476,277	2,737,522	(1,738,755)	(64%)	▼
Proceeds from disposal of assets	10	140,000	50,000	87,454	(37,454)	43%	▼
		3,455,271	4,526,277	2,824,977	1,701,300		
Outflows from investing activities							
Payments for property, plant and equipment		(535,340)	(698,564)	(455,740)	(242,824)	(53%)	▼
Payments for construction of infrastructure		(4,396,951)	(5,674,732)	(4,178,746)	(1,495,986)	(36%)	▼
		(4,932,291)	(6,373,296)	(4,634,486)	1,738,810		
Non-cash amounts excluded from investing activities		0	233,072	233,072	0		
Amount attributable to investing activities		(1,477,020)	(1,847,019)	(1,576,437)	270,582		
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures		0	0	0	0		
Lease liabilities recognised		0	0	0	0		
Transfer from reserve		25,000	0	0	0		
		25,000	0	0	0		
Outflows from financing activities							
Repayment of borrowings		(65,424)	0	(47,674)	(47,674)	100%	▼
Payments for principal portion of lease liabilities		0	0	0	0		
Transfer to reserves		(279,655)	0	0	0		
		(345,079)	0	(47,674)	(47,674)	100%	
Non-cash amounts excluded from financing activities		0	(233,072)	(233,072)	0		
Amount attributable to financial activities		(320,079)	0	(280,746)	(280,746)	100%	
MOVEMENT IN SURPLUS DEFICIT							
Surplus or deficit at the start of the financial year		2,294,994	0	2,316,145	2,316,145		
Amount attributable to operating activities		(497,895)	(1,906,097)	1,276,913	3,183,010		
Amount attributable to investing activities	0	(1,477,020)	(1,847,019)	(1,576,437)	270,582		
Amount attributable to financing activities		(320,079)	0	(280,746)	(280,746)	100%	
Surplus or deficit after imposition of general rates		0	(3,753,116)	1,735,875	5,488,991		

SHIRE OF WAROONA
STATEMENT OF FINANCIAL POSITION



FOR THE PERIOD ENDED 31 MAY 2026

	Note	30-Jun-25	31-May-26
Current Assets			
Cash and cash equivalents	2	6,086,560	7,054,631
Trade and other receivables		560,897	926,555
Inventories		19,138	0
Other assets		250,588	33,915
Total Current Assets		6,917,183	8,015,101
Non-Current Assets			
Trade and other receivables		30,022	30,022
Other financial assets		59,715	59,715
Property, plant and equipment		48,886,393	48,403,546
Infrastructure		109,504,790	112,175,285
Right of use assets		233,072	233,072
Total non-current assets		158,713,992	160,901,639
TOTAL ASSETS		165,631,175	168,916,740
Current Liabilities			
Trade and other payables		1,420,214	2,348,882
Other liabilities		299,737	1,049,258
Lease liabilities		97,433	97,433
Borrowings	12	94,441	46,767
Employee related provisions		752,038	752,038
Total Current Liabilities		2,663,863	4,294,379
Non-current Liabilities			
Lease liabilities		135,639	135,639
Borrowings	12	1,339,246	1,339,246
Employee related provisions		148,367	148,367
Total non-current Liabilities		1,623,252	1,623,252
TOTAL LIABILITIES		4,287,115	5,917,631
NET ASSETS		161,344,060	162,999,108
Equity			
Retained surplus		20,347,631	22,002,679
Surplus/Defecit Ytd		1,242,146	1,655,048
Revaluation surplus		138,085,320	138,085,320
Total Equity		161,344,060	162,999,108

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 MAY 2026

NOTE 1 - Basis of preparation and significant accounting policies

Basis of preparation

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995*, read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretation of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is to be considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire of Waroona to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which has been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

The Local Government Reporting Entity

All funds through which the Shire of Waroona controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the trust fund are excluded from the financial statements.

Critical accounting and judgement estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from those estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2025-26 annual budget. Please refer to the adopted budget document for details of these policies.

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 MAY 2026

NOTE 2: Statement of Financial Activity Information

2a. Net current assets used in the Statement of Financial Activity	Last Year Closing 30 June 2025	31/05/2026
Current assets		
Cash and cash equivalents	6,086,560	7,049,131
Trade and other receivables	376,018	758,261
Inventories	19,138	0
Contract assets	244,457	33,915
Other assets	2,160	0
Total current assets	6,728,333	7,841,307
Current liabilities		
Trade and other payables	(1,201,342)	(2,145,065)
Contract liabilities	(298,580)	(1,049,258)
Total current liabilities	(1,499,922)	(3,194,323)
Net current assets	5,228,411	4,646,984
Less: Total adjustments to net current assets	(2,941,131)	(2,911,109)
Net current assets used in the Statement of Financial Activity	2,287,280	1,735,875

2b. Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets

Less: Cash - reserve accounts	(2,911,109)	(2,911,109)
Add: Deferred pensioners	(30,022)	0
less: Total adjustments to net current assets	(2,941,131)	(2,911,109)

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

Items excluded from calculation of budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by the *Local Government (Financial Management) Regulation 32*.

2c. Non-cash amounts excluded from operating activitiesYTD
Budget (a)YTD
Actual (b)

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Adjustments to operating activities

Less: Profit on asset disposals	(1,032)	(2,016)
Less: Fair value adjustment to financial assets	0	0
Add: Loss on asset disposals	31,526	10,673
Add: Depreciation	2,717,486	2,350,728
Add: Movement in employee provisions	123,380	
Total current assets	2,871,360	2,359,385

2d. Non-cash amounts excluded from investing activitiesYTD
Budget (a)YTD
Actual (b)

The following non-cash revenue or expenditure has been excluded from amounts attributable to investing activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Adjustments to investing activities

Right of use assets recognised	233,072	233,072
Total current assets	233,072	233,072

2e. Non-cash amounts excluded from financing activitiesYTD
Budget (a)YTD
Actual (b)

The following non-cash revenue or expenditure has been excluded from amounts attributable to financing activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Adjustments to financing activities

Less: Lease liability recognised	(233,072)	(233,072)
Total current assets	(233,072)	(233,072)

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets

Less: Reserve accounts	(2,911,109)	(2,911,109)
Total adjustments to net current assets	(2,911,109)	(2,911,109)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or a liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated, assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 MAY 2026

NOTE 3: Explanation of Material Variances

Comments/Reason for Variance

Council policy in relation to materiality states that for highlighting variances (budget to actual) the factor shall be 10% with a minimum of \$30,000.

3.1 Revenue from operating activities

The following activities were identified as having a material variance in accordance with Council Policy:

Grants, subsidies and contributions

Income is lower than budgeted due to income received transferred to contract liability and funds not spent as yet. Please refer to note 8

Fees and Charges

Income is higher than budgeted due to higher than expected income from fees and charges including payment of Planning fines and fees, Rec Centre charges and refuse site fees.

Interest Revenue

Income is lower than anticipated due municipal term deposits not yet matured.

Profit on asset disposals

Income is higher due to higher than expected trade in of plant.

3.2 Expenditure from operating activities

The following activities were identified as having a material variance in accordance with Council Policy:

Employee costs

Employee costs are lower than budgeted due staff restructures and position vacancies.

Materials and contracts

Expenses are lower than budgeted due to lower than expected expenditure for materials and contracts.

Depreciation

Depreciation costs are lower than expected due May depreciation not yet calculated.

Insurance

Insurance costs are lower due to insurance expenditure for Plant Operations Costs allocated in different IE code.

Other expenditure

Other expenditure are lower than budgeted due to lower than expected expenditure.

Loss on asset disposal

Expenditure funds are lower than budgeted due to lower than expected loss on asset disposal.

3.3 Inflows from investing activities

The following activities were identified as having a material variance in accordance with Council Policy:

Proceeds from capital grants, subsidies and contributions

Income is lower than budgeted due to lower than expected due to income received transferred to contract liability and funds not spent as yet. Please refer to note 8

3.4 Outflows from investing activities

The following activities were identified as having a material variance in accordance with Council Policy:

Payments for property, plant and equipment

Expenditure is lower than budgeted due to lower than expected expenditure.

Payments for construction of infrastructure

Expenditure is lower than budgeted due to lower than expected expenditure.

3.5 Inflows from financing activities

The following activities were identified as having a material variance in accordance with Council Policy:

Nil

3.6 Outflows from financing activities

The following activities were identified as having a material variance in accordance with Council Policy:

Nil

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

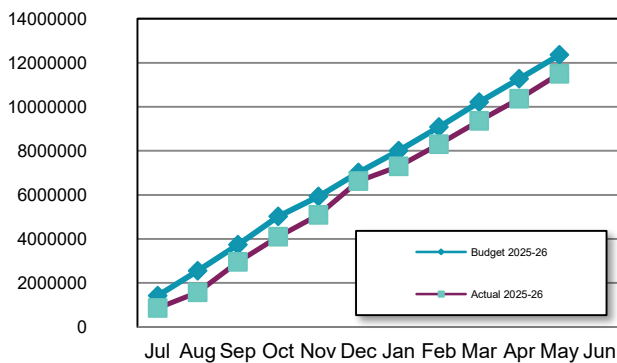


FOR THE PERIOD ENDED 31 MAY 2026

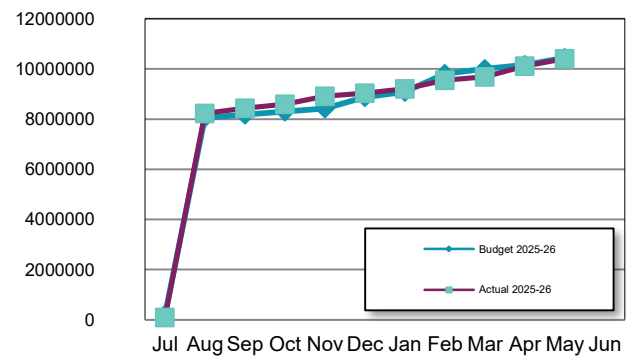
NOTE 4 - Graphical Representation - Source Statement of Financial Activity

OPERATING EXPENSES & REVENUE - GRAPHICAL REPRESENTATION

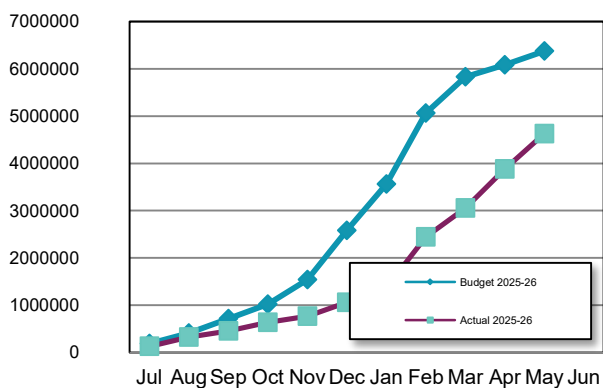
BUDGET OPERATING EXPENSES -v- YTD ACTUAL



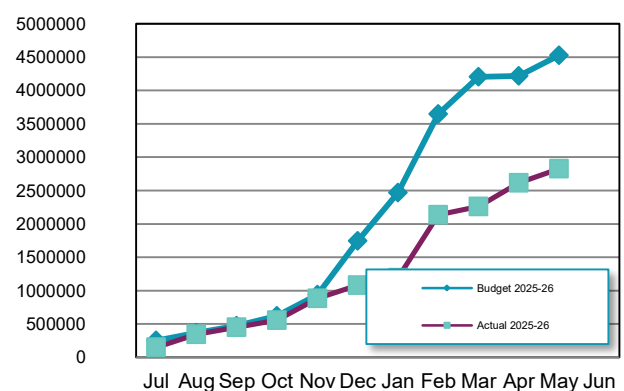
BUDGET OPERATING REVENUES -v- YTD ACTUAL



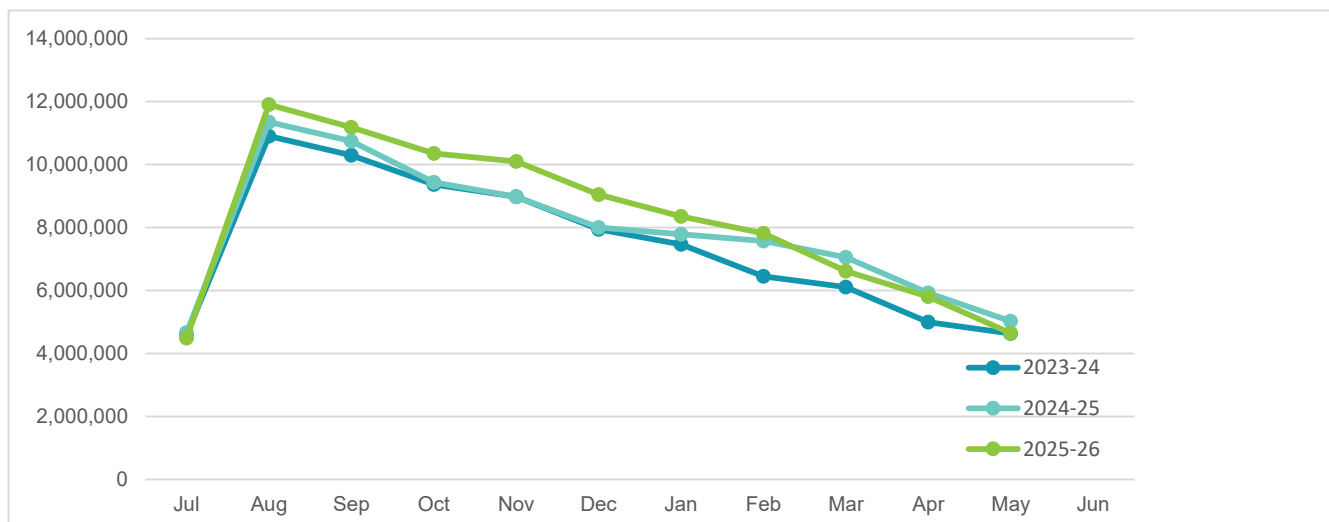
BUDGET CAPITAL EXPENSES -v- YTD ACTUAL



BUDGET CAPITAL REVENUES -v- YTD ACTUAL



NET CURRENT FUNDING POSITION (Note 2a)



SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 MAY 2026

NOTE 5: Cash and Financial Assets

Details	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Bank	Maturity Date
(a) Cash Deposits								
Municipal Account	N/A	1,727,241	0	0	0	1,727,241	NAB	N/A
Cash on Hand	N/A	1,750	0	0	0	1,750	NAB	N/A
Trust Account	N/A	0	0	742,905	0	742,905	NAB	N/A
(b) Reserve Term Deposit								
Reserve Term Deposit	4.30%	0	2,973,414	0	0	2,973,414	NAB	26/06/2026
(c) Investments								
Trust Term Deposit 1	4.40%			1,000,000		1,000,000		22/06/2026
Trust Term Deposit 2	4.10%			800,000		800,000		18/06/2026
Muni Term Deposit 1	4.30%				500,000	500,000		2/06/2026
Muni Term Deposit 2	4.30%				500,000	500,000		11/06/2026
Muni Term Deposit 3	4.25%				500,000	500,000		19/06/2026
Muni Term Deposit 5	4.10%				1,000,000	1,000,000		22/06/2026
TOTAL		1,728,991	2,973,414	2,542,905	2,500,000	9,745,310		

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of six months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give us rise to cash flows that are solely payments of principal and interest.

Please note: All Reserve accounts have been placed into one term deposit. All interest accrued will be split propositionally over the individual reserves once received.

