



Date: 20 May 2025

To: Shire President
All Councillors

Copy: Directors
Managers
Staff

**ORDINARY COUNCIL MEETING
NOTICE AND AGENDA**

An Ordinary Council meeting of the Shire of Waroona will be held at the Shire of Waroona Council Chamber at 4.00 pm Tuesday 27 May 2025 to consider and resolve the matters set out in the attached Agenda.

**MARK GOODLET
CHIEF EXECUTIVE OFFICER**



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Please be aware that all Council meetings are audio recorded, as required by legislation.

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



AGENDA

1. **DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS**
2. **ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**
3. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
4. **PUBLIC QUESTION TIME**
5. **PETITIONS, APPROVED DEPUTATIONS & SUBMISSIONS**
6. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
 - 6.1 **Ordinary Council Meeting – 29 April 2025**

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 29 April 2025 be confirmed as being a true and correct record of proceedings.

7. **ANNOUNCEMENTS BY THE PRESIDING MEMBER**
8. **ANNOUNCEMENTS BY MEMBERS**
9. **DISCLOSURES OF INTEREST**

(Disclosure of interest MUST ALSO be made by the member or officer immediately prior to a matter, for which an interest is being disclosed, is dealt with.)

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

- 10.1 **Local Emergency Management Committee Unconfirmed Minutes – meeting held 15 May 2025**

COMMITTEE RECOMMENDATION

That Council receives and notes the Unconfirmed Minutes of the Local Emergency Management Committee meeting held 15 May 2025 (as per Appendix 10.1 A).

[Note that the Appendices to the Unconfirmed Minutes are at Appendix 10.1 B]



10.2 Terms of Reference (Meeting Schedule) as per Committee Recommendation**COMMITTEE RECOMMENDATION**

That Council endorses Committee's recommendation to make no changes to the time and day of month for each quarterly LEMC meeting.

10.3 Significant Risks from Man-made Infrastructure as per Committee Recommendation.**COMMITTEE RECOMMENDATION:**

That Council endorses the Committee's recommendation regarding the following:

- a. the DEMIRES emergency response plan for the McLarty State Explosives Facility being added as an appendix to the Local Emergency Management Arrangements;
- b. Shire officers requesting Alinta Energy to provide the Shire with an emergency response plan for the battery storage facility at Wagerup; and
- c. Noting that no response was received from Alcoa of Australia and Water Corporation.

10.4 Alinta Energy Battery Energy Storage Facility as per Committee Recommendation**COMMITTEE RECOMMENDATION:**

That Council endorses Committee's recommendation for a request to Alinta Energy to provide a training exercise or information session on how to respond to an emergency situation at an energy storage facility.



11. REPORTS OF THE CHIEF EXECUTIVE OFFICER AND OFFICERS

11.1 INFRASTRUCTURE SERVICES

11.1.1 Alcoa proposal for Willowdale Road speed limit changes	
File Ref:	GR.16 – Government Relations – State Liaison – Department of Main Roads; ED.1 – Economic Development – Industries – Mining & Extractive Industries – Alcoa of Australia
Previous Items:	Nil
Applicant:	Nil
Author and Responsible Officer	Depot Administration Officer; Director of Infrastructure
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	Nil

OFFICER RECOMMENDATION

That Council authorises Chief Executive Officer to endorse a letter of support to Main Roads WA (MRWA) for:

1. clarification of the speed limit on the section of Willowdale Road from the refinery access road to Arundel with installation of speed limit signage;
2. speed limit reduction to 70km/h on a section of Willowdale Road including the Arundel intersection and either side of the intersection, and related signage; and
3. extension of the slip lane for traffic entering Arundel, subject to additional permits, approvals and funding by Alcoa.

IN BRIEF

Alcoa operates the Willowdale Bauxite Mine in the hills east of Waroona, Cookernup and Yarloop.

Willowdale Road is the key access route to the mine's Arundel and Larego locations.

Arundel hosts the company's mobile maintenance and fixed plant operations, while Larego is the current production and administration hub.

Larego opened in 2021, which saw a large segment of the workforce move from the mine's Orion location (off Nanga Brook Road) to Larego.

This move saw Alcoa-related traffic volumes decrease on Nanga Brook Road and increase on Willowdale Road.

This increase includes private Alcoa employee and contractor vehicles, heavy vehicles, and public vehicles passing through to get to Dwellingup, upper Murray River, etc.

This increase in traffic volume has increased the risk of vehicle vs vehicle interaction/collision at the Arundel entrance intersection.



This proposal outlines some proposed modifications in and around the intersection, to reduce the risk of vehicle vs vehicle interaction/collision. It proposes additional signage on Willowdale Road to clarify proposed new – and existing – speed limits.

Alcoa is also considering the implementation of slip lanes to provide further safety at the entry to the mine.

BACKGROUND

Community Relations & Communications at Willowdale Bauxite Mine have traffic safety concerns with the higher volume of vehicles, particularly heavy vehicles, creates a higher risk of collision.

The speed limit from the turnoff of the refinery access road to the Arundel intersection is unclear. The absence of speed signage sees vehicles exceeding 100 km/h (the suspected speed limit) as they pass the Arundel intersection. This creates a significant safety hazard. Westbound vehicles are accelerating to ~100km/h before the Arundel intersection, as they leave the existing 80km/h zone

At certain times of the year, early morning and late afternoon sun glare makes it difficult for drivers exiting Arundel to see oncoming traffic. This increases the risk.

REPORT DETAIL

Alcoa Willowdale proposes to address traffic speed and safety concerns at the Arundel intersection on Willowdale Rd.

MRWA guidelines will dictate requirements. The following are examples:

- Installation of appropriate speed limit signage (100km/h?) at the bottom of Willowdale Road, visible to eastbound traffic that turns off the refinery access road, and west of the Arundel intersection (Fig. 1)
- Installation of large signs (e.g. “Reduce speed now”, “Caution vehicles entering/exiting”) both west and east sides of Arundel intersection. (Fig. 2)
- 70km/h signage on both sides of intersection. (Fig. 2)

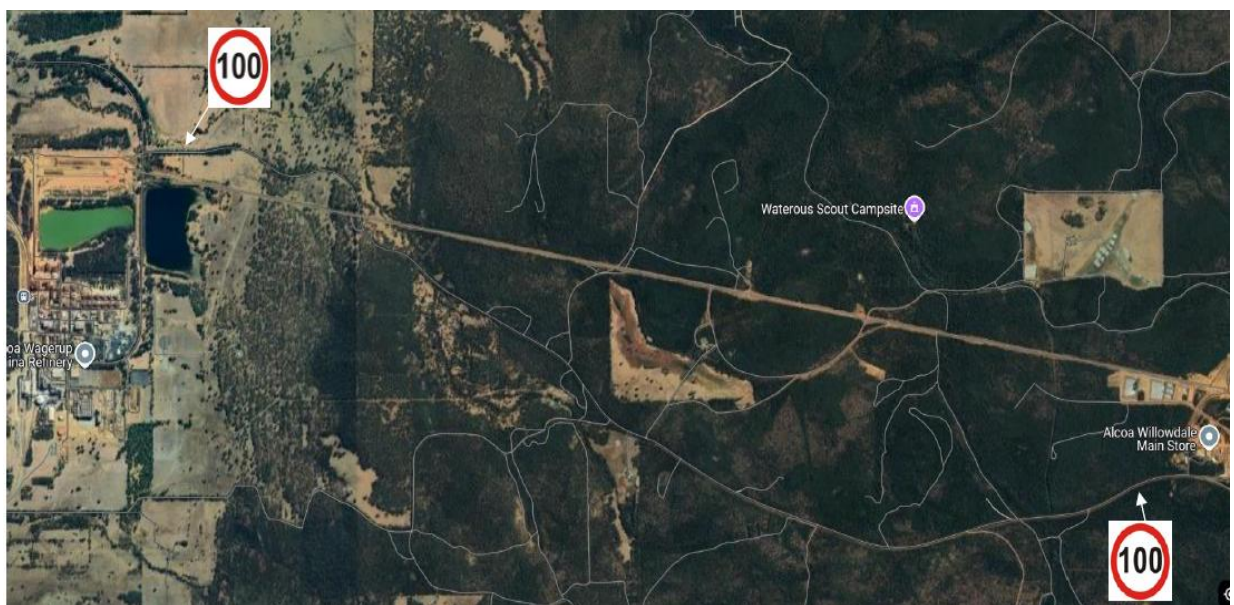


Fig. 1: Proposed installation of new speed limit signage for Willowdale road. East of the refinery access road turnoff for eastbound traffic, and west of the Arundel intersection for westbound traffic. **MWRA to advise limit, with 100km/h used here as an example**



Fig. 2: Proposed speed limit and conceptual signage changes around the Willowdale Road/Arundel intersection. Warning and 70km/h signage is for traffic approaching the intersection; 100km/h sign is for westbound traffic, and 80km/h sign is for eastbound traffic, both leaving the intersection.

Further safety may be enhanced at the intersection through the construction of slip lanes that take traffic out of the travelling lanes. This is being considered by Alcoa and would be designed and constructed at their costs. It requires in-principle approval from the Shire as well as formal approvals on the final design from the Shire and Main Roads WA.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

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

OTHER STRATEGIC LINKS

Main Roads Western Australia Sign – Specification 601

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY & RISK CONSIDERATIONS

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



Nil

Alcoa would pay for any new signage and other work requirements that emerge from the proposal and would also undertake signage installation and other works with the Shire's/MRWA's endorsement.

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

Improved safety outcomes for Alcoa employees and contractor vehicles, heavy vehicles, and public vehicles passing through to get to Dwellingup, upper Murray River.

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

Extending the slip lane traffic entering Arundel may require further vegetation clearing permits & approvals



Policy Implications

Nil.

Risk Management Implications

Context / Risk Category	Environmental - Regulatory compliance, contamination, inadequate processes
Risk	Objecting to the proposed intersection improvements will not align with the Shire of Waroona's Risk Management Framework 2020/21. Alcoa have identified proposing controls to reduce the risk.
Consequence	1 - Insignificant
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Low (1-3)
Key Controls / Treatment	Letter to support Alcoa's application to Main Roads for intersection safety upgrades. .
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

- Brad Oborn -- Director Infrastructure and Development Services
- Scott Hansen - Community Relations & Communications
Willowdale Bauxite Mine, Alcoa of Australia

RESOURCE IMPLICATIONS



Financial

Nil. Alcoa would pay for any new signage requirements that emerge from the proposal and would also undertake signage installation with the Shire of Waroona and MRWA's endorsement according to Main Roads sign specifications 601.

Similarly the cost for design and construction of slip lanes and associated works would be borne by Alcoa.

Workforce

Nil.

CONCLUSION

ALCOA Australia seek support from Shire of Waroona Council to mitigate risk to road users at the intersection of Willowdale Road/ Arundel Mine.

Shire of Waroona Chief Executive Officer to endorse letter of Support to Main Roads Western Australia supporting speed reduction, signage & safety improvements proposed to the intersection.