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 MAY 2026

NOTE 6: Cash Backed Reserve

Reserve Name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$			\$	\$	\$	\$	\$
Sporting	82,857	0	0	0	82,857	82,857	1,773	0	0	84,630
Council Building Maintenance	207,305	0			207,305	207,305	4,437	0	0	211,742
Rec Centre Building Maintenance	105,693	0			105,693	105,693	2,262	0	0	107,955
Preston Beach Volunteer Rangers	61,039	0	13,905		74,944	61,039	1,306	0	0	62,345
Emergency Assistance	122,196	0			122,196	122,196	2,615	0	0	124,811
Works Depot Redevelopment	92,563	0			92,563	92,563	1,981	0	0	94,544
Council Building Construction	74,415	0			74,415	74,415	1,593	0	0	76,008
Information Technology	131,687	0			131,687	131,687	2,818	0	0	134,505
Footpath Construction	36,741	0			36,741	36,741	786	0	0	37,527
Plant Replacement	375,829	0	100,000		475,829	375,829	8,044	0	0	383,873
Staff Leave	30,408	0	10,000		40,408	30,408	651	0	0	31,058
Strategic Planning	3,020	0			3,020	3,020	65	0	0	3,084
Waste Management	1,278,264	0	135,450	(25,000)	1,388,714	1,278,264	27,358	0	0	1,305,623
History Book Reprint	12,787	0	300		13,087	12,787	274	0	0	13,060
Risk & Insurance	10,628	0			10,628	10,628	227	0	0	10,855
Drakesbrook Cemetery	47,178	0	20,000		67,178	47,178	1,010	0	0	48,188
Waroona North Development	238,500	0	0	0	238,500	238,500	5,105	0	0	243,605
Total	2,911,109	0	279,655	(25,000)	3,165,764	2,911,109	62,306	0	0	2,973,415

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 MAY 2026

NOTE 7: Capital Disposals and Acquisitions

Profit(Loss) of Asset Disposal				Disposals		Current Budget		
Account	WDV	Proceeds	(Loss)			Budget	Actual	Variance
	\$	\$	\$	Prog		\$	\$	\$
0574	21,620	23,636	2,016	Gov	Officer vehicle (MCS)	39,500	39,632	132 ▲
4164	20,203	20,000	(203)	Econ	Officer vehicle (BMC)	55,000	43,795	(11,205) ▼
7154	26,034	21,818	(4,216)	Rec	Officer vehicle (MRS)	32,500	38,152	5,652 ▲
3554	11,458	6,500	(4,958)	Trans	Toro 3280 Mower (P71)	62,000	26,389	(35,611) ▼
3554	16,796	15,500	(1,296)	Trans	Toro PLH800 Mower (P73)	49,000	36,525	(12,475) ▼
	96,111	87,454	(8,657)		TOTALS	238,000	184,494	(53,506)

Contributions Information				Summary Acquisitions		Current Budget		
Grants	Reserve	Borrow	Total			Budget	Actual	Variance
\$	\$	\$	\$			\$	\$	\$
				Property, Plant & Equipment				
0	0	0	0	0	Land and Buildings	227,500	46,154	(181,346) ▼
0	0	0	0	0	Plant & Equipment	238,000	184,494	(53,506) ▼
0	0	0	0	0	Furniture & Equipment	13,900	7,179	(6,721) ▼
				Infrastructure				
1,615,252	0	0	1,615,252		Roadworks	2,198,254	333,029	(1,865,225) ▼
0	0	450,000	450,000		Other Infrastructure	2,160,397	1,174,637	(985,760) ▼
1,615,252	0	450,000	2,065,252		Totals	4,838,051	1,745,493	(3,092,558)

Contributions				Land & Buildings		Current Budget		
Grants/Cont	Reserve	Borrow	Total			This Year		
\$	\$	\$	\$	Prog	Description	Budget	Actual	Variance
0	0	0	0	0	Gov Administration Office - disability access etc	42,600	0	(42,600) ▼
0	0	0	0	0	Health Community Resource Centre - Internal repairs	9,200	0	(9,200) ▼
0	0	0	0	0	E & W Playgroup Roof Repairs	10,000	0	(10,000) ▼
0	0	0	0	0	Comm PB Toilets - Plumbing Upgrades	10,000	11,130	1,130 ▲
0	0	0	0	0	R & C Football Club, PB Golf Club Repairs	43,000	0	(43,000) ▼
0	0	0	0	0	R & C Jims Kitchen - Remove Gutters	4,000	26,932	22,932 ▲
0	0	0	0	0	R & C PB Community Hall - Remove interal wall	14,000	0	(14,000) ▼
0	0	0	0	0	R & C WRAC - Install patio, repair leaks, painting etc	80,700	0	(80,700) ▼
0	0	0	0	0	Trans Depot - Replace roller doors	14,000	8,093	(5,907) ▼
0	0	0	0		Totals	227,500	46,154	(181,346)

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 MAY 2026

NOTE 7: Capital Disposals and Acquisitions

Contributions				Plant & Equipment		Current Budget		
Grants	Reserve	Borrow	Total			This Year		
						Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	Prog	Description	\$	\$	\$
0	0	0	0	Gov	Replace MCS Vehicle	39,500	39,632	132▲
0	0	0	0	Econ	Replace BMC Vehicle	55,000	43,795	(11,205)▼
0	0	0	0	Rec	Replace MRS Vehicle	32,500	38,152	5,652▲
0	0	0	0	Trans	Replace Toro 3280 Mower	62,000	26,389	(35,611)▼
0	0	0	0	Trans	Replace Toro PLH800 Mower	49,000	36,525	(12,475)▼
0	0	0	0		Totals	238,000	184,494	(53,506)

Contributions				Furniture & Equipment		Current Budget			
						This Year			
Grants	Reserves	Borrow	Total			Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	Prog	Description	\$	\$	\$	
0	0	0	0	L,O & PS	Law, Order, Public Safety	0	0	0	
0	0	0	0	R & C	WRAC - Replace various equipment	13,900	7,179	(6,721)	▼
0	0	0	0	Econ	Visitor Centre	0	0	0	
0	0	0	0	L,O & PS	Law, Order, Public Safety	0	0	0	
0	0	0	0		Totals	13,900	7,179	(6,721)	

Contributions				Infrastructure - Roads		Current Budget		
						This Year		
Grants	Reserves	Borrow	Total			Budget	Actual	Variance (Under)Over
\$	\$	\$	\$			\$	\$	\$
449,252	0	0	449,252	Trans	Roads to Recovery	449,251	18,905	430,346 ▼
1,166,000	0	0	1,166,000	Trans	Roads Works Total Construction	1,749,003	314,124	1,434,879 ▼
1,615,252	0	0	1,615,252	Totals		2,198,254	333,029	1,865,225

Contributions				Other Infrastructure		Current Budget		
						This Year		
Grants	Reserve	Borrow	Total			Budget	Actual	Variance (Under)Over
\$	\$	\$	\$			\$	\$	\$
18,885	0	0	18,885	L,O & PS	Evacuation Centre Upgrade (grant dependent)	54,794	0	(54,794) ▼
0	0	0	0	CA	Buller Rd - Transfer Station construction	0	0	0
0	0	0	0	CA	Townsite drainage works	155,000	0	(155,000) ▼
0	0	0	0	R & C	Parks - Capital upgrades	22,800	0	(22,800) ▼
0	0	0	0	R & C	Ovals - New pump & extend reticulation	0	0	0
166,456	0	0	166,456	R & C	Drakesbrook Weir Upgrades / PB Carpark	22,800	0	(22,800) ▼
0	0	0	0	Trans	Footpath construction & upgrades	251,763	7,073	(244,690) ▼
0	0	450,000	450,000	Econ	Railside Park - Phase 2	450,000	358,678	(91,322) ▼
1,203,240	0	0	1,203,240	Econ	Peel Regional Trails development	1,203,240	808,886	(394,354) ▼
1,388,581	0	450,000	1,838,581	Totals		2,160,397	1,174,637	(985,760)

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 MAY 2026

NOTE 8: Grants, subsidies and contributions (Contract Liabilities & Contract Assets)

NOTE 8a: Operating grants subsidies and contributions

Name of Grant	Provider	Liability at 1 July 2025	Increase in liability	Spent Funds	Current Contract Asset/Liability	Annual Budget	Budget variations	YTD Revenue Actual	Remaining expected funds
		\$	\$	\$	\$	\$	\$	\$	\$
Library LBW Trust Learning	Friends of Libraries	0	500	(500)	0	500	0	500	0
Technology and Digital Inclusion Grant	State Library WA	0	5,000	(5,000)	0	0	0	5,000	0
Community Engagement Program	Alcoa of Australia	2,427	15,000	(15,402)	2,025	2,427	0	0	0
Mitigation Activity Grant Funding RD1	DFES	0	49,500	(49,500)	0	49,500	0	49,500	0
Evacuation Centre Backup Power Supply	DFES	(4,090)	0	(1,200)	(5,290)	57,794	0	0	18,885
Streets Alive - Safer Crossings	Town Team Movement	200	0	0	200	200	0	0	0
Urban Greening Program	WALGA	3,775	0	0	3,775	3,775	0	0	0
Waste Sorted Community Education	Waste Sorted	697	0	(697)	0	697	0	0	0
Seniors Week	COTA WA	0	0	0	0	1,000	0	0	1,000
Emergency Services Dinner	Volunteering WA	0	1,500	(1,500)	0	0	0	1,500	0
Youth Week	Dept of Communities	0	3,000	(3,000)	0	3,000	0	0	3,000
Volunteer Breakfast	Dept of Communities	0	1,000	(1,000)	0	1,500	0	0	1,500
Public Health Initiative	Public Health	12,103	0	(8,606)	3,497	12,103	0	0	0
Australia Day 2026	Australia Day Council	0	12,736	(12,736)	0	15,000	0	12,736	0
Anzac Day 2026	Lotterywest	0	0	(4,425)	(4,425)	0	0	0	4,225
Ebb & Flow	Ebb & Flo	2,331	0	0	2,331	2,332	0	0	0
Drakebrook Cemetery NRM Funding	DPIRD	9,856	0	(4,144)	5,712	9,856	0	0	0
Total		27,300	88,236	(107,710)	2,114	159,685	0	69,236	28,610

NOTE 8b: Capital grants subsidies and contributions

Name of Grant	Provider	Liability at 1 July 2025	Increase in liability	Spent Funds	Current Contract Asset/Liability	Adopted budget revenue	Budget variations	YTD Revenue Actual	Remaining expected funds
		\$	\$	\$	\$	\$	\$	\$	\$
Peel Regional Trails Grant - Start Up	Peel Development Comm	86,516	0	(86,516)	0	1,203,240	0	0	983,129
Peel Regional Trails Grant - Milestone 2 & 3	Peel Development Comm	133,595	200,000	(162,164)	171,431	0	0	200,000	0
LRCI Phase 4	Dept Infrastructure	(182,498)	182,498	0	0	0	0	182,498	0
LRCI Phase 3	Dept Infrastructure	(57,869)	57,869	0	0	0	0	57,869	0
Pinjarra Community Grant - BF Brigades	Bendigo Bank	1,867	0	0	1,867	1,867	0	0	0
Waroona Football Club Upgrades	Dept Creative Indust Tourism	0	100,000	0	100,000	0	100,000	100,000	0
Shared Path Upgrade	Dept of Transport	0	40,000	(40,000)	0	40,000	0	40,000	0
Lake Clifton Bridge (BR03)	Main Roads WA	0	514,000	0	514,000	0	514,000	385,500	128,500
Roads to Recovery	Main Roads WA	46,369	270,698	(314,124)	2,943	353,604	0	270,698	82,906
Road Safety Program (Lake Clifton Rd)	Main Roads WA	0	238,494	0	238,494	0	238,494	238,494	0
Road Safety Program (Nanga Brook Rd)	Main Roads WA	0	0	0	0	0	0	0	0
Regional Road Group (RC87)	Main Roads WA	0	225,800	(250,000)	(24,200)	375,001	0	225,800	24,200
Regional Road Group (RC05)	Main Roads WA	0	151,370	(151,370)	0	225,001	0	151,370	0
Regional Road Group (RC82)	Main Roads WA	0	1,006,210	(1,006,210)	0	750,000	0	1,006,210	0
Regional Road Group (RC47)	Main Roads WA	0	120,000	(117,017)	2,983	300,000	0	120,000	0
Regional Road Group (RC20)	Main Roads WA	0	66,589	(66,589)	0	99,001	0	66,589	0
Total		27,980	3,173,528	(2,193,990)	1,007,517	3,347,714	852,494	3,045,028	1,218,735
Total contract asset					(33,915)				
Total contract liability					1,049,258				

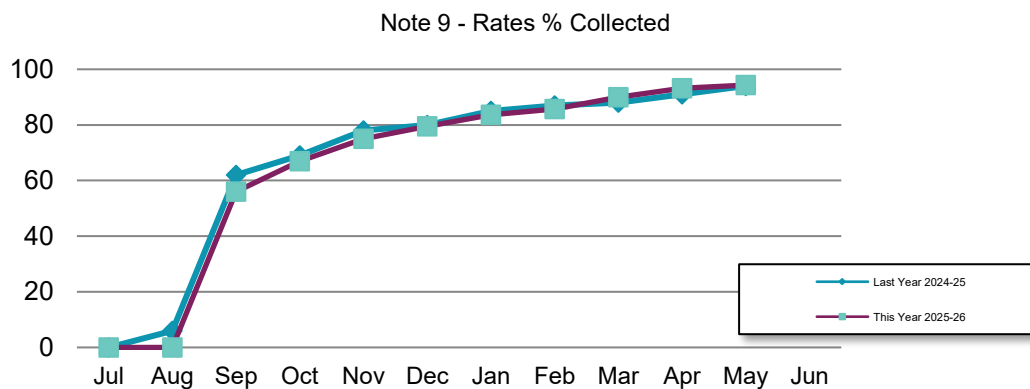
SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 MAY 2026

NOTE 9: Receivables

Receivables - Rates & Rubbish	Current 2025-26	Previous 2024-25
	\$	\$
Opening Arrears Previous Years	145,720	151,325
Rates, Service Charges & Waste Levy this year	7,984,309	7,393,609
Less Collections to date	(7,667,987)	(7,247,889)
Equals Current Outstanding	316,322	145,720
Net Rates Collectable	316,322	145,720
% Collected	94.32%	96.06%



Comments/Notes - Receivables Rates and Rubbish

Receivables - General	Current	30 Days	60 Days	90 Days	90+ Days
	\$	\$	\$	\$	\$
Aged Trial Balance	296,668	1,981	550	4,068	
Total Outstanding					303,267

Amounts show above include GST (where applicable).



SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

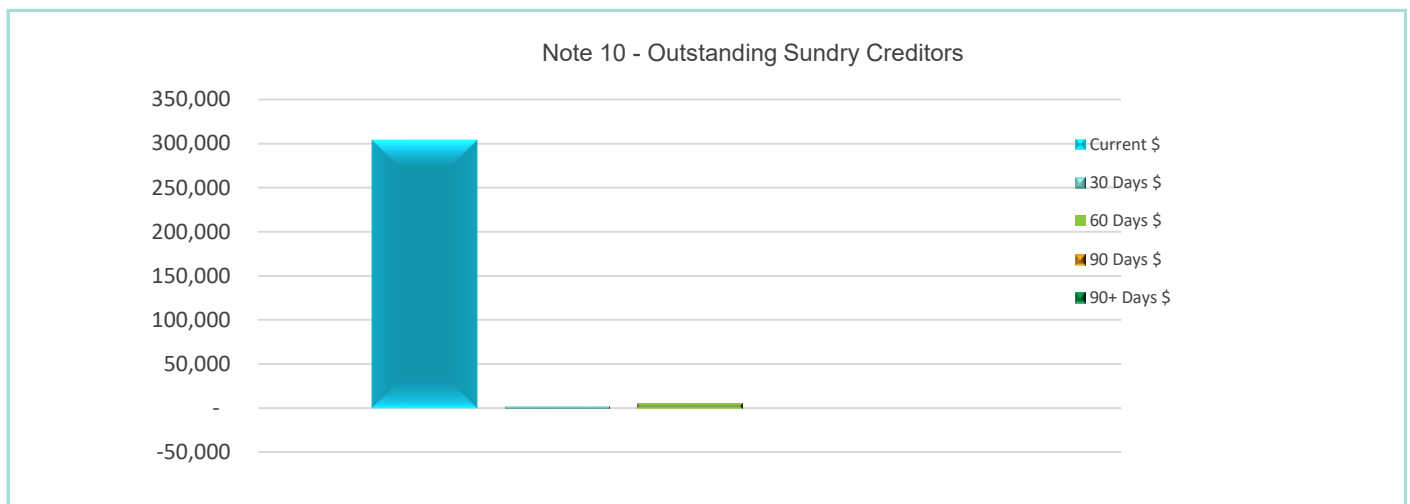


FOR THE PERIOD ENDED 31 MAY 2026

NOTE 10: Payables

Sundry Creditors	Current	30 Days	60 Days	90 Days	90+ Days
	\$	\$	\$	\$	\$
Aged Trial Balance	303,404	2,185	5,767	-	231
Total Outstanding	311,125				

Amounts show above include GST (where applicable).



SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 MAY 2026

NOTE 11: Rating Information

Rate Type	Basis of valuation	Rate in	Number of Properties	2025/26 Actual Rateable Value	2025/26 Actual Rate Revenue	2025/26 Actual Interim Rates	2025/26 Actual Total Revenue	2025/26 Budget Rate Revenue	2025/26 Budget Interim Rate	2025/26 Budget Total Revenue	2024/25 Actual Total Revenue
		\$	\$	\$	\$	\$	\$	\$		\$	\$
General rates											
Gross rental valuation	Gross rental value	0.109905	1,533	29,268,384	3,214,916	\$11,669	3,226,585	3,214,916	0	3,214,916	3,189,429
Unimproved valuation	General farming	0.006054	511	322,634,084	1,951,683	\$2,480	1,954,163	1,951,683	0	1,951,683	1,825,255
Unimproved valuation	Industry and mining	0.012107	5	27,114,000	328,269	\$0	328,269	328,269	0	328,269	301,384
Unimproved valuation	Intensive agriculture	0.009081	4	5,016,000	45,550	\$0	45,550	45,550	0	45,550	42,710
Total general rates			2,053	384,032,468	5,540,418	\$14,148	5,554,567	5,540,418	0	5,540,418	5,358,778
Minimum payment											
		Minimum									
Gross rental valuation	Gross rental value	1,390	607	4,897,676	863,190	\$0	863,190	863,190	0	863,190	821,890
Unimproved valuation	Unimproved value	1,390	91	10,839,844	122,320	\$0	122,320	122,320	0	122,320	124,899
Total general rates			698	15,737,520	985,510	\$0	985,510	985,510	0	985,510	946,789
Total rates			2,751	399,769,988	6,525,928	\$14,148	6,540,077	6,525,928	0	6,525,928	6,305,567

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 MAY 2026

Note 12: Information on Borrowings

(a) Debenture Repayments

Loan Details	Loan No.	Principal 1-Jul-25	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$
Town Centre Park Land Purchase	122	529,244	0	0	(30,350)	(30,350)	498,894	498,894	(8,330)	(8,330)
Waroona Community Precinct Development	123	406,999	0	0	(7,796)	(15,783)	399,203	391,216	(10,004)	(19,816)
Town Centre Land Purchase 26 & 28 Fouracre Street	124	497,444	0	0	(9,528)	(19,291)	487,916	478,153	(12,227)	(24,219)
TOTAL		1,433,687	0	0	(47,674)	(65,424)	1,386,013	1,368,263	(30,560)	(52,365)

All debenture repayments were financed by general purpose revenue.

(b) Unspent borrowings

Particulars	Date Borrowed	Unspent Balance 30 June 2023	Borrowed During the Year	Expended During the Year	Unspent Balance 30 June 2025
Loan 123 - Waroona Community Precinct		450,000	0	(358,678)	91,322
TOTAL		450,000	0	(358,678)	91,322

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 MAY 2026

NOTE 13: Budget Amendments

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$
	Opening Balance - Difference between budget surplus and actual surplus					21,147
3585	Increase transfer of funds from plant reserve for repairs to CAT 120H Grader	OCM25/08/119	Reserve Transfer	21,800	0	42,947
3554	Increase capital expenditure for repairs to CAT 120H Grader	OCM25/08/119	Capital Expenses	0	(21,800)	21,147
3275	Increase capital income to account for additional income from Regional Road Group	OCM25/10/166	Capital Revenue	500,000	0	521,147
3355	Increase capital income to account for loan income for Preston Beach Road	OCM25/10/166	Capital Revenue	250,000	0	771,147
3204 (RC82)	Increase capital expenditure to account for increase in road expenditure for Preston Beach Road	OCM25/10/166	Capital Expenses	0	(750,000)	21,147
0091	Adjustment of General purpose Financial Assistance grant	OCM25/11/185	Operating Revenue	112,867	0	134,014
3265	Adjustment of Local Roads Financial Assistance grant	OCM25/11/185	Capital Revenue	25,768	0	159,782
3295	Increase income for the inclusion of special project Lake Clifton Bridge works	OCM25/11/185	Capital Revenue	514,000	0	673,782
3514 (BR03)	Increase in expenditure to account for Lake Clifton Bridge works	OCM25/11/185	Capital Expenses	0	(514,000)	159,782
2353	Increase in planning fines and infringement income	OCM25/11/185	Operating Revenue	67,000	0	226,782
3514 (BR03)	Increase expenditure for Lake Clifton Bridge propping and safety	OCM25/11/185	Capital Expenses	0	(20,000)	206,782
0452	Decrease expenditure to move funds from audit expenses to other expenses	OCM25/11/185	Operating Expenses	5,000	0	211,782
0432	Increase expenditure to move funds from audit expenses to other expenses	OCM25/11/185	Operating Expenses	0	(5,000)	206,782
3203	Reduction of reimbursement income from 23/24 LGGS overspend	OCM25/11/185	Operating Revenue	0	(3,114)	203,668
0544	Increase capital expenditure to replace ducted air conditioning system in Administration Office.	OCM25/11/185	Capital Expenses	0	(15,000)	188,668
2983	Income received from Library grant.	OCM25/11/185	Operating Revenue	2,500	0	191,168
3014	Increase expenditure for Library inventory to satisfy grant co-funding	OCM25/11/185	Operating Expenses	0	(5,000)	186,168
3002	Increase IT expenditure for Library to cover imaging and install of PC's	OCM25/11/185	Operating Expenses	0	(2,500)	183,668
0582	Increase expenditure for new chairs for staff as per ergonomic assessment	OCM25/11/185	Operating Expenses	0	(5,600)	178,068
0544	Funding for donga power, air con, data and electrical at Depot	OCM25/11/185	Capital Expenses	0	(15,000)	163,068
2162	Increase expenditure to complete Planning Strategy and Scheme	OCM25/11/185	Operating Expenses	0	(8,000)	155,068
2052 (C005)	Increase expenditure for dune brushing at Preston Beach	OCM25/11/185	Operating Expenses	0	(8,000)	147,068
3634 (PK04)	Increase expenditure for Lake Clifton master plan and works	OCM25/11/185	Capital Expenses	0	(80,000)	67,068
7104	Increase expenditure for roof fans for stadium courts	OCM25/11/185	Capital Expenses	0	(19,000)	48,068
3912	Increase expenditure to host industry and community motivational workshops (C1.2.3)	OCM25/11/185	Operating Expenses	0	(10,000)	38,068
3912	Increase expenditure for digital content creation (photos, videos) (D1.1.2)	OCM25/11/185	Operating Expenses	0	(3,068)	35,000
4794	Transfer to IT Reserve	OCM25/11/185	Reserve Transfer	0	(25,000)	10,000
7144	Increase expenditure for new chairs for the Recreation Centre	OCM25/11/185	Capital Expenses	0	(10,000)	0
3225	Increase income for regional road safety program - Nanga Brook Road	OCM25/11/185	Capital Revenue	93,070	0	93,070
3225	Increase income for regional road safety program - Lake Clifton Road	OCM25/11/185	Capital Revenue	145,424	0	238,494
3204 (RC89)	Increase expenditure for Nanga Brook Road - Install AEC & ACL	OCM25/11/185	Capital Expenses	0	(93,070)	145,424
3204 (RC88)	Increase expenditure for Lake Clifton Road - Seal shoulder	OCM25/11/185	Capital Expenses	0	(145,424)	0
7162 (AQ02)	Transfer funding from Rec Centre maintenance to capital account for plant repairs	OCM25/11/185	Operating Expenses	18,875	0	18,875
7154	Increase expenditure for Rec Centre plant upgrade	OCM25/11/185	Capital Expenses	0	(18,875)	0
2983	Increase income for Library grant	OCM25/12/201	Operating Revenue	2,500		2,500
3044	Increase expenditure for Library grant	OCM25/12/201	Capital Expenses		-2,500	0
3014	Move funds from operating expenses to capital expenses for Library grant	OCM25/12/201	Operating Expenses	5,000		5,000

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



NOTE 13: Budget Amendments (cont)

GL Account Code	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
3044	Move funds from operating expenses to capital expenses for Library grant	OCM25/12/201	Capital Expenses		(5,000)	0
5202	Reallocate funding from Project Officer to Community & Economic Development	OCM26/02/018	Operating Expenses		(47,359)	(47,359)
0092	Reallocate funding from Project Officer to Community and Economic Development	OCM26/02/018	Operating Expenses	47,359		0
7282	Reallocate funding from building maintenance to Cleaner wages	OCM26/02/018	Operating Expenses		(10,000)	(10,000)
0544	Reduce funding for Donga floor repair	OCM26/02/018	Capital Expenses	4,000		(6,000)
2474	Reduce funding for Preston Beach Community Hall - Remove Non-compliance internal wall (Old Fire Shed)	OCM26/02/018	Capital Expenses	6,000		0
4423	Increase income account to workers compensation reimbursements received from LGIS	OCM26/02/018	Operating Revenue	120,000		120,000
4402	Increase PWO leave expense to allow for substantial Workers Compensation expenditure	OCM26/02/018	Operating Expenses		(120,000)	0
3564	Reallocate funding from capital P&E to non-capital P&E - Infrastructure expenses	OCM26/02/018	Operating Expenses		(12,000)	(12,000)
3524	Reallocate funding from capital P&E to non-capital P&E - Infrastructure expenses	OCM26/02/018	Capital Expenses	12,000		0
7772	Reduce business case funding account to reallocate funds to the Enviro Centre	OCM26/02/018	Operating Expenses	30,000		30,000
3812	Reduce Noxious Plant Control expenditure	OCM26/02/018	Operating Expenses	30,500		60,500
0503	Increase income received from other LG's for LSL entitlements paid out	OCM26/02/018	Operating Revenue	11,700		72,200
2394	Increase funding for installation of a dump at Preston Beach	OCM26/02/018	Capital Expenses		(20,000)	52,200
7762	Increase expenditure to the Enviro Centre building maintenance account	OCM26/02/018	Operating Expenses		(52,200)	0
2812	Decrease in Visitor Centre operation expenditure	OCM26/02/018	Operating Expenses	750		750
2772	Decrease in Visitor Centre project costs	OCM26/02/018	Operating Expenses	750		1,500
2872	Increase in training and conference expenses for Visitor Centre	OCM26/02/018	Operating Expenses		(1,500)	0
3204 (RC89)	Decrease expenditure for Nanga Brook Road	OCM26/02/018	Capital Expenses	93,070		93,070
3204 (RC88)	Increase expenditure to Lake Clifton Road	OCM26/02/018	Capital Expenses		(93,070)	0
0592	Increase in expenditure for Bushfire Mitigation Risk Coordinator	OCM26/02/018	Operating Expenses		(77,757)	(77,757)
0723	Increase income received for Bushfire Mitigation Risk Coordinator	OCM26/02/018	Operating Expenses	77,757		0
2834	Reallocate project savings from Cricket Club plumbing	OCM26/02/018	Capital Expenses	5,323		5,323
3754	Increase expenditure to fix drainage surrounding Jims Kitchen	OCM26/02/018	Capital Expenses		(5,323)	0
2835	Increase grant income funding received for Waroona Football Club upgrades	OCM26/03/031	Capital Revenue	100,000		100,000
2834	Increase capital expenditure for Waroona Football Club upgrades	OCM26/03/031	Operating Expenses		(100,000)	0
3255	Reduce income to account for amendment to Roads to Recovery funding allocation	OCM26/04/044	Operating Revenue		(95,647)	(95,647)
3184 (RR57)	Reduce expenditure for Panorama Drive for Roads to Recovery funding allocation	OCM26/04/044	Operating Expenses	27,700		(67,947)
3184 (RR60)	Reduce expenditure for Fitzpatrick Place for Roads to Recovery funding allocation	OCM26/04/044	Operating Expenses	7,677		(60,270)
3184 (RR61)	Reduce expenditure for Palmerston Street for Roads to Recovery funding allocation	OCM26/04/044	Operating Expenses	38,602		(21,668)
3184 (RR62)	Reduce expenditure for Waltham Court for Roads to Recovery funding allocation	OCM26/04/044	Operating Expenses	4,149		(17,519)
3184 (RR64)	Reduce expenditure for DeHamel Street for Roads to Recovery funding allocation	OCM26/04/044	Operating Expenses	9,204		(8,315)
3184 (RR56)	Reduce expenditure for Armstrong Hills Drive for Roads to Recovery funding allocation	OCM26/04/044	Operating Expenses	2,550		(5,765)
3184 (RR63)	Reduce expenditure for McLarty Street / Lyons Road for Roads to Recovery funding allocation	OCM26/04/044	Operating Expenses	5,765		0
0092	Reduce expenditure account for Strategic Planning for the Eastcott St residential development	OCM26/05/065	Operating Expenses	35,000		35,000
1714	Increase expenditure account for the Eastcott St residential development	OCM26/05/065	Capital Expenses		(35,000)	0

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 31 MAY 2026

NOTE 14: Trust Fund

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance	Amount	Amount	Closing Balance
	1-Jul-25	Received	Paid	31-May-26
ALCOA WAROONA SUSTAINABILITY	2,146,506	238,995	(22,851)	2,362,649
PUBLIC OPEN SPACE	140,571	260	0	140,830
EXTRACTIVE INDUSTRIES	19,470	36	0	19,506
COMMERCIAL BOND	15,390	28	0	15,419
SECURITY BOND	0	0	0	0
TOTAL	2,321,937	239,318	(22,851)	2,538,404



COUNCIL POLICY

CGP008 – Complaints About Decisions, Employees and Services



1. Intention

To establish Council's position about complaints received and the approach to be taken in their resolution.

For the purpose of this policy a complaint means an expression of dissatisfaction about:

- A decision of Council or Shire employees; or
- The standard or quality of a Shire service, action or lack of action.

A complaint is not:

- A first request for action or a service;
- A request for information or explanation of Shire policies, practice's or procedures; or
- The lodging of an appeal in accordance with procedures prescribed by statute or regulation or Shire policy.

2. Scope

This policy applies throughout the District.

3. Statement

Council wishes to ensure that it is easy for any person who feels aggrieved to make a complaint. Council wishes to treat complaints positively, to learn from complaints received and where possible to satisfy complainants about their experience in making a complaint. Council will endeavour to ensure that:

- Anyone who is dissatisfied about a Council service can easily and simply make a complaint;
- Complaints no matter how they are submitted are treated with equal importance;
- Complaints are responded to quickly and in any event within prescribed timescales;
- Complaints are addressed in a courteous, helpful, and open manner;
- Appropriate assistance is given to any complainant in the making of a complaint including the completion of any pro forma or other paperwork; and
- Complaints are properly monitored and where relevant Council learns from them in order that:
 - Unacceptable conduct or behaviour does not re-occur; and
 - Policies, practices and procedures are improved in order to accommodate the needs of our customers.

4. Particular Cases

4.1 Anonymous Complaints

Anonymous complaints shall only be considered to the extent that they involve safety or security issues. Otherwise anonymous complaints shall be disregarded.

4.2 Vexatious or Abusive Complaints

The Chief Executive Officer (**CEO**) may decide (having regard to the nature, subject or number of complaints received) that a complainant is ~~a~~ vexatious or abusive and further complaints received from the person concerned or about a particular subject shall not be entertained. Where a determination is made by the **CEO** ~~Chief Executive Officer~~ that a complaint is vexatious or abusive, employees may be directed not to deal with the particular matter.

4.3 Allegations of Serious Misconduct

Allegations concerning criminal, corrupt or serious improper conduct will be dealt with under Policy CGP02~~23~~ – Code of Conduct Behaviour Complaints Management where the complaint is about an elected member. In the first instance they will be referred directly to the **CEO** ~~Chief Executive Officer~~ for determination including whether there are reasonable grounds for notification to the Anti-Corruption Commission or referral to the Police. Reference is made to Policy CGP010 – Public Interest Disclosure.

Complaints about the CEO will be dealt with by Council.

Complaints about an employee or Shire worker will be dealt with by the CEO.

4.4 Repetitive Complaints

The Chief Executive Officer may determine a complaint to be repetitive in nature and direct employee not to deal with the particular matter.

5. Legislative and Strategic Context

Nil.

6. Review

This policy is to be reviewed triennially.

7. Associated Documents

Nil.

8. Document Control

Division	Corporate & Governance
Policy Number	CGP008
Contact Officer	Chief Executive Officer
Related Legislation	Nil

Related Shire Documents	CGMP004 - Complaint About Council Service or Employee CG3 - Complaint About Council Service or Employee Form		
File Number	CU.1		
Risk Rating	Moderate	Review Frequency	Triennially
Next Review	June 29	Date Adopted	22/06/2021
OCM Number	OCM21/06/071		

9. Previous Policy No's.

Policy No.	Title
Nil.	

10. Amendments

Date	Details of Amendment	Reference	Record Number
23/07/2024	Reviewed without amendments	OCM24/07/108	
<u><date></u>	<u>Added processes to deal with complaints about CEO and employees</u>	<u><insert ref></u>	<u>CM.7</u>



COUNCIL POLICY

CP005 – Donations, Sponsorships and Waivers



1. Intention

To provide guidance on the requests for and allocation of donations, sponsorships and waiver of fees and charges to ensure:

- Transparency and accountability to the community;
- An equitable assessment of each application or request received; and
- A standard process for applicants to follow when requesting donations, sponsorships or fee waivers.

2. Scope

This policy applies throughout the district of the Shire of Waroona.