11.2 CORPORATE, COMMUNITY & DEVELOPMENT SERVICES

11.2.1 Listing of Payments for the Month of April 2025	
File Ref:	FM.3 – Financial Management – Creditors
Previous Items:	N/A
Applicant:	N/A
Author and Responsible Officer:	Senior Finance Officer; Acting Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number:	11.2.1 – Monthly Creditors Report – April 2025

OFFICER RECOMMENDATION

That Council receives the following payments made throughout the month of April 2025;

Municipal	Cheque	10371 – 10377	\$	5,028.25
	EFT	42670 – 42828	\$	728,116.32
Direct wages	01/04/2025 – 30/04/2025 inclusive		\$	361,204.95
Direct Debit	01/04/2025 – 30/04/2025		\$	159,405.98
Trust	Cheque		\$	-
	EFT	42606, 42607 & 42629	\$	-
GRAND TOTAL			\$	1,253,755.50

as per Appendix 11.2.1.

IN BRIEF

The purpose of this report is to present the listing of payments made from the Shire's Municipal and Trust funds throughout the month of April 2025.

BACKGROUND

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

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

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

REPORT DETAIL

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

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN



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

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

As per regulation 13 of the *Local Government (Financial Management) Regulations 1996* the following is required;

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

SUSTAINABILITY & RISK CONSIDERATIONS

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

Nil

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

Nil

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

Nil



Policy Implications

Nil

Risk Management Implications

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

CONSULTATION

Nil

Aboriginal Consultation

N/A

RESOURCE IMPLICATIONS**Financial**

Nil

Workforce

Nil

CONCLUSION

The listing of payments as per the attached appendix is a true reflection of the expenditure from the Municipal and Trust Fund accounts for the month of April 2025. All expenditure is accordance with the 2024/25 adopted budget and is presented as prescribed in regulation 13 of the *Local Government (Financial Management) Regulation 1996*.



11.2.2 Statement of Financial Activity for the period ending 30 April 2025	
File Ref:	FM.1 – Financial Management – Creditors
Previous Items:	N/A
Applicant:	N/A
Author and Responsible Officer:	Acting Manager Corporate Services; Acting Director Corporate & Community Services
Voting Requirements:	Simple Majority
Declaration of Interest:	Nil
Appendix Number:	11.2.2 – Monthly Agenda Report 24-25 April 2025

OFFICER RECOMMENDATION:

That Council receives the Statement of Financial Activity for the period ending 30 April 2025 as per Appendix 11.2.2.

IN BRIEF

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

BACKGROUND

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

REPORT DETAIL

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

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

The following information is included in the report;

- Statement of Financial Activity by Programme
- Statement of Financial Activity by Nature and Type, and
- Statement of Financial Position
- Note 1 – Significant Accounting Policies
- Note 2 – Graphical Representation
- Note 3 – Net Current Funding Position
- Note 4 – Cash and Investments
- Note 5 – Major Variances
- Note 6 – Budget Amendments
- Note 7 – Receivables



- Note 8 – Grants & Contributions
- Note 10 – Capital Disposals and Acquisitions
- Note 11 – Significant Capital Projects
- Note 12 – Trust
- Note 13 - Borrowings

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

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

OTHER STRATEGIC LINKS

Shire of Waroona 2024/25 Annual Budget

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 6.4

Local Government (Financial Management) Regulations 1996 – Section 34

SUSTAINABILITY & RISK CONSIDERATIONS

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

Nil

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

Nil

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

Nil

Policy Implications

All financial policies from Policy FIN002 through to Policy FIN035

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Non-compliance with the requirements stipulated by the <i>Local Government Act 1995</i>
Consequence	3 - Moderate
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)



Key Controls / Treatment	Monthly scheduled review of statements.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Nil

Aboriginal Consultation

N/A

RESOURCE IMPLICATIONS***Financial***

Nil

Workforce

Nil

CONCLUSION

That Council receives the monthly financial statements prepared in accordance with the *Local Government Act 1995*, section 6.4, and *Local Government (Financial Management) Regulations 1996*, section 34.



11.2.3 'Visit Waroona' Tourism Logo	
File Ref:	ED.7 – Economic Development – Industries – Tourism – Waroona
Previous Items:	Nil
Applicant:	Shire of Waroona
Author and Responsible Officer:	Manager Community Development; Acting Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.2.3 – 'Visit Waroona' Tourism Logo

OFFICER RECOMMENDATION

That Council adopts a new 'Visit Waroona' tourism logo for the purposes of the Visit Waroona tourism website and all associated promotional and marketing materials as per Appendix 11.2.3.

IN BRIEF

Council is requested to approve the proposed tourism logo for the Visit Waroona website, which will enable Market Creations to begin the development phase of the site.

The logo is a variation of the existing Shire of Waroona logo, featuring the wording 'Visit Waroona – Sea to Scarp' in place of the corporate name. This approach ensures strong brand consistency while creating a vibrant and inviting identity to support tourism promotion and the development of a dedicated tourism website.

BACKGROUND

As part of the Visit Waroona tourism website project, officers identified the need for a tourism-specific logo that supports the creation of a vibrant and engaging digital presence. Research into tourism branding by other local governments — including Fremantle, Rockingham, Mandurah, Pinjarra, Dwellingup, Perth, Bunbury, and the Pilbara — showed that many have adopted dedicated tourism brands to distinguish their visitor-focused communications from corporate material.

To balance industry trends with the need for visual consistency, the proposed Visit Waroona logo is a variation of the existing Shire of Waroona logo, replacing the wording with 'Visit Waroona – Sea to Scarp.' This approach maintains alignment with the Shire's established branding while creating a tourism identity that is colourful, inviting, and instantly recognisable across platforms.

REPORT DETAIL

Officers reviewed tourism logos from several local governments and observed that many feature dedicated tourism branding, typically simple and text-driven in design. This approach ensures versatility, clarity, and consistency across a wide range of media platforms.

To align with this industry practice while maintaining a strong link to the Shire's established identity, the proposed Visit Waroona logo is a direct variation of the existing Shire of Waroona logo, with the wording changed to 'Visit Waroona – Sea to Scarp.' This approach ensures consistency in branding while providing a clear, recognisable tourism identity that will stand out in promotional materials and online platforms.



Approval of the proposed logo will enable Market Creations to progress the design and development of the Visit Waroona website, which aims to support tourism growth by showcasing the area's natural assets, attractions, businesses, and events in an engaging and visually cohesive format.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Economy
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning
Objective	2.3 Create a vibrant, inviting and thriving town centre and maximise Waroona's natural assets, cultural and heritage as drivers for tourism development
Strategy	2.3.2 Develop key sectors of the tourism economy where Waroona has a competitive advantage

OTHER STRATEGIC LINKS

- Destination Management Strategy
- Community Development Strategy 2025 – 2028

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY & RISK CONSIDERATIONS

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

The development of a standalone tourism website and logo supports economic development by promoting local attractions and businesses, thereby encouraging visitor spending and potential investment in the region.

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

The Visit Waroona brand will assist in creating a stronger sense of place and community pride by showcasing the Shire's unique character and offerings.

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

There are no direct environmental impacts associated with the adoption of a tourism logo. Development of the website will provide an opportunity to promote environmentally responsible tourism and raise awareness of local conservation areas and natural attractions.

Policy Implications

Nil

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Adoption of a tourism logo that does not align with industry standards or community expectations may reflect poorly on the Shire's professionalism and branding.
Consequence	2 - Minor
Likelihood	4 - Likely



Risk Rating, prior to treatment	Low (1-3)
Key Controls / Treatment	Logo designed following review of industry standards and aligned with Shire branding; internal review process undertaken.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Given the minor nature of this design item, broader formal consultation was not considered necessary.

Aboriginal Consultation

No specific Aboriginal consultation was undertaken for this item due to its minimal impact and limited scope.

RESOURCE IMPLICATIONS

Financial

There are no additional financial implications with adoption of the logo.

Workforce

Implementation of the logo will be managed within existing staff resources. No additional workforce requirements are anticipated.

CONCLUSION

The adoption of a dedicated tourism logo for Visit Waroona—based on a variation of the existing Shire of Waroona logo—is a small but significant step in progressing the development of the Shire’s tourism website. This approach maintains brand consistency while providing a clear tourism identity, supporting the creation of a vibrant and engaging online presence. Approval of the logo will enable the project to move forward and contribute to broader goals of raising Waroona’s tourism profile and supporting local economic development.



11.2.4 Destination Management Action Plan (DMAP)	
File Ref:	ED.7 – Economic Development Industries – Tourism Waroona
Previous Items:	OCM24/12/203 – Destination Management Strategy
Applicant:	Nil
Author and Responsible Officer:	Acting Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.2.4 – ETL001 – Destination Management Action Plan 2025-2030

OFFICER RECOMMENDATION

That Council:

1. endorses the draft Destination Management Action Plan as a supporting document to the Shire of Waroona Destination Management Strategy as per Appendix 11.2.4;
2. approves the release of the draft Destination Management Action Plan for stakeholder consultation; and
3. requests a final version of the Destination Management Action Plan, incorporating stakeholder feedback, be presented to Council for adoption.

IN BRIEF

- In December 2024, Council adopted the Shire of Waroona Destination Management Strategy (DMS), developed by INK Strategies to guide sustainable tourism growth.
- The DMS provided a high-level strategic framework focused on three key pillars: capability, demand, and supply.
- To support implementation, a separate Destination Management Action Plan (DMAP) has now been developed to outline specific, actionable initiatives aligned to the strategy.
- The DMAP includes detailed actions under each strategic goal to improve tourism infrastructure, marketing, partnerships, and visitor services, while fostering local economic development.
- Council is requested to approve the draft DMAP for the purpose of stakeholder consultation, prior to its finalisation and formal adoption.

BACKGROUND

In line with objective 2.3.2 of the Shire of Waroona Corporate Business Plan, focused on developing key sectors of the tourism economy where the Shire holds a competitive advantage, Council endorsed the development of a Destination Management Plan. Following a competitive procurement process, INK Strategies was engaged to prepare the plan, which provided a strategic framework to guide tourism growth, investment, and sustainable development. The resulting document, adopted by Council in December 2024 and redefined as the Destination Management Strategy (DMS), outlined key strategic goals across capability, demand, and supply. To support implementation, the strategy identified the need for a detailed Destination Management Action Plan (DMAP) to prioritise and sequence actionable items aligned with available resources. The draft DMAP is now complete and presented to Council for approval to proceed to stakeholder consultation prior to final adoption.



REPORT DETAIL

Following the adoption of the Destination Management Strategy (DMS), the Shire has developed a detailed Destination Management Action Plan (DMAP) to support the effective implementation of the strategy. The DMAP translates the strategic goals of capability, demand and supply into clear, actionable initiatives that respond to the Shire's unique tourism opportunities and challenges.

Using the strategic directions set out in the DMS, each action within the DMAP has been assessed and prioritised based on urgency, potential impact, and resource requirements. This ensures a sustainable, realistic, and well-structured approach to implementation. Actions have been classified across four prioritisation levels to guide staged delivery and support strategic decision-making.

Level 1 – Immediate/High (0 – 12 months): Critical to success.

Level 2 – Short-term/Medium (12 to 24 months): Important but not urgent.

Level 3 – Medium-term/Low (24 to 36 months): Valuable for future impact.

Level 4 – Ongoing: Actions that require continuous effort over time.

To aid the implementation planning and resource allocation, icons have been applied to each action item to flag specific dependencies:



Funding dependent – requires external funding to proceed.



Resource dependent – Requires additional internal staffing or resourcing.