3. Statement

The request for a donation, sponsorship or waiver of fees will be considered where such assistance supports the delivery of projects, programs, services, or fundraising initiatives with demonstrated benefit to the community. The following conditions will apply:

- If an application for a donation, sponsorship or fee waiver does not meet the evaluation criteria but is assessed by Shire Administration as a case warranting further consideration, it will be forwarded to Council for determination.
- All requests for the waiver of fees and charges are subject to the availability of the appropriate budget. Council reserves the right to decline a request based on insufficient/inappropriate budget available.
- All donations and exemptions shall be recorded in a register or other means of tracking.
- A record of the decision relating to each request determined by the Chief Executive Officer or a Director shall be maintained as part of the Shire's Delegated Authority Register.
- Bonds will not be waived.
- Public event application fees will only be waived for annual events where the Shire has entered into a Memorandum of Understanding with the organiser regarding event sponsorship.
- When a donation, sponsorship or fee waiver is granted, the organisation must acknowledge the Shire's support through the use of logo and other promotional activities.

3.1 Donations

Established Annual Donations

Council will provide an annual contribution towards the following community-led events / initiatives:

Community Group	Shire Contribution	Event/ Initiative
Waroona Community Resource Centre	\$1,000	Staff wages at the Youth Centre managed by Waroona Community Resource Centre
Waroona Historical Society	\$ 500	Preservation and collection of historical items in the Shire
Lake Clifton Herron Residents Association	\$ 750	\$500 towards Australia Day celebrations
		\$250 towards ANZAC Day commemorations in Lake Clifton
Preston Beach Progress Association	\$ 750	\$500 towards Australia Day celebrations
		\$250 towards ANZAC Day commemorations in Preston Beach
Senior Citizens Annual Christmas Function	\$ 600	Annual Christmas function for the senior citizens of the Waroona Shire. The contribution is to subsidise the cost of providing such a function and the function must be readily accessible to the wider community of senior citizens or senior citizen groups
Waroona Community Christmas Hamper Appeal	\$ 500	\$500 towards annual Christmas Food and Toy Hamper drive
Waroona Community Car	\$1,000	Waroona Community Car program
Waroona/ Wagerup/ Yarloop Meals on Wheels	\$1,000	Waroona / Wagerup / Yarloop Meals on Wheels program

Other Established Annual Donations

Council will provide an annual contribution towards the following other community-focused events / initiatives:

Community Group	Shire Contribution	Event/ Initiative
Waroona District High School	\$150	End of Year Achievement Awards
St Jospeh's Primary School Waroona	\$150	End of Year Achievement Awards
Pinjarra Senior High School	\$150	End of Year Achievement Awards
Peel Volunteer Resource Centre	\$500	Alcoa Peel Volunteer of the Year Award

Other Donations

In general, groups seeking donations are encouraged to apply for financial support through the Alcoa Waroona Micro Grant Fund, which offers two funding rounds per year.

The Shire will only consider donating to requests for support from local charitable organisations or for projects relating to the welfare and promotion of the local district. This policy includes schools within the district.

The Chief Executive Officer and Directors have ~~has~~ the authority to approve small, once-off donations in accordance with this policy up to amounts \$250 (excluding GST) per group, in any one financial year.

3.2 Individual or Group Sponsorship

Sponsorships are awarded to individuals or groups residing within the Shire to assist with expenses associated with selection in state, national or international representation. Application for Sponsorship may be submitted at any time.

Applications will be evaluated against the following criteria:

1. All individual applicants must reside within the Shire.
2. In a group/team application, most group/team members must reside in the Shire.
3. All applications must be supported by a reference from an authorised body to which the activity or project is aligned, stating that the person or group will be performing at state, national or international level.
4. Applications must be received prior to the event, as funding cannot be retrospective.
5. Funding may only be provided once in any financial year to any person or group (noting this relates to the date of the event and not the date of the application or payment).
6. Recipients are expected to acknowledge the Shire at all reasonable opportunities for the assistance provided to them, especially in media releases and promotional material.
7. The total budget pool is determined through the annual budget process; and
 - (a) funding is limited to the following maximum amounts and once the pool of funds has been expended no further applications will be accepted for consideration or approval for that financial year:
 - (b) individuals' \$100 donation
 - (c) groups/teams \$300 donation

All eligible sponsorship requests will be assessed at the discretion of the Chief Executive Officer or a Director (under delegated authority) for the amounts identified above, in any one financial year.

Applications exceeding this amount will require a decision by Council.

3.3 Fee Waivers

Established Waivers of Fees and Charges

Council will waive the hire costs for the use of Shire facilities for the following community-focused events and activities:

Event	Fees and charges waived
Community Markets	Local not-for-profit organisations that conduct community markets, such as Lions Club of Waroona are exempt from the fees and charges relating to the hire of Shire facilities.
Alcoholics Anonymous	Memorial Hall hire fees for the weekly meetings of Alcoholics Anonymous Waroona.
Food Stall Holders – Local Events	All food stall holders (local and non-local) attending a local event that is run by a local not-for-profit / charity organisation are exempt from paying the daily food stall* licence fee. Local not-for-profit/charity organisations attending other local events are exempt from paying the daily food stall* licence fee. *All food stall holders are required to complete and submit applications for approval by the Shire of Waroona.
Lions Club and Leos Club	Memorial Hall, oval and other public open space hire fees for the purposes of community events and activities organised by the Lions Club of Waroona and/or Leos Club of Waroona
All Australian Car Day	Memorial Hall and Oval hire fees and the public event application assessment fee for the annual All Australian Car Day
Waroona Show	Memorial Hall and Oval hire fees and the public event application assessment fee for the annual Waroona Show under the terms of the Memorandum of Understanding between the Shire and Waroona Agricultural Society.
Movie Nights	Movie projector and screen hire fees for Shire-based not-for-profit groups holding a non-ticketed movie night event within the Shire.
NAIDOC Week	Memorial Hall hire fees for events held by the Waroona Aboriginal and Torres Strait Islander Corporation for the delivery of free-of-charge NAIDOC Week activities.
Waroona Community Christmas Hamper Appeal	Memorial Hall hire fees for the annual Christmas Food and Toy Hamper assembly and distribution.

Community Requests for Waiver of Fees and Charges

All eligible waivers will be assessed at the discretion of the Chief Executive Officer or a Director (under delegated authority) for amounts up to \$1000, in any one financial year. Amounts higher than \$1000 require decision making by Council.

Waivers will be considered where the application relates to a free community activity and at least one of the following criteria is met:

1. The activity educates or strengthens communities or complements Shire activities.
2. The purpose of the activity supports a service or activity that the local government considers it would have undertaken and is beneficial to the community.
3. The purpose of the activity supports the development of infrastructure or services that can be considered the responsibility of the Shire.
4. The application supports the activities of an incorporated club or group within the first 12 months of their operation.
5. Extenuating circumstances exist.

The Chief Executive Officer and Directors are authorised to approve promotions and incentives at the Waroona Recreation & Aquatic Centre up to a maximum of \$500 on any one promotion, incentive or activity.

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legalisation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed triennially.

6. Associated Documents

Nil.

7. Document Control

Division	Community		
Policy Number	CP005		
Contact Officer	Chief Executive Officer		
Related Legislation	Local Government Act 1995 Food Act 2008		
Related Shire Documents	COMP002 – Donations C2 - Donation Application Form CMP007 – Waiver of Fees and Charges C7 – Waiver of Fees and Charges Application Form		
Risk Rating	Low	Review Frequency	Triennially
Next Review	May 2026	Date Adopted	22/06/2004
OCM Number	OCM04/083	Previous Policy No.	N/A

8. Amendments

Date	Details of Amendment	Reference	Record Number
24/11/2015	Updated as part of major review.	OCM15/11/138	N/A
18/12/2018	Updated as part of major review.	OCM18/12/126	N/A
23/04/2019	Amended to include new donation.	OCM19/04/034	N/A
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071	N/A
02/06/2023	Updated – Combination of CP005 Donations and CP010 Waiver of Fees and Charges and inclusion of Community Sponsorship.	OCM23/06/076	N/A
25/07/2023	Updated Established Annual Donations table	OCM23/07/092	N/A
10/03/2025	Updated Established Annual Donations and Established Waivers of Fees and Charges table	OCM25/03/033	FM.8
26/05/2026	Added Other Established Annual Donations	OCM26/05/062	CM.7
<u><date></u>	<u>Added Sub-delegation to Directors</u>	<u><insert ref></u>	<u>CM.7</u>
Previous Policies			
CP010 – Waiver of Fees and Charges			
COM004 – Donations			
3.5 – Donations			
CORP019 – Exemption of Food Stall Licence Fees			
3.28 – Exemption of Food Stall Licence Fees			
CP005 – Donations			
CP010 – Waiver of Fees and Charges			

COUNCIL POLICY

FP003 – Purchase Orders Authority



1. Intention

To provide clear guidance to officers of their purchasing limits for goods and services and whether their authority extends to capital items in addition to operational items.

2. Scope

This policy applies to Elected Members and employees of the Shire of Waroona.

3. Statement

The following employee authorities shall exist for the issue of purchase orders for the supply of goods and services in accordance with Council's adopted budget, policies and statutory requirements.

Position	Purchase Order Authority
Chief Executive Officer	General authority.
Director Corporate & Community Services	Specific authority to purchase budgeted directorate requirements up to \$149,999, including capital works. General Authority (outside of Directorate) to purchase up to \$24,999
Director Customer & Development Services	Specific authority to purchase budgeted directorate requirements up to \$149,999, including capital works. General Authority (outside of Directorate) to purchase up to \$24,999
Director Executive Manager Infrastructure Services	Specific authority to purchase budgeted directorate requirements up to \$149,999, including capital works. General Authority (outside of Directorate) to purchase up to \$24,999
Project Director	Specific authority to issue orders of an operational and capital nature within the Directorate to the value of \$24,999. General Authority (outside of Directorate) up to \$7,500.
Manager Corporate Services	Specific authority to issue orders of an operational and capital nature within the Directorate to the value of \$24,999. General Authority (outside of Directorate) up to \$7,500.

Position	Purchase Order Authority
Manager Development Services	Specific authority to issue orders of an operational and capital nature within the Directorate to the value of \$24,999. General Authority (outside of Directorate) up to \$7,500.
Manager Works & Waste Services	Specific authority to issue orders of an operational and capital nature within the Directorate to the value of \$24,999. General Authority (outside of Directorate) up to \$7,500.
Manager Recreation Services	Authority to issue orders of an operational nature associated with daily functioning of Recreation Services, up to \$7,500. Authority does not extend to capital equipment purchases.
Manager Community & Economic Development	Authority to issue orders of an operational nature with relation to place & community development up to \$10,000 Authority does not extend to capital purchases.
Senior Finance Officer	Authority to issue orders of an operational nature with relation to corporate services up to \$2,000
Coordinator Works & Services	Authority to issue orders of an operational nature with relation to works and services up to \$2,000
Building Maintenance Coordinator	Authority to issue orders of an operational or capital nature with relation to building maintenance up to \$2,000
Plant Mechanic	Authority to issue orders of an operational nature with relation to plant repairs, depot and workshop maintenance up to \$2,000
Parks & Gardens Co-ordinator	Authority to issue orders of an operational nature with relation to parks & gardens maintenance up to \$2,000
Visitor Centre Manager	Authority to issue orders of an operational nature associated with the function of the Waroona Visitor Centre up to \$5,000. Authority does not extend to capital purchases.
Bushfire Risk Mitigation Coordinator	Authority to issue purchase orders of an operational nature associated with daily functions of the position up to the value of \$1,000.
Senior Community Development Officer	Authority to issue purchase orders of an operational nature associated with the daily function of Community Development up to the value of \$1,000.

Position	Purchase Order Authority
Asset Services Officer	Authority to issue purchase orders of an operational nature associated with the daily operations of the Works Depot to a maximum of \$1,000.
Works Depot Administration Officer	Authority to issue purchase orders of an operational nature associated with the daily operations of the Works Depot to a maximum of \$1,000.
Executive Assistant	Authority to issue purchase orders of an operational nature associated with the daily function of the position up to the value of \$1,000.
Building Maintenance/Handyman	Authority to issue orders for the purchase of minor supplies/equipment associated with the position to a maximum of \$200.
Ranger & Ranger Support and Emergency Services Administration Officer	Authority to issue orders for the purchase of supplies/equipment associated with emergency management, ranger services up to a maximum of \$550 Authority does not extend to capital purchases.

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legalisation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed triennially or as required.

6. Associated Documents

Nil

7. Document Control

Division	Finance		
Policy Number	FP003		
Contact Officer	Director Corporate & Community Services		
Related Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996		
Related Shire Documents	Nil		
File Number	CM.7 – Corporate Management – Policy – Policy Register – Policy Reviews		
Risk Rating	Moderate	Review Frequency	Triennially

Next Review	April 29	Date Adopted	Click or tap to enter a date.
OCM Number	OCM08/172	Previous Policy No.	3.7 / FIN011 – Purchase Orders – Authority for Issue

8. Amendments

Date	Details of Amendment	Reference	Record Number
23/09/2008	Amended to reflect current employees.	OCM08/172	
24/11/2009	Amended to reflect current employees.	OCM09/197	
17/12/2009	Amended to reflect current employees.	OCM09/215	
26/10/2010	Amended to reflect current employees.	OCM10/10/163	
23/10/2012	Amended to reflect current employees.	OCM12/10/123	
24/11/2015	Amended to reflect current employees.	OCM15/11/138	
22/12/2015	Amended to reflect current employees.	OCM15/12/164	
25/10/2016	Amended to reflect current employees.	OCM16/10/115	
26/09/2017	Amended to reflect current employees.	OCM17/09/091	
18/12/2018	Updated as part of major review.	OCM18/12/126	
17/12/2019	Updated as part of major review.	OCM19/12/163	
24/03/2020	Amended to reflect current employees.	OCM20/03/039	
27/04/2021	Amended to reflect current employees.	OCM21/04/045	
22/06/2021	Amended to reflect current employees and reformatted.	OCM21/06/071	
24/08/2021	Amended to increase Visitor Centre Manager limit.	OCM21/08/125	
22/02/2022	Amended to reflect current employees.	OCM22/02/011	
27/09/2022	Amended to: - Update Coordinator Building Maintenance's purchasing authority to include both operational and capital expenditure. - add purchasing authority to the Asset and Waste Support Officer. - reword the purchase order authority clause for the Depot Administration Officer to ensure clarity. - update position titles to reflect the current organisational corporate structure.	OCM27/09/125	
22/08/2023	Amendments to: Manager of Community & Communication's title and purchase order authority, Executive Assistant's purchase order authority and confirm current Shire of Murray Officer's responsible for Ranger Services.	OCM23/08/101	
22/10/2024	Remove Shire of Murray resource Ranger, Ranger administration and Manager Rangers positions and replace with updated Shire of Waroona equivalent positions. Update Senior Asset Services Officer title.	OCM24/10/163	
25/03/2025	Remove Manager Works & Waste Services, and Director Infrastructure & Development Services and add Director	OCM25/03/034	CM.7

	Infrastructure Services, and Director Customer & Development Services positions. Update Building Maintenance Coordinator title.		
24/06/2025	Addition of Senior Waste & Environment Officer	OCM25/06/090	
22/07/2025	Addition of Manager Development Services Removal of Coordinator Ranger & Community Safety	OCM25/07/105	CM.7
24/02/2026	Addition of Manager Works & Waste Services Removal of Senior Waste & Environment Officer	OCM26/02/017	CM.7
28/04/2026	Addition of Bushfire Risk Mitigation Coordinator	OCM26/04/046	CM.7
26/05/2026	Addition of Project Director	OCM26/05/062	CM.7
<u>23.06.2026</u>	<u>Amended to reflect employee current title positions. Remove Manager Works and Waste Services</u>	<u><insert ref></u>	<u>CM.7</u>



COUNCIL POLICY

FP004 – Corporate Purchasing and Credit Cards



1. Intention

The intention of this policy is to:

- Provide guidance in the issue and use of corporate purchasing and credit cards in order to ensure good governance and compliance with Council's purchasing policies.
- Reduce the risk of fraud and misuse of corporate purchasing and credit cards and minimise the Shire's financial and reputational risk.
- Fulfil all statutory requirements of the *Local Government Act 1995* with respect to the use of corporate purchasing and credit cards.
- Adopt best practice in developing a clear and comprehensive policy on the use of corporate purchasing and credit cards.

2. Scope

This policy applied to all Shire employees that are issued with and/or use a corporate purchasing and/or credit card.

3. Statement

The Shire of Waroona is committed to delivering best practice in the approval, issuing and use of corporate purchasing and credit cards with the principles of transparency, probity, and good governance in compliance with the *Local Government Act 1995* and the *Local Government Financial Management Regulations 1996*.

It is expected that the following principles, standards and behaviours must be observed by cardholders:

- Full accountability by the cardholder for all purchasing decisions and the efficient, effective and proper expenditure of funds based on achieving value for money.
- All purchasing practices shall be transparent, free from bias, fully documented and in compliance with relevant legislation, regulations, and requirements consistent with the Shire of Waroona's purchasing policies and code of conduct.
- All purchases using Shire of Waroona corporate purchasing and credit cards should be for Shire approved activities only.

Approval for the issue of corporate purchasing and credit cards will be determined by Council as part of this policy.

Council approves the issue of a Business Credit Card facility to the value of \$783,000 per month for ease of on-line purchases, limited operational and other incidental purchases where other payment methods are not practicable. Individual cards holders are as follows;

- Chief Executive Officer with a limit of \$15,000.
- Director Corporate and Community Services with a limit of \$10,000.
- Director Customer and Development Services with a limit of \$10,000.
- ~~Director Executive Manager~~ Infrastructure Services with a limit of \$10,000.
- Manager Corporate Services with a limit of \$5,000.
- ~~Manager Works and Waste Services with a limit of \$5,000.~~
- Manager Community & Economic Development with a limit of \$5,000.
- Manager Recreation Services with a limit of \$5,000.
- Manager Development Services with a limit of \$5,000.
- Building Maintenance Coordinator with a limit of \$5,000.
- Visitor Centre Manager with a limit of \$1,000.
- Executive Assistant with a limit of \$1,000.
- Bushfire Risk Mitigation Coordinator with a limit of \$1,000.

Council approves the issue of Purchasing Cards (Fuel Cards) for the purchase of fuel for Volunteer Bushfire Emergency Vehicles and equipment for bushfire activities only. Fuel cards will be issued to a custodian who will be responsible for the cards use.

The Chief Executive Officer shall determine and implement systems and procedures adequate to ensure:

- That there is adequate controls in place surrounding the issuing and use of corporate purchasing and credit cards.
- There are effective acquittal practices in place surrounding the use of corporate purchasing and credit cards including a clear separation of duties between the cardholder purchasing goods and services and the officer approving acquittals of the expenditure.
- Purchases made on corporate purchasing and credit cards adhere to procurement policies.
- Purchases made on corporate purchasing and credit cards are as transparent as those passed through accounts payable.
- Cardholders understand the obligations of being a cardholder.
- There are strict controls to limit the use of corporate purchasing and credit cards.
- There are strict internal controls to review, monitor and report on the use of corporate purchasing and credit cards.

Operational guidance is provided through the implementation of Management Practice 'FMP006 Corporate Purchasing & Credit Cards'.

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed triennially.

6. Associated Documents

Nil

7. Document Control

Division	Finance		
Policy Number	FP004		
Contact Officer	Director Corporate & Community Services		
Related Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996		
Related Shire Documents	Nil		
File Number	CM.7		
Risk Rating	Moderate	Review Frequency	Triennially
Next Review	March 28	Date Adopted	
OCM Number	<<enter OCM no>>	Previous Policy No.	FIN028 – Corporate Credit Card 3.15 – Corporate Credit Card

8. Amendments

Date	Details of Amendment	Reference	Record Number
27/03/2007	Amended to reflect current employees.	OCM07/049	
25/09/2007	Amended to reflect current employees.	OCM07/160	
28/10/2014	Amended to reflect current employees.	OCM14/10/127	
25/10/2016	Amended to reflect current employees.	OCM16/10/115	
18/12/2018	Updated as part of major review.	OCM18/12/126	
17/12/2019	Updated as part of major review.	OCM19/12/163	
25/02/2020	Amended to reflect current employees.	OCM20/02/019	
23/06/2020	Amended to reflect current employees.	OCM20/06/106	
27/04/2021	Amended to reflect current employees.	OCM21/04/053	
22/06/2021	Amended to reflect current employees and reformatted.	OCM21/06/071	
14/12/2021	Amended to reflect current employees.	OCM21/12/203	
22/02/2022	Amended to reflect current employees.	OCM22/02/011	
27/09/2022	Amended to include issue of credit card for administration purposes to the Manager Works and Waste Services. Updated title changes.	OCM22/09/124	
23/07/2024	Reviewed with significant amendments and addition of up-to-date content	OCM24/07/108	

FP004 – Corporate Purchasing & Credit Cards



27/04/2024	Amended to add equipment to the approved uses of a volunteer bush fire brigade fuel card.	OCM24/08/128	
25/03/2025	Added Director Customer & Development Services, Changed Director Infrastructure & Development Services to Director Infrastructure, removed Manager Works & Waste Services.	OCM25/03/034	CM.7
22/07/2025	Minor amendments and addition of Manger Development Services and Manager Recreation Services.	OCM25/07/105	CM.7
24/02/2026	Add Manager Works and Waste Services.	OCM26/02/017	CM.7
28/04/2026	Added Bushfire Risk Mitigation Coordinator to list of individual business credit card holders.	OCM26/04/046	CM.7
<u>23.06.2026</u>	<u>Update Director Infrastructure Services position title to Executive Manager Infrastructure Services. Remove Manager Works and Waste Services</u>	<u><insert ref></u>	<u>CM.7</u>

LHP001 – Local Health Policy - Mobile Food Vendors

1. Intention

To support high-quality mobile ~~enable quality mobile~~ food traders that contribute to the vibrancy, amenity, and economic activity of the Shire of Waroona, while ensuring their operation does not adversely impact existing brick-and-mortar businesses, public safety, or the amenity of public spaces. ~~to provide members of the public with a food service that enhances the vibrancy and economic activity of the Shire without adversely affecting other businesses.~~

2. Scope

This policy applies to all “Applications for Trading in a Public Place”, permits sought by mobile food vendors wishing to operate on land under the care, control and management of the Shire, as well as other public places. For the purposes of this policy, “public place” This includes, “any thoroughfare or place which the public are allowed to use whether or not the thoroughfare or place is on private property”.

3. Statement

For the purposes of this policy, a mobile food vendor is defined as a person or business trader selling food to members of the public; from a self-contained, registered vehicle ~~that has been registered~~ under the Food Act 2008.

The policy does not apply to food vendors operating at a Shire approved event.

3.1 The Council of the Shire of Waroona supports mobile food vendors that:

- Contribute positively to the vibrancy and character of public spaces;
- Offer additional food service options to the community;
- Complement rather than compete unfairly with existing local business;

4.1 • Ensure public safety, amenity, and pedestrian accessibility are maintained, enhance the ambience of an area and economic activity, while not adversely impacting on nearby businesses, public safety, pedestrian access or the amenity of a public space.

4.2 3.2 The Chief Executive Officer (or delegate) will develop and administer operational ~~establish~~ guidelines to assess and regulate ensure mobile food vendors:

- a. are ~~Are~~ suitably located ~~to provide a valued service to members of the public in~~ areas that provide a clear community benefit;
- b. ~~do~~ Do not operate within a minimum 300 metres from an open, permanent bricks- and- mortar food business;
- c. Operate in a manner that is safe, and accessible, and does not impede traffic or pedestrian flow ~~location;~~
- d. ~~are~~ Are managed to avoid oversupply in a single area, ensuring fair distribution and minimal disruption ~~limited as not to create an oversupply of vendors to one location.~~

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

The Shire of Waroona “*Activities on Thoroughfares and Trading in Thoroughfares and Public Places*”, Local Law.

Applicants will need to clearly demonstrate that their proposed mobile food vendor business meets the objectives and requirements of this policy. Applications must also meet any other requirement of the Shire’s planning framework that may be applicable for a particular site under any relevant Local Planning Scheme, Structure Plan, Local Planning Policy or Local Development Plan.

The self-contained vehicle that the mobile food vendor operates from must be registered under the Food Act 2008.

5. Review

This policy is to be reviewed biennially.

6. Associated Documents

Other documents that have an association to this policy and that may be useful reference material are:

- The Shire of Waroona “*Application for Trading in a Public Place*”.
- The Shire of Waroona guidelines for “*Mobile Food Vendors Trading in a Public Place*”.

Division	Health				
Policy Number	LHP001				
Contact Officer	Chief Executive Officer				
Related Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996				
Related Shire Documents	Application for Trading in a Public Place Guidelines for “Mobile Food Vendors Trading in a Public Place”. “Activities on Thoroughfares and trading in Thoroughfares and Public Places”, Local Law. The Shire of Waroona’s annual “Fees and Charges”.				
Risk Rating	Low	Review Frequency	Biennially	Next Review	May 2024
Date Adopted	24/05/2022 OCM 22/05/48				

Amendments		
Date	Details of Amendment	Reference
<date>	<u>Reviewed with minor amendments to, and rewording of text</u>	<insert ref>
Previous Policies - Nil		



Licence to Occupy – Enviro Centre

This LICENCE AGREEMENT (**Licence**) is made on <date>

Between

Shire of Waroona, a local government authority under the *Local Government Act 1995*, of 52 Hesse Street, Waroona, Western Australia

(Shire)

and

<Full Name>, an incorporated Association under the *Associations Incorporation Act 2015*, of <address>;

(Licensee)

Recitals

1. The Shire of Waroona (Shire) has the care, control, and management of 120 South Western Highway, Waroona.
2. The Shire grants <Licensee> (Licensee) a Licence to occupy the agreed Allocated Area(s), forming a portion of the Premises located at 120 South Western Highway, Waroona, for the Permitted Purpose set out in **Item 7 of the Schedule**, and the Licensee has agreed to accept the permission on all terms and conditions provided by this Licence.
3. This Licence does not create a lease or tenancy.
4. The Shire may enter the Premises at any time for inspection, maintenance, cleaning, or other reasonable purposes.

Agreed Terms

1. Definitions

In this Licence, unless otherwise required by the context or subject matter:

Agent includes any number of a Party's:

- (a) employees, contractors, sub-contractors, volunteers, invitees and visitors of the Party, together with their vehicles, machinery and equipment; and
- (b) any person on the Premises by the authority of a person specified in paragraph (a);

Allocated Area means the area(s) described in **Item 2 of the Schedule**, together with all furniture, equipment or facilities in place at the commencement of the Licence for use by the Licensee;

Building means the main office building on the property, including all attached structural elements such as verandas and patios, as identified on **Map 1** and **Map 2** in **Annexure 1**, but excludes any Shed, garden, car parking area, bitumen laydown, concrete pad, and other external area;

Commencement Date means the commencement of the Term specified in **Item 5 of the Schedule**;

Common Area means any part of the Building or Premises that is not an Allocated Area and is available for use by all Occupants, and includes the building's Main Entry, Reception, Foyer, toilets and bathrooms, Kitchen, and all connecting walkways, and all external gardens, car parking areas, bitumen drive-ways, and concrete pads, as identified on **Map 1** and **Map 2** in **Annexure 1**;

Housekeeping Notes means a set of rules, instructions or guidelines in respect to a Common Area or Shared Space within the Building, displayed by the Shire in a visible location in any Common Area or Shared Space;

Licence means this licence agreement as supplemented, amended or varied from time to time;

Licensee's Obligations means the agreements and obligations set out or implied in this Licence, or imposed by law to be observed and performed by the Licensee;

Notice means each notice, demand or authority given or made to any Party under this Licence;

Occupant means any individual, organisation, club, association, or other group authorised to occupy an allocated internal or external area at the Premises under a licence agreement, or with permission granted by the Shire in writing, on a regular or occasional basis;

Outgoings means the costs, expenses or charges associated with the use, occupation or maintenance of the premises (such as rates, taxes, utilities, insurance, cleaning or other operational costs), if any, specified in **Item 6 of the Schedule**;

Parties means the Shire and the Licensee;

Party means the Shire or the Licensee according to the context;

Permitted Purpose is described in **Item 7 of the Schedule**;

Premises means the whole property located at 120 South Western Highway Waroona and includes the Building and Sheds;

Schedule means the Schedule to this Licence;

Shared Spaces means any part of the Building that is not an Allocated Area and is available for reservation and exclusive use by an Occupant for limited periods, including Meeting room 1, Shared Filing Station, Lower Hub, Upper Hub, Upper Storeroom, and includes the Server Storeroom, within which individual shelving sections may be permanently allocated to Occupants, as identified on **Map 2** in **Annexure 1**.

Shed means any enclosed or semi-enclosed structure on the Premises, external to the Building, used for storage, maintenance, operational, parking, or similar purposes, and includes all sheds, shed bays, and the Covered parking stand located on the Premises from time to time, as identified on **Map 1** in **Annexure 1**;

Shire's Obligations means the agreements and obligations set out or implied in this Licence, or imposed by law to be observed and performed by the Shire;

Term means the term of months or years specified in **Item 3 of the Schedule**; and

Termination means expiry by effluxion of time or sooner determination of the Term;

2. Interpretation

In this Licence, unless expressed to the contrary or the context otherwise requires:

- (a) words importing the singular include the plural and vice versa;
- (b) a reference to a person shall include a reference to a natural person and a legal person;
- (c) headings have been inserted in this Licence for the purpose of guidance only and do not form part of this Licence;
- (d) expressions referring to writing shall, unless the contrary intention appears, be construed as references to printing, facsimile, lithograph, photocopy and other modes of representing or reproducing words in a visible form; and
- (e) a reference to a Party includes reference to its successors and permitted assigns.

3. Grant of Licence

The Shire hereby permits the Licensee to occupy the Agreed Area, and the Licensee agrees to accept this permission for the Term.

4. Licence Fee and Other Payments

4.1 Licence Fee

- 1. The Licensee agrees to pay the Licence Fee to the Shire in the manner set out in **Item 6 of the Schedule** commencing on the Commencement Date.
- 2. The Licence Fee is based on the Licensee using the Premises on a non-commercial, non-for-profit basis.
- 3. If the Licensee conducts commercial or for-profit activities from the Premises, the Shire may, by written notice, determine and apply an alternative commercial Licence Fee from the date specified in that notice.

4.2 Bond

- 1. Upon execution of this Licence, the Licensee must pay to the Shire, the Bond amount specified in **Item 6 of the Schedule**.
- 2. The Bond will be held by the Shire as security for the performance of the Licensee's Obligations set out at **clause 7** under this Licence, including (without limitation) payment of all Outgoings and any other amounts payable under this Licence.

3. The interest accrued on Shire held bonds will become payable to the Licensee on return of the bond, less the cost to the Shire of fees and charges related to holding the bond;
4. The Shire may apply the Bond, in whole or in part, towards:
 - (a) any unpaid Outgoings or other amounts owing by the Licensee under this Licence; and
 - (b) any costs incurred by the Shire arising from the Licensee's breach of this Licence.
5. The Shire may recover from the Licensee any shortfall if the Bond is insufficient to cover all amounts owing.
6. The Bond (or any balance remaining after deductions) will be refunded to the Licensee upon termination or expiry of this Licence, provided that:
 - (a) all amounts payable under this Licence have been paid in full;
 - (b) the Licensee has complied with all termination obligations under this Licence; and
 - (c) the Premises and any Allocated Areas have been left in a clean, tidy and proper condition to the satisfaction of the Shire.

4.3 Licensee Outgoings

1. The Licensee agrees to pay to the Shire in the manner set out in **Item 6 of the Schedule** from the Commencement Date, a portion of the following outgoings or charges assessed or incurred in respect of the Premises:
 - (a) weekly cleaning service;
 - (b) provision of bathroom and cleaning consumables;
 - (c) provision of sanitary bins and monthly servicing;
 - (d) monthly garden maintenance;
 - (e) annual first aid kit service;
 - (f) quarterly household pest (vermin and ants) inspections and control;
 - (g) electricity supply and consumption;
 - (h) water consumption and excess water charges;
 - (i) electrical testing and tagging of all electrical devices, cords, equipment and appliances stored ordinarily within the Building;
 - (j) annual window cleaning;
 - (k) biennial floor deep cleaning;
 - (l) periodic septic tank pump out;
 - (m) biannual HVAC (reverse cycle air conditioning) servicing; and
 - (n) annual emergency shower/ eyewash servicing.
2. The Licensee may request the Shire to carry out alterations or additions to the Building, Shed, or any fixtures or improvements within an Allocated Area. Where the Shire agrees to undertake such works, the Licensee must reimburse the Shire for all reasonable costs incurred in carrying out those works in accordance with **clause 7(d)**.
3. The Licensee must, where required, arrange directly with the relevant provider and pay for its own:
 - (a) telephone and internet provider for all outgoings or charges, assessed or incurred in respect of the Premises; and
 - (b) electrical testing and tagging of all Licensee-owned electrical plant, devices, cords, equipment and appliances ordinarily kept on the Premises in a Shed or area

external to the Building, in accordance with the maintenance obligations set out in **clause 12.5(2)**; and

- (c) security alarm system response activation and callout services.

4.4 Shire Outgoings

The Shire shall be responsible for payment of the following outgoings or charges assessed or incurred in respect of the premises:

- (a) local government services and other charges, including emergency services levy, water service charges and residential rubbish collection service;
- (b) annual or periodic servicing of emergency equipment belonging to the Shire;
- (c) monthly security alarm monitoring status report only;
- (d) annual inspection and testing of Residual Current Devices (RCDs) in accordance with AS/NZS 3760; and
- (e) Environmental pest (spiders and termites) inspections and control.

4.5 Interest

Without affecting the rights, power and remedies of the Shire under this Licence, if any Licence Fee or other amount payable by the Licensee under this Licence remains unpaid for 7 days after the due date for payment, the Licensee must pay interest on demand on that unpaid amount from the due date until payment is made, at the Interest Rate.