Each action has also been categorised across a delivery lifecycle over a six-year period to assist with tracking and review. These indicators include:

1. Plan – Action is in the preparation or planning phase.
2. Action – Action is actively being initiated.
3. Review – Action is underway or achieving outcomes.

This structured and strategic approach ensures that the Shire can respond proactively to opportunities, allocate resources efficiently, and align local tourism development with broader regional and state planning frameworks. The draft DMAP is now presented to Council for approved to proceed with stakeholder consultation, with final adoption scheduled to follow after feedback is considered.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Economy
Aspiration	To create a diverse economy base that supports opportunity and employment
Objective	2.3 Create a vibrant, inviting and thriving town centre and maximise Waroona's natural assets, cultural and heritage as drivers for tourism development
Strategy	2.3.2 Develop key sectors of the tourism economy where Waroona has a competitive advantage

OTHER STRATEGIC LINKS

ETS001 – Destination Management Strategy.

STATUTORY ENVIRONMENT



Nil.

SUSTAINABILITY & RISK CONSIDERATIONS

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

The implementation of the DMAP is expected to have a positive economic impact on the Shire and wider region by stimulating tourism-related investment, supporting local businesses, creating employment opportunities, and increasing visitor spend. By promoting sustainable tourism development, the plan also helps diversify the local economy, reduce reliance on traditional industries, and strengthen economic resilience in the long-term.

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

The DMAP supports positive social outcomes by enhancing local amenities, fostering community pride, and promoting cultural and recreational opportunities that benefit both residents and visitors. By engaging landowners and community stakeholders in planning and decision-making, the plan aims to balance tourism growth with local values, minimise potential conflicts, and ensure that development aligns with the Shire's character and community expectations.

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

The DMAP places a strong emphasis on environmental sustainability by promoting low-impact, nature-based tourism and encouraging the protection of the Shire's natural assets.

Policy Implications

Nil.

Risk Management Implications

Context / Risk Category	Environmental - Regulatory compliance, contamination, inadequate processes
Risk	A comprehensive DMAP requires a robust risk management approach to address potential challenges across economic, social, cultural, regulatory and operational dimensions.
Consequence	3 - Moderate
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Implementing strategies and actions around stakeholder engagement and collaboration, sustainable tourism practices, tourism capacity management, climate change adaption and resilience, economic diversification, monitoring and evaluation, cultural and heritage preservation, risk preparedness and crisis management, regulatory compliance and governance and visitor education and awareness can help mitigate potential risks.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

Preliminary consultation in developing the Destination Management Strategy, INK Strategies engaged with:

- Local tourism industry operators



- Community and business operators
- Traditional owners
- Shire staff
- State and Local Government representatives
- Regional Development Australia
- Peel Development Commission
- CCI Peel
- Visit Mandurah
- Tourism Council/Tourism WA
- Destination Perth

Aboriginal Consultation

Traditional owners were invited to participate in the stakeholder engagement conducted by INK Strategies.

RESOURCE IMPLICATIONS

Financial

Implementation of the Destination Management Action Plan will require Council to consider the allocation of financial resources in future budgets in addition to submitting applications for external funding.

Workforce

The implementation of the Destination Management Action Plan will impact the Shire's current workforce and likely require additional resourcing.

CONCLUSION

The development of the Destination Management Action Plan marks a critical step in progressing the strategic vision set out in the Shire's Destination Management Strategy. By translating high-level goals into clear, prioritised, and staged actions, the Shire is well positioned to strengthen its tourism offering, enhance visitor experiences, and support long-term economic development. The structured, resource-aware approach ensures that tourism initiatives can be implemented effectively and sustainably, while also remaining responsive to funding opportunities and regional alignment. Council's endorsement of the draft Action Plan for stakeholder consultation will ensure that the final plan is informed by local knowledge and industry input, fostering shared ownership and successful implementation.



11.2.5 Review and amendment of Local Health Policy 2 – Temporary Accommodation	
File Ref:	CM.7 – Corporate Management – Policy – Policy Register – Policy Reviews
Previous Items:	OCM21/06/071
Applicant:	Shire of Waroona
Author and Responsible Officer:	Coordinator Regulatory & Development Services; Director Customer & Development Services
Declaration of Interest:	Nil
Voting Requirements:	Simple majority
Appendix Numbers:	11.2.5 A – Existing Local Health Policy 2 11.2.5 B – Proposed Local Health Policy 2

OFFICER RECOMMENDATION

That Council adopts the amended Local Health Policy 2 – Temporary Accommodation, as presented in Appendix 11.2.5 B.

IN BRIEF

The Shire has completed a review of Local Health Policy 2 – Temporary Accommodation in response to evolving land use trends and the increasing demand for longer-term camping on private property during home construction. The updated policy provides clear guidance on the conditions under which temporary accommodation may be permitted in rural zones, in accordance with Regulation 11 and 11A of the *Caravan Parks and Camping Grounds Regulations 1997*. It outlines health, safety, environmental, and amenity requirements to ensure camping is conducted in a manner that supports public health and community expectations. Key changes include clarified eligibility criteria, service provision standards, and a maximum camping duration.

BACKGROUND

In recent years, the Shire has experienced a significant increase in interest from individuals seeking to reside in camp-style arrangements, such as tents, buses, caravans, and campervans, on private property for extended periods. This trend is driven by several socio-economic and demographic factors, including:

- The rising cost of constructing permanent housing, placing home ownership or building out of financial reach for many;
- Extended construction timeframes due to supply chain and workforce delays; and;
- A demographic shift in population with people from Perth, Mandurah and elsewhere, moving to the local government area without appropriate housing arranged.

This growing demand for alternative living arrangements has been observed across both urban and rural locations.

The current Local Health Policy 2 – Temporary Accommodation, adopted by Council on 18th December 2018, no longer adequately reflects the scale or nature of this trend. The policy was originally developed for limited and temporary use cases, primarily associated with short-term on-site accommodation during house construction. Given the changing environment, the policy is now considered outdated.

In response, a revised and more comprehensive policy has been prepared. The amended policy aims to ensure that temporary accommodation is safe, hygienic, and respectful of local amenity and environmental value, while also providing a clear regulatory framework for the



assessment and approval of such arrangements under Regulation 11A of the *Caravan Parks and Camping Grounds Regulations 1997*. The amended policy is now presented to Council for consideration and adoption.

REPORT DETAIL

The Shire has experienced a notable rise in the number of people seeking to reside in temporary, camp-style accommodation, such as tents, caravans, buses, and campervans, on private property for extended periods. While some of this activity is associated with the construction of permanent dwellings, a growing proportion involved indefinite camping without any intention of building. This shift is largely attributed to the rising costs and delays associated with building a home, as well as an influx of new residents from metropolitan areas who have not secured appropriate housing.

In response, the Shire has undertaken a review of Local Health Policy 2 - Temporary Accommodation, originally adopted in December 2018. The policy has been updated to better reflect the current scale, nature, and impacts of temporary accommodation in the district.

Over recent years, the Shire has received an increasing number of complaints related to long-term camping, particularly from urban and rural neighbours impacted by the following issues:

- Loss of amenity – Unregulated campsites often result in unsightly conditions, with a mix of temporary shelters, household belongings, scattered vehicles and equipment creating a visual blight on otherwise orderly neighbourhoods. This negatively affects the amenity and character of communities.
- Unhealthy living conditions – Camps lacking access to basic utilities such as potable water, sanitation, and waste disposal pose significant public health risks.
- Safety risks – Unmanaged camps in bushfire-prone areas have raised concerns around fire safety. Instances in Lake Clifton have revealed unsafe use of barbecues, generators, and open flames adjacent to flammable vegetation, placing people, property, and the environment at risk.

Under the Caravan Parks and Camping Ground Regulations 1997, individuals may camp on private property for up to 5 nights within a 28-day period without approval. Short-term and occasional camping, such as over long weekends, where temporary infrastructure is removed after use, is generally not problematic and remains outside the scope of this policy.

The amended policy aims to provide clarity on when, where, and how longer-term camping may be deemed appropriate. Key provisions of the proposed policy include:

- Limiting longer-term camping to rural zones only, due to their lower population density and greater separation between neighbours, which helps reduce amenity impacts and potential for conflict.
- Requiring that longer-term camping is only permitted when:
 - development approval and/or building permit for a house is in place;
 - house footings have been installed; and
 - active construction of the dwelling is underway

These conditions are intended to ensure that temporary accommodation is genuinely associated with the transition to a permanent and compliant residential dwelling, rather than a substitute for housing.



In addition to limiting camping to a maximum period of 24 months, as prescribed by the Regulations, the policy also mandates that camp sites:

- are connected to an approved effluent disposal system or sewer network;
- have access to a compliant electricity source, avoiding high-risk or polluting generators;
- are connected to a potable water supply of at least 100,000 litres or to a reticulated water source;
- are screened by landscaping to minimise visual impacts; and
- include appropriate waste disposal arrangements.

The camp and surrounding area must also be maintained in a clean, safe, and fire-safe condition at all times. Upon practical completion of the dwelling, the campsite must be fully decommissioned and removed.

This revised policy complements Local Planning Policy 8 – Shed Style Dwellings, and aligns with community expectations around safety, environmental health, and neighbourhood amenity. While the intent of the original policy remains unchanged, the update provides greater clarity, enforceability, and relevance in the context of emergency land use trends.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Community
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning
Objective	1.4 Encourage an active and healthy community with an improved quality of life
Strategy	1.4.1 Promote a mentally and physically health lifestyle

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Caravan and Camping Grounds Regulations 1997

Regulation 11 - Limits camping on private property to no more than 5 nights in any 28-day period. In excess of that, the local government may give approval.

Regulation 11A(2) - The local government may approve a person to camp on private property for a period not exceeding 24 months.

Regulation 11A(3) - The approval to camp on private property is subject to conditions that will ensure activities do not cause a hazard to safety or health and that the land is maintained in a condition that is suitable from a health, safety, and access to services perspective.

SUSTAINABILITY & RISK CONSIDERATIONS

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

Nil.

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

Policies should provide fair and reasonable protection to the amenity of landowners and residents.



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

Policies should provide fair and reasonable protection to the natural environment.

Policy Implications

Policies should be reviewed regularly to ensure they meet contemporary practice.

Risk Management Implications

Context / Risk Category	Environmental - Regulatory compliance, contamination, inadequate processes
Risk	Without the policy and necessary conditions in place, there is a risk that camping may impact the health, safety, and amenity of the localities they are in.
Consequence	3 - Moderate
Likelihood	4 - Likely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Review local planning policies regularly to ensure relevance.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Should the proposed Policy be adopted, the Shire will advertise to the community through the Shire's website, Facebook account and the local newspaper.

RESOURCE IMPLICATIONS**Financial**

Nil.

Workforce

The draft policy was prepared by Development Services as part of general duties.

CONCLUSION

As part of its ongoing review of the policy framework, the Shire has identified that the current Policy is ineffective and does not address the current nature of proposals. The proposed Policy seeks to establish an effective set of provisions to address current and emerging trends. It is recommended that the Policy presented in Appendix 11.2.5 B is adopted. This will ensure consistent and transparent decision making.