4.6 Accrual

The Licence Fee and any periodic Outgoings payable under this Licence accrue on a daily basis and must be apportioned accordingly.

5. Licence Fee Review

5.1 Licence fee may be reviewed

The Shire may initiate a Licence Fee review on any anniversary date of the commencement of the Licence to determine the Licence Fee to be applied from the commencement of the following financial year.

5.2 Licence fee will not decrease following review

Notwithstanding the provisions in this clause, the Licence fee payable from any licence fee review will not be less than the licence fee payable in the period immediately preceding such Licence Fee Review Date.

5.3 Shire's right to review

The Shire may institute a licence fee review notwithstanding the Licence Fee Review Date has passed and the Shire did not institute a Licence Fee review on or prior to that Licence Fee Review Date, and in which case the Licence Fee agreed or determined shall date back to and be payable from the Licence Fee Review Date, for which such review is made.

6. Shire's Obligations

The Shire agrees with the Licensee to:

- (a) not unjustifiably interrupt or disturb the Licensee's use and enjoyment of the Allocated Area during the Term;
- (b) allow the Licensee and Licensee's Agents reasonable access to the Allocated Area to the extent necessary to enable the Licensee to perform their obligations and enjoy and exercise their rights under this Licence;

- (c) allow the Licensee to do all things within the Allocated Areas necessary or convenient to enable the Licensee to perform their obligations and enjoy and exercise their rights under this Licence;
- (d) prevent visitors from entering any Allocated Area or interfering with the Licensee's use of their Allocated Area or damaging anything belonging to the Licensee within their Allocated Area;
- (e) despite **subclauses (a) to (d)**, restrict possession, access and the ability for the licensee to perform their obligations and enjoy and exercise their rights, only to the extent that the Shire needs to access, or authorise access for others, to repair, maintain and clean the premises or to enter and use for emergency purposes;
- (f) promptly notify the Licensee if any Licensee-owned property has been removed, damaged or destroyed;
- (g) carry out maintenance and repairs of the Buildings, Sheds, Common Areas and Shared Spaces on the Premises, as reasonably required, including in response to maintenance requests made by the Licensee;
- (h) effect and keep effected building insurance to the full insurable value on a replacement or reinstatement value basis of the Allocated Area against damage arising from fire, tempest, storm, earthquake, explosion, aircraft, or other aerial device including items dropped from any device, riot, commotion, flood, lightning, act of God, fusion, smoke, rainwater, leakage, impact by vehicle, machinery breakdown and malicious acts or omissions and other standard insurable risks; and
- (i) prepare and maintain emergency evacuation diagrams for the Building;
- (j) provide guidance and instructions for the fair and responsible use of Common Areas and Shared Spaces, which may include displaying the relevant Housekeeping Notes within each specific regarding acceptable behaviour and use.

7. Licensee's Obligations

The Licensee agrees with the Shire to:

- (a) use the Allocated Areas only for activities that are consistent with the Permitted Purpose unless otherwise approved in writing by the Shire;
- (b) take all reasonable action to minimise and prevent disruption, nuisance, or disturbance to the Shire, other Occupants within the Building, or surrounding properties;
- (c) keep the Allocated Area clean, tidy and ensure all rubbish is placed in designated bins;
- (d) subject to **clause 4.3(2)**, not carry out, and must not permit any other person to carry out, any alterations, additions, installations, or maintenance works to the Building, Shed, or any fixtures or improvements within an Allocated Area, and in any event not affix anything permanently to any part of the Premises;
- (e) provide written notice to the Shire as soon as practicable, of all observed damage or required maintenance relating to any part of the Premises;
- (f) provide verbal or written notice to the Shire, as soon as the Licensee becomes aware, of all damage or maintenance issues requiring urgent attention or repair;
- (g) permit, at all times, the Shire to enter the Allocated Area to carry out appropriate repairs, renovations and maintenance, provided that no undue inconvenience is caused to the Licensee and no damage is caused to any property;
- (h) comply with the *Work Health and Safety Act 2020*, the *Work Health and Safety (General) Regulations 2022*, and all other applicable laws, Australian Standards, and codes of practice relating to health and safety while conducting activities on the Premises;

- (i) immediately notify the Shire of any accident, injury, near-miss, or notifiable incident (as defined under applicable work health and safety legislation) occurring within the Premises, and provide the Shire with a copy of any incident report or documentation relating to the event within twenty-four (24) hours of its occurrence;
- (j) ensure that all chemicals brought onto or used on the Premises are lawfully registered, stored, handled, and used in accordance with the manufacturer's label instructions and all applicable legislation, and that current Safety Data Sheets (SDSs) for those chemicals are kept available and readily accessible at the Premises;
- (k) ensure the Licensee's Agents comply with **subclauses (a) to (j)**; and
- (l) comply with **clause 8** (Use of Common Areas and Shared Spaces).

8. Use of Common Areas and Shared Spaces

1. The Licensee must comply with all Common Area Housekeeping Notes and Shared Space Housekeeping Notes, as amended from time to time including any such Housekeeping Notes provided in writing to the Licensee or displayed by the Shire within the Building.
2. All equipment, furniture and other property of the Licensee must be kept within the Licensee's Allocated Area, unless otherwise approved by the Shire or permitted under the Housekeeping Notes displayed in a Common Area or Shared Space.
3. The Licensee must not affix or display any posters, notices, signage or other materials on walls or within the Building, except within the Licensee's Allocated Area or with the prior approval of the Shire.
4. The Licensee must not damage or deface any walls, surfaces or fixtures within the Building, including by the use of nails, screws, adhesives or other fixings, without the prior approval of the Shire.
5. The Shire reserves the right to manage, schedule, and allocate shared equipment and facilities among all Occupants.
6. The Licensee must ensure that the Licensee's Agents also comply with **subclauses 1 to 5**.

9. Keys & Access

1. The Shire will provide the Licensee with a reasonable number of keys to allow access by each for occupant of an Allocated Area that requires access.
2. The Licensee shall provide in writing, at the commencement of this Licence and upon change of key-holders, notice of all keys to the Premises currently in the possession of the Licensee, listing all specific key numbers and the full name of each associated key-holder.
3. Replacement keys shall be provided by the Shire, at the Licensee's cost, as required.
4. Locks to the Premises and Allocated Area must not be changed without the prior written approval of the Shire.

10. Responsibility for Securing the Premises

1. The Licensee is responsible for the day-to-day operation of the security system.
2. Where costs are incurred by the Shire in the day-to-day operation of the security system due to leaving an unsecured, unattended site, these will be recovered from the Licensee in the quarterly billing.

10.1 Securing the Premises

The Licensee must ensure, in conjunction with other Licensees, that the Building and any allocated Shed(s), including the Shire's and Licensee's fixtures and fittings, are appropriately secured at all times in accordance with any instructions displayed on Housekeeping Notes for securing the Premises.

10.2 Operating the Security System

The building is equipped with a monitored alarm and security system, and the Shire agrees to:

- (a) pay to the security provider, the cost of providing a monthly security alarm monitoring status report only;
- (b) provide the Licensee with unique alarm access codes, as reasonably required for use of the building; and
- (c) ensure that clear operational instructions for the security system are displayed inside the building in the immediate vicinity of each control panel.

11. Report to Shire

The Licensee must immediately report to the Shire:

- (a) any act of vandalism or any incident which occurs on or near the Premises which involves or is likely to involve a breach of the peace or become the subject of a report or complaint to the police and of which the Licensee is aware or should be aware;
- (b) any occurrence or circumstances in or near the Premises of which the Licensee becomes aware, that might reasonably be expected to cause, in or on the Premises, pollution of the environment; and
- (a) all notices, orders and summonses received by the Licensee which affect the Premises and immediately deliver them to the Shire.

12. Insurance

12.1 Insurance to be effected by the Licensee

1. The Licensee must:

- (a) at its own cost, effect and maintain with insurers for the respective rights and interests in their Allocated Areas, and the use of all Common Areas and Shared Spaces at the Premises, adequate public liability insurance for a sum not less than the sum set out at **Item 8 of the Schedule** in respect of any one claim or such greater amount as the Shire may from time to time reasonably require;
- (b) upon written request by the Shire, provide the Shire with a certificate of currency for the insurance required under **subclause 1(a)** prior to the commencement of this Licence, and thereafter annually upon renewal of the insurance policy; and
- (c) notify the Shire immediately:
 - (i) when an event occurs which gives rise or might give rise to a claim under or which could prejudice a policy of insurance; or
 - (ii) when a policy of insurance is cancelled.

2. The Licensee may choose to effect and maintain with insurers, contents insurance to cover the Licensee's own fixtures, fittings and equipment against loss from theft or burglary, or damage arising from fire, fusion, smoke, lightning, flood, storm, tempest, earthquake, sprinkler leakage, water damage and other usual risks against which a Licensee can and does ordinarily insure in their full replacement value for.

12.2 Insurance to be effected by the Shire

1. The Shire must effect and keep effected with insurers, building insurance for the full insurable value on a replacement or reinstatement value basis of the Premises against damage arising from fire, tempest, storm, earthquake, explosion, aircraft, or other aerial device including items dropped from any device, riot, commotion, flood, lightning, act of God, fusion, smoke, rainwater, leakage, impact by vehicle, machinery breakdown and malicious acts or omissions and other standard insurable risks.
2. The Shire may also effect and keep effected with insurers, contents insurance to cover the Shire's own fixtures, fittings and equipment against loss from theft or burglary, or damage arising from fire, fusion, smoke, lightning, flood, storm, tempest, earthquake, sprinkler leakage, water damage and other usual risks against which the Shire can and does ordinarily insure in their full replacement value for.

12.3 Licensee Required to Pay Excess on Insurance

The Licensee agrees with the Shire that it shall be responsible to pay any excess payable in connection with the insurances referred to in **clause 12.2(1)**, where the insurance excess payable relates to a building insurance claim for necessary structural maintenance, replacement, or repair caused by any act or omission of or on the part of the Licensee or its Agents.

12.4 Not to Invalidate

The Licensee must not do or omit to do any act or thing or bring or keep anything on the Premises which might:

- (a) render any insurance effected under **clause 12.1(1)(a)**, **clause 12.1(2)** and **clause 12.2** on the Premises, or any adjoining premises, void or voidable; or
- (b) cause the rate of a premium to be increased for the Premises or any adjoining properties (except insofar as an approved development may lead to an increased premium).

12.5 Licensee's Equipment and Possessions

1. The Licensee acknowledges it is responsible to obtain all relevant insurances to cover any damage and/or theft to its property ordinarily stored on the Premises. The Shire does not take any responsibility for the loss or damage of the Licensee's property.
2. The Licensee agrees, during the Term and for so long as the Licensee occupies an Allocated Area under this Licence, to maintain all electrical devices, equipment and cords in good repair (**including arranging and paying for testing and tagging as required by clause 4.3(3)(b)**) so as to prevent malfunction or electrical-related damage to the Allocated Area or the whole of the Premises.

13. Assignment

The Licensee will not assign, sublet or part with possession of any Allocated Area without the prior written consent of the Shire.

14. Default by the Licensee

If the Licensee breaches any of its obligations or the terms of this Licence and the breach continues for twenty-eight (28) days after written Notice of the same has been served on the Licensee without the Licensee having remedied the breach or having demonstrated to the Shire's reasonable satisfaction that such breach will be remedied within a reasonable time, then the Shire may at any time thereafter without any notice or demand enter and repossess the Allocated Area and the estate and interest of the Licensee in the Allocated Area will immediately determine.

15. Default by the Shire

If the Shire breaches any of its obligations or the terms of this Licence and the breach continues for twenty-eight (28) days after written notice of the same has been served on the Shire without the Shire having remedied the breach or having demonstrated to the Licensee's reasonable satisfaction that such breach will be remedied within a reasonable time, then the Licensee may without any notice or demand, at its absolute discretion, terminate this Licence.

16. Right to Terminate upon Notice

1. Notwithstanding any other provision of this Licence, the Parties AGREE that either Party may terminate this Licence for any reason upon three month's written Notice to the other Party. Either party will not owe the other party (recompense).
2. If this Licence is terminated in accordance with this clause, **clause 17** will apply.

17. Rights on Expiry and Termination

1. On expiry or termination of this License, the Shire must allow access to the Allocated Area by the Licensee and Licensee's Agents, to the extent necessary to enable the removal of the Licensee's property for a period of twenty-eight (28) days.
2. The Licensee retains all their rights, including but not limited to rights of ownership or possession, in respect of any property including but not limited to equipment brought onto, installed or constructed on the Premises by the Licensee during the Term of the Licence, provided that if the Licensee does not remove the property from the Allocated Area by the end of the period referred to in **subclause 1**, the Shire may remove the property and deliver it to the Licensee and the Licensee will be liable to pay the Shire's reasonable cost of doing so.
3. This **clause 17** survives the expiry or termination of this Licence.

18. Dispute Resolution

If the Parties are unable to settle any dispute under this Licence between them on a good faith basis within fourteen (14) days of notice from one Party to the other, the dispute will be referred to mediation conducted by an external independent mediator.

19. Notices

1. Notices under this licence must be delivered by hand, mail or email to the addresses specified in **Item 11 of the Schedule** for each Party.
2. Notice will be deemed to have been given:
 - (a) in the case of hand delivery, upon written acknowledgement of receipt by an officer or other duly authorised employee, Agent or representative of the receiving Party;
 - (b) in the case of posting, three (3) business days after dispatch; or
 - (c) in the case of email, upon the successful completion of transmission.

20. Indemnity

Each Party shall indemnify the other and their officer, employees and Agents against all damages, costs, expenses and liabilities claimed, suffered or incurred as a consequence of the first Party's breach of any of its undertakings under this Licence or any failure of the first Party to perform its obligations under this Licence.

21. Waiver

1. No right under this licence shall be deemed to be waived except by an instrument in writing signed by each Party.
2. A waiver by a Party pursuant to **subclause 1** will not prejudice that Party's rights in respect of any subsequent breach of obligation or the terms of this Licence by the other Party.
3. Subject to **subclause 1**, any failure by a Party to enforce any clause of this Licence, or any forbearance, delay or indulgence granted by a Party to the other Party, will not be construed as a waiver of the first-mentioned Party's rights under this Licence.

22. Severability

If any provision of this Licence is held invalid, unenforceable or illegal for any reason, a court or competent jurisdiction may sever the provision in an appropriate case, and the rest of the Licence continues to have effect according to its tenor.

23. Variations

Variations to the standard clauses in this Licence are to be documented in **Item 9 of the Schedule**.

24. Governing Law

This Licence is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

Schedule

Item 1. Premises

The Whole of the Premises located at 120 South Western Highway, Waroona WA 6215, and identified as the 'Waroona Enviro Centre'.

Item 2. Allocated Area(s)

The following areas have been allocated to the Licensee, together with all structures, additions, alterations or improvements within each Allocated Area, as identified and outlined in red on **Map 1** and **Map 2**, annexed hereto in **Annexure 1**:

(Example -

Office 7

Office 8

Shed 1

Shed 3)

Item 3. Term

Six (6) months commencing on 1 July 2026 and expiring on 31 December 2026.

Item 4. Further Term

At the finalisation of the above Term, a further twelve(12)-month or twenty four(24)-month Term may be agreed upon.

Item 5. Commencement Date

1 July 2026

Item 6. Licence Fee, Bond and Licensee Outgoings

Licence Fee

Fifty-five dollars (\$55) including GST per six-month term, payable in advance.

Please note that this fee may be subject to review in accordance with **clause 5**.

Bond

One thousand dollars (\$1,000), payable upon execution of this Licence agreement. Refer to **clause 4.2**.

Licensee Outgoings

<Insert Licensee percentage> of the total cost of all outgoings listed in **clause 4.3**, being the proportion that all Allocated Areas bears to the total area of the Premises available for occupancy, payable quarterly, calculated using the 'Costing Formula' below, and invoiced by the Shire at the end of each quarter.

Costing Formula

$$L\% = \left(10\% \times \frac{LASA}{TASA} \right) + \left(90\% \times \frac{LABA}{TABA} \right)$$

where:

L% = Licensee percentage of total outgoings payable

LASA = [Total] Licensee Allocated Shed Area (m²)

TASA = Total Allocated Shed Area (m²)

LABA = [Total] Licensee Allocated Building Area (m²)

TABA = Total Allocated Building Area (m²)

Note:

- TASA bears a 10% share of the total cost of all outgoings
- TABA bears a 90% share of the total cost of all outgoings
- Total Allocated Area bears a 100% share of the total cost of all outgoings

Item 7. Permitted Purpose

Office, administration and operational purposes, including the storage of work vehicles, plant, equipment, tools and supplies associated with the Licensee's operations, in accordance with **clause 7(a)**.

Item 8. Public Liability Insurance

Ten million dollars (\$10,000,000.00).

Item 9. Licence Variation

Nil.

Item 10. Special Conditions

1. The Shire retains full control, management, and ownership of the Premises.
2. The Shire may alter building layouts or shared facilities as required.
3. The Licensee's use of the Allocated Areas is non-exclusive and subject to the Shire's ongoing control and management of the Premises.
4. In unforeseen circumstances, the Licensee may be relocated to alternative but equally suitable offices to accommodate the needs of all existing and new Occupants of the Premises with reasonable notice.
5. The Licensee cannot assign, sub-license, or sell their rights under this Licence.
6. The licence fee is not rent and does not confer tenancy rights.

Item 11. Contact Details**Shire of Waroona**

Contact Name	Manager Works and Waste Services
Postal Address	PO Box 20, Waroona WA 6215
Telephone Number	(08) 9733 7817
Email Address	depot@waroona.wa.gov.au

<Licensee Full Name>

Contact Name	
Postal Address	
Telephone Number	
Email Address	

Annexure 1 – Sketch of Land and Building

120 South Western Highway, Waroona

Not to Scale – Allocated Areas highlighted in red



<Licensee> - Allocated Areas, as listed in **Item 2 of the Schedule**

Map 1 – Whole Premises

Legend



Shed

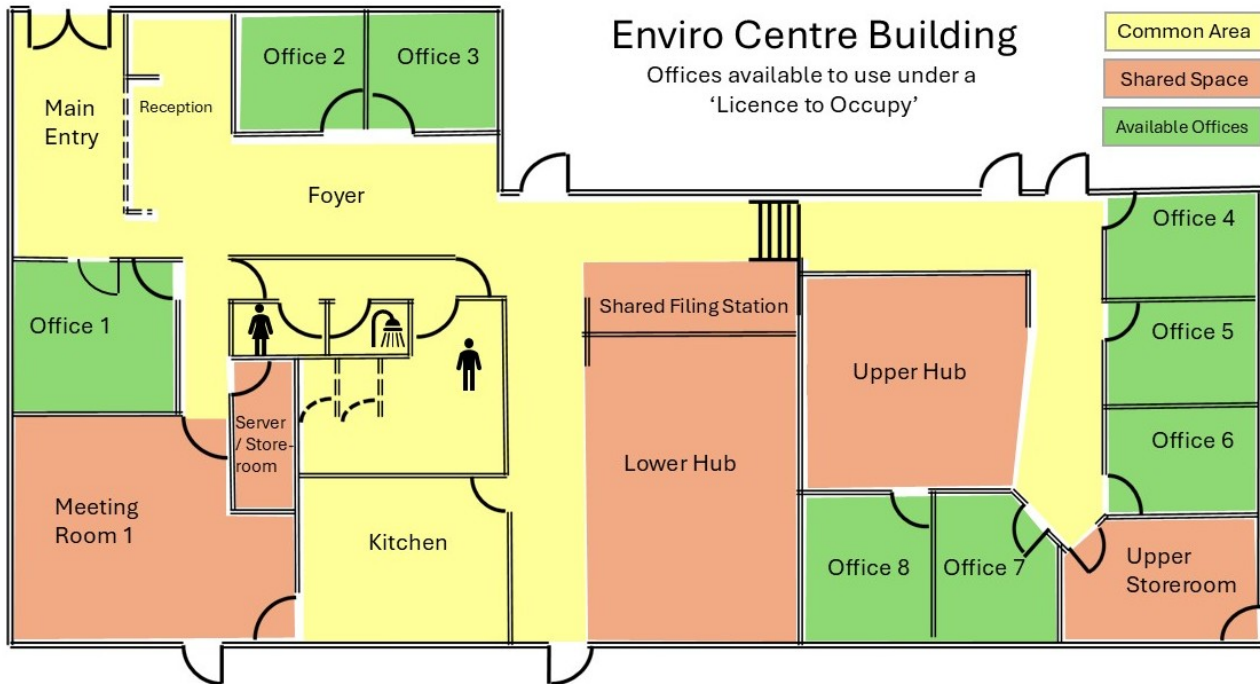


Building



Common Areas



Map 2 – Building Internal Layout

Execution

EXECUTED by the Parties as a Deed.

Shire of Waroona

Full Name of Chief Executive Officer

Signature of Chief Executive Officer

Full Name of Witness

Signature of Witness

<Full Name of Licensee>

Full Name of President

Signature of President

Full Name of **Secretary / Witness**

Signature of **Secretary / Witness**



PRACTICAL AI FOR
SOCIAL MEDIA MARKETING
USING GENAI EFFECTIVELY TO PROMOTE YOUR BUSINESS

CURRENT AS AT 28/04/26

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SECTION 1: INTRODUCTION TO GENAI

Generative AI (GenAI) is not just artificial intelligence – being “generative” means that it can create new ideas based on the data it’s been trained with. It is based in Large Language Models, trained on massive and diverse data sets (eg web pages, books, code).

WHAT GENAI CAN AND CAN’T DO

We need to be cautious about how we use GenAI, especially by understanding its limitations. It can be a very useful tool if we still apply our human understanding on top of it!

GenAI can:

- Create new text (emails, captions, reports, essays) in response to a human prompt
- Summarise documents, transcripts, spreadsheets, etc according to a prompt and uploaded data
- “Give advice”, in the sense that it can suggest strategies, plans etc based on data it has been trained on
- Translate across languages
- Create images, videos, music and audio based on prompts
- Create and debug code in many coding languages
- Link to your other apps and tools (eg email, Google Drive, project management software)
- And much more!

However, we need to be careful. Some of its limitations are:

- GenAI can “hallucinate” (ie fabricate incorrect information). There are many reasons for this but it is important to remember that you **MUST** fact check and sense check any output. GenAI wants to please you, and would rather hallucinate than tell you it doesn’t know the answer!
- GenAI can have implicit bias in what it produces – such as gender, racial and cultural biases, as a result of the data it has been trained on
- It may not access up-to-date information – models are sometimes only trained up to a certain point in time
- It has some memory but it is imperfect, and dependent on which platform, which plan within a platform, how long ago you told it, etc – don’t assume its knowledge about you or your business

PLATFORM CHOICES

There are numerous GenAI platforms out there, and more all the time, each with their own specialties or abilities to perform some tasks better than others. It's a good idea to try out several (and to keep up-to-date with new developments, too). Popular platforms currently include:

- ChatGPT – chatgpt.com – the most commonly known one to date, developed by OpenAI. It has more users than any other GenAI platform (900 million as of April 2026)
- CoPilot – copilot.microsoft.com – often used in larger organisations which have Microsoft subscriptions, and also may have more data protection within their plans, so that you can safely upload company data without privacy and security concerns
- Claude – claude.ai – founded by ex-staff of Open AI who disagreed with safety and security features – Claude has a focus on “Constitutional AI”, in that it follows a set of human-written rules to train it to be “helpful, harmless and honest”.
- Gemini – gemini.google.com – part of the Google suite of products, and said to be particularly good at dealing with large documents
- Perplexity – perplexity.ai – known to be especially focused on deep research with clear facts and citations
- Meta.ai – from Meta, the company which owns Facebook and Instagram – generally less robust than the other tools, but can be useful for social media posts

Each of these platforms has free and paid versions, and can be used via the website or via apps.

BECOMING A PROMPT ENGINEER

The key to effective use of any of these GenAI tools is becoming a good “prompt engineer” (suddenly this is even a new career!). Basically, the better input you give, the better output you will receive. We'll practice a lot of prompt engineering today, but some basic guidelines are:

- Be as specific with your prompt as you can
- Give useful background information (see next section on your business profile)
- Always prompt your platform to ask you any clarifying questions it needs before it carries out the task
- Give examples where appropriate – for example past posts that had the right tone
- Push back – give it constructive criticism and feedback to refine the output

Activity 1

Think of a prompt you have given GenAI in the past, or invent a simple one now. With a partner, do an experiment. Give your prompt in its basic format and see the results. Then in a new chat, ask the same prompt but include “Ask me any questions before you start” and see what questions it comes up with. Answer those, and compare the results.

A note on GenAI’s memory – in the early days most platforms would not transfer any knowledge between chats – each interaction was a blank slate. In the past year they have all adopted varying degrees of memory, but it’s not always reliable. If you want your GenAI to remember this information, there are various tools within each platform to do so. They vary depending on platform and on whether you are using paid versions but use Google or ask your GenAI itself to tell you more about these:

- ChatGPT – Custom GPTs and Projects
- Claude – Projects and Artifacts
- Gemini – Gems and Extensions
- Copilot – Agents

If in doubt, ask your GenAI tool to explain what it can remember, and how you can optimise its understanding of your work on an ongoing basis.

SECTION 2: YOUR BUSINESS MARKETING PROFILE – GENAI PROMPTS

If you give GenAI more background and context about your business, it will reward you by giving you more useful responses.

Each GenAI platform works a little differently as to whether it remembers – at all, or accurately or not – information you have given it before. This also depends on whether you use paid or free versions. The simplest way to be sure your GenAI knows the background each time you start a new prompt is to tell it – or to use an existing chat where you’ve already used that context.

You may also have multiple contexts depending on what you are asking. For example, you might frequently use it to create captions for Instagram, where your audience is quite specific (eg demographics, location), but you want it to use a different context for Facebook posts or overall strategy.

If you decide to use one platform most frequently, or use a paid version, investigate the possibilities for what it can remember about you. For example, ChatGPT has a “Reference chat history” setting. Ask your preferred platform about its memory capabilities and it can give you up-to-date guidance on the best solution.

EXPLAINING YOUR BUSINESS’ S MARKETING PROFILE

Let’s assume you want to describe your overall business for your GenAI to use when responding to your prompts. Most of these factors will be important to tell it (and there might be more which are specific to your business):

- Description of your business including basic facts like name, location, and the products or services you offer, key values (eg sustainability)
- Your target audience/s – demographic information
- Information about your brand voice and tone
- You probably want to tell it that you use Australian spelling (be careful not to say “Australian English” or similar, or suddenly it will litter your work with koalas and kangaroos!)
- Other refinements that you realise you want as you go along – for example, you might want your GenAI to use fewer emojis or to use shorter sentences

Activity 2

Complete the template – type it up ready to use. A great way to refine this is to prompt your GenAI saying you are going to tell it all about your business, and it should ask questions to help it build an even clearer picture. You can also direct it to parts of your website for it to get more details.

Your business's profile for GenAI:

Business name (or your name, if prompting for content for you individually)

Business location

Description of products/services

Your target audience/clients – demographic info and anything else relevant

Age groups

Where they're from

Key characteristics

Brand voice/tone (eg: friendly/casual; somewhat formal; you can even suggest output should follow style of a well-known persona/celebrity – play around first to choose)

Remember to include (presuming this is part of your brand) "Use Australian spelling"

Anything else that would help output sound more like your brand?

Also consider that you might need some "sub-profiles" if you will be asking questions about more particular parts of your business or audiences.

For example, you may want to have a more detailed explanation of your typical clients for accommodation vs your typical clients for wedding bookings.

SECTION 3: AI FOR SOCIAL MEDIA STRATEGY AND PLANNING

GenAI has surprisingly good skills for big picture thinking, brainstorming and strategy planning. Think of it like having a brainstorming session with a colleague, but this colleague has almost infinite knowledge from what other similar businesses have done. We're going to walk through some of the ways you can tap into this skill with your GenAI platform.

OVERALL STRATEGY AND CALENDAR

If you have an existing written strategy for your social media marketing, try uploading it to a GenAI platform and ask it for a critique, suggestions and evidence-based changes that will improve your outcomes.

If you don't yet have a written strategy for your social media marketing – or just want to start again from scratch – ask it to create one, making sure you give it information including:

- Your business profile
- More detailed target audience than in your profile
- Key social media platforms you use (or want to use)
- Data about your existing platforms – eg follower numbers, follower demographics
- Resources available to you (both in terms of time available to manage it, and the images, videos, and other content available)
- Key goals you want to pursue (for example, to develop a larger following in a certain demographic; to encourage more followers to make enquiries, go to your website, or book; etc)
- Any particular tone or voice that you want to use on a specific platform, if relevant (or ask it for suggestions)
- You may want to upload some past data from your social media posts that it can analyse to see more about what works
- Ask it to ask you any relevant questions before it starts!

Remember that once it's produced a strategy, you can point out areas that aren't a good fit for your business, ask it to go deeper in a particular area, etc – refine anything that you don't agree with – but do be open to its suggestions for social media posting you might not have tested out before.

If it produces a strategy you're happy with, there are multiple options to either copy/paste it or ask it to format as a document you can download.

If you find a calendar strategy effective – eg suggestions on which platforms to post to when, and some categories/pillars of content to focus on organised by post, etc – ask it to create a calendar. It could be downloadable as a table or spreadsheet or just as a list in a document to work from. We'll look at an example on the slides.

GENERATING IDEAS FOR POSTS

Once you have an overall social media strategy – or even if you just want to brainstorm some ideas for upcoming posts with less strategy behind it – GenAI can be a great brainstorming partner.

As always, give it as much context as you can:

- Your business profile
- Which platform/s to create the post ideas for
- Any particular topics/events/services to focus on
- Anything special about your audience on that platform
- What kind of images or videos you have
- Any topics/words/ideas you definitely don't want
- And ask it to ask you relevant questions before it starts

My preference is to ask it for significantly more ideas than I need – eg to ask for 20 ideas for Instagram posts for the next fortnight – and then I can usually find four or five that are perfect, or that I can easily tweak to be ideal.

As always, refine the results if it is making suggestions that don't suit.

We'll talk about generating specific posts – the text and captions – later today.

GENAI AS YOUR SOCIAL MEDIA COACH

If you thrive on accountability, you can use your GenAI platform as a social media coach.

This works best if you've got a chat underway about your social media strategy. You can then prompt something like:

I want you to work as an accountability coach to keep my social media marketing on track. Please outline the social media tasks I need to complete in the next week and give me deadlines.

You can really get this to work for you and your particular working style – daily check-ins, a weekly checklist to print out, etc – and request the kind of tone that works best for you. (If left to its own devices, GenAI can become an overly enthusiastic cheerleader!)

Activity 3

If we have time we'll work through asking GenAI to create a social media strategy, but if we've been busy we will experiment with post idea brainstorming – or both.

Either way:

- Remember to provide sufficient context
- Ask if it has questions for you
- Refine your prompt if the suggestions are not quite what you're looking for

SECTION 4: AI FOR SOCIAL MEDIA POSTS AND CAPTIONS

If you want to train your GenAI to write your posts and captions in a particular style and voice, you can train it by uploading some of your best past examples from posts. Ask it to analyse the style of the text you share and describe the tone of voice which arises from your brand.

This isn't necessary if you don't have any samples you think are ideal – you can get GenAI to collaborate with you to develop a style and voice.

There are also two ways you can use it to create social media posts and captions – improving on your drafts, or writing from scratch.

IMPROVING ON YOUR DRAFTS

If you prefer or find it easier to start with your own drafts, paste them into GenAI and ask it to proofread, give feedback or refine them.

You could also use basic dot points of the information in the post (a table of these for different posts, for example) and ask it to flesh them out into fully written posts.

Activity 4: Improving your drafts

Either use an old post you think could be improved, or write a new draft or dot points.

Ask GenAI to improve this writing.

You will get better results if you:

- Have made sure it knows your business profile
- Give it the audience of this post
- Push back if it produces content that doesn't suit

PROMPTING FOR POSTS/CAPTIONS FROM SCRATCH

If you want GenAI to write your posts from scratch, it can be very effective if you have trained it well (given it a good brief, it knows your strategy, etc). Give your GenAI details including:

- Platform for post
- Desired length
- Basic facts
- A photo or a link that you'll include

When it is well-trained, a small number of details can be enough for it to produce a very useable post or one that needs only small changes.

Activity 5: Creating posts from scratch

Pull up a photo on your phone that could become a social media post. Experiment with what prompts will provide a good result. If you don't have an idea to hand, prompt based on the image on the slide and we'll compare results!

Please – always double-check the output, don't just copy and paste! You will often need to refine/add your own input, and at a minimum you must fact check, sense check, and voice check.

Also be aware of words or phrases that “sound” like GenAI – if you see other posts using the same phrases or just see something repetitive in what it produces for you, and it doesn't sound natural, make a note!

You can include a “avoid using ...” list in your prompt. (For example, it loves writing emails with “I hope this finds you well”, so you could add that phrase to your “avoid using ...” list if asking it to write emails for you.)

SECTION 5: GENAI FOR IMAGES AND VIDEOS

GenAI still has a long way to go to quickly and easily create images and videos; I personally question whether we even want it to!

My #1 recommendation for tourism businesses at this stage: use your own photos and videos. However, the platforms are improving and there might be reasons you want to incorporate some AI images or video (especially perhaps for backgrounds, etc, at this stage).