11.2.6 2025 Annual Policy Review – Part 1	
File Ref:	CM.7 – Corporate Management – Policy – Policy Register – Policy Reviews
Previous Items:	11.2.2 - 2024 Annual Policy Review – OCM24/07/108
Applicant:	Not applicable
Author and Responsible Officer:	Corporate Planning & Governance Officer; Acting Director Corporate & Governance Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.2.6 – Reviewed policies with tracked changes

OFFICER RECOMMENDATION

That Council approves all amendments made to the revised policies as collated and presented in Appendix 11.2.6.

IN BRIEF

- Council is required to review Council policies at least once every three years.
- Several Council policies have been revised and amended as part of the 2025 annual policy review.
- Council's approval is required to publish and make the reviewed policies publicly available.

BACKGROUND

The objectives of Council policies are to;

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

A policy review schedule was developed in 2022 with the objective being to ensure that all policies are reviewed at least once every three years. The scheduling of those policies that require an annual or biennial review remains unchanged. However, all policies that included a requirement to review "as required" were changed to triennially (every three years).

Sixty-eight policies are scheduled for review in 2025. In this first part, 16 policies have been reviewed and amended where required. Council's approval is now requested to update those policy documents, as presented at **Appendix 11.2.6**.

REPORT DETAIL

The following policies have been recently reviewed by officers, and approved by Directors, to ensure that information relating to current practices and legislative requirements remains



accurate. Some of the following policies contain significant suggested amendments which may or may not alter the intent of each policy.

It is recommended that Council revoke 4 Council policies for the reasons outlined in the table below, and approve 12 policies with / without amendment, as listed below.

<i>Community Policies</i>	
CP001 - Community Engagement	Reviewed without amendment
CP002 - Civic Receptions	Reviewed without amendment
CP003 - Citizenship Ceremonies	Reviewed without amendment
CP004 - Australia Day Awards	Reviewed with minor amendments
<i>Elected Members Policies</i>	
ELP001 - Elected Members Fees, Allowances and Reimbursements	Amended to include superannuation for Councillors.
<i>Human Resources (HR) Policies</i>	
HRP001 - Employment Appointment	To be revoked, repeat of legislation.
HRP002 - Appointment of Temporary Employees	To be revoked – operational matters to be replaced with Management Practice.
HRP004 - Superannuation (Non-compulsory)	Reviewed without amendment
HRP005 - Motor Vehicle Driver's Licence	To be revoked – operational matters to be replaced with Management Practice.
HRP006 - Professional Membership Subscriptions	To be revoked – operational matters to be replaced with Management Practice.
HRP007 - Employee Use of Recreation and Aquatic Centre	Reviewed with significant amendments
HRP008 - Salary Sacrifice	Reviewed with significant amendments
HRP009 - Deductions from Employee Salaries and Wages	To be revoked – operational matters to be replaced with Management Practice.
HRP010 - Municipal Workcare Injury Management - Team Approach	To be revoked - operational matter and covered by legislation.
HRP011 - Employee Involvement in Community Groups	To be revoked – <ul style="list-style-type: none"> • Policy title contradicts the content. • Representation of Council members on committees is covered in legislation. • Staff membership in voluntary groups not a council position.
<i>Local Planning Policy</i>	
LPP005 - Sea-Shipping Containers and Transportable Buildings	Reviewed with minor amendments



All current policies, showing tracked changes, are presented as **Appendix 11.2.6**.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

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

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

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

SUSTAINABILITY & RISK CONSIDERATIONS

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

Nil

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

Nil

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

Nil

Policy Implications

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

Policies will be reviewed every one, two, or three years as per their scheduled review frequency.

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Failing to regularly review policies may indicate poor governance, and result in non-compliance with legislative requirements and unclear direction to employees.
Consequence	3 - Moderate
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)



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

CONSULTATION

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

Aboriginal Consultation

Nil.

RESOURCE IMPLICATIONS

Financial

Nil.

Workforce

Not applicable.

CONCLUSION

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

Regular policy reviews enable Council to maintain a process to continually review their policy decisions and to ensure they are in keeping with the community expectations, and current legislative requirements and recommendations.

Several Council policies have been revised and amended as the first part of the 2025 annual policy review process. Council's approval is required to publish and make publicly available, the amended policy documents.



11.2.7 Initiation of Local Planning Policy (LPP) 18 – Expenditure of cash-in-lieu for clearing offsets	
File Ref:	CM.7 – Corporate Management – Policy – Policy Register – Policy Reviews
Previous Items:	N/A
Applicant:	Shire of Waroona
Author and Responsible Officer:	Coordinator Regulatory & Development Services; Director Customer & Development Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.2.7 – Draft LPP 18 Expenditure of cash-in-lieu for clearing offsets

OFFICER RECOMMENDATION

That Council:

1. initiates Local Planning Policy 18 '*Expenditure of cash-in-lieu for clearing offsets*', as presented in Appendix 11.2.7, for the purposes of public consultation; and
2. advertises Local Planning Policy 18 '*Expenditure of cash-in-lieu for clearing offsets*';

pursuant to Clause 4, Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

IN BRIEF

- The purpose of this report is for Council to consider initiating a draft Local Planning Policy.
- The policy establishes a transparent framework for the use of funds collected under Local Planning Policy 17 – Vegetation, where vegetation clearing offsets are required.
- Over \$90,000 in Cash-In-Lieu contributions have been collected to date, and this Policy ensures that these funds are used strategically to achieve measurable environmental outcomes.
- The policy sets out clear objectives, eligible project types, and an application process to guide both internal and external use of funds.
- Adoption of the policy will support good governance, environmental integrity, and community confidence in how offset funds are managed and spent.

BACKGROUND

Local Planning Policy 17 Vegetation was adopted by Council in September 2023 to protect and enhance vegetation within the Shire of Waroona. The policy requires developers to offset the impact of unavoidable vegetation clearing by undertaking replanting to achieve a 'net gain' in vegetation cover.

In situations where on-site replanting is not feasible or practical, LPP17 allows developers to contribute Cash-In-Lieu (CIL) payments instead. These funds are held by the Shire and used to implement vegetation projects on behalf of the developer, in line with the policy objectives.



To date, the Shire has collected more than \$90,000 in CIL contributions. Given the growing value of this fund, it is now considered appropriate to adopt a formal policy, 'Local Planning Policy 18 – Expenditure of Cash-In-Lieu for Clearing Offsets', to guide the allocation and use of these funds in a consistent, transparent, and outcomes-focused manner.

REPORT DETAIL

In line with principles of sound financial management and transparency, it is considered good governance to adopt a policy guiding the use of funds collected under 'Local Planning Policy 17 – Vegetation'. With more than \$90,000 in contributions already collected and further funds anticipated, a formal framework is needed to ensure that these resources are allocated effectively, fairly, and in line with environmental objectives.

Draft 'Local Planning Policy 18 – Expenditure of Cash-In-Lieu for Clearing Offsets' sets out clear objectives, eligible activities, expenditure criteria, and access arrangements for these funds.

The draft policy aims to deliver positive environmental outcomes through the:

- Enhancement of ecological linkages;
- Increase in tree canopy within urban areas;
- Protection and expansion of habitat for threatened ecological communities; and
- Restoration and improvement of endemic native vegetation.

The policy allows for funds to be used in both urban and rural settings, subject to a planting component being included. Key eligible activities include:

- Tree planting in urban areas to improve canopy cover;
- Native revegetation (trees, shrubs, groundcovers) in rural areas;
- Rehabilitation of natural areas or threatened ecological communities; and
- Purchase of land for future restoration projects, including associated costs or loan repayments.

Associated incidental costs (e.g. mulch, soil containers, labour, and equipment hire) may also be covered.

All projects must be located within the Shire of Waroona and demonstrate a high likelihood of success, including long-term protection and maintenance. Proposed will be assessed on their ability to meet the objectives of this policy.

While the Shire may directly use the funds for eligible projects, the policy also allows for other parties to access funding, including:

- Community groups and not-for-profit organisations;
- Natural Resource Management (NRM) organisations;
- Government agencies (subject to matched or greater funding); and
- Individuals (e.g. residents undertaking verge planting or bushland restoration).

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. The Chief Executive Officer may also waive the application requirement for minor initiatives, such as seedling giveaways or verge planting programs. 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.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Environment
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning
Objective	3.1 Protect and enhance our natural assets, waterways, bushland and biodiversity
Strategy	1.3.1 Ensure our Town Planning Scheme and Local Planning Strategy facilitates quality and diverse planning outcomes

OTHER STRATEGIC LINKS

- Native Vegetation Policy for Western Australia (DWER)
- State Planning Policy 1 – State Planning Framework (WAPC)
- State Planning Policy 2.0 Environment and natural resources policy (WAPC);
- State Planning Policy 2.1 The Peel Harvey coastal plain catchment (WAPC);
- State Planning Policy 2.5 Rural planning (WAPC);
- State Planning Policy 2.9 Planning for water (WAPC);
- State Planning Policy 3.7 Planning in bushfire prone areas (WAPC)
- Guidance Statement No. 33 Environmental guidance for planning and development (EPA);
- Guidance for planning and development: Protection of naturally vegetated areas in urban and peri-urban areas (EPA); and
- Guideline for the Determination of Wetland Buffer Requirements (WAPC).

STATUTORY ENVIRONMENT

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

SUSTAINABILITY & RISK CONSIDERATIONS

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

Innovation and resilience of the built form are encouraged, assessed and implemented.

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

Regular opportunities for the broad community to have input into the Shire's plans and programs are provided for transparency, accountability and two-way interaction.

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

The protection and valuing of the environment, amenity and the rural space is enhanced through community engagement.

Policy Implications

The initiation of this policy will allow advertising to the public and stakeholders to gauge the level of support for a new Local Planning Policy.

Risk Management Implications



Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	
Consequence	2 - Minor
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Although this risk will remain with the adoption of the officer's recommendation, the reputation risk would be greater if no policy was adopted.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Community and Stakeholders

Should Council resolve to initiate advertisement, the policy will be publicly advertised by a notice in the local newspaper, for a period of no less than 21 days. The advertisement will provide details on:

- The subject and nature of the proposed policy;
- The objectives of the proposed policy;
- Where the proposed policy may be inspected; and
- To whom, in what form and during what period submissions in relation to the proposed policy may be made.

A copy of the policy will be provided at the Shire's Administration Building and on the Shire's webpage inviting submissions. Any submissions received during the public consultation period will be considered and reported back to Council in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

RESOURCE IMPLICATIONS

Financial

There is no financial cost associated with advertising this proposed Policy.

Workforce

Officer time associated with the preparation, review and possible adoption of the policy, which is within the Shire's existing operating expenditure.

CONCLUSION

The collection of Cash-In-Lieu funds has exceeded expectations. These funds will greatly assist with the improvement of urban canopy coverage and restoration of natural areas. Establishing a Policy that will provide clarity as to where, when and how funds are used will provide consistent and transparent decision making. It will ensure effective and efficient use of funds.



11.2.8 Amendment 42 & 43 to Local Planning Scheme No. 7 – Renewable Energy facilities and clearing of vegetation	
File Ref:	TPS7A42 & 43
Previous Items:	OCM23/06/72
Applicant:	Shire of Waroona
Author and Responsible Officer:	Coordinator Regulatory & Development Services; Director Customer & Development Services
Declaration of Interest:	Nil
Voting Requirements:	Simple majority
Appendix Numbers:	11.2.8 A – Amendment 42 11.2.8 B – Amendment 43

OFFICER RECOMMENDATION

That Council:

1. resolves to support amendment 42 and 43, as presented in the Appendices 11.2.8 A and 11.2.8 B of this report, without modification; and
2. authorises the Chief Executive Officer to undertake all necessary steps to finalise amendments 42 and 43.