Useful tools for images:

- Almost all the platforms we've discussed so far can create images – depending on the plan you're on. An example of image generation in the free version of ChatGPT is on the slides
- MetaAI (Facebook/Instagram's AI tool) seems quite advanced at this for a free tool
- Canva (paid) has AI image generation – varying quality depending on what you need
- Tools specifically focused on image generation – eg Midjourney
- For physical products (eg to showcase them in varying settings) – Bria Product Shot

Tips for prompts to create images:

- Be extremely specific with what you want, focusing on the visual – for example, don't ask for a happy person, ask for a person smiling
- Avoid any abstract concepts (eg don't say "a retired couple", say "two people with grey hair wearing casual clothes"!)
 - Give context, detail, perspective, balance
- "Think like a filmmaker" or "think like a photographer" – give "stage directions"
- Scrutinise results for issues (eg fingers are often problematic!) and errors before using
- Consider disclosing that the image is AI (my preference is to disclose)

Videos generated by AI are even more potentially problematic, but also improving at a rapid rate. Most tools are paid.

The video example in slides comes from Luma.

Activity 6

Use ChatGPT or MetaAI and prompt it to create an image – just see what it produces! Look for errors or ask it to refine.

SECTION 6: RESOURCES TO KEEP UP-TO-DATE WITH GENAI

The world of GenAI is changing daily! It's also not always easy to find useful and practical information - much of it is still aimed at tech-nerds! If you want to keep an eye on useful new tips that might be useful for your work, here are some resources. Share with the group any others you have come across.

Websites

- Buffer's blog, particularly AI sections at <https://buffer.com/resources/ai/>
- Hootsuite's blog posts on AI at <https://blog.hootsuite.com/tag/ai/>
- AI-related posts on Socialbee at <https://socialbee.com/blog/ai/>

Podcasts:

- Amantha Imber - founder of Inventium AI in Melbourne - speaks about tips and tricks for using GenAI currently on Monday morning episodes of her podcast How I Work - look out for her How I AI episodes - <https://www.amantha.com/podcast>
- Everyday AI Podcast - hundreds of episodes so you can search for a specific topic you want more information on - <https://www.youeverydayai.com>
- Practical AI - much broader than just handy marketing or general business use, but very interesting episodes - <https://practicalai.fm>

CREDITS

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INTERMEDIATE SOCIAL MEDIA

NEXT STEPS IN USING YOUR ONLINE PRESENCE TO PROMOTE YOUR BUSINESS

CURRENT AS AT 28/04/26

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SECTION 1: SOCIAL MEDIA HEALTH CHECK

Let's start by checking in with where you and your business are right now on social media.

KEY QUESTIONS FOR A BROAD AUDIT OF YOUR SOCIAL MEDIA PLATFORMS

You may already have a good system for tracking analytics and other data for your social media platforms - although, many small businesses don't. We're going to look into that in more depth in Section 4.

For this activity, think more broadly about the social media platforms you are using and make notes about these key questions.

Activity 1

Take a look at each of your business's social media platforms. This may include a Facebook business page, a Facebook group, an Instagram profile, your own LinkedIn profile and perhaps a LinkedIn company page, and other platforms like TikTok, Threads or Snapchat. We will mostly focus on Facebook and Instagram today, though.

For each individual platform check the following are consistent:

- Do they have the same profile image (logo or another image)?
- Is the other imaging consistent (eg Facebook cover photos - consistent with your brand image?)
- Does every platform have the profile information correctly and fully completed (eg including address and contact details, same or similar "About" messaging)
- Do any links lead to the correct parts of your website/booking platform etc?

Make a note here if you need to go back and adjust any of these.

Now think about each of the platforms and broadly consider what you already know about:

- Which kinds of posts have the best engagement (most people reacting, commenting or sharing, etc)
- Which of the platforms has the best engagement overall?
- Are the audiences different on each platform?

Discuss with a partner – the differences between your experiences will be valuable to hear!

Some of this information may come from your observations while managing it, and some will come from analytics and insights data.

We'll focus on measuring these considerations later in the workshop.

Notes:

SECTION 2: INCREASING ENGAGEMENT

Engagement on social media matters a lot. The algorithms really care about it!

It's not just vanity metrics (although getting lots of likes and shares does feel good!).

High engagement means that the algorithms will work for you, rather than against you. Facebook, Instagram and other social media platforms will prioritise content that they think will be popular with users, so if your content consistently gets high engagement, it will be shown to more people. Also, if users engage a lot with your posts, they will be shown them more often in the future (and hopefully become big fans!).

Consider:

- What kind of posts already work best, or do you think would work best, knowing your audience (eg particular kinds of images, video, links, behind-the-scenes posts, etc)
- What kind of content you haven't tried yet and should experiment with (then check the data later to see how it's worked)?
- We'll talk through a bunch of engagement strategies below – see what resonates.

ENGAGEMENT STRATEGIES

There are lots of possibilities for increasing engagement on your social media platforms and the most effective will differ depending on your business type, audience and the specific platform, but these ideas are all worth considering.

Content strategies:

- Have a mix of aesthetically-pleasing content with less perfect images – informational, fun, conversation-starting, and photos or videos that fit in with what people will see from friends they follow, not always “marketing”
- Use behind-the-scenes content – consider what is interesting about your business to people who don't work there!
- Use emojis, special formatting, and other informal ways of typing
- Pay attention to your first sentence (especially on Instagram, where users only see a line and a half of a caption at first)
- Above all, the boring advice to post regularly and consistently is still important! (Even if it's only once a week, make it every week – but preferably post 2-3 times per week on Facebook and Instagram, and add to “Stories” every day if possible)

Community strategies:

- Have a conversational, friendly tone
- Be authentic, avoid anything that feels or sounds fake, even if someone told you it's a good social media idea!
- Ask questions or ask your audience to make a choice (eg if deciding on a new menu item)
- Collaborate with other businesses in your area - share your audiences - eg plan posts that tag each other
- Ask audience to share their pictures in comments (more about content from users in the next section)
- Respond to all comments (in a timely manner), even if it's just to say thanks - but ideally, ask questions and encourage an ongoing conversation
- Consider (esp on Instagram) whether a competition or giveaway where people tag friends, etc, might be a good plan

Visibility/reach strategies:

- Stay aware of social media trends and consider how you can take part in them, when appropriate
- Check your insights for the optimal times of day/days of the week to post your content
- Give your take on relevant current events or just mention them in a relevant way - can be good conversation starter
- If you haven't tried live video, give it a go - it generally has high reach (prioritised by many platforms) and thus high engagement.

Activity 2

Make a list of the kinds of posts you think will be the most engaging for your business, whether you have tried them out yet or not. Remember to look back on your data.

Share your ideas with a small group - hearing the suggestions of others can help you expand your list further.

SECTION 3: BEYOND PICTURES: ADVANCED CONTENT CREATION

In the earlier days of social media, most posts were single images, links or text-based. Unfortunately, these days such posts are likely to get less reach than newer kinds of content like video, carousels, Stories, content from users, adding audio and more – so let's take a deeper look into various kinds of content.

IMAGE CAROUSELS AND ALBUMS

A single image is sometimes all you need (or have), but experiment with posting multiple photos at once. This not only gives you a chance to showcase your business in more detail but also provides more potential for engagement.

Instagram carousels (where people swipe across to see the rest of the photos) are particularly attractive – people are enticed to see what else there is.

On Instagram, also consider adding audio to your posts – music from within the Instagram app poses no copyright issues – as a way to help people keep looking at your post.

USING VIDEO CONTENT

Using video content for your social media marketing doesn't have to be complicated. Most smartphones now capture video at a quality that is totally sufficient for sharing on social media. Some businesses will have a budget for hiring producers; most won't, and the good news is that there can be some advantage to your video footage being a little rawer – users often find it more relatable.

There are many tools and apps you can use to help with video production – some will help you join clips together, add subtitles, use special effects, or create videos from still photos or text images.

Useful apps and software (generally free or low-cost) include:

- iMovie for Apple products
- Adobe Spark
- Adobe Premiere
- Quik (from GoPro)
- Canva
- Headliner
- CapCut (mobile app)

You might also experiment with your phone video to make a time-lapse video or other special effects.

A great approach is to take lots of video footage – in both portrait and landscape orientation – and then repurpose parts of it for different uses, eg for Instagram Stories, for a Facebook post, for an Instagram post, or for Reels on Instagram. Depending on your audience you may also be using TikTok which is, of course, a video-dependent platform.

Videos you share on both Facebook and Instagram now will often be named Reels regardless of how you make them, but Reels on Instagram are really doing well.

CREATING STORIES FOR INSTAGRAM OR FACEBOOK

“Stories” are now available on virtually every social media platform (although Twitter trialled and then abandoned them), proving their popularity – audiences have a big appetite for this “disappearing” ephemeral content.

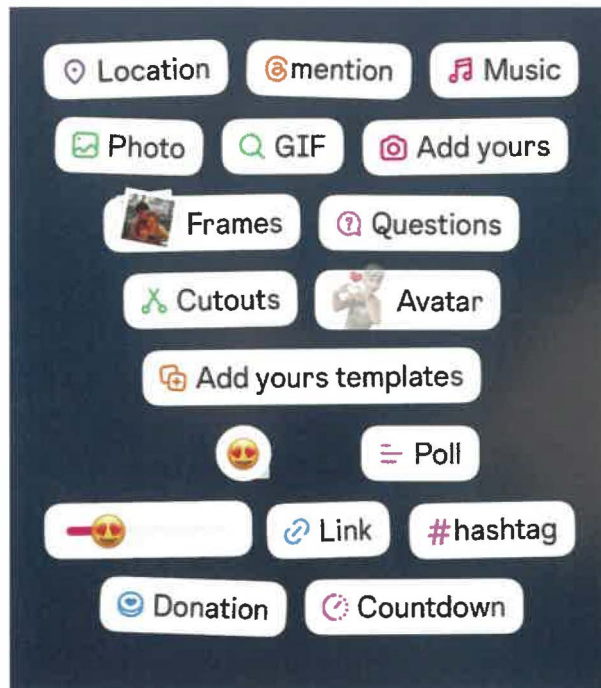
Because they only stay live for 24 hours (although you can save your favourites into Highlights folders on Instagram), people are eager to pay attention to them immediately, and their more casual nature can lead to higher rates of engagement.

If you haven’t used Stories before, learn by watching Stories from other people or businesses you follow. Instagram Stories in particular have a lot of features (and they are constantly adding more) – if you see a feature you like but don’t know how to do it yourself, don’t be afraid to message the person who’s made the Story and ask!

Generally, Stories will be seen only by your existing audience but if you use hashtags and location tags, they will be shown to a wider audience.

Current features which are good to use include:

- GIFs
- Emojis
- Hashtags
- Location tags
- Questions
- Polls
- Boomerang video
- Stickers (eg emoji slider)
- Filters
- Quiz
- Date
- Temperature
- Music



To keep up to date with changes to Instagram Stories, the blog by Instagram scheduler Later is a good one to follow – www.later.com/blog/

CONTENT FROM USERS

Using photos or videos that your customers and followers have created – sometimes known as user-generated content (UGC) although this term has been appropriated by influencers recently – can be a win-win. You get content without having to create it yourself, and the users are more engaged because it's their content.

Many businesses include a line in their Instagram bio giving a hashtag people can use if they want the chance for their image to be shared, for example the @westernaustralia Instagram account bio says:

“Share your awe-inspiring adventures as you travel through Western Australia by using #wanderoutyonder, #thisiswa & mentioning us at @westernaustralia!”

To cover yourself legally, you should send a private message to anyone whose image you plan to share to get their permission in writing, not just via a hashtag. Most people are happy for you to share – some are thrilled and will re-share your post widely!

Make it easy for your customers to create UGC by clearly advertising your Instagram username and any hashtag you want them to use – for example with on location signage, in brochures, etc. Considering using a QR code on location so they can easily access your Instagram profile.

WORKING WITH INFLUENCERS

Working with influencers – currently, most commonly people with a big following on Instagram or TikTok – can be a great way to have additional content to share while reaching a new audience as well. However, you need to be cautious to make sure it's a true win.

Follow these tips:

- Always put the obligations each side is making in writing. For example – an Instagram influencer will post X times about your business in their feed and/or feature you in X Stories, within X amount of time.
- Discuss whether the provision of images/videos that you can use however you like is part of the deal (this will usually be an extra charge – but it might be worth it).
- Check whether their follower numbers are legitimate (there are still influencers who have bought “fake” followers to boost their numbers – check their level of engagement and compare to others (for example you can get an idea for free using the check influencer feature at <https://hypeauditor.com/free-tools/instagram-audit/> or similar sites – sample results in screenshot on following page) and look at the tone of the comments and engagement – is this someone you're happy to associate with your business?
- Consider using multiple smaller influencers rather than one big one – microinfluencers will often give you more attention and better service, and overall you may reach significantly more people.



Activity 3

We've talked a lot about different kinds of content and how to make it engaging – hopefully this has sparked lots of ideas! Spend a few minutes brainstorming a list of any content ideas that have come to mind. Make a true brainstorm where no idea is too silly, or too big or small – just see what you come up with!

GOOGLE ANALYTICS

If you don't yet have Google Analytics set up for your website, get onto it! You may need your web developer to help you install the tracking code, but once it's set up you can access a huge amount of data, including data that's particularly useful in figuring out what your audience is doing when they come to your website, and how they're getting there – especially if they're coming from social media.

NB: in late 2023, Google Analytics switched to a new version – GA 4 – and you'll need to take action to switch. You may need web developer help, but do it as soon as you can so your data is tracked.

For example, using the “Acquisition” section of Google Analytics and adding a secondary dimension (a particular page of your website, for example) you can see which visitors are coming via social media, the pages they are looking at, how long they are staying, and you can even add conversion goals such as “successful booking”.

It's beyond the scope of this course to dive deeper into Google Analytics but if you're keen to know more, Google Analytics runs some helpful free courses at

<https://analytics.google.com/analytics/academy>

	Social Network	Page	Acquisition			Behaviour		
			Users ↓	New Users	Sessions	Bounce Rate	Pages/Session	Avg. Time on Site
			106 % of Total: 3.51% (3,017)	102 % of Total: 3.43% (2,977)	118 % of Total: 3.56% (3,311)	85.59% Avg for View: 82.36% (3.92%)	1.31 Avg for View: 1.25 (3.20%)	01:00
1.	Facebook	/	4 (3.17%)	1 (0.98%)	2 (1.69%)	0.00%	2.50	
2.	Facebook	/2020/12/friendships-fellow-travellers-episode-217-thoughtful-travel-podcast.html	4 (3.17%)	1 (0.98%)	5 (4.24%)	100.00%	1.00	
3.	Facebook	/2020/12/travel-trends-2021-episode-218-thoughtful-travel-podcast.html	4 (3.17%)	4 (3.92%)	4 (3.39%)	75.00%	2.00	
4.	Facebook	/2020/12/northern-lights-episode-219-thoughtful-travel-podcast.html	3 (2.38%)	3 (2.94%)	7 (5.93%)	71.43%	1.00	
5.	Facebook	/2020/12/what-we-learn-travelling-episode-216-thoughtful-travel-podcast.html	3 (2.38%)	2 (1.96%)	3 (2.54%)	33.33%	1.33	
6.	LinkedIn	/2020/12/what-we-learn-travelling-episode-216-thoughtful-travel-podcast.html	3 (2.38%)	3 (2.94%)	3 (2.54%)	66.67%	1.33	
7.	Pinterest	/2011/10/25-things-to-do-in-japan-my-personal.html	3 (2.38%)	3 (2.94%)	3 (2.54%)	66.67%	2.33	

Activity 4: Tracking your data**Step 1: Think about your goals for social media use**

What do you want your audience to do? (Things like – make a booking; share your company with their friends; make a return trip, etc). Encouraging engagement is also important to make sure the social media algorithms keep sharing your posts. List your main goals here.

Step 2: Decide on metrics/insights to track

Have a regular system – weekly, fortnightly or monthly – to stop and track some of these insights. Looking regularly helps you see what's working and what's not working, and notice any surprises (sudden new audience segment; a post kind that is more successful than others) and adjust your strategy accordingly.

You might keep a spreadsheet – detailed or simple – or even make a note in some columns in a notebook – the important thing is that you regularly pay attention to the numbers.

Note here which metrics you will track. Choose the few most important ones – don't make it such a big job that you fail to keep up with it.

SECTION 5: SOCIAL MEDIA ROADMAP

In light of all you've learnt today, take some time, or put some time aside in the near future, to do the following:

- Thoroughly audit all your social media accounts, make sure the branding, images and "About" messaging is consistent and appropriate, and that everything is up to date
- Implement a system to track your key metrics regularly (somewhere between weekly and monthly) and schedule quarterly or biannual check-ins to review your overall social media strategy in light of results from these metrics
- Note the new ways you will test out increasing engagement and using any new content creation techniques you think are appropriate for your business

Activity 5

With any leftover time we have, use the points above to start building your updated social media roadmap. Work with a partner for additional ideas.

CREDITS

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