IN BRIEF

The purpose of amendment 42 is to set land use permissibility for renewable energy facilities. The purpose of amendment 43 is to add protections to significant vegetation, not just native vegetation.

The purpose of this report is to evaluate the proposed amendments and consider their endorsement for submission to the Minister for Planning for approval.

BACKGROUND

Amendments 42 and 43 have previously been supported by Council in 2021 and 2023 respectively. However, it could not be confirmed whether amendment 42 was advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations). This uncertainty arose due to administrative and staffing transitions between the Shire of Murray and Shire of Waroona and the involvement of external consultants in previous years.

Consequently, amendment 42 was advertised between December 2024 and January 2025.

Amendment 43 was supported by Council and advertised in 2023 and forwarded to the Minister for approval. The Minister requested changes to its current format, which was advertised at the same time as amendment 42.

REPORT DETAIL

Amendment 42 seeks to:

1. Insert a new use class “Renewable Energy facility” in the zoning table;
2. Include applicable land use permissibility against the new use class for each zone; and



3. Insert a new definition of “Renewable Energy facility” within schedule 1 of the planning scheme.

The scheme amendment is considered a standard amendment. Upon conclusion of the advertising, no submissions had been received. Amendment 42 documents are contained in appendix 1.

Amendment 43:

Upon conclusion of advertising in 2023, the amendment was submitted to the Minister for Planning for approval. In a letter dated 5 June 2024, the Western Australian Planning Commission advised that the Minister required modifications be made and re-advertised for public comment.

The modifications, as set out in the Schedule of Modifications, which required the amendment resolution text to be replaced with text that:

- deletes clauses 3.83, 3.15.4, 3.16.7 and 3.17.9, rather than amending these clauses; and
- replaces Clause 61(1) in “Schedule A – Supplemental provisions to the deemed provisions” so that the formatting of that clause corresponds with the new table format that is contained in clause 61(1) of the Deemed Provisions in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

Local Planning Policy 17 – Vegetation, stipulates when development approval is required for clearing of vegetation.

The amendment 43 documents are contained in appendix 2.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Environment
Aspiration	To continually care for, protect and enhance our environment for the generations to come
Objective	3.1 Protect and enhance our natural assets, waterways, bushland and biodiversity
Strategy	1.3.1 Ensure our Town Planning Scheme and Local Planning Strategy facilitates quality and diverse planning outcomes

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Planning and Development (Local Planning Schemes) Regulations 2015

The process and decisions of Council are required to comply with the provisions of these regulations.

SUSTAINABILITY & RISK CONSIDERATIONS

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



Greater canopy cover is credited in keeping places cooler, which in turn reduces cooling costs in summer months and making places more affordable to live.

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

The community has conveyed that they value non-native vegetation and expressed a desire to see it afforded a greater level of protection.

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

The protection and valuing of vegetation, which contributes to the amenity, will be beneficial to the local environment.

Policy Implications

The proposal is consistent with draft LPP 17 Vegetation, which seeks to protect existing vegetation.

Risk Management Implications

Context / Risk Category	Environmental - Regulatory compliance, contamination, inadequate processes
Risk	Being seen to fetter private land.
Consequence	1 - Insignificant
Likelihood	3 - Possible
Risk Rating, prior to treatment	Low (1-3)
Key Controls / Treatment	Work with all parties and stakeholders to reach a suitable outcome.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Advertised to the community via Facebook, the Shire's website and in the Harvey-Waroona Reporter, the Shire's local newspaper. The advertisement in the local newspaper was circulated on 10 December 2024. Submissions closed on 31 January 2025 with a public submission period of 52 days. No submissions were received.

RESOURCE IMPLICATIONS

Financial

Nil.

Workforce

Within the scope of the workforce budget.

CONCLUSION

The purpose of amendment 42 is to set land use permissibility for Renewable Energy facilities and ensure that the determination of such applications is straightforward. The purpose of amendment 43 is to add protections to significant vegetation, not just native vegetation.

It is recommended that Council resolves to support the two amendments as contained within the two appendices.



11.2.9 Amendment to Fees and Charges – Use of Shire land	
File Ref:	FM.12 – Financial Management – Fees and Charges
Previous Items:	N/A
Applicant:	N/A
Author and Responsible Officer:	Coordinator Regulatory & Development Services; Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Numbers:	Nil

OFFICER RECOMMENDATION

That Council:

1. **approves an amendment to the 2024/25 Schedule of Adopted Fees and Charges to include a new fee for the use of Shire-managed land for the purpose of offset planting;**
2. **endorses that the applicable fee be determined through negotiation, taking into account factors including the number of hectares, current market price trends, land availability, demand, and relevant environmental characteristics; and**
3. **requests the Chief Executive Officer to provide local public notice of the new fee, to take effect from 16th June 2025, in accordance with section 6.19 of the *Local Government Act 1995*.**

IN BRIEF

Council is requested to consider adopting a new fee structure to apply in situations where persons or entities seek to use Shire-managed land for environmental offset planting purposes.

BACKGROUND

Currently, the Shire's adopted fees and charges provide limited provisions for activities involving Shire-managed land. Existing charges mainly relate to road reserves and recreational facilities.

However, demand is increasing from private developers and state agencies seeking to use Shire land for environmental offset planting, an activity required under State and Federal environmental approval processes when vegetation clearing is proposed.

REPORT DETAIL

The Shire has several hundred hectares of land under its care and control, under reserves and freehold land. This property portfolio enjoys access to a wide range of soil, flora and fauna types, seldom available in other local government areas and regions. Our proximity to the developing Perth metropolitan area and location within the Peel region proves attractive to proponents who need to offset their environmental impacts.

Private developers and state government entities have approached the Shire, seeking to use local government land for offset planting in order to obtain State and/or Federal Government clearing permits.



Clearing permit offsets require that the quality and/or quantity of flora and/or habitat for fauna is improved. Further, permits require that the land tenure ensures that these offsets remain in perpetuity.

A clearing offset will often require the developer to do one or more of the following:

- Plant vegetation;
- Undertake weed management;
- Remove pest animals; and/or
- Install fencing (may include pest proof fencing).

Developers will need to secure the land until the improvements are self-sustaining. This may often require improvements and monitoring for between 10 and 20 years.

As suitable land is diminishing in availability and clearing offsets become increasingly stringent, this provides financial opportunities for the Shire. A fee/charge should be collected to do works on and use local government land, especially given there is often a substantial financial benefit to the developer to obtain a clearing permit.

Rather than adopting a fixed fee, it is recommended that fees be negotiated on a case-by-case basis to allow flexibility and reflect:

- Land size (hectares);
- Market trends;
- Availability and demand;
- Environmental value (flora/fauna/habitat type).

This approach enables responsiveness to changing land and ecological values, while also ensuring transparency and fairness. It is intended that negotiations would be led by Shire staff, with proposals brought to Council for formal consideration and approval where necessary.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Economy
Aspiration	To create a diverse economy base that supports opportunity and employment
Objective	3.1 Protect and enhance our natural assets, waterways, bushland and biodiversity
Strategy	5.1.2 Maintain long term financial sustainability

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

2.7.Role of council

(1)The council —

(a)governs the local government's affairs; and

(b)is responsible for the performance of the local government's functions.

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

(a)oversee the allocation of the local government's finances and resources; and



(b) determine the local government's policies.

6.16. Imposition of fees and charges

(1) A local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

** Absolute majority required.*

(2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (b) supplying a service or carrying out work at the request of a person;*
- (c) subject to section 5.94, providing information from local government records;*
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
- (e) supplying goods;*
- (f) such other service as may be prescribed.*

(3) Fees and charges are to be imposed when adopting the annual budget but may be —

- (a) imposed* during a financial year; and*
- (b) amended* from time to time during a financial year.*

** Absolute majority required*

6.17. Setting level of fees and charges

(1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —

- (a) the cost to the local government of providing the service or goods; and*
- (b) the importance of the service or goods to the community; and*
- (c) the price at which the service or goods could be provided by an alternative provider.*

(2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.

(3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —

- (a) under section 5.96; or*
- (b) under section 6.16(2)(d); or*
- (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*

(4) Regulations may —

- (a) prohibit the imposition of a fee or charge in prescribed circumstances; or*
- (b) limit the amount of a fee or charge in prescribed circumstances.*

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and*
- (b) the date from which it is proposed the fees or charges will be imposed.*

Local Government (administration) Regulations 1996

r.3A – Requirements for local public notice (Act s. 1.7)

SUSTAINABILITY & RISK CONSIDERATIONS

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

The introduction of a negotiated fee for the use of Shire-managed land for offset planting presents a positive economic impact for the Shire and the broader region by generating a



new, sustainable revenue stream from underutilised land assets. This revenue can support local infrastructure, environmental management, and community services. Additionally, facilitating offset planting attracts investment from private developers and government agencies, creating opportunities for local contractors, land management professionals, and indigenous land care groups, thereby stimulating job creation and supporting the growth of the region's environmental services sector.

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

The social impact of enabling offset planting on Shire-managed land can be broadly positive, particularly through improved environmental outcomes that enhance the natural landscape, biodiversity, and access to green spaces, contributing to residents' health and wellbeing. By preserving and restoring local ecosystems, the community benefits from increased amenity, educational opportunities, and a stronger connection to place.

However, there may be concerns for adjacent landowners regarding land use changes, perceived exclusivity of access, or long-term management responsibilities. These can be mitigated through clear communication, community engagement, and ensuring offset projects align with local values and land-use priorities.

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

The environmental impact of allowing offset planting on Shire-managed land is largely positive and aligns strongly with sustainability and climate change mitigation goals. Offset planting contributes to the restoration and protection of native vegetation and habitats, enhancing biodiversity, improving soil health, and supporting ecosystem resilience. These activities also play a role in carbon sequestration, helping to offset greenhouse gas emissions and contributing to broader climate change adaptation strategies. Long-term land tenure requirements for offsets ensure ongoing environmental stewardship, reducing degradation risks and promoting sustainable land use practices across the region.

Policy Implications

Nil

Risk Management Implications

Context / Risk Category	Financial - Projects going over budget, legal costs, insurance claims, overpayments, misuse of resources
Risk	Failure to adopt fees and charges for these circumstances would lead to a potential loss in income.
Consequence	3 - Moderate
Likelihood	4 - Likely
Risk Rating, prior to treatment	High (10-19)
Key Controls / Treatment	Adoption of the proposed fees and charges will address the risk.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Nil.

RESOURCE IMPLICATIONS

Financial

Potential to increase revenue with the introduction of a new fee.



Workforce

No change to the workforce.

CONCLUSION

The introduction of a negotiated fee for the use of Shire-managed land for environmental offset planting represents a strategic opportunity for the Shire to support environmental sustainability while generating economic and social benefits. By formalising a fee structure, the Shire can ensure equitable returns for the use of public land, attract responsible investment, and contribute to the achievement of broader climate and biodiversity objectives. With appropriate safeguards, community engagement, and transparent governance, this initiative offers a balanced and forward-looking approach to land management that aligns with both local values and regional development priorities.



11.2.10 Lease Agreement for Lot 1733 (No. 88) Hill Street, Waroona – Drakesbrook Community Garden Incorporated	
File Ref:	LD260 – Lease Agreement – Lot 1733 Hill Street – Drakesbrook Community Garden Inc.
Previous Items:	Nil
Applicant:	Drakesbrook Community Garden Incorporated
Author & Responsible Officer:	Corporate Planning & Governance Officer; Acting Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number	11.2.10 – Proposed Drakesbrook Community Garden Incorporated Lease Agreement 2025-2027

OFFICER RECOMMENDATION

That Council:

1. **authorises the Shire of Waroona to enter into the proposed lease agreement, with Drakesbrook Community Garden Incorporated, for the lease of the identified premises at Lot 1733 (No. 88) Hill Street, Waroona, as per Appendix 11.2.10;**
2. **authorises the application of the Shire of Waroona Common Seal to the Lease Agreement; and**
3. **authorises the Shire President and Chief Executive Officer to sign and execute all matters relating to the Lease Agreement.**

IN BRIEF

Council is requested to consider entering the proposed Lease Agreement with Drakesbrook Community Garden Incorporated, for the lease of the identified premises, as per Appendix 11.2.10.

BACKGROUND

The Drakesbrook Community Garden Incorporated (DCG) is a newly established community group in Waroona, consisting of over 20 members and a strong committee, driving the foundations for a successful community garden initiative. The group has been an incorporated Association registered with the Department of Mines, Industry Regulation and Safety since 15 January 2024.

For over two years, the DCG group have promoted their vision to develop a thriving community garden, hoping to establish their garden on Shire land at 88 Hill street, the same property as the Waroona Recreation & Aquatic Centre.

The 'Waroona Community Garden' committee approached the Shire of Waroona in 2023 to discuss their ideas and concepts and to request the use of a portion of under-utilised Shire owned land adjacent to the Waroona Recreation & Aquatic Centre at 88 Hill Street, Waroona.

Since the launch of their efforts to develop a community garden, the DCG have been successful in receiving an Alcoa Waroona Sustainability Fund grant to put towards the garden project. In addition to this, the group actively fundraises as they work towards earning the funds required to establish their garden.



In November 2024, Council approved a recommendation of the Recreation Advisory Working Group to support the development of a community garden in an area adjacent to the Waroona Recreation & Aquatic Centre carpark (Council resolution OCM24/11/173), as shown below.



Once established, the group believes the community garden will encourage members of the community to come together in a welcoming, inclusive space to garden and grow food, socialise, share knowledge and build strong friendships and connections. Through hands-on gardening, planned workshops, and community information events the group can foster a sense of belonging, promote mental wellbeing, and encourage sustainable living. Selling their own vegetable garden produce and garden by-products will also help to boost their financial viability.

The DCG committee now await a formal lease agreement for the area set aside by Council to enable commencement of their final planning stages and commence garden construction.

REPORT DETAIL

It is proposed that an area approximately 38 meters long and 37 meters wide be leased to the Drakesbrook Community Garden Incorporated to accommodate the size and various functions of the community garden. The group aims to transform the site into a vibrant, inclusive space that promotes sustainable gardening, community connection, and education opportunities.

Proposed infrastructure within the leased area will include fencing, raised garden beds, a pergola, water tanks, a native bushtucker garden and other necessary amenities, all of which will be constructed and maintained by the group. The garden will be accessible to members of the community and used as a venue for regular weekend workshops, educational activities, and intergenerational programs in collaboration with local schools, community organisations, and aged care providers.

While largely consistent with other lease agreements for shire-owned facilities, the Drakesbrook Community Garden lease agreement will feature a few key differences including:

- The lease covers land only, with a requirement for all infrastructure erected on the land during the term, to be removed at expiry or termination of the lease;
- The limitation of a lease of land only, removes any responsibilities for maintenance of the site from the Lessor (Shire);



- The following standard lease terms *only apply* where a permanent building is established on the leased premises –
 - Lessor's building insurance;
 - Lessor's responsibility to arrange environmental (spiders and termites) pest inspections and extermination; and
 - Requirement for Maintenance Completed Record and Annual Maintenance Plan to be submitted each year;
- Introduction of a Lessee requirement to install fencing around the lease area to define and section off the Lessee's fixtures and property; and
- Consumption, Sale or Supply of Alcohol is not permitted on the premises.

The proposed lease agreement between the Shire of Waroona and Drakesbrook Community Garden Incorporated is for two years, commencing on 1 June 2025 and expiring on 31 May 2026. Rent is in line with other small facilities leased to not-for-profit community groups, being \$110 (including GST) per week payable annually in advance.

It is recommended that Council approve a lease for the designated area of land at 88 Hill Street, Waroona to the Drakesbrook Community Garden Incorporated for two years to allow establishment, and demonstrate sustainability, of a successful community garden.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Community
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning
Objective	1.4 Encourage an active and healthy community with an improved quality of life
Strategy	1.4.5 Support and enhance health services in Waroona

Focus Area	Our Built Assets
Aspiration	To build and effectively manage our assets to continually improve our standard of living
Objective	4.1 Public spaces and infrastructure that are accessible and appropriate for our community, and meet the purpose and needs of multiple users
Strategy	4.1.1 Plan community facilities for current and future generations

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

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT



Nil.

SUSTAINABILITY & RISK CONSIDERATIONS

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

The lease of the identified land will provide an income of \$110 including GST (subject to CPI) each financial year.

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

The lease will continue to provide a dedicated space for gardening enthusiasts and like-minded community members to establish a vibrant, inclusive space that promotes sustainable gardening, community connection, and education opportunities.

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

The DCG group aims to establish a garden using permaculture concepts and environmentally friendly and sustainable garden techniques.

Policy Implications

Nil.

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Failing to provide a lease agreement may result in Drakesbrook Community Garden Inc. having to find an alternative location to establish a community garden, which may be difficult given suitable facilities and land are scarce and may be expensive to lease. This decision may also impact the reputation of the Shire to cater for a significant group within its community.
Consequence	3 - Moderate
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Council's endorsement of the recommendation of this report will mitigate the likelihood of this risk coming into effect.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

Lease prepared in consultation with the President of the Drakesbrook Community Garden Incorporated in writing.

Aboriginal Consultation

Aboriginal [cultural heritage] consultation not carried out and not applicable to this lease.

RESOURCE IMPLICATIONS

Financial

Nil.

Workforce

Nil.



CONCLUSION

This Lease is an opportunity for the Shire to continue to support and provide suitable space for dedicated community members to provide more opportunities for the people of Waroona Shire. It is recommended that Council approve a lease for the designated area of land at Lot 1733, 88 Hill Stret, Waroona to the Drakesbrook Community Garden Incorporated for two years to allow establishment, and demonstrate sustainability, of a successful community garden.



11.3 CHIEF EXECUTIVE OFFICER

11.3.1 Appointment of Committee Presiding Members and Deputy Presiding Members	
File Ref:	FM.9 – Financial Management - Audit – Reports; GS.5 – Grants and Subsidies – Programs – Alcoa Waroona Sustainability Fund.
Previous Items:	Nil
Applicant:	Nil
Author & Responsible Officer:	Corporate Planning & Governance Officer; Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Number	Nil

OFFICER RECOMMENDATION

That Council:

1. appoints Cr Mike Walmsley as Presiding Member of the Finance and Audit Committee and Cr Naomi Purcell as Deputy Presiding Member of the Finance and Audit Committee; and
2. appoints Mark Goodlet, Chief Executive Officer, as Presiding Member of the Alcoa Waroona Sustainability Fund Committee and Cr Mike Walmsley as the Deputy Presiding Member of the Alcoa Waroona Sustainability Fund Committee.

IN BRIEF

- Amendments to section 5.12 of the *Local Government Act 1995* have changed how Presiding members and Deputy Presiding Members of Committees are appointed.
- Council must appoint, by absolute majority, a member of a committee as Presiding member, and may also appoint the Deputy Presiding Member of a committee.

BACKGROUND

Amendments to section 5.12 of the *Local Government Act 1995* (Act) have changed how Presiding members and Deputy Presiding Members of Committees are appointed.

Section 5.12 of the Act was replaced on 6 December 2024, to remove the requirement for members of the committee to elect their presiding and deputy presiding members.

Section 5.12 now states that Council must appoint a committee member as the Presiding member and has the option of appointing a Deputy Presiding Member, and this appointment must be made by an absolute majority decision.

REPORT DETAIL

Amendments to the requirements for Council to appoint committee presiding members and deputy presiding members was made to assist the local government sector in removing the need for the conduct of a secret preferential ballot at a committee meeting, and to give Council the role of deciding the leadership of Council committees.

Council currently has four committees with elected Council representatives –



1. Finance and Audit Committee
2. Alcoa Waroona Sustainability Fund Committee
3. Bush Fire Advisory Committee
4. Local Emergency Management Committee

It is recommended that Council appoint the following committee-elected Chairperson (Presiding Member) and Deputy Chairperson (Deputy Presiding Member) of each committee to their respective incumbent positions -

1. Finance and Audit Committee:
 - a. Cr Mike Walmsley as Presiding Member; and
 - b. Cr Naomi Purcell as Deputy Presiding Member (optional)
2. Alcoa Waroona Sustainability Fund Committee:
 - a. Mark Goodlet, CEO, as Presiding Member; and
 - b. Cr Mike Walmsley as Deputy Presiding Member (optional)

Committees excluded from Council-appointed Chairperson and Deputy Chairperson requirements

- Bush Fire Advisory Committee

The Shire of Waroona Bush Fire Advisory Committee is established under the *Bush Fires Act 1954* and is therefore excluded from the requirements of s.5.12 of the *Local Government Act 1995* for Council to appoint a Presiding (Chairperson) and Deputy Presiding Member (Deputy Chairperson) of the committee.

In accordance with section 67(2) of the *Bush Fires Act 1954*, the Bushfire Advisory Committee shall elect one of their members to be chairperson of the committee. The current Chairperson of the Bush Fire Advisory Committee is Cr Mike Walmsley.

- Local Emergency Management Committee

The Shire of Waroona Local Emergency Management Committee is established under section 38(3) and (4) of the *Emergency Management Act 2005*. The Chairperson and Deputy Chairperson are appointed in accordance with the constitution and procedures of Local Emergency Management Committees, as set out in the State Emergency Management (SEM) Procedure.

As per the SEM procedure, the chair is to be an elected member of council, and the Local Emergency Coordinator should be appointed as Deputy Chairperson. This is consistent with the current appointments to the LEMC: Cr Mike Walmsley serves as the Chairperson, and the Deputy Chairperson is the Local Emergency Coordinator, who is the Officer in charge of the Waroona Police Station.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Leadership
Aspiration	To embed strong leadership through good governance, effective communication and ensuring value for money
Objective	5.2 Develop a skilled, safe and compliant organisation
Strategy	5.2.2 Promote an organisational culture of safety, best practice and continuous improvement



OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Local Government Act 1995

S. 5.12 - Presiding members and deputies

(1) The local government must appoint* a member of a committee to be the presiding member of the committee.

** Absolute majority required.*

(2) The local government may appoint* a member of a committee to be the deputy presiding member of the committee.

** Absolute majority required.*

Bush Fires Act 1954

S. 67 – Advisory Committees

(1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

(2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.

Emergency Management Act 2005

S. 38. Local emergency management committees

(1) A local government is to establish one or more local emergency management committees for the local government's district.

(2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.

(3) A local emergency management committee consists of —

(a) a chairman and other members appointed by the relevant local government in accordance with subsection (4); and

(b) if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.



- (4) *Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.*

State Emergency Management Procedure

Part 3 – Preparedness, 3.7 Local Emergency Management Committee

Procedure - LEMC Membership

Noting the requirements of the EM Act, the following provides guidance on the composition of LEMCs:

- *the Chair should be an elected member of council*
- *the Local Emergency Coordinator should be appointed as Deputy Chair*

SUSTAINABILITY & RISK CONSIDERATIONS

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

Nil.

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

Nil.

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

Nil.

Policy Implications

Nil.

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Failing to complete the legislated requirements of Presiding and Deputy Presiding committee member appointments would result in a breach of legislation.
Consequence	4 - Major
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Council’s endorsement of the recommendation of this report will mitigate the likelihood of this risk coming into effect
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

Local Government Professionals – WA

Aboriginal Consultation

Not applicable

RESOURCE IMPLICATIONS

Financial

Nil.



Workforce

Nil.

CONCLUSION

The statutory provisions for electing the Presiding member and Deputy Presiding Member of some committees have changed. Section 5.12 of the *Local Government Act 1995* now states that Council must, by absolute majority, appoint a committee member as the Presiding member and may also appoint a Deputy Presiding Member. To comply with the new legislative committee requirements under the *Local Government Act 1995*, It is recommended that Council appoint a Presiding Member (Chairperson) and a Deputy Presiding Member (Deputy Chairperson) of its Finance and Audit Committee, and Alcoa Waroona Sustainability Fund Committee.



11.3.2 Councillor Attendance at the Western Australian Local Government Association Convention 2025 and Departmental Name Change	
File Ref:	GR.22 – Government Relations – State Liaison – Western Australian Local Government Association
Previous Items:	Nil
Applicant:	Shire of Waroona
Author and Responsible Officer:	Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Numbers:	11.3.2 A – CGP002 – Elected Members Fees, Allowances and Reimbursements 11.3.2 B – CGP004 – Elected Members Continuing Professional Development 11.3.2 C – 20250416 InfoPage – Council Member CPD in final three months of term

OFFICER RECOMMENDATION

That Council:

1. requests the Chief Executive Officer to arrange direct supplier payment of term ending elected members' costs for attendance at the Western Australian Local Government Association's Convention 2025, due to caretaker period being underway;
2. amends clause 3.4 Reimbursement of Expenses, of Policy CGP002 – Elected Members Fees, Allowances and Reimbursements, as shown in red and italics below;

“The reimbursement of elected members' expenses in accordance with section 5.98 (2)(b) of the Local Government Act 1995 and regulation 32(1) of the Local Government (Administration) Regulations 1996, shall be for the following expenses:

- (a) Travel costs in attending meetings as an official Council representative (in accordance with October annual nominations);
 - (b) Travel costs, meals, and accommodation in attending Western Australian Local Government Association (WALGA), *except during the caretaker period for elected members whose term will end at the end of the caretaker period, for whom the Shire of Waroona will pay direct to suppliers for the costs associated with conference attendance; or*
 - (c) *Travel costs, meals, and accommodation in attending Department of Local Government, Commerce, Industry Regulation and Safety Department of Local Government, Sport & Cultural Industries* accredited training seminars for elected members, subject to budgetary provisions; or
 - (d) Travel costs, meals, and accommodation in attending Council approved training or events, subject to budgetary provisions.”; and
3. approves the department name change from Department of Local Government, Sport and Cultural Industries to Department of Local Government, Commerce, Industry Regulation and Safety across all Council strategies and policies, commencing 1 July 2025, where the name is used.

IN BRIEF



The Western Australian Local Government Association's 2025 Convention is from 22 – 24 September 2025. As this is during the local government election caretaker period before the local government elections on 18 October 2025, a direct payment of conference costs for councillor attendance at the Convention is required rather than reimbursement of expenses.

This report recommends direct payment of costs for councillor attendance at the conference and a policy amendment in support of this, all other provisions for attendance remaining unchanged.

An update of the departmental name across all applicable Shire strategies and policies is also recommended to coincide with the name change from 1 July 2025.

BACKGROUND

This is the first occasion in which legislated local government caretaker provisions have been in place prior to a local government election in Western Australia. This year caretaker provisions commence at close of councillor election nominations on 4 September 2025, but therefore impact the WALGA 2025 Convention, from 22 – 24 September 2025.

REPORT DETAIL

Caretaker Period

During the caretaker period certain “significant acts” are prohibited by elected members whose term is ending, including attendance at continuing professional development conferences including the WALGA 2025 Convention, where the attendance expenses are reimbursed from the Shire to the councillor.

The Shire has four councillors whose terms are ending including the Shire President and Deputy Shire President, who are nominated as the Shire's voting representatives at the WALGA annual general meeting held during the convention. It is important that the Shire has representation at the annual general meeting and at the convention where the sector wide issues are considered, and councillors are able to connect with their counterparts from other local governments.

This prohibition can be dealt with through the Council authorizing the Chief Executive Officer (CEO) to pay the direct costs to the suppliers related to the convention (WALGA, travel, accommodation, food), which is available under normal circumstances under Policy CGP004 – Elected Members Continuing Professional Development. A minor change to CGP002 – Elected Members Fees, Allowances and Reimbursements, acknowledges the new constraints under the caretaker period while providing direct payment oversight arrangements through the CEO, by the change to clause 3.4 as shown in the Officer recommendation. This simultaneously provides a check on expenditure while allowing conference attendance to occur where appropriate. A WALGA InfoPage correspondence was provided on this matter (Refer to Appendix 11.3.2 C).

Department Name Change

Local governments are current regulated through the Department of Local Government, Sport and Cultural Industries. From 1 July 2025 the department responsible for local government will become the Department of Local Government, Commerce, Industry Regulation and Safety. It is recommended that Council approves the change of name for all its approved strategies and policies where applicable.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN



Focus Area	Our Leadership
Aspiration	To embed strong leadership through good governance, effective communication and ensuring value for money
Objective	5.2 Develop a skilled, safe and compliant organisation
Strategy	5.3.2 Deliver efficient and effective Council services to the community

OTHER STRATEGIC LINKS

STATUTORY ENVIRONMENT

Local Government Act 1995

1.4A Terms used – *Caretaker period*

3.73. Restrictions on what local government may do during caretaker period

5.129. Fees and expenses

(1) *A local government may prepare and adopt* a policy under which the local government undertakes to do 1 or more of the following — ...*

(d) *reimburse a council member for a fee or other expense incurred by the council member in relation to their participation in continuing professional development under the local government's policy under section 5.128.*

Local Government (Administration) Regulations 1996

37. Fees and expenses (Act s. 5.129(4))

(1) *This regulation applies to a policy of a local government under section 5.129 to the extent that the policy makes provision under section 5.129(1)(c) or (d)....*

(3) *The policy must not allow for the payment or reimbursement of an amount in relation to the participation of a council member in continuing professional development if the participation occurs during any of the following periods —*

(a) *the period of 3 months ending on the day on which the term for which the council member was elected as an elector mayor or president, or as a councillor, ends...*

Local Government (Functions and General) Regulations 1996

Part 1B – Caretaker period - 3A. Significant acts

SUSTAINABILITY & RISK CONSIDERATIONS

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

Nil

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

Nil

Environment – (Impact on environment's sustainability)

Nil

Policy Implications

CGP002 – Elected Members Fees, Allowances and Reimbursements (refer to Appendix 11.3.2 A)

CGP004 – Elected Members Continuing Professional Development (refer to Appendix 11.3.2 B).

Risk Management Implications



Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Non-compliance with the Local Government Act 1995
Consequence	2 - Minor
Likelihood	4 - Likely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Amend the policy to capture the caretaker period requirements.
Risk Acceptance	Treat - Risk acceptable with excellent controls

CONSULTATION

This matter was presented at the 8 April 2025 Councillor briefing session.

Aboriginal Consultation

Nil

RESOURCE IMPLICATIONS

Financial

Elected member attendance at the WALGA is budgeted annually.

Workforce

Nil

CONCLUSION

A minor amendment to CGP002 – Elected Members Fees, Allowances and Reimbursements, clause 3.4 to require the CEO to pay suppliers directly for the WALGA 2025 Convention, for term ending elected members, is required under the new caretaker provisions of the Local Government Act 1995. This is a simple but effective probity measure.



11.3.3 Neighbourhood Places of Bushfire Last Resort	
File Ref:	ES.15 – Emergency Services – Emergency Management Plan
Previous Items:	Nil
Applicant:	NA
Author and Responsible Officer:	Coordinator Development and Emergency Services; Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	Nil

OFFICER RECOMMENDATION

That Council:

1. supports the development Neighbourhood Places of Bushfire Last Resort (PoBLR); and
2. requests the Chief Executive Officer to;
 - a. correspond with the Department of Fire and Emergency Services (DFES) and the Department of Planning, Lands and Heritage (DPLH), to convey in-principle support for development of guidelines for PoBLRs and their partnering with Western Australian Local Government Association (WALGA) on this matter; and
 - b. bring this matter to the attention of the Peel Zone and seek its support to request to have the matter developed by the Western Australian Local Government Association (WALGA) in cooperation with DFES and DPLH.

IN BRIEF

- The Department of Fire and Emergency Services (DFES) is in the early stages of preparing guidelines for the establishment of Neighbourhood Places of Bushfire Last Resort.
- Shire officers have been meeting with the DFES land use planning team and other interested stakeholders for the past year to discuss and progress the matter.
- Preston Beach is considered a suitable townsite to establish a Neighbourhood Place of Last Resort due to its one way in, one way out vehicular access scenario and setting within an extreme bush fire risk area.
- Recently, the Western Australian Local Government Association (WALGA) has become involved and expressed concern with the matter.
- Shire officers are of the view that establishment of the guidelines would have great benefit for the community of Preston Beach and therefore requests Council to support the matter and inform WALGA of its position.

BACKGROUND



As Council is aware, Preston Beach is located within an area of extreme bush fire risk. It is essentially surrounded by Yalgorup National Park to the north, south and east. Further, there is only one vehicular access in and out of the town via Preston Beach Road. This presents a significant evacuation issue should a bushfire cut off this road. Preston Beach was severely impacted by the 2016 Waroona Fire, where residents were forced to gather at the beach after Preston Beach Road became too dangerous to use.

Recommendation 12 of the Report of the Special Inquiry into the January 2016 Waroona Fire (Ferguson Report) stated:

“The Department of Fire and Emergency Services to work with the Department of Planning and Local Governments to adopt a policy which enables Local Governments to identify, register and communicate ‘Places of Bushfire Last Resort’ in settlements and townsites where life risk from bushfire is very high or greater.”

A Neighbourhood Place of Bushfire Last Resort (PoBLR) can be defined as a place where members of a community can go or be taken to, to seek refuge from an imminent threat of bushfire when it is too late to evacuate. It should only be used when all other plans have failed, and no other option exists.

Four other Australian states have Places of Bushfire Last Resorts as a recognized option for communities.

REPORT DETAIL

DFES has presented the matter to the State Bushfire Advisory Council several times to receive feedback and obtain support. To date, it is understood that at the State Bushfire Advisory Council members have expressed a number of concerns with the project. Further to this, Shire officers met with DFES, Western Australian Local Government Association (WALGA), the Shire of Harvey and the Shire of Augusta-Margaret River to discuss the matter. At this meeting, WALGA expressed concerns regarding local government consultation, responsibility and liability, noting that a matter of this nature needs to be consulted widely through Western Australian local government.

Whilst Shire officers share these concerns, it is considered that the proposition has merit, given the history of this matter for Preston Beach in the 2016 fires and the resulting recommendation of the Ferguson Report. The project has the potential for community benefit for the Shire of Waroona and many other local governments. In addition to the Shire of Harvey and Augusta Margaret River, the City of Albany is considering this matter. There are some 33 towns in Western Australia which have the historical legacy of no second egress road option.

In light of the need for this to be investigated and developed as a proposal, it is recommended that Council support this in principle and seek WALGA’s leadership to work with DFES in developing a place of last resort solution.

To date DFES has been working on guidelines for the neighbourhood Places of Bushfire Last Resort, however there are a number of concerns for local governments not limited to the following –

- DFES approval role
- Communication for PoBLR protocols for the community (when it is to be used, its limitations, etc)
- Registration of sites for information for non-community members



- Legislative head of power and containment of risk responsibilities
- Legislative protection for local governments and their officers where these are made available.
- Maintenance of PoBLRs.

The to enter into a partnership with WALGA in order to progress the project and development a draft set of guidelines for scrutiny. The project ought to be WALGA driven so all interested local governments can be involved and assist DFES.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Community
Aspiration	To embed strong leadership through good governance, effective communication and ensuring value for money
Objective	1.1 Create a connected, safe and cohesive community with a strong sense of community pride
Strategy	1.1.6 Ensure the safety of our community

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY & RISK CONSIDERATIONS

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

Nil

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

A Neighbourhood Place of Last Resort at Preston Beach has the potential to save lives when all other options of escape have been exhausted.

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

Nil

Policy Implications

Nil

Risk Management Implications

Context / Risk Category	Project - Delays to start or completion, variations to scope or budget, insufficient funds
Risk	Delay to development of the guidelines would in turn delay a Neighbour Place of Lat Resort being established for Preston Beach.
Consequence	5 - Catastrophic
Likelihood	3 - Possible
Risk Rating, prior to treatment	High (10-19)
Key Controls / Treatment	Ensure project is progressed without unnecessary delays
Risk Acceptance	Monitor - Risk acceptable with adequate control



CONSULTATION

No community consultation is required at this stage. The community will be consulted once the guidelines have been prepared, and Council has decided that a Neighbourhood Place of Last Resort ought to be established for Preston Beach.

Aboriginal Consultation

NA

RESOURCE IMPLICATIONS***Financial***

Nil

Workforce

Nil

CONCLUSION

There are a raft of risk issues and standards issues to be considered in the development of Places of Last Resort in Western Australia. Nevertheless, these have been formally adopted in four other states in Australia and they provide an option where all others have failed. For this reason, there is a need for DFES and WALGA to take a leadership position on this matter and develop a solution.



11.4 ITEMS FOR INFORMATION

11.4.1 2025 Environmental Health Australia (WA) State Conference	
File Ref:	GO.3 – Governance – Reporting
Previous Items:	Nil
Applicant:	Not applicable
Author and Responsible Officer:	Senior Environmental Health Officer
Declaration of Interest:	Nil
Voting Requirements:	For noting
Appendix Numbers:	Nil

RECOMMENDATION

That Council notes the information on the 2025 Environmental Health Australia (EHA) (WA) State Conference held in Perth on 9-11 April 2025.

IN BRIEF

The Senior Environmental Health Officer attended the 2025 EHA (WA) State Conference, hosted by Environmental Health Australia in Perth from 9-11 April 2025.

The conference provided delegates with essential updates and learning experiences, as well as valuable opportunities to network with industry professionals and trade partners.

BACKGROUND

The 78th EHA (WA) State Conference brought together environmental health officers, state representatives, academics, and allied professionals to explore practical and policy-level responses to pressing public and environmental health issues.

The three-day training and conference event offered valuable professional development for officers and strategic insights for local government on challenges such as housing quality, urban heat, emergency preparedness, and the health impacts of climate change.

REPORT DETAIL

Key Themes Relevant to Local Government

1. Environmental Health Capacity and Workforce Sustainability

- The need to strengthen and retain a skilled environmental health workforce, especially in rural and regional councils, was emphasised.
- Councils were encouraged to support training pathways, professional recognition, and flexible resourcing models.

2. Housing, Accommodation, and Community Safety

- Presentations addressed the rise of substandard housing in both metropolitan and remote areas, highlighting the role of councils in ensuring safe accommodation through inspection regimes, policy enforcement, and advocacy.
- Issues included:
 - Temporary housing after natural disasters
 - Cyclone risk zones and caravan park safety
 - Housing shortages impacting vulnerable populations



3. Climate Change and Emergency Management

- Sessions highlighted the increasing pressure on councils to adapt infrastructure and community services to:
 - Urban heat and design (e.g. tree canopy, passive cooling)
 - Emergency evacuation centre preparedness
 - Public health risks during and after extreme weather events

4. Community Health and Amenity

- Key topics included pest control (e.g., stable fly), mosquito-borne disease risks, hoarding/squalor cases, and noise monitoring.
- These issues have direct implications for community wellbeing and often require coordinated local responses, supported by cross-agency partnerships.

5. Innovations in Public and Environmental Health

- Advances in water sampling, wastewater surveillance, and food safety standards were explored.
- Councils were urged to stay abreast of changes in regulatory expectations, including for aquatic facilities and food premises.

Featured Presentation

A highlight was keynote speaker **Dr Karl Kruszelnicki**, who spoke on the importance of **critical thinking in public health decision-making**—a timely reminder of the role that evidence-based governance plays in protecting communities. A humorous speaker, Dr Karl kept the audience captivated throughout.

Networking and Collaboration

The conference facilitated strong inter-council networking and collaboration opportunities with:

- WA Department of Health
- Environmental Health Australia
- Local Government Associations
- Indigenous health bodies

These connections support shared learning and future cooperation across jurisdictions.

Recommendations for Council Consideration

Based on conference insights, the following are recommended for discussion and possible action:

1. **Workforce Planning**
 - Support strategies to attract and retain qualified Environmental Health Officers.
2. **Housing and Crisis Accommodation Oversight**
 - Strengthen monitoring of unregulated and temporary housing.
3. **Climate-Resilient Design**
 - Integrate public health perspectives into urban planning and disaster preparedness.
4. **Community Engagement**
 - Raise awareness of local environmental health initiatives and risks.
5. **Regional Partnerships**
 - Collaborate with neighbouring councils and State agencies on health-focused emergency and surveillance programs.

Food Safety Masterclass – Legislative and Technology Updates

Date Attended: 9 April 2025



Presenter: Gary Kennedy, National Food Safety Auditor & Managing Director, Correct Food Systems

Event: Pre-Conference Masterclass, EHA (WA) State Conference

Overview

A Food Safety Masterclass was attended as part of the 2025 Environmental Health Australia (WA) State Conference. The session provided a comprehensive briefing on current and emerging issues in food safety relevant to local government.

Key topics covered included:

- Recent changes to food legislation and labelling requirements
- Advances in food processing technologies
- Practical implications for food business inspections and local enforcement

Key Insight: Cell-Cultured Meat Approval

A significant development discussed was the **recent approval of cell-cultured meat** in Australia. This process involves growing animal cells in a nutrient-rich solution, maintained at body temperature, to produce meat-like products without the need for traditional animal farming (see Fig. 1).

This innovation presents potential implications for:

- Food safety inspections and risk assessments
- Labelling compliance and community awareness
- Future regulatory frameworks and education for food businesses

Notably, the cost of producing cultured meat has dramatically decreased over the past decade—from approximately \$300,000 per kilogram to around **\$100 per kilogram**—indicating increasing viability for commercial availability in the near future.

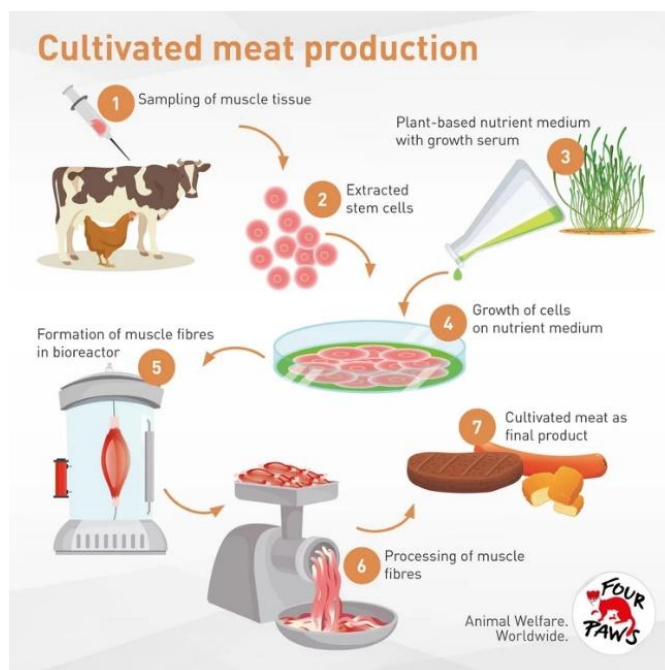


Fig. 1 - Cultivated meat production process



Why Is Cultured Meat Gaining Popularity?

Cultured meat is attracting attention globally as a viable future food source due to several key factors:

- **Rising Cost of Traditional Meat:** Animal-based meat continues to increase in price, putting pressure on households and food businesses.
- **Sustainability Concerns:** With the global population projected to reach nearly 10 billion by 2050, traditional livestock production is increasingly viewed as environmentally unsustainable.
- **Demand from the Middle Class:** As affluence grows globally, so does the demand for meat—placing additional strain on natural resources.
- **Land and Water Limitations:** Countries like Singapore lack the land required for traditional livestock farming, while others face water scarcity.
- **Environmental Impact:** Cultured meat production does not generate greenhouse gas emissions at the scale of traditional farming, offering a lower-impact alternative in addressing climate and environmental challenges.

Considerations for Council

Monitor regulatory updates from FSANZ and Department of Health regarding novel food products.

Support environmental health staff with ongoing professional development in emerging food technologies.

Engage with local food businesses to ensure awareness of changing food safety requirements.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

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

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY & RISK CONSIDERATIONS



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

Nil

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

Nil

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

Nil

Policy Implications

Nil

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	The Senior Environmental Health Officer is not up to date with recent legislative changes, new initiatives, educational developments, or emerging health priorities.
Consequence	3 - Moderate
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	For noting only
Risk Acceptance	Treat - Risk acceptable with excellent controls

CONSULTATION

N/A

Aboriginal Consultation

Nil

RESOURCE IMPLICATIONS**Financial**

Attendance at the conference is part of the employees' contract of employment, and available to Councillors.

Workforce

One officer attended the conference for three days. The Shire of Murray paid for the Food Safety Masterclass training.

CONCLUSION

For Council noting only.



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

